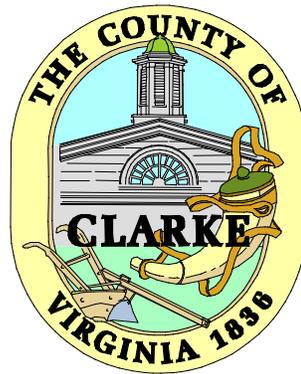


# Clarke County Board of Supervisors



## Regular Meeting Packet January 19, 2021



# Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	January 19, 2021	Packet Page
<b>Afternoon Session 1:00 PM</b>		
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2. Adoption Of Agenda		7
3. Citizen's Comment Period		8
4. Virginia Health Department Update: Dr. Greene; Lord Fairfax Health District Director		9
5. VDOT Update		10
6. BoS Minutes:		
– December 15, 2020, Regular Meeting		11
7. Consent Agenda:		214
– Policy for allowing parcels in easement to retire all remaining DURs		215
– Application for easement donation - Blue Ridge Hunt		217
– Application for easement donation - Gerald Staley & Margaret Geisler		219
– 106 North Church Street Lease Agreement - Dunn Land Surveys Inc. Renewal		221
– 2021-01R Resolution of Recognition and Appreciation of FISH of Clarke County; Deloris Hausenfluck, Elizabeth Hanrahan, and Sharon Harrison		223
– 2021-02R Resolution of Recognition and Appreciation of Charles Kackley		224
8. Board of Supervisors Personnel Committee Items from January 11, 2021		225
A. Expiration of Term for appointments expiring through March 2021. <b>Action: The Personnel Committee recommends the following:</b>		226
– <b>Appoint Jennifer Parker, new Clarke County Director of Social Services, to the Community Policy Management Team, filling the unexpired three-year term of Brittany Heine, expiring December 31, 2022.</b>		
– <b>Recommend to the Circuit Court for the reappointment of Howard Means to the Board of Zoning Appeals to serve a five-year term expiring February 15, 2026.</b>		
9. Board of Supervisors Organizational Meeting & Work Session Items from January 11, 2021		228
A. Organizational Items: Action: Information Only.		228
– Elect Chair. Action: Information Only – David Weiss 2021 Chair		228
– Elect Vice-Chair. Action: Information Only – Beverly McKay 2021 Vice-Chair		329
– Set Meeting Date, Time, and Location. Action: Information Only – schedule adopted as amended.		231

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

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# Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	January 19, 2021	Packet Page
– Adopt Rules of Procedure. Action: Information Only – adopted as presented.		232
– 2020 Chair Appointments review. <b>Action: Final review and approval of 2021 Chair Appointments.</b>		259
B. Work Session Items:		
– Policy for allowing parcels in easement to retire all remaining DURs. Action: Consent Agenda		326
10. Board of Supervisors Finance Committee Items from January 11, 2021		327
A. CARES ACT Funding Update		327
a) Review CARES Summary Report. <b>Action: See Public Hearing</b>		327
b) CCPS Division CARES Act funds from the U.S. Department of Treasury. <b>Action: See Public Hearing</b>		328
c) Municipal Utility Relief Program. Action: Information Only		336
B. Various Clarke County Public Schools grant supplementals:		328
a. Claude Moore Foundation Grant. <b>Action: See Public Hearing</b>		
b. School Security Equipment Grant. <b>Action: See Public Hearing</b>		
c. Title III Grant Supplement. <b>Action: See Public Hearing</b>		
d. IDEA Grant Supplemental. <b>Action: See Public Hearing</b>		
C. Conservation Easement. <b>Action: See Public Hearing</b>		337
D. Historic Preservation Commission Grant. <b>Action: See Public Hearing</b>		340
E. Deed Book Restoration Grant. <b>Action: See Public Hearing</b>		330
F. Waterloo Sewer Connections Fees. <b>Action: The Finance Committee recommends to the Board of Supervisors approval of the proposed connection fees as presented in the attached memo for the specified time period and for properties meeting specific criteria, as noted in the memo.</b>		341
G. FY20 Capital Project Carryforward. <b>Action: “Be it resolved that budgeted expenditure, appropriations, and revenue of the Government Capital Project Fund be carried forward from FY20 to FY21 as stated by the fund totals in the documents attached.”</b>		345
H. General Fund Balance designation review. <b>No action at this time.</b>		347
I. Bills and Claims. <b>Action: The Finance Committee recommends approval of the December 2020 Invoice History Report.</b>		348
J. Standing Reports. FYI: Year to Date Budget Report, Reconciliation of Appropriation, and Capital Projects Report. <b>Action: Information only.</b>		354

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

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# Clarke County Board of Supervisors Regular Meeting Agenda

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

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11. Joint Administrative Services Board Update		370
12. Government Projects Update		375
13. Miscellaneous Items		376
14. Summary Of Required Action		377
15. Board Member Committee Status Reports		378
16. Closed Session [ <i>as necessary</i> ]		379
<b>Evening Session 6:30 PM</b>		
17. Citizen's Comment Period		380
18. PH2021-01: Budget Amendments to the Approved FY 21 Budget		381
A. CARES ACT Funding Update		
a) Review CARES Summary Report. <b>Action: "Be it resolved that FY21 budgeted expenditure and appropriation be increased \$480,937.12 and that revenue from the Federal CARES Act be recognized in the amount of \$1,223,362.72, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures."</b>		327
b) CCPS Division CARES Act funds from the U.S. Department of Treasury. <b>Action: "Be it resolved that FY21 budgeted revenue and appropriation be increased \$516,347 in the School Operating Fund and that revenue from the Federal CARES Act be recognized in the amount of \$516,347, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures."</b>		328
B. Various Clarke County Public Schools grant supplementals: <b>Action: "Be it resolved that FY21 budgeted expenditure and appropriations in the School Capital Projects Fund be increased \$154,073 and that revenue from the Lord Fairfax Community College be recognized in the amount of \$88,000, and revenue from the Virginia Department of Education in the amount of \$66,073 be recognized, all for the purpose of purchasing an Anatomage Table and School Security Equipment.</b>		329
<b>"Be it resolved that FY21 budgeted expenditure and appropriations in the School Operating fund be increased \$13,713 and revenue from Title III &amp; IDEA Grants be recognized in the amount of \$17,904, all for the purpose of balancing revenue and expenditure to actual award amounts."</b>		
C. Conservation Easement. <b>Action: "Be it resolved that FY21 budgeted expenditure and appropriations to the Conservation Easement fund be</b>		329

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

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# Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center  
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Item	January 19, 2021	Packet Page
<b>increased \$569,029, that revenue from the Federal government be recognized in the amount of \$323,500, and revenue from the Commonwealth be recognized in the amount of \$183,702 and that the fund balance designation for Conservation Easement purchases be decreased by \$61,827, all for the purpose of purchasing Conservation Easements on the land of RSP Enterprises, LLC (Smithfield Farm)."</b>		
D. Historic Preservation Commission Grant. <b>Action: "Be it resolved that FY21 budgeted expenditure and appropriation to Historic Preservation Commission be increased \$39,427, and that revenue from the Federal government be recognized in the amount of \$39,427, for the purpose of accepting the Battle of Berryville Boundaries Grant."</b>		330
E. Deed Book Restoration Grant. <b>Action: "Be it resolved that FY21 budgeted expenditure and appropriation to Clerk of the Circuit Court be increased \$18,913 and that revenue from the Commonwealth be recognized in the amount of \$18,913 for the purpose of accepting the Deed Book Restoration Grant."</b>		330
19. Adjournment		382
<hr/>		
Reports in November Packet:		383
– Building Department		384
– Commissioner of the Revenue		452
– Fire & EMS		462
– Virginia Regional Transit Clarke Metrics Report		463
– Year-end Reports:		
o Board of Supervisors		464
o Broadband Implementation Committee		465
o Economic Development Advisory Committee		466
o Industrial Development Authority		467
o Joint Administrative Services Board		468
o Joint Building Committee		469
o Berryville Clarke County Joint Committee on Economic Development & Tourism		470

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

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# **Clarke County Board of Supervisors**

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## **Call to Order**

# **Clarke County Board of Supervisors**

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## **Adoption of Agenda**

# **Clarke County Board of Supervisors**

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## **Citizen Comment Period**

# **Clarke County Board of Supervisors**

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## **Virginia Health Department Update: Dr. Greene; Lord Fairfax Health District Director**

# **Clarke County Board of Supervisors**

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## **VDOT Update**



Chair Weiss thanked the citizens for weathering this difficult year; thanked County staff for working for all the citizens.

Chris Boies introduced Andrew Weatherholt the new Information Technology Systems Administrator.

2) Adoption of Agenda

**Vice-Chair McKay moved to adopt the agenda as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

3) Citizens Comment Period

No persons appeared to address the Board.

4) Introduction John Hewa President/CEO of Rappahannock Electric Cooperative

Chris Boies introduced John Hewa, the new President/CEO of Rappahannock Electric Cooperative, who became CEO on August 1, 2020.

John Hewa presented the following presentation:





### REC QUICK FACTS

- 22 Counties
- 4,000 sq. mi. Territory
- 170,000 Services
- 17,000 Miles of Line
- 10 Accounts per Mile
- \$460M Revenue
- 430 Employees

### REC & CLARKE COUNTY

- 5,460 Meters
- 840 Total Line Miles
- Mt. Weather Emergency Operations Center
- Berryville Graphics
- Clarke County Government
- Stuart M Perry Quarry



Pre-COVID photo



 <b>Christopher G. Shipe</b> Chairman REC Board of Directors Region II	 <b>John D. Hewa</b> President and CEO jhewa@myrec.coop	 <b>John Arp, P.E.</b> Vice President, Engineering, Operations & Power Supply and Manager, Western Region jarp@myrec.coop	 <b>Whitney Watts</b> Assistant Secretary to the Board/Executive Assistant wwatts@myrec.coop
 <b>Jeff Hinson</b> Director of Member Services & Community Relations jhinson@myrec.coop	 <b>S. Kris Sieber</b> Manager, Member Services ksieber@myrec.coop	 <b>Casey Hollins</b> Director of Communications & Public Relations chollins@myrec.coop	



 <b>Christopher G. Shipe</b> Chairman REC Board of Directors Region II	 <b>John D. Hewa</b> President and CEO jhewa@myrec.coop	 <b>John Arp, P.E.</b> Vice President, Engineering, Operations & Power Supply and Manager, Western Region jarp@myrec.coop	 <b>Whitney Watts</b> Assistant Secretary to the Board/Executive Assistant wwatts@myrec.coop
 <b>Jeff Hinson</b> Director of Member Services & Community Relations jhinson@myrec.coop	 <b>S. Kris Sieber</b> Manager, Member Services ksieber@myrec.coop	 <b>Casey Hollins</b> Director of Communications & Public Relations chollins@myrec.coop	



- Lobbies closed
- No disconnections
- Payment arrangements
- Remote workforce
- Community support

### REC'S COVID-19 RESPONSE

- Operational Impacts
- Member Hardship
- Employee Household

*REC's Board voted to distribute \$13 million in Capital Credits in June*

## RELIABILITY AND RESPONSIVENESS



### Major Work-Plan Projects

- **Since 2020/21** - 20 miles of distribution power lines upgraded
  - Increased reliability and resiliency
  - Serve more load
  - Supply alternate sources of power during some outages
- **Substation Switches Installed** – Easily connect a mobile substation to First Energy's transmission line in order to get power back on quickly should a substation outage occur

Pre-COVID photo



### RESPONSIVENESS

Local Operations Center – Front Royal Area Servicemen

Decreased outage times

Pre-COVID photo

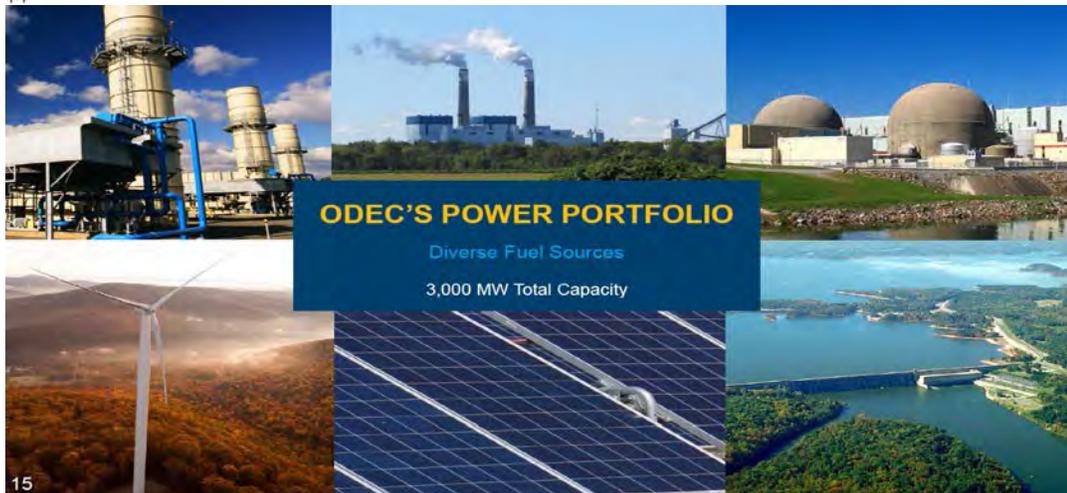




**Felicia Ainsa**  
Director of Economic  
Development  
fainsa@myrec.coop

- Hired Economic Development Director
- Conducted regional development study
- ODEC: Stable portfolio & new pass-through rates
- Representation on Boards & Committees
- Developer contact for large commercial accounts

14



15



**Expanding Member Expectations**



**FIBER OPTIC NETWORK**  
820 Mile Backbone Project  
Leveraging to Support the Grid and Broadband

19 Pre-COVID photo

**REC INITIATIVES**



Outage Text Alerts



Energy Use Info



New Website

20

**CARING & COMMUNITY IMPACT**

- 27,000 members enrolled in The Power of Change
- Donations, sponsorships and community grants
- Scholarships & Youth Tour

**Since 2019:**

- REC's Get Connected event held at neighboring Frederick County Fairgrounds
- Donated thermal underwear to the Winchester Area Temporary Thermal Shelter
- Donated to Shenandoah Area Agency on Aging, Blue Ridge Area Foodbank–Lord Fairfax Branch, and the Winchester Rescue mission
- REC linemen reset Middletown's event pole & assisted a Boy Scout in Eagle Scout project setting flag poles at the Stephens City Moose Lodge






"I feel a deep sense of responsibility and urgency to provide the best service I can to our members every day."

-Ronald Flores  
Distribution Design Representative

- Dedicated workforce
- Career Opportunities
- We Hire Local
- Vets Power Us
- [myrec.coop/careers](http://myrec.coop/careers)



Board of Supervisors Meeting Minutes For December 15, 2020 – Regular Meeting



### Supervisor Lawrence

- Questioned if ten (10) accounts per mile are the same as meters per mile and if Clarke County is less dense than the average. John Hew confirmed those facts.
- Information on broadband; John Hewa stated that they are currently in an FCC quiet period, which will run until the end of January. REC wants to work as a facilitator to leverage our poles, substations, and towers. Called the Boards attention to the significant impact of electric utilities, back in October, REC received a complaint to Federal Court from a property owner in Culpeper County challenging the constitutionality of the Governor and the General Assembly's adopted legislation that was signed into law on January 1, 2020. Added that the challenge raises questions and believe legislation will have to reexamine the law before utilities across the Commonwealth can move forward. This is an issue that needs to be resolved because households and businesses need broadband; iterated that REC will do all possible things to help facilitate, support, and be a part of the solutions. Added that that could be improving infrastructure or working with third-parties but want to help to be able for all to move forward. Explained that many Counties are discussing wireless solutions to assist during this time of the pandemic.
- Asked if REC would work with Shentel giving right-of-ways in order to get their beam technology in the most beneficial areas of the County. John Hewa stated that REC is glad to partner with private companies and leverage the resources of the cooperative.

- Stated that Clarke County has a CTE program at the high school, explained that it would be beneficial for REC to connect and get students involved and learn more about the career. John Hewa expressed that REC would be glad to connect our recruitment individuals with the school CTE program students.
- Glad to have Chris Shipe as Clarke’s representative.

Vice-Chair McKay

- Encouraged REC to have more open board elections in order to get more people to run for those positions. John Hewa explained that REC had 20,600 members vote, which is a 14% turnout on the last election.
- Thanked REC for the wonderful job of modernizing the system so that the power is not out as much. John Hewa stated that REC is investing a great deal into the cooperation and the grid with the use of more technology, but ultimately it is our personnel who have been unbelievably responsive, and their families have been very responsive; when they get called out, it is very rarely a convenient time, it is a tough job, and it is very hazardous, and our team members are very heroic in what they do, and we are very proud of them. Adding that, as a cooperative, our job is to make sure that they have all the tools and resources to do their jobs. Thanked Supervisor McKay for the comments.

Supervisor Bass

- Cost for residential solar on roofs. John Hewa estimated that it is \$2 per lot.

Chris Boies appreciates the partnership as we look at different economic development activities; the County is excited that you have a Director of Economic Development and look forward to working with that person. John Hewa stated that not only do they have an Economic Development Director, but Old Dominion Electric Cooperative (ODEC) took a big step in providing another layer of market pass-through, where we are positioned now with ODEC's new economic development rate. REC can provide an asset-backed portfolio or an ability to provide a direct market pass-through to those who want access to the PJM market. Further explaining that REC is setup and believes that this will be the right formula to be able to talk with clients because they can choose to deal with the market on their own, or we can provide the asset-backed portfolio.

Chair Weiss reiterated broadband is a high priority, so please let us know if we can assist REC in lobbying for the issues because we would like to help our citizens.

John Hewa thanked the Board for all of the comments and assistance with legislators.

5) VDOT

The following update was provided to the Board of Supervisors via email by Ed Carter, Residency Administrator.

Maintenance:

- This past month completed the following work:
  - Shoulders repairs on Route 50 at Route 606
  - Grading cycle on non-hard surface roads
  - Remove hazard trees on Route 617 in Boyce
  - Completed mowing fence to fence on primary Routes
  - Filled potholes, dead animal removal, and storm damage removal on various Routes
- For the month ahead VDOT will continue or start the following work:
  - Brush trimming on route 634 & Route 655 and will then continue to other various Routes
  - Tree Removal on Route 340 and Route 601
  - Storm damage clean up on Route 601
  - Snow removal operations, dead animal removal, pothole filling and storm damage removal as it arises.

Board Items:

- VDOT completed the installation of signs posting the speed limit on Route 606 (River Road) at 45 mph from Route 7 to Route 649 (Frogtown Road) and installed additional warning signs for safety.
- VDOT completed the installation of signs posting the speed limit on Route 655 (Opequon Road) at 45 mph from Route 634 (Salem Church Road) to Frederick County Line.
- VDOT are in the final stages of completing the No Thru Trucks restriction on Route 601 and hope to have this implemented before the end of January.
- VDOT (NOVA & Staunton District) facilitated a kick off meeting on December 4<sup>th</sup> discussing traffic and pedestrian issues at the Route 7 and Route 601 intersection. Stakeholders from VDOT, Loudoun County, and Clarke County

were in attendance. The meeting started discussions to develop short and long-term solutions for the intersection. As a result, VDOT Staunton and NOVA District planning staff will be partnering to study the intersection by gathering more traffic and pedestrian data entry next year for longer-term solutions. Short-term solution discussions included looking into improving the existing parking areas. We have already scheduled a surveying crew to survey the lots to begin looking at potential expansions. Also NOVA District is exploring the idea of obtaining funding to lengthen the westbound left turn lane on Route 7 in the spring/summer of 2021. Monthly meetings are planned to occur starting in early February.

6) Set 2021 Board of Supervisors’ Organizational Meeting Date, Time, and Location.

Staff recommended setting Board of Supervisors’ Organizational Meeting for 10 am, Monday, January 11, 2021, Main Meeting Room.

By consensus, the Board set the Organizational meeting at 10 am, Monday, January 11, 2021, in the Main Meeting Room.

7) Approval of Minutes

November 12, 2020, Special Meeting & November 17, 2020, Regular Meeting

**Supervisor Lawrence moved to approve the November 12, 2020, Special Meeting, and the November 17, 2020, Regular Meeting minutes as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

8) Consent Agenda

Appointment of Jeremy Camp as the Zoning Administrator

**Supervisor Catlett moved to adopt the items on the Consent Agenda as presented. The motion carried by the following vote:**

Matthew E. Bass - Aye  
Terri T. Catlett - Aye  
Doug M. Lawrence - Aye  
Beverly B. McKay - Aye  
David S. Weiss - Aye

9) Capital Improvements Plan

Chris Boies explained that in the packet on page 68, have the recommendation from the Planning Commission a 2021-2026 Capital Improvements Plan (CIP). As discussed in the past, Clarke has not had a CIP in several years, so it was a work in progress in our first year. In future years we hope to incorporate the sanitary district and the school CIP's into the County CIP, so it is in one comprehensive document. One of the biggest learning curves in this process has been to identify our data needs so the best information can be provided to the Board and have better knowledge to make decisions on future CIP's; gave the example that there are request from the Little League for fields and the Soccer League for fields but as a County do not track all of the utilization of the fields so no knowledge on the percentage of the times that the fields are full. With this, it allows us to know what needs to be tracked and analyzed moving forward.

The next five years are show various items for Fire & Rescue; and soccer and baseball fields. Depending in grantsreceive, the overall price may not be fully funded by the County. The Sheriff's Office has typically been budgeted for vehicles every year. With their rotation schedule, their vehicles get high in mileage, they do a good job getting the most out of each vehicle, but it is important for those personnel to have safe and reliable vehicles. There are a number of maintenance items on buildings to be completed. I have met with Joey Braithwaite, Director of Maintenance, to look at all the items and life expectancy of products. At the Joint Building Committee, we have discussed better funding on capital needs to keep the Berryville-Clarke County Government Center up to date - trying to schedule in advance. In the past, the Board has set aside amounts of money from previous years to help allocate funds for projects. It is crucial to think about future projects because, in many cases, it takes that long to save the funds to pay for the project.

The Clarke County Planning Commissions' concern was about the potential pedestrian bridge on VA Route 7, it is not necessarily in conflict with the Comprehensive Plan, but it is not included currently. Therefore, if that project was to be approved, it should become a part of the Comprehensive Plan moving forward. Brandon Stidham, Director of Planning and Zoning, believes that should be included in the Comprehensive Plan; the Board could task the Clarke County Planning Commission to re-evaluate and add that into the Comprehensive Plan in

the different sections, or the Board could approve the CIP Plan with the notation that it needs to be reviewed in the Comprehensive Plan.

Chris Boies emphasized that this is a plan; it is not an approved budget; it does not allocate any funds, nor does it obligate to spend any funds for the listed projects.

Supervisor Catlett asked, and Chris Boies explained that the pedestrian Bridge on VA Route 7 would be a part of the transportation section of the Comprehensive Plan. Supervisor Bass stated that currently, the Comprehensive Plan is undergoing a complete review by the Clarke County Planning Commission, and the transportation section is coming next in the review process, so this is an excellent opportunity to include these projects since we are about to review that section. Chris Boies reiterated that it is not a conflict for the Comprehensive Plan, but it should be included. Supervisor Bass noted that this is a relatively new phenomenon, it has been an issue for years, but all can agree that the addition of the brewery significantly complicated things to the point where it needs to be discussed and addressed.

Supervisor McKay expressed that the pedestrian bridge on VA Route 7 project needs to be written so that it is clear that it will not be paid for by County funds.

Supervisor Lawrence stated that it is good to have the CIP Plan in the documentation.

Chair Weiss complimented the work, reiterating that previously it was done within the budget framework, but this gives us the opportunity to really plan ahead. Emphasized that the money is not being spent from the CIP Plan, this is a list of needs, and then we will plan ways to fund the projects in the long-term.

Supervisor Catlett added that the CIP Plan is a list of potential projects. Just because a project is on the list does not mean that it will happen; it is for discussion and planning.

Vice-Chair McKay stated that with the Health and Human Services, it states a new building; should that be edited to say additional space or new space because they really need space. Chair Weiss agreed with the exception of the Health Department because they need a new building since it is not a tenable five-year building. Vice-Chair McKay made the point that the new building language may preclude new space. Supervisor Bass expressed that as a guideline, does not believe it does not preclude anything regardless of language but have no problems

with adding new space/building. Supervisor Lawrence explained that “and/or” could be added or replace “new building” with “new space.”

Chair Weiss explained that the best solution would be to write it as “new building and/or new space.”

Supervisor Catlett asked if the gathered data will change the CIP Plan. Chris Boies confirmed that it would change the CIP Plan, adding that this document will be updated every year in the fall in preparation for the upcoming budget year. In the spring, staff will track the field usage, and there could be changes based on the data.

**Supervisor Lawrence moved to approve the Capital Improvements Plan as amended. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

#### 10) Board of Supervisors Personnel Committee Items

##### A. Expiration of Term for appointments expiring through February 2021.

2020-12-07 Summary: Following review, the Personnel Committee recommends the following:

- Recommend to the Circuit Court to move Clay Brumback on the Board of Zoning Appeals from the alternative position to the full member position to fill the unexpired term of Charles Kackley, expiring February 12, 2023.
- Reappoint Christian Rousseau to the Family Assessment and Planning Team to a three-year term expiring December 31, 2023.
- Reappoint Roderick ‘Rod’ DeArment to the Clarke County Sanitary Authority to a four-year term expiring January 5, 2025.

2020-12-15 Action: Chris Boies reviewed the Personnel Committee recommendations.

**Vice-Chair McKay moved to accept the appointments. The motion carried by the following vote:**

Matthew E. Bass - Aye  
Terri T. Catlett - Aye  
Doug M. Lawrence - Aye  
Beverly B. McKay - Aye  
David S. Weiss - Aye

B. LEOS study update

2020-12-07 Summary: Following review, the Personnel Committee recommends proceeding with the LEOS Program.

2020-12-15 Action: Chris Boies reviewed the Personnel Committee recommendation and stated that this would be discussed during Finance.

C. Discussion on Clarke County email addresses for appointees

2020-12-07 Summary: After discussion, the Personnel Committee tasked staff with giving new appointees for all Boards, Committees, and Commissions the option of having the county email addresses and add in a disclaimer that if they choose not to have a county email that any business-related emails on their personnel accounts are FOIA-able. Also, inform appointees that if they decide only to use their personnel accounts, they can forward all business-related emails to info@clarkecounty.gov, and County Administration will file per retention.

2020-12-15 Action: Information Only.

11) Board of Supervisors Work Session Items

Board of Supervisors Work Session Agenda  
Berryville/Clarke County Government Center, 2nd Floor  
101 Chalmers Court, Berryville, Virginia 22611

December 7, 2020, 10:00 AM, Main Meeting Room

Board Members Present: Matthew E. Bass, Terri T. Catlett, Doug M. Lawrence, Beverly B. McKay, David S. Weiss

Board Members Absent: None

Officers / Staff Present: Brenda Bennett, Chris Boies, Jeremy Camp, Cathy Kuehner, Brian Lichty, Sheriff Anthony 'Tony' Roper, Brandon Stidham, Brianna Taylor

Others Present: Leslie Melanson, Nick Sabo

Press Present: Mickey Powell

2020-12-07 Summary: At 10:02 am, Chair Weiss called the meeting to order.

A. Winchester Regional Airport Authority update

Nick Sabo, Executive Director of the Winchester Regional Airport, introduced himself and Leslie Melanson, Winchester Regional Airport Authority Clarke County appointed member.

Nick Sabo presented the Winchester Regional Airport update to the Board

2020-12-15 Action: Information Only.

B. Budget Goals FY2022

The Board discussed the uncertainty associated with the FY2022 budget due to the economic impact of COVID-19. The unknown impact on revenues may necessitate the need for the budget to be approved with a contingency list of expenditures as it did in FY2021. Employee compensation remains a priority, and an updated salary study may be needed to address the issue since the previous study was completed in 2014. The Board also asked for research to be completed on new revenue sources now available to counties (TOT, cigarettes, meals, etc.).

The Board also mentions a potential new building for Social Services and the Health Department. The five-year capital improvements plan was recommended for approval last week by the Planning Commission and will be on the full Board agenda next week. This plan includes the new building as well as other projects reviewed by the Planning Commission.

C. Planning Commission update on short term rentals

The Planning Commission requested feedback from the Board on the revised approach to the draft short-term residential rental text amendment. Brandon

Stidham presented the update to the Board. After discussion, the Board agreed that the proposal was better than the last one and the Board thanked the Planning Commission for their work on this issue.

Chair Weiss left the meeting at 11:15 am.

Brandon Stidham introduced Jeremy Camp, the new Senior Planner/Zoning Administrator.

At 11:16 am, Vice-Chair McKay adjourned the meeting.

2020-12-15 Action: Information Only.

## 12) Board of Supervisors Finance Committee Items

### A. CARES Act Funding Update

2020-12-07 Summary:

- a. Information Only - The Finance Committee reviewed the November 2020 COVID expense summary. The summary report breaks down each of the three CARES Funding sources and related expenses (County, Schools & VA Department of Elections). These expenses are information only as we have approached the 1% limit on budget amendments for FY21, so a public hearing must be held before these items can be appropriated. In addition, several other budget amendment requests have been received, which will need to be part of the public hearing.

2020-12-15 Action: Brenda Bennett reviewed the Finance Committee recommendation to set a public hearing for the expenditures and appropriations. Chris Boies explained that there is a State Code provision that states that if a locality exceeds a budget amendment of 1% of the approved budget, you have to hold a public hearing before the amendments can be approved. Historically Clarke County has looked at this as a cumulative total throughout the year so that several small budget amendments may be done throughout the year, but once it culminates to the 1%, a public hearing has been held. Once the public hearing occurs, if the amendments are approved, we would then start back at zero moving toward that 1% again.

Brenda Bennett explained the following items:

- Clarke County CARES funds - \$1,234,060
- CCPS CARES funds - \$516,347
- Various CCPS grants - \$167,786 (Claude Moore Foundation Grant, School Security Equipment Grant, and other grants.)
- Conservation Easement request - \$569,029 (Smithfield Farm)
- Historic Preservation Commission grant - \$39,427 (Battle of Berryville Boundaries Grant).

Chair Weiss noted on the Conservation Easement request, one of the conservation easement requests is from retiring six (6) DURS. The request is that the County would contribute \$61,827 and the remainder is being donated. For \$61,827 the County is acquiring six (6) DURs and leveraging local dollars.

Supervisor Bass asked, and Chris Boies confirmed the process that all of the money flows through the County, and then we pay it out. Therefore, all have to be appropriated even though the County may only be paying a portion, but because the County receives it and then sends out the check, all of those funds have to be appropriated.

**Supervisor Catlett moved to set a public hearing for January 19, 2021, at 6:30 pm, or as soon thereafter as the matter may be heard, for appropriations of the following items:**

- **Clarke County CARES funds - \$1,234,060**
- **CCPS CARES funds - \$516,347**
- **Various CCPS grants - \$167,786**
- **Conservation Easement request - \$569,029**
- **Historic Preservation Commission grant - \$39,427**

**The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

- b. Information Only - The Finance Committee reviewed a summary of the CARES Act funds and expenses to date, as well as proposed expenses and

needs. It is anticipated that all CARES funds will be expended by the deadline date of December 30, 2020. The summary is attached.

2020-12-15 Action: Brenda Bennett reviewed the summary, which shows the total amount of CARES Act funding that was awarded to Clarke County, what was approved by the Board of Supervisors, spent dollars, and estimated expenditure between now and December 30, 2020. The checks for the payments up to December 30, 2020, has to be written by January 15, 2021.

Supervisor Catlett thanked Brenda Bennet for keeping track of all of these expenditures.

Chair Weiss pointed out that Brenda Bennett started as the Director of Finance in July, in the midst of the pandemic, and has done a marvelous job; the Board is proud of you. Chris Boies declared that Brenda Bennett lead the health care change, which has not been done in twenty (20) years and had only three (3) months to accomplish it all.

B. Fire/EMS items for discussion

2020-12-07 Summary:

- a. John H Enders VFC requests that the previously approved amount of \$2,000 be used to purchase appliances previously designated for a washer/dryer.

2020-12-15 Action: After review,

**Supervisor Catlett moved to approve the purchase of appliances, not to exceed the previously approved amount of \$2,000. The amount reimbursed will be for the actual cost of the appliances once a receipt is provided, showing the purchase price. The motion carried by the following vote:**

- Matthew E. Bass - Aye
- Terri T. Catlett - Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

Chair Weiss commented that this should get spent soon.

- b. Tuition assistance review – For information only. Please a memo from the Fire/EMS/EM Director regarding the use of budgeted funds to partially compensate a volunteer for tuition expenses is included in the packet. The Committee offered no objection to using currently budgeted training funds for this purpose.

2020-12-15 Action: After review,

Supervisor Lawrence explained that it is confusing because the memorandum is for last year’s recipient, not the new one who has already put in roughly 1,700 hours this past year volunteering.

Director Brian Lichty stated that the older memorandums were used so the Board could see the process that was done in past years. Confirmed that it is the exact same request, but it is a new student that is currently attending school.

The Board wanted to recognize and thank the new recipient, MacKenzie Hardesty.

Director Brian Lichty explained that the money had been approved in the FY2021 budget. Adding that the only stipulation was that a process is created, further explained that due to the pandemic that has not been completed yet; therefore, wanted to make sure we followed the same steps from last year. Confirming that the funding was approved and no new money is being requested.

**Vice-Chair McKay moved to approve the tuition expenses for the volunteer at John H. Enders. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

2020-12-07 Summary:

- c. Blue Ridge staffing update. The Finance Committee reviewed the staffing update of part-time personnel for the Blue Ridge Volunteer Fire Company. While CARES funds can be used through December 30, 2020, the Fire/EMS/EM Director is requesting continued funding beyond the December 30, 2020 date

2020-12-15 Action: Brenda Bennett reviewed the Finance Committee summary adding that the Finance Committee recommends approval of funds to continue providing part-time help at Blue Ridge Volunteer Fire Company after CARES Act funding is no longer available.

Chair Weiss asked Chris Boies and Brian Lichty to give a more in-detail summary.

Chris Boies discussed the financial piece, stating that it is covered because of CARES Act funding. The County was able to reimburse the salaries of Fire & Rescue personnel in the current budget between July 1 and December 30, 2020, for both full-time and part-time employees. The current budget included staff for the entire fiscal year, but it did not budget CARES act revenue to cover those expenses. So, the CARES Act funding that is being used for those expenses between July 1 and December 30, 2020, for all staffing at all the companies is being reimbursed. That reimbursement frees up the funds and allows the Board the opportunity to re-allocate those funds to continue having part-time staff at Blue Ridge. Re-emphasizing that there is no need to add budget because these funds are already in the budget, and it will cover all of the expected expenses for the next six (6) months, extending until June 30, 2021. At the point of June 30, 2021, there is no obligation to continue the staffing, but this was a request from the Blue Ridge Volunteer Fire Company, and the opportunity was available until December 30, 2020. The Board is not obligated to continue the staffing until June 30, 2021, but the funds are available. Director Brian Lichty can explain what the staffing would look like beyond December 30, 2020, and express some of the things that the Blue Ridge Volunteer Fire Company has tried to do in the last few months to increase volunteer recruitment.

Director Brian Lichty discussed the operational piece, explaining that during this time, Fire & Rescues has placed two (2) part-time personnel from 6 am to 6 pm at Blue Ridge Volunteer Fire Company. The goal is to get to seven (7) days a week. Unfortunately, there is a hiring personnel process, so not at seven (7) days a week at this time. All part-time employees who have been hired were given a letter with their conditional offer that this closes December 30, 2020, unless the Board of Supervisors extends the staffing. Explained that no one has been scheduled after December 30, 2020. If approved today, the scheduling will be extended. As far as volunteer recruitment at Blue Ridge Volunteer Fire Company, Fire & Rescue has done a recruitment video and applied for a REC recruitment grant, but was unfortunately denied the grant. Blue Ridge Volunteer Fire Company has done three (3) recruitment events with a fundraising portion on those. Plan to meet in January to continue to address the recruitment efforts for the entire system. Also have used social media to put videos and pictures to

get more information out and get more interest; we plan to continue doing those. At this time, there has been some success with social media use.

Supervisor Lawrence asked if at the Fire & EMS Commission if there would be a new subcommittee on recruitment. Director Brian Lichty explained that no subcommittee would be formed; it would be an operational item, and the discussions would begin in January system-wide.

Vice-Chair McKay expressed that it aches him to fund items with one-time money when people expect it to recur; with this, it helps that it was clear from the start to all new part-time hires that this may not recur. Opining that the Board needs to look where to put tax-payer funds for these employees, do we need them in Blue Ridge Volunteer Fire Company, John H. Enders Volunteer Fire Company, or Boyce Volunteer Fire Company. If we, as the taxpayers, are paying for it, we need to examine it and be able to defend the decision. Chris Boies stated that the point is well received and that it will be a part of the FY2022 budget discussion currently in progress; adding that anything done today will be clearly explained that it ends on June 30, 2021, and anything beyond June 30, 2021, will be in the FY2022 budget. Expressed that as the budget process is discussed this spring, we need to look at that topic closer to figure out the system needs and what can be done to help out the best.

Director Brian Lichty explained that in the past, it was set to staff Blue Ridge Volunteer Fire Company and ended up sending those to John H. Enders Volunteer Fire Company because that is where they were needed. There has been a success, and the system looks at all of the information in detail, taking it all seriously.

Vice-Chair McKay asked, and Director Brian Lichty stated that Boyce Volunteer Fire Company runs a third of the calls that John H. Enders Volunteer Fire Company runs, and Blue Ridge Volunteer Fire Company runs half of what Boyce Volunteer Fire Company runs.

Supervisor Catlett expressed that she is glad that the volunteer recruitment is being looked at, and she hopes there is continued success in that over the next months.

Vice-Chair McKay opined that all skills are needed in Fire & Rescue, and once people understand that there will be more volunteers.

Supervisor Lawrence asked, and Director Brian Lichty confirmed that the report's expenses for September, October, and November include the cost for all employees, including the new part-time hires.

Director Brian Lichty stated that hiring is a slow process because of all of the requirements.

Supervisor Lawrence explained that the main problem with Blue Ridge Volunteer Fire Company is that many of the main volunteers work the same shift, wonder if there was a way to coordinate with the chief and send paid staff there to assist on those days and at those times. Director Brian Lichty explained that it would continuously be worked on and coordinated with the chief. Adding that in the past, Blue Ridge Volunteer Fire Company indicated that there had not been a day that they do not need assistance, it varies depending on the time, unfortunately not all volunteers work the same reoccurring shift week-to-week or month-to-month, so there are times all are off.

Supervisor Lawrence asked if there was any pattern on their schedule; Director Brian Lichty stated that no patterns had been found as of today, but that will be examined continuously.

Supervisor Lawrence conveyed that when John H. Enders Volunteer Fire Company has four paid staff and has many volunteers on a certain day, one of the paid staff should be sent to Blue Ridge Volunteer Fire Company to assist.

Vice-Chair McKay asked, and Director Brian Lichty confirmed that in the report when it states that two (2) calls were run at Blue Ridge Volunteer Fire Company in November, it means that two (2) calls were run when the staff was present. Adding that in December, the report will be higher because there was more staffing there that were able to run those calls, which will be reflected in the report.

Chair Weiss indicated that this is an important issue, and the main question today is whether to fund it for the next six (6) month period.

Supervisor Lawrence asked if it could be funded for a month to see where the part-timers stand in the clearing process to see how many we will have.

Chair Weiss personally stated that staffing is needed at Blue Ridge Volunteer Fire Company; how to satisfy that is a long-term question. At this time, the financial stability is available for the next six (6) months, so I favor providing the service

until June 30, 2021, so Director Brian Lichty can hire and staff personnel for a six (6) month timeframe to see how it works.

Chris Boies expressed that if it is only for one (1) month, it creates staffing and scheduling issues for February because the next Board decision would not be made until the third week of January. Adding that it will get more difficult for the part-time personnel if an accurate timeframe is not given to them.

Vice-Chair McKay specified that he is personally good with staffing for the next six (6) months as long as the part-time personnel knows that it ends June 30, 2021, unless it is voted upon in the upcoming budget process.

Supervisor Lawrence asked if it could be funded for three (3) months to better understand the data. Chris Boies expressed that in that time, the hope is that the budget process will examine the data and figure out the long-term solution. Chris Boies added that there is no hurt in funding until June 30, 2021, because the budget process will be examining during the time and will find out the gap until there are more permanent solutions.

Chair Weiss advised that Director Brian Lichty should have the certainty for the next six (6) months to make it easier on staffing and scheduling instead of having the question if it will continue or not up to June 30, 2021. Adding that there are savings in the current budget that taxpayers provided because of Federal funds; therefore, it is a zero-sum gain monetarily. There is every indication that we will not utilize near the savings that will be generated from those Federal funds; the fund balance is in good shape for this particular year. Personally believe that there needs to be a decision and put this item to rest and then have the budget cycle to take care of the future. Chair Weiss iterated that Blue Ridge Volunteer Fire Company needs to know that the Finance Committee wants a true plan for their company being that they are requesting 24/7 staffing seven (7) days a week. Further discussing that there are many options. Currently, it is two (2) personnel at a time for safety, but in the end, the Board can say that only one person can be afforded.

Vice-Chair McKay put forward that more volunteers are needed at Blue Ridge Volunteer Fire Company, and the Board needs to see some progress.

Supervisor Catlett supports funding until June 30, 2021, because that will give the new hires certainty to have the position for six (6) months and time for Blue Ridge Volunteer Fire Company to work on recruiting more volunteers.

**Supervisor Bass moved to approve funds to continue providing part-time help to Blue Ridge Volunteer Fire Company through June 30, 2021. The motion carried by the following vote:**

- Matthew E. Bass - Aye
- Terri T. Catlett - Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

C. Discuss using the FY21 contingency funds to provide a bonus to employees:

2020-12-07 Summary: A 2% pay increase was included in the FY21 budget for all County and school employees; however, due to the pandemic and the uncertainty of projected revenue, the funds were set aside in a contingency line. If approved, the bonus would be \$1,000 to full time and \$500 to part-time employees that meet the criteria set forth by the County and School Division. The bonus amounts will be processed such that the net amounts (after taxes) will be as close to \$1,000/\$500 as possible

2020-12-15 Action: Brenda Bennett summarized the Finance Committee summary adding that the payroll coordinator worked on getting the net effect to be \$1,000 or \$500 instead of taxes being taken out from each employee from the amount. Chris Boies indicated that the total cost is lower than what was set aside in the contingency.

Supervisor Bass indicated that he supports this and is glad to see this happening especially in the light of all that is happening today. Believe the County and School employees deserve this, and it is well-intended.

Supervisor Lawrence asked if the name be changed from bonus to one-time payment in lieu of raises.

Chair Weiss stated that the Board understands and realizes that there are members of our communities that do not have jobs and who have obviously have not received any pay at all and the Board is sensitive to that, but by the same token, this is money that was budgeted in last year’s budget that was put into contingency, from the beginning told employees that if revenue was available that we would try to reward as we could and that is what staff developed, a one-time in lieu of raise payment. Believe the Board owes it to the employees to live up to our word, it does not negatively affect the budget since

it is budgeted in the contingency list and is slightly less than the 2% that was budgeted. Understand that members of the community feel that perhaps the school division in some regards might not deserve that, but the Board wants to work together and treat all of the employees the same and that is what this proposal does. Know that teachers are caring and working hard, but the Board is not unaware of all of the above issues.

**Supervisor Catlett moved to release the personnel funds set aside in the FY21 contingency account for the purpose of providing a one-time payment in lieu of raise to County and School Division employees that meet the criteria set forth by the County and school division. The bonus amounts will be \$1,000 for full-time employees and \$500 for part-time employees. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

D. LEOS Review and discussion

2020-12-07 Summary: The LEOS review and discussion took place during the Personnel Committee meeting earlier in the day.

2020-12-15 Action: After review, Brenda Bennett explained that the Finance Committee recommends releasing the funds in the amount of \$75,000 previously set aside in the FY21 contingency budget to provide the enhanced hazard duty benefit for full-time firefighters/EMTs.

Chair Weiss reminded the Board that the Personnel Committee believed it was a reasonable benefit because of recruiting and fairness to firefighters/EMT personnel because Clarke's Sheriff Office already is provided the benefit.

**Supervisor Lawrence moved to release funds in the amount of \$75,000, previously set aside in the FY21 contingency budget line, to provide enhanced hazard duty benefits for full-time Firefighters/EMTs and approve the resolution provided by the Virginia Retirement System (VRS). The motion carried by the following vote:**

Matthew E. Bass	-	Aye
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Terri T. Catlett - Aye  
Doug M. Lawrence - Aye  
Beverly B. McKay - Aye  
David S. Weiss - Aye

Chair Weiss stated that this had been a process, and the Board appreciates all of the hard work from staff and the patience of the full-time firefighters/EMTs.

E. Bills and Claims

2020-12-07 Summary: Following review, the Finance Committee recommends approval of the November 2020 Invoice History Report.

2020-12-15 Action:

**Supervisor Catlett moved to approve the November 2020 Invoice History Report. The motion carried by the following vote:**

Matthew E. Bass - Aye  
Terri T. Catlett - Aye  
Doug M. Lawrence - Aye  
Beverly B. McKay - Aye  
David S. Weiss - Aye

F. Standing Reports

- Year to Date Budget Report
- Reconciliation of Appropriations
- Capital Projects Report

2020-12-15 Action: Information Only.

13) Joint Administrative Services Board

Brenda Bennett highlights include:

- Scheduled to meet on Monday, December 21, 2020.
- The County has come to an agreement with Benefit Plan Administrators (BPA) for medical health insurance; they are a third-party administrator.
- Plan to send out a letter with all of the information and documents to all employees later this week.

- Insurance ID cards should be received by January 1, 2021.
- Cards will have Cigna information since BPA works with Cigna.
- Everyone will be migrated into the new plan.
- Chair Weiss stated that once all is done, there will be an in-depth review of what is happening and how it is different.
- Chris Boies explained that the Joint Administrative Services Board approved, for a six (6) month stop-gap type of measure, to allow in the Spring to develop a plan that would go into effect July 1, 2021. Since there was a quick turnaround, all employees were moved into a similar plan to what is in use now, for the next six (6) months, but then JAS will develop the plans that will go into effect July 1, 2021, and have the normal open-enrollment in May. There is still work to be done, but there are some new and exciting opportunities with this new company that was not previously available.
- Chair Weiss stated that through staff's work, they were able to achieve transitioning employees into similar plans for the first six (6) months. Further explained that the County has a third-party that employees can contact directly and that third-party will contact the insurance company. Indicating that in the end, it has great potential in providing the County with savings, better control, and data. Opined that this will be a good thing.

#### 14) Government Projects Update

Chris Boies provided the monthly project update:

- Monument Committee: The Board approved a committee on November 17, 2020, to study the monument issue. Staff has received input from the Board on guidance to provide to the committee. You have this document in front of you. I have spoken with Chair John Staelin, and he is working on setting up the initial meeting after the holidays.

Chair Weiss stated that the desire of the charge was not to tell the committee exactly what to do on a moment by moment basis but to give it an overall direction, and this document represents that.

*By consensus, the Board agreed on the following document.*

#### **Monument Committee**

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Board of Supervisors Meeting Minutes For December 15, 2020 – Regular Meeting

The Board of Supervisors appointed a committee on November 17, 2020, to review and provide recommendations for the statue located in front of the Clarke County Circuit Court Courthouse. Research conducted by County staff has revealed that the County is not currently the owner of the statue or the grounds on which it sits. A number of citizens have expressed opinions about the statue, both for and against its potential relocation.

The Committee is tasked with developing a recommendation to the Board of Supervisors on what actions, if any, should be taken concerning the statue. The recommendation should take into account the historical context of the statue, the legal opinion issued by the County Attorney on the ownership issue, and the input from various stakeholder groups in the County. The Board desires a recommendation that has broad community support and will move the community forward in a united manner.

To support the Committee in developing a recommendation, various county staff will be available to provide information, research, and legal resources. The Committee has no budget or spending authority, and requests for any expenditures should be made to the County Administrator. Committee meetings must be conducted in public (unless a closed session is held as specifically allowed by law), and at least three days' notice must be provided to the public for meetings. The County Administrator will assist with all public notices, posting it was late in the game that meeting dates/times on the County website, reserving spaces for the meetings, and all other public notice and Freedom of Information Act items.

- Non-Profit Assistance CARES Funding: As you know, the Board allocated \$100,000 of the CARES fund for a non-profit assistance program. We received twelve (12) requests, totaling almost \$550,000. To get that number down to the \$100,000 allocated, we are proposing to fund requests of \$10,000 and under at 100% and fund the remaining requests at \$10,000, which is the same amount we capped the small business assistance program. That would leave \$4,287, which we propose to divide among the three fire companies so they would receive \$11,429. If the Board agrees, we will begin processing these payments as soon as possible.

Supervisors thanked staff for this and glad that the non-profits were able to receive some of the CARES Act funding.

Supervisor Bass asked for clarification, and Chris Boies confirmed that the CARES Act funding opportunity for non-profit organizations did not come into effect until later. Supervisor Bass added that if we had known earlier on, non-profits could have received more funds. Chris Boies stated that that would be true if there were more funds that have not already been spent for other priorities the Board previously allocated. Believe the \$10,000 cap is consistent with the small business assistance program, so the County is not placing more value on one program over another.

*By consensus, the Board agreed to move forward with the non-profit assistance CARES funding.*

- We have an update from the National Weather Service at 2:30 today on the impending snowstorm. Director Brian Lichty is currently on that call, and the latest forecast is that it will be a wet snow accumulating 12-18 inches, but the wind will be low, so not expecting the snow to drift. Will keep an eye on the storm because it has the potential to impact the power system. County employees have been preparing equipment. The event will likely impact our operations if the larger amounts of predicted snow come true.

Chair Weiss stated that is citizens do not need to be out tomorrow during the storm to please stay home.

- This evening we have two public hearings. We have 260 comments submitted for tonight and a number of people who have let us know they will be attending. We will do our best to make sure everyone can speak in a safe manner. If there are many people in attendance, we will fill this room, then overflow will be in the atrium upstairs, then overflow from that will be in the atrium downstairs, and if there is overflow from that area, there will be a sign-up sheet for people to sign up and stay in their vehicles to be called when it is there time to speak. County Administration has been encouraging people to submit their comments ahead of time to be heard, hope that there is not a huge crowd tonight. Everyone has the right to speak and the right to see the meeting, either in person or live-stream. Preparing for anything for this evening.

Chair Weiss reminded all Supervisors that per the Board of Supervisors Rules of Procedures, the meeting could be stopped at 10:00 pm, adding that personally, his goal is to have all present citizens to speak, have some from the comments that were sent in to be read, and all comments will be in the written December 15, 2020, minutes record.

- Thanked the Board of Supervisors for having perfect attendance at all Board meetings, reviewing and knowing information prior to each meeting, and having questions prepared. Thank the Board of Supervisors for their leadership.
- Thank the staff for working hard this year and finding different ways to get the work done for citizens in ways that have not been done in the past. There has been continued service throughout the pandemic, looks forward to the vaccine and being able to get back to business as normal, and having some of the practices that have been found effective to continue on, but looks forward to having citizens back in the building and hope that this will occur in early 2021, will work through that as the vaccine is available. Thank all employees because they have all done a tremendous job; glad that funds were allocated today to help those employees.

#### 15) Miscellaneous Items

None added to the December 15 meeting.

#### 16) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes for November 12, 2020, & November 17, 2020, Regular Meeting Minutes.	Brianna R. Taylor
2.	Place 2021 Board of Supervisors' Organizational Meeting on calendars	Cathy Kuehner
3.	Execute notice of appointment	David S. Weiss
4.	Process appointments and update the database.	Brianna R. Taylor
5.	Proceed with LEOS Program	Brenda Bennett & Chris Boies

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|-----|--|---|
| 6.  | Execute & Process VRS Hazardous Duty Benefit Resolution                      | David S. Weiss,<br>Chris Boies, &<br>Brian Lichty |
| 7.  | Capital improvements Plan  | Chris Boies                                       |
| 8.  | Develop Public Hearing Notice PH-2021-01                                     | Brenda Bennett<br>& Chris Boies                   |
| 9.  | Advertise Public Hearing Notice PH-2021-01                                   | Brianna R Taylor                                  |
| 10. | Fire/EMS Items: appliances John H. Enders, Part-time continuation Blue Ridge | Brenda Bennett                                    |
| 11. | Contingency List one-time pay  | Brenda Bennett                                    |
| 12. | Bills and Claims.  | Brenda Bennett                                    |
| 13. | Send Monument Committee document to Chair John Staelin                       | Chris Boies                                       |
| 14. | Process non-profit grants  | Tiffany Kemp                                      |

17) Board Member Committee Status Reports

Supervisor Matthew E. Bass

*Board of Septic and Well Appeals*

- Did not meet.

*Clarke County Library Advisory Council*

- Zoom Meeting.
- Saw an uptake in the October and November membership.

*Planning Commission*

- Recommended the adoption of the Capital Improvement Plan.
- Continued the discussion in short term rentals.

*Sheriff Office*

- Did not meet but would like to wish a happy birthday to Travis Sumption.

*Josephine School Community Museum Board*

- Still have not met.

*Legislative Updates – High Growth Coalition*

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Board of Supervisors Meeting Minutes For December 15, 2020 – Regular Meeting

- Law comes into effect January 1, 2021, dealing with balance billing; which deals with health insurance and in particular those persons who may have to go out-of-network from time-to-time.
- Effective January 1, 2021, it will be a primary offense to have your cell phone in your hand while driving. Encourage all to not hold your cell phone while driving vehicles.

*Northwestern Regional Juvenile Detention Center Commission*

- Meets this Thursday.

*Northwest Regional Adult Drug Treatment Court Advisory Committee*

- Hope to have the results of the study in January.

*Town of Berryville*

- Renewed their lease with Berryville Main Street.
- Acquired five acres from the Clarke County Ruritans.

Supervisor Terri T. Catlett

*CPMT*

- Meets next week.

*Clarke County Humane Foundation*

- Meeting tomorrow via ZOOM.
- Cat lost since 2016 that was found via microchip.

*Conservation Easement Authority*

- Meets this week.

*Parks & Recreation Advisory Board*

- Has not met.

*Clarke County Historic Preservation Commission*

- Trying to figure out what to do with neglect buildings.

*School Board*

- Met last night, VFW came and presented awards to teachers.; the English teacher at D.G. Cooley received an award, C.J. Wilkerson; a 2009 graduate; received the middle school award for band, and Mark Curry for high school band received an award.

- Discussed operating carryover to bring to Finance Committee.
- Discussed sports to address COVID-19.

Supervisor Doug M. Lawrence

*Board of Social Services*

- Hope to have a new Director tomorrow.

*Broadband Implementation Committee*

- Question of the constitutionality of the State law that allows broadband to be ran in the right of ways. State Attorney General is getting involved. Rappahannock electric Cooperative was late in the game in providing fiber to the home on the basis that other electric cooperatives are doing that. Pulled out of the auction because of the fear that it may take a few years to go to the Supreme Court. The auction that they were in was to provide fiber to every meter within the next seven (7) years, so it is disappointing, but the committee is hopeful that at the January meeting we can get a few companies together and move things forward.

Vice-Chair Bev B. McKay

*Joint Building Committee*

- Completing the relocation of the drop-boxes.

*Clarke County Sanitary Authority*

- Still working on meters.

Chairman David S. Weiss

- Nothing to report on at this time.

18) & 19) & 20) Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board. Closed Session pursuant to §2.2-3711-A5 Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Closed Session pursuant to §2.2-3711-A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

**At 3:13 pm, Supervisor Bass moved to enter closed session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board, §2.2-3711-A5**

**Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community, and §2.2-3711-A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion carried by the following vote:**

- Matthew E. Bass - Aye
- Terri T. Catlett Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

Brandon Stidham, Director of Planning and Zoning, was invited to attend the Closed Session.

**At 4:23 pm, The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Bass moved to; reconvene in open session. The motion carried as follows:**

- Matthew E. Bass - Aye
- Terri T. Catlett Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

**Supervisor Bass further moved to execute the following Certification of Closed Session:**

**CERTIFICATION OF CLOSED SESSION**

**WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and**

**WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.**

**NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-.	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

At 4:24 pm, Chair Weiss recessed the meeting.

At 6:31 pm, chair Weiss reconvened the meeting.

Chair Weiss welcomed all citizens who were present and watching on the live-stream. Explained that there are two (2) Public Hearings, reminding all that in a public hearing, citizens are speaking to the Board of Supervisors, so please direct all comments to the Board, adding that there is a three (3) minute time-limit on the comments. With the second public hearing, there are many who are present who wish to speak and many comments that were received by staff, expressing that all of the comments may not be read during the meeting, but all comments will be included in the written record. Further explained that Board members are able to ask questions for clarification, but that is not up for a debate.

21) Citizen's Comment Period

No persons appeared to address the Board.

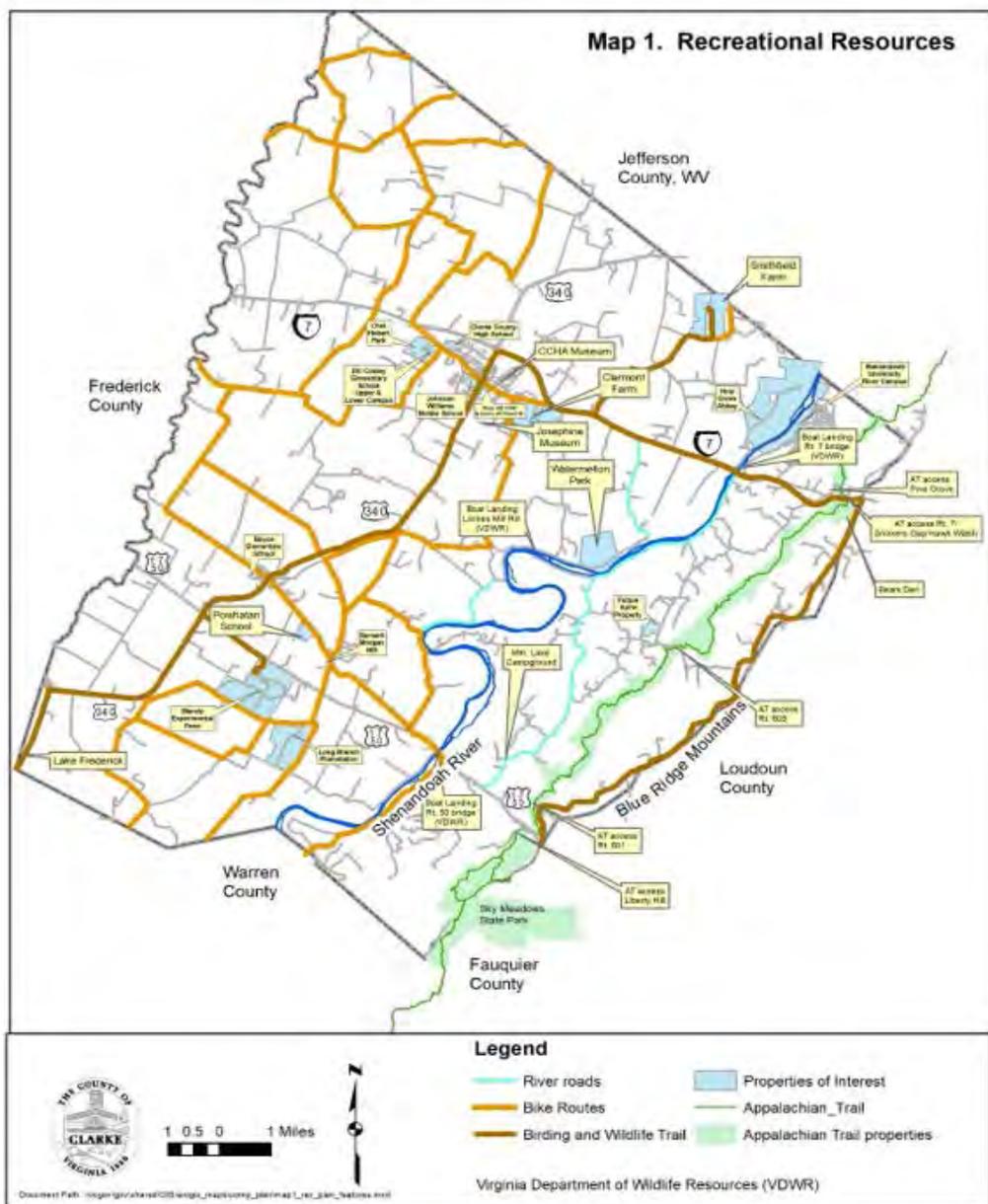
22) PH2020-05: Recreation Component Plan

Alison Teetor, Natural Resource Planner; presented a PowerPoint presentation with the following points:

Recreation Component Plan

- Thanked the Comprehensive Plan Committee: Bob Glover, Doug Kruhm, Matthew Bass, Anne Caldwell, and George Ohrstrom.
- Purpose: To address the recreational needs of the community, how they will be protected and promoted.
- Goals:
  - Meet the recreation needs of the community.
  - Increase awareness of all recreational activities.
  - Assist in maximizing the recreation value of existing assets.
  - Promote connectivity among the County’s active and passive recreation resources.
  - Update the Recreation Plan on a 5-year cycle.
- Strategies:
  - Conduct periodic needs assessments.
  - Develop and update Master Plans.
  - Support Parks & Recreation Advisory Board.
  - Encourage partnerships with non-county and private recreation facilities.
- Define Recreation:
  - Active Recreation – involves organized activities that require infrastructures such as playgrounds and ballfields.
  - Passive Recreation – “low-intensity recreation” emphasized the open-space aspect of a park and allows for the preservation of natural habitat.
  - Adjacent facilities – Lake Frederick, Sky Meadows State Park.
  - Special uses
    - Historic resources, museums, Barns of Rose Hill
    - Bicycling Routes
    - Holy Cross Abbey
    - Driving tours
- Modifications:
  - Page 7 – added partnerships with Federal, State, and non-profit agencies.
  - Page 8 – added information about Appalachian Trail Hike Brochure and parking lot expansion efforts.
  - Page 12-13 – highlighted individual Passive Recreation sites to be consistent with the Special Use format.
  - Page 13 – revised the description of Long Branch.
  - Page 14 – added Locke’s Mill.

- o Page 16 – added section on Scenic Byways including a map detailing designated roads.
- o Page 17 – added references to the Hawk Watch Sign that was installed in 2018.
- o Page 18 – revised Watermelon Park description.
- o Page 19 – removed reference to the Family Campground as it is similar to other river lots that are rented privately.
- o Page 19 – revised the description of the Mountain Lake Campground after validating it is still operational.





- Conclusion Key Points:
  - Address existing and potential recreational needs of the community.
  - Strategies to protect, promote, grow, and enhance active and passive resources.
  - Work with private partners.
  - Support Parks & Recreation Advisory Board.

At 6:41 pm, Chairman Weiss opened the public hearing.

Supervisor Bass thanked Alison Teetor, staff, and Clarke County Planning Commission members who worked on this plan. Explaining that the Clarke County Planning Commission is doing a complete review of the Comprehensive Plan and going through all of the plans, and making edits.

Supervisor Lawrence read parts Section III Part 3b. to emphasize that is what will be analyzed during the next public hearing, PH2020-06. The Clarke County Planning Commission has thought about these items, and the Board needs to respect them.

The following citizen sent in their comment via email to County Administration, who read the following verbatim into the record.

Robina Rich Bouffault, Boyce

- I have reviewed the proposed updates to the current Recreation Component Plan, and think that the adjustments made are very appropriate.
- Separating the recreational resources and the scenic bylaws into two maps instead of only one map is also a big improvement over the existing plan.
- I fully support the approval of this revised component plan.

At 6:42 pm, Chair Weiss closed the Public Hearing.

**Supervisor Bass moved to approve the Recreation Component Plan as presented.** The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

23) PH2020-06: Watermelon Pickers Fest, River & Roots Festival, Single-day Special Event

The applicant, Trevor Creany, co-owner of Shepherds Ford Production; came to the podium with the following statements:

- Thanked the Board of Supervisors and County Administration.
- Personally was born and raised in Clarke County and a proud graduate of Clarke County High School class of 2008.

- Shepherds Ford Productions was founded in Clarke County and has operated for more than two decades. It is composed of four owners who all have long-standing ties to the Clarke County community and a proven track record for producing events that boost economic development as well as stewardship of the Shenandoah River.
- Here today to inform the public of the intentions and ultimately ask the Board for approval for the permit to solidify Shepherds Ford Productions to host Watermelon Pickers Fest, River & Roots Festival, and limited single-day event at the property located at 1352 Tilthammer Mill Road Boyce, Virginia 22620.
- Background of what Shepherds Ford Productions is applying for; Watermelon Pickers Fest is the largest of the events, with a maximum attendance of 3,500 attendees, and is scheduled for September 2021.
- In the past, at Watermelon Park, the 16<sup>th</sup> annual Watermelon Park Fest in 2018 sold out with 2,000-weekend camping tickets and 1,000 single-day tickets. The campers stayed for all three (3) days.
- River & Roots has not occurred for a few years, hopes that it will eventually bring in 1,500 to 2,000 attendees; however, the attendance in June 2021 will likely be low because of COVID-19, or it may not even happen.
- Both festivals have similar schedules for their respective weeks, allow camping on Tuesday and Wednesday, then live music, workshops, and vendors are offered on Friday and Saturday. Attendees are allowed to camp on Saturday but must leave on Sunday.
- The music begins in the afternoon on Thursday and is shut down by midnight to follow the County noise ordinance.
- Notified and received approval from the County departments, including the Building Department, Clarke County Sheriff’s Office, Fire & EMS, State Police, Health Department, and VDOT.
- Know that there are some contingencies involved and will answer any questions.
- Believe that Shepherds Ford Productions has adequately addressed all aspects of the permit that have been brought to our attention thus far.
- Aware that there is opposition for this permit, would like to state that for the record that Shepherds Ford Productions is not applying for a special use permit for a yearlong campground or rezoning of the property at 1352

Tilthammer Mill Road Boyce, Virginia 22620; only applying to temporarily events.

- Highlighted the temporary nature of these proposed events:
  - Events do not require a single building permit for any permanent structure, let alone rezoning.
  - The stages, vendors, event areas, restrooms, and box office are all 100% mobile and temporary.
  - Designed the events this way to be able to leave no trace; this leaves the property spotless for fifty (50) weeks out of the year so that it can be used for cattle and hay operations.
  - Provides the property owner with a way of earning revenue on the investment without requiring any additional changes to the property.
  - There are several DURs available, and personally guarantee construction and housing would be a much bigger issue for the County; and ultimately, the investment needs to generate revenue, and a couple of temporary events seems like a win-win.
- Highlighted that the property was chosen for these reasons:
  - Believe it is the best place in Clarke County to hold these events.
  - Heard that there are plenty of fields in Clarke County, this is not the right location to hold the events or hold it at the fairgrounds.
  - Assure you that the decision was not made lightly; as I said before, Shepherds Ford Productions has been operating in Clarke County for almost two (2) decades. There are not many properties in the County that check all of our required boxes.
    - First, this property is absolutely beautiful, has a connection to this County, and tries to make it a better place to live while showing the natural beauty.
    - Part of the reason that Watermelon Park Fest grew into a successful event is that people wanted to leave the cities and towns that they live in to experience both national and GRAMMY award-winning music at a beautiful setting also preferable beside the Shenandoah River.
    - A chance to unwind and be on vacation in nature while listening to world-class music with friends and family.
    - This is the biggest reason why people keep coming back and bringing their families.

- In addition to the beauty, the size of the property has much more flexibility.
  - For 2021 we cannot assume that we will be able to pack people into the area like was done at Watermelon Park, nor does Shepherds Ford Productions want to.
  - Watermelon Park Fest utilized a 27-acre campground and 250+ additional acres available.
  - Shepherds Ford Production can assure that the event will not need to be canceled due to social distancing requirements.
  - Had to cancel the event in 2020, this event and Shepherds Ford Productions will not survive another cancellation.
  - The owner has expressed interest in conservation easement and continuing the agricultural business on the property. Currently, there are 150 head of cattle, and the events will not disturb them or other farm operations.
  - Not advocating for a full-time campground that has been an accusation.
- This permit would do a great service to all of the parties involved.
  - Would have an event that does not only assist economic development and tourism, but it is run by a local company with a track record that can be trusted.
  - The adjoining property owners will enjoy the beautiful view 50 weeks out of the year, knowing that two weeks of events will help keep houses being built across the river, preserving the beautiful views for years to come.
  - The property can lease his land for two weeks in order to earn some revenue on the multi-million-dollar investment.
  - Believe Shepherds Ford Productions have adequately addressed all aspects of the permit and ask for the Board of Supervisors approval.
  - Thank you for your time; please let me know if there are any questions.

Supervisor Bass conveyed that he did have the opportunity to go drive around the area of the proposed event location, was not able to get the entire tour of the property. One thing that was noticed was both electric and barbwire fencing by the river; asked if that would be taken out or how will Shepherds Ford Productions going to deal with that. Trevor Creany stated that Shepherds Ford Productions is not asking the property owner to do anything to the property, has not asked for the removal of that fencing along the river. When the time for the events, if the

fence is not there, Shepherds Ford Productions will put up barriers to limit access to the river so people cannot just walk in from any point along the riverbank. The barriers would be temporary fencing, either plastic or chain-linked, for the entire stretch of the river. Trevor Creany further explained that the proposal is to allow campers to arrive on Tuesday, so all barriers and signage would be placed on Monday prior to the events.

Supervisor Bass asked what efforts will be taken to keep people out of the river beside the barriers. Trevor Creany explained that there would be signage; if there are concerns throughout the event, there will be announcements through the stage area speakers.

Supervisor Bass questioned, and Trevor Creany confirmed that river access would not be prevented; it will be limited to laid-out entrance areas but not completely prevented. Adding that those access points will need to be determined at this time. Supervisor Bass expressed that he was just concerned because he has children and would not want them to fall down a steep bank with a chance to go in the river.

Supervisor Bass asked, and Trevor Creany confirmed that a site visit was done along the river via driving, there are a couple of cut-ins, but at this time, nothing has been proposed on the river access points. Shepherds Ford Productions will use what is there and go with what is safe; no land or the banks will be destroyed.

Supervisor Bass asked from a manpower standpoint if there were capabilities to have the open river access points to have personnel at those locations. Trevor Creany explained that there are full-time security and medical staff on-site, around the clock.

At 6:55 pm, Chairman Weiss opened the public hearing.

The following citizens presented their comments in person during the Public Hearing:

Jim Klenkar, Boyce

- Clarke County Board of Supervisors, I am planning to attend the meeting, but am also writing to oppose the Application of Shepherds Ford Productions regarding 1352 Tilthammer Mill Road. My wife and I live at 1150 Tilthammer Mill Road, next to the proposed venue, and we also own a 250-acre farm across the road from our home. I oppose the Application for the following reasons:

- The Applicant writes that a letter dated October 9, 2020, a copy of which was included with the Application, was mailed to me. I received no such letter.
- The Application is misleading. The Applicant claims that this is a one-day event, but it is actually an application for separate multi-day events each year for three years, PLUS additional single-day events, the number of which is "to be determined," with up to 3,500 persons each day for each of these events, over those same three years. It appears that at least one of the events is actually a five-day event, with five days of camping and three days of musical performances from noon until midnight. The Applicant has not submitted to-scale drawings, and there is not sufficient daily parking for the number of vehicles that can be reasonably anticipated to arrive each day. There is no indication wherein the flood plain area of the site the 50 portable toilets (using the Applicant's calculations of one toilet per 75 people and 3,750 people) will be located. Most significantly, the Applicant states that this event has been approved by the Board previously. That is not true. This event has never been held at, approved for, or even proposed for, this location.
- The proposed event(s) will create unsafe traffic conditions, including obstruction of traffic on Tilthammer Mill Road, Route 723, Route 50, and Route 340. The Applicant states that there will be as many as 3,500 attendees (in addition to staff and performers) on each day of some of the events. If one conservatively assumes three persons per vehicle, that translates to more than 1,000 vehicles trying to enter the venue via a single lane driveway at the base of a steep hill on Tilthammer Mill Road. If each car is about twenty feet long, that is more than 20,000 linear feet - about FOUR MILES - of traffic. It will actually be more because, of course, there will also be people leaving and entering the site during the day, as well as other traffic on the road, including the garbage trucks the Applicant says will be hauling trash on a daily basis from the event, and trucks hauling the portable toilets (unless the Applicant intends that campers camping five days will be using the same unemptied portable toilets). In the case of a sellout, there will be even more people waiting to get in, and some will have to turn their cars around on this narrow road. When the music ends each evening at midnight, all of the attendees will be exiting onto Tilthammer Mill Road at the same time in the early morning hours.

- Although I suspect that more than a few of the drivers will have consumed alcohol at this event, where alcohol will be sold and can be brought in by campers, there is no obvious place for an alcohol check-point to be set up.
- The traffic obstruction will not be limited to Tilthammer Mill Road. It will also occur on Route 340 and on Route 50. Specifically, anyone attending the event from the north will be directed south on Route 340 from Berryville until they are directed to make a left turn onto Route 255 at Old Chapel. Traffic will back up on the single southbound lane of Route 340 as cars have to wait to make a left-hand turn in front of northbound traffic traveling 55 mph on Route 340.
  - Similarly, attendees traveling from the south or southwest will be directed to travel east on Route 50, where they will be forced to make a left hand turn onto Rt 723 in front of oncoming westbound Route 50 traffic traveling at 55 mph. Traffic is sure to back up on eastbound Route 50 as people wait to make this left-hand turn.
  - In short, Tilthammer Mill Road will be a multi-mile parking lot as people are required to wait on that road to enter the venue, and there will be significant backups on Route 340 and Route 50 as people wait to make left-hand turns in front of oncoming traffic. The Applicant has attached a letter from VDOT indicating that VDOT has no objection, "PROVIDED NOTHING IMPEDES THROUGH TRAFFIC OR CREATES A BACKUP ONTO ROUTE 621 [i.e., Tilthammer Mill Road]". There absolutely will be impediments to through traffic and a backup onto Tilthammer Mill Road. VDOT's letter hardly constitutes approval of this Application.
  - In addition to the dangerous traffic conditions, the multiple proposed events are certain to cause significant damage to the banks of the Shenandoah River and to the river itself. The proposed camping area runs right along the Shenandoah River, and there is no fencing or anything else to keep the thousands of attendees from entering the Shenandoah River along those unprotected banks. The fencing that was previously in place along the river bank has been removed. Brush and vegetation between that fencing and the river that served to reduce silt runoff into the river also has been removed. What remains is an unprotected river bank. Thousands of persons will use those unprotected banks to enter and exit the river- particularly on hot summer days - thereby damaging the banks and sending silt into the river. Virginia has a policy of trying to protect its

ivers, which is why funds are available to help farmers pay to fence their livestock away from rivers and to keep riparian buffer zones to protect our rivers. My wife and I have participated in those programs to protect the part of Burwell/Spout Run that runs through our farm into the Shenandoah River. The Applicant's proposal, at this location, is absolutely contrary to the policies of river protection adopted by Virginia and Clarke County. It is naive to think that, especially during the hot summer days, there will not be thousands of persons going up and down those unprotected banks to swim, bath (given that there are no shower facilities for persons who may be camping five days), and given the limited number of portable toilets, urinating and/or worse, in the river.

- A related concern: Thousands of people gathered together over multiple days in the flood plain along the Shenandoah River will also lead to lots of trash making its way into the river. It is ridiculous to assume otherwise. It is also ridiculous to assume that none of the campers and other persons bringing hundreds of portable generators to the site will not spill gasoline onto this flood plain area bordering the river.
- The promoter who submitted this Application has other options. There is at least one venue for this event that has none of these problems: the Clarke County Fairgrounds in Berryville. That venue has access, parking, water, electricity, etc. That venue is safe, is not in a flood plain, does not create the traffic safety issues addressed above, and will not cause any damage to the Shenandoah River or its banks.
- For each of the foregoing reasons, I respectfully request that the Application be denied.

Chair Weiss informed all citizens that he was sorry to forget to communicate that there has been new information from VDOT that was received this evening at 3:19 pm from Ed Carter, Residency Administrator. He then read the letter as follows; “Bobby thought the applications was for Watermelon Park and responded accordingly, VDOT is going to have to withdraw the permit response until we can review the new location. Sorry for the confusion VDOT will look at this once the storm is over.”

Belinda Burwell, Boyce

- Clarke County Board of Supervisors, I would like to express my opposition to Shepherds Ford Productions' Application to hold the Watermelon Pickers Fest, the River, and Roots Festival, along with additional single-day events at 1352 Tilthammer Mill Road in Boyce.
- I have the following objections to their application and these events:
  - In their application, they claim to have mailed notification of this special event application to the neighbors of this property on October 9. We live at 1150 Tilthammer Mill Road, a property that adjoins the festival site, and we did not receive any notification. In addition, we do not know of any neighbors who received the notification they claim to have mailed. I learned about this festival application on December 5th from John Staelin.
  - The first page of the application is misleading as the name implies this is a Single Day Event TBD. The attached Event Plan lists two separate 3-day events with five days of camping, in June and again in September, and also asks for an undefined number of TBD (to be determined) Single Day Events. The number of attendees expected at these events will be 2,000 to 3,500. On event days, approximately 1,000 to 1,500 vehicles will need to access this venue from Tilthammer Mill Road. This venue has a single one-lane farm entrance threaded between Spout Run and the steep edge of Vineyard Hill.
  - Arriving vehicles will back up for distances estimated to be 2 to 5 miles, creating hazardous backups on the many blind curves and hills along this narrow road. We believe this many vehicles attempting to attend events of this size will create a dangerous situation on our road and restrict our ability to access and care for our livestock and the rescued wildlife on our farm. Our farm is on both sides of Tilthammer Mill Road, with houses, garages, and wildlife cages on 18 acres on the east side of the road and 250 acres of pastures, woods, livestock, a barn, and wildlife cages on the west side of the road. The animals on our farm include cattle, horses, and injured native wildlife, including bald eagles, red and gray foxes, owls, and a variety of other wild species. Injured and sick rescued wild animals are dropped off and picked up here daily, and this festival traffic could prevent rescuers access to our farm on festival days. We are also concerned we may not be able to leave the farm to get needed supplies during these festivals.

- During these events, loudspeakers will be broadcasting music and voices from 12 noon until 12 midnight next to our home. Wildlife, including bald eagles and owls, are very sensitive to noise. Voices and the sounds of people create fear and stress in wild animals and cause them to try to flee the area. When confined to a cage, they will try to run or fly into the walls of the cage, injuring themselves. Our success with saving injured and sick wildlife has been credited to the quiet, low-stress environment here, and the noise created by this festival could cause the death of many of these wild animals. This past June, we had two recovering bald eagles in our flight cage, which is just up the hill from the proposed music stage. I do not believe these eagles could have survived three days of 12 hours of loud noise from which they cannot escape. Every year in June, we are releasing orphan red foxes we have rescued and raised (all wild foxes are born in March and are learning to hunt in June). They are released from their outdoor den cages to explore our 250-acre farm and learn where to find and how to catch food. A backup food supply is still offered in their home den cage during this critical time, but I fear the noise and disturbance of this festival will cause them to flee the area before they are able to survive on their own.
- The bank of the Shenandoah River at 1352 Tilthammer Mill Road is at risk of erosion now that the new owner has removed the fencing and underbrush of the riparian buffer zone along the river bank to make it easier for guests to access the river. Riparian buffer plants are necessary to prevent run-off erosion of that steep bank. Opening the bank up for thousands of people to climb down into the river will create run-off pollution that will endanger the whole river ecosystem. Litter from these festivals will wash into the river as well.
- Shepherds Ford Productions, after terminating its relationship with Watermelon Park, had planned to hold these large music festivals at the Clarke County Fairgrounds. That site is much better suited for this kind of event. The roads leading to the fairgrounds are designed to handle large numbers of vehicles, and the fairgrounds have the facilities to accommodate large crowds of people. That would be a much safer venue for the attendees of these festivals and for the residents of Clarke County. Keeping events of this size in that area will preserve the beautiful natural habitats Clarke County has worked so hard to protect.

Supervisor Catlett asked, and Belinda Burwell answered that the wildlife center serves all animals coming from all over northern Virginia, West Virginia, and Maryland, all the way down to Woodbridge, and west of Bunker Hill; up past Berkeley Springs; and from Warrenton and Culpepper.

Supervisor Catlett asked, and Belinda Burwell confirmed that the wildlife center for this area has been taking care of wildlife for 15-16 years.

Cuno Anderson, Boyce

- Along with other Tilthammer Mill residents, I only learned the existence of this application at the end of the first week of December and have since been able to review the application in detail. I plan to attend the meeting scheduled for December 15, 2020, but I'm also writing in **opposition** of the application to have the Watermelon Pickers Festival and other similar events at the property of 1352 Tilthammer Mill Road, Boyce, Virginia.
- I've been a resident of the community since 2016; I've lived and worked in the Northern Piedmont and Shenandoah Valley area for the past 33 years. Once I retired from a lengthy law enforcement career, my wife and I decided to settle in Clarke County and were extremely fortunate enough to find our small piece of property which met our needs of peace, tranquility. That was found nestled between conservation easements, mountain views, and the Shenandoah River, all of which Clarke County is known for and very unlike any other county in the Northern Virginia area.
- Tilthammer Mill Road can be best described as an unposted narrow and winding roadway with a number of curves and hills that have limited visibility for oncoming traffic. It's been designated as a scenic byway by the Commonwealth Transportation Board and is well known and frequently used as a route for many motorcycles, car clubs, and cycling enthusiasts. In the summertime, weekend vehicle traffic increases due to river users and gear being transported to drop off/pick up points nearby and in the fall it's the leaf watchers. Still, that being said, vehicular traffic normally slows to a crawl as the sun goes down. All that will dramatically change if this permit is approved.
- There are a number of concerns that should be considered and need to be addressed regarding this application.
  - o The farm entrance is located near the bottom of a long steep hill and is only accessed by using Tilthammer Mill or Clay Hill Roads which are both

similar in design, use and description. Neither roadway has adequate shoulder space which impedes the safe passage by another vehicle. There are no turn offs and few private driveways. This is often and best observed when people illegally park along the river bank and/or the waterfalls which are on located private property and near the roadway.

- Tilthammer Mill and Clay Hill Roads are not designed and will not be able to handle the large number of vehicles, towed tent trailers, travel trailers, camping trailers, pickup campers, and motor homes that frequent these events. Non-resident vehicular traffic will clearly increase and last throughout the day, evening and into the late night and early morning hours by attendees, event staff, vendors and others which could likely exceed 3700 people on these unlighted and unfamiliar roadways.
- The overbearing glow of lights and noise from the stage and camping areas will certainly have an adverse effect on the surrounding area to included residents up/down and on both sides of the river, natural wildlife, and the nearby Wildlife Rehabilitation Center. Although the stage show might end by midnight, the camp noise and lighting by the pedestrian and vehicle traffic of event staff and daily attendees will continue well into the early morning hours.
- There are a number of life safety issues that need to serious consideration and examination such as the use and related issues with commercial and personal generators, fuel, lighting and electrical supply, open fire pits, camp fires, trash disposal, sewage, and most important, environmental protections of the river.
- Recent observations of the proposed site found clear signs that the fencing and underbrush along the river has been removed which could have acted as a barrier and prevented access of festival campers and partygoers to the river. There is evidence of bank erosion and the removal of vegetation. Also observed are the man-made creations of steps and pathways leading from riverbank campsites down to the river which would lead one to believe that preparations for campgrounds have been in progress for some time.
- It is also known and on file with Clarke County, a zoning violation notice and cease and desist letter was served on the new property owner in June 2020. The notice cited complaints of tent and trailer camping and the on-line advertisements of the campground.

Chair Weiss clarified that the campground that was mentioned was not in reference to Shepherds Ford Productions.

Tom Terpack, Boyce

- In respect for your many responsibilities and work load I appreciate the time you will take to review and consider my following endorsement.
- I’m writing in regards to the permit applied for by Shepherds Ford Productions, LLC for multiple events desired to be held over the next year and the continuation of those events over subsequent years.
- I would like to fully endorse the events that this permit application has been submitted for and ask that you grant the permission applied for seeing the many benefits such events bring to our county. Historically and culturally as well as economically, which I must admit I’m less versed on expounding,
- Shepherds Ford Productions, LLC. has not only brought entertainment to our county but broadened the breadth for which it’s culture and beauty have been able to be shared.
- Again to emphasize; I whole heartedly endorse the events that Shepherds Ford Productions, LLC has submitted permit for and emphatically ask that you grant permission to this permit for the full benefit of Clarke County.
- I fully respect your responsibilities and work load and appreciate your time to review and consider my following concerns.
- I’m writing in regards to correspondence I’ve received in regards to the permit applied for by Shepherds Ford Productions, LLC.
- I would like to have recorded in due diligence a multitude of matters that concern me personally.
- As a resident of Calmes Neck Estates and a citizen of Clarke County, I feel very strongly about my individual rights and in such the sanctity of my personal opinions. I also feel very strongly about my need to voice the fact that I cannot know the minds of, and will not claim to speak for, any other resident of
- Clarke County, let alone the small population that resides in my community of Calmes Neck Estates. That leads me to the fact that I’ve been included in numerous emails, both as a recipient of - as well as a falsely implied compliant member of Mr. Stack’s representation.
- Not only has Mr. Stack misrepresented himself as a unilateral spokesman for our community, he has expressed as fact many claims that can easily be proved

- wrong. Mr. Stack's insinuation that he speaks for the community also strikes me as an attempt to disenfranchise the rest of the community members.
- For Mr. Stack to categorically assert his opinion as that of others is plainly wrong.
  - Lastly I'd like to address the matter of Mr. Stack's desire to submit a petition. As I have no qualms with anyone creating and submitting a petition for something they believe in, I certainly encourage a petition process that is properly created and administered. In this sense; I cannot condone a submission by Mr. Stack of a petition that requires only printed names and addresses (as directed by a response to his inquiry for submitting such) since I'm a victim of Mr. Stacks blatant disregard for the rules of a community contact list.
  - If any such petition is submitted by Mr. Stack I must request it be ignored barring a full vetting of its contents by Clarke County prior to its being used as a valid opinion by any County official.

Stacey Sinclair, Boyce

- I am a Clarke County homeowner and fulltime resident of Calmes Neck Estates. A member of my community has shared his opinion against a permit application from Shepherd's Ford Productions. I have concerns with this correspondence. I would like to have my objections recorded.
- I understand that all members of a community can share their opinions. I take exception to the way that Mr. Stack has implied that his perspective is the same as my own. I do not agree with his arguments against the application for this permit. (PH 2020-06) Especially upsetting is his misrepresentation that he is a spokesperson for Calmes Neck Estates. It is false to think that his opinions are those of our community as a whole.
- He has indicated that he will be circulating a petition throughout the neighborhood. He is encouraging community members to submit their names and addresses. It is of concern that he has not shared the content of this petition while at the same time, he is asking for names. He has access to private neighborhood email lists and information. He has used these lists inappropriately in the past. Please vet any such petition and confirm participants' voluntary inclusion in this list.
- I have been a victim and recipient of Mr. Stack's emails to our community. It is upsetting to think that his representation of disprovable and false information

is in alignment with my own views. The scare tactics and hypothetical worst-case scenarios he is presenting only serve to disenfranchise community members. By implying that others are onboard with his accusations, he discourages others from providing their own input.

- Please record my objection to Mr. Stack's self-appointed role as a unilateral spokesperson for our community. His opinions are his alone, and I appreciate the opportunity to share my own perspective.
- I am writing with my wholehearted endorsement of Shepherd's Ford Productions' permit application for events at 1352 Tilthammer Mill Rd. (PH 2020-06) I am a Clarke County resident and a homeowner in Calmes Neck Estates. I value and believe in their events as they enrich the lives of so many in our county. I am excited to see their events at this location. Without hesitation, I encourage you to approve their application.
- As a patron of Shepherd's Ford's events, I have experienced the value they bring to Clarke County. Keeping Bluegrass and Roots music alive in our county is important. The historical significance of maintaining a 30+ year musical tradition enriches our county.
- Their family-friendly events build community in Clarke County. I am absolutely in favor of events that allow families to enjoy the outdoors and experience music together. For many of us, attending Shepherd's Ford events is a beloved tradition. Family and friends are reuniting in Clarke County, bringing their business and tourism. Locating this event at the Island Creek location is ideal for this purpose. I have no problem seeing people gathering across the river from my neighborhood for these events.
- Shepherd's Ford Productions has a track record of care for the environment. Their festivals include environmental education activities for children. They encourage patrons to be mindful of their impact while camping. In the past, they have worked with the Shenandoah River Keepers. I have no doubt that they will continue their responsibility to our landscape. I have no hesitation in seeing their events happen at 1352 Tilthammer Mill Rd.
- Again, I am in favor of approving Shepherd's Ford Productions' application for events at 1352 Tilthammer Mill Rd. property. Hosting three well-run and mindful festivals each year will enrich our community. Please allow Shepherd's Ford Productions to continue their positive impact on Clarke County by approving their permit request.

Gerome Garver, Boyce

- My wife and I have been there for many years. Unfortunately, our driveway is 120 feet from River Farm.
- With the backup of traffic on Tilthammer Mill Road, it is bound to cause a lot of inconveniences and maybe even deny us access to our driveway.
- One of the main reasons why Tilthammer Mill Road and Clay Hill Road are not designed for large volumes of traffic, there are numerous hills and numerous blind curves; some of these blind curves are located on top of the hill. It is just not a safe road for large volumes of traffic.
- On Tilthammer Mill Road, there is one turn, in particular, that is approximately 120 degrees on Tilthammer Mill Road people who are not familiar with the road degrees. No one can negotiate that turn at no more than ten (10) miles per hour. People who are not familiar with the road will be traveling at much higher speeds. There have been occasions in the past where people have not been able to negotiate that turn and have gone down over the bank and into a small stream.
- On outside of the turn, there is no shoulder; you have to go into the bank to make the turn. On the other side of the turn, there are no guardrails.
- I myself have been forced off Tilthammer Mill Road, completely off the road, and through my neighbor's mailbox.
- This is what can happen on a narrow, winding, hilly road.
- The entrance of River Farm is at the bottom of a steep hill, and if traffic is backed-up, people coming down the hill will have a difficult time stopping.
- There are very beautiful waterfalls on Tilthammer Mill Road, and it attracts a lot of attention, even in the summertime when there are four (4) or five (5) cars there, it requires up to three (3) services calls to the Sheriff's Office. Not all of the calls are 911 calls, but the Sheriff's Office has cooperated with the local owner in making daily runs by there to remove trespassers. Can you imagine what 3,000 people will do?
- I know there are some people who are in favor of this.
- Asks the Board of Supervisors if they would want this event next door. Adding that if you ask those people in favor of it if they would want it next door, they would say no.
- Please vote against this special event permit.

Katie Priest, Boyce

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- Please include this letter in favor of the Shepherds Ford Productions permit application for events at 1352 Tilthammer Mill Rd, to be included in the minutes for the December 15 public hearing.
- The Watermelon Park Festival (WPF) is a family oriented event that has found a home in Clarke County for many decades. Generations of residents have enjoyed this historic bluegrass festival along the beautiful banks of the Shenandoah River. Children that used to attend with their parents, now attend with their own families. It is unfortunate that the festival is forced to move locations, but it would be even more unfortunate if it had to leave our beloved community all together. The history of the festival and the tourism money it brings to Clarke County is irreplaceable.
- The people that attend WPF are a tight knit community that often feels like family. This festival is for the young, old, and everyone in between. We come together to celebrate music and nature. We take pride in caring for the Shenandoah and the lands surrounding it.
- I live directly across the river from the main stage of the previous location for WPF. I have never had any issues. I believe that if we are approved for the new location, at 1353 Tilthammer Mill Rd, that we can continue to celebrate a decades long tradition in Clarke County while ensuring that the neighbors' concerns are addressed.
- The land in question is over 100 acres. There will be a cap put on the amount of tickets sold. Shepherds Ford Productions has always kept the river and the community at the forefront of the festival, and I believe that they will continue to do so if approved for the new location.
- I respectfully request that the permit for Shepherds Ford Productions be approved for events at 1352 Tilthammer Mill Rd.
- Thank you for your time and consideration.

John Staelin, Boyce

- There are many issues with the Application's documentation that make it incomplete or factually incorrect.
  - The cover page of the application makes it appear that the applicant is asking for 3, three-day events. However, the details listed within the document show that the request is actually for 9, six-day events spread over three years.

- The cover page states that the event “has been previously approved by the Board of Supervisors” (meaning in previous years). However, that is not true. An event of the same name was approved for Watermelon Park in Berryville years ago but no event of any name has ever been approved for the proposed location.
- The Application states that the site’s three adjoining property owners were notified of the Application on October 9, 2020. Contact was made with two of the three neighboring property owners and both said they never received any notification. Such notice is a requirement of the Ordinance. (In addition, the adjoining neighbors across the river were not even listed as neighbors and not were also not notified.)
- The Ordinance states that a scale drawing must be attached showing:
  - Areas of performances or activities and for grandstands or seats, showing the location of aisles for pedestrian travel and other crowd control measures. (Drawing incomplete)
  - All physical facilities existing or to be constructed on the premises, including, but not limited to fences, ticket booths, grandstands and stages. (Drawing incomplete)
  - The location, capacity and nature of all temporary lighting, sound and public address facilities. (Not shown)
  - The location, capacity and nature of all temporary water, toilet, and other public health-related facilities (Not shown)
  - Vehicle ingress, egress and parking plan to include emergency vehicle access. (Drawing incomplete)
  - The application does not make it clear as to whether EMS services will be provided on all 6 of the days Attendees will be on-site or just during the periods when entertainment will be provided.
- These issues plus the fact that the advertisement for the Public Hearing was incorrectly worded should lead to the denial of the application or, at a minimum, a decision to ask for a more complete application and re-advertisement.
- Onsite Safety Issues
  - The Application says that onsite medical services will be provided. It also says that there will be an unobstructed access route for emergency services. This dedicated access route is not shown on the Site Drawing.

- Cell phone reception is often poor in the low-lying areas along the river. This issue must be investigated before any approval is given for this Application.
- There will be up to 3,750 Attendees and Staff on the property during the event. That is the equivalent of over 25% of the County's population all packing themselves into one event site.
- The Application states that the organizers will provide on-site EMS medical services. It is unclear if those services will be provided throughout the entire six days of the event or only while the music is playing.
- There is only one access point to the event site off Tilthammer Mill Rd. The attached photo shows that the entry point is narrow and cannot be easily expanded due to a neighboring stream and rock cliff. It is impossible to have a dedicated, unobstructed route for emergency services in addition to the combined entry/exit way for Attendees.



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- Onsite Safety Issues (continued)
  - This sole entrance/exit point also limits the ability to have Attendees enter and leave the facility at the same time. There will be people coming for only a day as well as weekend attendees. Thus, given that there could be 3,500 on site, some cars will always be coming and going. At times it will be impossible for either emergency vehicles or Attendees to leave in a timely fashion. (There may be other access limitations, but this is the only one visible from a public highway.)
  - There could be 3,000 to 4,000 trips per day, each day for several days in and out of the facility. If there is a rainy period either during or before any event this road could become an inaccessible mud pit. Remember, there will be large campers, trucks with trailers as well as passenger cars.
  - River safety is also an issue. This property has close to a mile of unfenced River frontage.
    - There will be 3,500 attendees on site and summer temperatures could easily be in the 90s. A good number of the attendees will likely desire to cool off in the river.
    - There are few, if any, approved water access points along the river and the banks are steep.
    - If the River is high and swift even an experienced swimmer could be swept away and find it nearly impossible to get back on land due to the steep banks and stream bank vegetation.
    - There is also a chance, albeit slight, that the entire event site could flood. The entire site is on a flood plain. There is no flood disaster plan attached to the Application.
- Offsite Safety Issues
  - As shown in the earlier photo, the site’s entrance is narrow and capable of only one-way traffic. If some cars are exiting, no cars can enter. This will inevitably lead to some stacking of vehicles on Tilthammer Mill Rd. The area where the cars would “stack” is hidden by a curve (especially when the trees are full of leaves) and is located at the bottom of a hill. Stacking at in this area would be very dangerous. VDOT’s approval letter was contingent upon an absence of stacking so it may be null and void.

- The Application says attendees will be encouraged to enter the property from the Route 50 side. It says that signage will be used to direct cars from Rt. 50 to the site. However, no traffic plan is attached.
  - What route will be “encouraged” for the mass of Attendees to use when coming via the more heavily travelled Rt. 7. (via Millwood? Waterloo?).
  - Few people will likely read the notice regarding the “encouraged” route. These days people follow the instructions on their GPS App. That will likely lead those coming via Rt 7 down one of the western approaches (through Millwood or down Clay Hill Rd).
  - GPS systems will most likely route the campers and cars down Clay Hill Rd. That entryway is over two miles long and has 7 hills that restrict site distance to both on-coming and turning traffic. Clay Hill Rd also has two 90° turns that offer virtually no ability for a vehicle to see any oncoming vehicle that might be taking that same curve a bit too tightly. It also has 8 curves with limited site distance. There have been two accidents requiring hospitalization on Clay Hill Road and one accident that ended up with a fatality.
  - The distance from Rt. 50 to the Event site via Tilthammer Mill Rd. is about 1.5 miles. That access includes a 90° turn, 4 curves with restricted site distance and 4 hills also restricting site distance.
  - Both Clay Hill Rd and Tilthammer Rd are very narrow in spots. There are areas where the width of the pavement is only 15 feet.
  - There are places in these roads with no shoulder or very narrow shoulders.
  - Access via Millwood would include all the barriers of the Tilthammer Mill RD. access plus the difficult “downtown” Millwood turn, on-road parking and pedestrian congestion.
  - Clarke also has more deer per square mile than virtually all other Virginia Counties. They will be frightened by the music and rushing in every direction. Cars will be leaving the event in the dark. There will undoubtedly be collisions with deer at some point. That could totally block one of the only two exit routes.
- All of the above issues will be exacerbated by the fact that many people will be driving wide campers or pulling trailers. Wide vehicles are cause for great concern when they are traveling roads as narrow as 15 feet

- especially when those roads also have limited site distance to oncoming traffic.
- There will be up to 3,750 Attendees and Staff on the property during the event. That is the equivalent of having over 25% of the County's population coming and going on two small roads.
  - VDOD has stated it has no problems with the Event as long as it does not cause stacking that blocks any highway. That is the usual VDOT stance. They believe that the Commonwealth's roads should be open to all. They mostly fear stacking (a problem here which should negate their approval letter) and expect local County officials to evaluate all other safety issues.
  - The County Sheriff also has a tradition of staying out of decisions like this. He leaves the approval process to the Supervisors. The Sheriff and his Deputies will do their best to keep everyone safe regardless of whatever decision the Board of Supervisors might make.
- General Safety Issues
- Clarke is a small County. This event will increase its population by over 25%. The Sheriff's Department, Fire Companies, and EMS units are already stretched thin. The Event organizers will provide onsite medical services, but it is not clear if those will be provided on all six days of the event. Any medical incident that occurs offsite as well as those that occur on-site when the hired units are gone or overworked will be the responsibility of County personnel or volunteers. Also, the 911 staff will have to field all emergency calls and dispatch Sheriff Deputies, Fire Companies, and EMS units as needed for either primary response or backup to Event personnel.
  - No mention is made in the Application as to whether there is cell phone coverage throughout the Event site. It is a low-lying area, and many similar areas in the County have limited cell phone reception. Certainly, the capacity of the nearest cell phone tower could easily be over-taxed.
- Environmental Issues
- The site has close to a mile of river frontage, and there is no fencing along the river to keep the Attendees away from it.
  - There will be 3,500 Attendees on-site, and temperatures could easily be in the 90s. A good number of attendees will likely desire to cool off in the river.

- There are few, if any, approved access points along the river and the banks are steep.
- The Commonwealth has paid for fencing to keep livestock away from the river and prevent damage to the river banks. That fencing is uphill from the event area. There is no fence to keep people away from the river or its vegetative banks.
- The County also has a Stream Bank Protection Ordinance that prohibits damage to the banks and the vegetation that protects those banks. Nothing in the Application indicates how the organizers will ensure stream bank protection.
- Given the natural inclination of the 3,500 Attendees to want to cool off, stream bank damage is inevitable.
- Impact On Wildlife Centers
  - There are two State Licensed Wildlife Centers on land abutting the proposed Event. Both rehabilitate injured wildlife.
  - These Centers not only rehabilitate injured wildlife, they conduct educational programs for our youth, train interns, and provide employment to many people.
  - Both have invested large sums in facilities. One facility went through the Special Use Permitting process due to its size and scope.
  - Nothing should be allowed to threaten their reputation, risk their state licensure, and diminish their ability to accomplish their mission or keep them from providing the highest level of service.
  - There will be noise-causing events each day from 10:00 AM to Midnight. After that, there will be noise causes by up to 3,500 Attendees.
- Event Ordinance
  - Specifically states that the applicant shall apply by all Federal, State, and Local laws, ordinances, and regulations, including Zoning Ordinance regulations and special use provisions applicable to the property.
  - The map of the event shows a campground that is a use that requires a special use permit per the County Ordinances.
  - The proposed event site does not have such a special use permit.

- Believe Watermelon Park and the Fairgrounds are grandfathered into those such purposes, but this property has never been approved for that and was closed down for such purpose last summer.
- Heard some say that camping should be an ancillary use to the event to be allowed, but I disagree with that in terms of representation because there are nothing in the event ordinance or the special use regulations that supports that view.
- The event ordinance is extremely clear that all zoning rules must be followed.
- The event proposes for three (3) days while camping is proposed for six (6) days, so even with the most liberal interpretation, one that I do not support, the application is asking for three (3) non-event camping days on the land which is not zoned for that purpose.
- Think this event would be legal in other locations like Watermelon Park and the Fairgrounds, but not on this site.
- Impact On Two (2) Neighboring Organizations
  - Neither of them was given the required legal notice of the event.
  - Both the Blue Ridge Wildlife Center and Belinda Burwell, who spoke earlier, are State certifies wildlife rescue centers. We should be proud to have groups like this.
  - They are adjacent to the proposed event site.
  - Together they have spent over a million dollars on infrastructure and equipment.
  - Additional rehabilitate wild animals; they employ local citizens, train interns, conduct classes for children, and provide services to the wildlife.
  - They followed all of the County regulations, and in the case of the Blue Ridge Center, they received a special use permit from this Board for those purposes.
  - The wildlife center wrote a letter in the last several hours, I read it, and it is very clear that they believe this will be a serious effect on their day-to-day operations because of health problems with the animals that they are trying to save.
  - Encourage you to read those letters and to not do anything that would impact the State certifications of these centers.
- Summary

- There are too many unchangeable negatives associated with this Application to approve it. There are also many unanswered questions.

Jeffrey Stack, Boyce

- As a resident of Calmes Neck Estates for the past 10 years, I wholeheartedly oppose the application for a series of events for this property and any other future applications to hold commercial operations or events. This activity would be devastating to the community, the river, and the environment, and is an unacceptable venue for the proposed events - this is not and should never be a commercial property.
- Effect on the Calmes Neck Estates Community:
- My property, as well as most of Calmes Neck Estates, is less than 1001 from the proposed event map on the opposite side of the river, and the proposed plans would immediately and directly impact our community. From the attached picture, which is taken from my deck, you can see the impact these events will have on my home (and the many other properties with similar views) as I will be:
  - looking directly at thousands of people, their campers, port-a-potties,
  - listening to noise pollution for weeks from the bands, the campers, and the vehicles, and
  - being adversely impacted by light pollution and other nuisances.
- I have been to several events like this down at Watermelon Park, and while the scheduled music does end at a certain time, the same cannot be said for the camping area. Everyone impacted by this needs to know the level of noise that is allowed after a certain time of night? What about the generators for these campsites that will run nonstop the entire time? What about people playing music until all hours at their sites? Who will be controlling this? In my experience the music goes on long after the scheduled event is closed for the evening.
- My particular property is probably the closest one to the camping area and from my house I can see the entire farm. This farm has already tried to operate an illegal commercial campground and was warned by Clarke County to cease and desist. They had a total of 10 nightly rental campers on the grounds. This was suspended after a period of time, but the damage had already been done. Even with only 10 campers the noise level was audible across Calmes Neck and went well into the night. The owner did not shut down voluntarily, he shut

down with a cease and desist order from Clarke County. He openly advertised with a website about the commercial campground with no permits to run such a business. There was no regulation on sanitation or waste disposal and to this day we do not know where the sewage from 10 campers was disposed of. Please see the five attached photos of my view and the property in question.

- Impact on the River
- The owner has not shown any respect for the effect his actions have had on the community or the river. There are now 5 illegal river access points that have been carved into the dirt with dirt stairs and even aluminum ladders providing river access for the campers. The riparian buffer zone has been destroyed almost the entire length of the property. The damage cannot be repaired in a short period of time. These access points are dumping silt and cattle debris into the river where once they would have been controlled by plants and trees. Those are gone. This portion of the river has little traffic because there are no commercial float companies on it.
- I feel Clarke County is a unique place that still offers pristine landscapes and spectacular views of the valley below. Taking those away even for short periods of time ruins everything that Clarke is known for. There are commercial venues within the county that are made and zoned to hold such events. A farm property zoned for agricultural use only is not the place. Making money at the expense of the surrounding community with no regard to our river, flora and fauna is in direct conflict as to why we moved here. We protect these things in every way that we can.
- Impact on the Environment
- There are at least 3 mating pairs of Bald Eagles that reside in a 1 mile stretch of river that borders the property. These birds will be permanently affected by having so many people in the area. If you spend anytime down by Watermelon Park you would know there are no Bald Eagles that reside on that stretch of the river. I am sure there used to be before it became a busy commercial property.
- In addition to the light pollution from the events, the campers, and the cars, just the noise from people camping is magnified as it travels across the river and completely ruins the peace and tranquility of what is supposed to be our rural, residential home.
- In closing please do not allow this to happen to such a great area. I am not against the events, I just feel they should be held at appropriate sites. Using

the Shenandoah River as a festival type attraction will forever damage our river. Not to mention the pristine spring located at the very edge of the property. Do not grant this permit and I respectfully add that any future applications to run a commercial business on the listed property never be approved. Thank you for your time.



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Petition:

**STOP THE ISLAND FARM SPECIAL EVENT  
PERMIT AND COMMERCIAL CAMPGROUND**

**The residents of Calmes Neck Estates and Surrounding area request that the application for special events to be held at 1352 Tilthammer Mill Rd in Boyce and requested by Shepherds Ford Productions, and the land owner Steve Niswander be denied and no further applications will be approved for special events or any type of commercial campground.**

**The impact on the community, traffic and the river would be forever changed.**

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1. Kirsten Davis 2977 Calmes Neck Lane, Boyce Va 22620
2. Jeffrey Stack 159 Oak Cliff Lane Boyce VA 22620
3. Paul Zeisset Oak Cliff Lane Boyce
4. Claus Helbing & Katrin Helbing, Ina Monahan. 136 Blue Bird Ln Boyce
5. Doug and Diane Jackson 1125 Leeds Manor Lane Bluemont, VA 20135
6. James Fergusson & Sarah Heintzman 1527 Calmes Neck Lane Boyce VA 22620
7. Tom and Laura Bell of 3839 Calmes Neck Ln Boyce VA 22620
8. Kevin and Laura Jackson 1843 Calmes Neck Ln Boyce, VA 22620
9. Sandra Priest 70 Little River Lane Boyce, VA 22620
10. Elizabeth Johnson, Karen Morgan, Neil Johnson, John Morgan 1007 Calmes Neck Lane. Boyce VA 22620
11. Jennifer Conley 120 Bluebird Lane Boyce VA 22620
12. Joe & Lois Nolter 130 Robin Lane Boyce VA 22620
13. John White 0 Eagle Point Lane Boyce, VA 22620
14. Joe and Jennifer Zebrine 2726 Calmes Neck Lane Boyce VA 22620
15. Margaret Wester 181 Little River Lane Boyce, VA 22620
16. Jeremiah and Lindsay Smith 1409 Calmes Neck Lane Boyce, VA 22620
17. Richard H. Miller 4065 Calmes Neck Lane Boyce, VA 22620
18. Andrea Torczon, owner, 3968 Calmes Neck Lane, Boyce, VA
19. Frits and Jane Geurtsen 222 Barred Owl Lan3 Calmes Neck Boyce, VA 22620
20. Carl and Katherine Thomas 3487 Calmes Neck Lane Boyce VA 22620
21. Rosslyn Selzer 320 S Washington St., Winchester, VA 22601
22. Ed and Zita Zduoba 4001 Calmes Neck Boyce VA 22620
23. Howard Runge 1307 Calmes Neck Lane in Boyce, 22620
24. Cuno Anderson 698 Tilthammer Mill Rd Boyce VA 22620

Bruce Anderson, Boyce

- This letter is to voice our opposition to the proposal to allow the land owner to convert "agricultural open space" zoned property along Tilthammer Mill Road into a temporary but recurring concert venue and commercial campground. Although we appreciate the nature of the events and that they will generate income to the landowner and others from such activities, establishing this venue for ongoing concerts, camping and related activities along Tilthammer Road adjacent to the Shenandoah River is inconsistent with current zoning, potentially dangerous for nearby residents and livestock from increased traffic, and will undoubtedly adversely impact the character and ambiance of this area.
- By way of background, we bought a 32 acre farm at the intersection of Millwood Road and Tilthammer Mill Road about a year ago because of the relative isolation, ambiance, quiet and peacefulness of rural life in Northern Virginia. We enjoy equestrian activities, fishing and the beautiful natural environment in the Shenandoah Valley. Boyce County has a reputation for environmental conservation and protection, which we appreciate, and this is one of the major reasons we chose this place to live. We support the environmental protection principles the Commission has thus far defended and believe they should be fiercely protected against incompatible commercial activities.
- We heard about the proposed special activities from our neighbors, not from the developer. For a commercial development of this type given its widespread impact on the surrounding community, individual letters to all landowners on Tilthammer Mill Rd should at least have been required. The increased traffic and other impacts generated by these activities will certainly impact more than just adjacent property owners.
- Based only on the application, it is our understanding that there are at least two major events proposed during 2021: First, the River and Roots Festival in June; then, the Watermelon Pickers Festival in September 2021. Other unnamed events are proposed from June through September 2021. In the application, it is stated that a total of approximately 5,000 people will be attending the two major events. The application suggests that other events will also be scheduled, but there is no description of these events nor is there

- any indication of the number of people who would be attending. As proposed, it is anticipated that these events will be recurring for at least several years.
- Each of these events will last for a week. Overnight camping (for a fee) will be allowed for a few days before and after the events. Campers and other patrons are encouraged to bring their own bottled water. This suggests there may not be adequate potable water available for drinking purposes, much less showering or bathing, dishwashing, laundry or other important sanitation activities.
  - The only accommodations for human waste disposal proposed are portable toilets, which are not intended for regular or long-term use. As proposed, vendors will provide food service but there is little discussion of whether they will have approved kitchens on location or bring in prepared foods nor is there any description of how campers would prepare or cook their meals. The closest food service establishments or markets are in Boyce, Millwood, Berryville, which is at least a 15 minute drive from the proposed campground.
  - Liquor will be sold and consumed on site under a "banquet permit" allowance. The proposed concerts will last until midnight over several days. This is not a banquet, rather an extended party/event lasting for at least several days. It will undoubtedly result in an excessive consumption of liquor for many who attend with all the problems and issues associated with alcohol consumption.
  - Our specific concerns with the proposal are as follows:
    - First, the activities proposed are inconsistent with existing zoning. The area is zoned as "agricultural open space." It is based on that zoning that residents here purchased their property, including us. A commercial concert venue and campground is not consistent with agricultural open space activities. This fact alone should be cause for disapproval.
    - Second, the increased traffic along Tilthammer Road during these proposed events poses a serious risk to residents, livestock and others in the area. Tilthammer Mill Road is a dangerous road at the best of times. Drivers race along the narrow 2-lane road mostly exceeding the legal 55 mph limit. Regardless of the permit approval, the County should reduce the limit to 35 mph to ensure the safety of current landowners. It is estimated that there will be 5,000 patrons attending the two events during the first year of the festivals alone. Even if the projected number of attendees is accurate, it will increase traffic at least 20-100 fold during those days. With the proposed late-night concerts along with alcohol consumption, it is anticipated this dramatic

increase in traffic will pose a serious hazard of motor vehicle injuries to residents and livestock not to mention increased noise nuisance throughout the day and late at night when the concerts end.

- Third, the Shenandoah River is a national treasure that needs to be protected, not exploited. Expecting thousands of campers to only use the portable toilets for multiple days is naive at best. Indeed, it would be expected that many campers will relieve themselves without going to portable toilets even if they are available over a period of several days. The lack of showers, laundry and other sanitation facilities, considered essential for trailer parks and other commercial campgrounds, is also of concern. Human waste is a concern if it is not properly managed and will result in groundwater contamination and polluted runoff into the nearby Shenandoah River. There is no discussion of how trash and other solid waste will be handled.
- Finally, with COVID cases and deaths peaking in Virginia and the surrounding DC area, this is not the time to try to be accommodating large gatherings and events. Successful wide-scale deployment of an effective vaccine may reduce risks associated with COVID transmission over the next year or so, but it should not be assumed that will happen any time soon. Music festivals/events are particularly risky from an infection standpoint given that the virus is transmitted through droplets and aerosols created while singing and playing instruments. Large gatherings of any sort are inherently risky regardless of precautions taken, including the wearing of masks and/or physical distancing, particularly when accompanied by food and drink.
- In conclusion, the events proposed are inconsistent with existing zoning. We all depend on zoning restrictions to maintain the quality of life we expect and in preserving property values. Traffic along Tilthammer Mill Road will dramatically increase as a result of the proposed events. The large number of people camping and visiting the site will unduly increase pressure on the natural resources and environment along the Shenandoah River. Inadequate sanitation and waste management measurements have been proposed to support the thousands of people camping along the River. This will undoubtedly result in unacceptable risks to human health and the environment.
- We strongly recommend that this request for a special event permit application be denied. We have no objections to the nature of the events proposed, but the site proposed is inappropriate.

Supervisor Catlett read the following citizen comment into the record.

Joe Nolter, Boyce

- Recommendation: Deny this Permit Request.
- I live in the Calmes Neck community and, as explained below, I strongly recommend the Clarke County Board of Supervisors deny the Special Event Permit Request by Shepherds Ford Productions, LLC. (reference (a)).
- Reasons to Deny:
  - #1: Festivals will be only 250 feet from the Calmes Neck neighborhood zoned residential.
  - #2: This Permit Application presents conflicts with the Clarke County Zoning Ordinance.
  - #3: This Permit Application is incomplete and does not satisfy the Code of Clarke County.
  - #4: Large-scale camping is planned without a permit before and after each festival.
- #1: Festivals will be only 250 Feet from the Calmes Neck Neighborhood Zoned Rural Residential: The Shepherds Ford Permit Application, as submitted, is incomplete and ignores the existence of the Calmes Neck neighborhood.
- The permit application erroneously implies each festival will occur in the sparsely populated Clarke County countryside with little disruption to residential zoned areas.
- In reality, the festivals will occur about 250 feet (+/-) across the Shenandoah River from Calmes Neck, a quiet neighborhood of single-family homes zoned Rural Residential (see map in Enclosure (1)).
- Holding several 3 daylong festivals with alcohol available to an expected 3500 attendees, using bright stage lights and playing amplified music from noon until midnight near a residential neighborhood of single family homes will violate the quiet, peaceful environment I expect from Clarke County Rural Residential zoning.
- I depend on the Clarke County Board of Supervisors to ensure the spirit and intent of Clarke County Rural Residential Zoning requirements are maintained and enforced.
- #2: This Permit Application presents conflicts with the Clarke County Zoning Ordinance. The Calmes Neck neighborhood is zoned rural residential and, as

such, residents rely on zoning enforcement to promote and encourage a suitable environment for family life, and to prohibit all activities of a commercial or industrial nature<sup>i</sup>.

- It seems illogical to me that the Board of Supervisors might approve the Shepherds Ford Permit Application and allow, within a few hundred feet of the Calmes Neck neighborhood, nine 3 daylong festivals involving up to 3,500 attendees, alcohol, loud music, bright lights and amplified music from noon until midnight<sup>ii</sup>.
- This zoning conflict is especially aggravating to me because, as stated in the Clarke County Zoning Ordinance (2020), the burden of proof is on Shepherds Ford Productions, LLC to show lack of adverse effect<sup>iii</sup> due to noise and light<sup>iv</sup> on neighboring property<sup>v</sup>.
  - The Shepherds Ford Permit Application (reference (a)) avoids its zoning obligations by totally ignoring the existence of the Calmes Neck neighborhood 250 feet away from the festival site.
- #3: This Permit Application is Incomplete and does not satisfy the Code of Clarke County: The permit application process defined in the Code of Clarke County requires applicants to notify by letter all “Adjacent Property Owners.<sup>vi</sup>” The application submitted by Shepherds Ford Productions, LLC notifies only three property owners – none from Calmes Neck.
- Many Calmes Neck properties owners meet the definition of adjacent property owners but were not notified.
  - The Code of Clarke County defines an Adjacent Property Owner<sup>vii</sup>: *“The owner of property or properties immediately contiguous to or directly across public rights of way, private access easements, railroad rights of way/easements, any streams, rivers, or lakes, and state or county political boundaries) from the tax map parcel containing the site of the proposed outdoor event.”*
- Shepherds Ford Productions, LLC did not satisfy its obligation, as set forth in the Code of Clarke County, to inform Calmes Neck adjacent property owners of the permit application. This failure to notify Calmes Neck property owners has disadvantaged the Calmes Neck community because it significantly decreased the time it had to plan, prepare and comment to the Board of Supervisors.

- Without identifying the festivals’ close proximity to single family housing at Calmes Neck, the level of disruption to the Calmes Neck community is not properly conveyed to the Board of Supervisors.
- #4: Large-Scale Camping is planned without a permit before and after each festival: Camping for festival attendees is planned for two days before and one day after each festival. This information is mentioned only in the letters sent to three property owners – it is discovered only by a detailed reading of each letter.
- A permit is required for any event in Clarke County at which 150 or more people are expected<sup>viii</sup>. To date, no permit has been requested or issued for the planned large-scale camping at the beginning and end of the festivals.
- The Shepherds Ford Permit Application (reference (a)) covers camping only during the 3-day festival period. The large-scale camping before and after each festival is not part of the Shepherds Ford Permit Application; consequently, it escapes the oversight provided by the permitting process.
- I depend on Clarke County Government’s oversight and the permitting process to ensure health, safety and environmental protection requirements are satisfied for events<sup>ix</sup> such as the large-scale camping planned before and after each of the festivals.
- Summary: Based on the festivals’ proximity to a residential neighborhood, zoning conflicts, an incomplete permit application and the lack of proper notification of Calmes Neck adjacent property owners, the Shepherds Ford Productions, LLC permit application for nine music festivals over three years should be denied by the Board of Supervisors.
- Thank you for your time and consideration.

The following citizens sent in there comment via email to County Administration, who read the following verbatim via pre-recording into the record.

Amanda Cummings

- This email is in support of Watermelon Park Fest permit. Please consider the Shepherds Ford’s permit application for events at 1352 Tilthammer Mill Road to be included in the minuted December 15th public hearing.

Andrea Torczon, Boyce

- Thank you for providing an opportunity to comment on the application requested by Shepherds Ford Productions for proposed events at 1352 Tilthammer Mill Road, Boyce, VA (landowner Steve Neiswander). I have a home on Calmes Neck Lane in Clarke County. I oppose this application.
- My opposition is based on concerns that are not limited to a single event, because approval of any special event is likely to lead to applications for other fee-generating activities or events on that property, including campground rentals, which involve non-residential or non-agricultural use by members of the public. These concerns include the negative impacts such events or activities will have on our property value, the wildlife and plants, and members of the public who use the river (for free) for recreational kayaking, canoeing, or fishing.
- The stretch of river from the public launch site by the bridge at Route 50 and down along Calmes Neck is incredibly beautiful. It is such a treasure. A short day trip on the river there can feel like a world away from everything, providing a needed break and renewal of the soul for busy adults, a wonderful experience of nature for families with children—who can easily spot in a single afternoon many different species near the water, in the water, or skimming above the surface—and a deep sense of appreciation that such a pristine area has been preserved. That’s why my husband and I decided to buy our place there. We love it.
- The proposed event, or similar events, would bring large groups of people for extended periods, which will produce a high level of noise, disrupt or drive away wildlife, further degrade the vegetation on the river bank along that property, which appears to have been removed in connection with recent campground use of the property, and significantly detract from the experience for people passing by on the river.
- We are happy that other people enjoy that stretch of the river as well. We don’t feel we “own” it or want to keep other people who don’t live there from enjoying it. The concern is with having the rare, unspoiled character changed so dramatically by a single property owner for that owner’s private benefit. Members of the public can already enjoy that stretch of river, generally in small groups and for short duration, in its current, natural state. For the public to enjoy the proposed event and similar activities, this location is not needed because there are other available locations, right in Clarke County or other places nearby, that are already suited to such activities.

- Although I am not a full-time resident in Clarke County, we pay our property taxes, shop locally, and use the services of local contractors. We care very much about the community and the environment there. I appreciate your consideration of these concerns.

Howard and Carol Borgstrom, Boyce

- This is to express our strong opposition to the Special Event Application(s) by Shepherds Ford Productions, LLC for 1352 Tilthammer Mill Road, Boyce, VA 22620. We object not only to the substance of the application but also to the deception of the review process.
- While our mailing address is in Fairfax County, we own Lot 55 of Calmes Neck Estates, immediately across the Shenandoah River from the former McIntyre Farm property being considered for all these special events. The McIntyre’s were good neighbors who cared about the Calmes Neck community across the river, and they were conscientious about maintaining vegetative borders to preserve stream quality. The current owners have been actively reducing the protective border and have been unreliable in adhering to special use restrictions. For the Board, you should check with County staff on the number of reports of tree-cutting and campsite rental during the past year. These people should not be given any open-ended, multi-year, or unsupervised permits. Period.
- The application claims to have been submitted to “adjacent” landowners, whereas we have only heard about the application this month. While we on Calmes Neck may be separated from the applicant’s property by the river, it is sickening to think of what 3500 attendees will produce in the way of waste, noise, sediment, and light pollution. Clarke County has an easement authority with a solid reputation for preservation of our natural resources, but this progress would be rapidly undone by approval of this application.

Carol Sullivan; LQH Ranch, Boyce

- I am writing on behalf of LQH Ranch located on Clay Hill Road to go on record as being vehemently opposed to the proposed RV Park and Music Festival (PH 2020-26) being discussed by the BOS Tuesday, December 15.
- The potential environmental, traffic, and public safety issues connected with this proposal would be a nightmare for all.

Celeste Borel, Boyce

- I am not opposed to events per se. I do wonder what type of music events and
- what type of people will attend.
- I don't think the property proposed is a good use for this agricultural land. The
- proximity to the river and limited access make for a disaster waiting to happen. The negative impact on the river, the traffic, the access and the frequency of the events, as well as the campground, leaves many unanswered questions.
- Who controls the traffic? How will emergency vehicles access the property when there is only limited access? Has there been an entrance evaluation for the property by the highway department.
- What type of septic and sewage systems will be in place? How will the noise ordinance be upheld? Has the surrounding neighbors been advised of this? How about the animal conservation facilities? Will the animals be impacted? Will their operations be impacted.
- I remember the last year of White Post Celebrates. Over 25,000 people showed up. What if that happens as there is no upper limit?
- What will be in impact on the Shenandoah River? Aside from pollution, what about the small road and the limited real access? You know it would be trashed.
- I strongly urge the BOS to not approve this application especially with the unknowns not properly addressed in their application. I am for protecting the rural character of Clarke County. It does not need another large venue site. I would prefer the use of the Ruritan Grounds, with good access to roads, emergency services, highway and built in septic and water supplies.

Cornelius Holcomb, Boyce

- I am writing in support of the petition by Shepherds Ford to hold the Watermelon Park bluegrass fest at 1352 Tilt Hammer Rd. This music festivals family friendly and preserve traditional bluegrass music and dates back to the 60s.
- Please support local artists!

David Borger, NSVAS, Boyce

- The mission of the Northern Shenandoah Valley Audubon Society (NSVAS) is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats in Clarke County and adjacent counties.
- On December 8, 2020, the Board of Directors voted unanimously to (1) express our objection to the permit PH 2020-06: Watermelon Pickers Fest, River & Roots Festival, single-day event Special Event Permit Application and (2) formally request that the Board of Supervisors of Clarke County conduct a comprehensive Environmental Impact Assessment to identify the impacts of a large event of this nature being conducted in an area zoned for agricultural use.
- The proposed venue for this event encompasses sensitive wildlife habitat for more than 130 species of birds, including nesting Bald Eagles. The NSVAS Board of Directors believes that the proposed event will cause permanent harm to the riparian buffer along the riverbanks due to people trying to access the river. The Board is concerned that the noise and light pollution from the music events, campers, and traffic will cause harm to wildlife. In addition, the influx of thousands of people is likely to result in litter and waste ending up in the river impacting the health of people and wildlife.
- We urge the Board of Supervisors of Clarke County to protect and preserve this natural area that is part of the fabric that makes Clarke County unique.

Frazer Watkins, Boyce

- It seems our application process will be more involved this year. I am sure you will have seen the letter from Mr. Stack. Re: Our pending festival application.
- I am requesting that the Board fact check any submission you have received for consideration in this matter. I am aware of differences in the letter to the County and the letter to the other landowners. and I want to make sure the board is accurately informed on all matters before it. (see attached)
- The objection seems to be focused at someone other than the applicant. I nor my business have ever tried to start an illegal campground etc. We have no ties to the property, this is a straight up short term lease with no plans to do anything other than what we stated. Shepherds Ford Productions, LLC is a respected business in our community with a long history of working with the County to mend fences. If Mr. Stack has a beef with Mr. Neiswander or the County, it is a separate matter from anything Shepherds Ford Productions has before you. Shepherds Ford Productions remains as always, interested in

- working with our neighbors to create solutions for matters that pertain to our efforts. We can not however be accountable for matters not pertaining to us.
- Shepherds Ford Productions is in Contact with the County Administrator's Office to determine all current procedures involved in the public hearing process. I will not be attending in person. However, I wish to know the proper way to have our perspective included. If the Board or Administrator have any questions for the applicant please inquire, we are available any time to help clarify these matters.
  - With all due respect

Jake King-Gilbert, Boyce

- My name is Jake King-Gilbert and I am a resident of the Calmes Neck Estates. I would to formally voice my concerns with the Festival Application from Island Farms (applicant under Shepard's Ford Production LLC). I am concerned about the impact this will have on my property, which is directly across from the farm, and the environment. I witnessed first hand this past summer of the impact of the illegal camp site that were set up on this property, loud music, land being demolished, trash, and just overall unsightly appearance of what was there. I am concerned that this festival application is just a work around to get a full blown camp site operating on this piece of land, a foot in the door if you will. There seem to be plenty of other places in Clarke Co for these events to take place, don't need to add another. I fully understand the owner of this property is trying to maximize its value by bringing another revenue streams, but it was zoned agricultural for a reason and should stay this way. I approve of Jeff Stacks to speak on my behalf at the upcoming hearing.
- Please let me know if you have any questions or comments.

James Ferguson and Sarah Heintzman, Boyce

- We are residents of Calmes Neck with a home that looks out over Island View Farm and we write regarding their application to hold large events. We wish to voice our concern and opposition to this plan as it would have several negative impacts on us directly but also on the community and the environment of this stretch of the Shenandoah.
- The stretch of the Shenandoah north of Route 50 is very unusual in that it has forestry on the east bank that is under a conservation easement and agricultural land on the west bank (which I also was under the impression had

an easement on it). This means that it is quiet and abundant in nature and is not impacted by private residential properties or campsites. We and many in the community have enjoyed this over the decades both directly for kayaking on but also as our home overlooks that same stretch from a height of 800ft above on Calmes Neck ridge. Despite the height, we enjoy the tranquility of view and the peace and quiet – we can hear cows down on the farm land despite the height/distance.

- We have been saddened this summer by the illegal camping on this stretch of river. While we don't begrudge anyone getting outdoors during the pandemic, there are plenty of legal, formal camping sites along the Shenandoah, including Watermelon Park which provides ample camping and event venue space for Clarke County and leaves us wondering why more would be needed in our small county at the expense of this uniquely tranquil stretch of river and associated community. Large events would result in increased noise (if we can hear cows below we will certainly hear crowds and concerts), increased waste and pollution in the river, and the loss of an unimpacted natural stretch of river.
- Thank you for your consideration.

Joey Zebrine, Boyce

- I am a property owner in Calmes Neck, and am aware of the proposed concert venue being discussed on the former Mcintire farm. We have been residents here for about 8 years, and love the solace and tranquility of the area. We
- sought out loving here for that very reason. I am an avid outdoorsman, and very much in tune with the wildlife and the beauty of the area.
- We are very concerned with the prospect of this being a concert venue. From our residence on the ridge, we can clearly here the cattle across the river on Tilthammer Road as if they're on our property. That is more than 2 miles away. I can only imagine the volume in which a crowded concert would project.
- On a clear night, I can actually hear concerts at Watermelon Park from my back deck which is miles away. This will be tenfold at the proposed site.
- Since the onset of Covid, there has already been a tremendous surge of people from the more urban areas of northern Virginia trying to find ~space." This has been an intrusion in itself against our rural way of life. Houses are selling as soon as they hit the market, for often times more than the asking price. We

are receiving unsolicited requests about selling our house. I am not against new residents or visitors, but not in this capacity and at this pace.

- There are other areas and venues for events such as this. We don't need potentially thousands of people on the banks of our river we've worked so hard to clean up. The residual waste from this volume of people will be detrimental to the landscape and river.
- With this all being said, we don't need to encourage more people converging to the area. It's already happening. While I respect and acknowledge the value of arts in our society, specifically here in Clarke, I believe this will adversely impact the surrounding community more than benefit.

John Hoel, Boyce

- I come before the Clarke County Board of Supervisors this evening to express my complete and unalterable opposition to the application for a Special Event Permit submitted for three (3) music festivals in 2021, 2022 and 2023: the Watermelon Pickers Fest, the River and Roots Festival and a yet to be named third event by Shepherd Ford Productions, LLC and Steve Neiswander.
- I own the property at 1650 Tilthammer Mill Road, Boyce, VA. My property abuts part of Mr. Neiswander property on the East embankment of Spout Run starting approximately at the bridge crossing Tilthammer Mill Road (SR 621) until Spout Run joins the Shenandoah River. A highlight of my property is the 100 year-old hunting cottage that has been in the family for decades. I have spent considerable time and expense to rehabilitate the structure while maintaining its historic character. The foundation of my cottage was built with stone from the Tilthammer Mill's tailings. The property includes two waterfalls. I have spent many enjoyable hours talking to my neighbor, Winston Sipe, and learning about the history of the Tilthammer Mill, the cottage and Clarke County.
- I have come to love the history, tranquility and beauty of Clarke County. There are many appealing aspects to Clarke County, but the commitment to historic preservation, agriculture and land conservation top of my list.
- The 200+ acres Mr. Neiswander recently purchased has been zoned agriculture and been actively farmed for generations. He purchased it as a farm, he has hired people to produce crops on the land and it should remain solely agricultural, not turned into some type of Woodstock music festival venue or a for-profit campground.

- I have reviewed the Special Event Permit application and would like to express my top objections:
  - Contrary to the application’s assertion, I NEVER received a letter from Shepherds Ford Productions, LLC. Any assertion by the applicant to the contrary is outright false. I learned about the pending application and tonight’s hearing by word of mouth.
  - The application states that the festival has been “previously approved by the Board of Supervisors.” This is false. No Special Event permit has ever been approved for this property. A similarly named festival was approved at entirely different property in Berryville, VA.
  - Correspondence from the Clarke County Sheriff and VDOT included in the application aside, the traffic issues created by this event will be overwhelming and dangerous to public safety. Tilthammer Mill Road is a two-lane country road which was never intended nor can it handle the volume of cars, trucks, RV’s and 18 wheel tractor trailers anticipated by this proposed event. More important, Tilthammer Mill Road has a significant downhill grade immediately before the property’s one and only entrance following the route to the property proposed in the application.
  - The only ingress and egress to the property is a one -lane gravel road. Not only does this create obvious traffic issues on Tilthammer Mill Road, the public safety issues are numerous and considerable. There is no dedicated ingress and egress for emergency vehicles and law enforcement. The possibility and probability for one or more catastrophic events is moderate to high. It is beyond my comprehension how the event planners expect to get over 3500 people out of the property on a one-lane road onto a two-lane country road in an emergency while attempting to simultaneously get emergency vehicles on to the property. There are multiple emergency exits on an airplane and multiple life boats on a cruise ship for good reason.
  - The impact to the environment would be significant. The noise and light pollution would be significant to this area of Clarke County, much of which is preserved by conservation easements and largely consists of land zoned as agricultural. Wildlife, including at least one federally protected Bald Eagle couple, which live along the stretch of the Shenandoah River will obviously be adversely affected. Inevitable trash and failure to use provided restroom facilities will lead to additional and unnecessary environmental and public health issues. Power generators and food trucks

will add to the environmental impact. Moreover, with the sale of alcoholic beverages for over 14 hours each day and thousands of campers on the property, it is obvious that the noise pollution issues will not end at midnight. And for those who are not overnighing, there is a high probability of participants driving while intoxicated on Clarke County roads. Not only is this a law enforcement issue, it is a public safety issue.

- There are two wildlife rehabilitation centers within close proximity of the Niswander property. I have supported the Blue Ridge Wildlife Center for years. I do not want this very important regional rehabilitation center and its wildlife patients to be adversely affected by the noise and lights from the proposed events and from the overwhelming traffic on Tilthammer Mill Road.
- Finally, there are much more suitable alternatives to the Neiswander property. It is my understanding that this festival has been previously held at Watermelon Park in Berryville. Graves Mountain Farm and Lodge in Syria, VA hosts similar type and size events on their property and actively markets their facilities and campground to events like those promoted by Shepherds Ford Productions, LLC. I would be glad to personally introduce the applicants to the Graves family. The Graves Mountain—Shepherd Ford Productions partnership could be a perfect match.
- I join my neighbors who are present at tonight’s hearing or who have submitted statements in writing like mine in strong opposition to this application and urge the Board of Supervisors to reject the Special Events Permit application.

John White, Boyce

- I am writing to express concern about the proposed concert venue at Island Farm on Tilthammer Road in Millville, VA.
- I have recently purchased land at the tip of Calmes Neck. The reason I bought was the peace and quiet of land on the river. The notion of having a concert across the river runs counter to the very things that attracted me to the area.
- I realize that the proposal is for just a few weekends out of the year, but this feels like a slippery slope. Apparently, this landowner tried to open an illegal campground in the past and was stopped, (Thank you, by the way.) This feels like a means to slowly erode the peace and tranquility of the area incrementally, ala:

- 2021 - 2 big events
- 2022 - 5 big events
- 2023 - continual events
- The fact that this type of development is counter to zoning of the area, the desires of neighbors, and the apparent prior bad faith by the landowner leads me not to endorse this application nor trust that this is all that will be asked for. It feels like just the start.
- I request that you not give an inch this year, for fear it'll be a mile next year.

Katrin Helbing, Boyce

- As a part-time resident of Calmes Neck Estates, I am requesting the Board of Supervisors deny the large special event permit application for events at **1352 Tilthammer Mill Rd in Boyce and requested by Shepherds Ford Productions, LLC**. Shepherds Ford Productions has proposed at least 3, multi-day events (some up to 6 days) in 2021, with the intent to carry such events through the next several years. The events are expected to draw approximately 3,750 people for the purpose of multi-day music festivals.
- My family purchased a small cabin in Calmes Neck expressly for the purpose of enjoying the peace, serenity, and natural beauty along the Shenandoah River. My concern is that venues and events such as those proposed by Shepherds Ford Productions would destroy all that we cherish. The events would bring thousands of people, along with their tents, generators, equipment, trash, human waste, light pollution, and noise to what is now a pristine part of the state. The impact on the environment –both in the immediate area and down stream of the site – will be dreadful and irreparable.
- In addition, the event production company will have no method to control event attendees from ‘exploring’ the area beyond the concert venue. All adjoining property, and property along the river, is private property. I anticipate incidents of trespassing on private property along this stretch of the river to increase. Please deny the Shepherds Ford Productions application for the events at 1352Tilthammer Mill Rd.

Larry and Rossi Seltzer, Boyce

- We are writing to express our strong opposition to the application for events at 1352 Tilthammer Rd. in Boyce and requested by Shepherds Ford Productions. The land owner is Steve Neiswander.

- As landowners in Calmes Neck Estates, we do not believe the activities requested by the applicants are in any way appropriate for this property which is zoned Agricultural Open Space. It has been a working farm for decades, and as such is consistent with the rural agricultural uses along the Shenandoah River above and below the Route 50 bridge all the way to Locke’s Mill public boat launch. This stretch of River represents one of the last undeveloped, largely pristine stretches of the river below Front Royal and should not be permanently damaged by allowing any new large-scale commercial uses.
- The events suggested in the permit application would overwhelm the existing infrastructure and natural resources on the river. The events previously held at Watermelon Park, which is an appropriate venue for these types of activities because it has an established commercial footprint, well established ingress and egress, and sufficient electrical and sanitary facilities to support large-scale events, are not appropriate for the open, agricultural land at 1352 Tilthammer Rd, a narrow, scenic byway.
- The proposed events would attract thousands of people to an undeveloped area where there are no facilities, and no ability to control behaviors that might significantly and negatively affect nearby landowners, wildlife, and the river itself. There are several Bald Eagle nests in the near vicinity. These federally protected birds would be at real risk and any disturbances, especially during nesting and fledging periods, could be subject to litigation and significant financial penalties, including criminal proceedings.
- The current landowner has shown repeated, blatant disregard for following the necessary rules and regulations for land use in Clarke County and along the river. He operated an illegal commercial campground on his land all summer, with as many as ten different semi-permanent campsites in use. These illegal campgrounds each cleared areas from their campgrounds down to the river, removing vegetation and causing significant erosion during rain events. In spite of several warnings from County officials, the landowner did not end this illegal commercial use of his property until a formal cease and desist order was issued by the county.
- The proposed use of this property as a large-scale event site is inconsistent with current zoning, and inconsistent with all the efforts that Clarke County has put into protecting the rural, natural assets it has. We hope you will not permit this use, or any future non-agricultural commercial use, on this agricultural land.

Margaret Wester, Boyce

- I am writing to let you know that I am opposed to the permit to allow Island Farm to hold music festivals and camping. This would have a negative environmental impact on the river and all the surrounding properties. There is also the issues of noise and light pollution and sanitation issues when there is a large crowd of people. An event like this would negatively impact the beauty and serenity of this section of the Shenandoah River that all of us love and have come to appreciate as a unique stretch of the river that has been saved from development and excessive use like Watermelon Park and the camp lots across from it. There are other more appropriate venues for a music festival in Clarke County, like the Fair Grounds, that are already in place and designed for large public gatherings. So, I would like to add my voice to all of those who are opposed to this music festival and camping on Island Farm and ask that you vote against it.
- Thank you for your time and attention.

Richard Miller, Boyce

- I am opposed to approval of the special event application (Reference 1). My points and Questions are below.
- Point: The land in question is zoned AOC. The definition of AOC from the 2020 Clarke County Ordinance Code (page 3-1) is below (emphasis added):
  - 3-A-1 Agricultural-Open Space-Conservation District - AOC (6/13/89) (7/15/97) Intent: This district includes portions of the County that are located west of the Shenandoah River and that consist primarily of various open lands such as farms, fields, forests, parks, lakes and flood plains. The district is intended for agricultural, forestal, and low activity recreational and service uses that will facilitate the conservation and preservation of agricultural, forestal and open space lands; the protection of water and clean air sheds; the conservation of water and other natural and ecological resources; the reduction of soil erosion and flood and fire hazards; and the enhancement of the aesthetic value of the district as a whole.
- Questions: How can Clarke County consider the proposed event/activity with 3,500+ people to be “low activity”? How does this event/activity promote the conservation and preservation of agricultural, forestall, and open space land? How does this enhance the aesthetic value? Let me point out that the

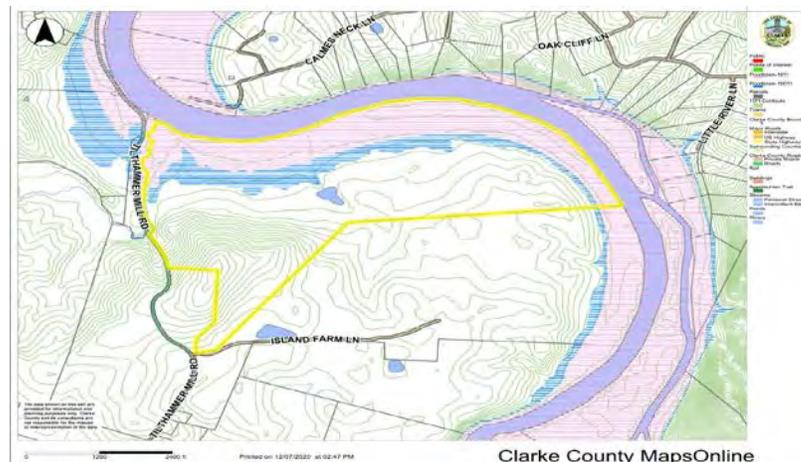
event/activity WILL NOT be a 3-day event for adjacent residents. There will be 14 days set up, 3 days event, and 7 days tear down. Each event is more like a 24- day event for impact.

- Point: In accordance with reference 2, Section 9, Page 1 (Definitions), I am considered a Clarke County taxpayer owner (Lots 43 (4065 Calmes Neck Lane) and Lot 42) that is adjacent to the proposed affected areas. My property line is approximately 200 feet from the proposed camping area in the application and my home is approximately 600 feet from the camping area on the Shenandoah Rivers edge.
  - "9-A-12 The word "adjacent" means "nearby" and not necessarily "contiguous," unless the obvious construction of the wording indicates otherwise."
- QUESTION: Adjacent property owners are to be notified of these applications. Why was I not notified?
- Point: The so-called Island Farm was just a few months ago called River Farm which attempted to run an unpermitted camp ground through Vrbo and other medium. (see attached Reference 3 for Clarke County Violation). Because of this experience we have first hand experience on how loud just approximately 65 people camping can be. It is suspicious that the Island Farm uses a different address than the River Farm, but has the same owner.
- Questions: Has Clarke County considered the noise impact to adjacent owners when considering that the permit is asking for multiple 15kw and 25kw generators running lights all night in the camp ground? If 65 campers are noisy, generators and hundreds of campers certainly will have an impact on being able to sleep with the windows opened, have an enjoyable outdoor meal on the deck, etc. Will approving Clarke County officials and Mr. Neiswander allow me to set-up 25 kw generators near their homes and allow them to run all night during these camping periods?
- General Question: Has Clarke County made an assessment on the legal and public relations costs for individual and class-action law suits should this be approved?

Robina Rich Bouffault, Boyce

- You have already heard quite a bit from me concerning this proposed SUP, so I will try to keep it short and sweet.
- The Entrance

- There is only one entrance/exit instead of the required two.
- It is narrow, one lane only. You cannot enter and exit at the same time.
- It is a farm entrance, not the commercial entrance that would be required for commercial trucks and other heavy vehicles, along with car traffic generated by cars belonging to 3,500+ people.
- The Access Road
  - Tilthammer Mill Road (Rt 621) is a narrow, winding secondary road that is designated a Scenic Byway by the Commonwealth Transportation Board, which is defined as being “within a protected scenic corridor located, designed, and constructed in a manner to preserve and enhance the natural beauty and cultural value of the countryside”. Only 16% of Clarke’s public roads are designated Scenic Byways.
- The River Banks and Floods
  - Almost the entire campgrounds shown in the application are located within the property’s ten-year flood plan. See the attached map showing the 10 and 100 year floodplains, along with the 10 ft. contours. Trash from the campgrounds will be regularly washed into the river when it floods, contaminating it even more.
  - Spout Run, one of the county’s impaired streams, runs along its’ western edge, and will also become more impaired with contaminated run-off.
- The Events
  - The multi-day events are six, not three days, as indicated in the application.
  - The number of people expected of 3,500+, plus organizers and vendors, would equate to having over 25% of Clarke’s entire population circulating on just one property.
- I strongly urge the Board of Supervisors to deny this application.



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Sandra Bittner, Boyce

- As a resident of Calmes Neck I wish to join the others who are strongly begging you to consider that the effect an RV park/entertainment venue across the Shenandoah from our properties would be devastating. The noise factor (people in Calmes Neck can hear the music from the Watermelon Festival), the damage to the environment and in particular to the historic Shenandoah, the destruction of the view, the property value losses, the fact that people have moved to many places in Clarke County including Calmes Neck for the beauty and peace of the area.....these are all factors that should not allow this type of destruction to take place. We depend on our local government to protect us from such injustices.
- But I have a question: How can a property in a pristine agricultural/residential zone suddenly be allowed to become a commercial/entertainment property, particularly in an area that should be environmentally and historically protected? The damage done will be irrevocable and a stain upon the values that Clarke County professes, not the least of which is the County's admirable efforts on the conservation level.
- I am asking that the development of commercial property in this area or any area in Clarke County that is not appropriate for commercial development be banned. I would invite you to meet me on the ridge of Calmes Neck to view the property across the river that will be destroyed.

The following comments were sent in via email to County Administration but were not read due to time restraints.

Deirdre Copping

- I am writing today to support Shepherds Ford Productions in their efforts to continue their excellent orchestration of live music events. I have attended many events organized by these fine people and was heartbroken when they announced that the Watermelon Festival would likely not be returning. For many of us (from various parts of the country too!), their music festivals are the only occasions that we meet up during the year and are thrilled to be able to camp together by the riverside while enjoying first class music as well as the beauty of the Virginia countryside. In my experience, the site has always been well maintained and the attendees always very respectful of the music, the

camping areas, and of each other. I sincerely ask that you consider their request for a permit to hold an event in the new location. We need Shepherds Ford to continue their work.

- Thank you attention to this matter.

Liz Monseur

- I am wring to ask that you please consider the request by Shepherds Ford Productions to hold two events in Clarke County, on the Shenandoah River in 2021. I have attended a number of past events at Watermelon Park and was impressed with the care that the organizers took to prevent environmental impact. These events were enjoyed by families, many of whom returned for several years. I strongly believe that SFP will do all in their power to conduct safe and orderly gatherings in a beautiful location that should be shared with the public.

Rebecca Sumption, Berryville

- My name is Rebecca Sumption, I reside at 107 Rosemont circle Berryville VA and I am here to voice my support for Shepherds Ford Productions special event permit. I know there have been several issues raised with holding these events at the new location.
- We as a community have held these events, especially the bluegrass festival for several decades, I feel it is a staple of Clarke Counties hospitality and culture.
- I know one big issue that has been raised would be the possibility of noise, disrupting local homeowners. I would like to assure you this isn't Coachella or Woodstock, the main events end by 11 with a dance tent after, attended by about 15% of the festival attendees, cutting down the "noise" dramatically, we are not a noisy disrupt group of people, we are enjoying bluegrass and each other, here you will not find loud, aggressive individuals, this is a community of families and individuals that have been attending for years, we want to be in nature and listen to music that isn't normally promoted. I am a light sleeper and am still able to be asleep by 11:30, so I fail to see how this would disturb surrounding households.
- Another issue that has been brought to my attention is "traffic". As I see on our maps, there are several different ways into the property entrance, and a main road leading directly to the property. A lot of us arrive early before the

music events officially start and stay the entire time, cutting down on the would be "traffic" or influx of cars. I don't see how this would be any different than when the events were held at watermelon park, where no additional traffic control was needed to be utilized by county resources. In my research I have also found that during their events LESS public safety resources are needed than at the Appalachian trail, which the county promotes for tourism, we/they tend to be a self-sustaining crowd, so why not promote their events for the county? I have met lifelong friends at these events and it is our one time a year that we can all be together, a lot of people come from out of town to enjoy these events and our county. We aren't talking about a permanent music venue in this situation.

- Shepherds ford recruits MANY volunteers who attend these events for trash pick up, ticket collection and general help. I have never left these events seeing trash anywhere on the premise. It would be a shame to deny us these festivals which have endured for years. I personally would love everyone who may have concerns to attend this year, even if just for a day or evening, day passes are normally available!
- These events bring revenue to our wonderful community and local businesses which I hope we all would love to promote, aren't we a county of openness and benevolence? I would like to think so and I would like to keep it that way. Thank you for your time and taking my statements into consideration, have a wonderful evening.

Adam Shellenberger, Warrenton

- I am writing to you to support the Shepherds Ford Productions request for an event permit. I have attended their events at the previous location and have been impressed by the quality event that they put on. Their events are family friendly and draw people from all over the region who enjoy unplugging from day to day stresses and spending time in nature listening to (primarily) bluegrass. The festivals also create a great sense of community as you are interacting with your camping neighbors for the weekend and stage neighbors for the various sets. One of the best examples of the community is seeing all the campground picking sessions, where people of all ages and skill levels are playing together and learning from each other often forming lasting relationships.

- I've been particularly impressed with the family friendliness of the previous Shepherds Ford Events. They have lots of activities throughout the weekend for kids of all ages and do a good job of promoting them to the attendees. One of my friends (whom I met at a festival) previously stated that the Watermelon Park was to be his family's yearly festival, as he, his wife and their three children (ages 10, 8 and 3) loved the intimate scale of the event, family vibe and activities available to them.
- I've never noticed a problem at the previous events with noise. The large stage ended at a reasonable time and the smaller stage was sited in a way that contained most of the sound on the property. One must remember that a majority of the acts play acoustic music, and that by nature (while amplified to the audience) should minimize the potential for noise disturbance amongst the neighbors. I myself tend to be a light sleeper and go to bed early (in a tent) and was never disturbed by noise.
- I should also point out that the typical attendees at these events tend to be environmentally conscious. I've never noticed an issue with trash or pollution at the previous events. The attendees are both self responsible and self policing which ensures that they won't leave the venue "trashed". I think it's important to remember that the attendees are living here for 3 - 4 days and want to have their temporary "home" as clean and nice as possible for them and their temporary "neighbors". Additionally, the attendees are aware that their time on the property is temporary and that they need to be respectful of the permanent residents/property owners near the event site.
- Lastly, I would point out that these events have the ability to generate spin off revenues for the County. Many attendees will choose to buy supplies as close as possible to the event site and stock up one last time before entering, others will choose to explore (and spend money at) the surrounding attractions, and others will choose to return to Clarke County to visit and explore outside of the events.
- I appreciate your careful deliberation on the event request and reading my thoughts. I hope that you will be able to see Shepherds Ford Productions as a positive member of the community and support their request.

Aly Kerby

- Hello, I'm emailing to add my support for Shepherd's Ford Productions to have their application for their river festival location approved. Having attended

many of their festivals I've always found the production to be responsible and environmentally conscious.

Amanda Carroll

- I and at least 10 of my friends have been to all the festivals held at watermelon park by Sheppard's Ford Productions throughout the years and would very much love if they could get a permit to do more gatherings in 2021 so please let us know what we need to do to make this happen!

Amy Gray, Stephens City

- Productions to have an approved permit for their festival in September 2021. I have attended this event since 2007J and every single year through 2019 except for 2015; so 12 years.
- It's a great fellowship of kind, respectful people. I hope you will grant a permit that will allow the event to continue.
- Thank you for your time and consideration.

Amy Shull

- I am writing on behalf of Shepherd's Ford Productions to encourage the Board's approval of their application to hold music festivals at the new location south of the original site. Having attended their festivals every year for the past seven years, I can personally attest to the responsible behavior and environmental care of not only Shepherd's Ford but also the festival attendees. These events are not the typical large-scale, drug-fueled millennial events; rather, they're supported by families and older, devoted music lovers who care about the environment, our county, and one another, and who leave the grounds better than they found them each year. We dearly missed the annual September event this year and appreciate Clarke County's consideration of other alternatives.

Anna Billman, Bluemont

- Please include this letter in favor of Shepherd's Ford's permit application for events at 1352 Tilthammer Mill Road in the minutes of the public hearing scheduled for December 15.

- I am writing to express my support of continuing a 16-year tradition of music and community in a small family-oriented music festival at the site referenced above.
- I understand there are concerns about use of this site, and it seems information has been shared that does not constitute an accurate representation of the intended use.
- This application for a permit for temporary overnight camping for two annual three-day events is not a request to alter zoning or change the land into a permanent campground.
- While the property is larger than the previous site of the festival, the attendance cap will stay the same. This is not a plan for a much bigger festival.
- The character of these events is community, environment, and family-oriented. I would argue that over the past ten years, my children have learned more about river and land stewardship and the concept of "leave no trace" at the annual Watermelon Park Festivals than they have on any other family adventures. There has always been a prominent presence of educators and organizations letting attendees know about our river ecosystems and ways to be good stewards of land and water. Shepherds Ford has partnered with and donated to multiple nonprofits that help to keep the river clean and spread awareness about conservation and responsible stewardship.
- Please know that many community members are in favor of this treasured tradition continuing.

#### April Pink

- Hello, I've heard that some folks are concerned about Shepherds Ford putting on a music festival in their backyard. I can definitely understand but the festivals that Shepherds Ford put on are family-friendly and always concerned about the land and surrounding communities. The average festival goer is over 40 (myself included). My family has been living and vacationing in the Shenandoah my entire life and we feel a personal connection to the land and the people. I know Shepherds Ford feels the same way and it shows in the events they produce. I hope you will welcome them for years to come.

#### No name given

- I am an avid fisherman and steward of the Shenandoah River. In previous events Sheppard Ford productions have had along the banks of the

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Shenandoah have done nothing but help show the world what a fantastic resource the "Doah" is. I have meet many people from around the county at these events and all admire the beauty of the Shenandoah Valley. These events are a great resource to boost tourism to Clarke Co.

Bill McIntosh, Boyce

- I have lived in Clarke County for over 60 years and have attended many Watermelon Park festivals.
- Shepherds Ford has done a fabulous job curating these events for the last 16 years.
- I strongly encourage the county to approve the permit for these 3 events for sizes similar to their past events.
- However, I believe that more than 3 events would not be in the best interest of the county or the neighbors.

Bob Glover, Bluemont

- I just found out the deadline for letters about the new music venue is today. Therefore, please excuse this last minute letter and any potential mistakes.
- I am a life long supporter of bluegrass music and normally support Shepherd Ford Productions. However, I DO NOT support them a festival at this location for a variety of reasons some of which are listed below.
- I feel bad Watermelon Park is not supporting their concerts. I was hoping Shepherd Ford Productions would move the event to the CC Fairgrounds. This location came as a complete surprise. I really feel for the neighbors.
- Short list of reasons we do not support the proposed location:
  - This is not an established campground or event location. It should not go from a farm field to such a large music venue with the stroke of a pen. The Clarke County Fairgrounds have been long established event venue and are a much better option.
  - The road and driveway are not meant for this type of traffic. Watermelon Park has two different routes to access the location and several different gates. Once again, the CC Fairgrounds are a better location.
  - The number of people are going to far exceed the number at Watermelon Park. Watermelon park was large enough.
  - If it is approved please only approve it for one concert this year as an experiment.

- There is a pandemic. This seems like a very strange time to approve something that might have to be cancelled.
- This does not do much to help established Clarke County businesses. The previous location was closer to Berryville. Nalls and The Corner Store really benefitted from the event being at Watermelon Park. I just do not see any CC businesses benefiting in this location. know Waterloo and Millwood are relatively close but there is still a significant difference because folks coming from the east will not pass CC businesses like they do at Watermelon Park and the CC Fairgrounds.
- Two or three events in the first year is too much.
- I agree with the neighbors. They do not live at that location to have that many cars go by two or three times a year.
- This is the quiet rural place. I would be extremely upset (insert stronger word) if someone did this next to our land.
- For consistency, I do not like the location of Lollapalooza either. There should not be concerts at that location either.
- Have they looked at the CC Fairgrounds. I know it has shortcomings but nothing is perfect.
- As I said I support Shepherd Ford Productions and it is a shame that Watermelon Park pulled out of the concerts. That was a great location.
- Despite this the county and the neighbors should not have to deal with the negative impacts of such a concert in an area that cannot handle the crowd and does not have an established venue.

Bonn Poland, Martinsburg

- I'm writing to please ask for your support of Shepherds Ford Productions for events in 2021. As you know, the entertainment industry has taken a devastating hit in 2020. This includes musicians, food vendors, artists, tourism....the list of residual effects goes on and on. I'm asking for the Clarke County Board of Supervisors to please approve the permits filed by Shepherds Ford Productions so that we can resume the tradition of bluegrass music, artistry, food, and culture in the peaceful and friendly environment that they have created for many years in the past.

Brett Kretzer

- I am hoping you will consider reviewing and approving the permit for Shepherds Ford Productions to host the annual Watermelon Park Festival at their new location. This has been a very important community tradition that has maintained a responsible and respectable event that does not interfere w/ the surrounding neighbors and environment. Please allow this festival to continue by approving their application

Brian Strawhand

- I am writing to you on behalf of Shepherd's Ford Productions and the Watermelon Park Festival. I was a bit upset at hearing the new owners of Watermelon Park were no interested in hosting the festival after 16 years.
- I have been to many different music festivals, and Watermelon Park Festival is one of the best run, family friendly festivals I have ever attended. All of the festival attendees are very respectful of the site, of the music, and of each other. One of my favorite non-music attractions is the river. It's a wonderful way to enjoy nature in between music. I was very excited to hear they found a new location, and that it was on no a river!!
- I hope that Clarke County had a positive experience when they allowed the festival to use the Fairgrounds back in 2018, and hope that this relationship can stay strong for years to come!!

Bryant Condrey

- I'm a resident of Boyce and I just wanted to let y'all know that I fully support the county approving the use of land by the Shenandoah river for the Shepherd's Ford bluegrass festival. River festivals are a strong part of Clarke County history and culture and we should continue to encourage these where possible.

Caleb Smith

- I'm writing as a supporter of local business, culture, and the arts.
- Shepherd's Ford productions have orchestrated events over the last 16 years celebrating the rich musical culture of Appalachia by promoting nationally known and local artists in conjunction with Watermelon Park. During those 16 years, a community developed surrounding these "can't miss" musical celebrations where folks from all walks of life, who rarely see each other outside of these events, look forward to enjoying one another's company for

what always seems to be too brief a time-with many attendees driving into the commonwealth from out of state. Although it became clear our beloved tradition was going to be yet another casualty of Covid this year, the community was equally shocked to learn of the dissolution of the relationship between the park and Shepherds Ford. Although I cannot speak directly to what led up to that dissolution, I can attest as both participant and volunteer, the event is well-maintained and orderly. Seniors, families with children, and everyone in between participate in these events - I've brought children myself. When I refer to community, I really mean it.

- Apart from a "family" of attendees, there are a number of vendors who would also suffer a lost opportunity for recovery should two of their most profitable events be cancelled for yet another year.
- Lastly, I understand the pressure the board faces from their constituents but, while the "not in my backyard" crowd is a vocal one, it is also a minority. To be honest, I was myself personally- looking to acquire a property suitable to host these folks until my accountant made me sideline the idea for the time being. I think the neighbors concerned with any potential inconvenience may be doing themselves a disservice by denying themselves the opportunity to become part of something much larger than themselves. If anything, let them experience it once. They'll either love it and you'll never hear from them again or they'll petition you again in the future and things can be reassessed. Over the years, Shepherds Ford has partnered with and donated to multiple non-profits which promote conservation and river stewardship, including Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River Keepers, and the Downstream Project. These groups are often represented at the events and events typically offer education on the subject.
- Thankfully, 2020 is drawing to a close and vaccines are on their way. People have had every conceivable trip, concert, cruise, and outing cancelled. No one's been able to do anything social without some sense of dread. Small businesses are suffering. Musicians and artists of all types are suffering. If it becomes safe to do so by mid-2021 I couldn't think of a better way to get back to 'normal' than by attending a bluegrass music festival with a bunch of old friends. If for whatever reason the subject permit applications are not approved, I would like to humbly urge you to work with the applicant to find a suitable alternate location - even if it's temporary. In light of the circumstance, people need some hope and something to look forward to.

- Thank you for your time and consideration regarding this matter; your support is appreciated.

Carla Kasun, Rockville, Maryland

- I am writing about The Watermelon Park Festival, and The River and Roots Festival.
- I am an experienced concert goer, and I attend as many as 10 music festivals a year. WPF is my second favorite festival. Why? Because it's about connecting with my musical family, with the music being the glue. While this may be true of all festivals, other, larger, festivals have negative elements that WPF and R&R never has. Sure, there's a bit of letting loose and drinking. But you will never see drug abuse or fighting. What you will see is families. There are tons of kids and their parents cooking food for friends and strangers. You will see people taking care of each other. You will see musicians playing together around every corner, inadvertently preserving traditional music of this area. You will see love between people in a way I can barely describe. You will see people taking care of the Earth, including respecting the festival area.
- Shepherd's Ford Productions create events that are unique and magical. Any venue would be lucky to host an event held by these dedicated and benevolent folks.

Charles Billman, Bluemont

- I wanted to share with those considering this application for a Permit some details that I fear may have been misrepresented to the community at large by a local property owner. Shepherds Ford is not applying to trying to change zoning at the Island farm property. Instead, they are simply applying for a temporary event permit for three annual three-day events.
- Equally, they are not trying to change the land use to that of a campground. Instead, they are simply applying for three annual, three day events that will allow overnight camping for the limited and exclusive purpose of camping at these annual three-day events.
- Further, as the permit will state with clarity, the event will max out at 3,500 tickets, after which the event will be “sold out; and no additional tickets will be issued. This is the same number of tickets that were issued at the prior event on only 27 acres - a much smaller property.

- Additionally, Shepherds Ford Productions has partnered with and donated to multiple non-profits that help to keep the Shenandoah river clean and spread awareness (including education at the events) about conservation and land and river stewardship. These organizations include Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River keeper, and The Downstream Project.
- Finally, I want to add that I have been attending this event with my children for over ten years, and bring them back with certainty each year that the event is well maintained, with adequate security and a population of “guests” that respects each other and the land. In fact, it has become a family event for many of our friends who also have young children (not so young anymore). This event sells out (3,500 tickets) each year because it is so well organized and maintained, with good music and family friendly environment.

Chris Martin, Loudoun

- I'd like to voice my favor for the recent Shepherd's Ford Permit Application for events at 1352 Tilthammer Mill. Rd and it be included in the minutes for the December 15th public hearing.
- The discontinuation of the annual Watermelon Park Festival was a business decision made by the owners of the Watermelon Park Campground. However, the organizers and patrons of the festival wish to continue the 60 year cultural tradition and believe they have found a suitable location to hold the festival in 2021. This festival is a significant cultural, musical event that promotes the arts, music, fellowship and small business in Clarke County, Virginia. Please help to continue the tradition.

Chris Wood, Waterford, Virginia

- I'm writing to ask you to support the application for this riverside bluegrass event. As a parent of two young musician's, the former Watermelon Park fest provided the only truly family-friendly music and camping event of its kind. Its modest scale, friendly/casual atmosphere, and multiple music workshops geared to musicians of all abilities made it our one go-to multi-day event of the summer. We miss it terribly and hope you will give it a home to return in 2021.

Christine Rankin

- I am writing to persuade the Clarke County Board of Supervisors to approve two 3 day festivals with Shepherd's Ford Productions. As a native Clarke County resident and longtime festival supporter these festivals are not only beneficial to the economic support of Clarke County they also seek to uphold conservation efforts of the Shenandoah River. The events proposed by Shepherd's Ford Productions have consistently been respectful of environmental standards. The event staff, organizers and participants have been environmental stewards of the Shenandoah River as well as the property in which the festival has been held. These events draw local and regional support with respectful attendees. Please consider the continuing support of this much needed event in our community.

Christopher Slabinski, Berryville

- My name is Christopher Slabinski. I am submitting my name and support in hope's you can endorse a music event permit to be submitted by Shepherds Ford Productions.
- I have been a resident of Berryville and Clarke County since 2000. I am 52 years old. Due to my job relocation, I moved put of PA and into rural Virginia, specifically Berryville for many reasons. Mainly for the rural surroundings and its quaint neighborhoods. The County's outdoor environment was a gift from God.
- I fell in love with a main attraction to me right away, called the Shenandoah River. I love fishing, outdoors, canoeing and music. Since 2004, I have attended the Watermelon Park Music Festival. It's organization, land owners and promoters have continually hosted an annual traditional. Each year I looked forward to reunite with my extended WPMF family. It was my favorite week on the calendar every year. I always circled the September week and reserved annual leave with my employer a full year out, so I could guarantee my presence to the WPMF.
- As you know, it was cancelled by its land owners after last year. I was so saddened. So many festival attendees felt devastated. My heart was ripped out and broken even to this day.
- So, I want to show my support to grant this events music permits to Shepherds Ford Productions. I can soundly say that all festival attendees would personally reach out to all local land owners to listen to and address their concerns. My belief is the very same attendees would make efforts to protect, preserve and

even assist the land owners if any damage would occur to the environment. These festival attendees need this event back along the Shenandoah River.

- A generation of children have been born because of this gathering. It's a beautiful event. Please consider. Thank you very very much!!

#### Chuck Doyle

- My name is Chuck Doyle and I would like to recommend that you approve the permits that Shepard's Ford has submitted for events in 2021.
- We have been going to Watermelon Park for many years and need a new home. These events can bring significant positive economic impact to your county by having out of county traffic bring funds to support local businesses which are in critical need right now.
- I have only met hard working, polite, and joyful attendees and musicians at their events and these would be no different.
- We are a community and care for the community we inhabit for a few days at a time. My camp lives by the rule of leaving it nicer than we found it, as an example we clean about a mile of riverside over a day or two while we were at Watermelon Park.
- Please consider approving their requests, you will be impressed by the relationship you could build for your community that will last for years to come.

#### Colleen & Rick Bergeron

- I understand that Shepherds Ford Productions is working with you regarding a permit for a 3-day festival on the Potomac River. My husband and I are in our late 60's and have been attending SFP's Watermelon Park Festivals for over a decade. For what it's worth we'd like to assure you that the SFP organization and the festival attendees are very appreciative and conscientious of the value of the natural resources - the river, trees, grassy areas - that temporarily make up the festivals' home for a few lovely days in the fall. The festival has always been a very family-oriented event with small children making watermelon boats, and parents and grandparents like us enjoying beautiful bluegrass music. I can assure you we are a rule-following, lights-out-at-11 pm bunch. The festival draws renowned bluegrass musicians and has been sponsored by the Virginia Tourism Authority among others. It is really a first-class event.

- We hope you will give Shepherds Ford Productions a chance by approving a festival permit for 2021. Thank you for your consideration.

Constance Wyant

- Please recognize that Shepard's Ford have been wonderful stewards of the Shenandoah River and the land surrounding it. My family and I have attended the River and Roots Music Festival as well as Watermelon Park. Each year we were very impressed with how they upheld the rules that were posted. The expectations were to clean the areas and only leave footprints. There were sessions about learning about the river and how best to care for this beautiful resource. People respected the property. It was family friendly. It's a loving community.
- Please consider having the festivals on the grounds proposed.

Coralyn Holter

- As an annual participant of the festivals held just North of the newly proposed site, I can attest to the measures Shepherds Ford Productions has implemented in years past to maintain social order, clean grounds+ waterway during any aforementioned event. The focus of these events being live music noise levels through the weekends may be more difficult to negotiate.
- As these events attract many out of town visitors, I believe it to be in the best interest of town and county commerce to support Shepherds Ford in their latest venture.

Dan & Roberta Bernhard

- Greetings, we have attended 5 events by Shepherds Ford Productions on the Shenandoah river and they have always been caring stewards of the environment and the neighbors. Please allow them to hold the music festival. It1s a long tradition of our area's music, natural beauty and wonderful people.
- Thankyou!

Dana Geller

- I have been attending the Shepherd Ford Production of the Watermelon Festival for years. The reason I love it is that it is a family event. It is something we look forward to every year and were very upset to find out that

Watermelon Park was not having the festival. I love coming to Clarke County because my grandmother (Virginia Carlisle) lived in Berryville and my mother grew up there as well. I love returning to Clarke County every year for this event.

- I have never seen anyone throwing trash in the river. If anything the emphasis is on keeping the river clean as well as the campsite. It is a very peaceful, wonderful event that I hope you will consider keep in Clarke County.

Danielle Wohlgemuth

- I would like to share my support for the Watermelon Music Festival permits in Clarke County. I have been a patron of this event for 9 years and it is always the shining example of a responsible and worthy community gathering. I have always been impressed by the professionalism of the organizers and wonderful talented musicians who draw such a good group of frequenters. It would be a real loss if this festival could not continue to fuel the community of music and arts lovers of the tristate area. Please include my thoughts in the December 15 meeting minutes.

David Mann

- I am writing this letter in regards to the wonderful festivals that SFP hosts twice a year. The recent separation of the campground with the production company have left many of us confused and missing each others company. We hope that you can understand the influx of emails from all of the concerned patrons of the festivals. We have received emails notifying us that they have possibly found a new place to have their wonderful festivals, asking us to inform you how well run and respectful these festivals are. The Shepherds Ford Production company is a wonderful and well thought of company, that also is educational and a strong supporter of your community. We understand the concern of the locals and want them to know that everyone who participates, by either volunteering or simply attending for the love of the atmosphere and music are also a fine group of people. Shepherds Ford has always had a handle on the type of music and the understanding of the local curfew. Thank you for your time, patience and understanding that we care deeply for each other, your community, the local towns and the river at which is of utmost importance.

David Oberrieth

- I'm in favor of Shepherds Ford's Permit application be awarded for events at 1352 Tilthammer Mill Rd. be included in the minutes for the December 15 public hearing

Dena Kilgore, Alexandria

- I am writing in support of a permit for Shepherds Ford Productions to host events in Clarke County in 2021. We have been attending events hosted by Shepherds Ford since 2009, usually more than one per year. We think of them as "family reunions," with the family we have cultivated among this community, as well as our own growing families over the years. We appreciate this family-friendly atmosphere, the respect for the Shenandoah and protection of the watershed, and being able to celebrate our beautiful state, camping with friends, appreciating acoustic music and generally sharing a community. We have three sons who have basically grown up playing along the Shenandoah with friends, as we've watched them all grow together. We actually camped with my youngest son at a Shepherds Ford event at two months old.
- I cannot understate the significance of these events in deepening our respect for cultural traditions and appreciation for our countryside. Living in Alexandria, VA, we greatly revere the ability to experience a slower and simpler pace. We are boaters and believe strongly in keeping our rivers clean, as well as We are happy to bring revenue to local businesses, stopping for provisions at farmers markets and grabbing lunch while in Clarke County.
- Please provide this permit to bring continued celebration of the natural beauty of the area and the warm family community that Shepherds Ford Productions nurtures.
- Thank you for your consideration.

Diana Ezerins, Falls Church

- This is a note in support of the Shepherd's Ford music producing team.
- It's been a stressful year of disconnection and loss. We know the winter will be stressful. Whether you believe in the pandemic or not, your life has not been the same as a result.

- We know we can look forward to the spring and summer. The outdoors and music are two of the most healing gifts and experiences in our lives.
- The Shepherd's Ford community will take care of the space and each other. They will bring resources to the region. They will leave the area around the river better than they found it.
- People will fish and swim and grill. Children will play. Friends will gather. Instruments will be strummed. We will sing together. My eyes are tearing up imagining it.
- Please grant them the permission to host this annual festival. Please give us all something to which we can look forward in 2021.
- We will not let you down.

Donna McCann

- My husband and I have been going to the festivals for the last 6 years. It is well run and good clean fun. We come from NJ and meet our friends from NY Maine there. We have met great people from the area and now we meet them there too. Here's hoping for another year in your great state!

Dwayne Brooke

- I'm writing to express my hopes for permit approval for events by Shepherds Ford Productions at 1352 Tilthammer Mill Road on December 15. The previous events held by Shepherds Ford Productions have had an incalculably positive influence on our community. Thanks for considering this permit for approval.

Edmund Zduoba, Boyce

- We are writing to you in regards to the proposed Island Farm proposal. We understand there is a public meeting this Tuesday 12/15 but with Covid, we are reluctant to attend. Rest assured, if no COVID, we would definitely attend.
- I and my wife are **adamantly: opposed** to any "development" **PERIOD**. This appears to be portrayed as a responsible group hosting a "few" gatherings. This is just plain nonsense. We have resided in Clarke County for 22 years, having raised our family (son and daughter) through the Clarke County School system and all the myriad events that comprise that timespan.
- My wife and I just recently purchased a lot with a house in Calmes Neck (we moved from within Clarke). Our new "home" in Calmes Neck is basically

opposite Island Events proposed location. This is supposed to be our retirement location. We chose to stay in the county as we have enjoyed living here. It's unique for its rural lands, wildlife and pristine landscapes (and history). My wife in fact is a Master Naturalist.

- **We would never have purchased** if we had any inkling of them proposing their concept. We are sorry they lost Watermelon Park and as such the festival. But their proposed new venue location is zoned rural and must stay so. It is foolish and naive for them or anyone to believe that hosting events up to 3,500 people will not have an environmental negative impact on the Shenandoah river. 3,500 people (for now) with the ensuing car traffic, damage caused by said traffic, septic, generators, trash, NOISE and so forth is not what Clarke County has steadfastly fought against all these years.
- If they steadfastly believe that this will "increase property values" and have no impact to anyone, then I propose they move their events to Long Branch?. No, I don't think so!! Perhaps the County could entertain that they use the County Fairgrounds three times a year would be a more realistic proposal as they have held events there in the past. The Showgrounds are a suitable venue to hold their music events. BUT NOT where they wish to do it now.
- As you know they have already destroyed large areas of protected riparian river banks building 5 illegal access points for their camping business this past summer. The fact that they tried to do this vividly shows their motives. Thankfully, that venture (so far) has been negated. They do not merely want three events a year-that's nonsense .. if approved, they will proceed with campgrounds, RV's and so forth. This is a money making venture, nothing more, nothing less.

#### Emily Ford

- Good afternoon, I write to you to share my support of the shepherds forward productions Request to hold events at a new site along the Shenandoah River. Over the years I have volunteered at Watermelon Park festival and river and roots festival. I volunteered as part of the festival activities to help with river clean up, recycling, river ecosystem education. As do the festival organizers.
- Thank you for your consideration.

#### Eric Parsell, Bluemont

- Please include this letter in favor of the Shepherds Ford Productions permit application for events at 1352 Tilthammer Mill Rd, to be included in the minutes for the December 15 public hearing.
- I would respectfully like to speak out in favor of allowing Shepherds Ford Productions to have a permit for events located at 1352 Tilthammer Mill Rd. I live across the river from the park that used to host the festival. I have never had reason to complain. The festival attendees have always been respectful.)
- The Watermelon Park Festival is a historic, small, family oriented yearly event that supports national and local bluegrass music. The festival (that feels more like a family reunion) not only brings our cultural Appalachian and bluegrass music to the forefront, but it also works with many non-profit organizations that focus on keeping the river clean and spreading awareness about conservation and land and river stewardship. Over the years, The River and Roots Festival and The Watermelon Park Festival have donated money to several local organizations, including Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River keepers and The Downstream Project. Protecting the Shenandoah, the land and our surrounding community is important to not only Shepherds Ford Productions, but all the festival goers. In order to ensure that the festival does not overwhelm the land, there will be a cap on the amount of tickets sold. This is not a wild, free for all festival. We care about our environment and our community.
- (I think it is also important to remember that they are not asking to turn this land into a campground and they are not asking for rezoning, just a temporary event permit for two annual three day events.)
- As a resident of Clarke County, I respectfully ask that you approve Shepherds Ford Productions permit application.

Eric Strahs and family

- My wife and I are both business owners in Bon Air, Virginia and have been joyfully attending various events hosted by Shepherds Ford for almost ten years now. We have always taken our two kids, and most recently (when allowed) our loving pup too. Our most favorite event of the year has always been Watermelon Park Bluegrass Festival. Part of what makes this event so special to us is the location along the beautiful Shenandoah river. Such a magical place.

- One of the most truly wonderful things about this festival in particular, is the fan base. I can honestly say that of all the festivals I have been to, the attendees of Watermelon are amongst the friendliest, honest, and earth loving music loving people loving souls I have had the pleasure of living amongst for 3-4 days.
- I wanted to pass this experience along to you, as I understand Shepherds is in process of solidifying a location for 2021 ... and with such a tough time in 2020 ... I know I can speak for the thousands of folks I described above ... we need this to happen.
- Please consider my families experience, and know that you will be welcoming kind stewards of this planet, and will treat Clarke County with equal respect as we all do with our own homes.
- With optimistic faith and respect.

Erika Weshinskey

- I am writing to urge you to permit Shepherds Ford Production to hold their biannual festivals on the Shenandoah River in Clarke County.
- My family and I have attended the Watermelon Park Festivals for the 16 or so years since they began. They have always promoted keeping the river and environment clean. They have been conscientious of their neighbors by having music on the stage stop at an agreed upon time. They have run these festivals smoothly for many years and have come up with systems to keep it safe and clean.
- My kids look forward to these festivals as much as Christmas. It was sorely missed this year and we are hoping the annual traditions will continue next year once the pandemic is under control.

Evan Sands

- This email is to encourage you to approve a permit for Shepherds Ford
- bluegrass events next year.
- As a long time resident of the DC Northern Virginia area and a lifelong bluegrass fan and musician , I am impressed with all the Shepherds Ford events I've attended. They attract fans from a wide geographic area, and they manage traffic flow, waste, parking and concessions very well. I have been there on the last day of festivals and was equally impressed with post festival cleanup. I've also found that the stage show volume has consistently been managed to

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balance the needs of the immediate audience with the folks in camping areas (and by extension, any nearby neighbors). Bluegrass festival goers are generally very respectful of grounds maintenance and environmental impact. In the Watermelon Park and River and Roots festivals, the river and the banks remained free of trash.

- To summarize, these festivals have meant a great deal to fans far and wide, and a great number of people will be grateful to have this tradition continue.

#### No Name Given

- I understand concern about any new event in your community.
- I wanted to pass along my experience with the past years watermelon Park events they held for music festivals. the past 5 + years I've attended and it is well organized and a great relaxing place to be. I'm hoping they will be able to hold the events on your site this year, for me it is something I look forward to every year.

#### Cliff and Maureen Uney; Glasgow, Scotland

- We are writing from Glasgow, Scotland in support of Shepherd's Ford Productions' application to hold events on the Shenandoah River in 2021.
- We been frequent visitors to the Watermelon Park Fest they have organized and had it not been for Covid19 we would have attended the event they had planned for this year ..
- We have attended many music festivals over the years, but Watermelon Park was in many ways our favorite. Very friendly, well organized and ecologically sound in the most beautiful setting.
- We would urge you to give a positive response to their current application. They can only bring goodwill and good music to Clarke County.

#### Gregory Young, Warren County

- The 16 year tradition of music festivals in Clarke County along the wonderful Shenandoah river must be allowed to continue. With Watermelon Park becoming an RV park it is necessary to find an alternate location. I understand the concerns of the neighbors but the promoter, the patrons and the acts are some of the nicest people in the world. I am sure that neighbor concerns can be accommodated. I urge you to at least approve next years permits to allow an opportunity to see if the festival is in fact disturbing to neighbors.

- Thank you for your consideration.

Hattie Lehman; Pittsburg, PA

- I have attended the Watermelon Park Festival for nine years and have attended music festivals throughout the United States. The attendees of Watermelon Park Festival are like no other -- they are considerate, know how to use trash cans, and overall just want to have a relaxing get-away by the Shenandoah.
- Please support Shepherds Ford Productions festivals in the future.

Heather Marsh

- Please consider the great positive impact of these events for the local community and anyone associated with these fine sponsors and local citizenry..
- They provide many events all year long that support local and non local causes..
- preserving the land and river frontage for generations to come and enjoy....
- Please grant them the ability to continue to doing so for years to come

Howard Runge; Boyce

- I am a home owner for over 15 years at 1307 Calmes Neck Lane in Boyce, located on the mountain ridge just above the subject property. I strongly oppose the application for a series of events for this subject property and any other future applications to hold commercial operations or events. My understanding is that this location is zoned by Clarke County for agricultural open space conservation only. I believe it is very important for Clarke County to maintain this existing zoning, and not approve usage permits and/or zoning changes that would allow:
  - camping and outdoor concerts with hundreds, and perhaps thousands of people
  - damage to the adjacent Shenandoah river bank of people entering the river over the soft river embankments
  - noise and sound pollution due to this large number of campers and festival attendees,
  - pollution of the river from camping area water run off and discarded waste from the campers

- Light pollution from a large camp ground area (side note: the covenants and restrictions on our residential property prohibit direct outdoor lighting to avoid "light pollution")
- High concentrated traffic volumes on roads sized and speed rated for low volume rural use
- Water demands to support such a large number of people
- Sewage and trash disposal requirements for a very large number of people
- Erosion in adjacent property values that are significantly enhanced by the existing rural character and protected by the adjacent rural zoning requirements.
- Significant additional demands on Clarke County's limited resources for public services such as police, emergency medical, fire department, building inspectors and health inspectors.
- No obvious plan for sufficient additional tax revenue coming in from this property to offset these additional demands on Clarke County resources.
- In the past the farm has already tried to operate an illegal commercial campground and was warned by Clarke County to cease and desist. They had a total of 10 nightly rental campers on the grounds. Even with only 10 campers the noise level was audible across Calmes Neck and went well into the night. The owner did not shut down voluntarily, he shut down with a cease and desist order from Clarke County. He openly advertised with a website about the commercial campground with no permits to run such a business. There was no regulation on sanitation or waste disposal and to this day we do not know where the sewage from 10 campers was disposed of.
- I strongly encourage the Clarke County Board of Supervisors and/or the authorized Clarke County land use zoning approval authorities to reject this application for events at 1352 Tilthammer Mill Road in Boyce VA. This is important to maintain the existing legal zoned rural character of the area and to preserve that for the legal residents of Clarke County, like myself and my community neighbors in Calmes Neck Estates, who purchased our adjacent properties to enjoy and preserve the peace and tranquility of that rural character.
- The requested location is the wrong location for a major camping and outdoor concert event Area.

Jackie Kosbob

- Please consider allowing Shepherds Ford to use the site along the Shenandoah River for their music festivals. I have been attending the Watermelon Park festival for many years with my children and grandchildren. We have always been very respectful of the environment as we have enjoyed the river. We have left our sites as clean or cleaner than we found them. We are typical attendees who would love to see these festivals remain in Clarke county.
- Thank you for your consideration.

James Turnage

- I've attended many Watermelon Park festivals put on by Shepherds Ford Production and have enjoyed them. They have been bluegrass festivals and tend to be fairly mellow affairs for fans of all ages. Heck, one year they had Loretta Lynn and was well attended by fans of her generation. As far as environmental impact, one year they had a seminar on waste being thrown in the river, explaining how aluminum cans get twisted up so you are left with disks from the top and bottom of the can (or maybe just the top), along with other spent an hour scouring the river for trash and pulled about half a bag full.
- This is not the crowd some people think it is, more the hike/bike/ecology ethos folks that like string bands.

James Walsh

- I've been going to watermelon Park for the last 15 years and I see no reason why you should have a problem with them having a thing there we are all well-behaved would love to have another Festival thank you I hope you consider them for this.

Jan Scopel

- Just wanted to say that I've been sponsoring music and dance festivals and going to music festivals for over 35 years now and the Shepherd Ford Folks-management, staff and volunteers are top notch in every category. Community created on their kind of family oriented activities and music have become a savory tradition again every summer and fall in Clarke County. Please don't lose them. Their whole focus is minimizing environmental impact in a safe and healthy way while providing amazing national and lots of

seriously excellent LOCAL talent. Many jurisdictions would PAY to have a group like Shepherd's Ford Productions to produce a festival like this.

- Just thought you'd want to know.
- Hope you have a safe and fun Holiday season.

#### Janet Emma Garbe

- I am writing in support of one of the most wonderful, respectful gatherings in our area that I've attended most of the last 16 years. Devastating to such an enormous arts & music community who support sustaining the healthy Shenandoah River when Watermelon Park ceased to allow the fest to continue on their grounds. Troves of us have been keeping the faith that the dedicated & talented Shepherd's Ford team would surely fall into the perfect next location for 2021 Watermelon PICKERS Fest & River & Roots. We could not be more excited about Tilthammer Mill Rd.
- If you've ever been a part of WPF, you know the heart & soul of our Blueridge Mountain Valley & River that are poured into this yearly & twice yearly event since River & Roots began. Many of us in the area LIVE for these two long weekends of the year, and the fest is wholly supported, attended & treasured by national & international attendees who spend the money & make the trek & gather in peace, camaraderie, music & arts for all ages at this beloved Festival. It's a GATHERING of GOODNESS. So much goodness!
- I know the property, as a realtor, and am told that some of the concerns are that another permanent camp site will spring up. I believe this is untrue and not part of the plan. This is a group that will leave it better than they found it, only bringing joy for the few days & becoming forever stewards of just another gem of a spot along the river. Please allow Shepherd's Ford to obtain the permits necessary to rehome & reestablish this BELOVED event. I can't imagine a better location. I realize there are new owners as of January 2020. For anyone who does not know the spot, here's a link. <https://link.edgepilot.com/s/aad2fefe/-lcXGzrtAkSzz414gTz21A?u=https://matrix.brightmls.com/Matrix/PublidPortal.asp-x?ID=18211693952>
- I, for one, am committed to not only supporting keeping this treasure going, but to the use of it to edify & educate future naturalists, outdoor & river enthusiasts, homegrown Appalachian Music to include the VAST talent in our own area, and the simple & joyful gathering that Watermelon Pickers Fest is

KNOWN to be. And it truly is open to folks from all walks of life. A heart expanding experience & a community treasure!

- I am in support of approving the permit Shepherds Ford PH 220=06. I am a land/homeowner at 32668 Mount Weather Rd, not far away, and am very protective of our lands, trails, rivers & community. This one matters a LOT to a lot of people who have the most professional systems nailed down for how to run it from pre show to no sign it ever happened. Shepherds Ford can be trusted to accomplish continued greatness here.
- How else may we help or raise our voices?
- Richest Blessings, and hopeful to learn ifs in our near future at Tilthammer Mill Rd. There are tribes of us willing to volunteer to see to the stewardship of the land, river & sky.
- Thank you for your consideration & efforts to this end. Please join us once it's on the books. It is NOT to be missed.
- Most sincerely.

Jason Fowler; Courtland, VA

- I have attended the Watermelon Park Festival in Berryville for over 10 years. The staff have been very responsible and environmentally friendly. I have never experienced any violence or seen any environmental damage at any of the 10+ events I have attended. You should have no reservations about allowing this group to hold a similar event in Clarke County.

Jason Tyler; West Virginia

- I'm writing in hopes, like many others, that you will include my thoughts in the December 15th meeting minutes.
- Myself, representing 95.9 The Big Dawg have attended Watermelon Park Fest in Berryville for many years. I can tell you that every event I've attended was full of some of the most friendly, thoughtful people you'd ever like to know. This event, year in and out, brings families and friends together from all over the country to celebrate music, togetherness and each other. We clean up after ourselves and treat everyone and everything around us with the respect it deserves. Will it be a quiet event? Well, it certainly isn't a heavy metal event. There will be amplified acoustic instruments being played masterfully and people dancing and laughing all weekend. Will we all go to sleep at 11 pm?

Not likely. But most of us will keep our clothes on and keep contained with our friends at our campsites.

- Watermelon Park Festival, its producers, its musicians and its attendees appreciate your consideration for us to continue this amazing event

Jed Barker

- I can't speak for music festivals in general, but the people who love and attend bluegrass festivals are a very eco-friendly lot. As for the music being loud, one of the things I love about bluegrass is the general lack of drums. No big bass drum thumping rhythm.
- I've volunteered at various bluegrass festivals in the past. I generally work cleanup crew. People throw trash in the bins. They even complain if you don't have enough recycling bins. When the campers break camp, the only thing left is some flattened grass. It's often hard to find trash to pickup when we break camp.
- This festival has been a wonderful opportunity to showcase new and seasoned talent. It's a way for parents and grandparents to bring the love of music to their families. The people camping and attending these festivals know they are just borrowing the land for a weekend. They do this not only because it's the right thing to do, but they know that if they don't take care of the land and if they abuse the property, they might not be coming back.
- I encourage you to check with other festivals such as Greyfox who have been on the same property for many years, and find out what the before and after condition of the land is.
- Please email me if you have any questions or would like additional information.

Jeff Moody; Ashburn, VA

- It is my understanding that Shepherds Ford Productions has applied for a permit in Clarke County to host two 3-day events in 2021; however, some people living near the proposed site are concerned that the event might be too loud and may negatively impact the environment.
- I am 64 years old, recently retired and thoroughly enjoyed attending the Watermelon Fest a couple times and the River and Roots festival in the Spring once. I purchased an early bird ticket and was disappointed when the September 2019 Watermelon Fest was cancelled due to Covid19; however,

was shocked when I heard that Watermelon Park would no longer be the festival's home.

- As to the concern that the event may be loud, one of the great things about Bluegrass music is that it is not loud and you can still carry on a conversation while listening to it. The river has been a focal point of the Festival, as evidenced by the Watermelon Boat races, and it always seemed to me that the shepherds Ford team is dedicated to protecting the river.
- Hoping and praying that the Clarke County Board of Supervisors support shepherds Ford Productions request.

Jeff Patterson

- Please allow this to take place there is no greater time than bounding with strangers through music.

Jeffrey Yuhasse; Linden, VA

- It has been brought to my attention that Shepherds Ford Productions has applied for a permit to hold two 3 day events on the Shenandoah. They have advised that Some folks living near the site are concerned that our event may be too loud and impact the environment negatively.
- I wanted to share my opinions. I have attended the Watermelon Park festival and River and Roots festivals for many years that Shepherds Ford Productions has put on at Watermelon Park campground. As you may be aware this is one of the longest running bluegrass festivals in the US. I regularly attend other music festivals. I can say with 100% certainty that Shepherds Ford hosts the most family friendly event I have attended. They are very considerate of the environment and go to great lengths to minimize any impact on the river or surrounding areas.
- It was a great disappointment when we found after this years Watermelon Park festival was canceled due to Covid-19 that the Watermelon park campground chose to stop partnering with Shepherds Ford productions.
- I hope you will chose to approve their permit request. I am positive this is the right decision.
- Thank you for your time and have a great day!

Jennifer Bond

- For years my family and I have volunteered at the Watermelon Park Festival at the front gate. We have done it so many years we end up training the newbie volunteers. Everyone coming through that gate is so excited to join the event. SO many of them have come back time and time again. We enjoy giving back to a festival that feeds so much to our soul. In August every year we sign up for volunteering and love every minute of it. Every year we celebrate my husband's birthday at the Watermelon Park Festival, which is around his birthday on Sept 20th every year. We always bring birthday cake!! Our 3 godchildren who also come with us, look forward to it every year. It has become an annual tradition to camp, swim, sunbathe, celebrate family, friends, and family who have become friends. We enjoy the bluegrass music, all the bands new and old, the late night dance tent, the impromptu campsite jam sessions, and end the weekend with yoga. It is a beautiful coming together of so many people who we have grown to love and deeply miss. We have become close with a lot of people we never would've met if it weren't for the Watermelon Park Fest. Please please please consider saving the most respected family local festival .. Watermelon Park Fest!!!
- Please include my email and plea with the Permit Application for the Shepard's Ford events at 1352 Tilthammer Mill Rd.

Jennifer Horan

- I understand that Shepherd's Ford Productions has applied for a permit in Clarke County to throw two 3-day events in 2021, on the river South of the original site we have celebrated at for over the past decade.
- I know that some residents are concerned that the events may be too loud and impact the environment negatively. In the 16 years of holding events on the river Shepherd's Ford Production has done a remarkable job in fostering the health and wellness of the river, and educating event participants. We have clean up drives as we float and paddle and camp along the banks, and during the festival events there are various learning experiences for young and old alike - everything from an instrument "petting zoo" to music lessons, making Tye dyes and seed bombs with local seeds, learning about the local river ecology, a youth talent show, and other breakout sessions highlighting the culture of bluegrass such as learning to clog and dancing tutorials.

- Shepherd's Ford Productions has done a remarkable job as stewards of the river and generally making the world a better place. Their annual events on the river are the highlights of my family's year.
- More recently, we had been discussing making the events more ADA and disability friendly for our older participants and those with disabilities.
- I also trust that Shepherd's Ford Productions will take all precautions and ensure the health and safety of all staff, volunteers and participants as we move into Covid vaccinations in 2021.
- Thank you Clarke County Board of Supervisors in advance for your consideration of allowing these truly special events to take place in your neighborhoods.

Jennifer Lee; Bluemont

- I am writing in support of Shepherd's Ford permit application for proposed events at 1352 Tilthammer Mill Road near Millwood. The principals at Shepherds Ford Productions are experienced, conscientious, considerate professionals who have a long track record of producing exceptional, family-friendly events, including Watermelon Park Fest and River and Roots, both formerly held at the Watermelon Park Campground.
- I have been attending those two festivals for most of the last 16 years. The attendees are peaceful, responsible people who want nothing more than to enjoy great music, friends, and the beautiful environment that the Shenandoah River provides. It was a setback to our "music family" to lose the Watermelon Park Campground as the venue, but we are hopeful that this new location will be one that is mutually beneficial to the performers, attendees, land owner, and Clarke County community. Events like this give people a chance to appreciate our beautiful county, contribute to the local economy, and come together in a spirit of service and celebration.
- I hope that any concerns by neighboring landowners can be addressed and mitigated by the proven track record of Shepherds Ford and by the assurances of attendees like me that we will be very respectful and grateful neighbors for a few days each year.

Jennifer Webb

- I am a fused glass artist. I am a vendor at shows or festivals for my income. About 9 years ago I was invited to Watermelon Park Festival. Immediately I

was impressed with the Recycle bins, the impressive volunteer involvement and knew about the river stewardship because my tent was next to the people with information about keeping the river in good form.

- This festival is unlike some of the others in the state, its a family affair with generations attending, my son will be bringing his baby daughter next time.
- The history associated with the music is as rich as each new group of musicians every year.
- I have evolved in my art in the last 9 years and have gained an audience of customers/friends who look forward to what i have made each year. Keeping it short and to the point: We all love Watermelon Festival for so many reasons; music, friends, art, river, fresh air, family.
- I think you will find other letters like mine written because we really love this festival.

#### Jessica Hurt and Family

- I am writing to ask that the Watermelon Park Festival be permitted to be held on the proposed property. I have attended every single festival since the beginning and never have I seen a more compassionate, environmentally friendly, courteous, and positive festival environment. If this festival is permitted you will be creating a joyous occasion loved by families, children, and loyal individuals who are missing our most favorite yearly event. The joy it brings is unprecedented.
- Please allow this beautiful festival to continue on the Clark County government property.

#### Jim Millward

- I have been attending Shepherds Ford1s events, formerly at Watermelon Park, for over 10 years. I'm a college professor based in DC. I really enjoy the bluegrass and folk music that they put on. I understand that there may be some community concerns, but let me assure you, it is a very warm, happy, community oriented event. There has never been any trouble for the ten years I have been attending. The music is acoustic music, not particularly loud. The crowd is very dedicated to the community feelings and family vibe of the event. There is a strong pro-environmental sentiment among the participants, and we have always cared for the space that we are privileged to share for a couple of days. The organizers manage very well, so sanitation, trash, traffic,

water and other matters are well handled and even though the participants are caring and responsible, there is a strong backstop behind us from the Shepherds Ford folks, so that the campsite is left as we found it.

- I'm sure others have told you about the long tradition behind these bluegrass and Americana festivals under the former 11Watermelon Park11 label, stretching back decades. The participants in these events--2, even 3 generations worth, will be grateful to any community that allows us to continue the tradition. I hope, too, that there will be economic advantages to allowing us to rent space. Please give your most open-minded consideration to permitting us to hold this event in your area. You could materially contribute to keeping an American tradition alive, and I'm sure there will not be a mess or great inconvenience to your community.

Joanna Levi

- I'm writing on behalf of Shepherds Ford and the annual festivals that they have held for many years.
- Being an attendee at every one of them with the exception of one year, I can attest it is one of the most mild mannered fests I have ever attended, which is many. I look forward to this each year due to the fact that they have always stayed with the old time genre of music which in its very nature mostly all acoustic and the crowd is mild mannered, mostly older folks like myself. It is very important to keep this rich tradition alive and well. As far as the river and the environmental aspect I have witnessed many fest goes actually cleaning around the river things that were already there prior to the fest. That is just the type of person that attends this. I hope you will consider this fest an asset to our area and allow it to continue.
- Thank you for the consideration

John Bestwick

- I am hoping you will consider reviewing and approving the permit for Shepherds Ford Productions to host the annual Watermelon Park Festival at their new location. This has been a very important community tradition that has maintained a responsible and respectable event that does not interfere w/ the surrounding neighbors and environment. Please allow this festival to continue by approving their application.

John Clark; Virginia Beach, VA

- Shepherds Ford Productions has applied for a permit in Clarke County to hold two 3-day events in 2021. The new site they have applied for is on the Shenandoah river South of the original site at Watermelon Park. Some folks living near the site are concerned that their event may be too loud and impact the environment negatively. I believe that in their 16 years of holding events on the river, they have done a good job stewarding the river and generally making the world a better place. This annual tradition means a great deal to me and my family. Please approve their permit.

John Keeney

- For the 12 years I've attended the Watermelon Park festivals I can truly say that they were all very river and eco friendly. That's always one of the main reasons I attend. Also it's great to camp and sleep under the stars and it's always been quiet after the music's over. It's always been a family fun event we enjoy more each year!

Jordan Xu; Loudoun County

- My name is Jordan Xu and I live in Western Loudoun County. I have been going to the watermelon park festival for a number of years. As many people would agree, it is a very important event for the music community in the region. Please approve the application from Shepherds Ford productions to host the event in the new location in Clark county.

Joshua Brown; Pittsburg, PA

- My name is Joshua Brown. I live in Pittsburgh and am writing regarding the Shepherds Ford Productions application for a permit to hold events in 2021 in Clarke County. I would like to highlight why I think the permit(s) should be granted.
- I will always cherish the memories of friendships, music, and the beautiful wilderness that I came to experience through previous Shepherds Ford Productions events, namely their Watermelon Park Festival. The festival participants, many of them local residents, and the organizers are an amazing group of people that care deeply for the lush and pristine geography and wildlife of Clarke County. I am honored to have been able to share in their love

of these lands. The Watermelon Park Festival events fostered a family-friendly environment through which all in attendance were encouraged to be mindful of the unique and precious area into which we had been welcomed.

- From attending the Watermelon Park Festival and meeting several local residents, I know that it is not just pride in the area that can bring concerns about large events, but a deep, passionate love for the community that has been so carefully cultivated and preserved by the residents of Clarke County over the years. Each time they've held an event, the Shepherds Ford Productions team has worked to cultivate and maintain a relationship with the local community to ensure that their concerns are heard and addressed.
- I feel that, over the years, Shepherds Ford Productions has been and will continue to be a mindful steward of this relationship and the lands their events are held on, working with community leadership to plan and execute an event that is family friendly and in accordance with any local requirements. Their events will continue to bring joy to all that attend, but no setting for their events would be better-suited or more in-line with the spirit of their productions than the community of Clarke County and the Shenandoah River.
- It is with this spirit in mind that I ask that Shepherds Ford Production be granted a permit to hold two, three-day events in 2021 at the location(s) requested.
- Thank you very much for your time and for hearing my input.
- As I am unable to attend, please include my thoughts in the December 15th meeting.

Judy Schofield

- I am writing regarding Shepherds ford Productions and the annual music festival. I am an environmental scientist and mother of two teenagers. My husband and I have attended the music festival in Berryville for more than 5 years with our children. My brother and sister in law join us, along with my husband's high school friends from years ago. We have the BEST family members from the festival. My brother and sister in law play instruments and now so does my son. My teens LOVE the festival. We play in the river and listen to music with friends and family. The river, campground and festival site is well taken care of by attendees. We care about each other and I have had zero problems at the festival. The atmosphere is loving, supportive, wholesome and wonderful. Please consider allowing this festival and joining in!

Juliann Shockley

- This message is regarding the permit for Shepherds ford to hold their festivals along the Shenandoah River. I have been attending these festivals for many years now. There is always a positive vibe, a purpose to bring like minded people together, and to educate and protect our environment. The festivals incorporate water safety and environmental stewardship. Bringing local farmers in for small farmers markets and educational lessons and demos throughout the festival, for both adults and children. These festivals are positive family events. The tradition has gone on for many years and I urge you to allow these wonderful traditions to continue. For many of us, it is a time to come together and share some of our favorite moments of the year.

Julie Frantz

- I have enjoy the festival put on by shepherds Ford productions for many years now. My children have grown up there and their love for the river and for the music abounded. Over the years Shepherds Ford has partnered with and donated to multiple non-profits that help keep the river clean and spread awareness (including education at the events) about conservation and land and river stewardship. These organizations include Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River Keeper, and the Downstream Project .. for these reasons and many many others I feel it would only be in everyone's best interest to let them proceed with their 3-day event on the river next year.

Karl Hutchinson

- I just wanted to write a quick note to explain what a great family friendly event and yearly tradition Watermelon Park has been for our friends and family for the past 7 years. Our 7 year old son looks forward to this event every year and being on the river does make this festival special. In my opinion Shepherds Ford Productions has always done a great job of stewarding the river, and providing a great festival of unity and wonderful music. I do hope the tradition on the Shenandoah continues! Thank you for considering this.

Katie Rakes

- I am writing in favor of Shepherd's Ford obtaining the permit to utilize Tilthammer Mill Road as means to hold our annual music festival, formerly known as Watermelon Park Festival. This event provides immense benefits to the local community, including small businesses, vendors, artists, and musicians. It draws visitors to the area that likely would never have known our name, and these people not only support the festival, but also stimulate the economy outside the venue. Once the time of COVID has passed, all businesses will desperately need that extra influx to survive.
- The festival has also provided a personal human connection that these days is long lost amidst technology ... it offers a sense of belonging which keeps us all sane, smiling, and thriving.
- Having said all of this, please consider our permit pleas to continue this wonderful tradition. We are a peaceful bunch, just needing an outlet for our creative culture.
- Thank you for your time and consideration.

Kenneth Hess

- I wanted to send you a quick message regarding the music festival the Shepherds Ford folks are proposing for next year. I have lived in the area for over 30 years, and can say that my experience with Shepherds Ford events has been very positive: they take good care of the river and natural environment and are responsible event hosts, and the people who attend appreciate nature and are not loud or destructive. The musical acts that perform at their events tend to be acoustic-oriented-plugged into a sound system so they can be heard by event participants, but not excessively loud. Their past events at Watermelon Park have been excellent showcases of regional and local talent, and very worthwhile to attend for musicians and fans alike. As a person who frequents music festivals, I can honestly say that the Shepherds Ford events have among the most positive, home-grown community feel of any festival I've attended.
- COVID-permitting, I hope you will allow them to host an event on your property by the river in 2021.

Kevin and Laura Jackson

- I am writing you to express my hope that the application to allow concerts and or commercial camping on the Island Farm property is denied.

- My parents' have lived for more than thirty years across river and a bit upstream from Watermelon Park. Their experience has been that people don't just stay on the property. They have had campers wade across the river and onto their property. Even worse, they have had people from Watermelon Park wade upstream to illegally poach game fish using nets. The game department had to run stings for weekends to slow down this activity.
- I live in Calmes Neck and I have been a very frequent user of the river for over 40 years now. The stretch between Rt 50 and Lockes landing is wild, somewhat remote in sections, and beautiful. It should remain that way. It has only been in the past 6-10 years that I have ever seen otters in the river. I see them most commonly in the area around Island Farm and the point of Calmes Neck. Being a reclusive creature, I have no doubt that their population will be greatly impacted by large amounts of people with the activity and noise created. Perhaps along with other wildlife that use this more remote section of the river.
- The section of river between Lockes landing and rt 7, being not nearly as remote and wild is the better location for a campground with concerts. Please leave this upper section as a wild, scenic stretch ... it can't be improved upon as it stands currently, but absolutely could be harmed with the proposed application being approved. I am asking the board to do the right thing for the county, the citizens, and the river itself by declining this application I have attached a link to the fish poaching that has come from campers at Watermelon Park below. We do not need more opportunities for activities like this on the river. Thank you very much for your time.

Laura Bell; Boyce

- My husband and I have owned a home at 3839 Calmes Neck Lane in Boyce for the past 7 years. We strongly oppose the application for Island Farm Property on Tilthammer Mill for an SUP to host music festivals there. Island Farm Property began an unapproved camp ground this summer, only ceasing operation after County notice. Changing the zoning for this property will be a gateway for year round alternative use of the property and disruption of our home and neighborhood. The unauthorized Island Farm "camp ground" was searchable on the website this summer and it's activity resulted in trespassing on privately owned land in our community. No festival should be held on farm land near a narrower stretch of the Shenandoah River adjacent to a residential

community. Granting this SUP will affect our property values and security-- something we did not anticipate when we fell in love with the nature community of Calmes Neck.

Laura Henderson

- I have attended the annual Watermelon Park festival since 2017. My husband and I attend with his bandmates, who all have been attending festivals for over 20 years. We all believe Watermelon to be one of the cleanest and most family friendly. The staff do an amazing job of keeping the site well maintained the entire weekend of the event. I understand that local neighbors might be concerned, but in the year that took so much away from people I am hoping we get this one special event back in 2021.

Lauren Hauptman

- A long-time fan of the Watermelon Park Festival, I can understand your trepidation about hosting a crowd of tent-dwelling music-lovers who have left civilization behind for the weekend. I urge you to give us a chance. There's nothing as magical or family-friendly as a music festival that supports local talent, where people from nearby areas come to the same place every year to appreciate each other and the community they've developed. You will delight in the music while getting to know us, the goofiest yet friendliest people imaginable.
- Please give us a try and see if we don't improve on acquaintance!
- Below is the letter I sent the Miller family when I heard they were no longer hosting the festival. It should give you a sense of what this event means to me and everyone else. I am so proud of our local festival.
- Thank you sincerely for listening,
- letter to the Miller family, circa July 2020
- Dear Miller family,
- I want to express my heartfelt appreciation for your many years of hosting the Watermelon Park festival. An avid festival-goer, I admit that I was devastated when I saw the news that you were no longer hosting the festival. I understand, though, that there are reasons for these business decisions. To me, Watermelon Park was something to look forward to throughout the year-- like a dessert at the end of summer. No matter what the weather or the time of day, the river looked magical, and watching the children float their

watermelon boats in the Shenandoah while strains of banjo filtered through the sycamores was an activity I cherished. I always felt so lucky to live not two hours away, and I was proud to be local to the best bluegrass festival in the country.

- If you do ever decide to host the festival again, you will be celebrated by many; however, if Watermelon Park's bluegrass festival days truly are over, I appreciate the hospitality you gave us all.

Lesla and David Wesley; Boyce

- We have read the request for permit to conduct a recurring concert venue on property near our 20 acres, bordering on Tilthammer Mill Road. We urge you to deny this permit, protect the lands involved, safeguard the Shenandoah River, and ensure the peace and safety of all of us who live in this beautiful, quiet corner of Clarke County.
- We purchased our home and the surrounding property almost six years ago, specifically because of the rural, peaceful, remote nature of the area in which we live. We have worked with our neighbors to ensure a cooperative and friendly environment is safely made available to all who choose to live here. We are convinced that an external event promoter, whose motive is understandably profit-driven, might want to capitalize on the natural beauty of our neighborhood, but the permit application makes it clear that nothing short of devastation will follow if you grant permission for these events.
  - Our roads are not sufficient to sustain the traffic load described in the permit application and neither are the surrounding intersections.
  - Clarke County's superb law enforcement resources would be greatly overtasked, even with event security, in any of the likely scenarios that unfold in an event of this magnitude.
  - Damage has already been done to the banks of the Shenandoah along the border of the referenced property and thousands of campers and attendees would do still more in every form imaginable, from petroleum and charcoal discharge to trash and other byproducts of so many people celebrating over the course of several days and nights.
  - The noise and light produced by an event of this type is disruptive to livestock and wildlife, as well as to those of us who call this place our home.

- The presence of so many non-residents, especially those participating in the events described, greatly and needlessly increases the risk of crime faced by all who live here.
- Clarke County's careful adherence to zoning will be damaged and our county will become an extension of the commercialization that is sweeping through our beautiful part of Virginia.
- Current efforts to control the spread of corona virus will be set back by allowing such an event, particularly in the manner described in the application.
- Please respect the concerns of the residents of this area and deny the request for a permit to hold these multiple, multi-day events in our neighborhood. Granting it would greatly damage our property values, harm the peace we sought when we purchased land here, and devastate the lands and water of Clarke County. There are many better locations for this type of event and they should be used for their established purpose, rather than changing the nature and purpose of the lands where we live.
- Thank you for considering our views. We will be glad to discuss this with you at any time.

Lil Ledford

- I've been a resident of Berryville for 12 years, and have married into a 4<sup>th</sup> generation family. This shouldn't matter - but all of us have attended festivals locally, and subsequently brought out-of-town friends into the shopping district for meals and entertainment.
- Certainly there is some headache involved in administering something of this size, however the opportunity for commerce ... if appropriately levied, could be considerable!
- Further, as a resident, I have no tolerance for harmful behavior in our community. Had that been an issue with Shepherd's Ford productions, I would have stopped supporting them and would not now be advocating for them.
- Please permit this commercial opportunity to proceed.

Lisa Perez

- I am reaching out regarding the noise and negative environmental impact concerns around Shepherds Ford's event application. While the event brings more traffic and noise to the area, I believe the community who attends this

event brings more positives than negatives with them. My family has attended their previous events for the past decade. Over the years, we've been joined by my parents (in their 70s) and my niece and nephews ranging in age from newborns to tweens. Shepherds Ford's commitment to creating a family-friendly environment is something that benefits everyone and we all look forward to returning year after year and we look forward to their future events even more after their separation from Watermelon Park, an establishment that has proved through their discriminatory practices that they are no longer worth supporting. The community who attends Shepherds Ford productions is committed to our environment and coexisting in neighborly values. We appreciate each other, our beautiful Shenandoah area, and many of us bring home our recycling to properly dispose of in an environmentally appropriate manner. Please know this community generally goes above and beyond to give back to the area by shopping at local mom and pop establishments and creating an environment for other small businesses to prosper. This has always been important to us and post COVID, reuniting with and supporting our "extended family" will be more important than ever!

- Thank you for your time and consideration of this wonderful opportunity.

Lisa Zimmerman

- I write in hopes that you are doing well and staying safe and healthy during these trying times. Thank you for all that you do for our area.
- Over the last 6 years, I have lived in Round Hill, VA, and have moved just down the road to Purcellville, VA, only two months ago. I have been attending Watermelon Park Festival, located mostly at Watermelon Park Campground, for the last several extending beyond the 6 years of living in this area.
- I can not speak more highly of the festival organizers, the musicians, the volunteers, food and artisan vendors, and the patrons, who come together to make this family friendly little festival happen.
- Rumor has it that this festival is the longest running overnight bluegrass festival in the nation. The tradition of coming together as a community to hear the greats and to pick around a campfire is not taken for granted by anyone involved.
- As long as I have attended and volunteered, I have found it to be the most respectful and friendly festival I have ever attended. Hands down, it is my favorite and hold a very special place in my heart.

- Patrons are respectful, quiet times are abided by the musicians, folks are generally well under control and there to experience the music and togetherness in a beautiful setting. Having such a beautiful setting means that patrons are respectful of the property and neighbors. Generally a few folks might stop at Nalls farmers market, a favorite of many who are driving in from the city. Folks clean up after themselves well.
- I have been attending concerts and festivals since my 20s and there are very few that I hold in such high regard as Watermelon Park.
- I guarantee that attendees and musicians would be the most grateful to host Watermelon Park in this new beautiful setting on the river and to continue the tradition, so much so that no neighbors would find themselves feeling disrespected.

Louis Dean

- Please consider granting the requested permits for Shepherd's Ford. This live music festival has benefitted the local community and the greater community for decades. This tradition is an important part of our Appalachian heritage and has been a part of my family for multiple generations. It also brings much needed tourism dollars into the area and will continue to do so for generations.

Mary C. Master

- I have attended the musical festivals along the river since the 70s. Since Shepherds Ford Productions became the promoters, it has been a much better festival. They are particularly interested in the quality of the experience for those attending. They have great respect for the environment, health of the river and comfort and safety of those attending. Clarke County, I am hopeful, will take up their proposals for new events very seriously and grant them permission. It would be a great access to Clarke County to have these two annual events.
- I grew up in the area and have a great love for it. Please be assured that those connected with Shepherds Ford Productions feel the same and will do everything in their power to make these events family-friendly and enjoyable for all.

Malia Furtado

- I am writing to voice my support of Shepherds Ford Productions and the events they propose to hold in 2021.
- I have attended Watermelon Park Fest and River & Roots, previously held at Watermelon park, many times over the years. The festivals nurture **community** and support local and regional artists in a huge way. They have had a tremendous positive impact on me and everyone I know who has attended. I have attended the events in different capacities over the years: as a fan, as a performing artist, and as a teaching artist.
- The festival has always been sensitive and attentive to the space and surroundings they use. The festival grounds are clean, well organized, well staffed, and very safe. Further more, the festivals also are very, very inclusive, bringing together and welcoming people from all ages and walks of life in a positive and safe atmosphere.
- Shepherds Ford Production has worked very hard to create exceptional events for our community that have brought in income to the area and most importantly brought people together. I think it is very important that Clarke County recognize and support the asset that they have in being able to host these wonderful events.

Mandy Dreisbach

- I'm writing as an attendee of many Shepherds Ford events. I've attended their Watermelon Park Festival in Clarke County for many years. That festival was something my family and those of our friends look forward to each year. It's a midsized event that welcomes all and entertains guests with American roots music that includes performances from established musicians in a genre that reminds us of our country's early years us to new musicians taking that culture and heritage to new and modern heights and making it relevant in today's music scene. The attendees and organizers at these events have always been respectful of the host venue and the surrounding area. Shepherd's Ford and its supporters donate generously and often to non-profits that help keep the river clean and educate eventgoers and others about land and river stewardship. While there is amplified music on site during the day, the evenings may find musicians (and aspiring young musicians) visiting campsites for an impromptu acoustic "camp jam" here and there. I have camped here often and unless you're camping within the first couple campsites next to any "camp jam", you have to go out walking around the grounds to find them.

Many families with young children attend, with no issues keeping those youngin's asleep in the evenings. The attendees love live music, cherish community, and appreciate the chance to get away from the drudgery of the day-to-day to enjoy some time outdoors on a beautiful Virginia river. In addition to the musical acts, Shepherds Ford Productions includes activities for kids and kids at heart, educational sessions about the location and our impact on the environment, opportunities for local artisans to showcase their goods, and opportunities to volunteer or donate to charities with a focus on things that matter to Virginians. And if you don't stop and get a pie (or more) from the farmers market on your way out (and/or in!), you're missing out.

- If you're on the fence about whether to grant Shepherds Ford a permit for any event they're looking to hold, I'd be happy to speak with you directly with respect to my experience as an attendee of their events.

#### Mark Hughes

- Just a quick note to say that the 3 day festivals operated by Sheppard's ford are the best I have been to and we promise to leave nothing but footprints at the end of the events. It's a kind, gentle crowd and we promise to act responsibly.

#### Martin Fair; Hillsboro, VA

- I run a small guitar building and repair business called Fairbuilt Guitar Company in Loudoun County VA . I have known David Vandeventer since we were in middle school and we have been friends all along . He and his partners at Shepherds Ford have been putting on great events for many years. I have supported the festival in that I have sponsored a guitar contest and supplied a prize guitar and or cash to the winners. The events produced have always striven to, and delivered a family friendly, music festival with a safe and inclusive atmosphere. They are a reflection of the good people at Shepherds Ford who are good friends and good neighbors. This new venue will become a place where our musical family can meet for wholesome good times and will be immortalized in the memories of many happy visitors to the county. I hope you will consider the festival to be an asset to the community as my family does and our larger community does as well.

#### Matthew Meade

- I am writing on behalf of your consideration to allow a permit for the new location of the annual Watermelon Park Music Festival. My wife and I got married at Watermelon Park on 8/29/2004. We found out about the very first Park Fest at our wedding and attended the first one ever. We have been to every single one since. We have raised our three children there and have met life long friends that we now call family. This event isn't just a music festival. It's a family reunion. I know the folks who work very hard to put this on. There is nothing more important to them than not only preserving the environment it's located on but educating the folks who attend on how to do so as well. They have been protectors of the river for generations and will continue to do so at the new location while also bringing in revenue to the area. Please allow this family reunion to continue. It really is something magical and beautiful and should be embraced within the local community.
- Thanks you

Matthew Reid; Berryville

- My name is Matthew Reid and I am a 5th generation Clarke resident and also a landowner on the river right near watermelon park. I am writing you to show my support for bringing this great festival back to the river. I fully support this permit and have been going to the festival for 15 years me and my wife have gone from boyfriend and girl friend to husband and wife at this festival and it has been one of the greatest sources of enjoyment and memories in our relationship. The last time it was held we got to take our new daughter and it was her first time, please I'm begging you let her grow up at this wonderful festival on the river.

Maura McGonigle

- I am writing to express my support for the pending petition by Shepherds Ford to hold a bluegrass festival at 1352 Tilt Hammer Road. This festival, organized by Shepherds Ford, has been held at Watermelon Park campgrounds for the last 16 or so years without issue. Indeed, this area was the home to one of the first bluegrass festivals in the country, in 1942. Clarke County recently honored the festival in a Resolution of Appreciation. Unfortunately, Watermelon Park is no longer an option due to the owner's decision to turn Watermelon Park into a full-time RV park. In order to carry on this 60+ year tradition, Shepherds Ford has sought after alternative venues in Clarke Co.

- I've attended the festival every year for at least 11 years and can emphatically say that the organizers care deeply about the river, the environment, and the history of bluegrass in the area. It is one of the most family friendly events of the year, with many of my friends' children growing up attending the festival each year. The community created from this festival is unmatched. Each year, festival attendees take the mantra of "leave no trace" very seriously -- everyone pitches in to clean up the grounds and ensure no trash or debris is left behind.
- Also, as a resident of Washington, DC during all the years of my festival attendance, I have come to love Clarke Co. I make a point of traveling as often as possible to Clarke Co. which absolutely would not have happened had I not attended this festival.
- I'm happy to provide any additional information you may need in order to make your decision.

Melanie Bartenstein

- I am writing in support of Shepherds Ford Productions application for a permit to hold two festivals in Clarke County in 2021. These festivals are family friendly, music filled, and a homecoming for many festivalgoers who attend every year. Please approve the permit. Also, please include my thoughts in the December 15 minutes.

Michael and Becky Tomlin

- I'm writing to you in support of Shepherds Ford Productions. My wife and I have lived in Clarke County for 6 years and we have attended almost every event put on by Shepherds Ford - including Watermelon Park Fest and River and Roots - both held at the Campground. We're always one of the last to depart and I can attest that they leave the grounds very clean and have been good stewards of the river. I've seen people from various environmental groups speaking at their events and educating the public on safe river usage. We love our river and we're avid kayakers so having a clean river is important to us.
- Please include my thoughts in the December 15 meeting minutes since I cannot be there for the meeting.

Mike Reifsnyder

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Board of Supervisors Meeting Minutes For December 15, 2020 – Regular Meeting

- Just wanted to drop a quick line and let you know that I have been attending Shepherds Ford Productions event at Watermelon park for a decade and know it has always been a family friendly, safe environment. Please consider letting them use the land by the river they are requesting, so we can continue to enjoy it with them. I know they are diligent about providing all the means necessary to keep the site clean by offering trash bags and pickup, and not allowing glass bottles, etc.

Mike Shade

- In the many years I have attended events organized by Shepherds Ford Productions at their previous sites, Watermelon Park Campground, and the Clarke County Fairgrounds, I have witnessed nothing but respect for the river, land, and surrounding communities.
- While productions involving live music are not quiet by their nature, the organizers always take care to respect the rules and carefully plan the events. Strictly enforcing and observing quiet hours, facing stages and speakers in a manner to reduce unwanted impact, and other precautions can be used in conjunction to provide a great experience while limiting impact on the surrounding community.
- Please support their application for permits to hold their events, and I promise as an attendee to also be a good steward of the land, river, community, and abide by the rules.

Nathan Hackett; Lovettsville, VA

- I am writing in regards to Watermelon Park Fest and their application for a new venue south of Watermelon Park. I have been going every year since they started it back up in the early 2000's and can attest to their dedication to cleaning up the river. My kids have grown up going every year since they were in their mommas belly. Every year the river is cleaner than it was before the festival. Please consider this spot that they are applying for. Thank you for your time.

Pepper Watkins

- I'm writing to share my support for Shepherds Ford Productions' permit applications for events in 2021. I'm a Clarke County native (CCHS class of 2000) and while I now live in Washington, DC, my family remains in Clarke County

- and I come back often to visit, which for the last decade+ has included enjoying Watermelon Park Fest and River and Roots. It was a heartbreaker when we learned that these events weren't going to continue at Watermelon Park, and I was thrilled when I heard that there was an alternate location identified for
- potential future events.
  - In my experience, SPF has proven a good citizen and steward of Clarke County's resources, managing these events with the mindset of a community partner that wants to highlight Clarke County's natural beauty and legacy of great music while taking care of the land and river. It has put its money where its mouth is by highlighting environmental issues and contributing to causes that steward the river.
  - While I can certainly understand the concerns that nearby landowners have with new events, I would have every expectation that SPF would continue to be a good neighbor, would be responsive to neighbors' specific concerns and would act in good faith to address them and actively convey this imperative to event attendees. If neighbors or the County have specific concerns, I hope they would be able to work with SPF to identify risks and put in place a mitigation plan to ensure that events would have a minimal environmental and community impact--enabling these events to continue to do good work in the community and provide a much enjoyed (and now famous) cultural outlet for our little slice of heaven. I believe that any potential risk or downside is more than offset by the benefit, value, and enjoyment that these events would bring to Clarke County.
  - Thank you for the opportunity to comment on these applications. Please let me know if you have any questions.

Rebecca Kraft; Arlington, VA

- I am writing today in support of Shepherd's Ford Productions' application to hold two 3-day events in 2021. My family and I have attended almost a dozen events produced by Shepherd's Ford, including the Watermelon Park Bluegrass Festival going back as far as 2010. While I have attended festivals around the country of all sizes, Watermelon Park was my favorite because of the intimate connection between audience and performers.
- I have heard there may be concerns about damage to the environment. I would like to point out that Shepherd's Ford has included family activities that allow children to cavort in the river (for instance making watermelon boats)

and to learn respect for the river too. Environmental groups have had a presence at the festival as well, helping raise consciousness about this unique historic natural area. It is my experience that campers respect the grounds and keep trash contained and disposed of properly at the end of the events. For instance, I have never seen litter in the river. Never. Regarding concerns about noise, there is a good deal of bluegrass instrument picking, some until the wee hours. But the music from the stage is either pointed toward the river and cut off at a set time, or in the case of the dance tent, it is in the center of the parking field and the noise does not bleed beyond the parking/camping area.

- I would love to see a successor festival to Watermelon Park Bluegrass Festival take root in Clarke County. This unique event has made your county very very dear to my heart and to my family. I urge you to approve Shepherd's Ford Productions' application.

Rebecca Trapp; Baltimore, MD

- I have attended Watermelon Park Fest for several years-twice a year most years. I have taken grand children when ages 6-11 & felt they were out of my site together. They loved it.
- I am a Leave No Trace Leader & feel the event stays clean & all trace is removed after. The river is loved & respected.
- The attendees are everything from young families with babies to elderly.
- I have been impressed by politeness of all.
- The managers do a great job.
- Many support local businesses.
- I look forward to visiting Clarke Co VA

Rick Gondella; Bluemont

- As a concerned citizen of your neighboring county of Loudoun, I am writing to voice my support of the music festivals Shepherds Ford has petitioned to present.
- I have attended many of the festivals presented at Watermelon Park, and I can tell you that attendees are respectful and law-abiding. They are respectful of "quiet hours" (whatever the hours are deemed to be by those in authority) and they abide by them. Further, since the predominant music enjoyed by attendees is primarily acoustic-based, worries about loud, raucous music are misplaced.

- I am a 64-year old father of three, and have had no problem over a dozen years bringing my children to the Shepherds Ford productions. The producers, in fact, have been excellent mentors to my children.
- And as someone who uses neither alcohol, drugs, or tobacco, I can vouch that the Shepherds Ford productions have never devolved into the kind of irresponsible events we hear about sometimes on the news.
- What is more, the Shepherds Ford producers have a deep and abiding respect for the River and the land around it. You could not ask for better stewards.
- I sincerely hope that these festivals are permitted. They bring great value to the community, and they can be an economic boon to county.

Rick Tillmann

- Good afternoon. I have attended all but two of the festivals over the years and have never had a bad experience, even when it rained.
- Please convey to those concerned that it usually doesn't get loud at all because most of the instruments are not electric. Only for two nights does it get louder and usually only til 11 or so.
- It's a great opportunity to showcase the beauty of the River and surrounding area.
- Assuming we have put Covid behind us, please allow this really special music festival to continue!

Robert Randolph; Bluemont

- My wife, Nina, and I live across the Shenandoah River from the site where Shepherd's Ford productions intends to produce two three-day festivals in 2021. Shepherd's Ford Productions previous festivals have been exceedingly well managed, have not disturbed neighbors with excessive noise or public drunkenness, have been honored by the Country Music Association and have put Clarke County on the map in a very, very positive way.
- I fully support Shepherd Ford's application.

Robyn Schneiderman

- I urge you to approve a permit for Shepherds Ford Productions to have events along the Shenandoah River in 2021. The group has a long history of hosting events along the river and always with the utmost respect to the waterway

- and the surrounding community. They are members of the community themselves, and deeply value the land, animals and people that call it home.
- Over the years Shepherds Ford has partnered with and donated to multiple non-profits that help keep the river clean and spread awareness (including education at the events) about conservation and land and river stewardship. These organizations include Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River Keeper, and the Downstream Project.
  - Please approve of their request for a permit.

Ryan Wick; Herndon, VA

- My name is Ryan Wick and I am a long time attendee ( ... 15 years) of the Watermelon Park Fest previously held at Watermelon Park Campground in Benyville. I'm writing to please ask for your approval of their permit for a three day event along the river. The Shepherds Ford staff and volunteers have always done an outstanding job in planning and executing the festival. They are mindful of noise concerns and the concerns of nearby residents. They keep the grounds and facilities clean during the event and maintain security and peace during the festival. The community of attendees, many of which have done this together for many years, take special *care* of their grounds and usually leave them better than when they arrived. The festival is no ordinary festival and that's because of the people. Always good, caring, welcoming people. I would love for Shepherds Ford to find another home for the festival along the Shenandoah River and I ask that you please approve their permit for 2021 and please come out to experience the event! Its a truly wonderful family friendly event.

Samantha Arnold

- This letter is in regards to Shepherd's Ford Production's stewardship of the Shenandoah River in Clarke County as it pertains to hosting events in Clarke County. I have attended several events hosted by Shepherd's Ford, all of which have occurred on sites bordering the Shenandoah River. The company encourages a respectful attitude from their patrons and provides adequate facilities for patrons to carry-out and create a respectful environment for both the grounds and people in attendance of their events. It is one of the reasons my family and I enjoy attending events hosted by Shepherd's Ford so much.

The Shenandoah River is an extremely important part of our lives and I am writing today in support of Shepherd's Ford Productions' application for permits in 2021 to continue supporting a company (one of the few) who lives out the values they preach in terms of sustainability and inclusiveness.

Samantha Minichino

- My whole family has been attending Shepherds Ford Productions events for almost 10 years. They have always done an incredible job stewarding the river and land, and it is my hope that they get the permits that they applied for so our family traditions can continue. This year was hard on so many people, please let us have this. It is important to so many people. This company is an honest company who demonstrates their desire to make the world a better place with their actions, not just their words.
- Please take all this consideration and please approve the permit request.
- If you have any questions or concerns, please do not hesitate to contact me. My cell phone is listed below. :)
- Thank you so much!

Sandy Krogwold

- My husband and I have been attending this gathering for several years. The Shepard Ford group has been sure to accommodate all people and have been wonderful stewards of our environment. The music is beautiful and the families that attend are very respectful.
- Please consider them for your site!

Sara McAfee

- Please consider the Shepard Ford Bluegrass Festival. I have been going since 2010, it is one of my favorite vacations. Through the years many of us have become family and count on this event to gather together. I live in the area and know and love the river. I have never felt the festival had a negative impact on the environment. I arrive on the earliest day, and on the last day I take all day to pack my gear and enjoy the river before I go. I don't see any more trash in and around the river on the last day then was already there on the first day. Also, Friends of the Shenandoah River has a lecture at the festival to teach visitors about the river's history and the ways they can help care for it. We all

love the river and count on her for many things. Please, please accept Shepard Ford's application for their two events.

Sara Porter

- Just wanted you to know how much my family and I love this festival. We always do our part to keep the river clean and camp areas cleaned up afterwards. We are hoping our festival can continue and bring revenue to your community.

Sarah Laye

- I'm writing to express my deepest support in allowing Shepherds Ford to lease the pending site to host their various events. My family with 2 young children have found Watermelon Park to be the most family friendly, relaxed and quiet event which is why we have gone every year we have had children. Please allow this to continue if you have any power to do so. The area neighbors would be welcomed and very well respected for allowing this. Thank you for your consideration.

Scott Carey

- As one who has attended all of the Shepherds Ford Production events and as one who attends numerous others and has worked production at several large events (not this one) I can tell you that this is one of the best run events I know of!
- These folks know how it's done correctly, and I have seen many that could use these good folks as a model for how it's done right.

Scott Riffle

- I have some brief comments for the Public Hearing 2020-06 taking place on 15 Dec regarding the application by Shepherds Productions to host live events and camping at 1352 Tilthammer Mill Rd, AKA, The River Farm.
- I am a property owner located directly across the river from this location on Calmes Neck Ln. While I fully appreciate the historic and cultural value of the Watermelon Festival, I strongly object to any use of the River Farm for the purposes of establishing a commercial campground, regardless of whether the campground is temporary or permanent. In addition to the potential noise and light pollution that will be caused by establishing a campground at the River

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Farm, I am most concerned about the negative environmental impact on the river of introducing \*thousands\* of campers along the banks of the river. The Shepherds production application shows that they plan to establish a camping area along approximately one mile of river bank. There is no way they can positively control the actions of thousands of campers occupying such a large stretch of the river, which will inevitably lead to pollution in the river, litter along the banks, erosion of the riverbanks, disruption of the river habitat, and other generally negative environmental impacts. I'm sure the organizers of this event are well intentioned, but there is simply no way they can avoid these negative environmental impacts on the river with that many people gathered on such a large stretch of river. Period. Full Stop.

- To conclude, please do not grant Shepherds Productions any permits to conduct any form of commercial camping, temporary or permanent, at the River Farm. To do so is to guarantee negative environmental impacts on the river.

Scott Schooling; Berryville, VA

- I am writing to encourage you to approve Shepherd for productions application for use of the site on the Shenandoah River.
- I have attended their events with my family at Watermelon Park for years, and they have become a very important part of my life.
- We are usually among the last out after a festival, and we always are sure to leave the site better than we found it. I believe this is a common ethos among festival attendees.
- Shepard's Fords personnel have respect for the land and the river and would be a very responsible steward of any event.
- I hope you will approve this application for them, for the benefit of the community, and the enjoyment of my family

Shannon Floyd

- I would like to express my support for the permit put forth by Shepherds Fords Productions regarding event locations along the Shenandoah River. In my experience, past events have been joyful but controlled, and had little effect on the environment.

- The culture of the group is a family-friendly celebration of Virginia culture. My children, my elderly mother, and myself look forward to attending such events again!
- Thank you for your kind consideration.

Shawn Wright; Jefferson County, WV

- My name is Shawn Wright I was born and raised in Virginia. I'm currently a resident of Jefferson County, WV. I live very close to the Shenandoah River. My family enjoys the river very much and try to be a stewards of it, just like Shepherd Ford Production which has put on the Watermelon Park Festival the last 16 years. I've been to countless festivals of all types the past 25 plus years. This festival is the best small family friendly music festival I've ever been to. My family has been blessed to live to close to it and have been able to attend the last 10 years. It draws a diverse group of wonderful people and an excellent mix of Bluegrass, Americana, Folk, & World Acoustic music, just to name a few genres. I urge you to allow to music festival to happen this year. Thank you for your time and consideration.

Stephen Hu

- I am writing to support the recent application for event permits for Shepherds Ford Productions in Clark County.
- I have attended events by Shepherds Ford in the past 6 years. Each event has been very respectful to the participants and local residents. Since they focus on acoustic music the volume levels are generally lower than a large rock or country show. Shepherds Ford is also very environmentally friendly, encouraging their guests to clean up and recycle.
- Please feel free to contact me if you have any questions.

Steve Aitcheson

- Hello, I want to recommend Clarke county approve the subject vendor proposal and permits. We have attended their festivals for over a decade and have been very impressed with their values of environmental protection and community engagement. As an owner of a business that provides both outreach/community involvement and environmental support services in Virginia, I am proud to be a supporter of Shepherds Ford.

Stu Applegate

- I am also writing this letter in regards to the wonderful festivals that SFP hosts twice a year. The recent separation of the campground with the production company have left many of us confused and missing each others company. We hope that you can understand the influx of emails from all of the concerned patrons of the festivals. We have received emails notifying us that they have possibly found a new place to have their wonderful festivals, asking us to inform you how well run and respectful these festivals are. The Shepherds Ford Production company is a wonderful and well thought of company, that also is educational and a strong supporter of your community. We understand the concern of the locals and want them to know that everyone who participates, by either volunteering or simply attending for the love of the atmosphere and music are also a fine group of people. Shepherds Ford has always had a handle on the type of music and the understanding of the local curfew. Thank you for your time, patience and understanding that we care deeply for each other, your community, the local towns and the river at which is of utmost importance.

Sue Neff

- I'm writing to let you know that I support the two events that Shepherd Ford has applied for in 2021. They run a great festival with a community feel unlike any other festivals I've attended. Friends came down from upstate NY and are ready to return as they were just impressed with the way everyone is drawn together by the common love of music and the real family connection this festival vibe creates.
- Amplified music stops at a reasonable time and you didn't even hear it across the campground. People are good about cleaning up and the number of staff and volunteers keep everything running smoothly.
- I've attended both at the fair grounds and at watermelon, and along the river is so much better. It's just beautiful and draws people from all over to enjoy our community and share our Virginia music traditions.
- I hope they are able to continue hosting festivals next year.

Thomas Bell; Boyce

- Please print a copy of this letter for the commission lodging my strong opposition to the proposed commercial use of Island Farm.
- While supportive of culture in general, I find the application to turn this farm land into a commercial concert and camping venue far too ill defined to support. The open ended nature of the application is too vague to approve. The noise, air, water, and light pollution that would certainly occur as a result of turning this venue into a commercial venue needs to be seriously studied and debated, but would certainly be profound. This change in land use will change this portion of the Shenandoah river forever - and not for the better.
- Add to this the fact that these land owners have already proven themselves untrustworthy by opening an unauthorized campground on the property this past year. That fact alone should give the county significant pause in approving this application.
- There are plenty of venues in Clarke County where music festivals could occur - for instance the fair grounds. The commission should not approve this application.

Thomas Holter

- I am writing in hopes that Clarke Co Officials will allow the festivals to proceed. They are a family.
- Tradition, and now with Grand children, it would be especially sad not to have them.
- Shepard Ford Productions has always been concerned with keeping the place clean, with a Friendly atmosphere.

Tim Lawrence; Berryville

- It has come to my attention that Shepherd's Ford Productions has filed a request to have festivals on the Shenandoah River. While the previous site agreement with Watermelon Park sadly has ceased, the continuation of these festivals is an important decision.
- The beautiful riverbanks have echoed music far longer than the festivals have taken place, and the events of the past have given Clarke County a highly respected notoriety. People from all over the U.S. have camped on its banks to enjoy this truly special event.
- Rightfully so, some people may harbor concerns about environmental impacts. Shepherds Ford has done a tremendous job of attempting to

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minimize environmental impacts. They have also been stewards of the river by bringing awareness to conservation issues. They have worked with Friends of the Shenandoah and other conservation groups to aid in protecting this precious treasure.

- As an attendee of the festival since its rebirth, I have witnessed children playing on its banks, gazing in wonder at its beauty, learning about its ecosystem, and dancing with delight to the sounds the festival provided. I cannot think of a better course for the county than to provide an opportunity for these festivals to continue. They provide much needed revenue as attendees spend their money in local businesses. They provide an opportunity for families to share a special experience, and they would continue to build on the reputation of the county as an important part of music history. Please choose to support this venture.

Timothy Murphy; Lovettsville, VA

- I am writing this email to show support for the Shepherds Ford Production Application to hold two 3-day events in Clarke County in 2021. I have attended their events and cannot think of a more responsible host for these important cultural events.

Tim Ryan

- I just wanted to take a moment to voice my support for the folks at Shepherds Ford who have applied to host a couple of festivals in Clarke County. I've been to events hosted by the folks at Shepherds Ford, they are well run and extremely family friendly. Additionally, while most of the folks who attend are "outdoor oriented" by definition, the hosts also typically have rules that are geared to keep the facilities from getting "loved to death". The crowds are generally well behaved and follow the rules.
- I don't live in Clarke County, but would love to have the opportunity to come out and spend some time and money in your county.

Tina Bauch

- It has come to my attention that there are concerns from the residents living near the site of the proposed subject Music Festivals. We have been attending the Watermelon Park Festival for decades, and I can honestly tell you that Shepard's Ford is a well-oiled machine. They have overcome adversity and

setbacks over the years thoughtfully and professionally. I've attended festivals coast to coast and overseas, and this team gets it all done and done very well.

- Please reconsider their application and consider their track record ... a rich history of supporting and celebrating all that is good about the power of music.

#### Todd Miller

- I am writing on behalf of Shepherds Ford Productions relative to their request to produce two short public events at a new site. Having attended their events in the past, and many competing events in their class, I can honestly say I have always been impressed with the professional manner in which Shepherds Ford events are planned, scheduled, staffed, and executed. The participants are orderly and act responsibly. Crowd control, trash control, traffic control and environmental responsibility have all been handled with the highest degree of importance, compliance, and respect. Having seen their venues just several days post-event evacuations, there is virtually no indication remaining that any event had recently taken place. Trash has been promptly removed and all signage and rental equipment such as stages and sound equipment and towers, all removed and grounds tidied.
- While I understand some residents may be concerned, and of course their rights do matter too, it would seem to me that the overall good these events bring to Clarke County in terms of economic development and revenue should also be heavily considered. With all this in mind, I hope you agree to approve these events. Missing Watermelon Park Bluegrass this year was more disappointing than missing other family/friend events that most people would typically deem "more important". Please let the show(s) go on!
- Thank you for your consideration of this matter and for reading my support for Shepherds Ford Productions.

#### Tom Gill

- My son and I have been attending these festivals previously held at Watermelon Park since he was nine years old. They have always been a very family oriented affair. Over the last several years both he and I have volunteered from time to time at the festivals and I have found that attendees have always been very respectful of the surroundings and local residents. Shepherds Ford has gone to great lengths to ensure that noise levels late in the evening are kept very low and respectful. It has been my experience that

when someone is being a little too loud they are very apologetic and respectful when it is brought to their attention.

- I hope this email helps you in your decision. These festivals have become very important to a lot of people who want to be able to do something fun with their family, but don't want to subject their children, or themselves, to a bunch of drunks and fights that you see at other festivals.

#### Tony White; Cross Junction, VA

- I've been going to the Watermelon Park Festival since the beginning. I even
- volunteered for a number of years.
- They put on a quality show, and it's always well organized, with security. They have had many nationally known bands, and many soon-to-be-known bands and artists. The crowds are well behaved and well controlled. It's a family friendly affair.
- I know the organizers and they are responsible people.

#### Trevor Kendrick

- I have attended Shepherds Ford Productions festivals since I moved to Virginia. In all of the years that I've attended their shows I can say that it is an extremely family friendly and respectable environment. The organizers and attendees have extreme respect for the land and the property of the individuals who may live in the area. Fans of bluegrass and music young and old are a wonderful community and are inviting of any and all who plan on attending. I've never experienced any issues and haven't seen anyone get out of hand. I'm really hoping that you approve their permits for 2021 and believe they will be a wonderful addition to your county's offerings.

#### Tricia Moore

- Good evening, I have been going to watermelon festival for 9 years and it has been the most amazing time hearing wonderful music and sharing time with friends and enjoying the Shenandoah river. The festival site is complementary completely clean at the end of the event as everybody bags their trash and recycles and then they get immediately picked up after the festival ends. The children have a fabulous time as there are many events during the day for them to meet and learn about instruments and do crafts and they even have a children talent show. These children create the same bonds that the adults

do with the new people they meet and camp near. We all were devastated when watermelon park did not continue with this great event. But I am so happy that there's an opportunity for Shepherds Ford to continue their production of amazing music and great gathering of people. I ask that you move forward with approving the new site so that we can all get back together with music and friends.

Victor Walters; Lovettsville, VA

- I am writing at the request of SFP regarding their application. I realize you are probably getting a lot of letters regarding this issue, so I will try to be brief. I am currently 68 years old and I have been going to the Watermelon Park Bluegrass Festival held in September, every single year since 2006. I started going because my son, Ben Walters, is a bluegrass musician. I quickly made it my annual vacation; I went on a Monday, the festival officially started on Thursday, and I departed Sunday. Of course, that is not arrangement SFP is applying for, but it goes to show you what type of people the festival draws. It is truly a family friendly environment and the format SFP has always includes many activities for children and their parents. I have met so many wonderful people from all parts of this country that I only see at this festival.. .I miss that.
- Sorry to go on, but you should feel comfortable knowing the SFP has always performed with great consideration to everyone and the environment. If noise is an issue, they will do whatever is needed .. including limit on times for music.
- Thanks for your consideration and I hope you approved the application for permits.

Vineet Aggarwal

- I have come to learn that there is some push back against Shepherd's Ford Productions' upcoming festivals being held in Clark County on the Shenandoah River. I can tell you that I am as eco-conscious as they come -- my house is almost net zero carbon, as I have solar panels for electricity and a wood stove for heat. I would never participate in an event that I thought would pollute our precious Earth. However, I have attended every festival put on by Shepherd's Ford for the past many years. Why? Because I think they are actually a POSITIVE force for the community and the environment. There is very much a

vibe of being "green" at the festival, and that vibe rubs off onto the participants to the point that I have NEVER seen anybody pollute or otherwise harm the river or festival grounds. I would strongly urge you to offer Shepherds Ford every consideration in holding their events -- it would benefit Clarke County and frankly the world at large for making better citizens through the power of music.

Wendy Watkins

- My experience of Shepherds Ford's music events on the Shenandoah River is that they are well run, safe family oriented events. When staying across the river, I have enjoyed several days of music. Fun, but not disruptive!

Will Walker

- I'm writing today in support of the applications that Shepherds Ford Production has submitted for events next year.
- As a long-time supporter and attendee of their events, I can attest to the high priority they place on the environment and the river.
- I think they will continue to produce high quality events with negligible environmental impact and encourage you to vote in favor of their proposals.

William McQueeney

- I've been going to there Festival 's since the beginning , I come from Ct and it would be great to continue coming down to your beautiful County, please give them a chance to have this Wonderful Festival

Elijah Willems

- I hope I'm not too late in sending this email. I wanted to let you know that I have to utmost respect for the way Shepherds Ford manages their annual events at Watermelon Park. I'm a fan of bluegrass music and I attend several festivals each year. That being said I have never seen a festival grounds be returned to natural state so quickly. I was amazed seeing the site on Sunday afternoon knowing the amount of patrons that had been there just hours earlier, you couldn't find a single scrap of garbage anywhere on site. Watermelon Park Festival by Shepherds Ford has been the most respectful, clean and pleasant music festival I've ever attended.

Liz Ralston

- I have attended the Shepherd's Ford Production events at Watermelon Park for the past 16 years. I am an avid festival goer, sometimes attending as many as 20 festivals a year, and this is **by far the most family friendly, environmentally conscious festival I have attended.** At Shepherd's Ford festivals, attendees are very conscientious of noise and trash because it is a FAMILY event. There is music and crafts and yoga and dancing and community. Please allow this family friendly festival to continue so that good music and good people can come together for a good time.

Jim Fagan

- My name is Jim Fagan. I understand that Shepherds Ford productions has asked for a permit for two music festivals in 2021. The music is largely Bluegrass oriented, and as such attracts a very well behaved and somewhat older crowd and a crowd that tends to be very well behaved. I can attest to that because I attend many Bluegrass festival and the fans tend not to get drunk loud and obnoxious. They are there for the music and companionship. They also do not leave a mess when they go to leave. The festivals have been at Watermelon Park (upriver from the proposed site) continuously since 2004. The Miller family was quite pleased with our behavior and our environmental impact. When the pandemic arrived, they had many local folks camping at their campground in order to keep social distance and not travel very far from home. Thus their campground was quite "booked". That may not be the case later next year after people get vaccinated and the people will again be able to travel far and wide. Also having a festival in an area helps generate business for enterprises in area. I strongly recommend that you accept Shepherds Ford proposal.

Russell McKelway; Berryville

- As a 23 year resident of Clarke County with a farm in easement, a Berryville business owner, and the Vice Chairman of the Blue Ridge Wildlife Center, I write to express my opposition to the proposed Island Farm Event Center off Tilthammer Road.
- The Blue Ridge Wildlife Center's driveway is adjacent to Island Farm's access road. The number of proposed attendees exceeds by 1-2 orders of magnitude the number of vehicles which could safely navigate Tilthammer Road.

Inevitable back-ups would delay and discourage the delivery of injured animals to our center.

- Taking a wider view, the proposed venue is simply not in keeping with what we have all tried so hard to preserve over many years - Clarke's identity as rural and agricultural. It would also lead to the degradation of the extensive Shenandoah River frontage that Island Farm enjoys. Many citizens and organizations toil to keep the River healthy and clean; I would prefer to avoid users who would inevitably push things in the opposite direction.
- As a psychiatrist I also feel compelled to mention that "Events" and "Music Festivals" often more closely resemble "Open Air Drug and Alcohol Festivals with Music Playing in the Background". Those who attend will not be driving at their best either coming or going. We can certainly rest assured that there would be little to no Covid testing, social distancing or mask wearing. These events are equivalent to a candy store for those fond of committing sexual assault. Overdose deaths should be anticipated. The strain on our First Responders would increase.
- Please do not approve the Island Farm Event Center proposal.

Shan Hill Farm; Boyce

- As you consider the request from Shepherds Ford Productions for an event venue permit for The River Farm on Tilthammer Mill Road at the base of Vineyard Hill, within a mile of our farm, please keep in mind some of our concerns which follow.
- Approval of this venue location request would have a detrimental impact to the county and many property owners from a farming perspective, traffic, noise, trash, road safety and more. The key is to match this kind of event with a more appropriate location, minimizing the negative effects.
- **Projected Traffic**
- Access to the proposed venue from any route is by narrow and very tricky country roads with treacherous turns, blind hills and other hazardous features including shear banks, stone walls, trees and fencing. Tilthammer Mill, Clay Hill and Eilerslie Roads have seen a considerable increase in cut-through traffic. Faster, more careless drivers require extreme vigilance. These roads are shared with carriages, cyclists, pedestrians and equestrians.
- Large volumes of traffic would pose serious hazards, especially at Vineyard Hill which is around a sharp curve, down a steep incline with a stream and bridge immediately at the base, and where the venue driveway narrowly funnels

out. There are also four private access points which line this span from the curve, further complicating the flow.

- The volume of horse trailers, trucks, vans and large vehicles travelling these county routes has also increased, creating another challenge to safely navigating daily activities. The Shenandoah River runs to the edge of Ellerslie Road in some places, and there is no option for a large and/or small vehicle to pass alongside each other without one reversing course. Non-local motorists unfamiliar with the roadways, will pose danger with or without the factor of alcohol and drug consumption.
- With so many concert go-ers, backed-up traffic on access routes will create an added risk to attendees, locals and livestock with the possibility of emergency services unable to reach those in need in a timely fashion.
- Longer-term consequences include the integrity of the bridges and roads. There are at least three nearby bridges (2 within a mile) along the routes and the impact of added traffic, RVs and trucks, would hasten deterioration and need for maintenance.
- This River Farm site does not offer workable alternatives through traffic management due to the hazards created by the narrow roadways and the geographical features along the routes. These same features make Clay Hill, Tiltammer Mill and Ellerslie Roads unquestionably several of the county's most scenic; its farms and land-use provide blue-ribbon vistas to visitors.
- ***Economic Impact***
- The "fallout" from this unsuitably-located event would hit the bottom line of local farmers and their businesses. Stress and injury to livestock, diversion of workforce to monitoring real and personal property, equipment and employees unable to navigate roads during crop season and liability issues are just a few of the concerns.
- Farming is work with little-to-no profit. The added burden of any negative economic impact on local business would place a bigger bullseye on more lucrative land-use alternatives, such as converting open space for residential use as allowed under current zoning.
- The increase in resources required by the county to address the impact of the proposed event venue would surpass economic benefit to county businesses. The proposed location would likely see event attendees opt to visit Upperville, Middleburg and Winchester over our Berryville businesses.
- ***Other off-site event by-products:***

- **Trash** along the access routes will increase in volume. Not only is trash a nuisance and eyesore, it is a threat to crops and the wildlife which the river, roadside farmland and woodlands attract.
- **Noise** along the river travels far. It would impact many landowners on either side of the river and would create a hardship for two of our prized Clarke County ambassadors which rehabilitate and release wildlife - both adjoin the subject venue. We should strive to protect the integrity of these institutions known well-beyond the bounds of our community.
- **Wildlife disturbance** from both of the above-mentioned sources would increase. Wild animals displaced from mountain habitat already roam our farms, disturbing livestock and creating havoc.
- **Law Enforcement Violations** would be consequential. Trespassing and illegal parking would not only be an issue for landowners and livestock, but also our police officers. Adding in alcohol and drugs will only exacerbate these issues and require a greater need for police enforcement. This festival has drawn a varied crowd over the years at Watermelon Park.
- Through the foresight and efforts of those who came before us (commission members, supervisors, farmers, agriculturalists, businessmen and landowners), Clarke County has become a model for historic and agricultural preservation. One example of this foresight neighbors the proposed venue – the van Lennep Foundation. It was set aside in open-space preservation for farming and livestock. Other nearby properties in conservation easement further demonstrate a similar commitment.
- While approval of this request will be tethered by an expiration date to the permit, this action would have an adverse impact on Agricultural-Open Space-Conservation zoning by setting a precedent to greater land use pressures at unsuitable locations. Such action will further erode the slice of rural beauty and tranquility for which our county is known. Clarke County’s reputation for open space preservation strengthens its remaining rural fibers - we are teetering between farmland and sprawl with every generation and land-use decision.
- Venue alternatives with more suitable access, infrastructure and zoning can be found. The Clarke County Fairgrounds would offer each, as well as the benefit of proximity to restaurants, groceries, drug stores, fast food, medical needs, etc. In a post-Covid era, this would be a much-welcomed economic influx to our community.

- We strongly urge the Board of Supervisors to deny this request of Shepherds Ford Productions until a suitable location is targeted. We feel it is in Clarke County’s best interest to protect the integrity of our zoning!
- Thank you for your consideration.

Andrew Birkmire

- I am writing on behalf of Shepherd's Ford Productions, for the past 16 years I have personally attended every Watermelon Park Festival, from when I was in my late twenties to my current mid-forties. My son, who is now 11, also has attended every single year, even when he was less than 3 months old.
- Those festivals were all very family friendly, and not one time was there ever an incidence of violence or bad behavior that I ever heard reported or witnessed. The friends that I camp with all now also have kids, and we love spending time on the river listening to great traditional acoustic music.
- Being the nature of acoustic music, the noise level is very low as compared to a festival where bands are using electrified instruments.
- All of the campers are respectful and take care of all of their trash and recyclables.
- Currently Shepherd's Ford is looking for a new venue to hold that festival, I would kindly ask you to strongly consider their proposal. The small businesses around the Watermelon Park site all benefitted from the festivals, and to my knowledge the residents in the area were largely unaffected.
- Thanks you for your consideration in this matter. Looking forward to seeing a beautiful new part of the river!

Ann Hindman

- Watermelon festival has been such a wonderful music event, my favorite of the festival season. The values they instill in the attendees is like no other and should be granted the approval to continue this event.

Anne Balzhiser; Arlington, VA

- I've attended five Watermelon Park festivals in the last six years and have always found them to be well organized and environmentally conscious. They are quite clear about respecting property. And I have always appreciated their enforcement of quiet hours for those who need to get a decent night's sleep!

- The festivals provide a wonderful opportunity for adults and children to hear great music in a relaxed and welcoming environment. Certainly an experience my children and grandchildren will never forget. Hope the tradition can be continued!

Bess Putnam

- Good afternoon! I am a local musician that has been attending what was the Watermelon Park Festival for the last 4 years. It was the nearest thing to heaven I've experienced in how respectful everyone was of one another and the campgrounds and the approach to music. It is the single best experience I've given to my 2 children. The talent present onstage and throughout the campground is unparalleled amongst other music festivals. Also, unlike other festivals, children and family activities are a huge focus.
- My girls attend a Powhatan school. So, we camped all week and took them to school each morning. I was impressed every single night how when "quiet time" was set ... everything went silent. I remember this distinctly because I had needlessly worried that we wouldn't sleep well for school the next day.
- I've never seen anything like the mutual care and respect all attendees had for each other and was a little heartbroken when it was cancelled. I grew up amongst gospel musicians in Syria, VA on the Rose River ... who have all passed on. This festival gave my girls a taste of my childhood ... making music and playing in the river.
- Please, consider it a privilege to host such a moving event and you'll have the gratitude of many!

Bill Carl; Berryville

- As a Clark County resident Who has attended nine or 10 of the river festivals Put on by Shepherds ford productions, I think they have always been good "stewards of the river" and the lands bordering it. They have always encouraged the participants to leave as small a "footprint" as possible, and I think they, and the participants have used great respect for the River and the land.
- I hope you consider how these festivals encourage the promotion of the performing arts in our community, and the positive effects on tourism.

Brian Ferrell; Berryville

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- I would like to add my opinion to the many others on the Island Farm application.
- I am very much against this proposal and I believe it will impact not only the environmental quality of the Shenandoah but the quality of life in Clarke County as a whole.
- As a landowner of a fully operational beef cattle and crop farm, I know how important preserving the agricultural nature of our county is. Adding another camping and music venue in our county will not only increase traffic on roads that are not equipped for the traffic that already swarms our scenic byways in the warmer months. The trespassing and volume of garbage and litter that we have to contend with on our roads is already overwhelming, adding more cars and people will be disastrous.
- Ellerslie Road is barely wide enough for a single car to pass and it will become a main route for Island Farm traffic. There are tractors and farm equipment using our road daily.
- Ellerslie Farm has more than two miles of river frontage. Allowing Island Farm to conduct their proposed business sets a very dangerous precedent for others who own river frontage who may want to profit from their land in a similar way.
- A better option is supporting our Clarke County Fairgrounds/Ruritan Club and the small businesses of Berryville by allowing concerts at the fairgrounds where there is already ample parking and facilities.
- I am happy to discuss this further, please feel free to contact me by phone.

Bruce Davis

- Shepherds Ford Productions has a history of providing great entertainment. They have always left the area better than it was before

Chris Stroeck; Shepherdstown, WV

- I'm writing to please ask for your support of Shepherds Ford Productions for events in 2021. As you know, the entertainment industry has taken a devastating hit in 2020. This includes musicians, food vendors, artists, tourism .... the list of residual effects goes on and on. I'm asking for the Clarke County Board of Supervisors to please approve the permits filed by Shepherds Ford Productions so that we can resume the tradition of bluegrass music, artistry,

food, and culture in the peaceful and friendly environment that they have created for many years in the past.

Clissy Friant Funkhouser

- This is to let you know that Shepherd's Ford Production has run events cleanly and with honor to the environment. Clarke county is fortunate to have the event "Watermelon Park" in its county. Please allow them to continue this wonderful event.

Dana McCoskey

- I am writing to express support for event permits for Shepherds Ford Productions. I have attended two past camping and music events "Watermelon Park Festival" that Shepherds Ford Productions have organized. These are great community building, family-friendly events.

David Chambers

- Please approve permits for Shepherds Ford Productions to hold two 3-day events in 2021.
- If nearby residents have concerns, I would encourage them to voice them and encourage your Board to convert the most reasonable into terms and conditions for the permit. For example, if I lived nearby, I might be concerned about littering. I think you'll find Shepherds Ford Productions most responsive.
- They have held events nearby for more than 15 years.
- Shepherds Ford Productions and associates like Furnace Mountain are keepers of American culture. Please support them.

Erika

- I am a mother of a 3 year old and 6 year old & have been to numerous festivals in my lifetime.
- Watermelon Park Festival has been an absolute treasure in our lives.
- It was, by far, the most family friendly, cleanest, safest, most respectful event I have ever attended. I attended the festival both pregnant and with a newborn. We have never once encountered a single problem. And we attended the last 4 years when the festival was the most populated in size.

- We are extremely particular about what our children are exposed to and seek out only nurturing & wholesome experiences for them. We were so sad to learn Watermelon Park would no longer be the site for this amazing event.
- We are thrilled to hear there is a possibility to be so close by and still on the river!!!
- Thank you so very much for your consideration.
- We appreciate your time and really look forward to the continuation of such a wonderful gathering of people!

George McQueeney; Killingworth, CT

- I am writing to you regarding Shepherds Ford Productions request to hold two musical events in 2021 on the Shenandoah River south of Watermelon Park. I live in CT but have been a volunteer for the past 13 years at the previous festivals. There has been no trouble at any of them as I am sure you are aware. One was even held at the Clarke County Fairgrounds when Watermelon Park was flooded. The music is always confined to the festival and is shut down by midnight on the stages and only some low level campsite picking later. We love your County and the river. The festival always donates to the local environmental groups who support the river's health and welfare. The area has always been left as clean or cleaner than before the festival. This is not heavy metal or hard rock and roll it is mainly acoustic and bluegrass. This is a very laid back event and I hope you will be in favor of these two wonderful events.

Holly Reasner

- I am writing to you with regard to Sheppard Ford's request to hold two events in 2021 in Clarke County. I have attended their events for the past three years and have found the organization of the event to be the best that I have seen. These are small events compared to the many national events out there. The people that attend are respectful of the land and others. It has a long history in the bluegrass world which brings great press to the county.
- This July 4th, I stayed at the campground that formerly housed these events. It was disturbing to me the amount of day traffic allowed for tubing and the manner in which it was done. I would be much more concerned about the effect of that traffic in the water than two 3 day events. The amount of drinking and partying was incredible.

Jan Schilling

- My husband and I are big fans of Shepherds Ford. We have attended their well-run music festivals, and were terribly sad when they lost their venue.
- Please have no fear about their impact on the area, should they be allowed to relocate with you. The people running the events always showed great respect for the environment, and even a reference for the river. They are a most considerate group, and the attendees honor their expectations.

Janet Alger; Berryville

- This email is concerning an up coming agenda items on 12/15/2020 (PH 2020-06). My understanding a Special Event Permit application has been applied for on a 269 acre property, located on 1352 Tilthammer Mill road. My concerns with issuing a special event permit are: the amount of vehicular traffic in both directions on Tilthammer Mill road and the impact of the number of people (3500+) on the land. Also the wildlife and water quality of the river could be impacted. Please consider an in depth investigation of the impact before you vote on this proposed Special Event permit.

Janet Hamer

- The photo (12-5-2020 website) certainly shows the impact of RV vehicles (some enormous) arriving and exiting Watermelon Park that create grave danger to those of us who live and drive on the scenic byway Parshall Road.
- The conversion to RV camping sites at Watermelon Park will certainly make worse our plight here on Parshall Rd.
- Rafting (a commercial enterprise of Watermelon Park) makes the road along the river unnavigable!
- The Mcintire farm, sold in the Spring of 2020, cannot be allowed to be used as a campground and entertainment venue for nine events of 3,500+ (no cap). It is 10 times the size of Watermelon Park! Having lived so close to Watermelon Park, I simply cannot imagine the effect on the scenic byway 10 times the traffic will have.
- Clarke County should not become an entertainment venue. The county has admirably maintained its agricultural identity. This proposal is not only indefensible but immoral. The proposal will destroy our river, our wildlife and rural environment.

- Please do not accept this application.

John Rafter; Everett, PA

- It is my understanding that Shepard's Ford Productions has applied for two festival permits for 2021.
- I have attended numerous Shepard's Ford Production events over the last 10 years.
- The Permits should be approved for the following reasons:
  - Shepard's Ford Productions (hereafter referred as SFP) has a long standing track record in Clark County of providing quality events with zero or close to zero problems that required intervention by any level of local, state or Federal
  - government agencies.
  - SFP has always been a good environmental steward of the property they occupied and did everything necessary to ensure the cleanliness and safety of attendees and local residents.
  - Attendees to SHP events, as well as other tourist attractions, bring valuable revenue to local business, and also provide revenue to local and county governments through sales taxes.
  - Cultural events provide a community experience that goes beyond the actual length of the event and provide long lasting positive benefits.
  - SFP and its attendees provide charitable support to local causes.
  - SFP events in the past have strengthened and enhanced the music culture of the Clarke County Virginia area.
- Thank you for your consideration of this matter.

Jonathan Smiley

- I have attended 2 events run by Shepherds Ford Production along riverfronts. They are a well-run and professional company that runs some of the smoothest operations around.
- They love the locations they choose and take all precautions necessary to protect the environment and respect the needs of nearby neighbors. Please allow Shepherds Ford to have events in Clarke county, we would love to be good guests.

Joshua & Sarah O'Donnell; Takoma Park, MD

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- Over the years Shepherds Ford has partnered with and donated to multiple non-profits that help keep the river clean and spread awareness (including education at the events) about conservation and land and river stewardship. These organizations include Friends of the Shenandoah River, Piedmont Environmental Council, Shenandoah River Keeper, and the Downstream Project.
- Please support the great work Shepherds Ford does to provide us with amazing acoustic music each year at their festivals. These are truly family friendly events that are cherished by bluegrass and folk music lovers. I can say based on several years of experience attending the Watermelon Festival that the attendees of the festival truly respect both the event space, the environment, and the surrounding communities. The festival also offers an economic opportunity, as the festival attracts individuals from outside the county who frequent local businesses for meals, groceries, overnight accommodations and other amenities.

Julia Sargent

- Thank you for considering the permits for Shepherds Ford Productions' 2021 events. As an attendee of multiple events hosted by this organization, I would like to highlight the emphasis that Shepherds Fords Productions places on environmental respect and stewardship at every event they host. At their events held on the Shenandoah River, it is an inherent part of the culture for attendees to respect the river and be extremely mindful of leaving no trace. As such, I have never witnessed any litter or other degradation of the riparian environment as a result of these events. Rather, these events allow attendees to experience connection with the Shenandoah River, fostering a deeper appreciation of this vital natural resource and increasing their likelihood of adopting attitudes and practices of its stewardship.
- Shepherds Ford Productions has also partnered with and donated to multiple nonprofit river conservation organizations to further support the health of the Shenandoah River, and I trust, will continue to use its resources, both financially and interpersonally, to spread awareness about and further conservation efforts in the watershed.
- I urge the Board of Supervisors to approve the permits to allow this outstanding organization to continue to provide a platform for people to come

together in a respectful manner to appreciate music, the river, and their community.

- Thank you again for your consideration.

Lisa Gregory

- Hello! I am writing to you to ask for approval of the permits to hold watermelon festival in Clarke county once more. This is a family friendly festival that myself, my husband and young son have attended for the past 3 years and is truly and treasure for those who appreciate application culture and its music. As a musician, a mother and resident of the Shenandoah valley, exposing my children to the music of my ancestors and meeting with other like minded families has been wonderful. Please help to continue this tradition of gathering, learning and enjoying the beauty of the river. One of our favorite parts of this festival was sitting by the river and watching the children swim. Thank you!

Liz Callar; Lovettsville, VA

- I have gone to the last 2 years of the music festival and got to hear first classic music in an outdoor setting. I have dodged indoor concerts for years as I have protected my ears.
- I go with a friend that lives about 8 minutes away. Her brother has a camper and we join him there about 3:00. We walk around, have dinner, enjoy the feeling of happiness around us. I have been a total of 4 days and would love to be able to go again.
- I am 73 years old and live in Lovettsville, Va.

Mary Beth Kilmer; Shepherdstown, WV

- Hello! I am writing to endorse Shepherds Ford Productions for a permit for a music festival. I and my family have gone to every year of Watermelon Park Fest. It is a well run, safe, family friendly festival. They get the best talent in the country and showcase lots of local talent as well. There are always kids activities and people enjoy the river. Please, please, please grant them the permit. We all look so forward to this event every year. We have become a family. Thank you for your time.

Marlena Beach; Loudoun County, VA

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- The purpose of this letter is to share with you mine and my families experience over the 10 years that we participated in the festival hosted by Shepherds Ford at Watermelon Park. The time spent camping, outdoors along the Shenandoah and listening the talent it would bring are nothing short of spectacular. For the Beach family it was a special, quality sort of time with friends and family that we would look forward to every year. The appreciation it has furthered in me in the resource Clarke County has in the Shenandoah River and its surroundings grows every year. The river stewards offered sessions that shared information about keeping the river clean and caring about the surroundings and the plants in those surrounding. Organizations like the Friends of the Shenandoah had a great opportunity at an event like this to spread awareness for their cause.
- Although we now live in Loudoun, my husband owns a business and property in Clarke and we started our family in Clarke County. We are strongly for and in favor of the event and the possibility of having in up stream. The attendees care about the cleanliness of the site and the “leave no trace” responsibility to the outdoors and are also generally after 11 pm.

Michelle Reese

- Please approve the 3 day permit for Shepherd1s Ford production. They are a wonderful and respectful production group that will bring commerce to the area. They are very mindful about the noise, trash and impact on the land and community. I have been to many events they have thrown.

Nancy and Randy Wolfinger

- As past attendees of the Watermelon Festival produced by Shepherds Ford Productions we would like to support the efforts to hold their music festival in Clarke County.
- Their past festivals have been well organized, family friendly and environmentally conscious. The opportunity to showcase traditional and new musicians is vital to the Blue Ridge music scene and reflects the pride Virginia has in its heritage. Over the years, Shepherds Forge productions have worked with and supported several non profits that focus on the health of the Shenandoah River.

- Please give Shepherds Ford Productions, their performers and their guests the opportunity to be a good neighbor while celebrating live music by granting the necessary permits from Clarke County.

Osa Olmert

- I have been a festival goer at Watermelon Park for many years now, both River and Roots and the Watermelon Park festival and I have found both festivals to be extremely clean, respectful of the grounds and environment and family friendly. It broke my heart that not only Covid affected this years fests, but that the venue was shut down to this traditional festival. I truly believe that the residents of Clarke county will be pleased to see that this production company hold to high standards and will not be let down should they be allowed to proceed- please consider allowing us to bless the space proposed- you will not be sorry!!

Paul Zeisset; Boyce

- I strongly oppose the application of Shepherds Ford Productions to hold events at 1352 Tilthammer Mill Road in Boyce.
- For more than 35 years, I have owned a 12.5 acre property in Calmes Neck Estates directly across the Shenandoah River from the proposed camping area.
- Calmes Neck Estates is an ecologically conscious community with restrictive covenants designed to protect the river. In addition, I have placed my land in an open-space easement to the Virginia Outdoors Foundation to protect the natural values of my property in perpetuity.
- This section of river was one of the first areas designated as a Virginia Scenic River, in 1979, three years before the designation was extended into the northern part of Clarke County, past Watermelon Park.
- This proposal threatens the integrity of the river bank along the length of the Niswander farm property. The owner of the farm tried to operate an illegal commercial campground last year and had to be warned by Clarke County to cease and desist. Stairways were cut into the dirt to facilitate camper access to the river, leading to erosion and in violation of regulations designed to protect the riparian buffer. Across the river, I could hear the noise from campers, and it was quite disturbing on weekends. The owner set up the campground without obtaining proper permits, and did not respond promptly to close it down when ordered to cease operations. I strongly believe that the

County should not facilitate the profit of an entrepreneur who shows so little respect for the rules and jurisdiction of Clarke County, much less for the integrity of our precious Shenandoah River.

- Shepherds Ford Productions and other entities planning events designed to attract large numbers of people should be directed to facilities where infrastructure, including parking, already exists, such as the Clarke County Fairgrounds, and to not destroy bucolic farmland nor the peace and quiet of our rural landscape.

Phil Bender; Takoma Park, MD

- I'm writing to support Shepherds Ford Productions in their application for a permit in Clarke County.
- I've brought my family from Takoma Park, MD, to at least six music festivals in the past at Watermelon Park, each time with my wife and daughter. These are wonderful, whole-family events. Over time we've gotten to know the area and now we return a few times a year to Berryville for concerts at the Barns of Rose Hill, shopping and dining (Boyd's Nest!). We wouldn't have discovered this area without Shepherds Ford.
- Thank you for your attention. Don't hesitate to reach out to me if you have further questions.

Rich Rodgers; Ashburn, VA

- Please consider and support Shepherds Ford Production hosting events along the river. The many years I've enjoyed past events at Watermelon Park have always been a significant part of my life and many others. It has always been the highlight bluegrass event in northern Virginia. Cancellation of the original location has left a void in bluegrass mountain culture so meaningful to this area. There will be a significant historical and cultural loss without such events.
- Your support in enabling the continuing musical gatherings such as this would be appreciated by residents both near and far.

Robert Chamberlin

- I write to you in support of the Shepherds Ford Production's applications to hold music events in 2021.
- The concern expressed by some that the events might be too loud and damage the environment are understandable. As an attendant at the Watermelon Park

Fests for many years, I can tell you that the Shepherds Ford Productions staff and volunteers do an excellent job of collecting and removing trash, providing clean restroom and shower facilities, respecting the sound ordinances and staffing with security personnel. There has also always been an emphasis on respecting the environment especially the river.

- I urge you to approve the Shepherds Ford Productions applications.

Roger Johnson

- It's my understanding that Shepherds Ford Productions has applied to you for permits for 2 events in 2021. I've been going to their festivals for many years and they are always well run, family friendly events. They are good stewards of the river both with donations and excellent clean up after the events. I'm sure they will take into consideration the concerns of neighbors and any issues that you may have. The people that come to their events are environmentally conscious and respectful of other peoples property. This is a family affair that we missed terribly this year and with Watermelon park no longer in the picture as a venue it would be nice to find a river front location.
- I'm hoping you will rule in their favor for the necessary permits.

Ryan Tibbens; Berryville

- I fear that this email is a day late, but I feel strongly on the issue and am compelled to write anyway. My name is Ryan Tibbens; I currently serve on the Berryville Planning Commission and previously served on the Board of Zoning Appeals. Since moving to Clarke County in 2012, I have fallen in love with our community, its beautiful natural surroundings, and our rich culture. One of my favorite cultural events has been Shepherds Ford's signature event, the Watermelon Park Fest. I was devastated when I learned that the event was going to be cancelled this year, and possibly permanently. I was upset both because my family attends every year (it's basically become an extra holiday for us) and because of what the loss means to our community. Hosting a music and arts festival like this helps to keep Clarke County on the map. It makes us a destination. Attendees frequent local businesses, enjoy our other recreation opportunities, and spread the word about what a great place our home is. I fear that losing this festival will represent a loss of culture and commerce, two areas that we all continually strive to grow. If we want Clarke County to continue to be a great place, if we want Berryville to truly represent "genuine

Virginia," then we need to stay connected to the musical and artistic influences that make our communities so vibrant.

- I fully support approving Shepherds Ford's new event and permitting. Please help them with their event and help our community to celebrate the arts. If you have any questions, I would love to talk more on this issue. Have a great weekend.

#### Sam Edland

- I can vouch that Shepherds Ford puts on a high quality event and was impressive stewards of the land at the 2019 Watermelon Park fest.
- Two of us set up our tent and camped right on the rivers edge about a half to quarter mile from the stage and couldn't hear the music from the river campspot. The bluegrass music just isn't a massive rock show that you'd get disturbing nearby neighbors. Also I should add it was a very family friendly event.
- Hope you let them have these 2021 events.

#### Sam, Kady, Lucy, and Davis Schrecongost

- I wanted to drop you a note in support of Shepherds Ford Productions application for events in Clarke County.
- My family and I have been attending Shepherds Ford produced festivals since my oldest was 6 months old, now 8 and actually a few years before then. They have always had a well organized, safe, clean and respectful event. They control access, attendance volume, and show hours to be certain that locals and festival goers alike are safe and respected.
- Our family urges you and any other Clarke county decision makers to consider their requests. I imagine these festivals bring a great deal of local revenue for the county as well as temporary jobs before, during and after each event.
- Thanks for your time and consideration.

#### Tara Ward

- I have attended every single Watermelon Park Festival except the very first one. For several years I was involved in running it. I count the Shepherds Ford folks as my friends, and the festival has always felt like family. That family was devastated when we learned that Watermelon Park would no longer host the

festival. I understand there is a potential new festival location, but that neighbors are concerned about environmental impact from the festival. Please be assured that Shepherds Ford, and indeed, most of the festival attendees, care deeply about the environment, and would endeavor to "leave no trace" or even leave the site in better shape than we found it.

- Watermelon Park Festival has been an annual tradition in Clarke County for 16 years. It has spawned and supported a rich musical and cultural tradition in the region, and brought an economic boost to the area. Please help keep these traditions strong and alive in Clarke County and surrounds.

#### Theresa Schottler

- Hello, I am just writing to ask that the board of Clarke County consider letting Shepherds Ford Productions continue to hold their events in town. I have gone to their festivals several times and truly believe they do a good job of maintaining a responsible environment for their attendants and the people who use the river and campground year round. They have a great organization of volunteers, especially those who are in charge of cleaning up the grounds before, during, and after the festival. I do not think they impact the river negatively, and the festival also brings more tourism to other spots in Clarke County. I hope you consider all the positive aspects of the festivals when making your decision.

#### Tony Reynolds; Berryville

- Shepherds Ford Productions has a long history of staging successful and environmentally sensitive events on the river.
- These events have brought responsible visitors to our county. The talented and accomplished musicians not only put on great shows but through many workshops past knowledge and skill to local musicians. Clarke County is has become known as a key region for music and these river events continue to solidify that image.
- These events bring good crowds of good people. We need to encourage and support them.

#### Warren Campbell

- I'm writing to you to enthusiastically support the permit of Shepherd1s Ford Bluegrass festival along the Shenandoah River.

- I spent the first 18 years of my life in Clarke County and Watermelon Park fest was a life changing yearly event for me.
- Seeing the amazing production team and musical talent brought to the river inspired me to pursue a career in music and a lifelong love of my hometown.
- I know that this event staying on the river would bring such vibrancy to our community and much needed business to the area impacted by coronavirus this year.
- Hope you take this into consideration and approve the permit for Shepherd1s Ford. They are some of the kindest most considerate people I have ever met.

William Gordon

- Just wanted to reassure you that, in the 5-6 years we attended the River and Roots and Watermelon Fest events, we were always impressed by how well they were run. There was never any trouble, they made sure that everything was cleaned up and that people respected the river, and the music was always of very high quality. Rest assured that these events will leave the environment the way they found it. They will be good neighbors.

Margaret Meenehan

- I have attended the Watermelon Park Music festivals for approximately ten years. I have found the crowds to be respectful and low key. This is a family friendly event and very well managed. The staff are visible, cordial, knowledgeable and strict. I have always felt safe and enjoyed listening to American roots and bluegrass music in a beautiful and peaceful setting. The promoters are vigilant environmentalists, with workshops on river conservation, etc. always in attendance. Please consider their request favorably for a new venue in which to continue this lovely summer tradition.

No Name Given

- Please allow Shepard's Ford to hold a musical event in your area. I have been attending their events for several years. They are well organized and orderly. They have always showed environmental respect for the river.

David Plater; Thibodaux, LA

- I am addressing this to you, Ms. Catlett, as the Millwood District representative on the Clarke County Board of Supervisors; and to you, Mr. Boise, as the Clarke County Administrator.
- Recently I was made aware of the application for a change of land use on The Island Farm, off of Tilthammer Rd. and near the north base of Vineyard Hill. My son Bryan Plater, who is a part owner of The Play Garden, down the road a short piece, has been filling me in on what is happening; he is addressing with the Board issues that he believes will relate to that property, which is under a conservation easement.
- I wanted to offer my own few comments before the planned Board meeting this coming Tuesday.
- My father was Richard C. Plater, Jr. In the late 1980s he donated to the Burwell-Van Lennep Foundation a sizeable tract of land across the Shenandoah River from the upper end of the Island Farm. It was his and the Foundation's hope that this wilderness property, connected to the existing Foundation lands, be protected for wildlife and wilderness uses forever. And that has been the case up to now.
- In my opinion, the proposed changes to the Island Farm from agriculture to entertainment and recreation are extensive and radical.
- Occurring so close to the Foundation property, there will be detrimental effects. Those are likely not just with respect to the Foundation's property but as well to the Shenandoah River, a Scenic River so-named under the laws of the State of Virginia.
- One more point: My connections to the county date to 1953, when our family acquired the Play Garden from Edward G. Butler, my father's uncle. Over the intervening years I have witnessed from our front porch that magnificent river change with the seasons and particularly with the weather. It rises with upstream rainfall during the year; the bottom lands that we see in three directions become flooded. Sometimes the water comes a third of the way up the high bluff on which stands the family house. Floods block traffic in all four directions and have inundated houses built anywhere near the river. The Island Farm is low elevation river bottom, as well. Any improvements along it are subject to the moods of the Shenandoah, at any time.
- Thank you for the opportunity to comment.

Jeff Harris; Millwood

- I wish to voice opposition to Shepherds Ford Productions’ application for a performance venue on Island Farm off Tilthammer Mill Rd. The anticipated 3500 attendees hold promise for a traffic nightmare. The entrance to the farm off Tilthammer Mill is single lane for about 50 yards with no means of expansion given surrounding water and rock. It will be a bottleneck of cars, trucks, motorcycles, and RVs. Attendees who try to come in Ellerslie Rd will create a second bottleneck where that road intersects Clay Hill Rd and Tilthammer Mill Rd. Despite efforts to encourage people to arrive from Rt 50, many people with some local knowledge or guided by GPS will arrive via Clay Hill Rd. which is narrower than two lanes at spots with multiple sharp curves and hills that obscure drivers’ vision of oncoming traffic.
- On the Thursday opening of the venue and at the concert’s conclusion on Sunday the arrival and departure of up to 3500 people will produce bumper to bumper streams of vehicles for hours. For those of us who live along these roads it means the frequent inability to get out of or into our homes. Along many stretches of the access roads the shoulders are too steep for emergency vehicles to get by a logjam of vehicles which raises the added concern of EMS or fire trucks being unable to reach our homes in an emergency.
- Thirdly, I am concerned about the litter along these roads and who is going to clean it up. I walked Clay Hill Rd picking up trash for the first time when my son was working on a merit badge with the Boy Scouts. Over the thirty years since then I must have stopped on Clay Hill at least once a week to pick up beer and soft drink cans, fast food wrappers, and empty cigarette packages. We are told that construction workers from West Virginia use our road as a shortcut between Rt 340 and Rt 50 as they commute into Northern Virginia for work. They are apparently responsible for the litter. The proposed concerts will exacerbate the litter problem. Each night, after 14 hours of performances where alcohol is sold, one can only imagine the volume of litter as those who are not spending the night return to our roads to get up to Rt 340 or out to Rt 50.
- Finally, I urge you to turn down Shepherds Ford Productions’ proposal because of the noise. Their application indicates we will be subjected to 42 hours of amplified music for each of nine festivals over the next three years. The notion that they can mitigate the noise by how they orient the stage is absurd. There are neighbors on all four sides. Additionally, the vehicular traffic of 3500 people in pickup trucks, cars, RVs, and on motorcycles, particularly after the

music ends at midnight, will only add to a level of noise that the residents of Clarke County have avoided by living for decades in this farming community.

- Music festivals can be great fun and revenue sources for the county but Island farm is the wrong location.

#### Michael Williams & Susan Gallagher

- We have learned of an application for multiple large scale events at 1352 Tilthammer Road and we are writing to register our strong objection. The application covers two six day periods in 2021, 2022, and 2023 as well as unspecified single day events with estimated attendance of up to 3,500 per event. There are many reasons that these events are the wrong scale in the wrong place and, if they proceed, should be held at alternate locations equipped to handle crowds of this size safely and responsibly.
- *Safety*
- We live on Clay Hill Road just East of Route 255. We drive, run, walk, and ride bicycles and horses on Clay Hill Road. It is small with numerous blind spots and tight turns. Even in the best of conditions, anyone on the road has to be especially careful. It's hard to even imagine thousands of cars on Clay Hill and Tilthammer Roads over the course of these events. It is even harder to imagine that level of traffic not resulting in accidents and injuries and substantial delays, especially where the applicants will be serving alcoholic beverages.
- *Preserving Clarke County's special character.*
- Our county has a wonderful musical community and we love the fact that we are neighbors and friends with amazingly talented musicians. We want to support music in the county but not to the detriment of our rural and agricultural areas when there are safer and more suitable venues for festivals of this kind.
- Over the years, Clarke County has benefitted from visionary leadership and hard work that has preserved the rural and agricultural qualities of our county. Those efforts have been successful in large part due to balanced and thoughtful planning and land use regulation. We are grateful to the Board and the County staff for all you do to preserve the character of our community.
- Converting a farm on a narrow, quiet rural road in the middle of an agricultural area into an event venue for thousands of attendees will undermine years of effective planning and conservation efforts by Clarke County.
- *Confidence in Applicant*

- The application is incorrect, incomplete and misleading in several respects. The proposed events were not previously approved by the Board. Adjacent landowners were not all notified. The events would occur over six days on six different periods as well as other unspecified single day events with up to 3,500 attendees each. The drawings that accompanied the application were incomplete in several important aspects.
- In approving an application of this kind, the Board and community must have confidence that the promoter will live up to their many commitments necessary to ensure the events are safe and have minimal impact. This applicant has not demonstrated that they deserve that level of confidence. To the contrary, the incomplete plan provided makes it clear that these events will have severe adverse impacts on neighbors and the surrounding area.
- *Other Reasons*
- There are other reasons for these events not to be permitted at this scale or in this location – the adverse environmental impact, the demand on finite County public health and safety resources, onsite safety issues at a location with only one narrow access route, disturbance of a quiet rural area with abundant wildlife and numerous livestock, and the impact these events would have on neighboring landowners' peaceful enjoyment of their property.
- We urge the Board to disapprove this application and encourage the applicants to seek a more safe and suitable location.

Sally Neff; Winchester, VA

- As a former long time resident of Clarke County and now a property owner along the Shenandoah River, I am very conscious of our precious heritage and subsequent stewardship of the river. Spending time kayaking on the river just emphasizes to me how the ecosystem is both beautiful and fragile.
- Hearing of the proposed plan to hold large music festivals in a very pristine section of the river raises many red flags. Certainly the dangerous increase in traffic including campers and trucks on a narrow winding secondary road poses safety issues for local traffic as well as concert attendees.
- The abrupt influx of thousands of people who have no respect for the river's environment is another. People with no knowledge of the birds and wild animals whose home is along river could impart irreparable damage.
- Thousands of people accessing the river unsupervised will destroy the valuable riparian buffer that now provides protection for the land itself and the local

wildlife. The trash that will inevitably enter the river whether intentionally or unintentionally is reason alone to not allow the land to be used as a vendor for large events such as music festivals.

- I hope you hear our voices raised in opposition to the request to allow Shepherd’s Ford to hold their music events at this location. There are more suitable locations available such as the Clarke County Fair Grounds. Thank you for your consideration concerning the issue.

Winkie MacKay-Smith; White Post

- I am writing to you as the Supervisor of my district to object in the strongest terms to the event application for Island Farm.
- The Island Farm is a extremely vulnerable property due to its position in the Shenandoah river and the contaminant pollution danger to it. The access is very limited into the property not to mention the feeder road, Tilthammer Mill Road, which is narrow with steep hills and not built to accommodate heavy traffic. There are also conservation easements on both sides of the road which would preclude widening it. Dittos the Clay Hill Road which would bring traffic in from the north.
- Surely there are more appropriate sites in Clarke County for events of this size and duration.
- Our County officials and residents have worked for many years to conserve our water and agricultural/forestal lands AND to direct traffic and development to areas to support it. Island Farm is most certainly not such an area, and I strongly advise that the application be denied.

Barry Freeman; Boyce

- I would like to express my **opposition** to permit application PH 2020-06 for a campground and an event venue along the Shenandoah River in Clarke County on Tilthammer Road.
- Not only will an operation such as this have an environmental impact on a pristine section of our beautiful river with trash, pollution and runoff, but the huge crowds expected will present safety issues on the narrow roads that provides access to it's location. Not to mention, many other issues that will have a negative impact on our local community.
- I am not against holding events such as these but I just think that a property zoned for agricultural use is not the place for this. There are already

commercial venues within the county that were made and zoned for such events. Making money by holding these large events, with no regard for it's flora and it's fauna is in direct conflict as to why many of us moved to this community.

- Please do not allow this to happen to such a wonderful area where wildlife abounds and people enjoy the peace and tranquility of this remote area. Using the Shenandoah River as a festival type attraction will forever damage the conservation value of our river.
- I respectfully appeal to you to **not** grant this permit.

#### Bryan Plater

- I am writing this letter to express our grave concern of plans for the property of one of our neighbors per the recent event permit application for various music festivals on such property on Tilthammer Rd, in historic Clarke County. Our family has owned the property at the corner of Tilthammer Road and Clay Hill Road for over 110 years. Our property is otherwise known as The Play Garden. It is located just down the road and down river from the event permit application site.
- Generations of our family have worked to preserve the environment and tranquility of this unique place. Starting with the Ed Butlers in the early 1900s, maintained by the Richard "Dick" Platers from 1950s until his passing at the end of last century and now as descendants and current owners, we have all joined in the *efforts* of a significant portion of Clarke County residents to preserve the uniqueness of such an idyllic place. Only a few years ago, we put the property we own on this road and river into a conservation easement to preserve it forever. We are now extremely worried about commercial plan that will put this area at risk.
- My family members have spent countless hours on the roads that lead to this proposed event site. A young children, we would ride sideboard on Dick Plater's (my grandfather) truck, picking up any trash we could see on just about any trip taken to Millwood. It gave us an appreciation of preservation and how skinny this roadway remains. Any amount of cross traffic requires experience and caution. We want to continue to walk, run and bike on these roads without fear of being hit. Sometimes there are hours without a car going by, and that is a good thing due to the hills, thin lanes and curves to navigate.

- We are concerned about the following specifically from this type of event or extended RV parking in this area:
  - pollution of the roads and the river
  - extensive use of the banks of the river (causing erosion and other damage)
  - safety issues for access to the property for emergency personnel (a steep hill approach and thin drive into the event property)
  - safety for drivers due to so much traffic on the roads safety to residents and children using the roads during any such increase in traffic (especially high use by children at play in the same weather periods to be expected use by event permit)
  - potential mismanagement of sewage and other waste (on site, in the river, or on the roadway)
  - damage to roads and sides of roads (heavy traffic and necessity to drive on sides of roads in two way traffic with large vehicles)
  - noise, if not from the event, by the people attending coming and going
  - inadequate public safety to handle large crowd - who protects our families and property with such pressure
  - any other unforeseen changes to the landscape and way of life we have worked so long and hard to preserve
- The festivals may be argued to provide a short term financial gain for the area, but at what long term cost? Perhaps there are other more suitable and safe areas that could be used to increase visitation to the many Clarke County amenities in Millwood and in surrounding areas such as a the Berryville Fairgrounds or other such sites situated for larger gatherings and actual direct access to major roadways. This seemingly would provide benefits to the business community versus allowing the site (that should necessarily work to keep people on site) taking the primary financial benefits of visitors to the region.
- Visit our neighborhood by bike, by foot, by horse, or by a leisurely drive, but please don't make it a destination for RV's and hundreds and hundreds of drivers looking for an event or place to stay the night.

Dulany Morison, Chair VPHA

- The Virginia Piedmont Heritage Area Association advocates for the preservation of the extraordinary historic and cultural landscape of the Heritage Area which is comprised of five counties in the northern Piedmont

and Shenandoah Valley, including Clarke County. The swath of scenic river landscape included in this application (PH 2020-06) is known as "Whiting Farm" and its part of the "Greenway Rural Historic District" which is listed on the Virginia Landmarks Register and National Register of Historic Places. The property also fronts a Virginia-designated Scenic River and it is integral to the rural experience of Calmes Neck that Clarke residents treasure. Approving this application here would destroy this important preserved natural and historic setting. This is to say nothing of the safety concerns and negative environmental impacts that the proposed festivals would create in this rural corridor.

- Clarke has always had a great reputation for defending historic, scenic, and cultural resources and protecting open space and agricultural efforts. The Virginia Piedmont Heritage Area urges the Board not to allow this application to proceed, in the interests of protecting that strong legacy set by Clarke County to keep the ridges, mountains, river, and historic settings intact. One of the most important resources in Clarke County are the bends and scenic twists of the Shenandoah River, including the Calmes Neck area. Losing those features to overwhelming commercial endeavors will impact the scenery, setting, and landscape of Clarke County immeasurably, as well as attract similar inappropriate threats to the area.

#### Joan Fine; Winchester

- Norm and I are strongly opposed to the Event Application submitted for the Island Farm. We believe there are significant traffic and safety issues, including narrow, hilly, and curvy access roads with blind overs. We are aware of three accidents in front of our house-one fatal. There also appears to be inadequate ingress and egress for fire and rescue. Additionally, we believe this proposed use poses a danger of damage to the Shenandoah River; the land is low and flat and allows easy access to the river, to say nothing of the pollution such use could cause.
- We ask you to vote "No" on the Event Application for the Island Farm.

#### Will Robinson

- I know you've received letters from my Plater cousins but I just wanted to chime in as well. My connection to Clarke County is from growing up and living here during the summers and now being a co-owner of the Play Garden with

my cousins. I also have been active in the local history as a board member of the Clarke County Historical Association for 8 years, including serving as President for 2 years, and am still on the building and grounds committee for the Mill.

- I realize that I would be considered a NIMBY since the proposed site of the festival is not too far down Tilthammer Mill Rd from our house, but I would be writing this letter regardless of where I lived in Clarke County. What I have always loved about the county I believe is at stake here. I can only imagine what a hard job it is to balance growth with conservation , but I have always admired CC for the excellent job it does with the help of good governing, conservation easements and involved residents.
- In this case, there are the obvious traffic issues and accessibility to the property, which is a completely different scenario from Watermelon Park where you can reach the site along straight flat roads for quite some distance. This site is only accessible from very hilly windy roads that lack visibility and width for large vehicles to pass. I hold my breath every time I reach the top of some of those hills during the day when you can't see headlights. Over the years I have witnessed two very bad accidents from the Play Garden porch at the 90 degree turn where Clay Hill Rd meets Tilthammer.
- Also , I can already see from our porch where the owner of the property has cleared almost all the trees out on the river (which I'm guessing he may have done first then asked forgiveness) in anticipation apparently of having an RV park and the music festivals. The health and sanctity of the river are now very much at risk it would appear. And my question would be for what gain to the county? If the festival was at the fairgrounds then at least there would be some economic benefit that would surely spill over to Berryville and the surrounding area. However in a location like this people go there in their RVs , park them , and don't leave. And they bring their provisions with them. So we lose on the environment, traffic, vehicle accidents, noise, trash, etc. but gain nothing but being able to say we are a cool county that hosts multiple music festivals...doesn't sound like a good trade off to me.
- Thank you very much for indulging me and reading my concerns, and I will be hoping for a vote against this proposal.

George Ohrstrom; Berryville

- As Chair of The Clarke County Planning Commission, I'd like to offer a few thoughts from a planning perspective about The Clarke County Special Events Permit process.
- If the county is going to have event promoters thinking about having large festivals (3500 people plus) in the Agricultural Open Space zoned area , I think The county might want to have The Planning Commission's input on a "model" ordinance.
- I would be happy to volunteer to set up a committee of the Commission to work on that, if the Board of Supervisors think it a good idea.
- With that sized events, some serious thought needs to take place about entrance/egress issues in regard to emergency services, and about the size of roads these festivals should be on.

George Ohrstrom; Berryville

- Good Evening to you All: My name is George L. Ohrstrom and I live in Clarke County. I want to thank the Board of Supervisors and The Clarke County Administrator, Mr. Chris Boies for the opportunity to make comments electronically during this pandemic..
- I think the use of Island Farm as a venue for a large Music Festival several times a year are is a terrible idea. If one jumps to a "worst case scenario", the possibility of tragedy is easily visualized.
- On the Friday night of the festival say around 11:PM one of those really strong super cell thunderstorms comes through and drops 3 inches of rain. The single lane entrance rd. will turn into a muddy, bottomless, nightmare with cars trucks etc. sliding all over and driving around each other.
- Then on Saturday afternoon something happens at one of the food vendors tent and there is a serious fire, with absolutely no access for emergency vehicles in or out.
- The festival at this location could be an absolute disaster!
- Why not move it to a location that is setup for it, such as The Ruritan where the same festival moved to in 2018 when the river flooded. While I'm sure the above mentioned thunderstorm would mess up the Ruritan road to some extent, at least there are 2 points of entrance and egress.
- Again I Thank you all for the opportunity to share my thoughts

Charles & Blanca Vandervoort; Boyce

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Board of Supervisors Meeting Minutes For December 15, 2020 – Regular Meeting

- We are Charles and Blanca Vandervoort commenting on the proposed campground/festival venue at River Farm. We live directly across the Shenandoah River from River Farm in the Calmes Neck community and have owned our property since 1983.
- In 1979, a 21.6-mile reach of the Shenandoah River in Clarke County from the Warren-Clarke county line to the Virginia line was designated as the Shenandoah State Scenic River, a component of the Virginia Scenic Rivers System (Virginia DCR 2020, Va. Code§ 10.1-417). "In a nutshell, Scenic River designation constitutes official recognition of the natural, scenic, historic and recreational values of some of Virginia's most valuable riverine resources and provides them with a measure of protection not afforded other rivers. In addition, it gives riparian landowners and other local citizens a stronger voice in any government action or decisions that have the potential to impact 'their' river" (Virginia DCR 2018).
- As riparian landowners along the Shenandoah State Scenic River (River), we voice our opposition to the proposed campground/festival venue at River Farm for the reasons described below, not the least of which is that we, and other present and former Calmes Neck landowners, have spent decades working to restore and protect the natural and scenic values of the Shenandoah River for ours and future generations and feel that the proposed campground/festival venue at River Farm has the potential to negatively impact the River through 1) negative ecological effects on the River 2) negative effects on local wildlife and wildlife habitat and 3) negative visual/sound effects on Calmes Neck residents.
- 1. Negative Ecological Effects
- For over a decade, Charles Vandervoort actively supported the efforts of the Friends of the Shenandoah River (FOSR) through volunteer work including river monitoring, scientific research, and water quality analysis. Based on his 2007 report on the water quality in the Shenandoah River Watershed (Vandervoort 2007), one of the major threats to the River is pollution in the form of sediment, coming from development projects that disturb land without protecting exposed soils.
- Many years ago, a previous landowner of the McIntire Farm (now River Farm) mitigated a section of the riparian buffer by installing a fence to prevent his cows from accessing the River and thus successfully restored sensitive riparian habitat which would otherwise have continued down a trajectory of bank

erosion and detrimental impacts to water quality. It is for this same reason that we are concerned about the proposed campground/festival venue at River Farm -we believe that human activities of the magnitude of 3,500+ people and perhaps 1,000 vehicles on the floodplain at River Farm will have a negative impact on water quality in the River, amongst other impacts. High amounts of vehicle traffic in the floodplain and heavy foot traffic in riparian buffer areas (for river-access) can damage vegetation, which helps to protect topsoil from erosion and safeguards the integrity of the floodplain. Several times a year (personal observation), heavy rains can cause the River levels to rise and inundate the floodplain. This flooding, combined with eroded areas in the floodplain and riparian buffer areas, can quickly wash away unprotected topsoil and add high amounts of sediment to the River. Not only does higher sediment affect the local water quality, but it also impacts areas downstream. Fran Endicott, a visionary and former Calmes Neck resident, strongly advocated that the Shenandoah river qualified as a State Scenic River. I remember Fran's bumper sticker on her car "We All Live Downstream", meaning that whatever happens in the watershed it would affect people, wildlife, and plants downstream. So, it is incumbent to all of us to keep the water quality in good shape. The Chesapeake Bay downstream needs protection from erosion runoff like that described above.

– **2. Negative Effects on Wildlife and Wildlife Habitat**

- In addition to recreational values such as boating, fishing and swimming, the Shenandoah River also provides increasingly rarer opportunities for observing and enjoying nature, including iconic scenery and wildlife. As longtime residents, we have felt much pride in seeing the recovery of the Bald Eagle firsthand along the River, from its former status as an endangered species to a healthy population that now nests in the mature trees along the shoreline of this River. Unfortunately, loud noises and bright lights from the proposed activities can disturb wildlife and lower the quality of their habitat. For these reasons, Calmes Neck residents adhere to low light levels to protect wildlife and their habitat.
- Many properties adjacent to River Farm and close by are under conservation easement, including a large 280- acre property owned by the Burwell vanlennep Foundation, and several other properties owned by our neighbors in Calmes Neck. This network of protected lands along the River corridor also

provides ecological value in the form of "habitat connectivity," which allows plants and animals a broader range within which to thrive.

- Some of these conservation easements also protect rare or imperiled plant species. The Virginia DCR, Natural Heritage Division, through encouragement and visionary foresight by former Calmes Neck resident, Fran Endicott, compiled a plant list that includes outstanding natural communities of five rare plants and three uncommon plant occurrences, many occurring along a narrow fringe of habitat at the River's edge with the riparian buffer zone. These plant species documentations are of regional significance and the Virginia Native Plant Society leads an annual walk educating our neighbors of these species' importance. Wildlife, including bird, habitat is also protected by these conservation easements. Fran Endicott also started the Calmes Neck faction of the Christmas Bird Count, a long-standing nationwide program of the National Audubon Society. Bird documented at Calmes Neck have included waterfowl sightings on the Shenandoah River. This Calmes Neck tradition continues to this day.
- **3. Negative Visual/Sound Effects**
- Recognition of the natural and scenic attributes of the River is included in the Scenic River designation. As such, some of the natural and scenic attributes of the River may be negatively impacted by the proposed campground/festival venue at River Farm, namely as a result of the loud noises and bright lights, which do not add audibly or visually attractive features to the river. An unobstructed night sky, as seen from the River, is also a natural and scenic attribute, and the visual impacts of the proposed activities on human observation of the night sky should not go uncounted.
- In summary, we thank you for considering our point of view. Please consider the potential detrimental effects the intense human activities associated with the proposed campground/festival venue at River Farm may have on the floodplain and the environment, including negative impacts to the integrity of the floodplain, water quality, special habitat and wildlife.

Anne Caldwell; Bluemont

- I am writing to you as a private citizen of Clarke County, not in my capacity as a Planning Commissioner.
- The over-riding concern with this application is the health, welfare and safety of the citizens of Clarke and the Commonwealth of Virginia. It is to this end

that the Special Event Ordinance of Clarke County has been developed, in concordance with the laws of Virginia.

- The safety of citizens is seriously in doubt with this proposal, regarding two issues. The first is the entrance off Tilthammer Mill Road accessing the driveway to the property. It is a hilly and winding road, with very poor sight distance to the entrance of the property, particularly for the volume of traffic likely. The VDOT permit is pending.
- The second safety issue is the narrow one-lane driveway on the property itself. For a significant length along this drive, there is no room for two vehicles to pass and no easy way to widen the driveway because of topography. Access of fire and EMS vehicles to the event site is likely to be severely compromised because of the narrow width of this single entrance.
- The Special Event Ordinance requires that the subject property comply with all zoning regulations. The camping proposed would constitute use as a campground. This requires a Special Exception Permit from the Planning Commission and the Board of Supervisors. There is no such Special Exception Permit in place.
- Environmental concerns with this site are significant. The Shenandoah River waterfront will be very attractive for recreation to the 3500 people expected to attend. If there are no formal access points to the river, the riverbank will be subject to serious degradation.
- Construction of formal access points to the river require compliance with our Stream Protection Overlay District regulations. No such plans are included in the current application and no such plans have been submitted to the Zoning Office.
- The proposed parking lot is located adjacent to Spout Run. This is a significant perennial stream. Noted past efforts have been made to repair the stream bank vegetative buffer along its length, as well as efforts to exclude livestock from the stream. A parking area for potentially thousands of cars adjacent to this stream buffer zone will only impair all the past efforts to restore this stream to non-polluted viability.
- The Covid pandemic will not be over by the summer of 2021. The application should include affirmation that any guidelines or mandates for large gatherings issued by the state health officials will be followed, including potential cancellation of the event.

- In closing, I would strongly encourage the applicants to consider another site for the event. The fairgrounds seem a logical choice because of many fewer site-specific problems.

Barbara Byrd; Berryville

- What is proposed for the Island Farm is completely out of whack with the use of the property's 269 acres of excellent agricultural land.
- Additionally, there is poor access to the area which is very close to neighbors. The proposed change of use will negatively impact and drastically change the entire area, not just the land of the applicant. If this application is granted, it will create problems that are unacceptable to the population and establishments that have existed in that area and co-existed in harmony for years.
- As a resident of Clarke County since 1950, a landowner and a taxpayer, I am firmly opposed to this application and support the fact sheets researched and submitted by John Staelin and Robina Rich Bouffault.

Beatrice von Gontard, Board Chair, The Blue Ridge Wildlife Center; Boyce

- On behalf of the board of The Blue Ridge Wildlife Center, I would like to voice our opposition to the proposed Event Center on Island Farm.
- First of all, we have concerns from a traffic safety standpoint involving rescuers bringing injured animals to us at our entrance off Tilthammer Mill Road. Additionally, we have many visitors coming to enjoy our Wildlife Walk and Nature Programs including school children in buses. This would involve a safety hazard if campers and other large vehicles were using the same road as people accessing our Wildlife Center.
- Secondly, the noise from the traffic and the loud music and crowds associated with the campground would have a negative impact on the rehabilitation of our birds and animals who are kept in enclosures prior to their release. We also have a number of wildlife ambassadors who are permanently injured and, therefore, can never be released. These include a Bald Eagle, Peregrine falcon, and a variety of other birds, mammals, amphibians and reptiles. Wildlife can be easily traumatized by loud noise, especially when they cannot getaway from it.
- Finally, The Blue Ridge Wildlife Center sits on land that is leased from the Burwell Van Lennep Foundation, whose entire property is under conservation

easement. We would hate to see any of this land negatively impacted from a conservation standpoint, i.e. river bank erosion and pollution or littering of the land or waterways, including oil or gas spills, or food or trash that can sicken or endanger wildlife.

- We urge you to consider these concerns as outlined above. Please distribute this letter to the Clarke County Board of Supervisors for the record.

#### Laurie Volk; White Post

- I submit this statement in opposition to the Special Event Application of Shepherds Ford Productions, LLC (the "Application") proposed for Island Farm at 1352 Tilthammer Mill Road in Boyce. I have been a resident of Clarke County for over 25 years. Recently, I purchased Huntover Farm off Redgate Road in White Post, 160 acres with significant frontage on the Shenandoah River. I am a member of the County's Board of Zoning Appeals. To my understanding, there have been many expressions of support for the Application from non-residents of Clarke County. It is my hope that statements from County residents carry more weight with the Board of Supervisors. I respectfully request that this statement in opposition be made part of the public record.
- There are numerous issues of broad concern in the Application:
- (1) Too Many People. The Application proposes as many as 3,500 attendees at three music festivals per year over three years. As set forth in the Shepherds Ford Productions 2012 Event Plan ("SFP Plan") attached to the Application, total daily attendance including staff could be as high as 3,750. See SFP Plan at page 2. That is equivalent to 25% of the County's entire population, which was approximately 14,619 in 2019, attending an event on a single day at one location. Such numbers are excessive;
- (2) Loss of Agricultural Land. The proposed venue location at Island Farm is situated on prime agricultural land that until recently has been operated as a farm. It is regrettable that the new landowner proposes events that are inconsistent with the County's Comprehensive Plan that seeks to promote and preserve agriculture. Approving the Application would result in the loss of 269 acres of agricultural production at Island Farm;
- (3) Too Close to the River. The proposed venue is situated too close to the Shenandoah River, one of Clarke County's outstanding scenic and natural resources. The Shenandoah River is an exceptional resource but it is also a fragile one. Large events like those proposed in the Application would no

doubt have negative impacts on the river. The river frontage at Island Farm is unfenced along the riverbanks. In the hot summer, and possibly under the influence of alcohol, it would be difficult to prevent attendees from getting in the river to swim and cool off. No precautions to prevent this were set forth in the Application. The river banks are steep in places and there are no approved public access points to the river along Island Farm's frontage, creating serious safety concerns for attendees. Furthermore, such a concentration of attendees would no doubt result in trash accumulation, degradation of the water quality and erosion of the riverbanks.

- (4) Too close to Blue Ridge Wild Life Center. The proposed venue is too close to the adjacent Blue Ridge Wildlife Center, a widely supported and state licensed facility. Wildlife is rehabilitated there and the Center provides educational programs for the public. The large-scale events proposed would disturb the rehabilitation efforts, disrupt the access to the Center from Tilthammer Mill Road for visitors and employees alike, and affect the Center's ability to carry out its mission. Furthermore, that stretch of the Shenandoah River provides significant habitat for many kinds of animals and birds, including the American Bald Eagle, a protected species.
- (5) Creates traffic and Safety Issues on Roads. There are numerous problems related to traffic, safety and access to the proposed venue site. Tilthammer Mill Road is a two-lane Virginia scenic byway that twists along the Shenandoah River with numerous blind curves. With the numbers anticipated at the events, traffic is likely to backup and stack. It would be very dangerous to come around a bend at 45mph and encounter a backup. The dramatically increased traffic and backups on event days will greatly inconvenience residents who use the road daily. The approval from VDOT submitted with the Application is conditional upon there being no impediments to through traffic and no backups created. Backups will be inevitable.
- (6) Inadequate Ingress and Egress. The ingress to Island Farm is a narrow farm entrance. Heavy use by vehicles such as campers, RVs, and trucks with supplies, in addition to passenger cars, will take its toll. It would be problematic to expand the entrance because of the geography which features an adjacent stream and rock cliff. There is only one way in and only one way out, generally a recipe for disaster at large events. It does not appear that vehicles can enter and exit the entrance at the same time. There is no easy way for emergency vehicles such as firetrucks or rescue squads to enter and

exit quickly. In the event of heavy rain, vehicles could be stuck in the mud creating additional delays. With the possibility of 3,500 attendees there will be tremendous traffic on Tilthammer Mill Road on event days. At best local residents will be inconvenienced, at worst the traffic and backups will result in truly unsafe conditions.

- (7) Loud Music and Bright Lighting. As set forth in the SFP Plan at page 4/4, the music will be amplified. Even if the applicant observes the Clarke County sound ordinances, sound travels differently under different weather conditions and the ordinance would be difficult to enforce. The amplified music is likely to create noise pollution for local residents on Tilthammer Road, for landowners across the river and disturb wildlife along the river. Similarly, the festival will require special lighting creating light pollution for local residents on both sides of the river and for wildlife. There are no details in the Application addressing how the lighting will be shielded so as to prevent "unreasonable glow" beyond the venue. See Application, page 7/9. Homeowners have a right to the quiet enjoyment of their property and that enjoyment would be jeopardized by loud and illuminated three-day music festivals that run from 10:00 am until 11:59pm.
- (8) Few Benefits but Many Costs to County. Taken as a whole, there are apparently few economic benefits to the County associated with the proposed events. Attendees are coming to hear music for the day, enjoy food and alcohol sold on the premises, even camp out and spend the night. They are unlikely to shop, dine or spend the night at local establishments. At best, an attendee might buy a tank of gas and a coffee at Dunkin Donuts, hence resulting in little tax revenue benefitting the County. However, there will no doubt be costs to the County associated with the events for additional services provided by the sheriffs office as well as fire and rescue squads.
- (9) Technical sbortcomine:s with Apolication. In addition to the conceptual issues outlined above, there are several technical problems with the Application as submitted There are numerous misstatements of fact:
  - a) No musical events at Island Farm venue have been approved by the Board of Supervisors. Special event applications have been approved for musical events at Watermelon Park but not at this proposed location. Application at page 1/9; and
  - b) There is no evidence that the notices to surrounding landowners were received and no evidence that neighbors across the river were contemplated

as adjacent landowners although they too will be impacted by the events. Application at page 4/9. There also numerous inadequacies in the information provided in the Application including:

- c) Detailed scaled drawings are required to be submitted with the Application. The rough diagram submitted with the Application is grossly inadequate and does not address the details set forth in the Application at page 2/9;
- d) In the Application at page 7 /9 the applicant indicates no additional safety services are required beyond that offered by public agencies. In events of this size it is difficult to imagine that no additional services will be required. Consequently, the burden would fall on Clarke County public services entirely. Additional safety services would no doubt be required and details must be provided.
- e) Adequate on-site medical service and emergency transport vehicles services are required. Application at page 5/9. The SFP Plan proposes "a tented area with unobstructed egress to the county road". SFP Plan t page 3/4. However, as noted above, there are serious problems with the ingress and egress to Island Farm.
- Based on all of the above, the proposed musical festivals at Island Farm are wholly inappropriate for Clarke County and there are numerous technical problems with the Application as filed. Even if all the issues were adequately addressed, I would urge the Board to deny it. There are other more suitable venues in the County such as the Ruritan Fairgrounds that has experience hosting large events, adequate parking, safe ingress and egress, and close proximity to major roadways. Given the rural, agricultural, environmental and scenic values treasured in our County, and enshrined in the Comprehensive Plan, the Application should be denied.

#### Susan Galbraith; Boyce

- Besides the obvious increase in traffic on roads not designed for such; besides the explosion of city-noise along a river that MANY people visit in order to hear only the sound of nature; besides the increase in trash and garbage strewn along the roads, and into the river, there is another reason this “park” should not be given the go ahead.
- Converting the Island Farm property into an event center like Watermelon Park will continue the destruction of habitats and ecosystems that we (the public) are just becoming aware of how important they are to the overall

health of the river, and thus our water supply. These natural ecosystem buffers play a vital role in erosion control that help to prevent flooding, loss of topsoil, and chemical and animal feces runoff into the river. It has also been shown that natural ecosystems are efficient at filtering out toxins dumped for years by human industry into the rivers. In the full scope of the river, this is but a small remaining natural section, but the chipping away of such areas, is creating the ever-growing accumulative negative effect. Though this is a Clarke County decision, that decision impacts people, animals and plants up and down the whole of the river. As human population soars, water is becoming more and more precious. Do we really want to continue to jeopardize the water of our river by adding another unnecessary event center on its banks?

- “Plans to protect air, water, wilderness, and wildlife are in fact plans to protect man.” Stewart Udall, Secretary of the Interior 1961-69
- Let’s FINALLY begin to enact these plans and not go ahead with this “park”.

John Morgan, Karen Morgan, Neil Johnson, and Elizabeth Johnson; Boyce

- As property owners in Calmes Neck Estates, we strongly oppose the application for a series of commercial events for this property. This activity would be very detrimental to our community and the sensitive river environment, and is an unacceptable venue for the proposed events.
- We enjoy the quiet beauty of our home in Clarke County with an expansive, rural view. In fact, it is quiet enough that we enjoy hearing the cows on the property in question. As a result, we are concerned about the significant negative visual impact as well as the noise from amplified music and pollution (for example from gas generators and diesel powered lighting) which will drift with the prevailing winds toward our property.
- We appreciate the need for gatherings of this sort but would strongly encourage the Board keep festivals at existing venues such as the Clarke County fairgrounds which are better suited for such activities.
- We did note with concern the RV Campers located on this property over the summer in our direct view as well as the damage that was caused to the riparian buffer zone along the length of the property to create river access down the steep bank. We regularly use the river for kayaking and between the campsites and the destruction of vegetation, this property is not in keeping with the surrounding environment and we are deeply concerned about the greater impact of 3,500 attendees on the Shenandoah River and Spout Run.

- We urge you to permit no further expansion of commercial activity here and deny the application for the Large Special Event Permit at this location.

Gerome Garver pointed out to the Board of Supervisors that many people believe that this event will be held on Island Farms. It will not be held on Island Farms. Island Farms is a neighboring farm that is a land trust operated by a Board of Trustees. The farm that it would be held on is River Farm. Wanted that clarifications in the record.

Chris Boies informed the Board that there were 265 letters received, some of which was just heard. There were 182 people for the event, 81 that were against the event, and one (1) that had concerns but did not state an opinion. Tried to track from the letters of those who were residents of Clarke County. The ones that were clear to be Clarke County residents: 18 were for the event, 77 were against the event, and the one person had concerns. For the non-residents: 64 were for the event and two (2) were against it. There were 102 that had unknown residencies; 100 were for the event and two (2) were against.

Chair Weiss stated that if it suits the Board, it is clear that we have heard from enough residents both here and through writing, advocate closing the public hearing.

By consensus, the Board members agreed to close the public hearing.

At 8:15 pm, Chair Weiss closed the Public Hearing.

Chair Weiss thanked the people in attendance and the ones viewing for taking the time and all of their efforts to work on sending in comments to the Board.

Thanked all Clarke County residents for their conscientious of the safety rules that are set to fight the pandemic with; believe Clarke County has done relatively well, considering the status of the rest of the Country and the World. Complemented the attitude of Clarke County residents, all keep continuing to smile and work with each other. Wanted to take the opportunity to thank you personally and from the Board of Supervisors as well; for all of the sacrifices; adding that we will get through it; please keep up the good fight.

Supervisor Lawrence asked if property owners own to the edge of the river or the middle of the river. Chris Boies stated that typically the State owns the river. Adding that County Administration notified adjoining property owners including those on other side of the river of the public hearing. Chris Boies explained that that was in a different manner than the applicant did at the beginning of the process.

Supervisor Lawrence stated that the comments in the packet were mostly against the event, but in the new comments that came in it has many people who attend the concerts and support the event.

Supervisor Lawrence opined that he goes every now and then and it is a great festival, it is well run and organized. Added that the year it was held at the fairgrounds it was great. There certainly are problems with this location.

Vice-Chair McKay stated that this event is an asset to Clarke County to have but with that being said, I do not think that this location is absolutely dismal with things that cannot be fixed. The ingress and the egress are roughly 20 feet wide on a farm lane and there is nothing that can be done to solve that problem. I cannot support this application because of the location. Believe there are other locations in Clarke County that are much better. Feel that this is a disaster waiting to happen if you have it down that narrow lane because people cannot get in and out if something happens; for examples a tent is on fire or someone has a heat stroke; there is no way to get the rescue squads in there. Getting in and out is my number one (1) concern. Vice-Chair McKay added that the river access is also poor and pretty much non-existent.

Supervisor Lawrence stated that he took a tour of the property and asked if parking would be on the field on the left as you come in. Trevor Creany answered yes there will be a road to the big parking area shown on the map. Trevor Creany explained that for the stage no specific direction has been discussed, would be willing to work with the County if there was a specific direction that you wanted the stage to face. Trevor Creany then explained that for the camping it would be filled from front to back so no one is a mile away.

Supervisor Bass asked the applicant for his perspective on the ingress and egress issue. Trevor Creany stated that in all honesty he agrees that the ingress and egress is an issue. The owner said he has the ability to widen the road if that was a contingency on the approval. Further explained that the owner stated that he would use a backhoe to cut into the hill to widen the area and pave the entrance. Chair Weiss expressed that it will take more than a backhoe. Trevor Creany explained that the owner is willing to widen the road if that is a contingency.

Supervisor Lawrence asked and Trevor Creany explained that the single-day events, it was always put into the Watermelon Park permit applications; it was just for the instance that somebody wanted Shepherd's Ford Productions to do a one-day event; was a way to save the day just in case instead of having to applying for a bunch of different events permits.

Supervisor Lawrence questioned the single-day event again; Trevor Creany stated that on behalf of shepherd's Ford Productions, would be willing to remove the single-day event from the application if that was a contingency. Those are really put into the application so the whole process does not have to be done if someone wants a one-day event at that location.

Supervisor Lawrence questioned and Trevor Creany confirmed that families attend both of the festivals.

Supervisor Catlett opined that there are a lot of concerns, some have already been stated. One concern is the camping scenario, it is not zoned for this site where it was grandfathered in at Watermelon Park. Trevor Creany stated that he has personally applied for many permits through different companies for other events; they have been approved and there was camping at those events. Trevor Creany added that he honestly did not think that would be an issue. Supervisor Catlett stated that that need to be addressed.

Supervisor Catlett explained that a second concern is the entrance, even if it could be widened it still will not change the fact that it is still near the bridge and the curve; so still a challenge.

Supervisor Catlett explained that it is stated in the application that the integrity of the river would not be compromised. Questioned how it could not be compromised since it is a much larger area compared to Watermelon Park. Adding that there is documentation that there are many eagles and other wildlife beside the wildlife center and the noise will have a large impact on the wildlife. This will be multiple days were they would be impacted and with wildlife hard to reverse that negative impact.

Supervisor expressed that the sheer numbers; personally an vision that if you had the 3, 750 people; that is approximately 85% of Berryville. Adding that if 85% of Berryville drove to that location that would be problematic especially the travel trailers and with not all coming in at the same time.

Trevor Creany explained to the Board that when it was held at Watermelon Park; strived not to get Lockes Mill road blocked. The blockage was from people trying to get there on Tuesday morning for the prime campsites. To avoid that blockage did a 9 am start time but allowed people to enter as early as 6 am right after the ticket both arrived. Adding that the proposed property has approximately a mile of road off the main road where cars line; which is a lot more room then at Watermelon

Park. Further explained that there are 2,000 people who stay all weekend, out of those some do go home if they are local but a majority stay on the property. Sell roughly around 2,000 camping passes, so for the single-day passes we sell up to 1,500 or the entire weekend. Therefore, Saturday there is usually 750 people coming with the single-day pass; in addition to the 2,000 campers. It is not 3,500 people all coming in at one time. This is why there has never been a huge issue at Watermelon Park with cars being backed up.

Supervisor Catlett explained that as the neighbor, it may not be 3,500 people all at one time, but it is 3,500 people total spread out over a few days. So it is not just one tough day for the neighbor it is a few days with the traffic. Trevor Creany stated that the cars will always be moving there will not be a standstill. Supervisor Catlett expressed that with the curves and the hill it would be a challenge.

Supervisor Bass asked if there would be a line of cars along the river to go to a separate parking area; Trevor Creany explained that it may not necessarily be by the river still looking at all of the options. Trevor Creany further explained that there is approximately a mile of road that can be used to line cars and get cars on the property before we even have to worry about a backup of Tilthammer Mill Road. The ticket booth will not be right at the intersection of Tilthammer Mill Road and the property; it will be inside the property.

Chair Weiss stated that Watermelon Park Fest was successful and have great respect for Shepherd's Ford Productions. There were rocky time at the beginning of Watermelon Park Fest; there was traffic issues, noise issues, staging, and river frontage issues. The same issues that are presented at this proposed location. Watermelon Park was a much smaller site; the Board worked with property owner and Shepherd's Ford Productions to fix those problems. The big benefit is that there was a big road to keep people moving and you did have very little backup because you had a site to put them on. Watermelon Park spoiled you because it worked, and it worked beautifully. The application is not sufficient it does not answer the questions that it should have answered. All the explanations from tonight are not laid out or said in the application. Should have addressed the issues in the application because it is asking for very large events at the maximum; understand that it was felt that Watermelon Park Fest could be moved to this site and it would run well because Shepherds Ford Productions does a good job; that is a reasonable assumption. With the application the job is to convince the Board that all of the issues can be mitigated. Adding that land use decision are not based on who is applying, they are based on what is being done to the land. The Board has great respect for you but it is not particularly relevant that you believe you could run an event and mitigate some of the issues.

Chair Weiss stated from his point of view, you cannot mitigate with a backhoe or not; you cannot mitigate how to get emergency vehicles into that site. River Farm will get wet when it rains, going to have people bogged down, if you have a bad weather during the event, event with all of the great planning, there is no way to get people in and out; people will be bogged down on the site and it will overwhelm you, our emergency services. This Board in my view cannot support something that has that much risk to the population whether from here or not.

Chair Weiss expressed the camping concern; in past personal view was that the auxiliary camping was on parcel with the event festival days. Conveyed that John Staelin is correct that the Code of Clarke County does not state that but believe that was the Boards view. In this application asking for two (2) separate days of strictly camping that does not coincide with the music. The Board currently could not approve that because that does require a special use permit.

Chair Weiss explained that in his view this site simply would not work despite your professionalism and the great things that the festival has brought to this County and its participants. It is a wonderful festival, it does wonderful things for children, it does wonderful things for all involved, and this whole County. Cannot in good conscious say that out ways the safety issues that in my personal view are not able to be mitigated without causing further environmental issues, to cutting a road through that hill. Last thing that this Board wants to do in encourage a large scale road to cut through the bank because that will set persistence that if you have a good entrance you can have events.

At Supervisor Bass's request; Chair Weiss explained that VDOT viewed the wrong site. The person thought that they were being asked to view Watermelon Park not the new location. Generally, VDOTs rules to these type of private events is that as long as they do not create backup on the road, it is not a problem. VDOT relies on the Board of Supervisors to say that we think this is a good event and we will ask the applicant to keep the traffic off of the roads. It is a valid point that the Board has incorrect information in the packet, so we do not have a definitive answer from VDOT on that issue.

Trevor Creany explained that Shepherd's Ford Production sent the notice of the application to VDOT when the application was sent into County Administration. The departments then have 45-days to respond and if they do not respond it is deemed as an approval; when discussing road issues it would have been nice to have the answer from VDOT prior to the public hearing.

Chair Weiss stated that as the Board reviewed the application and concerns arose tried to convey that information to the respected department and to the applicants.

Supervisor Lawrence stated that in Trevor Creany's defense the first paragraph says the address to VDOT, but believe that as soon as they saw watermelon they skipped down to the rest of the letter and did not realize it was in a different spot. Trevor Creany expressed that that is unfortunate for Shepherd's Ford Productions.

Chair Weiss explained personally that he believe VDOT will not have an issue with the access because it is not on their right-of-way. Adding that personally do not feel that you have a good access.

Supervisor Catlett expressed that the Board is tasked tonight to look at the application for the special use permit at this location. We know that Shepherd's Ford Productions have done an amazing job at Watermelon Park for years, so for all of the people who wrote the letters of support it is not a surprise because everyone really enjoys the event. Tonight, the Board has to look at this application at this location and this site is not suitable of safe.

Supervisor Bass read the following personnel written statement:

"I am not an unbiased and disinterested member of the community when it comes to music. I come from a musical family – my father and brother performed classical guitar and lute pieces at The Barns in October. I have also performed in multiple genres across the County for years. I have a number of friends who play and perform regularly here in the County and regionally, including close friends who played annually at Watermelon Park Fest. My family, friends, and I have attended Watermelon Park and the River & Roots Festival regularly for a number of years. Music is near and dear to us.

Beyond that, Clarke County and its surrounding areas are blessed with a plethora of musical talent. I have always believed that music is a tremendous cultural boon for Clarke County. And the fine people behind Shepherds Ford are integral in developing and maintaining that culture. It's no coincidence that Trevor and his friends (who I've performed with) grew nearby Pasture Palooza from a casual field party into a well-respected festival that drew regional and even national performing acts.

In all my years attending events at Watermelon Park, I never witnessed anything other than family-friendly, environmentally-conscientious, peaceful patrons enjoying great music by the River. I have full faith in Shepherds Ford that wherever the location, they would do as good a job managing a festival as any outfit, anywhere. I really want these festivals to happen. My family and friends do too. I

have received a number of communications in support of Shepherds Ford and the Festivals.

At the same time, I believe my role as County Supervisor requires me to be objective in making decisions that impact County residents and land use. For the same reasons my colleagues have already stated, and some of those stated in the record, including compliance with our Zoning regulations, I have deep reservations about this particular location. While my own personal biases, being a Town resident, would steer the Festivals to the Fairgrounds, I will continue to support Shepherds Ford in its quest to resurrect the unique, important, and irreplaceable music festivals it, and Clarke County, are known for. But I cannot support this particular venue as it is currently proposed at this time.

So while Shepherds Ford will forever have my patronage and heartfelt vote of confidence, it pains me to say that unfortunately I cannot vote to approve the Special Event Permit as presented.”

Vice-Chair McKay expressed that he hopes that Shepherd’s Ford Productions can find a different location that is suitable. Very supportive, it has been going on for many years and is woven into generations of Clarke County; really hope that Shepherd’s Ford Productions can find a different, better location.

**Supervisor Catlett moved to deny the Watermelon Pickers Fest, River & Roots Festival, single-day Special event permit.** The motion carried by the following vote:

- Matthew E. Bass - Aye
- Terri T. Catlett - Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

Chair Weiss thanked the applicant for his honesty and integrity; for working with the County; sorry that it did not work out.

24) Adjournment

At 8:47 pm, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 19, 2021, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: December 15, 2020

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

\_\_\_\_\_  
Chris Boies, County Administrator

\_\_\_\_\_  
Transcribed by Brianna R. Taylor, Deputy Clerk to the Board of Supervisors

# Clarke County Board of Supervisors

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## Consent Agenda

- Policy for allowing parcels in easement to retire all remaining DURs
- Application for easement donation-Blue Ridge Hunt
- Application for easement donation-Gerald Staley & Margaret Geisler
- 106 North Church Street Lease Agreement Dunn Land Surveys Inc. Renewal
- 2021-01R Resolution of Recognition and Appreciation of FISH of Clarke County; Deloris Hausenfluck, Elizabeth Hanrahan, and Sharon Harrison
- 2021-02R Resolution of Recognition and Appreciation of Charles Kackley

## Criteria for allowing parcels in easement to retire all remaining DURs

The Conservation Easement Authority has expressed concerns for allowing vacant parcels being placed in easement to retire all remaining DURs as potential problems could arise in the future if a parcel is sold and the new owners purchased the vacant land assuming a single-family dwelling could be built.

The Clarke County Zoning Ordinance allows parcels to have zero DURs as follows:

### 3-D-10 Parcels with Zero Dwelling Unit Rights

- (4/18/95)  
(11/24/98)  
(8/19/03)
- a. No parcel may be created with zero dwelling unit rights in the AOC or FOC zoning district unless it meets one of the following criteria:
    1. contains an existing dwelling pursuant to Section 3-D-4; or,
    2. has an approved Special Use, has a use allowed as a Special Use, or
    3. is subject to a recorded permanent open-space, conservation, or historic easement granted to one or more of the following: the Clarke County Conservation Easement Authority, the Virginia Board of Historic Resources, the Virginia Outdoor Foundation, or any other entity authorized to hold an open-space easement pursuant to the Virginia Open-Space Land Act (§10.21-1700, Code of Virginia) and approved by the Clarke County Board of Supervisors.
  - b. The record subdivision plat creating a parcel with zero dwelling unit rights shall be accompanied by an affidavit signed by the property owner, that shall be recorded in the office of the Clerk of the Circuit Court with the subdivision plat, stating that the owner acknowledges that there are no dwelling unit rights assigned to the property, that no dwelling may be constructed on the property, and that these circumstances are binding on all subsequent owners.

Recently the Authority has received applications for vacant land where the landowners requested retirement of all remaining DURs. In one case, the applicant was encouraged to keep one remaining in the other case both DURs were permitted to be extinguished. This prompted members to suggest that criteria should be established that would provide an objective standard for situations where no DURs are retained.

Mr. Mitchell was asked to review the proposed policy. His response is as follows:

You advised that the proposed provisions for zero DUR lots are policy provisions to be applied by the Authority for property being placed in a conservation easement with the Authority meeting the requirements of §3-D-10(a)(3) of the Zoning Ordinance.

My suggestions for some of the wording in the policy provisions are:

- 1) Add the word "access" after the word "road".
- 4) Revise the beginning of the sentence to read: "Any parcel placed in a conservation easement with zero DURs shall . . ."

Based on Mr. Mitchells comments the following is the proposed final policy:

**Any parcel placed in a conservation easement with zero DURs shall meet the following criteria:**

- 1. No public road access or recorded private easement access; OR**
- 2. Site conditions that restrict or eliminate the potential for development – for example, flood plain, steep slopes; OR**
- 3. Other special facts and circumstances that make it appropriate to retire all DURs. Such as viewsheds, historic features.**
- 4. Any parcel placed in easement with zero DURs shall provide a survey plat that includes a statement saying that this is not a legal building lot and has zero DURs**

## MEMORANDUM

TO: Board of Supervisors  
FROM: Conservation Easement Authority, A. Teetor  
DATE: January 4, 2021  
SUBJECT: Application for easement donation – Blue Ridge Hunt

The Blue Ridge Hunt, Anne McIntosh, agent has applied to the easement authority for approval of an easement donation. The property is located at 1040 Kennel Road approximately 6/10 of a mile south of the intersection with Route 50. The property is identified by Tax Map# 28-A-24A. It consists of 10 acres with an existing pre-1980 house (built in 1961) and 1 DUR. The applicant proposes to retire the remaining DUR.

The parcel is zoned AOC and is not currently in use value taxation, but is eligible, in accord with the Commissioner of Revenue's requirements, then a DUR purchase 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 property meets 3 of the 4 criteria. The property resource score is 60.61. The applicant is retiring 1 DUR. It is across the road from a VOF easement (Northfield Farm) it is less than 40 acres. Points were given for retiring 1 DUR, being adjacent to an existing easement, having a house built in 1961 that is within the Greenway Rural Historic District and could be a contributing in the future, and being owned by the Hunt for over 50 years. The Easement Authority gave final approval for the donation at their February 20,2020 meeting.

### **Recommendation**

Approve the easement donation of the Blue Ridge Hunt.



Blue Ridge Hunt  
 Tax Map# 38-A-1  
 10 acres, 1 DUR, 1 exempt.



200 100 0 200 Feet



Clarke County GIS  
 October 31, 2019



-  Parcel Boundary
-  Public Road
-  Private Road
-  Scenic Byway
-  Conservation Easement

Location Map



Aerial Imagery 2015 Commonwealth of Virginia

## MEMORANDUM

TO: Board of Supervisors  
FROM: Conservation Easement Authority, A. Teetor  
DATE: January 4, 2021  
SUBJECT: Application for easement donation – Gerald Staley & Margaret Geisler

Gerald Staley & Margaret Geisler have applied to the easement authority for approval of an easement donation. The property is located at 117 Bell Lane and is identified as Tax Map# 24-A-25A, 42 acres. The parcel has 1 existing pre-1980 and zero remaining DURs. The property is primarily used for pasture.

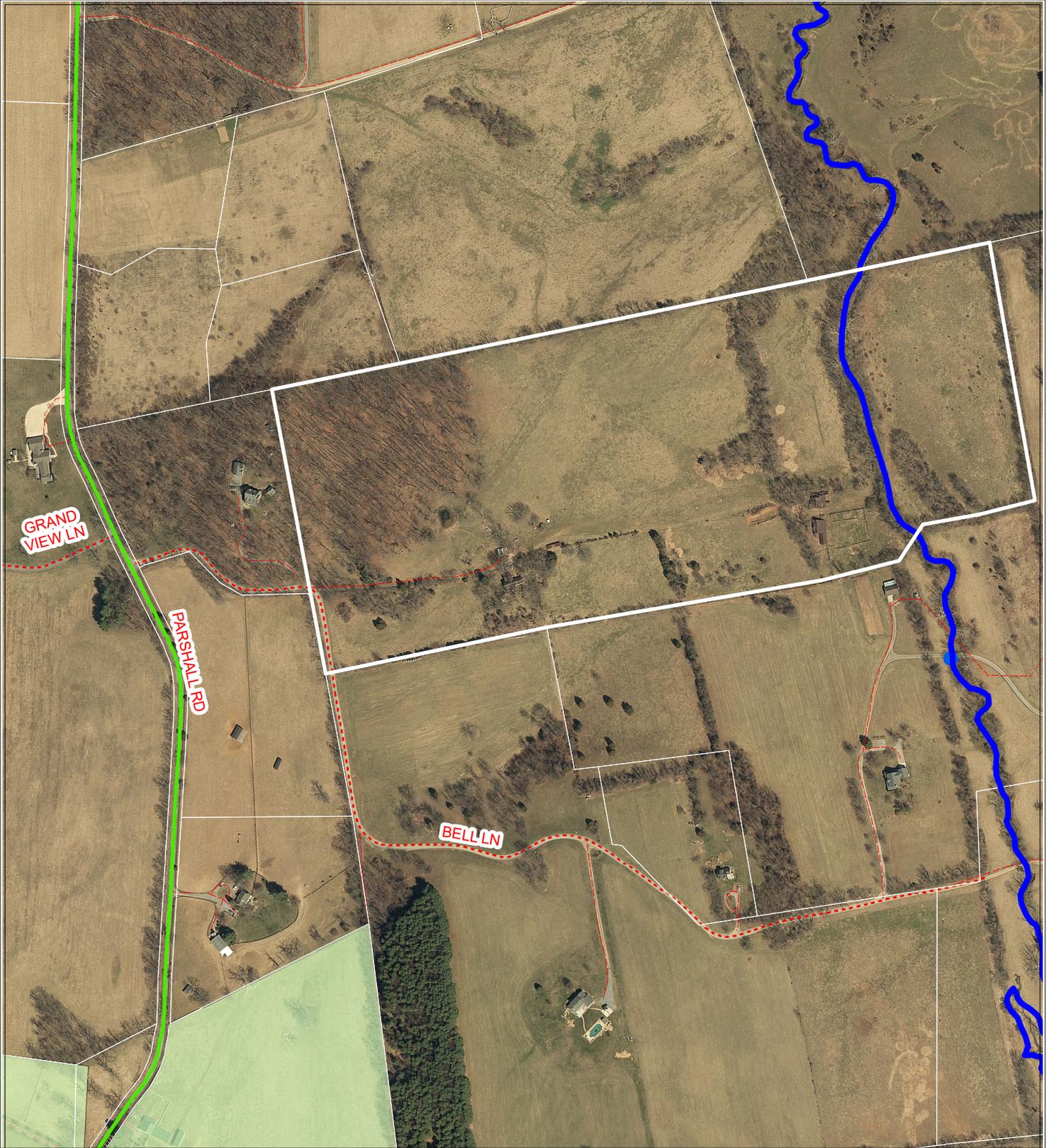
The parcel is zoned AOC and is currently in use value taxation, therefore in accord with the Commissioner of Revenue's requirements, then a donation may be considered if at least two of the following four guidelines are met:

- 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.

In reviewing the parcel, all 2 of the 4 criteria have been met. The parcel is over 40 acres and the property resource score is 44.9. Points were given for having a perennial stream (Dog Run), and having a structure that could be considered contributing in a future Rural Historic District. There are no remaining DURs as the property has been subdivided. A site visit was conducted on November 2<sup>nd</sup>. The Easement Authority approved the donation at their November 19, 2020 meeting.

### **Recommendation**

Approve the easement donation of Gerald Staley and Margaret Geisler.



Gerald Staley & Margaret Geisler  
 Tax Map# 24-A-25A

42 acres, 1 ext. dwl., 0 DURs

Clarke County GIS  
 October 6, 2020



250 125 0 250 Feet



- Intermittent Stream
- Perennial Stream
- Scenic Byway
- + Railroad
- Public Road
- - - Private Road
- Parcel Boundary

Location Map



Aerial Imagery 2015 Commonwealth of Virginia

**THIS LEASE AMENDMENT AND EXTENSION**, effective the 1<sup>st</sup> day of January, 2021, is by and between **THE COUNTY OF CLARKE COUNTY, VIRGINIA**, Lessor, and **DUNN LAND SURVEYS, INC.**, Lessee.

#### RECITALS

A. The parties entered into a Lease Agreement ("Lease") dated April 16, 2013 for the lease by Lessor to Lessee of the property designated 106 North Church Street in the Town of Berryville, Virginia.

B. The term of the Lease has expired and the parties desire to amend and extend the Lease as hereinafter set forth.

#### AGREEMENT

The Lease is hereby amended and extended as follows:

1. Paragraph 2 of the Lease is hereby amended to read as follows:

2. TERM:

The term of this lease shall be one (1) year, commencing on January 1, 2021.

2. Paragraph 3 of the Lease is hereby amended to read as follows:

3. RENT:

As rental for the leased premises, Lessee shall pay to Lessor the sum of six Hundred Dollars (\$600.00) per month, payable in advance on or before January 1, 2021 and on the first day of each month thereafter. In the event that the monthly rent payment is not paid within fifteen (15) days of the due date, there shall be added to the rental amount a late charge of five percent (5%) of the payment amount.

3. Paragraph 4 of the Lease is hereby amended to read as follows:

4. OPTION TO EXTEND

At the expiration of the primary term of this Lease, provided Lessee shall not be in default in the payment of rent or the performance of any of the covenants on its part to be performed, and except as hereinafter provided, Lessee shall have the option to renew this Lease for three (3) additional terms of one (1) year each, upon giving written notice of the intention to renew to Lessor not less than ninety (90) days prior to expiration of the term. The terms and conditions on the renewal term shall be the same as set forth in the Lease. Provided, however, that if the Lessor intends to use the Property for its own uses at the expiration of the primary term, or any extended term, it shall notify Lessee in writing not less than six (6) months prior to the expiration of the primary or extended term, in which event the option to renew contained herein shall become null and void and in no further force and effect.

4. Paragraph 16 of the Lease is hereby amended to change the name of the County Administrator to Chris Boies.

In all other respects the Lease shall remain in full force and effect.

WITNESS the following signatures and seals:

COUNTY OF CLARKE, VIRGINIA, Lessor

BY: \_\_\_\_\_

DUNN LAND SURVEYS, INC., Lessee

BY: \_\_\_\_\_

W. Stuart Dunn, President

# Clarke County Board of Supervisors



**Berryville Voting District**  
**Matthew E. Bass**  
(540) 955-5175

**Millwood Voting District**  
**Terri T. Catlett**  
(540) 837-2328

**Russell Voting District**  
**Doug Lawrence**  
(540) 955-2144

**Buckmarsh Voting District**  
**David S. Weiss – Chair**  
(540) 955-2151

**White Post Voting District**  
**Bev B. McKay – Vice Chair**  
(540) 837-1331

**County Administrator**  
**Chris Boies**  
(540) 955-5175

## **Resolution of Recognition and Appreciation of FISH of Clarke County Deloris Hausenfluck, Elizabeth Hanrahan, and Sharon Harrison 2021-01R**

**WHEREAS**, with the generous support of the community, the American Red Cross, the Salvation Army, and the Department of Social Services, FISH of Clarke County has been serving the community since 1969 by providing food, clothing, transportation, and emergency financial assistance;

**WHEREAS**, FISH of Clarke County led by Deloris Hausenfluck, Beth Hanrahan, and Sharon Harrison volunteered their time and energy into creating a FISH CARES Team to provide monetary assistance utilizing CARES Act Funds received by the County to support residents with rent, mortgage, and utility assistance during the COVID-19 Pandemic;

**WHEREAS**, FISH of Clarke County provided rent and mortgage assistance totaling \$23,500, and utility assistance totaling \$26,500 to 37 families for a grand total of \$50,000 in aid between the 30<sup>th</sup> day of October and the 10<sup>th</sup> day of December 2020;

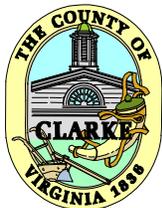
**NOW, THEREFORE, BE IT RESOLVED** by the Clarke County Board of Supervisors that FISH of Clarke County, Deloris Hausenfluck, Elizabeth Hanrahan, and Sharon Harrison be recognized and congratulated for their service and dedication to the community.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the Clarke County Board of Supervisors' members assembled on the 19<sup>th</sup> day of January 2021.

ATTEST 2021-01R

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

# Clarke County Board of Supervisors



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(540) 837-1331

**County Administrator**  
Chris Boies  
(540) 955-5175

## Resolution of Recognition and Appreciation of Charles Kackley 2021-02R

**WHEREAS**, Charles Kackley started serving Clarke County in 1968; serving on the Board of Zoning Appeals, Board of Equalization, and the Clarke County Planning Commission;

**WHEREAS**, Mr. Kackley was first appointed to the Board of Zoning Appeals on May 13, 1968, where he served on and off over 52 years until his resignation on November 2, 2020. Mr. Kackley was an integral member of the Board and served as Chairman of the Board for many years;

**WHEREAS**, Mr. Kackley served on the Board of Equalization for a one-year term from 1986-1987, where he assisted in a reassessment;

**WHEREAS**, Mr. Kackley was first appointed to the Clarke County Planning Commission in 1975 and last serve in 1999;

**NOW, THEREFORE, BE IT RESOLVED** by the Clarke County Board of Supervisors that Charles Kackley be recognized and congratulated for his many years of service, knowledge, and expertise on the Board of Zoning Appeals. And that his dedication to Clarke County be hereby memorialized as a token of the respect and high esteem in which he is held.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the Clarke County Board of Supervisors' members assembled on January 19, 2021.

ATTEST 2021-02R

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





## Personnel Committee Items

Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611

Monday, January 11, 2020 9:30 am

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
A.	Expiration of Term for appointments expiring through March 2021	226
	2021-01-11 Summary: Following review, the Personnel Committee recommends the following:	
	<ul style="list-style-type: none"><li>– Appoint Jennifer Parker, new Clarke County Director of Social Services, to the Community Policy Management Team, filling the unexpired three-year term of Brittany Heine, expiring December 31, 2022.</li><li>– Recommend to the Circuit Court for the reappointment of Howard Means to the Board of Zoning Appeals to serve a five-year term expiring February 15, 2026.</li></ul>	

# Appointments by Expiration Through March 2021

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Development Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
3.01: MEMBERSHIP The voting members of the Consortium shall be the Chief Local Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Investment Board (SVWIB), or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.					
02/10/2020: Request private sector involvement.					
3.02: TERMS OF OFFICE The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.					
<i>October 2020</i>					
Board of Social Services			4 Yr		
Gray	Lynn	Berryville District	7/17/2018	10/21/2020	4/16/2014
Resigned 10/21/2020, term ends 7/15/2022					
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
<i>December 2020</i>					
Board of Zoning Appeals			5 Yr		
Brumback	Clay	White Post District	4/1/2019	12/15/2020	12/20/2017
BoS Recommendation Alternate moved to full member 12/15/2020, term exp 2/15/2024					
Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."					
Community Policy and Management Team			3 Yr		
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020	11/21/2017
Complete unexpired term of Audrey Brown					
2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, & the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, & the local school div. The team shall also include a rep of a private org or assoc of providers for children's or family services if such organizations or associations are located within the locality, & a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent & Private - SOEI file at time of original appointment only					
Northwestern Community Services Board					
Brown	Audrey	White Post District	11/21/2017	12/31/2020	11/17/2015
1st full term 12/31/2017 thru 12/31/2020					
2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]					

## *February 2021*

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			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Board of Zoning Appeals			5 Yr		
Means	Howard	Millwood District	2/15/2016	2/15/2021	11/17/2009

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

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*March 2021*

Lord Fairfax Emergency Medical Services Council			1 yr		
Wilson	Wade	Career Representative	6/16/2020	3/15/2021	8/15/2018

Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.

Trent	Carolyn	Medical Professional	6/16/2020	3/15/2021	8/15/2018
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Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.

Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2021	6/17/2014
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Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.



**Matthew E. Bass – Aye**  
**Terri T. Catlett – Aye**  
**Doug Lawrence - Aye**  
**Beverly B. McKay – Aye**  
**David S. Weiss - Aye**

Mr. Boies turned the meeting over to the 2021 Chair David Weiss

- Elect Vice-Chair

Chairman Weiss called for nominations for the 2021 Vice Chair.

**Supervisor Bass nominated and moved to elect Supervisor McKay to serve as the 2021 Vice Chair.**

**The motion to nominate and elect Supervisor McKay to serve as the 2021 Vice Chair carried as follows:**

**Matthew E. Bass – Aye**  
**Terri T. Catlett – Aye**  
**Doug Lawrence - Aye**  
**Beverly B. McKay – Aye**  
**David S. Weiss - Aye**

- Set Meeting Date, Time, and Location 231
  - Change the November Regular Meeting to November 23, 2021.

**Vice-Chair McKay moved to adopt the 2021 Board of Supervisors Meeting Schedule as amended. The motion carried as follows:**

**Matthew E. Bass – Aye**  
**Terri T. Catlett – Aye**  
**Doug Lawrence - Aye**  
**Beverly B. McKay – Aye**  
**David S. Weiss - Aye**

- Adopt Rules of Procedure 232

**Supervisor Catlett moved to adopt the Rules of Procedure as presented. The motion carried as follows:**

**Matthew E. Bass – Aye**

**Terri T. Catlett – Aye**  
**Doug Lawrence - Aye**  
**Beverly B. McKay – Aye**  
**David S. Weiss - Aye**

- 2020 Chair Appointments Review 259

There were several changes made during the 2020 Chair Appointments Review, the Board deferred action to the January 19, 2021, Regular Meeting.

- Annual Distribution: Information Only
  - Code of Virginia Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act 262
  - Code of Virginia Title 42.1. Libraries Chapter 7. Virginia Public Records Act 318

**B. Work Session Items:**

- Policy for allowing parcels in easement to retire all remaining DURs 326

2021-01-11 Summary:

The work session immediately followed the Organizational Meeting. Alison Teetor presented a proposed policy change from the Conservation Easement Authority concerning parcels retiring all DUR's when being placed into easement. Four criteria for parcels placed in a conservation easement with zero DUR's were recommended for adoption by the Board of Supervisors. This item was placed on the January 19, 2021, Regular Meeting Consent Agenda.

At 10:45 am, the Organizational Meeting and regular work session was adjourned.

Reminders:

- 2021 Conflict of Interest mailed Monday, December 28, 2020, due in Clarke County Administrations by 5 pm, Monday, February 1, 2021.

# 2021 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Work Session*	Monday	January 11	10:00 am	2021 Organizational Meeting
Regular Meeting	Tuesday	January 19	1 pm	
Work Session*	Monday	February 8	10:00 am	
Regular Meeting	Tuesday	February 16	1 pm	
Work Session*	Monday	March 8	10:00 am	
Regular Meeting	Tuesday	March 16	1 pm	
Work Session*	Monday	April 12	10:00 am	
Regular Meeting	Tuesday	April 20	1 pm	
Work Session*	Monday	May 10	10:00 am	
Regular Meeting	Tuesday	May 18	1 pm	
Work Session*	Monday	June 7	10:00 am	
Regular Meeting	Tuesday	June 15	1 pm	
Work Session*	Monday	July 12	10:00 am	
Regular Meeting	Tuesday	July 20	1 pm	
Work Session*	Monday	August 9	10:00 am	
Regular Meeting	Tuesday	August 17	1 pm	
Work Session*	Monday	September 13	10:00 am	
Regular Meeting	Tuesday	September 21	1 pm	
Work Session*	Tuesday	October 12	10:00 am	
Regular Meeting	Tuesday	October 19	1 pm	
Work Session*	Monday	November 8	10:00 am	
Regular Meeting	Tuesday	November 23	1 pm	<i>87th VACo Conference November 13-16</i>
Work Session	Monday	December 13	10:00 am	
Regular Meeting	Tuesday	December 21	1 pm	

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room, Work Sessions and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2<sup>nd</sup> Floor, 101 Chalmers Court, Berryville, Virginia

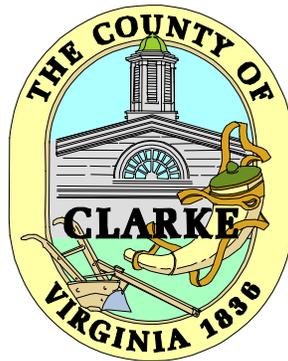
\*Note: Unless otherwise noted, BoS Personnel Committee Meetings typically start at 9:30 am on Work Session days; BoS Finance Committee Meetings typically start immediately after Work Sessions.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Rules of Procedure

# Clarke County, Virginia Board of Supervisors

# Rules of Procedure



Rules of Procedure

Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
8	01/09/2012	Section 4-1 Order of Business: Add Item j) Joint Administrative Services Board Monthly Update; move Board of Supervisors Committee Status Reports before Closed Session; move f) Citizen Comment Period and g) Department of Transportation Matters below item c) and re-letter; add to first sentence "normally"
9	1/7/2013	Change Article IV —Conduct Of Business Section 4-1. Order of Business Move Citizen Comment Period to Item C after Adoption of Agenda.
10	1/13/2014	Article 1 Meetings Section 1-11. Limitations on duration and hour of meetings; Adjournment change from three [3] to four [4] hours. Article IV – Conduct of Business Section 4-1. Order of Business d) School Board Update add [as requested]
11	1/12/2015	Add Section 1-12. Electronic Participation in Meetings from Remote Locations
N/A	1/11/2016	Reviewed – No Change
N/A	1/09/2017	Reviewed – No Change
12	1/08/2018	Amend and replace Section 4.2 Adoption of Agenda
13	08/29/2018	Amend and retitle "Section 1-12. Electronic Participation in Meetings from Remote Locations" to "Section 1-12 Meetings held through electronic communication means" as set forth in § 2.2-3708.2. Sections §2.2-3708 and §2.2-3708.1 repealed by Acts 2018
14	01/06/2020	Section 4.4 – Citizen Comment Period: Delete "and only issues that are not scheduled for future Public Hearings may be addressed", Change five minutes to three minute limit (3 locations all in Section 4.4, Add "unless granted additional time by the Chair".

Rules of Procedure

Record of Revisions

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
New	01/15/02	New Document
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing
N/A	1/12/04	Reviewed and adopted as written – no change
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly
3	1/17/06	<i>2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)</i>
4	3/20/07	<i>2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."</i>
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, <del>Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia;</del> ; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2.2-3707(E) of the Code of Virginia, as amended.; Amend Section 5-6. Order of Speaking; Remove Attachment C
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove <del>At any meeting of the Board,</del> ... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]
7	01/01/2011	3.3 change from <del>www.co.clarke.va.us</del> to <a href="http://www.clarkecounty.gov">www.clarkecounty.gov</a> ; 3.4 change from <del>the Public Library</del> to <b>official County website</b> ; <b>add</b> Individuals desiring complete <b>paper</b> copies . . .;

Rules of Procedure

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Rules of Procedure

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**Article I—Meetings**

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*Section 1-1. Annual Meeting; Schedule of Regular Meetings*

On the third Tuesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Main Meeting Room, Berryville Clarke County Joint Government Center or such other public place as it may designate, in regular session and conduct its annual or organizational meeting.

During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend.

Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

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*Section 1-2. Special Meetings*

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient.

A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

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*Section 1-3. Adjourned Meetings*

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

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*Section 1-4. Quorum and Method of Voting*

At any meeting, a majority of the Supervisors shall constitute a quorum.

All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure.

The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

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Rules of Procedure

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*Section 1-5. Motions* Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration.

No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall not require a second.

When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

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*Section 1-6. Motion to Adjourn* At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

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*Section 1-7. Motions While a Question is Under Debate* When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
- To commit,
- To postpone,
- For the previous question,
- For a substitute motion to lay on the table,
- Or to adjourn.

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*Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced* When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

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Rules of Procedure

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*Section 1-9. Robert's Rules of Order; Suspending Rules*

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by unanimous vote of the members present and voting.

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*Section 1-10. Board to Sit with Open Doors*

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and, then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3701344 of the Code of Virginia, 1950, as amended.

For additional detail, refer to Attachment A – Closed Meetings Procedure of this document.

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*Section 1-11. Limitations on duration and hour of meetings; Adjournment*

Meetings of the Board of Supervisors shall not continue for more than four [4] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members.

The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section.

Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

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Rules of Procedure

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Section 1-12.  
Meetings held through  
electronic  
communication means  
policy and approval  
process

**Policy:**

It is the policy of Clarke County Board of Supervisors that its individual members may participate in meetings of the Board of Supervisors by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Board of Supervisors to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, **such participation is limited by law to two meetings of the public body per member each calendar year, whichever is fewer.**

Note: Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

**Approval Process:**

Automatic Approval with Vote if Challenged.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act.

If a member's participation from a remote location is challenged, then the Board of Supervisors shall vote whether to allow such participation.

If Board of Supervisors votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

**Disability or Medical Condition or Personal Matter Prevents Physical Attendance (Applies to all public bodies):**

- 1) Physically assembled quorum is required;
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Rules of Procedure

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- 2) Remote member's voice must be heard by all;
- 3) Member must notify chair of inability to attend due to temporary or permanent disability or other medical condition that prevents physical attendance on or before the day of the meeting;
- 4) Fact of disability or medical condition must be recorded in the minutes;
- 5) Remote location must be recorded in the minutes; and,
- 6) Member's remote participation must be in accord with the policy on electronic participation adopted by the public body. While the fact that a disability or medical condition prevents the members' physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition.
- 7) Member participating through electronic communications means under this section may make motions, vote, join in closed meetings, and otherwise participate fully as if he or she was physically present.

Examples:

- Temporary hospitalization or confined to home;
- Contagious illness; or
- Any permanent physical disability that prevents travel to the meeting location.

If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.

The remote location where the member using electronic communications is does not have to be open to the public under these provisions.

**Personal Matter Prevents Attendance:**

- 1) Physically assembled quorum is required;
  - 2) Remote member's voice must be heard by all;
  - 3) Remote member must notify chair of the public body on or before the day of the meeting;
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## Rules of Procedure

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- 4) Nature of the emergency or personal matter must be identified;
- 5) Nature of the personal matter must be recorded in the minutes;
- 6) Remote location must be recorded in the minutes; and
- 7) Participation because of a personal matter that prevents attendance is limited to two (2) meetings per calendar year.

If a member's participation is disapproved because it would violate the public body's policy on participation, that fact must be recorded in the minutes with specificity. However, the member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.

### Examples:

- Flat tire on the way to the meeting, call in from cell phone at side of the road;
- Traffic congestion or stoppage;
- Personal, family, or business emergency; or
- Blizzard, flood, or other sudden severe weather conditions that prevent travel to the meeting location.
- Business trip;
- Family trip; or
- Scheduling conflicts.

### Monitoring a meeting:

As stated above, if a member of a public body cannot meet the procedural requirements to participate in a meeting by electronic communication means, the member may still monitor the meeting by listening or watching by electronic communication means. However, the member cannot be counted as present and cannot participate.

In such a situation, as a matter of best practices, it is suggested that the chair of the public body make a statement to inform the public and the other members, such as "Please observe that [member name] could not attend today's meeting, but is [listening/watching] the meeting [by speakerphone, videoconference, or whatever electronic communication means is being utilized]. However, [member name] is only monitoring the meeting. [He/she] is not counted as present, and cannot make motions, vote, or otherwise participate.

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**State of Emergency Declared by the Governor (Applies to all public bodies)**

Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, subject to the follow procedures and conditions:

- a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- b. The purpose of the meeting is to address the emergency.

In addition, the public body must:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the local public body conducting the meeting;
  - b. Make arrangements for public access to such meeting;
  - c. Otherwise comply with the provisions of § 2.2-3708.2.
  - d. State in the minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
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Rules of Procedure

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Article II—Officers

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*Section 2-1. Chair  
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31<sup>st</sup> of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

In the event that the Chair is absent from any meeting the Vice Chair shall assume the authority and duties of the Chair.

In the event the Chair and Vice Chair are absent from any meeting of the Board, then, the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

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*Section 2-2. Authority  
of the Chair*

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
  - The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
  - The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.
- 

*Section 2-2 Authority  
of the Chair  
Continued*

The Chair may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board.

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
  - Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from
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Rules of Procedure

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attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

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*Section 2-3. Clerk*

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended.

At the discretion of the Board, any County employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

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Rules of Procedure

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**Article III—Agenda**

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*Section 3-1. Preparation*

The Clerk shall prepare an Agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business.

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
  - Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
  - The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.
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*Section 3-2. Delivery*

Each member of the Board shall receive the Regular Meeting Agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the third Tuesday of each month.

Special meeting Agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

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*Section 3-3. Posting and Notice*

A copy of the Meeting Agendas shall be available in the Office of the County Administrator as of the date and time the information is distributed to members of the Board.

Agendas will also be posted on the County Web page at [www.clarkecounty.gov](http://www.clarkecounty.gov).

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*Section 3-4. Copies*

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the Agenda and supporting information, and shall make the same available to the public in the Office of the County Administrator and official County website at the same time that the Agenda is posted pursuant to Section 3-3, above.

Individuals desiring complete paper copies of Agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

The Clerk or Deputy Clerk shall also have a copy of agenda packet available at each meeting.

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Rules of Procedure

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**Article IV—Conduct Of  
Business**

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*Section 4-1. Order of  
Business*

At meetings of the Board, the order of business should normally be as follows:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Citizens' Comment
- (d) School Board Update *[as requested]*
- (e) Department of Transportation Matters
- (f) Approval of Minutes
- (g) Approval of Consent Agenda
- (h) Scheduled Presentations
- (i) Ratification of Committee Action
- (j) Joint Administrative Services Board Monthly Update
- (k) Project Update
- (l) Miscellaneous Items
- (m) Summary of Required Action
- (n) Board Member Committee Status Reports
- (o) Closed Session *[when required]*

*When public hearings are scheduled, there will be a recess at this point until 6:30 pm and Items (p), (q), and (r) shall be conducted.*

- (p) Citizens' Comment
  - (q) Public Hearings (when required)
  - (r) Adjournment
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*Section 4-2. Adoption  
of Agenda*

The Agenda for adoption shall be the agenda prepared and delivered as required in Article III.

The Board shall not take action on any matter not identified in the agenda.

The Board shall not approve additions to the published agenda except for matters requiring the immediate action of the Board on official County business,

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the nature of which demands deliberation and action and for which the Board cannot schedule timely deliberation and action at its next regular meeting or at a specially called session meeting the requirements of § 2.2-3707. Should a matter arise that requires immediate deliberation and action by the Board, the Chair shall, upon determining the matter is not properly identified on the agenda, call for a motion adding the matter to the agenda and identifying need for immediate action, the call for a special meeting, or directing the matter be placed on the next regular meeting agenda.

This procedure shall not be construed to prohibit the reporting of information by and between Board members and staff or identifying matters requested or recommended for future discussion or decision, or matters of interest to individual members or future meetings of other bodies nor notice of future items or meetings of interest to one or more members of the Board.

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*Section 4-3. Consent Agenda*

The Consent Agenda shall be introduced by a motion "to approve the Consent Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith.

- Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda.
- Items, which have been objected to and removed from the Consent Agenda, shall be moved to the Miscellaneous Item on the agenda and be considered individually and in the order in which they were objected to.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

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*Section 4-4. Citizen Comment Period.*

Any person desiring to address the Board of Supervisors at the Citizen Comment period shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the Citizen Comment Period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. [For sample, refer to Attachment B – Citizen Comment Period – Sign-In Sheet of this document.] Citizens desiring to address the Board of Supervisors during this period shall provide their name,

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the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board. Individuals speaking during the Citizens' Comment Period shall be subject to a three minute time limitation unless granted additional time by the Chair.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Should a review of the register indicate that more than two persons desire to speak on the same issue during the Citizen Comment Period the Chair may ask those desiring to speak to pick two people to represent their views.

- If those desiring to speak cannot agree on two representative speakers the Chair shall let the first two citizens speak for up to three minutes each but may limit subsequent speakers to the time required to present different opinions or new information.
- In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.

*Section 4-5.  
Scheduled  
Presentations*

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Any person desiring to address the Board of Supervisors at a Scheduled Presentation period of a Board of Supervisors meeting shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the "Scheduled Presentations" portion of the Agenda at a Regular Meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation.

- Such request must be in the Clerk's hands not later than the Agenda deadline specified in Section 3-1 hereof.
  - The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least ~~five (5)~~ 3 minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
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## Rules of Procedure

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- Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a three minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
  - Board Member questions and discussion of the material presented shall not be subject to any time limit.
  - Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.
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**Article V – Public Hearings**

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*Section 5-1. Format for Public Hearings*

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy.

While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible.

In order to accomplish this objective it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors as follows:

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*Section 5-2. Order of Business*

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
  - (b) Staff and/or Applicant Presentation
  - (c) Public Comment
  - (d) Board Member Questions
  - (e) Staff, Applicant or Public Response
  - (f) Close of Public Hearing
  - (g) Board discussion and/or consideration
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*Section 5-3. Identification of Issue and Verification of Required Notice*

The Chair shall call upon the appropriate County Staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

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*Section 5-4. Staff and/or applicant presentation*

The Chair will call upon the appropriate County staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors.

Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter.

When written information has been provided prior to the hearing, that information should be summarized and only new information should be presented in detail.

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*Section 5-5. Public  
Comment*

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before beginning the hearing begins.

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*Section 5-6. Order  
of Speaking*

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

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*Section 5-7.  
Presentation of  
Comments*

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair regardless of the number of times recognized.

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*Section 5-8.  
Supervisors'  
Questions*

Upon completion of a presentation by staff, applicant or member of the public, any Member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested.

Members of the Board shall not engage in debate with the person or persons making the presentation.

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*Section 5-9. Close  
of Hearing*

When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board

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defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

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Rules of Procedure

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**Article VI—Citizen  
Responsibilities**

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*Section 6-1.  
Application of Rules.*

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

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*Section 6-2.  
Addressing the Board.*

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to the matter before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public.

Questions shall not be asked of other speakers, but may be directed to the Chair of the Board for consideration by the Board in later deliberating the matter.

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*Section 6-3. Conduct  
while Speaking*

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
  - Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.
- 

*Section 6-4. Name  
and place of  
residence.*

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

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*Section 6-5.  
Organizational  
Representation*

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
  - (b) The history,
  - (c) Size,
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- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

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*Section 6-6. Order of Speaking*

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

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*Section 6-7. Time Limits*

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established by the board and shall yield the floor when informed their time has expired.

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*Section 6-8. Registration.*

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and place of residence.

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*Section 6-9. Written copy of comments*

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

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*Section 6-10. Information sources*

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

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**Article VII—  
Appointments**

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*Section 7-1.  
Appointments*

Subject to ratification of a majority of the members of the Board of Supervisors, the Chair shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize.

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**Article VIII—  
Amendments**

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*Section 8-1.  
Amendments*

These Rules of Procedure may, from time to time, be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

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**Attachments**

- A. Closed Meetings Procedure
  - B. Citizen Comment Sign-in Sheet
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## Rules of Procedure

### Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2-3711-A1
- Acquisition or Sale of Property - §2.2-3711-A3
- Privacy of individuals in personal matters - §2.2-3711-A4
- Discussion of unannounced business location - §2.2-3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2-3711-A6
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711-A7
- Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body - §2.2-3711-A29

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

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

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

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

Next, a member of the Board should:

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

A roll-call vote is required. Any member of the Board who believes that there was a departure from the requirements of the certifications in the above motion shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. That statement shall be recorded in the minutes of the Board.

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**Attachment B – Citizen Comment Period – Sign-In Sheet**

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

If you are representing an Organization: Rules of Procedure - Section 6-5. – Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

*End of document.*

## **DRAFT 2021 Board of Supervisors Assignments By Supervisor**

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
<b>Matthew Bass</b>			
Board of Septic & Well Appeals	BoS - Appointed Member	1/19/2021	12/31/2020
Board of Supervisors Finance Committee	BoS - Alternate	1/19/2021	12/31/2020
Clarke County Library Advisory Council	BoS - Liaison	1/19/2021	12/31/2020
Clarke County Planning Commission	BoS - Appointed Member	1/19/2021	12/31/2020
Clarke County School Board	BoS - Alternate	1/19/2021	12/31/2021
Clarke County Sheriff's Office	BoS - Liaison	1/19/2021	12/31/2020
Josephine School Community Museum Board	BoS - Liaison	1/19/2021	12/31/2020
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/19/2021	12/31/2020
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/19/2021	12/31/2020
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/19/2021	12/31/2021
Towns and Villages: Berryville	BoS - Liaison	1/19/2021	12/31/2021
<b>Chris Boies</b>			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	County Administrator		
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	12/15/2020	12/31/2021
Regional Airport Authority	BoS - Alternate	1/19/2021	12/31/2021
<b>Terri T. Catlett</b>			
Board of Supervisors Finance Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Board of Supervisors Personnel Committee	BoS - Alternate	1/19/2021	12/31/2021
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Clarke County Historic Preservation Commission	BoS - Liaison	1/19/2021	12/31/2021
Clarke County Humane Foundation	BoS - Liaison	1/19/2021	12/31/2021

*Monday, January 11, 2021*

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Clarke County School Board	BoS - Liaison	1/19/2021	12/31/2021
Community Policy and Management Team	BoS - Appointed Member	1/19/2021	12/31/2021
Conservation Easement Authority	BoS - Appointed Member	1/19/2021	12/31/2021
Parks & Recreation Advisory Board	BoS - Liaison	1/19/2021	12/31/2021
Strategic Planning Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/19/2021	12/31/2021
Towns and Villages: Millwood	BoS - Liaison	1/19/2021	12/31/2021
Towns and Villages: Pine Grove	BoS - Liaison	1/19/2021	12/31/2021

**Doug Lawrence**

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/19/2021	12/31/2020
Board of Social Services	BoS - Appointed Member	1/19/2021	12/31/2020
Broadband Implementation Committee	BoS - Appointed Member	1/19/2021	12/31/2020
Clarke County Planning Commission	BoS - Alternate	1/19/2021	12/31/2020
Fire & EMS Commission	BoS - Alternate	1/19/2021	12/31/2021
Northwestern Regional Jail Authority	BOS - Liaison - Alternate	1/19/2021	12/31/2020

**Beverly B. McKay**

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/19/2021	12/31/2021
BCCGC Joint Building Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Board of Septic & Well Appeals	BoS - Alternate	1/19/2021	12/31/2021
Board of Supervisors	Vice Chair	1/11/2021	12/31/2021
Board of Supervisors Finance Committee	BoS - Alternate	1/19/2021	12/31/2021
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Broadband Implementation Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Building and Grounds	BoS - Appointed Member	1/19/2021	12/31/2021
Clarke County Sanitary Authority	BoS - Liaison	1/19/2021	12/31/2021
Economic Development Advisory Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Housing and Community Services Board	BoS - Appointed Member	1/19/2021	12/31/2021
Joint Administrative Services Board	BoS - Alternate	1/19/2021	12/31/2021

*Monday, January 11, 2021*

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/19/2021	12/31/2021
Regional Airport Authority	BoS - Alternate	1/19/2021	12/31/2021
Towns and Villages: Berryville	BoS - Liaison - Alternate	1/19/2021	12/31/2021
Towns and Villages: Boyce	BoS - Liaison	1/19/2021	12/31/2021
Towns and Villages: White Post	BoS - Liaison	1/19/2021	12/31/2021

**David S. Weiss**

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/19/2021	12/31/2021
Board of Supervisors	Chair	1/11/2021	12/31/2021
Board of Supervisors Finance Committee	BoS - Alternate	1/17/2012	12/31/2012
Board of Supervisors Finance Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/19/2021	12/31/2021
Building and Grounds	BoS - Alternate	1/19/2021	12/31/2021
Conservation Easement Authority	BoS - Alternate	1/19/2021	12/31/2021
Emergency Services	BoS - Chair	1/19/2021	12/31/2021
Fire & EMS Commission	BoS - Representative	1/19/2021	12/31/2021
Industrial Development Authority of the Clarke County	BoS - Liaison	1/19/2021	12/31/2021
Joint Administrative Services Board	BoS - Appointed Member	1/19/2021	12/31/2021
Towns and Villages: Pine Grove	BoS - Liaison	1/19/2021	12/31/2021

## Chapter 37. Virginia Freedom of Information Act

### § 2.2-3700. Short title; policy

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

1968, c. 479, § 2.1-340; 1976, c. 467, § 2.1-340.1; 1989, c. 358; 1990, c. 538; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

### § 2.2-3701. Definitions

As used in this chapter, unless the context requires a different meaning:

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Information" as used in the exclusions established by §§ [2.2-3705.1](#) through [2.2-3705.7](#), means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § 2.2-3708.2, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (a) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (b) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; governing boards of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers and private police departments as defined in § 9.1-101 shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, which unit includes two or more localities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ 59.1-

336 et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. 845, 931; 1996, c. 609; 1997, c. 641; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393; 2003, c. 897; 2007, c. 945; 2008, cc. 233, 789; 2010, c. 706; 2011, c. 242; 2015, cc. 131, 195, 224; 2016, cc. 620, 716; 2017, cc. 616, 778; 2018, cc. 54, 55; 2019, c. 358.

### **§ 2.2-3702. Notice of chapter**

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

1976, c. 467, § 2.1-341.1; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393.

### **§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility**

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by the Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by the Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704; (ii) all guidance documents, as defined in § 2.2-4101, shall be public records and subject to the provisions of this chapter; and (iii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information. The information required by clause (ii) shall include all documents establishing the policy of the Board or any change in or clarification of such policy with respect to grant, denial, deferral, revocation, or supervision of parole or geriatric release or the process for consideration thereof, and shall be clearly and conspicuously posted on the Board's website. However, such information shall not include any portion of any document reflecting the application of any policy or policy change or clarification of such policy to an individual inmate;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § 2.2-5207;

4. Sexual assault response teams established pursuant to § 15.2-1627.4, except that records relating to (i) protocols and policies of the sexual assault response team and (ii) guidelines for the community's response established by the sexual assault response team shall be public records and subject to the provisions of this chapter;

5. Multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5;

6. The Virginia State Crime Commission; and

7. The records maintained by the clerks of the courts of record, as defined in § 1-212, for which

clerks are custodians under § 17.1-242, and courts not of record, as defined in § 16.1-69.5, for which clerks are custodians under § 16.1-69.54, including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ 16.1-69.54:1 and 17.1-208, as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 53.1-261 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. 703, 726, § 2.1-341.2; 2001, c. 844; 2003, cc. 989, 1018; 2004, cc. 398, 690; 2007, cc. 438, 548, 626; 2017, c. 620; 2018, cc. 127, 584; 2019, c. 729.

#### **§ 2.2-3703.1. Disclosure pursuant to court order or subpoena**

Nothing contained in this chapter shall have any bearing upon disclosures required to be made pursuant to any court order or subpoena. No discretionary exemption from mandatory disclosure shall be construed to make records covered by such discretionary exemption privileged under the rules of discovery, unless disclosure is otherwise prohibited by law.

2014, c. 319.

#### **§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc**

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each

category of withheld records, the specific Code section that authorizes the withholding of the records.

2. The requested records are being provided in part and are being withheld in part. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of the requester. If the public body receives no response from the requester within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a

reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation, or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § 2.1-342; 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561;

1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. [485](#), [532](#), [606](#), [839](#), [853](#), [918](#); 1995, cc. [299](#), [362](#), [499](#), [562](#), [638](#), [722](#), [812](#), [837](#); 1996, cc. [168](#), [469](#), [589](#), [599](#), [783](#), [786](#), [794](#), [855](#), [862](#), [902](#), [905](#), [1001](#), [1046](#); 1997, cc. [198](#), [295](#), [439](#), [567](#), [636](#), [641](#), [777](#), [782](#), [785](#), [838](#), [861](#); 1998, cc. [427](#), [891](#); 1999, cc. [438](#), [703](#), [726](#); 2001, c. [844](#); 2002, cc. [715](#), [830](#); 2003, cc. [275](#), [981](#), [1021](#); 2007, c. [439](#); 2009, c. [626](#); 2010, c. [627](#); 2011, c. [604](#); 2016, cc. [620](#), [716](#); 2017, c. [778](#); 2020, c. [1142](#).

**§ 2.2-3704.01. Records containing both excluded and nonexcluded information; duty to redact**

No provision of this chapter is intended, nor shall it be construed or applied, to authorize a public body to withhold a public record in its entirety on the grounds that some portion of the public record is excluded from disclosure by this chapter or by any other provision of law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure under this chapter or other provision of law applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion under this chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed.

2016, cc. [620](#), [716](#).

**§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council**

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;
2. Contact information for the FOIA officer designated by the public body pursuant to [§ 2.2-3704.2](#) to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
3. A general description, summary, list, or index of the types of public records maintained by such public body;
4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and
6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost

of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia."

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

2004, c. 730;2009, c. 626;2014, c. 421;2016, c. 748;2017, cc. 645, 778.

### **§ 2.2-3704.2. Public bodies to designate FOIA officer**

A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies and regional public bodies that are subject to the provisions of this chapter shall designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.

C. For such local public bodies and regional public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.

D. For the purposes of this section, local public bodies shall include constitutional officers.

E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of the year a FOIA officer is initially trained on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.

G. The Council shall maintain on its website a listing of all FOIA officers, including name,

contact information, and the name of the public body such FOIA officers serve.

2016, c. 748;2017, cc. 290, 778;2020, c. 1141.

### **§ 2.2-3704.3. Training for local officials**

A. The Virginia Freedom of Information Advisory Council (the Council) or the local government attorney shall provide in-person or online training sessions for local elected officials and the executive directors and members of industrial development authorities and economic development authorities, as created by the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), on the provisions of this chapter.

B. Each local elected official and the executive director and members of each industrial development authority and economic development authority, as created by the Industrial Development and Revenue Bond Act, shall complete a training session described in subsection A within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session, for as long as he holds such office. No penalty shall be imposed on a local elected official or an executive director or member of an industrial development authority or an economic development authority for failing to complete a training session.

C. The clerk of each governing body or school board shall maintain records indicating the names of elected officials and executive directors and members of industrial development authorities and economic development authorities subject to the training requirements in subsection B and the dates on which each such official completed training sessions satisfying such requirements. Such records shall be maintained for five years in the office of the clerk of the respective governing body or school board.

D. For purposes of this section, "local elected officials" shall include constitutional officers.

2019, c. 531;2020, cc. 76, 80, 904.

### **§ 2.2-3705. Repealed**

Repealed by Acts 2004, c. 690.

### **§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Personnel information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of such information and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such information shall be disclosed. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § 2.2-106 or 2.2-107.

No provision of this chapter or any provision of Chapter 38 (§ 2.2-3800 et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as

personnel records under § 2.2-3705.1;(ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § 2.2-3711.

4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the public records of a public body. For the purpose of this subdivision, "vendor proprietary information software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, public institution of higher education in the Commonwealth, or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease.

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§

2.2-1832 et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal contact information furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record. As used in this subdivision, "personal contact information" means the information provided to the public body for the purpose of receiving electronic mail from the public body and includes home or business (i) address, (ii) email address, or (iii) telephone number or comparable number assigned to any other electronic communication device.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body. Such information shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of information relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2010, c. 553; 2016, cc. 620, 716, 729; 2017, cc. 140, 778.

#### **§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Confidential information, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.

2. Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to or use of any

automated data processing or telecommunications system.

3. Information that would disclose the security aspects of a system safety program plan adopted pursuant to Federal Transit Administration regulations by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

4. Information concerning security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster, or other catastrophic event or (ii) any person on school property has suffered or been threatened with any personal injury.

5. Information concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2 held by the Commitment Review Committee; except that in no case shall information identifying the victims of a sexually violent predator be disclosed.

6. Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

7. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available.

Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information

identifying a subscriber of a communications services provider.

8. Information held by the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, that would (i) reveal strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets provided to the Council or such commission or organizations in connection with their work.

In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to prevent the disclosure of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

10. Information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or any other similar local or regional public safety communications system.

11. Information concerning a salaried or volunteer Fire/EMS company or Fire/EMS department if disclosure of such information would reveal the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

12. Information concerning the disaster recovery plans or the evacuation plans in the event of fire, explosion, natural disaster, or other catastrophic event for hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ 32.1-123 et seq.) of Title 32.1 provided to the Department of Health. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

13. Records received by the Department of Criminal Justice Services pursuant to §§ 9.1-184, 22.1-79.4, and 22.1-279.8 or for purposes of evaluating threat assessment teams established by a public institution of higher education pursuant to § 23.1-805 or by a private nonprofit institution of higher education, to the extent such records reveal security plans, walk-through checklists, or vulnerability and threat assessment components.

14. Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or retail building or its occupants:

- a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;
- b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;
- c. Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols; or
- d. Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system.

The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statement shall be a public record and shall be disclosed upon request.

Any public body receiving a request for records excluded under clauses (a) and (b) of this subdivision 14 shall notify the Secretary of Public Safety and Homeland Security or his designee of such request and the response made by the public body in accordance with § 2.2-3704.

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural

or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

As used in this subdivision, "critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 131.

15. Information held by the Virginia Commercial Space Flight Authority that is categorized as classified or sensitive but unclassified, including national security, defense, and foreign policy information, provided that such information is exempt under the federal Freedom of Information Act, 5 U.S.C. § 552.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#); 2010, c. [672](#); 2011, cc. [111](#), [536](#); 2012, cc. [617](#), [803](#), [835](#); 2013, c. [600](#); 2015, c. [183](#); 2016, cc. [554](#), [620](#), [716](#), [717](#); 2017, c. [778](#); 2018, cc. [52](#), [741](#); 2019, c. [358](#).

### **§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ [18.2-340.15](#) et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.
2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § [54.1-108](#).
3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals involved in the investigation.
4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ [32.1-323](#) et seq.) of Title 32.1.
5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ [2.2-3900](#) et seq.) or under any local ordinance

adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

6. Information relating to studies and investigations by the Virginia Lottery of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such information has not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) internal auditors appointed by the head of a state agency or by any public institution of higher education; (vi) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vii) the auditors, appointed by the local governing body of any county, city, or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department, or program of such body. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is excluded by this subdivision, the information disclosed shall include the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. The names, addresses, and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

9. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel

action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

11. Information contained in (i) an application for licensure or renewal of a license for teachers and other school personnel, including transcripts or other documents submitted in support of an application, and (ii) an active investigation conducted by or for the Board of Education related to the denial, suspension, cancellation, revocation, or reinstatement of teacher and other school personnel licenses including investigator notes and other correspondence and information, furnished in confidence with respect to such investigation. However, this subdivision shall not prohibit the disclosure of such (a) application information to the applicant at his own expense or (b) investigation information to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The completed investigation information disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information regarding a current or former student shall be released except as permitted by state or federal law.

12. Information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, information related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses, or other individuals involved in the investigation.

13. Records of active investigations being conducted by the Department of Behavioral Health and Developmental Services pursuant to Chapter 4 (§ 37.2-400 et seq.) of Title 37.2.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 605, 690, 766; 2005, c. 601; 2006, cc. 25, 95; 2008, cc. 387, 668, 689, 758; 2009, cc. 237, 326, 340; 2011, cc. 798, 871; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 572, 690, 717, 723; 2014, cc. 225, 414, 609, 788; 2015, cc. 38, 730; 2016, cc. 272, 620, 716; 2017, c. 778; 2020, c. 48.

#### **§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions**

A. The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except as provided in subsection B or where such disclosure is otherwise prohibited by law.

Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment or promotion, or (iii) receipt of an honor or honorary recognition.

3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such information has not been publicly released, published, copyrighted or patented.

5. Information held by the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1, including personal information related to

(i) qualified beneficiaries as that term is defined in § 23.1-700, (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. The exclusion provided by this subdivision shall not apply to protect from disclosure (a) information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor or (b) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or the terms and conditions of such grants or contracts. For purposes of clause (a), the identity of the donor may be withheld if (1) the donor has requested anonymity in connection with or as a condition of making a pledge or donation and (2) the pledge or donation does not impose terms or conditions directing academic decision-making.

8. Information held by a threat assessment team established by a local school board pursuant to § 22.1-79.4 or by a public institution of higher education pursuant to § 23.1-805 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

9. Records provided to the Governor or the designated reviewers by a qualified institution, as those terms are defined in § 23.1-1239, related to a proposed memorandum of understanding, or proposed amendments to a memorandum of understanding, submitted pursuant to Chapter 12.1 (§ 23.1-1239 et seq.) of Title 23.1. A memorandum of understanding entered into pursuant to such chapter shall be subject to public disclosure after it is agreed to and signed by the Governor.

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or

(iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2006, c. [518](#); 2008, cc. [561](#), [665](#); 2010, cc. [456](#), [524](#); 2014, c. [313](#); 2016, cc. [554](#), [620](#), [716](#); 2017, c. [778](#); 2018, c. [756](#); 2019, cc. [638](#), [639](#); 2020, cc. [71](#), [78](#).

#### **§ 2.2-3705.5. Exclusions to application of chapter; health and social services records**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § [32.1-127.1:03](#).

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § [20-124.6](#). In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § [16.1-338](#) or [54.1-2969](#), the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants; information required to be provided to the Department of Health Professions by certain licensees pursuant to § [54.1-2506.1](#); information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited

by § 54.1-2517; and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in §§ 51.5-122 and 51.5-184 and Chapter 1 (§ 63.2-100 et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 (§ 63.2-100 et seq.) of Title 63.2.

4. (Effective until July 1, 2021) Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

4. (Effective July 1, 2021) Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Education in connection with an active investigation of an applicant or licensee pursuant to Chapter 14.1 (§ 22.1-289.02 et seq.) of Title 22.1; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent that such information is made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § 32.1-283.3; (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5 or by a local or regional adult fatality review team to the extent that such information is made

confidential by § 32.1-283.6;(iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by § 32.1-283.7;(v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by 32.1-283.8;or (vi) during a review of any death conducted by the Developmental Disabilities Mortality Review Committee to the extent that such information is made confidential by § 37.2-314.1.

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ 51.5-178 et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate form.

13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

14. Information held by certain health care committees and entities that may be withheld from discovery as privileged communications pursuant to § 8.01-581.17.

15. Data and information specified in § 37.2-308.01 relating to proceedings provided for in Article 16 (§ 16.1-335 et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ 37.2-800 et seq.) of Title 37.2.

16. Records of and information held by the Emergency Department Care Coordination Program required to be kept confidential pursuant to § 32.1-372.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064;2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830;2003,

cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968;2004, cc. 65, 666, 690, 773, 1014, 1021;2005, cc. 181, 227, 716;2008, c. 539;2009, cc. 472, 813, 840;2011, cc. 110, 175, 535;2012, cc. 476, 479, 507, 803, 835;2015, cc. 22, 108, 127;2016, cc. 620, 716;2017, cc. 188, 475, 600, 719, 778; 2018, c. 600;2019, c. 834;2020, cc. 851, 860, 861.

**§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.
2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.
3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.
4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.
5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.
6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.
7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.
8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.
9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if

disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person in connection with a procurement transaction or by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § 33.2-1820 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity; (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the information afforded protection under this subdivision shall continue to be protected from

disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 33.2-1820 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or in the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.).

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity pursuant to a promise of confidentiality to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected.

13. Trade secrets or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for a franchise or (ii) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such information were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Information of a proprietary or confidential nature furnished by a supplier or manufacturer of charitable gaming supplies to the Department of Agriculture and Consumer Services (i) pursuant to subsection E of § 18.2-340.34 and (ii) pursuant to regulations promulgated by the Charitable Gaming Board related to approval of electronic and mechanical equipment.

15. Information related to Virginia apple producer sales provided to the Virginia State Apple

Board pursuant to § 3.2-1215.

16. Trade secrets submitted by CMRS providers as defined in § 56-484.12 to the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, relating to the provision of wireless E-911 service.

17. Information relating to a grant or loan application, or accompanying a grant or loan application, to the Commonwealth Health Research Board pursuant to Chapter 5.3 (§ 32.1-162.23 et seq.) of Title 32.1 if disclosure of such information would (i) reveal proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

18. Confidential proprietary information and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2 if disclosure of such information would be harmful to the competitive position of the locality.

In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the information for which protection is sought, and (c) state the reasons why protection is necessary. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

19. Confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that information required to be maintained in accordance with § 15.2-2160 shall be released.

20. Trade secrets or financial information of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ 2.2-1603 et seq.). In order for such trade secrets or financial information to be excluded from the provisions of this chapter, the business shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary.

21. Information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ 32.1-276.5:1 and 32.1-276.7:1.

22. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance

with law.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Information relating to a grant application, or accompanying a grant application, submitted to the Tobacco Region Revitalization Commission that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other information prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § [3.2-3103](#).

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or
- b. Information provided by a private entity to the Commercial Space Flight Authority if

disclosure of such information would (i) reveal (a) trade secrets of the private entity; (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

In order for the information specified in clauses (a), (b), and (c) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

25. Information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the Department of Agriculture and Consumer Services, or any political subdivision, agency, or board of the Commonwealth pursuant to §§ 10.1-104.7, 10.1-104.8, and 10.1-104.9, other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets provided to the Department of Environmental Quality pursuant to the provisions of § 10.1-1458. In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation or the Virginia Aviation Board, where if such information was made public, the financial interest of the public-use airport would be adversely affected.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

28. Information relating to a grant, loan, or investment application, or accompanying a grant, loan, or investment application, submitted to the Commonwealth of Virginia Innovation

Partnership Authority (the Authority) established pursuant to Article 11 (§ 2.2-2351 et seq.) of Chapter 22, an advisory committee of the Authority, or any other entity designated by the Authority to review such applications, to the extent that such records would (i) reveal (a) trade secrets; (b) financial information of a party to a grant, loan, or investment application that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) research-related information produced or collected by a party to the application in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of a party to a grant, loan, or investment application; and memoranda, staff evaluations, or other information prepared by the Authority or its staff, or a reviewing entity designated by the Authority, exclusively for the evaluation of grant, loan, or investment applications, including any scoring or prioritization documents prepared for and forwarded to the Authority.

29. Proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for a solar services agreement, where disclosure of such information would (i) reveal (a) trade secrets of the private business; (b) financial information of the private business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private business and (ii) adversely affect the financial interest or bargaining position of the public body or private business.

In order for the information specified in clauses (i)(a), (b), and (c) to be excluded from the provisions of this chapter, the private business shall make a written request to the public body:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

30. Information contained in engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit if disclosure of such information would identify specific trade secrets or other information that would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

31. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Virginia Department of Transportation in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection

from disclosure is sought;

b. Identifying with specificity the data or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

32. Information related to a grant application, or accompanying a grant application, submitted to the Department of Housing and Community Development that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant. The exclusion provided by this subdivision shall only apply to grants administered by the Department, the Director of the Department, or pursuant to § 36-139, Article 26 (§ 2.2-2484 et seq.) of Chapter 24, or the Virginia Telecommunication Initiative as authorized by the appropriations act.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Department:

a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

b. Identifying with specificity the data, information, or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Department shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or confidential proprietary information of the applicant. The Department shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

33. Financial and proprietary records submitted with a loan application to a locality for the preservation or construction of affordable housing that is related to a competitive application to be submitted to either the U.S. Department of Housing and Urban Development (HUD) or the Virginia Housing Development Authority (VHDA), when the release of such records would adversely affect the bargaining or competitive position of the applicant. Such records shall not be withheld after they have been made public by HUD or VHDA.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 593, 690; 2005, cc. 258, 411;

2006, cc. [73](#), [76](#), [467](#), [831](#), [921](#), [936](#);2006, Sp. Sess. I, c. [1](#);2007, cc. [374](#), [693](#);2008, cc. [71](#), [102](#), [266](#), [387](#), [633](#), [689](#), [736](#), [743](#);2009, cc. [246](#), [311](#), [325](#), [765](#), [810](#), [869](#);2010, cc. [310](#), [808](#);2011, cc. [541](#), [781](#), [798](#), [871](#);2012, cc. [693](#), [709](#);2013, cc. [54](#), [482](#), [574](#);2015, cc. [696](#), [697](#);2016, cc. [620](#), [716](#), [724](#), [725](#), [775](#);2017, cc. [662](#), [737](#), [778](#), [796](#), [816](#);2018, cc. [470](#), [532](#), [533](#);2019, cc. [358](#), [629](#);2020, cc. [72](#), [79](#), [1164](#), [1169](#).

### **§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exclusions**

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with [§ 2.2-3704.01](#).

1. State income, business, and estate tax returns, personal property tax returns, and confidential records held pursuant to [§ 58.1-3](#).
2. Working papers and correspondence of the Office of the Governor, the Lieutenant Governor, or the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates or the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in the Commonwealth. However, no information that is otherwise open to inspection under this chapter shall be deemed excluded by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence. Further, information publicly available or not otherwise subject to an exclusion under this chapter or other provision of law that has been aggregated, combined, or changed in format without substantive analysis or revision shall not be deemed working papers. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to [§ 2.2-106](#) or [2.2-107](#).

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; the Governor's chief of staff, counsel, director of policy, and Cabinet Secretaries; the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to [§ 2.2-104](#).

"Working papers" means those records prepared by or for a public official identified in this subdivision for his personal or deliberative use.

3. Information contained in library records that can be used to identify (i) both (a) any library patron who has borrowed or accessed material or resources from a library and (b) the material or resources such patron borrowed or accessed or (ii) any library patron under 18 years of age. For the purposes of clause (ii), access shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.

4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.
6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.
7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.
8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.
9. Information regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of such information would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions, and provisions of the siting agreement.
10. Information on the site-specific location of rare, threatened, endangered, or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.
11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such information not been publicly released, published, copyrighted, or patented. Whether released, published, or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.
12. Information held by the Virginia Retirement System, acting pursuant to § 51.1-124.30, or a local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of

trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the board of visitors of The College of William and Mary in Virginia, acting pursuant to § 23.1-2803, or by the Virginia College Savings Plan, acting pursuant to § 23.1-704, relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared for the board of visitors of The College of William and Mary in Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, the board of visitors of The College of William and Mary in Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

14. Information held by the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts, or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical, or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such information has not been publicly released, published, copyrighted, or patented. This exclusion shall also apply when such information is in the possession of Virginia Commonwealth University.

15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not

be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

16. Information related to the operation of toll facilities that identifies an individual, vehicle, or travel itinerary, including vehicle identification data or vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

17. Information held by the Virginia Lottery pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed. If the value of the prize won by the winner exceeds \$10 million, the information described in clause (ii) shall not be disclosed unless the winner consents in writing to such disclosure.

18. Information held by the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

19. Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Virginia Disposition of Unclaimed Property Act (§ 55.1-2500 et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

20. Information held by the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body that reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

21. (Effective until January 1, 2021) Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

21. (Effective January 1, 2021) Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the federal Family Educational

Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

22. Information submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management that reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

23. Information held by the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

24. Information held by the Virginia Retirement System acting pursuant to § 51.1-124.30, a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or the Virginia College Savings Plan, acting pursuant to § 23.1-704 relating to:

- a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, if disclosure of such information would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and
- b. Trade secrets provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to prevent the disclosure of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

25. Information held by the Department of Corrections made confidential by § 53.1-233.

26. Information maintained by the Department of the Treasury or participants in the Local

Government Investment Pool (§ 2.2-4600 et seq.) and required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

27. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the information.

28. (Effective until January 1, 2021) Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

28. (Effective January 1, 2021) Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license or other document issued under Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 or the comparable law of another jurisdiction, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

29. Information prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such information is not otherwise available to the public and the disclosure of such information would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities or materials created for the investigation and prosecution of a criminal case.

30. Information provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft where the information would not be subject to disclosure by the entity providing the information. The entity providing the information to the Department of Aviation shall identify the specific information to be protected and the applicable provision of this chapter that excludes the information from mandatory disclosure.

31. Information created or maintained by or on the behalf of the judicial performance evaluation program related to an evaluation of any individual justice or judge made confidential by § 17.1-100.

32. Information reflecting the substance of meetings in which (i) individual sexual assault cases are discussed by any sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child are discussed by multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5, or (iii) individual cases of abuse, neglect, or exploitation of adults as defined in § 63.2-1603 are discussed by multidisciplinary teams established pursuant to §§ 15.2-1627.5 and 63.2-1605. The findings of any such team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals.

33. Information contained in the strategic plan, marketing plan, or operational plan prepared by the Virginia Economic Development Partnership Authority pursuant to § 2.2-2237.1 regarding target companies, specific allocation of resources and staff for marketing activities, and specific marketing activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed by the Commonwealth, thereby adversely affecting the financial interest of the Commonwealth. The executive summaries of the strategic plan, marketing plan, and operational plan shall not be redacted or withheld pursuant to this subdivision.

34. Information discussed in a closed session of the Physical Therapy Compact Commission or the Executive Board or other committees of the Commission for purposes set forth in subsection E of § 54.1-3491.

35. Information held by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, relating to (i) internal deliberations of or decisions by the Authority on the pursuit of particular investment strategies prior to the execution of such investment strategies and (ii) trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided by a private entity to the Authority, if such disclosure of records pursuant to clause (i) or (ii) would have an adverse impact on the financial interest of the Authority or a private entity.

36. Personal information provided to or obtained by the Virginia Lottery in connection with the voluntary exclusion program administered pursuant to § 58.1-4015.1.

37. Personal information provided to or obtained by the Virginia Lottery concerning the identity of any person reporting prohibited conduct pursuant to § 58.1-4043.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 426, 690, 832; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824; 2018, cc. 58, 141; 2019, cc. 163, 170, 247, 300, 358, 729, 775; 2020, cc. 70, 587, 1164, 1169, 1218, 1227, 1246, 1256.

#### **§ 2.2-3705.8. Limitation on record exclusions**

Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has

scheduled any action on a matter that is the subject of the consultant's report.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2017, c. [778](#).

### **§ 2.2-3706. Disclosure of law-enforcement and criminal records; limitations**

A. Records required to be released. All public bodies engaged in criminal law-enforcement activities shall provide the following records when requested in accordance with the provisions of this chapter:

1. Criminal incident information relating to felony offenses, which shall include:
  - a. A general description of the criminal activity reported;
  - b. The date the alleged crime was committed;
  - c. The general location where the alleged crime was committed;
  - d. The identity of the investigating officer or other point of contact; and
  - e. A general description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of subdivision 1.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision 1 shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

2. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;
3. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and
4. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § [64.2-200](#).

B. Discretionary releases. The following records are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

1. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information subject to release in accordance with subdivision A 1;
2. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1;
3. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;
4. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;
5. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;
6. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;
7. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;
8. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;
9. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;
10. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and
11. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913.

C. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

D. Noncriminal records. Public bodies (i) engaged in emergency medical services, (ii) engaged in fire protection services, (iii) engaged in criminal law-enforcement activities, or (iv) engaged in processing calls for service or other communications to an emergency 911 system or any other equivalent reporting system may withhold those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a law-enforcement agency shall be governed by the provisions of subdivision B 9 of this section and subdivision 1 of § 2.2-3705.1, as applicable.

E. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

F. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

1999, cc. 703, 726, § 2.1-342.2; 2000, c. 227; 2001, c. 844; 2002, cc. 393, 715, 769, 830; 2004, cc. 685, 735; 2006, cc. 857, 914; 2007, c. 133; 2010, c. 627; 2011, cc. 798, 871; 2013, c. 695; 2016, cc. 184, 546; 2017, c. 828; 2018, c. 48.

### **§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes**

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708.2 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by:

1. Posting such notice on its official public government website, if any;
2. Placing such notice in a prominent public location at which notices are regularly posted; and
3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.

All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.

The notice shall be posted at least three working days prior to the meeting.

D. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request

shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The proposed agendas for meetings of state public bodies where at least one member has been appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

G. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

H. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2, minutes of state public bodies shall include (1) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (3) the identity of the members of the public body who were not present at the locations identified in clauses (1) and (2) but who monitored such meeting through electronic communication means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131; 2017, c. 616; 2018, c. 55.

### **§ 2.2-3707.01. Meetings of the General Assembly**

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a

portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.2.

2004, c. [768](#);2005, c. [352](#);2018, c. [55](#).

#### **§ 2.2-3707.1. Posting of minutes for state boards and commissions**

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's official public government website and on a central electronic calendar maintained by the Commonwealth. Draft minutes of meetings shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

2002, cc. [580](#), [618](#);2006, cc. [474](#), [595](#);2007, c. [300](#);2017, c. [616](#).

#### **§§ 2.2-3708 and 2.2-3708.1. Repealed**

Repealed by Acts 2018, c. [55](#), cl. 2.

#### **§ 2.2-3708.2. Meetings held through electronic communication means**

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting; and
- c. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication

means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § [2.2-3707.01](#), state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body

conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

a. The total number of meetings held that year in which there was participation through electronic communication means;

b. The dates and purposes of each such meeting;

c. A copy of the agenda for each such meeting;

d. The primary or central meeting location of each such meeting;

e. The types of electronic communication means by which each meeting was held;

f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;

g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;

h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;

i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;

j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and

k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. [55](#), [56](#);2019, c. [359](#).

### **§ 2.2-3709. Expired**

Expired.

### **§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited**

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. [703](#), [726](#);2000, c. [932](#);2001, cc. [710](#), [844](#);2002, c. [491](#).

### **§ 2.2-3711. Closed meetings authorized for certain limited purposes**

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

2. Discussion or consideration of admission or disciplinary matters or any other matters that

would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
4. The protection of the privacy of individuals in personal matters not related to public business.
5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.
10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the

Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.

11. Discussion or consideration of honorary degrees or special awards.

12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § [2.2-3705.1](#).

13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § [2.2-3705.5](#).

17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § [58.1-4007](#) regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § [2.2-3705.3](#) and subdivision 11 of § [2.2-3705.7](#).

18. Those portions of meetings in which the State Board of Local and Regional Jails discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § [2.2-3705.2](#), where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § [51.1-124.30](#), or of any local retirement system, acting pursuant to § [51.1-803](#), or by a local finance board or

board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23.1-706, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review Team established pursuant to § 32.1-283.1, those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3, those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § 32.1-283.5, those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § 32.1-283.6, those portions of meetings in which individual death cases are discussed by overdose fatality review teams established pursuant to § 32.1-283.7, those portions of meetings in which individual maternal death cases are discussed by the Maternal Mortality Review Team pursuant to § 32.1-283.8, and those portions of meetings in which individual death cases of persons with developmental disabilities are discussed by the Developmental Disabilities Mortality Review Committee established pursuant to § 37.2-314.1.

22. Those portions of meetings of the board of visitors of the University of Virginia or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology

software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1 is discussed.

26. Discussion or consideration, by the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, of trade secrets submitted by CMRS providers, as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected locality or public entity, as those terms are defined in § 33.2-1800, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § 2.2-3705.6 by the Commonwealth Health Research Board.

31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § 2.2-3705.6. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the

BVU Authority Act (§ [15.2-7200](#) et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ [15.2-5431.1](#) et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § [2.2-3705.6](#).

34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § [24.2-410.2](#) or [24.2-625.1](#).

35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ [9.1-1109](#) et seq.) of Chapter 11 of Title 9.1 of criminal investigative files subject to the exclusion in subdivision B 1 of § [2.2-3706](#).

36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision A 3 of § [2.2-3705.4](#), and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § [2.2-3705.6](#) related to certain proprietary information gathered by or for the Virginia Port Authority.

38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § [51.1-124.30](#), by the Investment Advisory Committee appointed pursuant to § [51.1-124.26](#), by any local retirement system, acting pursuant to § [51.1-803](#), by the Board of the Virginia College Savings Plan acting pursuant to § [23.1-706](#), or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § [23.1-702](#) of information subject to the exclusion in subdivision 24 of § [2.2-3705.7](#).

39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § [2.2-3705.6](#) related to economic development.

40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § [2.2-3705.3](#).

41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § [2.2-3705.2](#).

42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § [2.2-3705.7](#) related to personally identifiable information of donors.

43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § [2.2-3705.6](#) related to certain information contained in grant applications.

44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.
45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.
46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.3 related to investigations of applicants for licenses and permits and of licensees and permittees.
47. Discussion or consideration of grant, loan, or investment application records subject to the exclusion in subdivision 28 of § 2.2-3705.6 for a grant, loan, or investment pursuant to Article 11 (§ 2.2-2351 et seq.) of Chapter 22.
48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ 2.2-2484 et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.
49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § 15.2-1627.5, or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § 63.2-1603 pursuant to §§ 15.2-1627.5 and 63.2-1605.
50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § 2.2-3705.7.
51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § 2.2-2237.3 to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § 60.2-114.
52. Discussion or consideration by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, of information subject to the exclusion in subdivision 35 of § 2.2-3705.7.
53. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to § 58.1-4105 regarding the denial or revocation of a license of a casino gaming operator and discussion, consideration, or review of matters related to investigations exempt from disclosure under subdivision 1 of § 2.2-3705.3.
54. Deliberations of the Virginia Lottery Board in an appeal conducted pursuant to § 58.1-4007 regarding the denial of, revocation of, suspension of, or refusal to renew a permit related to sports betting and any discussion, consideration, or review of matters related to investigations

excluded from mandatory disclosure under subdivision 1 of § 2.2-3705.3.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715, 830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536, 541, 816, 874; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 580, 695; 2014, c. 225; 2015, cc. 27, 38, 108, 169, 182, 549, 730; 2016, cc. 544, 620, 716, 724, 725, 775, 778, 779; 2017, cc. 587, 616, 778, 796, 804, 816, 824; 2018, cc. 48, 532, 533, 600, 829; 2019, cc. 4, 170, 358, 426, 500, 729, 775, 834; 2020, cc. 759, 851, 1164, 1169, 1197, 1218, 1248, 1256.

### **§ 2.2-3712. Closed meetings procedures; certification of proceedings**

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body

held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428; 2017, c. 616.

### **§ 2.2-3713. Proceedings for enforcement of chapter**

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such

rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. However, if the petition or the affidavit supporting the petition for mandamus or injunction alleges violations of the open meetings requirements of this chapter, the three-day notice to the party against whom the petition is brought shall not be required. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exclusion by a preponderance of the evidence. No court shall be required to accord any weight to the determination of a public body as to whether an exclusion applies. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

1968, c. 479, § 2.1-346; 1976, c. 709; 1978, c. 826; 1989, c. 358; 1990, c. 217; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2007, c. 560; 2009, c. 634; 2010, c. 299; 2011, cc. 133, 783; 2016, cc. 620, 716; 2019, c. 531.

### **§ 2.2-3714. Violations and penalties**

A. In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.7, 2.2-3706, 2.2-3707, 2.2-3708.2, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

B. In addition to any penalties imposed pursuant to subsection A, if the court finds that any officer, employee, or member of a public body failed to provide public records to a requester in accordance with the provisions of this chapter because such officer, employee, or member altered or destroyed the requested public records with the intent to avoid the provisions of this chapter with respect to such request prior to the expiration of the applicable record retention period set by the retention regulations promulgated pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.) by the State Library Board, the court may impose upon such officer, employee, or member in his individual capacity, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$100 per record altered or destroyed, which amount shall be paid into the Literary Fund.

C. In addition to any penalties imposed pursuant to subsections A and B, if the court finds that a public body voted to certify a closed meeting in accordance with subsection D of § 2.2-3712 and such certification was not in accordance with the requirements of clause (i) or (ii) of subsection D of § 2.2-3712, the court may impose on the public body, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$1,000, which amount shall be paid into the Literary Fund. In determining whether a civil penalty is appropriate, the court shall consider mitigating factors, including reliance of members of the public body on (i) opinions of the Attorney General, (ii) court cases substantially supporting the rationale of the public body, and (iii) published opinions of the Freedom of Information Advisory Council.

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2003, c. 319; 2004, c. 690; 2008, cc. 233, 789; 2011, c. 327; 2017, c. 778; 2018, c. 55; 2019, c. 843.

### **§ 2.2-3715. Effect of advisory opinions from the Freedom of Information Advisory Council on liability for willful and knowing violations**

Any officer, employee, or member of a public body who is alleged to have committed a willful and knowing violation pursuant to § 2.2-3714 shall have the right to introduce at any proceeding a copy of a relevant advisory opinion issued pursuant to § 30-179 as evidence that he did not willfully and knowingly commit the violation if the alleged violation resulted from his good faith reliance on the advisory opinion.

2019, c. 354.

## Chapter 7. Virginia Public Records Act

### **§ 42.1-76. Legislative intent; title of chapter**

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

### **§ 42.1-76.1. Notice of Chapter**

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

### **§ 42.1-77. Definitions**

As used in this chapter:

"Agency" means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's

records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Private record" means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of transacting public business.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, "public record" shall not include nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical,"

and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.
4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. [390](#), [955](#); 1998, cc. [427](#), [470](#); 2005, c. [787](#); 2006, c. [60](#).

#### **§ 42.1-78. Confidentiality safeguarded**

Any records made confidential by law shall be so treated. Records that by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia that are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court; however, upon a petition filed with the clerk, a judge may enter an order releasing any record sealed prior to January 1, 1901. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. [64](#); 2006, c. [60](#); 2020, c. [773](#).

#### **§ 42.1-79. Records management function vested in The Library of Virginia**

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2005, c. [787](#); 2006, c. [60](#).

#### **§ 42.1-79.1. Repealed**

Repealed by Acts 2005, c. 787, cl. 2.

**§§ 42.1-80, 42.1-81. Repealed**

Repealed by Acts 2003, c. 177.

**§ 42.1-82. Duties and powers of Library Board**

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.

**§ 42.1-83. Repealed**

Repealed by Acts 2006, c. 60, cl. 2.

**§ 42.1-84. Repealed**

Repealed by Acts 2005, c. 787, cl. 2.

**§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer**

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force

of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.

#### **§ 42.1-86. Essential public records; security recovery copies; disaster plans**

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

#### **§ 42.1-86.01. Records may be retained in electronic medium**

Notwithstanding any provision of law requiring a public record to be retained in a tangible medium, an agency may retain any public record in an electronic medium, provided that the record remains accessible for the duration of its retention schedule and meets all other requirements of this chapter. Nothing herein shall affect any law governing the retention of exhibits received into evidence in a criminal case in any court.

2018, c. 252.

### **§ 42.1-86.1. Disposition of public records**

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.

### **§ 42.1-87. Archival public records**

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency

or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. [64](#), [955](#); 2005, c. [787](#); 2006, c. [60](#).

**§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance**

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. [64](#); 1998, c. [427](#).

**§ 42.1-89. Petition and court order for return of public records not in authorized possession**

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. [427](#).

**§ 42.1-90. Seizure of public records not in authorized possession**

A. At any time after the filing of the petition set out in § [42.1-89](#) or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this

Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

**§ 42.1-90.1. Auditing**

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

2006, c. 60.

**§ 42.1-91. Repealed**

Repealed by Acts 2006, c. 60, cl. 2.

**§ 42.1-91.1. Availability of public records created prior to January 1, 1901**

Notwithstanding any provisions of a previously executed contract with any department, agency, or institution of the Commonwealth or political subdivision, any individual or private entity lawfully in possession of public records created prior to January 1, 1901, or images of such records may display or publish such records in any format, including in an electronic database or on the Internet, without paying a fee to or requesting permission from the original custodian of such records.

2020, c. 773.

## Criteria for allowing parcels in easement to retire all remaining DURs

The Conservation Easement Authority has expressed concerns for allowing vacant parcels being placed in easement to retire all remaining DURs as potential problems could arise in the future if a parcel is sold and the new owners purchased the vacant land assuming a single-family dwelling could be built.

The Clarke County Zoning Ordinance allows parcels to have zero DURs as follows:

### 3-D-10 Parcels with Zero Dwelling Unit Rights

- (4/18/95)  
(11/24/98)  
(8/19/03)
- a. No parcel may be created with zero dwelling unit rights in the AOC or FOC zoning district unless it meets one of the following criteria:
    1. contains an existing dwelling pursuant to Section 3-D-4; or,
    2. has an approved Special Use, has a use allowed as a Special Use, or
    3. is subject to a recorded permanent open-space, conservation, or historic easement granted to one or more of the following: the Clarke County Conservation Easement Authority, the Virginia Board of Historic Resources, the Virginia Outdoor Foundation, or any other entity authorized to hold an open-space easement pursuant to the Virginia Open-Space Land Act (§10.21-1700, Code of Virginia) and approved by the Clarke County Board of Supervisors.
  - b. The record subdivision plat creating a parcel with zero dwelling unit rights shall be accompanied by an affidavit signed by the property owner, that shall be recorded in the office of the Clerk of the Circuit Court with the subdivision plat, stating that the owner acknowledges that there are no dwelling unit rights assigned to the property, that no dwelling may be constructed on the property, and that these circumstances are binding on all subsequent owners.

Recently the Authority has received applications for vacant land where the landowners requested retirement of all remaining DURs. In one case, the applicant was encouraged to keep one remaining in the other case both DURs were permitted to be extinguished. This prompted members to suggest that criteria should be established that would provide an objective standard for situations where no DURs are retained.

Mr. Mitchell was asked to review the proposed policy. His response is as follows:

You advised that the proposed provisions for zero DUR lots are policy provisions to be applied by the Authority for property being placed in a conservation easement with the Authority meeting the requirements of §3-D-10(a)(3) of the Zoning Ordinance.

My suggestions for some of the wording in the policy provisions are:

- 1) Add the word "access" after the word "road".
- 4) Revise the beginning of the sentence to read: "Any parcel placed in a conservation easement with zero DURs shall . . ."



# Finance Committee Items

Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611

Monday, January 11, 2021 immediately following work session

Item No.	Description	Page
A.	CARES Act Funding Update:	
a.	2020-01-11 Summary:	332
	<p>The Finance Committee reviewed the CARES Expense Summary Report showing the remaining CARES Act funds and associated expenses and recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of using the remaining available balance of CARES funds for the reimbursement of the following expenditures:</p> <ul style="list-style-type: none"><li>- Qualifying AP Expenses/Encumbrances in the amount of \$332,295.03</li><li>- COVID-19 related salaries &amp; benefits in the amount of \$69,037.62</li><li>- COVID-19 sick leave pay in the amount of \$11,029.41</li><li>- Qualifying Public Safety hazard pay for Nov and Dec in the amount of \$36,170.40</li><li>- Qualifying Public Safety salary &amp; benefits (previously budgeted) in the amount of \$742,425.60</li><li>- COVID-19 related unemployment benefits in the amount of \$14,159.95</li><li>- Qualifying COVID-19 expenses paid from the Registrars CARES fund in the amount of \$18,244.71</li></ul> <p>Action: The Finance Committee recommends the following for FY2021 CARES Act proposed expenses: <b><i>“Be it resolved that FY21 budgeted expenditure and appropriation be increased \$480,937.12 and that revenue from the Federal CARES Act be recognized in the amount of \$1,223,362.72, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures.”</i></b></p>	
b.	2020-01-11 Summary:	
	<p>The Finance Committee reviewed the CARES Act funds and CARES Act grant funds the Clarke County Public School Division has received. The amounts are as follows:</p>	

- \$324,170 in CARES Act funds from the US Treasury.
- CARES Act grant - \$148,239.93 from the Virginia Dept. of Education.
- CARES Act grant - Instruction & Technology, \$38,000 from the Virginia Dept. of Education.
- CARES Act grant – Special Education, \$5,937.45 from the Virginia Dept. of Education.

Action: The Finance Committee recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of the Clarke County Public Schools CARES Act funds and CARES Act grant funds, in the amount of \$516,347. ***“Be it resolved that FY21 budgeted revenue and appropriation be increased \$516,347 in the School Operating Fund and that revenue from the Federal CARES Act be recognized in the amount of \$516,347, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures.”***

- c. Municipal Utility Relief Program –Information only. See attached memo. 336

2020-01-11 Summary: The Finance Committee reviewed the Municipal Utility Relief Program.

B. 2020-01-11 Summary:

The Finance Committee reviewed the following Clarke County Public School grant supplemental requests:

- a. Claude Moore Foundation Grant. The Division has been awarded a grant through Lord Fairfax Community College in the amount of \$88,000 and it will be used to purchase an Anatomage Table for Anatomy & Physiology Enhancement for the 20/21 school year.
- b. School Security Equipment Grant. CCPS has been awarded a grant from the Virginia Department of Education, in the amount of \$66,073, with a required match of \$16,518 for a total of \$82,591. The grant will be used for the purchase and installation of security equipment for Boyce Elementary School, Clarke County High School, and DG Cooley Elementary School.
- c. Title III Grant Supplemental. Supplemental revenue and expenditure in the amount of \$6,250 is needed to balance the grant budget to the actual grant award amount for award year 2020.

d. IDEA Grant Supplemental. Supplemental revenue in the amount of \$11,654 and expenditure in the amount of \$7,463 is needed to balance the grant budget to the actual grant award amount for award year 2020.

Action: The Finance Committee recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of the Clarke County Public School supplemental amounts as shown above.

***“Be it resolved that FY21 budgeted expenditure and appropriations in the School Capital Projects Fund be increased \$154,073, and that revenue from the Lord Fairfax Community College be recognized in the amount of \$88,000, and revenue from the Virginia Department of Education in the amount of \$66,073 be recognized, all for the purpose of purchasing an Anatomage Table and School Security Equipment.*”**

***“Be it resolved that FY21 budgeted expenditure and appropriations in the School Operating fund be increased \$13,713 and revenue from Title III & IDEA Grants be recognized in the amount of \$17,904, all for the purpose of balancing revenue and expenditure to actual award amounts.”***

C. **Conservation Easement: RSP Enterprises, LLC (Smithfield Farm)-** see the attached memo. 337

2020-01-11 Summary:

The Finance Committee reviewed a request from the Clarke County Conservation Easement Authority for a conservation easement purchase. The property is owned by RSP Enterprises, LLC (Smithfield Farm)- see attached memo.

Action: The Finance Committee recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of the conservation easement funding and expenditure as follows:

***“Be it resolved that FY21 budgeted expenditure and appropriations to the Conservation Easement fund be increased \$569,029, that revenue from the Federal government be recognized in the amount of \$323,500, and revenue from the Commonwealth be recognized in the amount of \$183,702, and that the fund balance designation for Conservation Easement purchases be decreased by \$61,827, all for the purpose of purchasing Conservation Easements on the land of RSP Enterprises, LLC (Smithfield Farm).”***

Item No.	Description	Page
D.	<b>Historic Preservation Commission Grant:</b> Battle of Berryville Boundaries Grant- see attached memo.	340
	2020-01-11 Summary:	
	<p>The Finance Committee reviewed a request for a supplemental appropriation for a grant received by the Historic Preservation Commission. This grant is for the study of the Battle of Berryville boundaries.</p>	
	<p>Action: The Finance Committee recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of Historic Preservation Commission grant funding as follows:</p>	
	<p><b><i>“Be it resolved that FY21 budgeted expenditure and appropriation to Historic Preservation Commission be increased \$39,427, and that revenue from the Federal government be recognized in the amount of \$39,427, for the purpose of accepting the Battle of Berryville Boundaries Grant”.</i></b></p>	
E.	<b>Deed Book Restoration Grant:</b> The Clerk of the Circuit Court was awarded a grant in the amount of \$18,913 for restoration of deed books.	
	2020-01-11 Summary:	
	<p>The Finance Committee reviewed the request of \$18,913 in grant funds by the Clerk of the Circuit Court.</p>	
	<p>Action: The Finance Committee recommends to the Board of Supervisors, following a public hearing on this matter on January 19, 2021 at 6:30 p.m., approval of the Deed Book Restoration grant funding as follows:</p>	
	<p><b><i>“Be it resolved that FY21 budgeted expenditure and appropriation to Clerk of the Circuit Court be increased \$18,913, and that revenue from the Commonwealth be recognized in the amount of \$18,913 for the purpose of accepting the Deed Book Restoration Grant”.</i></b></p>	
F.	<b>Waterloo Sewer Connections Fees</b> – See attached memo, availability fees and map.	341
	2020-01-11 Summary:	
	<p>The Finance Committee reviewed the attached memo, availability fees and map.</p>	
	<p><b>Action: The Finance Committee recommends to the Board of Supervisors, approval of the proposed connection fees as presented in the attached memo for</b></p>	

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
	<b><i>the specified time-period, and for properties meeting specific criteria, as noted in the memo.</i></b>	
G.	<b>FY20 Capital Projects Carryforward-</b> See attached spreadsheet and memo.  2020-01-11 Summary:  The Finance Committee reviewed the Government Capital Projects, the proposed FY20 carryforward as well as the FY21 actual and proposed expenses as outlined in the attached memo.  <i>Action: “Be it resolved that budgeted expenditure, appropriations and revenue of the Government Capital Project Fund be carried forward from FY20 to FY21 as stated by the fund totals in the documents attached.”</i>	345
H.	<b>General Fund Balance designation review</b> – See attached.  2020-01-11 Summary:  The Finance Committee was not able to review the draft copy of the fund balance designations at this time.	347
I.	<b>Bills and Claims – (attached)</b>  20-01-11 Summary: Following review,  <i>Action: The Finance Committee recommends approval of the December 2020 Invoice History Report.</i>	348
J.	Standing Reports: – Year to Date Budget Report – Reconciliation of Appropriations – Capital Projects Report	354 368 369

**CARES Act Funds Expense Summary Report**

Total amount of Award	2,550,902.00
Reimbursed through October 2020	<u>(1,345,783.99)</u>
Remaining available balance	1,205,118.01

**Clarke County Covid-19 CARES Act Expenses**

Qualifying Covid-19 Accounts Payable Expenses & Encumbrances

November 2020 Accounts Payable Expenses (Detail attached)	26,038.03
December 2020/January 2021 Accounts Payable Expenses (Detail attached)	262,233.64
Glass Doctor Invoice (invoiced/pd FY21 paid from CARES)	6,183.00
Encumbrances	26,953.42
Central Store purchases for 10/01/20 through 12/30/2020	10,544.73
Blue Ridge Volunteer FD PPE supplies not included with previous requests	<u>342.21</u>
Total Covid-19 AP expenses/encumbrances	332,295.03

<b>Encumbrances</b>
\$5,007. -3 remote work laptops
\$6,161.42-console equip move
11,050 - Econ Dev-video
1,885 - Econ Dev-graphic design
2,850 - console cleaning-911

Qualifying Covid-19 related salaries & benefits

Parks & Recreation Child Care Program (Nov & Dec)	14,995.38
School employees assigned to Child Care Program (Nov & Dec)	24,602.46
PT Animal Shelter (December)	2,414.13
Career staff stationed at Blue Ridge Volunteer Fire Co, PT Salaries & benefits (Sept-Dec)	<u>27,025.66</u>
Total Covid-19 related salaries & benefits	69,037.62

<b>Career staff @ BRVFC</b>
Sept- 1,514.64
Oct- 7,594.71
Nov- 6,475.15
Dec - 11,441.16
These amts incl salary and related FICA

Qualifying Covid-19 sick leave pay

Covid Sick Leave Pay	11,029.41
Total Covid-19 sick leave pay	11,029.41

Public Safety Hazard Pay

Sheriff's Office Hazard Pay for Nov & Dec	14,263.63
Fire & EMS Hazard Pay for Nov & Dec	<u>21,906.78</u>
Total Covid-19 qualifying hazard pay	36,170.40

Public Safety Salary & Benefits ( previously budgeted-qualified for CARES Act reimbursement)

Total Public Safety salary & benefits	742,425.60
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Qualifying Covid-19 Unemployment paid for Qtr end 6/30/2020

Total Covid-19 unemployment	14,159.95
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**Total County Covid-19 Expenses 1,205,118.01**

**COV19 - Paid from Registrar CARES fund**

November 2020 Accounts Payable Electoral Board Covid-19 Expenses	8,896.50
Registrar part time salaries and benefits	7,598.21
Hazard Pay	<u>1,750.00</u>
Total Registrar Nov 2020 Covid-19 Expenses	<u>18,244.71</u>

**Total Clarke County Covid-19 related expenses proposed for reimbursement 1,223,362.72**

Invoice history by Project and GL account  
 Paid Cov-19 invoices 11/1-11/30  
 11/30/20

VENDOR	VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	PRD	AMOUNT	FULL DESC	
37	Amazon Acct	436866953863	10/27/2020	56167	DC113020	COV19	100-000-000-000-1-12-121-12110-6000	-COV19	2021	5	1,244.58	Filters for Library COVID-19
67	BB&T	0375-11-09-2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-1-12-121-12110-6000	-COV19	2021	5	635.34	brt IT, P&Z, Bld, DSS, Co Admin, Econ Dev
<b>County Administration Total</b>											<b>1,879.92</b>	
2930	Bank of America	0845-09/2020-3	09/30/2020	56068	DC111320	COV19	100-000-000-000-1-13-131-13100-6000	-COV19	2021	3	127.94	CV: Table for Sanitizer
<b>Electoral Board and Officials Total</b>											<b>127.94</b>	
37	Amazon Acct	584537534549	10/07/2020	56167	DC113020	COV19	100-000-000-000-3-31-312-31200-6000	-COV19	2021	5	116.22	Office Supplies
37	Amazon Acct	584537534549	10/07/2020	56167	DC113020	COV19	100-000-000-000-3-31-312-31200-6011	-COV19	2021	5	8.99	Office Supplies
<b>Sheriff's Office Total</b>											<b>125.21</b>	
2930	Bank of America	0845-October 2020	10/31/2020	56068	DC111320	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	4	13,549.31	CV: AeroClave 3110 Trident & A
2930	Bank of America	0845-October 2020-1	10/31/2020	56067	DC111320	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	4	1,294.80	CV: P100 HE Cartridges
67	BB&T	9651-11/9/2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	5	208.18	Fire-EMS BB&T credit card statement Nov 20
1824	Blue Ridge Rescue Su	49866	11/04/2020	56071	DC111320	COV19	100-000-000-000-3-32-323-32310-6011	-COV19	2021	5	3,720.00	Fire-EMS COVID-19 PPE
67	BB&T	9651-11/9/2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-3-32-323-32310-6011	-COV19	2021	5	516.12	Fire-EMS BB&T credit card statement Nov 20
<b>Fire and Rescue Total</b>											<b>19,288.41</b>	
208	Grainger Inc	9696954222	10/27/2020	56092	DC111320	COV19	100-000-000-000-7-71-713-71310-6000	-COV19	2021	4	361.24	CV: 2XL Gym Wipes
2272	Protect the Kids	11072020	11/07/2020	56132	DC111320	COV19	100-000-000-000-7-71-713-71350-5500	-COV19	2021	5	115.00	mat training COV19
30	Ahold Financial Serv	55527	10/30/2020	56060	DC111320	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	35.29	covid
358	S&S Worldwide	IN100631680	10/27/2020	56136	DC111320	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	118.43	afterschool COV19
358	S&S Worldwide	100592380	09/01/2020	56316	DC113020	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	412.95	covid afterschool
<b>Parks Rec Center Total</b>											<b>1,042.91</b>	
3008	Virginia Tourism	INV0000000007055	10/20/2020	56160	DC111320	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	4	350.00	Econ Welcome Center Covid
3018	Shotton Design	339	11/04/2020	56142	DC111320	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	700.00	Econ Pop Up Banners Covid
464	Top of Virginia Regi	43173	11/18/2020	56326	DC113020	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	424.00	Covid-19_Econ_Shop_Local_Camp.
3022	APA Media	21103	11/13/2020	56170	DC113020	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	1,995.00	brt Econ Dev Full pg Ad
<b>Economic Development Total</b>											<b>3,469.00</b>	
37	Amazon Acct	464686384359	10/21/2020	56167	DC113020	COV19	201-000-000-000-5-53-531-53100-6000	-COV19	2021	5	104.64	AMM BLACK NITRILE GLOVES COV19
<b>Social Services Total</b>											<b>104.64</b>	
<b>Grand Total</b>										<b><u>26,038.03</u></b>		

invoice history by Project and GL account  
 Paid Covid-19 invoices through  
 1/11/2020  
 AP by GL account

VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	AMOUNT	FULL DESC
Amazon	938536893849	11/24/2020	TBD	DC011521	COV19	100-000-000-000-1-12-121-12110-6000 -COV19	2021	429.00	Library Filter
Amazon Refund	468469447865	11/17/2020	TBD	DC011521	COV19	100-000-000-000-1-12-121-12110-6000 -COV19	2021	-414.86	Refund
						<b>County Adm COV19 Mat &amp; Sup</b>		<b>14.14</b>	
Daly Computers	PSI1081797	11/30/2020	20632	DC121520	COV19	100-000-000-000-1-12-125-12510-6050 -COV19	2021	<u>3,757.00</u>	Laptops,webcam, CARES
						<b>IT COV19 Noncap Tech Hardware</b>		<b>3,757.00</b>	
BB&T	9058-20201209	12/9/2020	56488	DC123020	COV19	100-000-000-000-3-31-312-31200-6000 -COV19	2021	<u>237.97</u>	Monthly Statement
						<b>Fire and Rescue Services Total</b>		<b>237.97</b>	
Inova HealthCare	78842	11/4/2020	56218	DC113020	COV19	100-000-000-000-3-32-322-32200-3000	2021	2,889.39	PHYSICALS NEW PT BLUE RIDGE STAFFING
Amazon Order #114-7739293-; 6.86397E+11		7/6/2020	55420	DC083120	COV19	100-000-000-000-3-32-322-32200-6000	2021	699.98	FOR CROMEBOOKS FOR TRAINING TO ONLINE
Police and Sheriff Press	139545	10/19/2020	56026	DC103020	COV19	100-000-000-000-3-32-323-32310-3000	2021	339.15	ID CARDS NEW PT BLUE RIDGE
Virtual Graffiti	982939	11/18/2020	56474	DC121520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	3,125.00	CARES ACT modems-COVID 19
TSI, Inc.	91275518	11/23/2020	56459	DC121520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	13,858.10	FIT Testing Machine
Emergency Medical	2221985	12/15/2020	56509	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	267.60	Fire-EMS ***COVID-19*** PPE stock
Mallory Safety	4982956	12/16/2020	56527	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	1,288.00	Fire-EMS ***COVID-19*** PPE N95 masks
Atlantic Emergency	10846SPE	12/9/2020	56486	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	3,131.76	Fire-EMS **COVID-19** PPE
BB&T-Royce Shields	9651 12-9-20	12/9/2020	56488	DC123020	COV19	100-000-000-000-3-32-323-32310-6011	2021	240.00	HELMET SHIELD
BB&T-Royce Shields	9651 12-9-20	12/9/2020	56488	DC123020	COV19	100-000-000-000-3-32-323-32310-6011	2021	-30.00	HELMET SHIELD-REFUND
Leading Edge	064755	10/22/2020	56105	DC111320	COV19	100-000-000-000-3-32-323-32310-6011	2021	480.47	UNIFORMS-BLUE RIDGE STAFFING
Leading Edge	065150	11/19/2020	56396	DC121520	COV19	100-000-000-000-3-32-323-32310-6011	2021	2,159.63	UNIFORMS-BLUE RIDGE STAFFING
Blue Ridge Resue Suppliers	49882	11/9/2020	56179	DC111320	COV19	100-000-000-000-3-32-323-32310-8200 -COV19	2021	1,764.00	BUNKER GEAR
Blue Ridge Resue Suppliers	50089	12/17/2020	56570	DC010521	COV19	100-000-000-000-3-32-323-32310-8200 -COV19	2021	29,470.00	Fire-EMS PPE **COVID-19**
Blue Ridge Resue Suppliers	50034	12/8/2020	56570	DC010521	COV19	100-000-000-000-3-32-323-32310-8200 -COV19	2021	1,475.00	Fire-EMS PPE **COVID-19**
Atlantic Emergency	10838SPE	12/30/2020	56568	DC010521	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	379.20	Fire-EMS PPE **COVID-19**
BB&T-Royce Shields	9651-10/09/20	10/9/2020	55927	DC103020	COV19	100-000-000-000-3-32-323-32310-8200		315.00	HELMET SHIELD
Bank of America	0845-December 2020	12/30/2020	TBD	DC011521	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	<u>33,543.56</u>	CV: Aeroclave 3110 Trident & Accessories
						<b>EMS COV19 Mat &amp; Sup</b>		<b>95,395.84</b>	
Delta Fire	76771	11/6/2020	56374	DC121520	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2021	<u>2,314.00</u>	Fire-EMS ***Covid-19 PPE*** bunker gear rental
						<b>EMS COV19 Uniforms Apparel</b>		<b>2,314.00</b>	
Broy & Son Pump	23205	12/11/2020	20692	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	900.00	rm Broy Covid labor for retaining wll
Town of Berryville	448307-COVID	12/11/2020	56555	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	52.50	rm TOB Cons Material Covid101 Chalmers bollard wal
Town of Berryville	72-COVID	12/15/2020	56555	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	1,540.14	rm TOB 101 Chalmers retaining wall labor
Imperial Concrete	12112020-COVID	12/11/2020	56519	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	<u>6,135.00</u>	rm Imperial Concrete 101Chalmers retaining wall
						<b>Maintenanc COV19 Mat &amp; Sup</b>		<b>8,627.64</b>	
S&S Worldwide	IN100659737	11/25/2020	56440	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	341.84	Childcare Game and Craft Supplies
S&S Worldwide	IN100667502	12/7/2020	56440	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	4.79	Green Masking Tape
Personius, Kristine	Personious 12/06/20	12/6/2020	20661	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	26.71	Craft Supplies Childcare
BB&T	6723-12/21/20	12/9/2020	56488	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	1,133.38	Childcare Supplies Covid
General Sales of Vir	202012.00907	12/14/2020	20702	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	230.55	Qt. Spritz Sani Spray
Walmart	0739-12/23/2020	12/16/2020	56563	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	701.62	Childcare Covid Supplies, Rec Vending and Supplies
General Sales of Vir	202012.0158	12/30/2020	20732	DC010520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	<u>151.05</u>	51 QT Spritz Sani Spray
						<b>Parks Administration Total</b>		<b>2,589.94</b>	

Frederick County EDA BB&T	60662 0375-12/09/20	12/11/2020 12/18/2020	56381 DC121520 56488 DC123020	COV19 COV19	100-000-000-000-8-81-815-81510-3000 -COV19 100-000-000-000-8-81-815-81510-3000 -COV19	2021 2021	500.00 Econ Dev Talent Website 400.00 BB&T CoAdmin, GIS/IT Nov 2020
<b>Economic Development Total</b>							<b>900.00</b>
GCA Education Servic GCA Education Servic GCA Education Servic	1083855 1083856 12152020	12/17/2020 12/17/2020 12/15/2020	20701 DC123020 20701 DC123020 20701 DC123020	COV19 COV19 COV19	205-500-903-000-6-64-642-64200-3340 -COV19 205-500-903-000-6-64-642-64200-3340 -COV19 205-500-903-000-6-64-642-64200-3340 -COV19	2021 2021 2021	2,640.00 Custodial Service Cooley Upper for Sept and Oct. 2,280.00 Cust. Service Cooley Upper for November 1,440.00 rm ABM Covid Cleaning at CUC DayCare 12/1 to 12/15
<b>Child Care Center Cleaning</b>							<b>6,360.00</b>
Barns of Rose Hill Blandy Experimental Blue Ridge Volunteer Boyce Volunteer Fire John H Enders Fire Heritage Child Devel Blue Ridge Studio Serenity Farm Long Branch Clarke County Histor Clarke Agricultural Clarke County Band A	03.Memo to Pay 07. Memo to Pay 12.Memo to Pay 05.Memo to Pay 11.Memo to Pay 06. Memo to Pay 09.Memo to Pay 01 Memo to Pay 02.Memo to Pay 04. Memo to Pay 10.memo to pay 08.Memo to Pay	12/18/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020 12/16/2020	56487 DC123020 56490 DC123020 20691 DC123020 56492 DC123020 56523 DC123020 56517 DC123020 56491 DC123020 56549 DC123020 56526 DC123020 56496 DC123020 56494 DC123020 56495 DC123020	COV19 COV19 COV19 COV19 COV19 COV19 COV19 COV19 COV19 COV19 COV19 COV19	232-000-400-000-0-00-000-00000-5600 -COV19 232-000-400-000-0-00-000-00000-5600 -COV19	2021 2021 2021 2021 2021 2021 2021 2021 2021 2021 2021 2021	10,000.00 03.Memo to Pay Barns of Rose Hill 10,000.00 CARES 07 Memo to Pay State Arboretum 11,429.00 CARES 12 Memo to Pay Blue Ridge Vol Fire 11,429.00 CARES 05 Memo to Pay Boyce Vol Fire Company 11,429.00 CARES 11 Memo to Pay John H Enders 10,000.00 CARES 06 Memo to Pay Cheers Family School 10,000.00 CARES 09 Memo to Pay Blue Ridge Studio 2,000.00 CARES Non-Profit 01 10,000.00 CARES 02. Memo to Pay Long Branch 2,481.00 CARES 04 Memo to Pay CCHA 10,000.00 CARES 10.Memo to Pay Clarke Ag Learn Foundation 1,232.00 CARES 08.Memo to Pay CC Band Assoc
<b>Small Business Total</b>							<b>100,000.00 Covid-19 Non-Profit Assistance</b>
COMMUNICATIONS CENTE Kustom Signals Inc	2477m 578593	12/11/2020 10/23/2020	56355 DC121520 20710 DC123020	COV19 COV19	301-000-000-000-9-94-943-94310-8200 -COV19 301-000-000-000-9-94-943-94310-8200 -COV19	2021 2021	1,200.00 console cleaning, wire cleanin 19,019.00 Messaage Board Trailer
<b>Sherif Equip COV19 Cap Outly</b>							<b>20,219.00</b>
Virginia Employment Virginia Employment Virginia Employment	093020 County 093020 School 1 093020 School 2	10/16/2020 10/16/2020 10/16/2020	56472 DC121520 56472 DC121520 56472 DC121520	COV19 COV19 COV19	731-000-000-000-9-91-910-91000-2600 -COV19 731-000-000-000-9-91-910-91000-2600 -COV19 731-000-000-000-9-91-910-91000-2600 -COV19	2021 2021 2021	2,294.81 FY21 Q1 County 7,279.26 FY21 Q1 School Bill #1 357.00 FY21 Q1 School Bill #2
<b>COV19 Unemployment Insurance</b>							<b>9,931.07</b>
Town of Berryville Town of Berryville	44201 01-05-21A	1/5/2021 1/5/2021	56572 DC010521 56572 DC010521	COV19 COV19	232-000-400-000-0-00-000-00000-6000-COV19 232-000-400-000-0-00-000-00000-6000-COV19		9,701.45 Public Safety Hazard Pay for Town of Berryville Police Dept 2,185.59 Glass Doctor - Glass partition at cusomer service window
<b>Total Town of Berryville</b>							<b>11,887.04</b>
<b>TOTAL DEC 2020 &amp; JAN 2021 AP COV19 EXPENSES</b>							<b>262,233.64</b>



Ralph S. Northam  
Governor

R. Brian Ball  
Secretary of  
Commerce and Trade

## COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

### DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

**VIA EMAIL**

Mary Meredith  
Administrative Assistant  
Clarke County Sanitary Authority

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Mary Meredith:

On behalf of Governor Northam, it gives me great pleasure to inform you that Clarke County Sanitary Authority has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$53,805.53 to assist with municipal utility customer relief for all eligible customers of Clarke County Sanitary Authority. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Clarke County Sanitary Authority and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at [utility@dhcd.virginia.gov](mailto:utility@dhcd.virginia.gov).

Sincerely,

Handwritten signature of Erik Johnston in black ink.

Erik Johnston  
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts  
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

**MEMORANDUM**

TO: Finance Committee  
FROM: Alison Teetor  
SUBJECT: Easement purchase  
DATE: November 20, 2020

The Clarke County Conservation Easement Authority received authorization from the USDA ALE to close on a conservation easement purchase previously approved by the Board of Supervisors. The property is Tax Map# 10-A-6 owned by RSP Enterprises, LLC (Smithfield Farm). The Authority is requesting a transfer of funds as follows:

**Payment to Robert Mitchell, closing attorney, in the amount of \$569,029.20.**

The total appraised value of the easement is \$647,000. Of that \$323,500 or 50% from is from the Natural Resource Conservation Service (ALE grant); \$121,875 from Virginia Land Conservation Fund and \$61,827.10 from the Virginia Department of Agriculture and Consumer Services (VDACS), and \$61,827.10 from the County. The landowner is donating the remaining \$80,875.

Please recommend approval of the appropriation of the funds to the Board of Supervisors.

## MEMORANDUM

TO: Finance Committee  
FROM: Alison Teetor  
DATE: November 20, 2020  
SUBJECT: Application for grant Purchase – RSP Enterprises, Betsy Pritchard

Betsy Pritchard, co-owner RSP Enterprises (Smithfield Farm) has applied to the easement authority for approval of an easement purchase using grant funds. The property is located 568 Smithfield Lane off of Wickliffe Road adjacent to the West Virginia line. The property is identified by Tax Map# 10-A-6. It consists of 214 acres with 6 DUR's and 4 existing dwellings. The primary use is for grazing and hay production. The applicant proposes to retire all of the 6 remaining DURs.

The parcel is zoned AOC and is currently in use value taxation, 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 property meets all of the 4 criteria. The property resource score is 125.69. The applicant would retire all of the 6 remaining DURs. It is next to an existing easement, property that the Pritchard's own and placed in easement in 2009, and it is more than 40 acres. Points were given for retiring 6 DURs, having a perennial stream, a house listed individually on the National Historic Register. Having frontage on a scenic byway, and being owned by the same family for more than 200 years.

Grants obtained to assist with the purchase include ALE (formally FRPP) federal, and the Virginia Land Conservation Fund (state) and the Virginia Department of Agriculture and Consumer Services (VDACS).



RSP Enterprises  
 TM# 10-A-6, 215 acres  
 3 exempt., 6 DURs



600 300 0 600 Feet

Clarke County GIS  
 July 2, 2020



- Parcel Boundary
- Conservation Easement
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road

Aerial Imagery 2015 Commonwealth of Virginia

Location Map



MEMORANDUM

TO: Finance Committee  
FROM: Alison Teetor  
DATE: November 23, 2020  
SUBJECT: Battle of Berryville grant appropriation

The Clarke County Historic Preservation Commission received a grant from the American Battlefield Protection Program (ABPP) administered by the National Park Service, to study the Battle of Berryville boundaries and develop a preliminary information form for a potential future National Register Nomination. Request for Proposals were due October 20<sup>th</sup>. In all eleven firms responded. A committee consisting of Betsy Arnett, Chair of the HPC, Bob Stieg, member of the HPC, Maral Kalbian, Architectural Historian, and me, reviewed the applications and interviewed three firms. The chosen firm is Richard Grubb and Associates, Inc. from Cranbury, NJ. The grant award to complete the work is \$39,427.

Recommendation

Recommend appropriation of the grant award to the Board of Supervisors.

# Clarke County Board of Supervisors



**Berryville Voting District**  
**Matthew E. Bass**  
**(540) 955-5175**

**Millwood Voting District**  
**Terri T. Catlett**  
**(540) 837-2328**

**Russell Voting District**  
**Doug Lawrence**  
**(540) 955-2144**

**Buckmarsh Voting District**  
**David S. Weiss – Chair**  
**(540) 955-2151**

**White Post Voting District**  
**Bev B. McKay – Vice Chair**  
**(540) 837-1331**

**County Administrator**  
**Chris Boies**  
**(540) 955-5175**

To: Finance Committee

From: Chris Boies

Re: Waterloo Sewer Connection Fee

Date: January 4, 2021

Waterloo, at the intersection of Lord Fairfax Highway and John Mosby Highway, is currently zoned Highway Commercial (CH) and is served by public water and sewer provided by the Clarke County Sanitary Authority (CCSA). The Waterloo Area Plan, an implementing component of the Clarke County Comprehensive Plan, calls for developing proactive strategies to facilitate new business development in the Plan Area and to pursue approaches to make public water and sewer connectivity more affordable for new businesses.

The Clarke County Board of Supervisors (BOS) currently receives one-third of the sewer availability fees in Waterloo as repayment for previous investments by the County to the public sewer system. The County does not budget for these revenues and none have been received for a number of years due to the lack of new connections to the system. Staff is proposing a new business incentive program to encourage the development of vacant parcels at Waterloo. The proposed program is as follows:

**Eligible connections:** Sewer connections made for new commercial buildings in Waterloo on properties served by the CCSA and zoned CH are eligible to apply for this program. A zoning permit and site plan (and appropriate fees) must be submitted to the Planning & Zoning office by December 31, 2021. A physical connection to the public sewer system must occur by December 31, 2022.

**Incentive:** The BOS agrees to waive one-third of the sewer availability fee for eligible connections made within the prescribed time period. The BOS reserves the right to review each request under this program on a case-by-case basis. The cumulative funding available for this program is \$100,000, any requests beyond that amount will require supplemental funding approval from the BOS.

Please find attached the connection fees proposed under this incentive program. Staff discussed this proposal with the CCSA Board in December and they had no objections to the proposal.

Projected Average Daily Flow (gpd)	Water Availability Fee
1 to 375	\$20,700.00
376 to 500	\$27,600.00
501 to 625	\$34,500.00
626 to 750	\$41,400.00
751 to 875	\$48,300.00
876 to 1000	\$55,200.00
1,001 to 1,250	\$69,000.00
1,251 to 1,500	\$82,800.00
1,501 to 1,750	\$96,600.00
1,751 to 2,000	\$110,400.00
2,001 to 2,250	\$124,200.00
2,251 to 2,500	\$138,000.00
2,501 to 3,125	\$172,500.00
3,126 to 3,750	\$207,000.00
3,751 to 5,000	\$276,000.00
5,001 to 6,250	\$345,000.00
6,251 to 7,500	\$414,000.00
7,501 to 8,750	\$483,000.00
8,751 to 10,000	\$552,000.00
10,001 to 12,500	\$690,000.00
12,501 to 15,000	\$828,000.00
15,001 to 17,500	\$966,000.00
17,501 to 20,000	\$1,104,000.00
20,001 to 22,500	\$1,242,000.00
22,501 to 25,000	\$1,380,000.00

Projected Average Daily Flow (gpd)	Sewer Availability Fee	Proposed 2021 Fee
1 to 300	\$24,300.00	\$16,198.38
301 to 400	\$32,400.00	\$21,597.84
401 to 500	\$40,500.00	\$26,997.30
501 to 600	\$48,600.00	\$32,396.76
601 to 700	\$56,700.00	\$37,796.22
701 to 800	\$64,800.00	\$43,195.68
801 to 1,000	\$81,000.00	\$53,994.60
1,001 to 1,200	\$97,200.00	\$64,793.52
1,201 to 1,400	\$113,400.00	\$75,592.44
1,401 to 1,600	\$129,600.00	\$86,391.36
1,601 to 1,800	\$145,800.00	\$97,190.28
1,801 to 2,000	\$162,000.00	\$107,989.20
2,001 to 2,500	\$202,500.00	\$134,986.50
2,501 to 3,000	\$243,000.00	\$161,983.80
3,001 to 4,000	\$324,000.00	\$215,978.40
4,001 to 5,000	\$405,000.00	\$269,973.00
5,001 to 6,000	\$486,000.00	\$323,967.60
6,001 to 7,000	\$567,000.00	\$377,962.20
7,001 to 8,000	\$648,000.00	\$431,956.80
8,001 to 10,000	\$810,000.00	\$539,946.00
10,001 to 12,000	\$972,000.00	\$647,935.20
12,001 to 14,000	\$1,134,000.00	\$755,924.40
14,001 to 16,000	\$1,296,000.00	\$863,913.60
16,001 to 18,000	\$1,458,000.00	\$971,902.80
18,001 to 20,000	\$1,620,000.00	\$1,079,892.00
20,001 to 22,500	\$1,822,500.00	\$1,214,878.50
22,501 to 25,000	\$2,025,000.00	\$1,349,865.00



**FY20 COUNTY CAPITAL CARRYFORWARD**

FUNCTION	ACCOUNT DESCRIPTION	FY20 ORIG APPROP	FY20 TRANFRS/ ADJSMTS	FY20 REVISED BUDGET	FY20 YTD EXP	Proposed EOY Adjustments	Proposed FY20 CARRY FORWARD
94110	HVAC System Replacement	-	119,280	119,280	11,522	41,660	149,418
94120	Roofing	-	52,732	52,732	-	(10,000)	42,732
94130	Painting and Flooring	25,000	-	25,000	20,073	5,073	10,000
94140	Landscaping	-	10,375	10,375	-		10,375
94150	Asphalt, Sidewalk, Path	25,000	3,136	28,136	2,759		25,377
94180	Courthouse Complex Repai	-	27,681	27,681	9,031	4,936	23,586
94181	Courtroom Furniture	-	-	-	-		-
94310	Sheriff's Equipment	10,000	-	10,000	9,661		339
94320	Auto Replacement	30,000	246	30,246	24,256		5,990
94329	AFG-Radio Replacements	-	-	-	-		-
94331	Sheriff's Vehicles	159,000	3,485	162,485	154,995		7,490
94409	Citizen's Convenience Ce	-	4,105	4,105	4,105		-
94502	Southeastern Coll. Trans	-	44,701	44,701	26,238	(18,463)	0
94508	Josephine School Museum Roof	-	852	852	852		-
94509	Morgan's Mill Appalachia	-	15,000	15,000	-	(3,270)	11,730
94601	Technology Improvements	40,000	22,129	62,129	40,800		21,329
94603	Mobile Radio System	590,085	311,554	901,639	282,566	(34,000)	585,074
94604	911 Phone System	241,452	-	241,452	34,680		206,772
94606	Telecommunic & Broadband	-	209,513	209,513	99,852	(109,661)	(0)
94702	Swimming Pool	-	55,200	55,200	10,754		44,446
94703	Park Fencing	-	79,007	79,007	6,030		72,977
94708	Park-Kohn Prpty Developm	-	15,000	15,000	-	(15,000)	-
94709	New Park Shelter	-	20,723	20,723	-		20,723
94802	Reassessment	-	207,021	207,021	131,343	(4,936)	70,742
	<b>Total</b>	<b>1,120,537</b>	<b>1,201,740</b>	<b>2,322,277</b>	<b>869,518</b>	<b>(143,661)</b>	<b>1,309,098</b>
<b>Revenue</b>							
94508	Dept of Historic Resources -Josephine Roof		-530	-530			-530
94509	Morgans Mill Appalachian Trail donations		-7,000	-7,000			-7,000
94604	Wireless 911 Phone System Grant	-241,452		-241,452			-241,452
94606	Braodband to White Post		-209,513	-209,513	-99,852	109,661	0
94603	EMS Handset Replacement	-34,000		-34,000		34,000	0
	Transfer from General Fund		-1,829,782	-1,829,782	-769,666		-1,060,116
		-275,452	-2,046,825	-2,322,277	-869,518	143,661	-1,309,098
	Revenue Total		-2,046,825	-2,322,277	-869,518	143,661	-1,309,098
	Expense Total		1,201,740	2,322,277	869,518	-143,661	1,309,098
	Grand Total		-845,085	0	0	0	0

# Clarke County Board of Supervisors



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**Bev B. McKay – Vice Chair**  
**(540) 837-1331**

**County Administrator**  
**Chris Boies**  
**(540) 955-5175**

To: Finance Committee

From: Chris Boies

Re: Capital Budget Update

Date: January 4, 2021

Below is an update on the FY 21 capital budget and reallocation plans for the FY 20 carryforward:

FY 21 Update:

- \$30,000 Courtroom Furniture-still on contingency list
- \$29,000 Sheriff Equipment-purchased speed trailer with CARES funding and bought security cameras
- \$25,000 General Government Vehicle-still on contingency list
- \$587,300 AFG Radio Replacement-depends on receiving grant
- \$57,000 Sheriff Vehicles-purchased two vehicles, one is still on contingency list
- \$20,000 Sheriff Radio-still on contingency list

FY 20 Carryforward-plans for use of funds remaining (most of these projects would have been requested for the FY 22 budget so completing them now will reduce FY 22 requested amounts):

- \$40,418 HVAC System Replacement-add expansion tank at 101 Chalmers Court (our share), add secondary cooling unit for Emergency Communications Center, and replacement of failing RTU at Social Services
- \$42,732 Roofing-Paint roofs at 102, 104, and 106 Church Street (preventative maintenance)
- \$10,000 Painting & Flooring-Improvements in Commonwealth Attorney's office
- \$10,375 Landscaping-hold for our portion of landscaping at 101 Chalmers Court
- \$25,377 Asphalt, Sidewalk, Path-hold for possible paving at Animal Shelter in conjunction with new addition
- \$20,117 Courthouse Complex Repairs-Replace failing HVAC unit at 104 Church Street-judges office and conference room
- \$18,579 Technology-various technology improvements at various locations
- \$15,000 Swimming Pool-pool house repairs including new partitions, sinks and toilets-leaves significant balance for any major repairs that may be needed.
- \$10,000 Park Fencing-baseball dugout and backstop improvements-leaves balance available for park repair

[www.clarkecounty.gov](http://www.clarkecounty.gov)

101 Chalmers Court, Suite B  
Berryville, VA 22611

Telephone: [540] 955-5175

\$20,723 New Park Shelter-use remaining funds for much needed storage building at park.

DRAFT COPY - NOT FINAL YET

Title: General Fund Balance

01/06/21

Source: Clarke County Joint Administrative Services

	<u>PRIOR</u>	<u>CURRENT</u>	<u>NOTES</u>
General Fund Balance (as of 6/30/2019)	10,868,468	10,868,468	
<u>Designations</u>			
Liquidity Designation @ 12% of FY 20 Budgeted Operating Revenue	(\$3,551,151)	(\$3,551,151)	
Stabilization Designation @ 3% of FY 20 Budgeted Operating Revenue	(887,788)	(887,788)	
Continuing Local GF Appropriations for Capital Projects	-	-	Was -1854084
Conservation Easements from Government Savings	(150,000)	(150,000)	\$142,000 increased to \$150K
School Operating Savings	-	-	Was -480884
Comprehensive Services Act Shortfall	(300,000)	(300,000)	
Parks Master Plan	(130,000)	(130,000)	Includes use for Kohn
Emergency Vehicles	(100,000)	(100,000)	General use Protection (6,183) & Germ Shields (2,870), 911 Hazard Pay
Government Savings (GenGov, JAS, DSS)	(468,563)	(468,563)	(20,884)
Data and Communications Technology	(600,000)	(600,000)	Final phase of communications upgrade
Leave Liability	(162,431)	(162,431)	Source for Public Safety holiday pay retro. Was -269667
Community Facilities	(311,667)	(311,667)	General Use (ex. CCSA) Source for AT access match (8K)
Economic Development	(150,000)	(150,000)	General use for new opportunities
Jack Enders Blvd Project	(102,434)	(102,434)	From Business Park sale proceeds
Human Services space	(237,811)	(237,811)	DSS, NWCS, VDH
School Construction	(79,270)	(79,270)	BES or JWMS
Real Estate Assessment Software	(30,000)	(30,000)	Was 130,000
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	(590,712)	
TOTAL Designations	(7,851,827)	(7,851,827)	
FY 20 YTD Expenditure Supplemental	(3,397,169)	(3,397,169)	
FY 20 YTD Revenue Supplemental	1,401,364	1,401,364	
Undesignated	1,020,836	1,020,836	
<u>Changes to Designations</u>			
Changes to Community Facilities (AT Access)		8,000	
Changes to Leave Liability (Public Safety Holiday)		53,618	
Changes to Real Estate Assessment Software		100,000	
Changes to Community Facilities (Circuit Court Murder Trial)		1,500	
Electoral Board Germ Shields		2,870	
Changes to Community Facilities (Svc Windows Barrier Protection)		6,183	
Hazard Duty pay for Sheriff's Office Communications Staff		20,884	

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Anderson Control	SWC Pur Svcs	360.00	DC123020	rm Anderson Control CCCC 12 Month alarm monitoring	12/11/2020
Anderson Control	225Rams Maint Pur Svcs	252.00	DC123020	rm AControl ACO 12 month alarm monitoring	12/11/2020
Anderson Control	524West Maint Pur Svcs	252.00	DC123020	rm A Control 524 Westwood 12month fire alarm monit	12/11/2020
<b>Anderson Control Total</b>		<b>864.00</b>			
ANDREW SCALA	General Overpayment Account	768.44	DC121520	Overpaymentnt 2nd Half 2020 RE Tax	12/14/2020
<b>ANDREW SCALA Total</b>		<b>768.44</b>			
At&t	County Adm Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	IT Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Registrar Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Comm Atty Telephone	166.82	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Sheriff Telephone	29.35	DC121520	Monthly Statement	12/01/2020
At&t	Sheriff Telephone	2,323.89	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Bldg Insp Telephone	164.47	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	AnimalCtrl Telephone	13.29	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	SWC Telephone	41.79	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Maintenanc Telephone	57.47	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Econ Dev Telephone	41.62	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	VictimWit Telephone	41.62	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	EMS LEMPG Grant-Telephone	469.87	DC123020	Acct 287286630233 School/Gov c	12/18/2020
<b>At&amp;t Total</b>		<b>3,490.14</b>			
Atlantic Emergency	EMS COVID19 Mat & Sup	3,131.76	DC123020	Fire-EMS **COVID-19** PPE	12/09/2020
<b>Atlantic Emergency Total</b>		<b>3,131.76</b>			
Atlantic Tactical	Sheriff PSU Mat & Sup	75.58	DC123020	OC Spray	12/14/2020
<b>Atlantic Tactical Total</b>		<b>75.58</b>			
Attic Promotions	Parks Adm Clothing	496.50	DC121520	Staff Uniforms	11/24/2020
<b>Attic Promotions Total</b>		<b>496.50</b>			
BB&T	BoS Miscellaneous Expenditures	195.17	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	County Adm Dues & Memb	139.95	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	IT Noncap Office Equip	55.26	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	IT Tech SW/OL	9.44	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	Sheriff Travel - Communication	928.00	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Miscellaneous Expendit	10.00	DC123020	DMV Lisence	12/09/2020
BB&T	Sheriff Miscellaneous Expendit	5.00	DC123020	DMV License	12/09/2020
BB&T	Sheriff Dues & Memb	13.98	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff COVID19 Mat & Sup	237.97	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff SOS Mat & Sup	56.52	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff SOS Mat & Sup	283.00	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff VRP Mat & Sup	294.82	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Uniform Sworn Staff	11.57	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Ammunition	1,132.30	DC123020	Monthly Statement	12/09/2020
BB&T	Vol Fire Pur Svcs	465.00	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Miscellaneous	27.92	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Mat & Sup	253.01	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Clothing	210.00	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	Bldg Insp Mat & Sup	143.49	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	Programs COVID19 Mat & Sup	1,133.38	DC123020	Childcare Supplies Covid	12/09/2020
BB&T	Plan Adm Postal Svcs	73.45	DC123020	PA postage	12/18/2020
BB&T	Econ Dev COVID19 Pur Svcs	400.00	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	104Church Maint Mat & Sup	47.90	DC123020	rm BB&T Credit Card 11/9/20-11/18/20	12/09/2020
<b>BB&amp;T Total</b>		<b>6,127.13</b>			
Berkeley Club Bevera	County Adm Pur Svcs	43.70	DC121520	brt Spring Water 5 gallons	12/07/2020
Berkeley Club Bevera	Comm Atty Mat & Sup	22.85	DC121520	Water Bill December 2020	12/07/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	9.00	DC123020	Water Cooler Rental	12/15/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	26.00	DC121520	Water	12/07/2020
Berkeley Club Bevera	Sheriff SOS Mat & Sup	9.00	DC123020	Water Cooler Rental	12/15/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	11.00	DC123020	rm Berkerley Club Cooler Rental for Dec 2020	12/15/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	13.00	DC121520	rm Berkerly B Maint water	12/07/2020
<b>Berkeley Club Bevera Total</b>		<b>134.55</b>			
Berryville Auto Part	Registrar Mat & Sup	9.49	DC123020	iPad USB Cable	12/23/2020
Berryville Auto Part	Sheriff Pur Svcs	41.00	DC121520	Sheriff's Office Vehicle Repair 1404	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	20.00	DC121520	Sheriff's Office Vehicle Repair - 1303	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	55.00	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	180.00	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	137.00	DC123020	Sheriff's Office Vehicle Repair - 1601	12/09/2020
Berryville Auto Part	Sheriff Pur Svcs	95.00	DC123020	Sheriff's Office Vehicle Repair - 1530	12/11/2020
Berryville Auto Part	Sheriff Pur Svcs	570.00	DC123020	Sheriff's Office Vehicle Repair - 1601	12/21/2020
Berryville Auto Part	Sheriff Postal Svcs	13.06	DC123020	UPS Shipping - Package ID 29951	12/23/2020
Berryville Auto Part	Sheriff SOS Mat & Sup	10.01	DC123020	Towels	12/09/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	22.41	DC121520	Sheriff's Office Vehicle Repair 1404	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	137.99	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	508.48	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	230.19	DC123020	Sheriff's Office Vehicle Repair - 1601	12/09/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	462.18	DC123020	Sheriff's Office Vehicle Repair - 1601	12/21/2020
Berryville Auto Part	Maintenanc Mat & Sup	41.31	DC121520	rm BAP Maint F250 2019 Service and State Inspecti	12/04/2020
Berryville Auto Part	Maintenanc Mat & Sup	39.41	DC121520	rm BAP Maint F250 2020 Service and Inspection	12/04/2020
Berryville Auto Part	Maintenanc Mat & Sup	50.33	DC121520	rm BAP Maint 2008 Park Van Service & Unspect	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	54.33	DC121520	rm BAP Maint BDept 2015 Jeep Service and state ins	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	41.31	DC121520	rm BAP Maint 2015 F250 Service and Inspection	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	234.41	DC121520	rm BAP Maint 017 F250 Service Inspect battery tire	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	37.63	DC121520	rm BAP Maint 2013 Explorer Admin Service and Insp	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	233.07	DC123020	rm BAP Maint ACO Van service state inspect cv axle	12/10/2020

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Berryville Auto Part	Maintenanc Mat & Sup	373.34	DC123020	rm BAP Maint 2002 Dakota service and inspection re	12/14/2020
Berryville Auto Part	Maintenanc Mat & Sup	14.12	DC123020	rm BAP Maint 2017 Ford Xtra clear	12/14/2020
Berryville Auto Part	Maintenanc Mat & Sup	10.14	DC123020	rm BAP Maint Oil	12/17/2020
Berryville Auto Part	Maintenanc Mat & Sup	407.50	DC123020	rm BAP Maint 2006 Nissan brakes rotors	12/17/2020
<b>Berryville Auto Part Total</b>		<b>4,028.71</b>			
Berryville True Valu	Maintenanc Mat & Sup	5.49	DC121520	rm BH Maint aerator	12/03/2020
Berryville True Valu	Maintenanc Mat & Sup	3.98	DC123020	rm BH Maint general fastners	12/15/2020
Berryville True Valu	Maintenanc Mat & Sup	5.99	DC123020	rm BH Maint sand sponge	12/22/2020
Berryville True Valu	Maintenanc Mat & Sup	19.98	DC123020	rm BH Maint quick link and eye pully	12/22/2020
Berryville True Valu	Maintenanc Mat & Sup	10.99	DC123020	rm BH Maint toilet plunger	12/28/2020
Berryville True Valu	ChurchSt Maint Mat & Sup	5.09	DC123020	rm BH 102N. Church st wax ring fastners	12/22/2020
<b>Berryville True Valu Total</b>		<b>51.52</b>			
BKT Uniforms	Sheriff Uniform Sworn Staff	88.88	DC121520	Ties	12/01/2020
<b>BKT Uniforms Total</b>		<b>88.88</b>			
Blossman Gas, Inc.	225Rams Maint Heating	479.50	DC123020	rm Blossman ACO Heating Fuel	12/15/2020
Blossman Gas, Inc.	129Rams Maint Heating	247.42	DC121520	rm Blossman 129 Ramsburg LP gas	12/07/2020
<b>Blossman Gas, Inc. Total</b>		<b>726.92</b>			
Blue Ridge Rescue Su	EMS Capital Outlay Adds	4,210.00	DC121520	Fire-EMS bunker gear PPE	11/23/2020
<b>Blue Ridge Rescue Su Total</b>		<b>4,210.00</b>			
BMS Direct	Treasurer Printing & Binding	633.36	DC121520	2020 PP Supplement Tax Bills	11/10/2020
BMS Direct	Treasurer Printing & Binding	2,971.82	DC121520	2nd Half RE Tax Bills	11/30/2020
BMS Direct	Treasurer Printing & Binding	2,813.36	DC121520	2nd Half 2020 PP Tax Bills	11/10/2020
BMS Direct	Treasurer Mat & Sup	737.00	DC121520	2021 Dog Tags	11/11/2020
<b>BMS Direct Total</b>		<b>7,155.54</b>			
BRODD KEITH WAYNE	Personal Property Tax Current	45.76	DC121520		12/11/2020
<b>BRODD KEITH WAYNE Total</b>		<b>45.76</b>			
Broy & Son Pump	Maintenanc COV19 Mat & Sup	900.00	DC123020	rm Broy Covid labor for retaining wll	12/11/2020
Broy & Son Pump	AIOff Maint Pur Svcs	300.00	DC123020	rm Broy and Son Park Winterize Park	12/09/2020
<b>Broy &amp; Son Pump Total</b>		<b>1,200.00</b>			
Buckley, Randy	Plan Com Board Member Fees	100.00	DC121520	Attd @ Dec 2020 PC Mtgs	12/07/2020
<b>Buckley, Randy Total</b>		<b>100.00</b>			
BURGESS MICHAEL ANTH	Personal Property Tax Current	44.59	DC123020		12/21/2020
<b>BURGESS MICHAEL ANTH Total</b>		<b>44.59</b>			
CAB EAST LLC	Personal Property Tax Current	41.75	DC123020		12/18/2020
<b>CAB EAST LLC Total</b>		<b>41.75</b>			
Caldwell, Anne	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Mtgs in Dec 2020	12/07/2020
<b>Caldwell, Anne Total</b>		<b>100.00</b>			
Camp, Jeremy	Plan Adm Local Mileage	30.01	DC121520	Inspection trips for Planning Dept	12/07/2020
<b>Camp, Jeremy Total</b>		<b>30.01</b>			
Clean Water Pool	Pool Chemicals	6.26	DC123020	rm Clean Water Pool Chemicals	12/16/2020
<b>Clean Water Pool Total</b>		<b>6.26</b>			
Combs Wastewater Man	AIOff Maint Pur Svcs	140.00	DC121520	rm Combs Park Porta Potti Rental	12/01/2020
<b>Combs Wastewater Man Total</b>		<b>140.00</b>			
Comcast	IT Telecomm Online Tech	219.78	DC123020	0035266 DEC BILLING	12/23/2020
Comcast	Sheriff Pur Svcs	87.27	DC123020	Comcast High-Speed Internet	12/15/2020
<b>Comcast Total</b>		<b>307.05</b>			
Commercial Press	Registrar Mat & Sup	75.95	DC123020	#10 Window Envelopes	12/18/2020
Commercial Press	Plan Adm Mat & Sup	91.90	DC121520	Buwsiness Cards PA Dept	12/10/2020
<b>Commercial Press Total</b>		<b>167.85</b>			
COON CHARLES LEE	Personal Property Tax Current	16.89	DC123020		12/21/2020
<b>COON CHARLES LEE Total</b>		<b>16.89</b>			
Corelogic	General Overpayment Account	4,017.87	DC121520	Overpayment 2nd half 2020 RE Taxes/LoanCare	12/09/2020
Corelogic	General Overpayment Account	1,912.03	DC121520	Overpayment 2nd half RE Tax/Navy Federal	12/09/2020
Corelogic	General Overpayment Account	3,641.46	DC121520	Overpayment 2nd Half 2020 RE Tax/Pennymac	12/08/2020
Corelogic	General Overpayment Account	604.54	DC121520	Overpayment 2nd Half 2020 RE Tax/Citizens	12/08/2020
Corelogic	General Overpayment Account	2,184.16	DC121520	Overpayment 2nd Half 2020 RE Tax/Central Loan	12/08/2020
Corelogic	General Overpayment Account	1,395.13	DC121520	Overpayment 2nd Half 2020 RE Tax/Arvest	12/08/2020
Corelogic	General Overpayment Account	615.00	DC121520	Overpayment 2nd Half 2020 RE Tax/Carrington	12/08/2020
Corelogic	General Overpayment Account	1,662.49	DC121520	Overpayment 2nd Half 2020 RE Tax/Bank of America	12/08/2020
Corelogic	General Overpayment Account	1,083.32	DC121520	Overpayment 2nd Half 2020 RE Tax/Freedom	12/07/2020
Corelogic	General Overpayment Account	261.37	DC121520	Overpayment 2nd Half 2020 RE Tax/Quicken Loans	12/07/2020
Corelogic	General Overpayment Account	1,079.32	DC121520	Overpayment 2nd Half 2020 RE Tax/SLS	12/07/2020
Corelogic	General Overpayment Account	3,659.87	DC121520	Overpayment 2nd Half 2020 RE Tax/Shellpoint	12/07/2020
<b>Corelogic Total</b>		<b>22,116.56</b>			
County of Frederick	RefuseDisp Intergov Svc Agreem	1,246.85	DC123020	COUNTY RESIDENCE REFUSE ACCOUNT	12/30/2020
County of Frederick	RefuseDisp Intergov Svc Agreem	1,203.00	DC123020	NEW CITIZENS CENTER 11/2020	12/30/2020
County of Frederick	RefuseDisp Intergov Svc Agreem	30.70	DC123020	VDOT - Clarke 11/2020	12/30/2020
<b>County of Frederick Total</b>		<b>2,480.55</b>			
CQI Water Treatment	JGC Maintenanc Pur Svcs	112.86	DC121520	rm CQI School and County water treatment Oct 2020	10/01/2020
<b>CQI Water Treatment Total</b>		<b>112.86</b>			
Crystal Springs	Parks Adm Leases & Rentals	5.53	DC121520	Cooler Rental	12/01/2020
<b>Crystal Springs Total</b>		<b>5.53</b>			
Daly Computers	IT Noncap Technology Hardware	1,221.00	DC121520	replacement BW laser printers	11/30/2020
Daly Computers	IT Noncap Technology Hardware	78.00	DC123020	usb-c to ethernet adapters	12/17/2020
Daly Computers	IT COV19 Noncap Tech Hardware	3,757.00	DC121520	Laptops,webcam, CARES	11/30/2020
<b>Daly Computers Total</b>		<b>5,056.00</b>			
Danu Aquatics Llc	Programs Pur Svcs	66.00	DC121520	CPR Class	11/20/2020
<b>Danu Aquatics Llc Total</b>		<b>66.00</b>			
Delta Fire	EMS COV19 Uniforms Apparel	2,314.00	DC121520	Fire-EMS ***Covid-19 PPE*** bunker gear rental	11/06/2020
<b>Delta Fire Total</b>		<b>2,314.00</b>			
Doing Better Busines	Com of Rev Maint Contracts	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020

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Doing Better Busines	Treasurer Maint Contracts	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020
Doing Better Busines	EMS Mat & Sup	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020
<b>Doing Better Busines Total</b>		<b>37.50</b>			
Dunning, Buster	Plan Com Board Member Fees	50.00	DC121520	Attd @ PC Dec 2020 Mtgs	12/07/2020
<b>Dunning, Buster Total</b>		<b>50.00</b>			
eCore Software Inc	EMS Tech SW/OL	187.00	DC121520	Fire-EMS ePro scheduling software lease Jan 21	12/02/2020
<b>eCore Software Inc Total</b>		<b>187.00</b>			
Emergency Medical	EMS Mat & Sup	527.73	DC121520	Fire-EMS supply program Nov 2020	11/23/2020
Emergency Medical	EMS Mat & Sup	133.80	DC121520	Fire-EMS supply program Nov 2020	11/25/2020
Emergency Medical	EMS Mat & Sup	267.60	DC123020	Fire-EMS Nov 2020 Supply Program order-partial	12/15/2020
Emergency Medical	EMS Mat & Sup	7.05	DC123020	Fire-EMS Nov 2020 Supply Program-partial	12/16/2020
Emergency Medical	EMS COVID19 Mat & Sup	267.60	DC123020	Fire-EMS ***COVID-19*** PPE stock	12/15/2020
<b>Emergency Medical Total</b>		<b>1,203.78</b>			
ERIN MCELHONE	General Overpayment Account	172.27	DC121520	Paid wrong county	11/30/2020
<b>ERIN MCELHONE Total</b>		<b>172.27</b>			
Fop Lodge 12	Sheriff Dues & Memb	90.00	DC123020	Membership Renewal for 3	12/10/2020
<b>Fop Lodge 12 Total</b>		<b>90.00</b>			
Frederick County EDA	Econ Dev COVID19 Pur Svcs	500.00	DC121520	Econ Dev Talent Website	12/11/2020
<b>Frederick County EDA Total</b>		<b>500.00</b>			
Frederick-Winchester	Sanitation Intergov Svc Agreem	2,616.49	DC121520	O&M RECOVERY COST NOV SERVICES	12/10/2020
<b>Frederick-Winchester Total</b>		<b>2,616.49</b>			
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	60.14	DC123020	Duty Belt	12/09/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	68.82	DC123020	uniforms	12/10/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	377.94	DC123020	Boots	12/12/2020
<b>Galls/Best Uniforms Total</b>		<b>506.90</b>			
GCA Education Servic	Maintenanc Custodial Contracts	4,530.07	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
GCA Education Servic	JGC Maintenanc Custodial Contr	1,187.75	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
GCA Education Servic	311EMain Maint Cus Contracts	461.25	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
<b>GCA Education Servic Total</b>		<b>6,179.07</b>			
General Sales of Vir	Maintenanc Mat & Sup	415.80	DC121520	rm GSales County Cleaning Supplies	11/02/2020
General Sales of Vir	Maintenanc Mat & Sup	-336.00	DC121520	rm GSales County credit for 7 cases of soap	12/01/2020
General Sales of Vir	Programs COV19 Mat & Sup	230.55	DC123020	Qt. Spritz Sani Spray	12/14/2020
<b>General Sales of Vir Total</b>		<b>310.35</b>			
GeoConcepts Eng	Plan Adm Engineer & Architect	275.00	DC121520	Resistivity Report Review	12/03/2020
GeoConcepts Eng	Plan Adm Pass Thru Eng Fees	400.00	DC123020	Hecate karst survey review	12/18/2020
<b>GeoConcepts Eng Total</b>		<b>675.00</b>			
Glover, Robert P.	Plan Com Board Member Fees	50.00	DC121520	Attd @ Dec 1, 2020 PC Mtg	12/07/2020
<b>Glover, Robert P. Total</b>		<b>50.00</b>			
GOMEZ WILLIAM B SALI	Real Property Tax Current	702.64	DC121520		12/14/2020
<b>GOMEZ WILLIAM B SALI Total</b>		<b>702.64</b>			
Grainger Inc	Maintenanc Mat & Sup	88.24	DC121520	rm Graingers Maint pump fluid	11/30/2020
Grainger Inc	Maintenanc Mat & Sup	68.86	DC123020	rm Graingers Maint flat free foam wheels for Mike	12/01/2020
<b>Grainger Inc Total</b>		<b>157.10</b>			
GUY TOMBERLIN JR	General Overpayment Account	1,591.62	DC121520	Refund 2nd Half 2020 RE Tax - 25-A-19A	12/11/2020
<b>GUY TOMBERLIN JR Total</b>		<b>1,591.62</b>			
Hall, Monahan	Legal Svc Pur Svcs	2,770.00	DC121520	FY21_CoAdmin_PA_Legal	12/01/2020
Hall, Monahan	Plan Adm Pur Svcs	1,655.00	DC121520	FY21_CoAdmin_PA_Legal	12/01/2020
<b>Hall, Monahan Total</b>		<b>4,425.00</b>			
Handtevy	RSAF Grant-Handtevy	1,359.67	DC123020	Fire-EMS Handtevy Grant (rest of PO #20210034)	08/13/2020
<b>Handtevy Total</b>		<b>1,359.67</b>			
Hunt, Pearce W	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec 2020 Mtgs	12/07/2020
<b>Hunt, Pearce W Total</b>		<b>100.00</b>			
Hurt&Proffitt	Plan Adm Engineer & Architect	750.00	DC121520	Railway Mail Service Site Plan Review	12/11/2020
<b>Hurt&amp;Proffitt Total</b>		<b>750.00</b>			
HYUNDAI LEASE TITLIN	Personal Property Tax Current	82.14	DC121520		12/11/2020
<b>HYUNDAI LEASE TITLIN Total</b>		<b>82.14</b>			
Imperial Concrete	Maintenanc COV19 Mat & Sup	6,135.00	DC123020	rm Imperial Concrete 101Chalmers retaining wall	12/11/2020
<b>Imperial Concrete Total</b>		<b>6,135.00</b>			
Inova Occupational H	Vol Fire Pur Svcs	472.23	DC123020	Fire-EMS NFPA/Annual physical Nov 2020	12/03/2020
<b>Inova Occupational H Total</b>		<b>472.23</b>			
Isler Dare P.C.	Legal Svc Pur Svcs	23,567.50	DC123020	Legal Social Services	12/04/2020
<b>Isler Dare P.C. Total</b>		<b>23,567.50</b>			
J.D. Power	Com of Rev Data Processing	2,410.00	DC121520	personal property values 2020	12/08/2020
<b>J.D. Power Total</b>		<b>2,410.00</b>			
JONES CAROLYN ANN	Personal Property Tax Current	54.66	DC121520		12/03/2020
<b>JONES CAROLYN ANN Total</b>		<b>54.66</b>			
Kalbman, Maral	HstPrvCom Pur Svcs	780.00	DC121520	Services for HPC for Nov.	12/03/2020
<b>Kalbman, Maral Total</b>		<b>780.00</b>			
KATHERINE FUNK	General Overpayment Account	846.46	DC121520	Refund 2nd half 2020 taxes	12/14/2020
<b>KATHERINE FUNK Total</b>		<b>846.46</b>			
KNS Technologies	Econ Dev Maint Svc Contracts	150.00	DC123020	Nov. 2020 Website Development (Tourism,	12/18/2020
<b>KNS Technologies Total</b>		<b>150.00</b>			
Kruhm, Douglas	Plan Com Board Member Fees	50.00	DC121520	Attd @ PC Dec 1, 2020 Mtg	12/07/2020
<b>Kruhm, Douglas Total</b>		<b>50.00</b>			
Leading Edge	EMS Clothing	2,998.50	DC121520	Fire-EMS partial uniform order Aug 2020	09/18/2020
Leading Edge	EMS Clothing	2,159.63	DC121520	Fire-EMS uniforms-Sept 2020	11/19/2020
<b>Leading Edge Total</b>		<b>5,158.13</b>			
Lee, Frank	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec Mtgs	12/07/2020
<b>Lee, Frank Total</b>		<b>100.00</b>			
Logan Systems Inc	Clk of CC Microfilming	591.75	DC123020	indexing for November	12/15/2020
<b>Logan Systems Inc Total</b>		<b>591.75</b>			

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Lord Fairfax Health	Local Health Dept Contribution	51,571.00	DC121520	FY21 Q3 Allocation	12/02/2020
Lord Fairfax Health	Programs Pur Svcs	16.23	DC121520	TB Screening McIntosh Matthew 136488879	12/02/2020
<b>Lord Fairfax Health Total</b>		<b>51,587.23</b>			
MAGNOTTI JR JAMES AN	Personal Property Tax Current	37.13	DC121520		12/11/2020
<b>MAGNOTTI JR JAMES AN Total</b>		<b>37.13</b>			
Mallory Safety	EMS COVID19 Mat & Sup	1,288.00	DC123020	Fire-EMS ***COVID-19*** PPE N95 masks	12/16/2020
<b>Mallory Safety Total</b>		<b>1,288.00</b>			
Malone, Gwendolyn	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec Mtgs	12/07/2020
<b>Malone, Gwendolyn Total</b>		<b>100.00</b>			
Mansfield Oil Co	County Adm Vehicle Fuel	36.60	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	County Adm Vehicle Fuel	53.40	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Sheriff Vehicle Fuel	1,503.92	DC123020	Fuel for 12/1/2020 - 12/15/2020	12/15/2020
Mansfield Oil Co	EMS Vehicle Fuel	386.13	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	EMS Vehicle Fuel	476.15	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	34.78	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	60.65	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	141.42	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	67.82	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Parks Adm Vehicle Fuel	7.48	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
<b>Mansfield Oil Co Total</b>		<b>2,768.35</b>			
MENDI FOWLER	General Overpayment Account	1,135.30	DC121520	Refund 2nd half 2020 RE Tax 22-A-50A	12/10/2020
<b>MENDI FOWLER Total</b>		<b>1,135.30</b>			
Miller, Sue	Programs Pur Svcs	131.95	DC123020	CCPRD Contracted Employee-FY21	12/17/2020
<b>Miller, Sue Total</b>		<b>131.95</b>			
National Sheriffs	Sheriff Dues & Memb	135.00	DC123020	Annual Dues	12/15/2020
<b>National Sheriffs Total</b>		<b>135.00</b>			
NILT INC AS TRUSTEE	Personal Property Tax Current	25.75	DC123020		12/28/2020
<b>NILT INC AS TRUSTEE Total</b>		<b>25.75</b>			
NRADC	Regional Jail Joint Ops	119,043.00	DC121520	FY21 Q3 Allocation	12/01/2020
<b>NRADC Total</b>		<b>119,043.00</b>			
ODONNELL KEVIN M	Personal Property Tax Current	30.47	DC121520		12/07/2020
<b>ODONNELL KEVIN M Total</b>		<b>30.47</b>			
Ohrstrom, George II	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec 2020 mtgs	12/07/2020
<b>Ohrstrom, George II Total</b>		<b>100.00</b>			
Our Health Inc	Our Health Entity Gift	1,625.00	DC123020	FY21 Q2 Allocation	12/16/2020
<b>Our Health Inc Total</b>		<b>1,625.00</b>			
Personius, Kristine	Programs COVID19 Mat & Sup	26.71	DC121520	Craft Supplies Childcare	12/06/2020
<b>Personius, Kristine Total</b>		<b>26.71</b>			
Pitney Bowes	Sheriff Postal Svcs	90.46	DC123020	Postage Meter Rental	12/12/2020
<b>Pitney Bowes Total</b>		<b>90.46</b>			
Police and Sheriffs	EMS Miscellaneous	92.92	DC121520	Fire-EMS ID badges	11/18/2020
<b>Police and Sheriffs Total</b>		<b>92.92</b>			
PowerSecure Service	JGC Maintenanc Pur Svcs	451.50	DC123020	rm PowerSecure 101 Chalmers County generator batte	12/22/2020
PowerSecure Service	RT Maintenanc Pur Svcs	135.00	DC121520	rm PSecure 100 N. Generator pm minor	12/02/2000
<b>PowerSecure Service Total</b>		<b>586.50</b>			
Premier Accounts Rec	EMS Pur Svcs	2,358.16	DC121520	Premier Accts Rec Mang-EMS billing invoice Nov 20	12/02/2020
<b>Premier Accounts Rec Total</b>		<b>2,358.16</b>			
Printelect	Electoral Maint Contracts	2,085.00	DC121520	DS200 Batteries	12/03/2020
Printelect	Electoral Printing & Binding	3,597.16	DC123020	Ballot Printing 11/03/2020	10/19/2020
<b>Printelect Total</b>		<b>5,682.16</b>			
PUFFENBERGER RACHEL	Personal Property Tax Current	4.53	DC121520		12/11/2020
<b>PUFFENBERGER RACHEL Total</b>		<b>4.53</b>			
Radial Tire	Maintenanc Mat & Sup	318.66	DC123020	rm Radial Link Maint tires for F250 2017	12/07/2020
Radial Tire	Maintenanc Mat & Sup	433.37	DC123020	rm Radial Tire 4 tires for 2002 Dakota	12/10/2020
<b>Radial Tire Total</b>		<b>752.03</b>			
Ramirez Landscape LI	Maintenanc Pur Svcs	2,940.00	DC121520	rm Ramirez County Mowing and clean up Nov 2020	12/10/2020
Ramirez Landscape LI	Kohn Maint Pur Svcs	180.00	DC121520	rm Ramirez County Mowing and clean up Nov 2020	12/10/2020
<b>Ramirez Landscape LI Total</b>		<b>3,120.00</b>			
Rappahannock Electri	SWC Electrical Services	115.28	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	JGC Maintenanc Electric	2,908.04	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	RT Maintenanc Electric	730.92	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	ChurchSt Maint Electric	1,552.15	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	104Church Maint Electric	784.19	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	225Rams Maint Electric	322.54	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	524West Maint Electric	117.59	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIRec Maint Electric	1,288.56	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIOff Maint Electric	454.30	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIPool Maint Electric	424.50	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIBase Maint Electric	22.13	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AI Soc Maint Electric	44.87	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	Kohn Maint Elec Svcs	24.62	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	309W/Main Maint Electrical Svcs	37.00	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	311EMain Maint Electric	450.63	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	129Rams Maint Electric	191.12	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
<b>Rappahannock Electri Total</b>		<b>9,468.44</b>			
RESENDIZ MARCIAL S	Personal Property Tax Current	33.50	DC121520		12/01/2020
RESENDIZ MARCIAL S	Personal Property Tax Current	27.70	DC121520		12/01/2020
<b>RESENDIZ MARCIAL S Total</b>		<b>61.20</b>			
Ricoh Usa	Comm Atty Maint Contracts	149.76	DC123020	Copier Maintenance: SN3777	12/20/2020
Ricoh Usa	AnimalCtrl Maint Svc Contracts	5.22	DC121520	Copier Maint.-SN6454-Animal Co	12/01/2020
Ricoh Usa	Maintenanc Maint Contracts	32.50	DC123020	Copier Maint.-SN:6522-Maintena	12/25/2020

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Ricoh Usa	Parks Adm Maint Contracts	91.36	DC123020	Copier Maint.-SN2158-CCPRD	12/20/2020
<b>Ricoh Usa Total</b>		<b>278.84</b>			
Riddleberger Bros	104Church Maint Pur Svcs	666.42	DC121520	rm RBI 104 N Church replace motor in Judges Chambe	12/08/2020
Riddleberger Bros	AIRec Maint Pur Svcs	304.20	DC121520	rm RBI Rec Senior Center refrigerator freezing eve	12/03/2020
Riddleberger Bros	311EMain Maint Pur Svcs	517.63	DC121520	rm RBI 311 E.Main SS Confirm bad blower motor	12/08/2020
<b>Riddleberger Bros Total</b>		<b>1,488.25</b>			
Roseville & Plaza Pe	AnimalCtrl Pur Svcs	84.50	DC123020	rm Roseville Vet 5 rabies shots	12/15/2020
<b>Roseville &amp; Plaza Pe Total</b>		<b>84.50</b>			
S&S Worldwide	Programs COV19 Mat & Sup	341.84	DC121520	Childcare Game and Craft Supplies	11/25/2020
S&S Worldwide	Programs COV19 Mat & Sup	4.79	DC121520	Green Masking Tape	12/07/2020
<b>S&amp;S Worldwide Total</b>		<b>346.63</b>			
SCHUBERT ERICA NICOL	Personal Property Tax Current	20.05	DC123020		12/21/2020
<b>SCHUBERT ERICA NICOL Total</b>		<b>20.05</b>			
Secure Shred	Sheriff Pur Svcs	50.00	DC121520	Monthly Shredding Service	12/01/2020
<b>Secure Shred Total</b>		<b>50.00</b>			
Shade Equipment	Maintenanc Pur Svcs	1,992.99	DC123020	rm Shade Eq School & County Split dump truck bed	12/16/2020
Shade Equipment	Maintenanc Mat & Sup	401.85	DC123020	rm Shade Equip Maint spreader parts	12/15/2020
Shade Equipment	Maintenanc Mat & Sup	9.90	DC123020	rm Shade Equip Maint spreader parts	12/16/2020
<b>Shade Equipment Total</b>		<b>2,404.74</b>			
Shentel	IT Telecomm Online Tech	1,132.07	DC121520	Government Shentel Dark Fiber 12-2020 FY21	12/01/2020
Shentel	IT Leases & Rentals	690.00	DC121520	Government Shentel Dark Fiber 12-2020 FY21	12/01/2020
<b>Shentel Total</b>		<b>1,822.07</b>			
SHIBLEY KEVIN M II &	Real Property Tax Current	1,459.09	DC123020		12/17/2020
<b>SHIBLEY KEVIN M II &amp; Total</b>		<b>1,459.09</b>			
Shred-It	Treasurer Pur Svcs	25.36	DC121520	Shred services - Treas. office	11/22/2020
<b>Shred-It Total</b>		<b>25.36</b>			
SRFAX	IT Tech SW/OL	123.51	DC121520	FAX SERVICE	12/06/2020
<b>SRFAX Total</b>		<b>123.51</b>			
Thomson Reuters	Comm Atty Dues & Memb	44.00	DC123020	Westlaw December 2020	12/22/2020
<b>Thomson Reuters Total</b>		<b>44.00</b>			
Town of Berryville	Maintenanc COV19 Mat & Sup	52.50	DC123020	rm TOB Cons Material Covid101 Chalmers bollard wal	12/11/2020
Town of Berryville	Maintenanc COV19 Mat & Sup	1,540.14	DC123020	rm TOB 101 Chalmers retaining wall labor	12/15/2020
Town of Berryville	JGC Maintenanc Water & Sewer	170.01	DC121520	rm TOB Water and Sewer 101 Chalmers	11/23/2020
Town of Berryville	RT Maintenanc Water & Sewer	240.73	DC121520	rm TOB Water and Sewer 100 N. Church	11/23/2020
Town of Berryville	104Church Maint Water & Sewer	70.94	DC121520	rm TOB Water and Sewer 104 N Church St	11/23/2020
Town of Berryville	AIRec Maint Water & Sewer	112.72	DC121520	rm TOB Water and Sewer Rec Center	11/23/2020
Town of Berryville	AIOff Maint Water & Sewer	23.57	DC121520	rm TOB Water and Sewer Park Little Lea	11/23/2020
Town of Berryville	AIOff Maint Water & Sewer	343.07	DC121520	rm TOB Water and Sewer Park House	11/23/2020
Town of Berryville	AIPool Maint Water & Sewer	266.03	DC121520	rm TOB Water and Sewer Pool	11/23/2020
Town of Berryville	309WMain Maint Water & Sewer	31.95	DC121520	rm TOB Water and Sewer 309 W. Main	11/23/2020
Town of Berryville	311EMain Maint Water & Sewer	31.95	DC121520	rm TOB Water and Sewer 313 E. Main	11/23/2020
Town of Berryville	311EMain Maint Water & Sewer	37.37	DC121520	rm TOB Water and Sewer 311 E. Main	11/23/2020
Town of Berryville	Court Fines & Forfeitures	90.00	DC121520	Court Fines - Oct - Nov 2020	12/01/2020
Town of Berryville	129Rams Maint Water & Sewer	34.78	DC121520	rm TOB Water and Sewer 129 Ramsbrug	11/23/2020
<b>Town of Berryville Total</b>		<b>3,045.76</b>			
Treasurer Of Virgini	Exam&Bury Pur Svcs	20.00	DC123020	MEDICAL EXAMINER - PALUMBO 11/21/2020	12/08/2020
<b>Treasurer Of Virgini Total</b>		<b>20.00</b>			
TrueShred	Registrar Pur Svcs	49.00	DC123020		12/11/2020
<b>TrueShred Total</b>		<b>49.00</b>			
US Specialty Coating	Programs Mat & Sup	287.95	DC121520	rm USSC Park Soccer Field Layout System for Soccer	11/17/2020
US Specialty Coating	AI Soc Maint Mat & Sup	287.94	DC121520	rm USSC Park Soccer Field Layout System for Soccer	11/17/2020
<b>US Specialty Coating Total</b>		<b>575.89</b>			
Valley Health	EMS Mat & Sup	1,532.04	DC121520	Fire-EMS WMC supply invoice Nov 2020	12/01/2020
<b>Valley Health Total</b>		<b>1,532.04</b>			
VEBA	Electoral Dues & Memb	180.00	DC121520	Clarke County 2021 EB Membership	12/07/2020
<b>VEBA Total</b>		<b>180.00</b>			
Verizon	County Adm Telephone	12.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Com of Rev Telephone	8.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Treasurer Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	IT Telephone	358.51	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Registrar Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	District C Telephone	60.07	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	J&D Court Telephone	55.35	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Clk of CC Telephone	83.98	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Comm Atty Telephone	16.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Sheriff Telephone	274.94	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	EMS Telephone	47.35	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Probation Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Bldg Insp Telephone	8.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	AnimalCtrl Telephone	43.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Maintenanc Telephone	43.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Parks Adm Telephone	67.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Plan Adm Telephone	12.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
<b>Verizon Total</b>		<b>1,103.09</b>			
Virginia Department	Programs Pur Svcs	30.00	DC123020	Central Registry Fee for Cooke, Owen, and Seals	12/10/2020
<b>Virginia Department Total</b>		<b>30.00</b>			
Virtual Graffiti	EMS COV19 Mat & Sup	3,125.00	DC121520	CARES ACT modems-COVID 19	11/18/2020
<b>Virtual Graffiti Total</b>		<b>3,125.00</b>			
VVAN	VictimWit Dues & Memb	150.00	DC123020	VVAN registration--Beth please send check to me	12/22/2020
<b>VVAN Total</b>		<b>150.00</b>			
Walmart	Rec Center Mat & Sup	2.94	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Walmart	Rec Center Merch for Resale	78.92	DC121520	Rec Center Vending	11/16/2020
Walmart	Rec Center Merch for Resale	60.32	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020
Walmart	Programs COV19 Mat & Sup	701.62	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020
<b>Walmart Total</b>		<b>843.80</b>			
Washington Gas	JGC Maintenanc Heating	364.48	DC123020	11/14/2020 - 12/14/2020 101 CHALMERS CT	12/16/2020
Washington Gas	RT Maintenanc Heating	92.36	DC123020	11/14/20 - 12/14/20 100 N CHURCH ST	12/16/2020
Washington Gas	104Church Maint Heating	252.27	DC123020	11/14/20 - 12/14/2020 104 N CHURCH ST	12/16/2020
Washington Gas	AIRec Maint Heating	499.31	DC123020	11/17/2020 - 12/15/2020 225 AL SMITH CIR	12/17/2020
<b>Washington Gas Total</b>		<b>1,208.42</b>			
Winchester Equipment	Maintenanc Mat & Sup	94.38	DC123020	rm Winchester Equip Maint Part for Spreader	12/14/2020
<b>Winchester Equipment Total</b>		<b>94.38</b>			
Winchester Star	Parks Adm Dues & Memb	220.00	DC121520	Fall Craft Show Ad	10/31/2020
<b>Winchester Star Total</b>		<b>220.00</b>			
<b>Grand Total</b>		<b>348,338.30</b>			

Clarke County  
YTD Budget Report  
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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
11010	1300	BoS Part Time Salaries	13,800.00	7,025.00	6,900.00	(125.00)	100.90
11010	2100	BoS FICA	744.00	485.23	598.83	(340.06)	145.70
11010	2300	BoS Health Ins	28,598.00	7,723.64	5,952.16	14,922.20	47.80
11010	2700	BoS Worker's Comp	-	9.44	-	(9.44)	100.00
11010	3000	BoS Pur Svcs	1,500.00	4,895.24	-	(3,395.24)	326.30
11010	3600	BoS Advertising	5,600.00	696.40	-	4,903.60	12.40
11010	5210	BoS Postal Services	500.00	84.70	-	415.30	16.90
11010	5230	BoS Telephone	35.00	-	-	35.00	-
11010	5300	BoS Insurance	8,000.00	3,929.00	-	4,071.00	49.10
11010	5500	BoS Travel	4,000.00	-	-	4,000.00	-
11010	5800	BoS Miscellaneous Expenditures	2,200.00	309.62	-	1,890.38	14.10
11010	5810	BoS Dues & Memb	5,500.00	3,169.55	-	2,330.45	57.60
11010	6000	BoS Mat & Sup	800.00	-	-	800.00	-
<b>11010</b>		<b>Total 11010 Board of Supervisors</b>	<b>71,277.00</b>	<b>28,327.82</b>	<b>13,450.99</b>	<b>29,498.19</b>	<b>58.60</b>
12110	1100	County Adm Salaries	254,653.76	137,410.08	117,243.68	-	100.00
12110	1300	County Adm Part Time Salaries	29,000.00	9,198.00	-	19,802.00	31.70
12110	1660	County Admin Employee Bonuses	3,442.36	3,442.36	-	-	100.00
12110	2100	County Adm FICA	24,167.02	11,906.17	12,260.85	-	100.00
12110	2210	County Adm VRS 1&2	17,166.14	8,821.22	8,344.92	-	100.00
12110	2220	County Adm VRS Hybrid	8,894.66	4,023.18	4,871.48	-	100.00
12110	2300	County Adm Health Ins	18,031.16	9,999.12	8,032.04	-	100.00
12110	2400	County Adm Life Ins	3,953.11	1,841.34	2,111.77	-	100.00
12110	2510	County Adm Dis Ins Hybrid	569.79	244.14	325.65	-	100.00
12110	2700	County Adm Workers Comp	204.77	204.77	-	-	100.00
12110	2750	County Admin RHCC	135.93	135.93	-	-	100.00
12110	2800	County Adm Annual Leave Payout	13,802.04	13,802.04	-	-	100.00
12110	2840	County Adm Tax Shelter Annuity	112,137.71	-	-	112,137.71	-
12110	3000	County Adm Pur Svcs	1,200.00	2,812.79	-	(1,612.79)	234.40
12110	3320	County Adm Maint Contracts	1,500.00	1,337.38	1,323.96	(1,161.34)	177.40
12110	3500	County Adm Printing & Binding	700.00	-	-	700.00	-
12110	3600	County Adm Advertising	-	75.00	-	(75.00)	100.00
12110	5210	County Adm Postal Svcs	50.00	4.00	-	46.00	8.00
12110	5230	County Adm Telephone	800.00	352.03	619.97	(172.00)	121.50
12110	5500	County Adm Travel	2,500.00	-	-	2,500.00	-
12110	5800	County Adm Miscellaneous Expen	500.00	172.29	-	327.71	34.50
12110	5810	County Adm Dues & Memb	1,200.00	1,374.95	-	(174.95)	114.60
12110	6000	County Adm Mat & Sup	2,300.00	1,181.70	-	1,118.30	51.40
12110	6000	County Adm COV19 Mat & Sup	65.44	1,988.29	-	(1,922.85)	3,038.30
12110	6008	County Adm Vehicle Fuel	1,200.00	545.94	-	654.06	45.50
<b>12110</b>		<b>Total 12110 County Administrator</b>	<b>498,173.89</b>	<b>210,872.72</b>	<b>155,134.32</b>	<b>132,166.85</b>	<b>73.50</b>
12120	1100	Inform Salaries - Regular	39,671.00	19,835.52	19,835.48	-	100.00
12120	1660	Inform Employee Bonuses	1,170.38	1,170.38	-	-	100.00
12120	2100	Inform FICA	3,071.53	1,589.13	1,996.21	(513.81)	116.70
12120	2220	Inform VRS Hybrid	3,651.00	1,725.72	2,175.14	(249.86)	106.80
12120	2300	Inform Health Ins	7,961.00	3,980.28	3,996.08	(15.36)	100.20
12120	2400	Inform Life Ins	532.00	265.80	355.43	(89.23)	116.80
12120	2510	Inform Dis Ins Hybrid	246.00	104.76	140.02	1.22	99.50
12120	2700	Inform Workers Comp	30.00	27.16	-	2.84	90.50
12120	3000	Inform Pur Svcs	5,000.00	4,788.00	-	212.00	95.80
12120	5210	Inform Postal Svcs	100.00	-	-	100.00	-
12120	5230	Inform Telephone	200.00	-	-	200.00	-
12120	5500	Inform Travel	500.00	-	-	500.00	-
12120	6000	Inform Mat & Sup	500.00	-	-	500.00	-
<b>12120</b>		<b>Total 12120 Public Information Serv</b>	<b>62,632.91</b>	<b>33,486.75</b>	<b>28,498.36</b>	<b>647.80</b>	<b>99.00</b>
12210	3000	Legal Svc Pur Svcs	25,000.00	39,002.50	-	(14,002.50)	156.00
<b>12210</b>		<b>Total 12210 Legal Services</b>	<b>25,000.00</b>	<b>39,002.50</b>	<b>-</b>	<b>(14,002.50)</b>	<b>156.00</b>
12310	1100	Com of Rev Salaries	158,132.25	79,066.14	79,066.11	-	100.00
12310	1660	Com of Rev Employee Bonuses	3,475.66	3,475.66	-	-	100.00
12310	2100	Com of Rev FICA	10,939.89	5,791.23	7,500.16	(2,351.50)	121.50
12310	2210	Com of Rev VRS 1&2	10,185.00	5,184.00	6,940.13	(1,939.13)	119.00
12310	2220	Com of Rev VRS Hybrid	3,416.00	1,694.76	2,130.61	(409.37)	112.00
12310	2300	Com of Rev Health Ins	17,376.00	8,688.00	8,730.44	(42.44)	100.20

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
12310	2400	Com of Rev Life Ins	2,068.00	1,059.48	1,417.13	(408.61)	119.80
12310	2510	Com of Rev Dis Ins Hybrid	231.00	102.84	137.18	(9.02)	103.90
12310	2700	Com of Rev Workers Comp	118.00	105.56	-	12.44	89.50
12310	3000	Com of Rev Pur Svcs	1,400.00	382.74	-	1,017.26	27.30
12310	3320	Com of Rev Maint Contracts	300.00	83.75	66.25	150.00	50.00
12310	3500	Com of Rev Printing & Binding	300.00	-	-	300.00	-
12310	3600	Com of Rev Advertising	-	85.80	-	(85.80)	100.00
12310	4100	Com of Rev Data Processing	2,100.00	5,160.00	-	(3,060.00)	245.70
12310	5210	Com of Rev Postal Svcs	2,000.00	283.85	-	1,716.15	14.20
12310	5230	Com of Rev Telephone	200.00	48.00	-	152.00	24.00
12310	5500	Com of Rev Travel	2,000.00	-	-	2,000.00	-
12310	5510	Com of Rev Local Mileage	150.00	-	-	150.00	-
12310	5810	Com of Rev Dues & Memb	800.00	475.00	-	325.00	59.40
12310	6000	Com of Rev Mat & Sup	1,000.00	130.53	-	869.47	13.10
12310	6000	Com of Rev COVID19 Mat & Sup	60.68	93.43	-	(32.75)	154.00
<b>12310</b>		<b>Total 12310 Commissioner of Revenue</b>	<b>216,252.48</b>	<b>111,910.77</b>	<b>105,988.01</b>	<b>(1,646.30)</b>	<b>100.80</b>
12320	3320	Assessor Maint Contracts	4,500.00	-	-	4,500.00	-
<b>12320</b>		<b>Total 12320 Assessor</b>	<b>4,500.00</b>	<b>-</b>	<b>-</b>	<b>4,500.00</b>	<b>-</b>
12330	3160	Equalize Bd Member Fees	-	1,625.00	-	(1,625.00)	100.00
<b>12330</b>		<b>Total 12330 Equalization Board</b>	<b>-</b>	<b>1,625.00</b>	<b>-</b>	<b>(1,625.00)</b>	<b>100.00</b>
12410	1100	Treasurer Salaries	194,429.80	97,214.88	97,214.92	-	100.00
12410	1100	Treasurer COVID19 Salaries	996.48	-	-	996.48	-
12410	1660	Treasurer Employee Bonuses	4,592.22	4,592.22	-	-	100.00
12410	2100	Treasurer FICA	13,890.30	7,281.27	9,382.83	(2,773.80)	120.00
12410	2100	Treasurer COVID19 FICA	33.86	-	-	33.86	-
12410	2210	Treasurer VRS 1&2	10,499.00	5,334.06	7,130.07	(1,965.13)	118.70
12410	2220	Treasurer VRS Hybrid	7,035.00	3,123.66	3,519.82	391.52	94.40
12410	2300	Treasurer Health Ins	28,598.00	14,298.54	14,323.06	(23.60)	100.10
12410	2400	Treasurer Life Ins	2,535.00	1,302.72	1,739.80	(507.52)	120.00
12410	2510	Treasurer Dis Ins Hybrid	425.00	189.60	252.82	(17.42)	104.10
12410	2700	Treasurer Workers Comp	143.00	129.45	-	13.55	90.50
12410	3000	Treasurer Pur Svcs	1,650.00	176.26	-	1,473.74	10.70
12410	3180	Treasurer Credit Card Fees	15,000.00	2,769.96	-	12,230.04	18.50
12410	3190	Treasurer DMV Stop	10,000.00	1,075.00	-	8,925.00	10.80
12410	3320	Treasurer Maint Contracts	300.00	83.75	66.25	150.00	50.00
12410	3500	Treasurer Printing & Binding	11,000.00	6,418.54	-	4,581.46	58.40
12410	3600	Treasurer Advertising	500.00	-	-	500.00	-
12410	5210	Treasurer Postal Svcs	26,000.00	10,103.80	-	15,896.20	38.90
12410	5230	Treasurer Telephone	600.00	24.00	-	576.00	4.00
12410	5500	Treasurer Travel	3,000.00	100.00	-	2,900.00	3.30
12410	5510	Treasurer Local Mileage	400.00	-	-	400.00	-
12410	5810	Treasurer Dues & Memb	600.00	375.00	-	225.00	62.50
12410	6000	Treasurer Mat & Sup	4,500.00	1,667.48	-	2,832.52	37.10
12410	6000	Treasurer COVID19 Mat & Sup	80.35	80.39	4.20	(4.24)	105.30
<b>12410</b>		<b>Total 12410 Treasurer</b>	<b>336,808.01</b>	<b>156,340.58</b>	<b>133,633.77</b>	<b>46,833.66</b>	<b>86.10</b>
12510	1100	IT Salaries	165,087.28	57,767.07	78,714.76	28,605.45	82.70
12510	1660	IT Employee Bonuses	2,238.29	2,238.29	-	-	100.00
12510	2100	IT FICA	8,936.82	4,635.64	4,301.18	-	100.00
12510	2210	IT VRS 1&2	9,411.18	4,020.72	5,390.46	-	100.00
12510	2220	IT VRS Hybrid	2,953.74	968.11	-	1,985.63	32.80
12510	2300	IT Health Ins	14,773.29	8,388.75	6,384.54	-	100.00
12510	2400	IT Life Ins	2,078.00	768.37	830.28	479.35	76.90
12510	2510	IT Dis Ins Hybrid	405.00	58.75	-	346.25	14.50
12510	2700	IT Workers Comp	119.00	106.14	-	12.86	89.20
12510	2800	IT Leave Pay	6,128.50	6,128.50	-	-	100.00
12510	3000	IT Pur Svcs	15,000.00	240.00	-	14,760.00	1.60
12510	3320	IT Maint Contracts	1,542.00	762.00	762.00	18.00	98.80
12510	5210	IT Postal Svcs	100.00	-	-	100.00	-
12510	5230	IT Telephone	5,780.00	2,932.73	980.75	1,866.52	67.70
12510	5240	IT Telecomm Online Tech	10,680.00	11,872.63	17,393.75	(18,586.38)	274.00
12510	5400	IT Leases & Rentals	25,560.00	9,832.05	2,608.11	13,119.84	48.70
12510	5500	IT Travel	1,000.00	6.50	-	993.50	0.70

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
12510	5810	IT Dues & Memb	100.00	-	-	100.00	-
12510	6000	IT Mat & Sup	2,000.00	161.83	-	1,838.17	8.10
12510	6008	IT Vehicle Fuel	100.00	-	-	100.00	-
12510	6035	IT Noncap Office Equip	1,000.00	426.26	-	573.74	42.60
12510	6040	IT Tech SW/OL	36,305.00	18,540.24	2,110.50	15,654.26	56.90
12510	6050	IT Noncap Technology Hardware	30,000.00	2,250.70	-	27,749.30	7.50
12510	6050	IT COV19 Noncap Tech Hardware	-	3,757.00	5,007.00	(8,764.00)	100.00
<b>12510</b>		<b>Total 12510 Data Processing/IT</b>	<b>341,298.10</b>	<b>135,862.28</b>	<b>124,483.33</b>	<b>80,952.49</b>	<b>76.30</b>
13100	1300	Electoral Part Time Salaries	7,089.00	2,212.96	24,342.56	(19,466.52)	374.60
13100	2100	Electoral FICA	546.00	169.30	338.58	38.12	93.00
13100	2700	Electoral Workers Comp	5.00	4.85	-	0.15	97.00
13100	3000	Electoral Pur Svcs	6,000.00	2,502.05	-	3,497.95	41.70
13100	3160	Electoral Board Member Fees	15,920.00	8,037.50	-	7,882.50	50.50
13100	3160	Electoral COVEB Board Fees	2,525.00	5,294.50	-	(2,769.50)	209.70
13100	3320	Electoral Maint Contracts	10,100.00	7,570.00	-	2,530.00	75.00
13100	3500	Electoral Printing & Binding	5,600.00	3,625.16	-	1,974.84	64.70
13100	3600	Electoral Advertising	260.00	115.60	-	144.40	44.50
13100	5210	Electoral Postal Svcs	1,825.00	1,544.45	-	280.55	84.60
13100	5400	Electoral Leases & Rentals	1,800.00	698.52	-	1,101.48	38.80
13100	5500	Electoral Travel	1,500.00	-	-	1,500.00	-
13100	5510	Electoral Local Mileage	1,500.00	54.05	-	1,445.95	3.60
13100	5810	Electoral Dues & Memb	200.00	180.00	-	20.00	90.00
13100	6000	Electoral Mat & Sup	3,575.00	1,150.68	29.23	2,395.09	33.00
13100	6000	Electoral COV19 Mat & Sup	165.20	278.30	-	(113.10)	168.50
13100	6000	Electoral COVEB Mat & Sup	17,577.47	23,704.47	-	(6,127.00)	134.90
<b>13100</b>		<b>Total 13100 Electoral Board and Off</b>	<b>76,187.67</b>	<b>57,142.39</b>	<b>24,710.37</b>	<b>(5,665.09)</b>	<b>107.40</b>
13200	1100	Registrar Salaries	57,089.00	28,544.52	28,544.48	-	100.00
13200	1300	Registrar Part Time Salaries	16,878.00	8,556.00	-	8,322.00	50.70
13200	1300	Registrar COVEB PT Salaries	1,202.50	4,843.50	-	(3,641.00)	402.80
13200	1660	Registrar Employee Bonuses	2,225.04	2,225.04	-	-	100.00
13200	1660	Registrar COVEB Emp Bonus	-	1,750.00	-	(1,750.00)	100.00
13200	2100	Registrar FICA	5,830.21	3,020.55	2,883.74	(74.08)	101.30
13200	2100	Registrar COVEB FICA	91.99	503.83	-	(411.84)	547.70
13200	2210	Registrar VRS 1&2	4,967.00	2,483.40	3,391.20	(907.60)	118.30
13200	2300	Registrar Health Ins	-	3,980.28	4,108.58	(8,088.86)	100.00
13200	2400	Registrar Life Ins	765.00	382.50	522.31	(139.81)	118.30
13200	2700	Registrar Workers Comp	53.00	50.65	-	2.35	95.60
13200	3000	Registrar Pur Svcs	1,400.00	98.00	-	1,302.00	7.00
13200	3320	Registrar Maint Contracts	1,000.00	653.14	657.63	(310.77)	131.10
13200	5210	Registrar Postal Svcs	2,640.00	1,174.05	-	1,465.95	44.50
13200	5230	Registrar Telephone	1,000.00	304.03	469.97	226.00	77.40
13200	5500	Registrar Travel	1,600.00	-	-	1,600.00	-
13200	5510	Registrar Local Mileage	700.00	-	-	700.00	-
13200	5810	Registrar Dues & Memb	270.00	-	-	270.00	-
13200	6000	Registrar Mat & Sup	1,100.00	375.31	-	724.69	34.10
13200	6000	Registrar COV19 Mat & Sup	-	14.84	-	(14.84)	100.00
<b>13200</b>		<b>Total 13200 Registrar</b>	<b>98,811.74</b>	<b>58,959.64</b>	<b>40,577.91</b>	<b>(725.81)</b>	<b>100.70</b>
21100	5841	Circuit C Juror Pay	4,000.00	360.00	-	3,640.00	9.00
21100	6000	Circuit C Mat & Sup	-	511.71	-	(511.71)	100.00
21100	6000	Circuit C COV19 Mat & Sup	127.87	360.11	-	(232.24)	281.60
21100	6035	Circuit C Noncap Office Equip	-	2,424.08	-	(2,424.08)	100.00
21100	7000	Circuit Ct Pyt to Joint Ops	11,400.00	11,622.77	-	(222.77)	102.00
<b>21100</b>		<b>Total 21100 Circuit Court</b>	<b>15,527.87</b>	<b>15,278.67</b>	<b>-</b>	<b>249.20</b>	<b>98.40</b>
21200	3000	District C Pur Svcs	3,300.00	3,000.00	-	300.00	90.90
21200	3150	District C Legal Svcs	270.00	-	-	270.00	-
21200	3320	District C Maint Contracts	400.00	139.10	410.90	(150.00)	137.50
21200	5210	District C Postal Svcs	700.00	150.00	339.01	210.99	69.90
21200	5230	District C Telephone	2,000.00	930.23	-	1,069.77	46.50
21200	5500	District C Travel	1,000.00	-	-	1,000.00	-
21200	5810	District C Dues & Memb	200.00	-	-	200.00	-
21200	6000	District C Mat & Sup	550.00	324.45	-	225.55	59.00
21200	6000	District C COV19 Mat & Sup	4.95	78.04	-	(73.09)	1,576.60

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
<b>21200</b>		<b>Total 21200 General District Court</b>	<b>8,424.95</b>	<b>4,621.82</b>	<b>749.91</b>	<b>3,053.22</b>	<b>63.80</b>
21300	5230	Magistrate Telephone	50.00	-	-	50.00	-
<b>21300</b>		<b>Total 21300 Magistrate</b>	<b>50.00</b>	<b>-</b>	<b>-</b>	<b>50.00</b>	<b>-</b>
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	-	-	100.00
<b>21510</b>		<b>Total 21510 Blue Ridge Legal Servic</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
21600	3000	J&D Court Pur Svcs	3,000.00	3,000.00	-	-	100.00
21600	3320	J&D Court Maint Contracts	700.00	137.32	712.68	(150.00)	121.40
21600	5210	J&D Court Postal Svcs	700.00	189.84	189.84	320.32	54.20
21600	5230	J&D Court Telephone	700.00	331.89	-	368.11	47.40
21600	5500	J&D Court Travel	1,000.00	-	-	1,000.00	-
21600	5810	J&D Court Dues & Memb	100.00	50.00	-	50.00	50.00
21600	6000	J&D Court Mat & Sup	750.00	-	-	750.00	-
<b>21600</b>		<b>Total 21600 Juvenile &amp; Domestic Rel</b>	<b>6,950.00</b>	<b>3,709.05</b>	<b>902.52</b>	<b>2,338.43</b>	<b>66.40</b>
21700	1100	Clk of CC Salaries	188,408.97	68,481.66	72,287.50	47,639.81	74.70
21700	1660	Clk of CC Employee Bonuses	8,006.67	8,006.67	-	-	100.00
21700	2100	Clk of CC FICA	12,657.20	5,834.83	6,822.37	-	100.00
21700	2210	Clk of CC VRS 1&2	13,339.00	4,533.36	6,349.04	2,456.60	81.60
21700	2220	Clk of CC VRS Hybrid	3,069.52	1,424.56	1,644.96	-	100.00
21700	2300	Clk of CC Health Ins	7,961.65	3,980.28	3,981.37	-	100.00
21700	2400	Clk of CC Life Ins	2,233.16	917.64	1,246.74	68.78	96.90
21700	2510	Clk of CC Dis Ins Hybrid	194.00	86.46	105.93	1.61	99.20
21700	2700	Clk of CC Workers Comp	139.00	126.36	-	12.64	90.90
21700	3000	Clk of CC Pur Svcs	2,500.00	-	-	2,500.00	-
21700	3320	Clk of CC Maint Contracts	13,000.00	201.24	273.76	12,525.00	3.70
21700	3500	Clk of CC Printing & Binding	1,000.00	873.84	-	126.16	87.40
21700	3510	Clk of CC Microfilming	7,000.00	4,669.04	-	2,330.96	66.70
21700	5210	Clk of CC Postal Svcs	3,500.00	1,737.40	599.40	1,163.20	66.80
21700	5230	Clk of CC Telephone	1,025.00	504.87	-	520.13	49.30
21700	5810	Clk of CC Dues & Memb	345.00	345.00	-	-	100.00
21700	6000	Clk of CC Mat & Sup	6,500.00	2,560.79	103.08	3,836.13	41.00
<b>21700</b>		<b>Total 21700 Clerk of the Circuit Co</b>	<b>270,879.17</b>	<b>104,284.00</b>	<b>93,414.15</b>	<b>73,181.02</b>	<b>73.00</b>
21910	1100	VictimWit Regular Salary	42,183.00	21,091.44	21,091.39	0.17	100.00
21910	1300	VictimWit Part Time Sal	17,544.00	9,090.72	-	8,453.28	51.80
21910	2100	VictimWit FICA	4,571.00	2,313.49	2,150.36	107.15	97.70
21910	2210	VictimWit VRS 1&2	3,670.00	1,834.92	2,448.97	(613.89)	116.70
21910	2400	VictimWit Life Ins	566.00	282.60	377.19	(93.79)	116.60
21910	2700	VictimWit Workers Comp	46.00	40.90	-	5.10	88.90
21910	3000	VictimWit Pur Svcs	200.00	29.00	-	171.00	14.50
21910	5210	VictimWit Postal Svcs	279.00	-	-	279.00	-
21910	5230	VictimWit Telephone	504.00	249.83	300.17	(46.00)	109.10
21910	5500	VictimWit Travel	1,182.00	145.00	-	1,037.00	12.30
21910	5510	VictimWit Travel Local Mileage	204.00	-	-	204.00	-
21910	5810	VictimWit Dues & Memb	295.00	150.00	-	145.00	50.80
21910	6000	VictimWit COV19 Mat & Sup	33.39	33.71	-	(0.32)	101.00
21910	6000	VictimWit Mat & Sup	1,000.00	61.00	-	939.00	6.10
<b>21910</b>		<b>Total 21910 Victim and Witness Assi</b>	<b>72,277.39</b>	<b>35,322.61</b>	<b>26,368.08</b>	<b>10,586.70</b>	<b>85.40</b>
21940	5600	Regional Crt Svc Entity Gift	6,930.00	6,930.00	-	-	100.00
<b>21940</b>		<b>Total 21940 Regl Crt Svc/Adult</b>	<b>6,930.00</b>	<b>6,930.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
22100	1100	Comm Atty Salaries	237,174.79	116,389.98	116,390.05	4,394.76	98.10
22100	1300	Comm Atty Part Time Salaries	18,500.00	6,254.49	-	12,245.51	33.80
22100	1660	Comm Atty Employee Bonuses	5,762.44	5,762.44	-	-	100.00
22100	2100	Comm Atty FICA	21,515.97	10,183.20	11,332.77	-	100.00
22100	2210	Comm Atty VRS 1&2	4,181.00	5,160.64	5,889.59	(6,869.23)	264.30
22100	2220	Comm Atty VRS Hybrid	11,358.21	5,709.48	5,648.73	-	100.00
22100	2300	Comm Atty Health Ins	19,100.91	10,318.26	9,297.33	(514.68)	102.70
22100	2400	Comm Atty Life Ins	3,706.03	1,691.04	2,080.72	(65.73)	101.80
22100	2510	Comm Atty Dis Ins Hybrid	808.91	346.50	462.41	-	100.00
22100	2700	Comm Atty Workers Comp	257.00	211.03	-	45.97	82.10
22100	3320	Comm Atty Maint Contracts	500.00	419.33	130.43	(49.76)	110.00
22100	5210	Comm Atty Postal Svcs	1,000.00	410.00	-	590.00	41.00
22100	5230	Comm Atty Telephone	3,000.00	1,097.52	1,098.48	804.00	73.20
22100	5500	Comm Atty Travel	6,500.00	300.00	-	6,200.00	4.60

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
22100	5549	Comm Atty Witness Travel Expen	1,500.00	-	-	1,500.00	-
22100	5810	Comm Atty Dues & Memb	2,500.00	1,803.00	-	697.00	72.10
22100	6000	Comm Atty Mat & Sup	3,000.00	1,661.35	89.22	1,249.43	58.40
22100	6000	Comm Atty COV19 Mat & Sup	36.96	201.42	-	(164.46)	545.00
22100	6035	Comm Atty Noncap Office Equip	400.00	-	-	400.00	-
22100	1100	Comm Atty VSTOP Salaries	26,809.00	13,403.58	13,403.56	1.86	100.00
22100	2100	Comm Atty VSTOP FICA	2,017.00	275.76	1,352.92	388.32	80.70
22100	2210	Comm Atty VSTOP VRS 1&2	710.00	273.18	1,559.76	(1,122.94)	258.20
22100	2220	Comm Atty VSTOP VRS Hybrid	-	-	-	-	-
22100	2300	Comm Atty VSTOP Health Ins	113.00	-	1,031.77	(918.77)	913.10
22100	2400	Comm Atty VSTOP Life Ins	359.00	48.18	240.25	70.57	80.30
22100	2510	Comm Atty VSTOP Dis Ins Hybrid	116.00	-	-	116.00	-
<b>22100</b>		<b>Total 22100 Commonwealth's Attorney</b>	<b>370,926.22</b>	<b>181,920.38</b>	<b>170,007.99</b>	<b>18,997.85</b>	<b>94.90</b>
31200	1100	Sheriff Salaries	1,468,328.55	659,089.25	661,759.29	147,480.01	90.00
31200	1100	Sheriff COV19 Salaries	5,031.31	-	-	5,031.31	-
31200	1200	Sheriff Overtime	33,500.00	22,652.17	-	10,847.83	67.60
31200	1200	CITAC Overtime	5,000.00	1,692.48	-	3,307.52	33.80
31200	1200	Overtime	-	6,203.10	-	(6,203.10)	100.00
31200	1300	Sheriff Part Time Salaries	43,860.00	21,239.25	-	22,620.75	48.40
31200	1660	Sheriff Emp Bonuses	82,108.55	82,108.55	-	-	100.00
31200	1660	Sheriff COV19 Hazard Pay	28,800.00	28,300.00	-	500.00	98.30
31200	2100	Sheriff FICA	125,300.85	60,826.18	62,049.00	2,425.67	98.10
31200	2100	CITAC FICA	383.00	128.00	-	255.00	33.40
31200	2100	Sheriff COV19 FICA	1,829.17	2,164.95	-	(335.78)	118.40
31200	2100	FICA	-	437.40	-	(437.40)	100.00
31200	2210	Sheriff VRS 1&2	115,108.71	47,408.38	67,700.33	-	100.00
31200	2220	Sheriff VRS Hybrid	24,601.00	10,807.31	11,452.96	2,340.73	90.50
31200	2300	Sheriff Health Ins	215,802.39	101,872.82	102,961.66	10,967.91	94.90
31200	2300	Sheriff CITAC Health Ins	-	217.39	-	(217.39)	100.00
31200	2400	Sheriff Life Ins	21,635.46	8,966.57	12,668.89	-	100.00
31200	2510	Sheriff Dis Ins Hybrid	1,644.00	655.89	723.70	264.41	83.90
31200	2700	Sheriff Workers Comp	23,687.00	22,077.19	-	1,609.81	93.20
31200	2800	Sheriff Leave Pay	63,995.00	40,162.17	-	23,832.83	62.80
31200	2860	Sheriff LODA	30,118.37	30,118.37	-	-	100.00
31200	3000	Sheriff Pur Svcs	30,000.00	7,631.37	9,196.00	13,172.63	56.10
31200	3000	Sheriff COV19 Pur Svcs	-	-	6,161.42	(6,161.42)	100.00
31200	3320	Sheriff Maint Contracts	167,052.00	79,290.93	6,964.70	80,796.37	51.60
31200	3320	Sheriff E-Ticket Maint Svc	-	4,950.00	-	(4,950.00)	100.00
31200	3350	Sheriff Insured Repair Svcs	2,000.00	750.00	-	1,250.00	37.50
31200	3500	Sheriff Printing & Binding	1,000.00	-	-	1,000.00	-
31200	5210	Sheriff Postal Svcs	2,200.00	628.80	-	1,571.20	28.60
31200	5230	Sheriff Telephone	55,000.00	29,174.43	10,867.96	14,957.61	72.80
31200	5300	Sheriff Insurance	15,000.00	10,416.00	-	4,584.00	69.40
31200	5400	Sheriff Leases & Rentals	17,000.00	11,902.50	16,663.50	(11,566.00)	168.00
31200	5500	Sheriff Travel	61,600.00	-	-	61,600.00	-
31200	5500	Sheriff Travel - Communication	-	6,912.55	-	(6,912.55)	100.00
31200	5500	Sheriff Travel - Sworn Staff	-	16,892.78	-	(16,892.78)	100.00
31200	5800	Sheriff Miscellaneous Expendit	1,000.00	120.00	-	880.00	12.00
31200	5810	Sheriff Dues & Memb	5,000.00	2,619.85	-	2,380.15	52.40
31200	6000	Sheriff Mat & Sup	57,000.00	179.95	-	56,820.05	0.30
31200	6000	Sheriff COS Mat & Sup	-	483.27	518.41	(1,001.68)	100.00
31200	6000	Sheriff COV19 Mat & Sup	398.27	803.17	-	(404.90)	201.70
31200	6000	Sheriff ETK Mat & Sup	25,000.00	16,416.41	-	8,583.59	65.70
31200	6000	Sheriff PSU Mat & Sup	-	947.10	-	(947.10)	100.00
31200	6000	Sheriff SOS Mat & Sup	-	1,902.79	-	(1,902.79)	100.00
31200	6000	Sheriff VRP Mat & Sup	-	10,717.40	12,549.89	(23,267.29)	100.00
31200	6008	Sheriff Vehicle Fuel	60,000.00	20,859.47	-	39,140.53	34.80
31200	6011	Sheriff Clothing	15,000.00	-	-	15,000.00	-
31200	6011	Sheriff COV19 Uniforms Apparel	-	8.99	-	(8.99)	100.00
31200	6011	Sheriff Uniform Sworn Staff	-	5,022.16	-	(5,022.16)	100.00
31200	6015	Sheriff Ammunition	28,000.00	2,057.30	13,001.28	12,941.42	53.80
31200	6040	Sheriff COV19 Tech SW/OL	2,770.00	2,770.00	-	-	100.00

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
31200	1200	DMV Alcohol Grant Overtime	8,941.00	4,758.15	-	4,182.85	53.20
31200	2100	DMV Alcohol Grant FICA	684.00	146.52	-	537.48	21.40
31200	2300	DMV Alcohol Grant Health Ins	-	168.78	-	(168.78)	100.00
31200	1200	DMV Speed Overtime	4,782.00	1,516.81	-	3,265.19	31.70
31200	2100	DMV Speed FICA	218.00	39.34	-	178.66	18.00
31200	2300	DMV Speed Health Ins	-	54.02	-	(54.02)	100.00
31200	6000	ICAC Mat & Sup	5,000.00	-	-	5,000.00	-
31200	1100	SRO Ofc Grant Sal	17,489.32	17,489.32	-	-	100.00
31200	2100	SRO Ofc Grant FICA	1,326.49	1,326.49	-	-	100.00
31200	2210	SRO Grant VRS 1&2	1,521.56	1,521.56	-	-	100.00
31200	2300	SRO Grant Health Ins	2,276.61	2,276.61	-	-	100.00
31200	2400	SRO Grant Life Ins	234.36	234.36	-	-	100.00
31200	6000	BVP Vest grant Mat & Sup	1,400.00	678.72	-	721.28	48.50
31200	1200	OCDETF Sheriff Overtime	-	839.82	-	(839.82)	100.00
31200	2100	OCDETF Sheriff FICA	-	57.67	-	(57.67)	100.00
<b>31200</b>		<b>Total 31200 Sheriff</b>	<b>2,879,626.97</b>	<b>1,411,692.81</b>	<b>995,238.99</b>	<b>472,695.17</b>	<b>83.60</b>
31210	5600	Criminal Justice Training Ctr	19,593.00	18,426.00	-	1,167.00	94.00
<b>31210</b>		<b>Total 31210 Criminal Justice Traini</b>	<b>19,593.00</b>	<b>18,426.00</b>	<b>-</b>	<b>1,167.00</b>	<b>94.00</b>
31220	5600	Drug Task Force Entity Gift	12,500.00	2,901.43	-	9,598.57	23.20
<b>31220</b>		<b>Total 31220 Drug Task Force</b>	<b>12,500.00</b>	<b>2,901.43</b>	<b>-</b>	<b>9,598.57</b>	<b>23.20</b>
32200	2510	Vol Fire Dis Ins Hybrid	11,000.00	-	-	11,000.00	-
32200	2700	Vol Fire Worker's Comp	20,531.00	-	-	20,531.00	-
32200	3000	Vol Fire Pur Svcs	33,000.00	7,500.57	-	25,499.43	22.70
32200	5300	Vol Fire Co Insurance	45,000.00	26,622.18	-	18,377.82	59.20
32200	5600	Vol Fire Companies Entity Gift	25,000.00	-	-	25,000.00	-
32200	5696	Vol Fire EMS Vol Incent Prog	15,000.00	-	-	15,000.00	-
32200	5697	Vol Fire 4 for Life	18,438.00	18,562.95	-	(124.95)	100.70
32200	5698	Vol Fire Fire Programs	33,726.00	33,726.00	-	-	100.00
32200	6000	Vol Fire&Res Mat'l Suppls	2,000.00	699.98	-	1,300.02	35.00
<b>32200</b>		<b>Total 32200 Volunteer Fire Companie</b>	<b>203,695.00</b>	<b>87,111.68</b>	<b>-</b>	<b>116,583.32</b>	<b>42.80</b>
32201	2860	Blue Ridge Vol Fire Co LODA	1,846.00	1,596.00	-	250.00	86.50
32201	5600	Blue Ridge Vol Fire Co Contrib	65,000.00	32,500.00	-	32,500.00	50.00
<b>32201</b>		<b>Total 32201 Blue Ridge Volunteer Fi</b>	<b>66,846.00</b>	<b>34,096.00</b>	<b>-</b>	<b>32,750.00</b>	<b>51.00</b>
32202	2860	Boyce Volunteer Fire Co LODA	2,137.00	1,795.50	-	341.50	84.00
32202	5600	Boyce Volunteer Fire Co Contr	65,000.00	32,500.00	-	32,500.00	50.00
<b>32202</b>		<b>Total 32202 Boyce Volunteer Fire Co</b>	<b>67,137.00</b>	<b>34,295.50</b>	<b>-</b>	<b>32,841.50</b>	<b>51.10</b>
32203	2860	Enders Volunteer Fire Co LODA	2,623.00	3,890.25	-	(1,267.25)	148.30
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	45,000.00	-	45,000.00	50.00
<b>32203</b>		<b>Total 32203 Enders Volunteer Fire C</b>	<b>92,623.00</b>	<b>48,890.25</b>	<b>-</b>	<b>43,732.75</b>	<b>52.80</b>
32310	1100	EMS Salaries	773,871.27	315,549.81	326,824.84	131,496.62	83.00
32310	1200	EMS Overtime	74,182.00	58,601.29	-	15,580.71	79.00
32310	1300	EMS Part Time Salaries	53,183.23	53,183.23	-	-	100.00
32310	1660	EMS Employee Bonuses	40,282.24	40,282.24	-	-	100.00
32310	1660	EMS COV19 Hazard Pay	26,550.00	26,550.00	-	-	100.00
32310	2100	EMS FICA	68,797.79	35,884.49	29,763.44	3,149.86	95.40
32310	2100	EMS COV19 FICA	1,600.48	1,600.48	-	-	100.00
32310	2210	EMS VRS 1&2	39,111.95	15,998.45	23,113.50	-	100.00
32310	2220	EMS VRS Hybrid	27,922.55	11,333.36	16,589.19	-	100.00
32310	2300	EMS Health Ins	130,184.00	52,174.87	63,244.29	14,764.84	88.70
32310	2400	EMS Life Ins	10,534.00	4,209.82	6,294.68	29.50	99.70
32310	2510	EMS Dis Ins Hybrid	2,365.00	687.83	1,077.51	599.66	74.60
32310	2700	EMS Workers Comp	45,600.00	33,393.48	-	12,206.52	73.20
32310	2800	EMS Annual Leave Payouts	28,200.00	24,882.51	-	3,317.49	88.20
32310	2860	EMS LODA	20,000.00	13,973.88	-	6,026.12	69.90
32310	3000	EMS Pur Svcs	49,100.00	21,088.37	-	28,011.63	42.90
32310	5210	EMS Postal Services	200.00	67.06	-	132.94	33.50
32310	5230	EMS Telephone	1,450.00	283.65	-	1,166.35	19.60
32310	5500	EMS Travel	8,000.00	1,290.00	-	6,710.00	16.10
32310	5800	EMS Miscellaneous	5,000.00	1,602.97	-	3,397.03	32.10
32310	6000	EMS Mat & Sup	56,000.00	13,175.21	200.05	42,624.74	23.90
32310	6000	EMS COV19 Mat & Sup	36,074.56	73,251.78	9.90	(37,187.12)	203.10
32310	6008	EMS Vehicle Fuel	19,000.00	5,759.06	-	13,240.94	30.30

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
32310	6011	EMS Clothing	13,000.00	10,748.86	45.43	2,205.71	83.00
32310	6011	EMS COV19 Uniforms Apparel	1,512.00	8,062.12	-	(6,550.12)	533.20
32310	6035	EMS Noncap Office Equip	2,000.00	-	-	2,000.00	-
32310	6040	EMS Tech SW/OL	46,000.00	9,750.32	-	36,249.68	21.20
32310	6040	EMS COV19 Tech SW/OL Content	10,700.00	10,700.00	-	-	100.00
32310	8200	EMS Capital Outlay Adds	10,500.00	7,441.00	540.06	2,518.94	76.00
32310	8200	EMS Equip COV19 Cap Outly	-	29,470.00	-	(29,470.00)	100.00
32310	1100	SAFER Grant Salaries	-	85,581.11	92,433.79	(178,014.90)	100.00
32310	1660	SAFER Grant Employee Bonus	-	4,000.00	-	(4,000.00)	100.00
32310	2100	SAFER Grant FICA	-	6,683.22	7,566.90	(14,250.12)	100.00
32310	2210	SAFER Grant VRS 1&2	-	1,726.32	2,610.42	(4,336.74)	100.00
32310	2220	SAFER Grant VRS Hybrid	-	5,700.16	7,333.80	(13,033.96)	100.00
32310	2300	SAFER Grant Health Ins	-	11,705.93	15,141.97	(26,847.90)	100.00
32310	2400	SAFER Grant Group Life Ins	-	1,143.76	1,531.64	(2,675.40)	100.00
32310	2510	SAFER Grant Dis Ins Hybrid	-	345.86	445.11	(790.97)	100.00
32310	5230	EMS LEMPG Grant-Telephone	-	3,133.81	1,217.79	(4,351.60)	100.00
32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	3,859.26	-	3,640.74	51.50
32310	8200	EMS/RSAF Grant-Handtevy	8,000.00	7,223.82	-	776.18	90.30
32310	6000	Assist to Firefighters CV M&S	-	12,608.86	5,936.05	(18,544.91)	100.00
<b>32310</b>		<b>Total 32310 Fire and Rescue Service</b>	<b>1,616,421.07</b>	<b>1,024,708.25</b>	<b>601,920.36</b>	<b>(10,207.54)</b>	<b>100.60</b>
32320	5600	Lord Fairfax EMS Contribution	6,575.00	6,575.00	-	-	100.00
<b>32320</b>		<b>Total 32320 Lord Fairfax Emergency</b>	<b>6,575.00</b>	<b>6,575.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
32400	5600	Forestry Svcs Entity Gift	2,874.00	2,873.34	-	0.66	100.00
<b>32400</b>		<b>Total 32400 Forestry Services</b>	<b>2,874.00</b>	<b>2,873.34</b>	<b>-</b>	<b>0.66</b>	<b>100.00</b>
33210	7000	Regional Jail Joint Ops	493,300.00	357,129.00	-	136,171.00	72.40
<b>33210</b>		<b>Total 33210 Regional Jail</b>	<b>493,300.00</b>	<b>357,129.00</b>	<b>-</b>	<b>136,171.00</b>	<b>72.40</b>
33220	3840	Juv Det Ctr Intergov Svc Agree	36,877.00	9,119.00	-	27,758.00	24.70
<b>33220</b>		<b>Total 33220 Juvenile Detention Cent</b>	<b>36,877.00</b>	<b>9,119.00</b>	<b>-</b>	<b>27,758.00</b>	<b>24.70</b>
33300	5230	Probation Telephone	100.00	24.00	-	76.00	24.00
33300	6000	Probation Mat & Sup	300.00	-	-	300.00	-
<b>33300</b>		<b>Total 33300 Crt Svc/Juvenile Proba</b>	<b>400.00</b>	<b>24.00</b>	<b>-</b>	<b>376.00</b>	<b>6.00</b>
34100	1100	Bldg Insp Salaries	162,895.00	86,848.36	101,181.82	(25,135.18)	115.40
34100	1660	Bldg Insp Employee Bonuses	4,458.67	4,458.67	-	-	100.00
34100	2100	Bldg Insp FICA	10,115.08	6,342.54	8,895.33	(5,122.79)	150.60
34100	2210	Bldg Insp VRS 1&2	9,252.00	4,625.76	6,188.18	(1,561.94)	116.90
34100	2220	Bldg Insp VRS Hybrid	3,560.00	2,930.00	4,613.14	(3,983.14)	211.90
34100	2300	Bldg Insp Health Ins	27,587.00	15,783.60	13,816.72	(2,013.32)	107.30
34100	2400	Bldg Insp Life Ins	1,945.00	1,163.84	1,683.49	(902.33)	146.40
34100	2510	Bldg Insp Dis Ins Hybrid	240.00	177.80	287.82	(225.62)	194.00
34100	2700	Bldg Insp Workers Comp	2,786.00	2,770.47	-	15.53	99.40
34100	3000	Bldg Insp Pur Svcs	600.00	-	-	600.00	-
34100	3320	Bldg Insp Maint Contracts	500.00	461.01	435.70	(396.71)	179.30
34100	5210	Bldg Insp Postal Svcs	50.00	9.90	-	40.10	19.80
34100	5230	Bldg Insp Telephone	2,500.00	1,034.98	1,113.02	352.00	85.90
34100	5500	Bldg Insp Travel	2,500.00	-	-	2,500.00	-
34100	5810	Bldg Insp Dues & Memb	1,000.00	-	-	1,000.00	-
34100	6000	Bldg Insp Mat & Sup	2,000.00	588.91	-	1,411.09	29.40
34100	6000	Bldg Insp COV19 Mat & Sup	12.89	12.89	-	-	100.00
34100	6008	Bldg Insp Vehicle Fuel	2,500.00	731.33	-	1,768.67	29.30
<b>34100</b>		<b>Total 34100 Building Inspections</b>	<b>234,501.64</b>	<b>127,940.06</b>	<b>138,215.22</b>	<b>(31,653.64)</b>	<b>113.50</b>
35100	1100	AnimalCtrl Salaries	75,693.00	37,846.50	37,846.50	-	100.00
35100	1200	AnimalCtrl Overtime	-	103.44	-	(103.44)	100.00
35100	1300	AnimalCtrl Part Time Salaries	15,071.00	1,756.57	-	13,314.43	11.70
35100	1300	Anml Cntrl COV19 PT Sal - Reg	824.69	906.00	-	(81.31)	109.90
35100	1660	AnimalCtrl Employee Bonuses	2,447.80	2,447.80	-	-	100.00
35100	2100	AnimalCtrl FICA	5,269.24	2,828.23	3,458.06	(1,017.05)	119.30
35100	2100	Anml Cntrl COV19 FICA	63.33	69.30	-	(5.97)	109.40
35100	2210	AnimalCtrl VRS 1&2	4,124.00	2,061.84	2,752.83	(690.67)	116.70
35100	2220	AnimalCtrl VRS Hybrid	2,604.00	1,230.78	1,546.87	(173.65)	106.70
35100	2300	AnimalCtrl Health Ins	8,688.00	4,344.00	4,351.72	(7.72)	100.10
35100	2400	AnimalCtrl Life Ins	1,016.00	507.12	676.81	(167.93)	116.50
35100	2510	AnimalCtrl Dis Ins Hybrid	176.00	74.70	99.59	1.71	99.00

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
35100	2700	AnimalCtrl Workers Comp	918.00	941.71	-	(23.71)	102.60
35100	3000	AnimalCtrl Pur Svcs	8,000.00	1,566.15	-	6,433.85	19.60
35100	3320	AnimalCtrl Maint Svc Contracts	100.00	23.47	76.53	-	100.00
35100	3500	AnimalCtrl Printing & Binding	200.00	-	-	200.00	-
35100	5110	AnimalCtrl Electric	750.00	-	-	750.00	-
35100	5230	AnimalCtrl Telephone	700.00	340.08	99.83	260.09	62.80
35100	5500	AnimalCtrl Travel	1,000.00	-	-	1,000.00	-
35100	5510	AnimalCtrl Local Mileage	100.00	-	-	100.00	-
35100	6000	AnimalCtrl Mat & Sup	7,500.00	1,325.41	-	6,174.59	17.70
35100	6000	Animal Control COV19 Mat & Sup	64.67	64.93	-	(0.26)	100.40
35100	6008	AnimalCtrl Vehicle Fuel	1,500.00	47.78	-	1,452.22	3.20
35100	6011	AnimalCtrl Clothing	500.00	-	-	500.00	-
<b>35100</b>		<b>Total 35100 Animal Control</b>	<b>137,309.73</b>	<b>58,485.81</b>	<b>50,908.74</b>	<b>27,915.18</b>	<b>79.70</b>
35300	3000	Exam&Bury Pur Svcs	200.00	80.00	-	120.00	40.00
<b>35300</b>		<b>Total 35300 Med Examiner &amp; Indigent</b>	<b>200.00</b>	<b>80.00</b>	<b>-</b>	<b>120.00</b>	<b>40.00</b>
42400	3840	RefuseDisp Intergov Svc Agreem	180,000.00	60,671.97	-	119,328.03	33.70
<b>42400</b>		<b>Total 42400 Refuse Disposal</b>	<b>180,000.00</b>	<b>60,671.97</b>	<b>-</b>	<b>119,328.03</b>	<b>33.70</b>
42410	1300	SWC PT Salaries - Regular	17,128.00	5,930.00	-	11,198.00	34.60
42410	1660	Convenience Ctr Emp Bonuses	1,089.82	1,089.82	-	-	100.00
42410	2100	SWC FICA	1,331.37	537.01	-	794.36	40.30
42410	2700	Worker's Compensation	-	366.11	-	(366.11)	100.00
42410	3000	SWC Pur Svcs	35,000.00	22,495.64	14,144.71	(1,640.35)	104.70
42410	5110	SWC Electrical Services	2,000.00	519.40	-	1,480.60	26.00
42410	5230	SWC Telephone	-	250.93	299.07	(550.00)	100.00
42410	6000	SWC Mat & Sup	1,000.00	25.98	-	974.02	2.60
<b>42410</b>		<b>Total 42410 Solid Waste Convenience</b>	<b>57,549.19</b>	<b>31,214.89</b>	<b>14,443.78</b>	<b>11,890.52</b>	<b>79.30</b>
42600	3000	LitterCtrl Pur Svcs	4,000.00	901.78	3,048.22	50.00	98.80
<b>42600</b>		<b>Total 42600 Litter Control</b>	<b>4,000.00</b>	<b>901.78</b>	<b>3,048.22</b>	<b>50.00</b>	<b>98.80</b>
42700	3840	Sanitation Intergov Svc Agreem	37,000.00	13,082.45	-	23,917.55	35.40
42700	5600	Sanitation Entity Gift	200,000.00	-	-	200,000.00	-
<b>42700</b>		<b>Total 42700 Sanitation</b>	<b>237,000.00</b>	<b>13,082.45</b>	<b>-</b>	<b>223,917.55</b>	<b>5.50</b>
43200	1100	Maintenanc Salaries	149,687.37	76,893.18	65,393.43	7,400.76	95.10
43200	1660	Maintenanc Employee Bonuses	6,874.84	6,874.84	-	-	100.00
43200	2100	Maintenanc FICA	15,542.33	7,952.37	7,589.96	-	100.00
43200	2210	Maintenanc VRS 1&2	9,153.80	3,918.12	5,235.68	-	100.00
43200	2220	Maintenanc VRS Hybrid	5,012.73	2,452.44	2,560.29	-	100.00
43200	2300	Maintenanc Health Ins	18,950.01	9,458.70	9,491.31	-	100.00
43200	2400	Maintenanc Life Ins	2,408.37	1,030.26	1,378.11	-	100.00
43200	2510	Maintenanc Dis Ins Hybrid	348.14	148.86	199.28	-	100.00
43200	2700	Maintenanc Workers Comp	1,553.12	1,553.12	-	-	100.00
43200	2750	Maintenanc RHCC	153.63	65.64	87.99	-	100.00
43200	2800	Maintenanc Leave Pay	2,938.42	22,999.68	-	(20,061.26)	782.70
43200	3000	Maintenanc Pur Svcs	32,000.00	38,048.89	-	(6,048.89)	118.90
43200	3000	JGC Maintenanc Pur Svcs	25,000.00	3,271.43	1,241.46	20,487.11	18.10
43200	3000	RT Maintenanc Pur Svcs	6,500.00	1,635.50	790.00	4,074.50	37.30
43200	3000	ChurchSt Maint Pur Svcs	2,000.00	183.50	-	1,816.50	9.20
43200	3000	104Church Maint Pur Svcs	11,000.00	3,061.23	-	7,938.77	27.80
43200	3000	225Rams Maint Pur Svcs	5,000.00	501.00	-	4,499.00	10.00
43200	3000	524West Maint Pur Svcs	1,500.00	252.00	-	1,248.00	16.80
43200	3000	AlRec Maint Pur Svcs	14,500.00	3,662.00	610.00	10,228.00	29.50
43200	3000	AlOff Maint Pur Svcs	20,000.00	1,000.00	-	19,000.00	5.00
43200	3000	AlPool Maint Pur Svcs	9,500.00	-	-	9,500.00	-
43200	3000	AlBase Maint Pur Svcs	750.00	-	-	750.00	-
43200	3000	AlSoc Maint Pur Svcs	1,300.00	200.00	-	1,100.00	15.40
43200	3000	106Church Maint Pur Svcs	500.00	-	-	500.00	-
43200	3000	Kohn Maint Pur Svcs	5,000.00	720.00	-	4,280.00	14.40
43200	3000	32EMain Maint Pur Svcs	750.00	-	-	750.00	-
43200	3000	36EMain Maint Pur Svcs	500.00	-	-	500.00	-
43200	3000	311EMain Maint Pur Svcs	3,000.00	945.13	-	2,054.87	31.50
43200	3000	309WMain Maint Pur Svcs	1,000.00	-	-	1,000.00	-
43200	3000	129Rams Maint Pur Svcs	700.00	-	-	700.00	-
43200	3320	Maintenanc Maint Contracts	85,000.00	4,747.63	5,236.82	75,015.55	11.70

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
43200	3320	JGC Maint Contracts	10,000.00	3,161.86	559.64	6,278.50	37.20
43200	3320	RT Maintenanc Maint Contracts	4,500.00	4,380.66	-	119.34	97.30
43200	3320	ChurchSt Maint Contracts	3,500.00	3,024.66	-	475.34	86.40
43200	3320	104Church Maint Contracts	3,500.00	3,456.66	-	43.34	98.80
43200	3320	225Rams Maint Contracts	2,770.00	2,580.00	-	190.00	93.10
43200	3320	524West Maint Contracts	742.00	-	-	742.00	-
43200	3320	AlRec Maint Contracts	3,700.00	1,524.00	-	2,176.00	41.20
43200	3320	106Church Maint Contracts	450.00	240.00	-	210.00	53.30
43200	3320	36EMain Maint Contracts	450.00	432.00	-	18.00	96.00
43200	3320	311EMain Maint Contracts	4,000.00	2,820.66	-	1,179.34	70.50
43200	3320	309WMain Maint Serv Contracts	750.00	-	-	750.00	-
43200	3320	129Rams Maint Contracts	750.00	246.00	-	504.00	32.80
43200	3340	Maintenanc Custodial Contracts	42,000.00	27,180.42	-	14,819.58	64.70
43200	3340	JGC Maintenanc Custodial Contr	28,500.00	7,126.50	-	21,373.50	25.00
43200	3340	AlRec Maint Custodial Contract	3,500.00	-	-	3,500.00	-
43200	3340	311EMain Maint Cus Contracts	3,600.00	2,767.50	-	832.50	76.90
43200	3600	Maintenanc Advertising	1,200.00	-	-	1,200.00	-
43200	5110	JGC Maintenanc Electric	40,000.00	13,396.01	-	26,603.99	33.50
43200	5110	RT Maintenanc Electric	12,100.00	4,599.95	-	7,500.05	38.00
43200	5110	ChurchSt Maint Electric	30,000.00	8,117.51	-	21,882.49	27.10
43200	5110	104Church Maint Electric	12,000.00	4,158.19	-	7,841.81	34.70
43200	5110	225Rams Maint Electric	7,500.00	2,239.74	-	5,260.26	29.90
43200	5110	524West Maint Electric	2,000.00	972.18	-	1,027.82	48.60
43200	5110	AlRec Maint Electric	31,000.00	10,628.27	-	20,371.73	34.30
43200	5110	AlOff Maint Electric	5,000.00	2,612.01	-	2,387.99	52.20
43200	5110	AlPool Maint Electric	7,500.00	5,931.13	-	1,568.87	79.10
43200	5110	AlBase Maint Electric	840.00	219.73	-	620.27	26.20
43200	5110	AlSoc Maint Electric	500.00	561.24	-	(61.24)	112.20
43200	5110	Kohn Maint Elec Svcs	1,000.00	133.64	-	866.36	13.40
43200	5110	311EMain Maint Electric	9,000.00	2,679.39	-	6,320.61	29.80
43200	5110	309WMain Maint Electrical Svcs	2,000.00	229.28	-	1,770.72	11.50
43200	5110	129Rams Maint Electric	3,000.00	1,144.07	-	1,855.93	38.10
43200	5120	JGC Maintenanc Heating	5,500.00	1,255.95	-	4,244.05	22.80
43200	5120	RT Maintenanc Heating	1,600.00	622.92	-	977.08	38.90
43200	5120	104Church Maint Heating	3,800.00	693.85	-	3,106.15	18.30
43200	5120	225Rams Maint Heating	6,000.00	995.00	-	5,005.00	16.60
43200	5120	524West Maint Heating	3,000.00	-	-	3,000.00	-
43200	5120	AlRec Maint Heating	5,000.00	1,261.10	-	3,738.90	25.20
43200	5120	309WMain Maint Heating	2,000.00	-	-	2,000.00	-
43200	5120	129Rams Maint Heating	3,000.00	866.27	-	2,133.73	28.90
43200	5130	Maintenanc Water & Sewer	750.00	120.00	-	630.00	16.00
43200	5130	JGC Maintenanc Water & Sewer	1,500.00	616.03	-	883.97	41.10
43200	5130	RT Maintenanc Water & Sewer	4,000.00	1,760.51	-	2,239.49	44.00
43200	5130	104Church Maint Water & Sewer	750.00	248.46	-	501.54	33.10
43200	5130	225Rams Maint Water & Sewer	500.00	-	-	500.00	-
43200	5130	AlRec Maint Water & Sewer	2,000.00	381.68	-	1,618.32	19.10
43200	5130	AlOff Maint Water & Sewer	2,700.00	1,500.00	-	1,200.00	55.60
43200	5130	AlPool Maint Water & Sewer	14,000.00	6,638.03	-	7,361.97	47.40
43200	5130	311EMain Maint Water & Sewer	1,200.00	327.26	-	872.74	27.30
43200	5130	309WMain Maint Water & Sewer	1,000.00	106.95	-	893.05	10.70
43200	5130	129Rams Maint Water & Sewer	600.00	136.89	-	463.11	22.80
43200	5230	Maintenanc Telephone	2,000.00	662.73	622.18	715.09	64.20
43200	5300	Maintenanc Insurance	40,000.00	42,144.40	-	(2,144.40)	105.40
43200	5400	Maintenanc Leases & Rentals	1,000.00	-	-	1,000.00	-
43200	5500	Maintenanc Travel	750.00	-	-	750.00	-
43200	6000	Maintenanc Mat & Sup	35,000.00	9,347.22	-	25,652.78	26.70
43200	6000	Maintenanc COV19 Mat & Sup	423.22	15,233.38	293.06	(15,103.22)	3,668.60
43200	6000	JGC Maintenance Mat & Sup	3,500.00	234.42	-	3,265.58	6.70
43200	6000	RT Maint Mat & Sup	1,500.00	360.52	-	1,139.48	24.00
43200	6000	ChurchSt Maint Mat & Sup	1,000.00	1,913.69	-	(913.69)	191.40
43200	6000	104Church Maint Mat & Sup	1,500.00	401.36	-	1,098.64	26.80
43200	6000	225Rams Maint Mat & Sup	1,000.00	59.88	-	940.12	6.00

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
43200	6000	524West Maint Mat & Sup	750.00	-	-	750.00	-
43200	6000	AlRec Maint Mat & Sup	2,000.00	2,240.15	-	(240.15)	112.00
43200	6000	AlOff Maint Mat & Sup	6,000.00	697.93	-	5,302.07	11.60
43200	6000	AlPool Maint Mat & Sup	5,000.00	596.28	-	4,403.72	11.90
43200	6000	AlBase Maint Mat & Sup	5,000.00	317.40	-	4,682.60	6.30
43200	6000	AlSoc Maint Mat & Sup	8,500.00	3,035.46	-	5,464.54	35.70
43200	6000	106Church Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	Kohn Maint Mat & Sup	3,000.00	-	-	3,000.00	-
43200	6000	32EMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	36EMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	311EMain Maint Mat & Sup	1,000.00	240.09	-	759.91	24.00
43200	6000	309WMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	129Rams Maint Mat & Sup	500.00	-	-	500.00	-
43200	6008	Maintenanc Vehicle Fuel	5,000.00	2,016.27	-	2,983.73	40.30
<b>43200</b>		<b>Total 43200 General Property Mainte</b>	<b>900,797.98</b>	<b>405,170.86</b>	<b>101,289.21</b>	<b>394,337.91</b>	<b>56.20</b>
51100	5600	Local Health Dept Contribution	216,284.00	159,713.00	-	56,571.00	73.80
<b>51100</b>		<b>Total 51100 Local Health Department</b>	<b>216,284.00</b>	<b>159,713.00</b>	<b>-</b>	<b>56,571.00</b>	<b>73.80</b>
51200	5600	Our Health Entity Gift	6,500.00	3,250.00	-	3,250.00	50.00
<b>51200</b>		<b>Total 51200 Our Health</b>	<b>6,500.00</b>	<b>3,250.00</b>	<b>-</b>	<b>3,250.00</b>	<b>50.00</b>
52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	7,500.00	-	7,500.00	50.00
<b>52400</b>		<b>Total 52400 N Shen Valley Subst Abu</b>	<b>15,000.00</b>	<b>7,500.00</b>	<b>-</b>	<b>7,500.00</b>	<b>50.00</b>
52500	5600	NW Community Svc Entity Gift	98,700.00	23,500.00	-	75,200.00	23.80
<b>52500</b>		<b>Total 52500 Northwestern Community</b>	<b>98,700.00</b>	<b>23,500.00</b>	<b>-</b>	<b>75,200.00</b>	<b>23.80</b>
52800	5600	Concern Hotline Entity Gift	1,000.00	-	-	1,000.00	-
<b>52800</b>		<b>Total 52800 Concern Hotline</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>
52900	5600	NW Works Entity Gift	5,000.00	-	-	5,000.00	-
<b>52900</b>		<b>Total 52900 NW Works</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>
53230	5600	SAAA EntityGift	40,000.00	20,000.00	-	20,000.00	50.00
<b>53230</b>		<b>Total 53230 Shenandoah Area Agency</b>	<b>40,000.00</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>50.00</b>
53240	5600	Virginia Regional Transit Cont	19,302.00	9,651.00	-	9,651.00	50.00
<b>53240</b>		<b>Total 53240 Loudoun Transit Service</b>	<b>19,302.00</b>	<b>9,651.00</b>	<b>-</b>	<b>9,651.00</b>	<b>50.00</b>
53250	5600	FISH of Clarke County Contr	1,000.00	-	-	1,000.00	-
<b>53250</b>		<b>Total 53250 FISH of Clarke County</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>
53600	5600	Access Independence Contr	1,000.00	-	-	1,000.00	-
<b>53600</b>		<b>Total 53600 Access Independence</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>
53700	5600	Laurel Center Contribution	6,000.00	-	-	6,000.00	-
<b>53700</b>		<b>Total 53700 The Laurel Ctr (Women's</b>	<b>6,000.00</b>	<b>-</b>	<b>-</b>	<b>6,000.00</b>	<b>-</b>
53710	5600	Tax Relief for the Elderly	220,000.00	-	-	220,000.00	-
<b>53710</b>		<b>Total 53710 Tax Relief for the Elde</b>	<b>220,000.00</b>	<b>-</b>	<b>-</b>	<b>220,000.00</b>	<b>-</b>
69100	5600	Lord FairfaxComm College Cont	17,441.00	8,720.50	-	8,720.50	50.00
<b>69100</b>		<b>Total 69100 Lord Fairfax Community</b>	<b>17,441.00</b>	<b>8,720.50</b>	<b>-</b>	<b>8,720.50</b>	<b>50.00</b>
71100	1100	Parks Adm Salaries	310,061.00	155,030.52	155,030.48	-	100.00
71100	1300	Parks Adm Part Time Salaries	19,052.00	11,025.25	-	8,026.75	57.90
71100	1660	Parks Adm Employee Bonuses	7,547.76	7,547.76	-	-	100.00
71100	2100	Parks Adm FICA	25,196.41	12,190.72	14,679.43	(1,673.74)	106.60
71100	2210	Parks Adm VRS 1&2	26,979.00	13,487.76	18,014.95	(4,523.71)	116.80
71100	2300	Parks Adm Health Ins	47,766.00	26,239.38	26,295.26	(4,768.64)	110.00
71100	2400	Parks Adm Life Ins	4,158.00	2,077.32	2,774.77	(694.09)	116.70
71100	2700	Parks Adm Workers Comp	8,935.00	6,606.39	-	2,328.61	73.90
71100	3180	Parks Adm Credit Card Fees	8,000.00	964.70	-	7,035.30	12.10
71100	3320	Parks Adm Maint Contracts	3,300.00	642.79	2,107.21	550.00	83.30
71100	3500	Parks Adm Printing & Binding	510.00	-	-	510.00	-
71100	3600	Parks Adm Advertising	1,175.00	125.00	-	1,050.00	10.60
71100	5210	Parks Adm Postal Svcs	1,882.00	60.80	-	1,821.20	3.20
71100	5230	Parks Adm Telephone	1,000.00	381.76	-	618.24	38.20
71100	5400	Parks Adm Leases & Rentals	515.00	341.37	-	173.63	66.30
71100	5500	Parks Adm Travel	2,190.00	394.00	-	1,796.00	18.00
71100	5810	Parks Adm Dues & Memb	2,332.00	560.22	-	1,771.78	24.00
71100	6000	Parks Adm Mat & Sup	5,156.00	727.39	-	4,428.61	14.10
71100	6000	Parks Adm COV19 Mat & Sup	465.55	673.41	-	(207.86)	144.60
71100	6008	Parks Adm Vehicle Fuel	700.00	96.89	-	603.11	13.80
71100	6011	Parks Adm Clothing	1,100.00	496.50	-	603.50	45.10

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
<b>71100</b>		<b>Total 71100 Parks Administration</b>	<b>478,020.72</b>	<b>239,669.93</b>	<b>218,902.10</b>	<b>19,448.69</b>	<b>95.90</b>
71310	1100	Rec Center Salaries	52,891.00	26,445.48	26,445.52	-	100.00
71310	1100	Recreation COV19 Regular	108.08	-	-	108.08	-
71310	1300	Rec Center Part Time Salaries	33,868.00	13,779.15	-	20,088.85	40.70
71310	1660	Rec Center Employee Bonuses	3,936.61	3,936.61	-	-	100.00
71310	2100	Rec Center FICA	6,885.15	3,352.37	2,670.51	862.27	87.50
71310	2210	Rec Center VRS 1&2	4,602.00	2,300.76	3,069.64	(768.40)	116.70
71310	2300	Rec Center Health Ins	7,961.00	4,221.13	3,983.64	(243.77)	103.10
71310	2400	Rec Center Life Ins	709.00	354.36	472.78	(118.14)	116.70
71310	2700	Rec Center Workers Comp	1,930.00	2,993.67	-	(1,063.67)	155.10
71310	3600	Rec Center Advertising	890.00	836.00	-	54.00	93.90
71310	5830	Rec Center Refunds	1,000.00	100.00	-	900.00	10.00
71310	6000	Rec Center Mat & Sup	7,595.00	170.78	-	7,424.22	2.20
71310	6000	Rec Center COV19 Mat & Sup	828.38	1,378.42	-	(550.04)	166.40
71310	6012	Rec Center Merch for Resale	3,000.00	329.80	-	2,670.20	11.00
<b>71310</b>		<b>Total 71310 Recreation Center</b>	<b>126,204.22</b>	<b>60,198.53</b>	<b>36,642.09</b>	<b>29,363.60</b>	<b>76.70</b>
71320	1200	Pool Overtime	-	42.84	-	(42.84)	100.00
71320	1300	Pool Part Time Salaries	64,580.00	38,605.48	-	25,974.52	59.80
71320	2100	Pool FICA	4,941.00	2,945.14	-	1,995.86	59.60
71320	2300	Pool Health Ins	-	1,122.10	-	(1,122.10)	100.00
71320	3000	Pool Pur Svcs	1,500.00	152.00	-	1,348.00	10.10
71320	5500	Pool Travel	375.00	-	-	375.00	-
71320	5810	Pool Dues & Memb	1,800.00	-	-	1,800.00	-
71320	5830	Pool Refunds	1,160.00	780.00	-	380.00	67.20
71320	6000	Pool Mat & Sup	2,700.00	840.82	-	1,859.18	31.10
71320	6000	Pool COV19 Mat & Sup	17.94	17.50	-	0.44	97.50
71320	6011	Pool Clothing	1,746.00	34.72	-	1,711.28	2.00
71320	6012	Pool Merch for Resale	680.00	-	-	680.00	-
71320	6026	Pool Chemicals	10,000.00	613.12	-	9,386.88	6.10
<b>71320</b>		<b>Total 71320 Swimming Pool</b>	<b>89,499.94</b>	<b>45,153.72</b>	<b>-</b>	<b>44,346.22</b>	<b>50.50</b>
71350	1100	Programs Salaries	40,662.00	20,331.00	20,331.00	-	100.00
71350	1200	Programs Overtime	-	16.18	-	(16.18)	100.00
71350	1300	Programs Part Time Salaries	93,882.00	49,424.89	-	44,457.11	52.60
71350	1300	Programs COV19 PT Salaries	8,195.82	66.00	-	8,129.82	0.80
71350	1660	Programs Employee Bonuses	3,968.04	3,968.04	-	-	100.00
71350	2100	Programs FICA	10,505.53	5,597.42	2,027.82	2,880.29	72.60
71350	2100	Programs COV19 FICA	626.98	5.05	-	621.93	0.80
71350	2210	Programs VRS 1&2	3,538.00	1,768.80	2,360.07	(590.87)	116.70
71350	2300	Programs Health Ins	7,961.00	3,980.28	3,984.04	(3.32)	100.00
71350	2400	Programs Life Ins	545.00	272.46	363.47	(90.93)	116.70
71350	2700	Programs Workers Comp	3,046.00	2,661.44	-	384.56	87.40
71350	3000	Programs Pur Svcs	46,283.00	10,931.23	26,056.05	9,295.72	79.90
71350	3000	Programs COV19 Pur Svcs	482.48	402.48	-	80.00	83.40
71350	3500	Programs Printing & Binding	7,000.00	97.69	-	6,902.31	1.40
71350	3600	Programs Advertising	2,000.00	360.00	-	1,640.00	18.00
71350	5210	Programs Postal Svcs	100.00	-	-	100.00	-
71350	5400	Programs Leases & Rentals	300.00	-	-	300.00	-
71350	5500	Programs Travel	1,000.00	55.00	-	945.00	5.50
71350	5500	Programs COV19 Travel	-	115.00	-	(115.00)	100.00
71350	5560	Programs Group Trip	42,284.00	-	-	42,284.00	-
71350	5810	Programs Dues & Memb	200.00	200.00	-	-	100.00
71350	5830	Programs Refunds	7,000.00	770.00	-	6,230.00	11.00
71350	6000	Programs Mat & Sup	13,000.00	2,297.64	-	10,702.36	17.70
71350	6000	Programs COV19 Mat & Sup	3,410.24	6,692.08	754.06	(4,035.90)	218.30
71350	6011	Programs Clothing	1,500.00	-	-	1,500.00	-
71350	6011	Programs COV19 Clothing	455.64	455.64	-	-	100.00
71350	6012	Programs Merch for Resale	6,500.00	-	-	6,500.00	-
<b>71350</b>		<b>Total 71350 Programs</b>	<b>304,445.73</b>	<b>110,468.32</b>	<b>55,876.51</b>	<b>138,100.90</b>	<b>54.60</b>
71360	1300	Concession Part Time Salaries	4,860.00	3,273.25	-	1,586.75	67.40
71360	2100	Concession FICA	372.00	250.38	-	121.62	67.30
71360	6000	Concession Mat & Sup	100.00	-	-	100.00	-
71360	6012	Concession Merch for Resale	11,100.00	1,852.91	-	9,247.09	16.70

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
<b>71360</b>		<b>Total 71360 Concession Stand</b>	<b>16,432.00</b>	<b>5,376.54</b>	-	<b>11,055.46</b>	<b>32.70</b>
72240	5600	Barns of Rose Hill Contr	6,750.00	5,000.00	-	1,750.00	74.10
<b>72240</b>		<b>Total 72240 Barns of Rose Hill</b>	<b>6,750.00</b>	<b>5,000.00</b>	-	<b>1,750.00</b>	<b>74.10</b>
72700	5600	VA Comm for Arts Contr	9,000.00	3,000.00	-	6,000.00	33.30
<b>72700</b>		<b>Total 72700 VA Commission for the A</b>	<b>9,000.00</b>	<b>3,000.00</b>	-	<b>6,000.00</b>	<b>33.30</b>
73200	5600	Handley Regional Library Contr	279,238.00	120,575.00	-	158,663.00	43.20
<b>73200</b>		<b>Total 73200 Handley Regional Librar</b>	<b>279,238.00</b>	<b>120,575.00</b>	-	<b>158,663.00</b>	<b>43.20</b>
81110	1100	Plan Adm Salaries	307,184.00	146,778.03	154,424.40	5,981.57	98.10
81110	1300	Plan Adm Part Time Salaries	-	1,648.00	-	(1,648.00)	100.00
81110	1660	Plan Adm Employee Bonuses	4,595.51	4,595.51	-	-	100.00
81110	2100	Plan Adm FICA	23,398.55	11,952.88	11,962.59	(516.92)	102.20
81110	2210	Plan Adm VRS 1&2	25,885.00	12,456.14	13,316.53	112.33	99.60
81110	2220	Plan Adm VRS Hybrid	891.00	420.78	529.51	(59.29)	106.70
81110	2300	Plan Adm Health Ins	33,582.00	15,821.34	12,866.78	4,893.88	85.40
81110	2400	Plan Adm Life Ins	4,118.00	1,983.38	2,137.55	(2.93)	100.10
81110	2510	Plan Adm Dis Ins Hybrid	60.00	25.56	34.10	0.34	99.40
81110	2700	Plan Adm Workers Comp	6,942.00	5,872.67	-	1,069.33	84.60
81110	2800	Plan Adm Leave Pay	-	6,102.44	-	(6,102.44)	100.00
81110	3000	Plan Adm Pur Svcs	15,000.00	4,465.50	-	10,534.50	29.80
81110	3000	Plan Adm Pur Svcs-Brdnd Imp	3,000.00	-	-	3,000.00	-
81110	3140	Plan Adm Engineer & Architect	10,000.00	1,575.00	-	8,425.00	15.80
81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	2,995.00	-	2,005.00	59.90
81110	3320	Plan Adm Maint Contracts	-	1,119.67	1,113.08	(2,232.75)	100.00
81110	3500	Plan Adm Printing & Binding	1,500.00	-	-	1,500.00	-
81110	3600	Plan Adm Advertising	-	361.00	-	(361.00)	100.00
81110	3600	Plan Adm Advert-Brdnd Imp	1,000.00	-	-	1,000.00	-
81110	5210	Plan Adm Postal Svcs	1,200.00	317.94	-	882.06	26.50
81110	5210	Plan AdmPostal Svcs-Brdnd Imp	1,000.00	-	-	1,000.00	-
81110	5230	Plan Adm Telephone	400.00	72.00	-	328.00	18.00
81110	5500	Plan Adm Travel	1,000.00	-	-	1,000.00	-
81110	5510	Plan Adm Local Mileage	1,000.00	30.01	-	969.99	3.00
81110	5810	Plan Adm Dues & Memb	300.00	-	-	300.00	-
81110	6000	Plan Adm Mat & Sup	2,500.00	811.82	-	1,688.18	32.50
81110	6000	Plan Adm COV19 Mat & Sup	80.97	133.58	-	(52.61)	165.00
<b>81110</b>		<b>Total 81110 Planning Administration</b>	<b>449,637.03</b>	<b>219,538.25</b>	<b>196,384.54</b>	<b>33,714.24</b>	<b>92.50</b>
81120	1300	Plan Com Part Time Salaries	500.00	2,310.00	-	(1,810.00)	462.00
81120	2100	Plan Com FICA	39.00	174.47	-	(135.47)	447.40
81120	2300	Plan Com Health Ins	-	34.77	-	(34.77)	100.00
81120	3160	Plan Com Board Member Fees	8,000.00	3,200.00	-	4,800.00	40.00
81120	3600	Plan Com Advertising	4,000.00	-	-	4,000.00	-
81120	5210	Plan Com Postal Svcs	100.00	-	-	100.00	-
81120	5500	Plan Com Travel	1,750.00	-	-	1,750.00	-
<b>81120</b>		<b>Total 81120 Planning Commission</b>	<b>14,389.00</b>	<b>5,719.24</b>	-	<b>8,669.76</b>	<b>39.70</b>
81130	3160	BryDevAuth Board Member Fees	900.00	50.00	-	850.00	5.60
<b>81130</b>		<b>Total 81130 Berryville Dev Authorit</b>	<b>900.00</b>	<b>50.00</b>	-	<b>850.00</b>	<b>5.60</b>
81140	5600	Regional Airport Auth Contr	2,500.00	2,500.00	-	-	100.00
<b>81140</b>		<b>Total 81140 Regional Airport Author</b>	<b>2,500.00</b>	<b>2,500.00</b>	-	-	<b>100.00</b>
81310	5600	Help with Housing Contrib	5,000.00	-	-	5,000.00	-
<b>81310</b>		<b>Total 81310 Housing Services</b>	<b>5,000.00</b>	-	-	<b>5,000.00</b>	-
81400	1300	BrdZonApp Part Time Salaries	250.00	-	-	250.00	-
81400	2100	BrdZonApp FICA	20.00	-	-	20.00	-
81400	3000	BrdZonApp Pur Svcs	2,000.00	-	-	2,000.00	-
81400	3160	BrdZonApp Board Member Fees	500.00	125.00	-	375.00	25.00
81400	3600	BrdZonApp Advertising	700.00	-	-	700.00	-
81400	5210	BrdZonApp Postal Svcs	50.00	-	-	50.00	-
<b>81400</b>		<b>Total 81400 Board of Zoning Appeals</b>	<b>3,520.00</b>	<b>125.00</b>	-	<b>3,395.00</b>	<b>3.60</b>
81510	1100	Econ Dev Salaries	-	36,884.32	35,000.02	(71,884.34)	100.00
81510	1300	Econ Dev Part Time Salaries	-	630.00	-	(630.00)	100.00
81510	1660	Econ Dev Employee Bonuses	1,129.06	1,129.06	-	-	100.00
81510	2100	Econ Dev FICA	86.37	2,983.48	3,569.98	(6,467.09)	7,587.70
81510	2220	Econ Dev VRS Hybrid	-	3,045.00	4,080.48	(7,125.48)	100.00
81510	2400	Econ Dev Life Ins	-	469.02	628.48	(1,097.50)	100.00

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
81510	2510	Econ Dev Dis Ins Hybrid	-	188.42	247.64	(436.06)	100.00
81510	3000	Econ Dev Pur Svcs	70,000.00	652.00	-	69,348.00	0.90
81510	3000	Econ Dev COV19 Pur Svcs	21,407.00	25,776.00	12,905.00	(17,274.00)	180.70
81510	3320	Econ Dev Maint Svc Contracts	1,000.00	750.00	1,050.00	(800.00)	180.00
81510	3500	Econ Dev Printing & Binding	500.00	-	-	500.00	-
81510	5210	Econ Dev Postal Svcs	50.00	-	-	50.00	-
81510	5210	Econ Dev COV19 Postal Svcs	1,126.40	1,126.40	-	-	100.00
81510	5230	Econ Dev Telephone	550.00	249.83	300.17	-	100.00
81510	5500	Econ Dev Travel	1,000.00	-	-	1,000.00	-
81510	5800	Econ Dev Miscellaneous Expendi	2,000.00	-	-	2,000.00	-
81510	5810	Econ Dev Dues & Memb	12,000.00	8,000.00	-	4,000.00	66.70
81510	6000	Econ Dev Mat & Sup	1,000.00	402.05	-	597.95	40.20
<b>81510</b>		<b>Total 81510 Office of Economic Deve</b>	<b>111,848.83</b>	<b>82,285.58</b>	<b>57,781.77</b>	<b>(28,218.52)</b>	<b>125.20</b>
81530	5600	Small Bus Dev Ctr Contrib	2,000.00	2,000.00	-	-	100.00
<b>81530</b>		<b>Total 81530 Small Business Dev Cent</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
81540	5600	Blandy Exp Farm Contrib	3,000.00	3,000.00	-	-	100.00
<b>81540</b>		<b>Total 81540 Blandy Experimental Far</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
81550	5600	B'ville Main St Contribution	2,500.00	-	-	2,500.00	-
<b>81550</b>		<b>Total 81550 Berryville Main Street</b>	<b>2,500.00</b>	<b>-</b>	<b>-</b>	<b>2,500.00</b>	<b>-</b>
81800	1300	HstPrvCom Part Time Salaries	-	175.00	-	(175.00)	100.00
81800	2100	HstPrvCom FICA	-	13.38	-	(13.38)	100.00
81800	3000	HstPrvCom Pur Svcs	9,500.00	3,624.40	-	5,875.60	38.20
81800	3160	HstPrvCom Board Member Fees	1,000.00	225.00	-	775.00	22.50
81800	3600	HstPrvCom Advertising	300.00	-	-	300.00	-
81800	5210	HstPrvCom Postal Svcs	50.00	-	-	50.00	-
81800	5500	HstPrvCom Travel	50.00	-	-	50.00	-
81800	3000	HstPrvCom Pur Svcs	15,000.00	-	-	15,000.00	-
<b>81800</b>		<b>Total 81800 Historic Preservation C</b>	<b>25,900.00</b>	<b>4,037.78</b>	<b>-</b>	<b>21,862.22</b>	<b>15.60</b>
81910	5600	NSVRC EntityGift	11,656.00	11,655.57	-	0.43	100.00
<b>81910</b>		<b>Total 81910 Northern Shen Valley Re</b>	<b>11,656.00</b>	<b>11,655.57</b>	<b>-</b>	<b>0.43</b>	<b>100.00</b>
82210	3000	Water Qual Pur Svcs	30,000.00	15,000.00	-	15,000.00	50.00
<b>82210</b>		<b>Total 82210 Water Quality Managemen</b>	<b>30,000.00</b>	<b>15,000.00</b>	<b>-</b>	<b>15,000.00</b>	<b>50.00</b>
82220	5600	Friends of Shenandoah Contr	8,000.00	8,000.00	-	-	100.00
<b>82220</b>		<b>Total 82220 Friends of the Shenando</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
82230	1300	BrdSepApp Part Time Salaries	200.00	-	-	200.00	-
82230	2100	BrdSepApp FICA	16.00	-	-	16.00	-
82230	3000	BrdSepApp Pur Svcs	500.00	-	-	500.00	-
82230	3160	BrdSepApp Board Member Fees	250.00	50.00	-	200.00	20.00
82230	3600	BrdSepApp Advertising	500.00	400.40	-	99.60	80.10
82230	5210	BrdSepApp Postal Svcs	100.00	-	-	100.00	-
<b>82230</b>		<b>Total 82230 Board of Septic Appeals</b>	<b>1,566.00</b>	<b>450.40</b>	<b>-</b>	<b>1,115.60</b>	<b>28.80</b>
82400	5600	Lord Fairfax S&W Contr	5,000.00	-	-	5,000.00	-
<b>82400</b>		<b>Total 82400 LF Soil &amp; Water Cons Di</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>
82600	1300	Biosolids Part Time Salaries	1,000.00	-	-	1,000.00	-
82600	2100	Biosolids FICA	77.00	-	-	77.00	-
82600	2700	Biosolids Workers Comp	132.00	22.44	-	109.56	17.00
<b>82600</b>		<b>Total 82600 Bio-solids Application</b>	<b>1,209.00</b>	<b>22.44</b>	<b>-</b>	<b>1,186.56</b>	<b>1.90</b>
83100	3320	Coop Ext Maint Contracts	800.00	6.77	793.23	-	100.00
83100	3841	Coop Ext VPI Agent	48,152.00	9,734.00	-	38,418.00	20.20
83100	5210	Coop Ext Postal Svcs	500.00	-	-	500.00	-
83100	5230	Coop Ext Telephone	200.00	-	-	200.00	-
83100	5810	Coop Ext Dues & Memb	150.00	-	-	150.00	-
83100	6000	Coop Ext Mat & Sup	1,500.00	-	-	1,500.00	-
<b>83100</b>		<b>Total 83100 Cooperative Extension P</b>	<b>51,302.00</b>	<b>9,740.77</b>	<b>793.23</b>	<b>40,768.00</b>	<b>20.50</b>
83400	5600	4-H Center EntityGift	2,300.00	2,300.00	-	-	100.00
<b>83400</b>		<b>Total 83400 4-H Center</b>	<b>2,300.00</b>	<b>2,300.00</b>	<b>-</b>	<b>-</b>	<b>100.00</b>
91600	1000	Reserve Personal	106.60	-	-	106.60	-
91600	3140	Reserve Engineer & Architect	5,000.00	-	-	5,000.00	-
91600	3150	Reserve Legal Svcs	10,000.00	-	-	10,000.00	-
91600	8000	Reserve Capital Outlay	20,000.00	-	-	20,000.00	-
<b>91600</b>		<b>Total 91600 Contingency Reserves</b>	<b>35,106.60</b>	<b>-</b>	<b>-</b>	<b>35,106.60</b>	<b>-</b>
91621	1000	FY21 Contingency Personal Svcs	106,011.58	-	-	106,011.58	-

Clarke County  
YTD Budget Report  
December 31, 2020

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
91621	2000	FY21 Contingency Emplie Benfts	75,981.65	-	-	75,981.65	-
91621	3000	FY21 Contingency Pur Svcs	20,000.00	-	-	20,000.00	-
91621	6000	FY21 Contingency Mat'l Supls	3,250.00	-	-	3,250.00	-
91621	6015	FY21 Contingency Ammunition	-	-	-	-	-
91621	6040	FY21 Contingency Tech SW/OL	-	-	-	-	-
<b>91621</b>		<b>Total 91621 FY21 Contingency Items</b>	<b>205,243.23</b>	<b>-</b>	<b>-</b>	<b>205,243.23</b>	<b>-</b>
92600	5830	Rev Rf Ambulance Svcs Refunds	-	1,859.57	-	(1,859.57)	100.00
<b>92600</b>		<b>Total 92600 Rev Refunds - Ambulance</b>	<b>-</b>	<b>1,859.57</b>	<b>-</b>	<b>(1,859.57)</b>	<b>100.00</b>
92900	5830	Rev Rf Miscellaneous Refunds	-	150.00	-	(150.00)	100.00
<b>92900</b>		<b>Total 92900 Rev Refunds - Other Mis</b>	<b>-</b>	<b>150.00</b>	<b>-</b>	<b>(150.00)</b>	<b>100.00</b>
93107	9300	Tsfr to Joint Admin Svc Fund	815,421.00	-	-	815,421.00	-
<b>93107</b>		<b>Total 93107 Tsfr to Joint Admin Svc</b>	<b>815,421.00</b>	<b>-</b>	<b>-</b>	<b>815,421.00</b>	<b>-</b>
93201	9300	Tsfr to Social Services Fund	687,118.00	-	-	687,118.00	-
<b>93201</b>		<b>Total 93201 Tsfr to Social Services</b>	<b>687,118.00</b>	<b>-</b>	<b>-</b>	<b>687,118.00</b>	<b>-</b>
93205	9300	Tsfr to Sch Op Fund	13,151,084.00	-	-	13,151,084.00	-
<b>93205</b>		<b>Total 93205 Tsfr to School Operatin</b>	<b>13,151,084.00</b>	<b>-</b>	<b>-</b>	<b>13,151,084.00</b>	<b>-</b>
93212	9300	Tsfr to Comprehensive Svcs Fd	147,093.00	-	-	147,093.00	-
<b>93212</b>		<b>Total 93212 Tsfr to Comprehensive S</b>	<b>147,093.00</b>	<b>-</b>	<b>-</b>	<b>147,093.00</b>	<b>-</b>
93301	9300	Tsfr to Gen Capital Project Fd	304,365.00	-	-	304,365.00	-
<b>93301</b>		<b>Total 93301 Tsfr to Gen Capital Pro</b>	<b>304,365.00</b>	<b>-</b>	<b>-</b>	<b>304,365.00</b>	<b>-</b>
93302	9300	Tsfr to Sch Capital Fd	363,000.00	-	-	363,000.00	-
<b>93302</b>		<b>Total 93302 Tsfr to School Construc</b>	<b>363,000.00</b>	<b>-</b>	<b>-</b>	<b>363,000.00</b>	<b>-</b>
93401	9300	Tsfr to General Debt Svc Fund	246,745.00	-	-	246,745.00	-
<b>93401</b>		<b>Total 93401 Tsfr to General Debt Sv</b>	<b>246,745.00</b>	<b>-</b>	<b>-</b>	<b>246,745.00</b>	<b>-</b>
93402	9300	Tsfr to School Debt Svc Fund	2,165,400.00	-	-	2,165,400.00	-
<b>93402</b>		<b>Total 93402 Tsfr to School Debt Svc</b>	<b>2,165,400.00</b>	<b>-</b>	<b>-</b>	<b>2,165,400.00</b>	<b>-</b>
93731	9300	Tsfr to Unemp Comp Fund	10,000.00	-	-	10,000.00	-
<b>93731</b>		<b>Total 93731 Transfer to Unemploymen</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>10,000.00</b>	<b>-</b>
		<b>Revenue Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Expense Total</b>	<b>30,553,855.28</b>	<b>6,112,698.20</b>	<b>3,389,364.47</b>	<b>21,051,792.61</b>	<b>31.10</b>
		<b>Grand Total</b>	<b>30,553,855.28</b>	<b>6,112,698.20</b>	<b>3,389,364.47</b>	<b>21,051,792.61</b>	<b>31.10</b>

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2021

06-Jan-21

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund	CARES Fund	TOTAL
04/28/20	<b>Appropriations Resolution: Total</b>	43,900,233	12,750,865	1,670,575	303,768	23,456,526	842,650	862,300	517,000	251,700	2,374,428	815,421	45,000	10,000	0
	<i>Adjustments:</i>														
6/16/2020	Sheriff's School Resource Officer (DGCES)		56,432												
6/16/2020	EMS Materials & Supplies Program		20,000												
6/16/2020	EMS Fuel Program		5,000												
7/13/2020	Barns of Rose Hill Endowment Fund		5,000												
9/8/2020	Assistance to Firefighters Grant		13,714												
9/8/2020	CARES Act Expenses		17,990	273		14,172					108			6,108	38,651
10/13/2018	CARES Act Expenses		36,811	203		53,676	12,277		2,156		105			256,814	362,042
11/17/2020	CARES Act Expenses		123,972			29,090			942					74,100	228,104
11/17/2020	Hazard Duty Pay for Sheriff's Ofc Communications Staff		31,542												
	<b>Revised Appropriation</b>	<b>44,323,696</b>	<b>13,061,327</b>	<b>1,671,051</b>	<b>303,768</b>	<b>23,553,463</b>	<b>854,927</b>	<b>862,300</b>	<b>520,098</b>	<b>251,700</b>	<b>2,374,428</b>	<b>815,634</b>	<b>45,000</b>	<b>10,000</b>	
	<b>Change to Appropriation</b>	<b>423,463</b>	<b>310,462</b>	<b>476</b>	<b>0</b>	<b>96,937</b>	<b>12,277</b>	<b>0</b>	<b>3,098</b>	<b>0</b>	<b>0</b>	<b>213</b>	<b>0</b>	<b>0</b>	
	<b>Original Revenue Estimate</b>	<b>16,995,835</b>	<b>3,736,693</b>	<b>983,457</b>	<b>156,675</b>	<b>10,305,442</b>	<b>842,650</b>	<b>557,935</b>	<b>154,000</b>	<b>4,955</b>	<b>209,028</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	
	<i>Adjustments:</i>														
6/16/2020	Sheriff's School Resource Officer (BES)		29,480												
6/16/2020	Sheriff's School Resource Officer (DGCES)		23,323												
9/8/2020	Assistance to Firefighters Grant		13,714												
9/8/2020	CARES Act Revenue		17,990	273		14,172					108			6,108	38,651
10/13/2018	CARES Act Revenue		36,811	203		68,849	12,277		2,156		105			256,814	377,216
11/17/2020	CARES Act Revenue		123,972			44,231			942					74,100	243,246
	<b>Revised Revenue Estimate</b>	<b>17,384,442</b>	<b>3,981,984</b>	<b>983,933</b>	<b>156,675</b>	<b>10,432,694</b>	<b>854,927</b>	<b>557,935</b>	<b>157,098</b>	<b>4,955</b>	<b>209,028</b>	<b>213</b>	<b>45,000</b>	<b>0</b>	
	<b>Change to Revenue Estimate</b>	<b>388,607</b>	<b>245,291</b>	<b>476</b>	<b>0</b>	<b>127,252</b>	<b>12,277</b>	<b>0</b>	<b>3,098</b>	<b>0</b>	<b>0</b>	<b>213</b>	<b>0</b>	<b>0</b>	
	<b>Original Local Tax Funding</b>	<b>26,904,398</b>	<b>9,014,172</b>	<b>687,118</b>	<b>147,093</b>	<b>13,151,084</b>	<b>0</b>	<b>304,365</b>	<b>363,000</b>	<b>246,745</b>	<b>2,165,400</b>	<b>815,421</b>	<b>0</b>	<b>10,000</b>	
	<b>Revised Local Tax Funding</b>	<b>26,939,254</b>	<b>9,079,343</b>	<b>687,118</b>	<b>147,093</b>	<b>13,120,769</b>	<b>0</b>	<b>304,365</b>	<b>363,000</b>	<b>246,745</b>	<b>2,165,400</b>	<b>815,421</b>	<b>0</b>	<b>10,000</b>	
	<b>Change to Local Tax Funding</b>	<b>34,856</b>	<b>65,171</b>	<b>0</b>	<b>0</b>	<b>-30,315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

01/13/2021 07:26  
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Clarke County  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytddbud

FOR 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
301 General Govt Capital Proj Fund							
94110 HVAC System Replacement	0	0	0	109,000.00	.00	-109,000.00	100.0%
94180 Courthouse Complex Repairs	0	0	0	3,468.75	.00	-3,468.75	100.0%
94181 Courtroom Furniture	30,000	0	30,000	.00	.00	30,000.00	.0%
94310 Sheriff's Equipment	29,000	0	29,000	20,219.00	10,163.50	-1,382.50	104.8%
94320 Auto Replacement	25,000	0	25,000	.00	.00	25,000.00	.0%
94329 AFG-Radio Replacements	587,300	0	587,300	.00	.00	587,300.00	.0%
94331 Sheriff's Vehicles	171,000	0	171,000	116,027.52	1,560.00	53,412.48	68.8%
94509 Morgan's Mill Appalachian Trl	0	0	0	11,730.00	.00	-11,730.00	100.0%
94601 Technology Improvements	0	0	0	2,750.00	.00	-2,750.00	100.0%
94603 Mobile Radio System	20,000	0	20,000	168,307.99	413,451.51	-561,759.50	2908.8%
94604 911 Phone System	0	0	0	21,764.17	.00	-21,764.17	100.0%
94802 Reassessment	0	0	0	21,683.20	47,308.80	-68,992.00	100.0%
TOTAL General Govt Capital Proj Fund	862,300	0	862,300	474,950.63	472,483.81	-85,134.44	109.9%
GRAND TOTAL	862,300	0	862,300	474,950.63	472,483.81	-85,134.44	109.9%

\*\* END OF REPORT - Generated by Brenda Bennett \*\*

# **Clarke County Board of Supervisors**

## **Joint Administrative Services Board Update**

Joint Administrative Services Board  
December 21, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, December 21, 2020, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chuck Bishop, Chris Boies, Sharon Keeler, David Weiss

Members Absent: Chip Schutte

Staff Present: Brenda Bennett, Brianna Taylor

Others Present: Mickey Powell, Winchester Star

1. Call to Order - Determination of Quorum

At 10:06 am, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

**Chris Boies, seconded by Chuck Bishop, moved to approve the minutes for November 16, 2020, as presented. The motion carried by the following vote:**

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Aye

4. Review and Discussion of Insurance Consultant Proposal

Brenda Bennett highlights include:

- Joint Administrative Services received a proposal from Innovative Insurance Group.
- Sam Irby sent a proposal to continue services for the next six (6) months, from January 1, 2021, to June 30, 2021.
- The proposal outlines the following services:
  - o Customer Service Assurance
  - o Compliance and Health Care Reform Guidance
    - Have an Employee Benefits Attorney on retainer.

- An Employee Communications Web Portal
  - Claims Experience/Quarterly Reporting
    - Will assist with claims for both the employee and employer.
    - Analyze data and report quarterly and handle preliminary renewal projections based on the claims analysis.
  - An Employee Communication Web Portal (EASE)
    - Allows employees to enroll and make changes, which then the information is pushed out to the third-party administrator, Benefit Plan Administrators, and Guardian.
    - It is a single-point that distributes the information to all of the insurance providers in the contract.
    - Portal also allows them to administer any COBRA related issues and annual 1095 processing.
    - Regularly reconcile the information to make sure everything matches.
  - Renewal and Marketing
    - Review and analyze renewal reports.
    - Look at data to determine if a RFP will be needed as a part of the renewal.
    - If a RFP is needed, they will help with that process.
  - Open Enrollment Process
    - Have a team that will work with employees to assist with enrollment and to answer questions.
- Another service provided is a monthly payroll audit against enrollment, which takes Sally Sheckels, Payroll & Benefits Coordinator, four (4) to six (6) hours a month to complete now.
  - Without the EASE portal, Sally Sheckels would have to process and reconcile for both Benefit Plan Administrators and Guardian since there are two separate carriers.
  - The proposal's price is \$20,000 for the period of January 1, 2021, to June 30, 2021.

Chris Boies explained that Mike Legge had determined that he was comfortable extending this through June 30, 2021, but no further without a new RFP based on the RFP we used previously.

Chris Boies stated that if we find value services, they will need to be procured again in May or early June. Added that he believes the service is valuable right now, not only as we transition but also as we develop plans in the contract with Benefit Plan Administrators for next year because it will be difficult for us to do that all on our own since we have not changed carriers or plans in 20 years. Having their expertise will also be helpful because Sally Sheckels with the workload and keeping up with compliance would leave us liable if we work her to the point where she could miss something.

Chris Boies reiterated that he believes the next six months is needed primarily because of the transition; he questioned if we sign up to use the EASE Portal, get all employees in it, then we end up deciding not to go beyond the six (6) months or we change vendors because of the RFP process. Added that the EASE Portal looks like it will be a useful tool for both the employee and employer, but at the same time, we may only be utilizing it for six (6) months.

Chuck Bishop stated that the RFP process would have to be issued in two (2) to three (3) months to have more time than we had this time.

Chuck Bishop agreed with Chris Boies that at this time, during the transition, the service will be worthwhile. Innovative Insurance Group provides a customer service benefit, so if employees have questions, they can call them instead of calling Benefit Plan Administrators.

Chuck Bishop explained that the other piece of this is that, over the last few years, Tom Judge advocated that another Joint Administrative Services employee would be useful to deal with the benefits. He added that it would be impossible to hire someone for \$20,000. Chris Boies explained that in surrounding localities, they have one (1) or two (2) employees for benefits, it is something that Clarke County lacks, but because of the cost, we have not hired that position. This group will bring more expertise than one person could to that position.

David Weiss asked why Benefit Plan Administrators does not provide this service. Brenda Bennett explained that they could give some similar services, but it will be at an additional charge not included in the quote. Further, Sally Sheckels could go in and make changes for the employees if the EASE Portal is not used, but she would have to do that both through the Benefit Plan Administrators and Guardian; because they are two (2) separate carriers.

Brenda Bennett expressed that she will research if the EASE Portal can be used with other insurance providers.

Chris Boies explained that Innovative Insurance Group is an added customer service, Benefit Plan Administrators may have similar services. However, the Joint Administrative Services Board's most beneficial part is that Innovative Insurance Group will work for us to critic Benefit Plan Administrators performance, data, and other information. Emphasized that Innovative Insurance Group would be our advocates, for example, as we develop new plans in the Spring to do open enrollment, they will be our advisor to ensure that Benefit Plan Administrators is giving the best deal possible.

Chris Boies and Chuck Bishop agreed that this service's value proposition might look different after the next six (6) months and will need to be discussed, but for the next

six (6) months, it will be critical to have. Chris Boies added that there should be savings with the new provider to cover these expenses.

Chuck Bishop expressed that with the EASE Portal, there are pluses and minuses. If it eases the transition, then we should go ahead enter the employee information in there, and then if we choose not to continue with the Innovative Insurance Group in the future, we will have to train employees on the Benefit Plan Administrators link to change/update their information.

Sharon Keeler expressed that it is critical to use the services for the next six (6) months.

**Chuck Bishop, seconded by Sharon Keeler, moved to approve a contract with Innovative Insurance Group for the period of January 1, 2021, to June 30, 2021, at \$20,000. The motion carried by the following vote:**

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Absent
David Weiss	-	Aye

David Weiss thanked Brenda Bennett, Chris Boies, and Chuck Bishop for working on this and bringing all of the information to the Joint Administrative Services Board to help work through all of the problems.

Chris Boies and David Weiss thanked Brenda Bennett and the Joint Administrative Services staff for all of their hard work; not only have they been handling the insurance work but also at the same time managing the CARES Act funding data and reporting. It has been a challenging year to start as the Director of Finance, but Brenda Bennett is doing a tremendous job. Believe we have made significant decisions with the CARES Act funding and with Benefit Plan Administrators, it should save us considerable money moving forward for the County, School, and the employee. Chuck Bishop added that Joint Administrative Services staff also handled the one-time pay for employees; he thanked the Board of Supervisors for approving the one-time payment.

## 5. Next Meeting

January 25, 2020

## 6. Adjournment

At 10:27 am, David Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Brianna R. Taylor

# **Clarke County Board of Supervisors**

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## **Government Projects Update**

# **Clarke County Board of Supervisors**

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## **Miscellaneous Items**

Board of Supervisors  
Summary of Required Actions Status Report

<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>
Process approved minutes for November 12, 2020 & November 17, 2020, Regular Meeting Minutes.	Brianna R. Taylor	Complete	12/16/2020
Place 2021 Board of Supervisors' Organizational Meeting on calendars	Cathy Kuehner	Complete	12/16/2020
Execute notice of appointments	David S. Weiss	Complete	12/15/2020
Process appointments and update database.	Brianna R. Taylor	Complete	12/15/2020
Proceed with LEOS Program	Brianna R. Taylor	Complete	12/21/2020
Execute & Process VRS Hazardous Duty Benefit Resolution	David S Weiss, Chris Boies, & Brian Lichty	Complete	12/16/2020
Capital Improvements Plan	Chris Boies	Complete	12/18/2020
Develop Public Hearing Notice	Brenda Bennett & Chris Boies	Complete	1/7/2021
Advertise Public Hearing Notice	Brianna Taylor	Complete	1/11/2021
Contingency List one-time pay	BrendaBennett	Complete	12/17/2020
Bills & Claims	Brenda Bennett	Complete	12/15/2020
Send Monument Committee document to Chair John Staelin	Chris Boies	Complete	12/16/2020
Send Notice of Denial to applicant and adjoining properties for PH2020-06 Special Event	Brianna R. Taylor	Complete	12/21/2020
Process non-profit grants	Tiffany Kemp	Complete	12/18/2020

Upon completion, please provide status update to Brianna R. Taylor for database entry.  
January 19, 2021, Clarke County Board of Supervisors Regular Meeting Packet

# Clarke County Board of Supervisors

## Board Member Committee Status Reports

### Terri T. Catlett

- Board of Supervisors Finance Committee, BoS - Appointed Member
- Career and Technical Education Advisory Committee BoS - Appointed Member
- Clarke County Historic Preservation Commission BoS - Liaison
- Clarke County Humane Foundation BoS - Liaison
- Clarke County School Board BoS - Liaison
- Community Policy and Management Team BoS - Appointed Member
- Conservation Easement Authority BoS - Appointed Member
- Parks & Recreation Advisory Board BoS - Liaison
- Strategic Planning Committee BoS - Appointed Member
- Towns and Villages: Millwood BoS - Liaison
- Towns and Villages: Pine Grove BoS - Liaison

### Matthew E. Bass

- Board of Septic & Well Appeals BoS - Appointed Member
- Clarke County Library Advisory Council BoS - Liaison
- Clarke County Planning Commission BoS - Appointed Member
- Clarke County Sheriff's Office BoS - Liaison
- Josephine School Community Museum Board BoS - Liaison
- Legislative Liaison and High Growth Coalition BoS - Liaison
- Northwestern Regional Juvenile Detention Center Commission BoS - Liaison
- Northwest Regional Adult Drug Treatment Court Advisory Committee BoS - Appointed Member

### Doug M. Lawrence

- Berryville/Clarke County Joint Committee for Economic Development and Tourism
- Board of Social Services BoS - Appointed Member
- Broadband Implementation Committee BoS - Appointed Member

- Clarke County Planning Commission BoS - Alternate
- Clarke County School Board BoS - Alternate
- Northwestern Regional Jail Authority BOS - Liaison

### Beverly B. McKay

- Agricultural & Forestal District Advisory Committee BoS - Appointed Member
- BCCGC Joint Building Committee BoS - Appointed Member
- Board of Supervisors Personnel Committee BoS - Appointed Member
- Broadband Implementation Committee BoS - Appointed Member
- Building and Grounds BoS - Appointed Member
- Clarke County Sanitary Authority BoS - Liaison
- Economic Development Advisory Committee BoS - Appointed Member
- Housing and Community Services Board BoS - Appointed Member
- Joint Administrative Services Board BoS - Alternate
- Northern Shenandoah Valley Regional Commission BoS - Appointed Member
- Towns and Villages: Berryville BoS - Liaison
- Towns and Villages: Boyce BoS - Liaison
- Towns and Villages: White Post BoS - Liaison

### David S. Weiss

- Berryville/Clarke County Joint Committee for Economic Development and Tourism
- Board of Supervisors Finance Committee BoS - Appointed Member
- Board of Supervisors Personnel Committee BoS - Appointed Member
- Emergency Services BoS - Chair
- Fire & EMS Commission BoS - Representative
- Industrial Development Authority of the Clarke County BoS - Liaison
- Joint Administrative Services Board BoS - Appointed Member
- Towns and Villages: Pine Grove BoS - Liaison

# Clarke County Board of Supervisors

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## Closed Session

*[as necessary]*

# **Clarke County Board of Supervisors**

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## **Citizens Comment Period**

# Clarke County Board of Supervisors

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## PH2021-01: Budget Amendments to the Approved FY 21 Budget

Item	Page
– CARES ACT Funding Update	
○ Review CARES Act Funding Update	327
○ CCPS Division CARES Act funds from the U.S. Department of Treasury	328
– Various Clarke County Public Schools grant Supplementals	329
○ Claude Moore Foundation Grant	
○ School Security Equipment Grant	
○ Title III Grant Supplement	
○ IDEA Grant Supplemental	
– Conservation Easement	329
– Historic Preservation Commission Grant	330
– Deed Book Restoration Grant	330

# **Clarke County Board of Supervisors**

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## **Adjournment**

# Clarke County Board of Supervisors

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## Reports:

- Building Department
- Commission of the Revenue
- Fire & EMS
- Virginia Regional Transit Clarke Metrics Report
- Year-end Reports
- Board of Supervisors
- Broadband Implementation Committee
- Economic Development Advisory Committee
- Industrial Development Authority
- Joint Administrative Services Board
- Joint Building Committee
- Berryville Clarke County Joint Committee on Economic Development & Tourism

Building Department - Clarke County  
New Single Family Dwellings 2020

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS				
January			2	2	1		5					
February	1		3	1			5					
March	1	1			1	4	7					
April					1		1					
May				2		1	3					
June				1			1					
July	1	6		1			8					
August		2				1	3					
September		9		2		1	12					
October		6		2			8					
November	1	11		3			15					
December	1	10					11					
<b>TOTAL</b>	<b>5</b>	<b>45</b>	<b>5</b>	<b>14</b>	<b>3</b>	<b>7</b>	<b>79</b>					

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Clarke County  
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Buildi	12/04/20	BT	P	Accessory	BYC	CHPL	2834 CALMES NECK LN	KIRBY VICTOR C	14644	A
Gas Line	12/04/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	15507	A
Final Closing Electr	12/04/20	BT	P	Solar	BYC	GNWY	1520 SWIFT SHOALS RD	1520 SWIFT SHOALS LLC	16247	A
Gas Rough In	12/04/20	BT	P	NRSF			408 WEEKS CT	D R HORTON INC	17031	A
Generator	12/04/20	BT	P	ELEC RES	BLMT	BLTN	230 HACKBERRY LN	SMITH CLIFFORD M & KARE	16942	A
Gas Tank	12/04/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17023	A
Final Closing Buildi	12/04/20	BT	P	Solar	BYC	GNWY	1520 SWIFT SHOALS RD	1520 SWIFT SHOALS LLC	16248	A
Gas Rough In	12/04/20	BT	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	17032	A
Gas Line Pressure Te	12/04/20	BT	P	ELEC RES	BYC	GNWY	886 CAREFREE LN	CLAY FORREST PATRICK	17022	A
Mechanical Rough In	12/04/20	BT	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17026	A
Sewer Line	12/04/20	BT	P	PlumPer-R	BVL	BVL	114 EAST MAIN ST	MCINTYRE GLENN C & JANE	17089	A
Footings	12/04/20	BT	P	Add Res	BYC	CHPL	101 LINDEN LN	GELARDEN JOANNE	16879	A
Electrical Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16014	A
Plumbing Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16018	A
Mechanical Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16020	A
Footings Porch/Deck	12/04/20	BT	P	NRSF			54 CUNNINGHAM LN	DUVALL PEGGY S	17035	A
Gas Line	12/04/20	BT	P	ELEC RES	BLMT	BLTN	230 HACKBERRY LN	SMITH CLIFFORD M & KARE	17049	A
Final Closing Buildi	12/04/20	BT	P	Solar	BVL	BLTN	45 SPRING HOUSE LN	KERN ROBERT PRESTON & M	16922	A
Plumbing Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17087	A
Gas Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17088	A
Electrical Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15675	A
Framing	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15673	A
Electric Service	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15676	A
Mechanical Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15681	A
Final Closing Electr	12/04/20	BT	P	Solar	BVL	BLTN	45 SPRING HOUSE LN	KERN ROBERT PRESTON & M	16921	A
Framing	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16012	A
Plumbing Groundworks	12/14/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	16869	A
Slab Basement	12/14/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17150	A
Footings	12/14/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	16444	A
Gas Line	12/14/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	17139	A
Generator	12/14/20	BT	F	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	17140	A
Plumbing Rough In	12/14/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17180	A
Plumbing Groundworks	12/14/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17152	A
Final Closing Electr	12/14/20	BT	F	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	17141	A
Final Closing Buildi	12/15/20	BT	P	Garage	BLMT		170 DEER HAVEN LN	BUSH MICHAEL RAY	16890	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17143	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		412 WEEKS CT	D R HORTON INC	17144	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		417 WEEKS CT	D R HORTON INC	17145	A
Sewer Line	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	17146	A
Water Line	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	17147	A
Sewer Line	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	17148	A
Water Line	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	17149	A
Plumbing Groundworks	12/15/20	BT	P	Add Res	BLMT	BLTN	203 EAGLE ROCK LN	TRENT CAROLYN ALISON &	17151	A
Final Closing Electr	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15544	A
Final Closing Plumbi	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15547	A
Plumbing Groundworks	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	16617	A
Plumbing Groundworks	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	16666	A
Final Closing Buildi	12/15/20	BT	P	Accessory	BLMT	BLTN	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	15746	A
Final Closing Mechan	12/15/20	BT	P	MechPer-R	BVL	LNGM	472 STRINGTOWN RD	PEEBLES STEVEN LLOYD &	16683	A
Final Closing Mechan	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15549	A
Final Closing Buildi	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15550	A
Plumbing Groundworks	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17220	A

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Plumbing Groundworks	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17221	A
Final Closing Electr	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15010	A
Final Closing Plumbi	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15013	A
Final Closing Mechan	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15015	A
Final Closing Buildi	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15016	A
Framing	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16195	A
Electrical Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16197	A
Electric Service	12/16/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16198	A
Plumbing Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16201	A
Mechanical Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16203	A
DrainTile	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17185	A
Gas Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17191	A
Waterproofing/Pargin	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17186	A
Waterproofing/Pargin	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17187	A
DrainTile	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17188	A
Final Closing Gas	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	17190	A
Electrical Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16138	A
Electric Service	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16139	A
Framing	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16136	A
Plumbing Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16142	A
Mechanical Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16144	A
Gas Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	17222	A
Final Closing Buildi	12/18/20	BT	P	Rmdl Res	BVL	BVL	623 EAST MAIN ST	GUTIERREZ-BARRIENTOS MA	17133	A
Final Closing Electr	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15054	A
Final Closing Plumbi	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15057	A
Final Closing Mechan	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15059	A
Final Closing Buildi	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15060	A
Final Closing Gas	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	17189	A
Framing	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17227	A
Electrical Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17228	A
Plumbing Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17229	A
Insulation	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16196	A
Framing	12/18/20	BT	P	Rmdl Res	BVL	BVL	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	16250	A
Mechanical Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17230	A
Gas Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17231	A
Electrical Rough In	12/18/20	BT	P	Rmdl Res	BVL	BVL	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	17232	A
Insulation	12/21/20	BT	F	Rmdl Res	BVL	BLTN	4908 HARRY BYRD HWY	LLOYD HERMAN B & ALICE	17218	A
Framing	12/21/20	BT	P	Add Res	BVL		308 STUART CT	MARTENIS CHARLES & IREN	16898	A
Insulation	12/21/20	BT	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	15937	A
Electrical Rough In	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17223	A
Insulation	12/21/20	BT	P	Rmdl Res	BVL		121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	17240	A
Footings	12/21/20	BT	P	Deck/Porch	BVL	BVL	516 EWELL CT	BROWN ROBERT T & MELISS	17242	A
Footings	12/21/20	BT	P	Garage	BVL	LNGM	3223 KIMBLE RD	ANDERSON CODY A	15119	A
Mechanical Rough In	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17224	A
Framing	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17225	A
Final Closing Gas	12/22/20	BT	F	Gas Per-R	BVL	BVL	405 MADDEN ST	FULMER THOMAS JOY DULAN	16562	A
Plumbing Groundworks	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17284	A
Sewer Line	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17285	A
Water Line Ditch	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17286	A
Electric Service	12/23/20	BT	F	NRSF		CHPL	4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17283	A
Electric Service	12/23/20	BT	F	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16151	A
Electric Service	12/23/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16163	A

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
DrainTile	12/23/20	BT	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	17253	A
Electrical Rough In	12/23/20	BT	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	17245	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BVL	BLTN	568 SMITHFIELD LN	RSP ENTERPRISES	16057	A
Framing	12/23/20	BT	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	13157	A
Insulation	12/23/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16137	A
Plumbing Groundworks	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	16844	A
Sewer Line	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	17260	A
Water Line	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	17261	A
Insulation	12/23/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	16939	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	16909	A
Electric Service	12/23/20	BT	P	Rmdl Res	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	17248	A
Electrical Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16384	A
Framing	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16382	A
Electric Service	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16385	A
Plumbing Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16388	A
Mechanical Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16390	A
Final Closing Plumbi	12/23/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	17254	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	17255	A
Framing	12/29/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16160	A
Electrical Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16162	A
Plumbing Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16166	A
Mechanical Rough In	12/29/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16168	A
Insulation	12/29/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16383	A
Electric Service	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	17281	A
Gas Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	17282	A
Final Closing Buildi	12/29/20	BT	P	Rmdl Res	BVL	CHPL	105 JANEVILLE RD	BISH CHRISTINE	17278	A
Plumbing Rough In	12/29/20	BT	P	Rmdl Res	BLMT	BLTN	19680 BLUE RIDGE MTN RD	MITCHELL JEFFREY T	17226	A
Electric Service	12/29/20	BT	F	NRSF	CHPL		4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17295	A
Meeting with Inspect	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17304	A
Final Closing Gas	12/31/20	BT	P	Gas Per-R	BVL	BLTN	1362 SHEPHERDS MILL RD	PIERCE LEAH ASHLEY	16769	A
Final Closing Mechan	12/31/20	BT	P	MechPer-R	BYC	GNWY	1253 GINNS RD	DUNNING A R JR & ELIZAB	17247	A
Final Closing Electr	12/31/20	BT	P	Garage	BYC	GNWY	146 MORNING STAR LN	LIGHT RONALD N & ELIZAB	17296	A
Final Closing Buildi	12/31/20	BT	P	Garage	BYC	GNWY	146 MORNING STAR LN	LIGHT RONALD N & ELIZAB	15002	A
Electric Service	12/31/20	BT	P	ELEC RES	BVL	LNGM	96 ASHWOOD LN	BEARCE CLINT RYAN & CHR	17234	A
Final Closing Electr	12/31/20	BT	F	ELEC RES	BVL	LNGM	96 ASHWOOD LN	BEARCE CLINT RYAN & CHR	17235	A
Electric Service	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	17279	A
Gas Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	17280	A
Electrical Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16150	A
Plumbing Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16154	A
Framing	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16148	A
Final Closing Gas	12/31/20	BT	P	MechPer-R	BYC	GNWY	1253 GINNS RD	DUNNING A R JR & ELIZAB	17303	A
Mechanical Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16156	A
Insulation	12/31/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16161	A
Final Closing Buildi	12/31/20	BT	P	Rmdl Res	BVL	BVL	203 MOORE DR	OLIVER THOMAS H & TIMOT	10530	A
Final Closing Buildi	12/31/20	BT	P	Rmdl Res	BYC	BYC	311 LIMESTONE CT	DEFRANGE JOSEPH LOUIS &	15554	A
Electric Service	12/31/20	BT	P	NRSF	CHPL		4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17298	A
Electric Service	12/31/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	16867	A
Insulation	12/31/20	BT	P	Add Res	BLMT	BLTN	203 KELLY LN	LANDMESSER MICHAEL TODD	14397	A
Meeting with Inspect	12/31/20	BT	P	SPAG	BVL	BLTN	4764 HARRY BYRD HWY	MCMULLEN JOHN & CHRISTI	17341	A
Final Closing Buildi	12/31/20	BT	P	Add Res	BVL	BVL	308 STUART CT	MARTENIS CHARLES & IREN	16900	A
Water Line	12/31/20	BT	P	Plum.Per-C	BLMT	CHPL	4822 EBENEZER RD	COUNTY OF CLARKE	17315	A
Insulation	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16149	A

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
DrainTile	12/31/20	BT	P	NRSF			512 WEEKS CT	D R HORTON INC	17356	A
Waterproofing/Pargin	12/31/20	BT	P	NRSF			512 WEEKS CT	D R HORTON INC	17357	A
Footings	12/31/20	BT	P	Deck/Porch	BVL	BVL	215 LIBERTY ST	DUNPHY THERESA GRACE TR	17342	A
Footings	12/31/20	BT	P	Add Res	BLMT	BLTN	203 EAGLE ROCK LN	TRENT CAROLYN ALISON &	17340	A
Gas Line	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILLES ALICE	17104	A
Plumbing Groundworks	12/31/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	17354	A
FOUNDATION	12/31/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	17355	A
Electrical Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17307	A
Mechanical Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17308	A
Plumbing Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17309	A
Gas Line Pressure Te	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILLES ALICE	17382	A
Framing	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17310	A
INSPECTOR TOTALS: 168 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00										
Plumbing Groundworks	12/01/20	JR	P	Rmdl Comm	BVL	BVL	20 WEST MAIN ST	FLP ENTERPRISES	17011	A
Final Closing Buildi	12/01/20	JR	P	Demolition	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17008	A
PreDemolition Inspec	12/01/20	JR	P	Demolition	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17010	A
Final Closing Mechan	12/01/20	JR	P	Mech Per-C	BYC	GNWY	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB I	16719	A
Gas Line Pressure Te	12/01/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17012	A
Framing	12/02/20	JR	P	Rmdl Res	BVL	BLTN	117 BELL LN	STALEY GERALD C & MARGA	16740	A
Water Line	12/02/20	JR	P	Garage	WHPT	GNWY	104 VISTA LN	SMITH LESLIE CHRISTOPHE	17018	A
Meeting with Inspect	12/02/20	JR	P	Deck/Porch	BYC	GNWY	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J	17021	A
Gas Tank	12/02/20	JR	P	Gas Per-C	BYC	GNWY	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB I	17036	A
Plumbing Rough In	12/02/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17019	A
Mechanical Rough In	12/07/20	JR	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	17086	A
Electrical Rough In	12/07/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17093	A
Insulation	12/08/20	JR	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15674	A
Backfill	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17098	A
DrainTile	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17099	A
Waterproofing/Pargin	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17125	A
Gas Rough In	12/08/20	JR	P	Gas Per-R	BVL	BLTN	1362 SHEPHERDS MILL RD	PIERCE LEAH ASHLEY	16766	A
Gas Line Pressure Te	12/08/20	JR	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILLES ALICE	17105	A
Insulation	12/08/20	JR	F	NRSF		LNGM	1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16013	A
Final Closing Electr	12/09/20	JR	F	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15078	A
Final Closing Plumbi	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15081	A
Final Closing Mechan	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15083	A
Final Closing Buildi	12/09/20	JR	F	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15084	A
Final Closing Gas	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17117	A
Final Closing Gas	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17118	A
Final Closing Electr	12/09/20	JR	F	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15042	A
Final Closing Plumbi	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15045	A
Final Closing Mechan	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15047	A
Final Closing Buildi	12/09/20	JR	F	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15048	A
Framing	12/09/20	JR	PWC	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	14388	A
Plumbing Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17112	A
Gas Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17115	A
Gas Line Pressure Te	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17116	A
Electrical Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17100	A
Mechanical Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17101	A
Insulation	12/10/20	JR	P	NRSF			1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	17134	A
Final Closing Buildi	12/10/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17137	A

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Electr	12/10/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17138	A
Final Closing Buildi	12/10/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17135	A
Final Closing Electr	12/10/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17136	A
Gas Line Pressure Te	12/10/20	JR	P	Rmdl Comm	BVL	BVL	102 WEST MAIN ST	WHITBECK SUE	17132	A
Final Closing Buildi	12/10/20	JR	PWC	Rmdl Res	BVL	CHPL	105 JANEVILLE RD	BISH CHRISTINE	16244	A
Framing	12/10/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	15936	A
Electric Service	12/15/20	JR	P	Rmdl Res	BVL	BLTN	117 BELL LN	STALEY GERALD C & MARGA	17153	A
Slab	12/15/20	JR	P	Add Res	BVL	BLTN	76 WILLIAMSTEAD LN	MCGLYNN MICHAEL FRANCIS	17173	A
Ditch Electric	12/15/20	JR	P	ELEC RES	BVL	BVL	417 CUSTER CT	MACMILLAN JODI M	17192	A
Electric Service	12/15/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17142	A
Footings	12/16/20	JR	P	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	13764	A
Electric Service	12/16/20	JR	P	ELEC RES	BVL	CHPL	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	17194	A
Final Closing Electr	12/16/20	JR	P	ELEC RES	BVL	CHPL	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	17195	A
Footings	12/17/20	JR	P	Rmdl Comm	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17196	A
Final Closing Electr	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13519	A
Final Closing Plumbi	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13522	A
Final Closing Mechan	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13524	A
Final Closing Buildi	12/17/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13525	A
Final Closing Mechan	12/21/20	JR	F	Mech Per-C	BVL	BVL	104 NORTH CHURCH ST	CLARKE COUNTY	15686	A
Framing	12/21/20	JR	PWC	Rmdl Res	BYC	BYC	200 NORTH GREENWAY AVE	HUNTINGDON GATE HOUSE L	17236	A
Final Closing Buildi	12/21/20	JR	P	Com Access	CLK	CHPL	MOUNT CARMEL RD	ATC SEQUOIA LLC	14338	A
Electric Service	12/22/20	JR	P	Elec Per-C	BVL	BVL	612 EAST MAIN ST	VALLEY VENTURES FUND 1	16722	A
Final Closing Electr	12/22/20	JR	P	Elec Per-C	BVL	BVL	612 EAST MAIN ST	VALLEY VENTURES FUND 1	16723	A
Electric Service	12/22/20	JR	P	ELEC RES	PRS	CHPL	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD	17120	A
Final Closing Electr	12/22/20	JR	P	ELEC RES	PRS	CHPL	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD	17121	A
Ceiling Grid	12/22/20	JR	F	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17246	A
Final Closing Electr	12/22/20	JR	F	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17241	A
Framing	12/22/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERRENCE & BARBA	17274	A
Insulation	12/22/20	JR	PWC	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERRENCE & BARBA	14389	A
Ceiling Grid	12/23/20	JR	PWC	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17272	A
Final Closing Electr	12/23/20	JR	PWC	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17273	A
Footings	12/23/20	JR	P	Garage	WHPT	GNWY	91 WHITE POST RD	GUZMAN SANDOVAL JOSE JE	17256	A
Hydro Test	12/29/20	JR	P	Mech Per-C	BVL	BVL	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERP	17297	A
Mechanical Rough In	12/31/20	JR	P	Mech Per-C	BVL	BLTN	180 GRAFTON LN	GRAFTON SCHOOL INC	16422	A

INSPECTOR TOTALS: 71 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00

Footings	12/02/20	RE	P	NRSF			431 WEEKS CT	D R HORTON INC	16611	A
Footings	12/02/20	RE	P	NRSF			435 WEEKS CT	D R HORTON INC	16660	A
Footings	12/02/20	RE	P	NRSF			436 WEEKS CT	D R HORTON INC	16645	A
Footings	12/02/20	RE	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	16623	A
Basement Walls	12/03/20	RE	P	NRSF			431 WEEKS CT	D R HORTON INC	17127	A
Basement Walls	12/03/20	RE	P	NRSF			435 WEEKS CT	D R HORTON INC	17126	A
Footings	12/15/20	RE	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	16810	A
Footings	12/15/20	RE	P	NRSF			512 WEEKS CT	D R HORTON INC	16798	A
Basement Walls	12/18/20	RE	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	17276	A
Basement Walls	12/18/20	RE	P	NRSF			512 WEEKS CT	D R HORTON INC	17275	A
Basement Walls	12/21/20	RE	P	NRSF	BVL		277 KINSKY LN	EYCHNER DENNIS W & KATH	17277	A
Footings	12/21/20	RE	P	NRSF	BVL		400 MCCORMICK CT	D R HORTON INC	17074	A
Footings	12/21/20	RE	P	NRSF	BVL		401 MCCORMICK CT	D R HORTON INC	16850	A
Footings	12/21/20	RE	P	NRSF	BVL		405 MCCORMICK CT	D R HORTON INC	17062	A
Basement Walls	12/22/20	RE	P	NRSF	BVL		400 MCCORMICK CT	D R HORTON INC	17429	A

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Basement Walls	12/22/20	RE	P	NRSF	BVL	401	MCCORMICK CT	D R HORTON INC	17428	A
Footings	12/22/20	RE	P	NRSF	BVL	409	MCCORMICK CT	D R HORTON INC	17050	A
Slab Garage/Carport	12/22/20	RE	P	NRSF		431	WEEKS CT	D R HORTON INC	17305	A
Slab Basement	12/22/20	RE	P	NRSF		431	WEEKS CT	D R HORTON INC	17306	A
Slab Garage/Carport	12/22/20	RE	P	NRSF		435	WEEKS CT	D R HORTON INC	17311	A
Slab Basement	12/22/20	RE	P	NRSF		435	WEEKS CT	D R HORTON INC	17427	A
Footings	12/23/20	RE	P	NRSF		193	PETAL DR	D R HORTON INC	16785	A
Footings	12/23/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	16772	A
Basement Walls	12/23/20	RE	P	NRSF	BVL	405	MCCORMICK CT	D R HORTON INC	17426	A
Basement Walls	12/23/20	RE	P	NRSF	BVL	409	MCCORMICK CT	D R HORTON INC	17312	A
Footings	12/23/20	RE	P	NRSF	BVL	513	WEEKS CT	D R HORTON INC	16838	A
Footings	12/23/20	RE	P	NRSF	BVL	517	WEEKS CT	D R HORTON INC	16826	A
Basement Walls	12/28/20	RE	P	NRSF		193	PETAL DR	D R HORTON INC	17424	A
Basement Walls	12/28/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17425	A
DrainTile	12/28/20	RE	P	NRSF	BVL	277	KINSKY LN	EYCHNER DENNIS W & KATH	17412	A
Slab Porch/Deck	12/28/20	RE	P	NRSF		408	WEEKS CT	D R HORTON INC	17420	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	412	WEEKS CT	D R HORTON INC	17421	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	413	WEEKS CT	D R HORTON INC	17415	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	417	WEEKS CT	D R HORTON INC	17408	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	420	WEEKS CT	D R HORTON INC	17419	A
Slab Porch/Deck	12/28/20	RE	P	NRSF		421	WEEKS CT	D R HORTON INC	17413	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	424	WEEKS CT	D R HORTON INC	17418	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	428	WEEKS CT	D R HORTON INC	17417	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	432	WEEKS CT	D R HORTON INC	17416	A
Basement Walls	12/28/20	RE	P	NRSF	BVL	513	WEEKS CT	D R HORTON INC	17422	A
Basement Walls	12/28/20	RE	P	NRSF	BVL	517	WEEKS CT	D R HORTON INC	17423	A
Slab Porch/Deck	12/29/20	RE	P	NRSF	BVL	417	WEEKS CT	D R HORTON INC	17414	A
Slab Basement	12/30/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17410	A
Slab Garage/Carport	12/30/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17411	A
Slab Basement	12/30/20	RE	P	NRSF		436	WEEKS CT	D R HORTON INC	17409	A
Slab Garage/Carport	12/30/20	RE	P	NRSF		436	WEEKS CT	D R HORTON INC	17407	A

INSPECTOR TOTALS:	46	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:	285	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:	285	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	168	FAIL	24
Basement Walls	13	Jamie Royston	71	PASS	254
Ceiling Grid	2	Ruckman Engineering PLC	46	PASS WITH CONDITIONS	7
Ditch Electric	1				
DrainTile	6				
Electric Service	19				
Electrical Rough In	14				
Final Closing Building	25				
Final Closing Electric	18				
Final Closing Gas	7				
Final Closing Mechanical	10				
Final Closing Plumbing	7				
Fire Off Mechanical or Gas	3				
Footings	23				
Footings Porch/Deck	1				
FOUNDATION	1				
Framing	18				
Gas Line	4				
Gas Line Pressure Test	6				
Gas Rough In	10				
Gas Tank	2				
Generator	2				
Hydro Test	1				
Insulation	14				
Mechanical Rough In	14				
Meeting with Inspector	3				
Plumbing Groundworks	11				
Plumbing Rough In	13				
PreDemolition Inspection	1				
Sewer Line	5				
Slab	1				
Slab Basement	5				
Slab Garage/Carport	4				
Slab Porch/Deck	10				
Water Line	5				
Water Line Ditch	1				
Waterproofing/Parging	4				

TOTAL INSPECTIONS: 285

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INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	168	FAIL	24
Basement Walls	13	Jamie Royston	71	PASS	254
Ceiling Grid	2	Ruckman Engineering PLC	46	PASS WITH CONDITIONS	7
Ditch Electric	1				
Drain Tile	6				
Electric Service	19				
Electrical Rough In	14				
Final Closing Building	25				
Final Closing Electric	18				
Final Closing Gas	7				
Final Closing Mechanical	10				
Final Closing Plumbing	7				
Fire Off Mechanical or Gas	3				
Footings	23				
Footings Porch/Deck	1				
FOUNDATION	1				
Framing	18				
Gas Line	4				
Gas Line Pressure Test	6				
Gas Rough In	10				
Gas Tank	2				
Generator	2				
Hydro Test	1				
Insulation	14				
Mechanical Rough In	14				
Meeting with Inspector	3				
Plumbing Groundworks	11				
Plumbing Rough In	13				
PreDemolition Inspection	1				
Sewer Line	5				
Slab	1				
Slab Basement	5				
Slab Garage/Carport	4				
Slab Porch/Deck	10				
Water Line	5				
Water Line Ditch	1				
Waterproofing/Parging	4				

TOTAL INSPECTIONS: 285

\*\* END OF REPORT - Generated by Michelle Shayeb \*\*

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Commercial Electric Permit	200591	122.40
Commercial Gas Permit	200592	61.20
	200593	66.30
Commercial Mechanical Permit	200583	111.20
	200586	122.40
	200599	
Commercial Plumbing Permit	200616	61.20
Commercial Remodel	200601	697.07
Residential Accessory	200576	381.64
	200611	349.14
Residential Deck/Porch no Roof	200607	51.00
	200619	51.00
Residential Electric Permit	200589	45.90
	200590	45.90
	200594	193.80
	200598	127.50
	200600	45.90
	200605	45.90
	200606	45.90
	200613	56.10
Residential Garage	200608	398.27
	200609	342.67
Residential Gas Permit	200585	40.80
	200587	40.80
	200612	40.80
	200614	40.80
	200624	61.20
	200625	40.80
	200626	45.90
	200627	40.80
Residential Mechanical Permit	200582	40.80
	200595	81.60
	200596	40.80

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Mechanical	200597	51.00
Residential New	200578	1581.09
	200579	1082.77
	200580	1204.84
	200581	1082.77
	200603	1453.30
	200617	1204.84
	200618	985.07
	200620	1204.84
	200621	1032.77
	200622	1204.84
	200623	1202.07
Residential Plumbing Permit	200575	40.80
Residential Remodel	200602	367.20
	200604	102.00
	200615	395.25
<b>Total</b>		<b>18132.94</b>

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Electric Permit	200591	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$122.40	ISSUED W/O CONDITIONS
Commercial Gas Permit	200592	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$61.20	ISSUED W/O CONDITIONS
	200593	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$66.30	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	200583	6 E MAIN ST	HUDSON FLOYD	\$0	\$111.20	ISSUED W/O CONDITIONS
	200586	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$122.40	ISSUED W/O CONDITIONS
	200599	300 CARTER HALL LN	PEOPLE TO PEOPLE HEALTH FDN INC	\$0		CLOSED W/ FINAL
Commercial Plumbing Permit	200616	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$61.20	ISSUED W/O CONDITIONS
Commercial Remodel	200601	29 W MAIN ST	RLM-TNM, LLC	\$73,174	\$697.07	ISSUED W/O CONDITIONS
Residential Accessory	200576	690 GUN BARREL RD	THOMPSON DALE LEE JR	\$28,680	\$381.64	ISSUED W/O CONDITIONS
	200611	20867 BLUE RIDGE MTN RD	BLACKWELL AARON K & PAMELA G	\$21,600	\$349.14	ISSUED W/O CONDITIONS
Residential Deck/Porch no Roof	200607	516 EWELL CT	BROWN ROBERT T & MELISSA S	\$0	\$51.00	ISSUED W/O CONDITIONS
	200619	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Electric Permit	200589	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD & MARY M	\$0	\$45.90	CLOSED W/ FINAL
	200590	121 S BUCKMARSH ST	MORTON WALTER F JR & DAWNING G SLO	\$0	\$45.90	ISSUED W/O CONDITIONS
	200594	4001 CALMES NECK LN	BAILES ALICE	\$0	\$193.80	APP PENDING
	200598	516 S CHURCH ST	GABLE BRADLEY J & MELINDA D	\$0	\$127.50	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200600	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	\$0	\$45.90	CLOSED W/ FINAL
	200605	96 ASHWOOD LN	BEARCE CLINT RYAN & CHRISTINA L	\$0	\$45.90	ISSUED W/O CONDITIONS
	200606	884 OLD FERRY LN	LONG CLAY M & MARY S	\$0	\$45.90	ISSUED W/O CONDITIONS
	200613	71 BEYDLER LN	PIOTTER WARREN E & VIRGINIA C	\$0	\$56.10	APP PENDING
Residential Garage	200608	974 WHITE PINE LN	FREEMAN BARRY D & JANIA ROBIN SHORT	\$32,302	\$398.27	ISSUED W/O CONDITIONS
	200609	91 WHITE POST RD	GUZMAN SANDOVAL JOSE JESUS	\$20,188	\$342.67	ISSUED W/O CONDITIONS
Residential Gas Permit	200585	4001 CALMES NECK LN	BAILES ALICE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200587	2698 CASTLEMAN RD	BONETT RICHARD C & JODIE L	\$0	\$40.80	ISSUED W/O CONDITIONS
	200612	2186 JOHN MOSBY HWY	COOK JIMMY L & LINDA F	\$0	\$40.80	APP PENDING
	200614	309 HENDERSON CT	WHERRY DAVID C & AZUCENA R	\$0	\$40.80	APP PENDING
	200624	602 ROCK GATE LN	MONROE JANA R	\$0	\$61.20	APP PENDING
	200625	655 WADESVILLE RD	KLINE JASON E	\$0	\$40.80	APP PENDING
	200626	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$45.90	ISSUED W/O CONDITIONS
	200627	7 FARMERS LN	FARMERS LANE LLC	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Mechanical Permit	200582	1253 GINNS RD	DUNNING A R JR & ELIZABETH TRSTEES	\$0	\$40.80	ISSUED W/O CONDITIONS
	200595	28 MAPLE LN	CORE THERESA LYNN & PEGGY & DONALD	\$0	\$81.60	ISSUED W/O CONDITIONS
	200596	929 SHENANDOAH RIVER LN	JUPIN BRIAN & KRISTIANNA	\$0	\$40.80	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Mechanical Permit	200597	184 HUNTOVER LN	HUNTOVER L P	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential New	200578	508 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200579	409 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200580	405 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200581	400 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200603	0	HAVEN WOOD FARM LLC	\$115,578	\$1,453.30	ISSUED W/O CONDITIONS
	200617	417 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200618	413 MCCORMICK CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200620	420 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200621	416 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,032.77	ISSUED W/O CONDITIONS
	200622	408 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200623	412 MCCORMICK CT	D R HORTON INC	\$243,001	\$1,202.07	ISSUED W/O CONDITIONS
Residential Plumbing Permit	200575	114 E MAIN ST	MCINTYRE GLENN C & JANE E	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Remodel	200602	3100 BORDENS SPRING RD	WEISS CHRISTIE ANNE	\$16,500	\$367.20	APP PENDING
	200604	4908 HARRY BYRD HWY	LLOYD HERMAN B & ALICE L TRSTEEES	\$0	\$102.00	ISSUED W/O CONDITIONS
	200615	144 DEER WOOD LN	OWSLEY DAVA WILLIS	\$45,000	\$395.25	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Commercial Accessory	200201	61.20
	200370	61.20
Commercial Addition	200148	3145.68
	200207	1896.63
	200279	642.84
	200303	375.22
	200410	4889.52
Commercial Electric Permit	200088	61.20
	200099	61.20
	200100	347.90
	200117	214.20
	200250	66.30
	200253	66.30
	200295	66.30
	200343	66.30
	200345	255.00
	200357	153.00
	200391	117.30
	200394	86.70
	200395	86.70
	200427	555.90
	200431	61.20
	200444	61.20
	200446	137.70
	200480	86.70
	200481	153.00
	200492	86.70
200536	66.30	
200537	2096.10	
200591	122.40	
Commercial Foundation	200062	204.00
Commercial Gas Permit	200534	66.30
	200574	66.30
	200592	61.20
	200593	66.30

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Commercial Mechanical Permit	200039	351.90
	200043	408.00
	200090	285.60
	200102	142.80
	200166	
	200167	
	200168	
	200169	
	200170	
	200171	
	200172	
	200173	
	200174	
	200186	
	200222	295.80
	200337	
	200366	
	200375	132.60
	200379	
	200380	
	200392	326.40
	200487	
	200488	
	200489	
	200499	1142.40
	200530	204.00
	200535	61.20
	200583	111.20
	200586	122.40
	200599	
Commercial Plumbing Permit	200056	61.20
	200103	239.70
	200113	76.50
	200128	61.20
	200328	61.20

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Commercial Plumbing Permit	200515	61.20
	200616	61.20
Commercial Remodel	200028	102.00
	200035	285.60
	200129	209.10
	200163	238.70
	200285	102.00
	200405	2053.05
	200478	152.00
	200485	496.93
	200601	697.07
	Demolition of Building	200175
200292		51.00
200307		51.00
200572		51.00
Land Disturbance	200003	
	200004	250.00
	200083	
	200123	352.00
	200235	
	200267	250.00
	200333	250.00
	200344	250.00
	200503	
	200504	
Minor Land Disturbance	200051	50.00
	200198	50.00
	200213	50.00
	200214	50.00
	200372	50.00
	200374	50.00
	200440	50.00
	200440	50.00
Residential Accessory	200047	607.43
	200049	368.10
	200138	403.61

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Accessory	200145	329.32
	200194	272.43
	200233	458.20
	200237	240.80
	200254	456.55
	200276	508.55
	200324	294.06
	200340	324.36
	200341	307.83
	200400	393.33
	200439	246.27
	200576	381.64
	200611	349.14
	Residential Addition	200092
200122		2114.61
200126		405.38
200154		208.28
200162		226.21
200180		256.81
200210		1094.28
200211		735.16
200221		925.37
200294		236.98
200407		1567.98
200426		1206.61
200501		726.11
200506		1043.44
200529		803.34
200554		397.56
200557		149.63
200568		498.19
Residential Deck/Porch no Roof	200031	51.00
	200068	201.00
	200084	51.00
	200094	251.00

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Deck/Porch no Roof	200120	51.00
	200140	201.00
	200147	297.90
	200179	251.00
	200182	201.00
	200202	201.00
	200216	201.00
	200220	201.00
	200240	201.00
	200243	201.00
	200245	201.00
	200261	201.00
	200269	201.00
	200286	51.00
	200287	51.00
	200293	51.00
	200326	201.00
	200383	201.00
	200384	201.00
	200406	51.00
200455	201.00	
200607	51.00	
200619	51.00	
Residential Deck/Porch w/Roof	200061	201.00
	200069	157.10
	200127	251.00
	200135	201.00
	200159	201.00
	200160	107.10
	200178	257.10
	200252	51.00
	200268	51.00
Residential Electric Permit	200001	56.10
	200021	45.90
	200026	45.90

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Electric Permit	200045	45.90
	200052	71.40
	200059	45.90
	200075	66.30
	200087	71.40
	200095	40.80
	200101	45.90
	200106	86.70
	200107	45.90
	200111	45.90
	200121	45.90
	200134	56.10
	200136	56.10
	200142	102.00
	200144	56.10
	200156	45.90
	200157	91.80
	200185	56.10
	200187	71.40
	200189	45.90
	200191	40.80
	200196	102.00
	200200	56.10
	200206	45.90
	200209	45.90
	200212	96.90
	200223	56.10
	200224	40.80
	200227	45.90
	200229	45.90
	200239	45.90
	200241	45.90
200246		
200248	45.90	
200251	45.90	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Electric Permit	200264	45.90
	200265	163.20
	200266	163.20
	200271	45.90
	200272	56.10
	200273	
	200277	45.90
	200278	56.10
	200282	45.90
	200300	45.90
	200301	45.90
	200304	45.90
	200305	102.00
	200319	45.90
	200329	45.90
	200336	45.90
	200338	173.40
	200355	56.10
	200356	45.90
	200360	127.50
	200362	102.00
	200363	56.10
	200365	45.90
	200371	40.80
	200387	86.70
	200401	102.00
	200413	45.90
	200417	56.10
	200422	45.90
	200432	102.00
	200449	102.00
	200463	45.90
	200464	91.80
	200465	45.90
	200468	56.10

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Electric Permit	200470	102.00
	200490	45.90
	200491	56.10
	200493	45.90
	200498	56.10
	200500	45.90
	200510	91.80
	200511	132.60
	200512	40.80
	200519	45.90
	200520	45.90
	200531	45.90
	200540	45.90
	200565	198.90
	200571	45.90
	200589	45.90
	200590	45.90
	200594	193.80
	200598	127.50
	200600	45.90
200605	45.90	
200606	45.90	
200613	56.10	
Residential Foundation	200040	51.00
	200050	102.00
	200055	102.00
Residential Garage	200006	64.48
	200023	551.17
	200081	290.80
	200153	535.78
	200226	454.37
	200308	491.00
	200310	691.77
	200311	183.14
200320	574.33	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Garage	200334	490.93
	200419	327.22
	200421	881.92
	200447	290.80
	200483	539.67
	200542	540.59
	200555	504.84
	200556	504.84
	200558	422.97
	200608	398.27
	200609	342.67
Residential Gas Permit	200002	40.80
	200008	40.80
	200017	40.80
	200034	0.00
	200036	40.80
	200037	40.80
	200066	40.80
	200078	153.00
	200118	40.80
	200137	40.80
	200141	40.80
	200176	40.80
	200183	40.80
	200195	45.90
	200208	86.70
	200228	40.80
	200234	40.80
	200242	40.80
	200283	
	200296	45.90
200317	40.80	
200323	40.80	
200330	45.90	
200335	40.80	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Gas Permit	200364	40.80
	200376	45.90
	200377	40.80
	200388	45.90
	200408	81.60
	200412	45.90
	200415	40.80
	200428	40.80
	200429	40.80
	200443	40.80
	200448	45.90
	200450	40.80
	200452	45.90
	200453	40.80
	200458	40.80
	200484	40.80
	200495	40.80
	200496	40.80
	200507	96.90
	200516	40.80
	200517	40.80
	200523	40.80
	200524	40.80
	200543	40.80
	200566	40.80
	200585	40.80
	200587	40.80
	200612	40.80
	200614	40.80
	200624	61.20
	200625	40.80
	200626	45.90
	200627	40.80
Residential Mechanical Permit	200011	81.60
	200018	81.60

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Mechanical Permit	200019	81.60
	200020	81.60
	200038	40.80
	200042	81.60
	200044	81.60
	200053	40.80
	200054	40.80
	200058	40.80
	200063	81.60
	200073	81.60
	200082	81.60
	200089	81.60
	200104	40.80
	200114	40.80
	200139	306.00
	200151	81.60
	200155	163.20
	200164	40.80
	200165	40.80
	200190	81.60
	200205	122.40
	200244	122.40
	200257	122.40
	200280	81.60
	200281	81.60
	200291	81.60
	200297	40.80
	200322	86.70
	200361	81.60
	200367	40.80
	200368	122.40
	200373	81.60
	200386	81.60
	200411	81.60
	200420	81.60

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Mechanical Permit	200430	40.80
	200438	40.80
	200518	122.40
	200527	40.80
	200528	45.90
	200548	40.80
	200582	40.80
	200595	81.60
	200596	40.80
	200597	51.00
	Residential New	200014
200015		1893.74
200030		3798.90
200041		3010.63
200064		2057.28
200065		2243.84
200067		1880.89
200072		2146.18
200074		1264.77
200079		2261.13
200085		2475.34
200105		1288.22
200112		2289.87
200116		3466.66
200130		1450.80
200158		2607.28
200184		2221.97
200193		1367.75
200197		2536.96
200255		2494.85
200284		2888.53
200288		
200289		1234.94
200290	1061.07	
200309	1082.77	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential New	200312	1205.84
	200313	986.07
	200314	1205.84
	200315	1205.84
	200316	1332.77
	200346	1274.71
	200347	1082.77
	200348	985.07
	200350	2262.18
	200359	2786.49
	200381	1067.98
	200389	1082.77
	200390	985.07
	200393	1204.84
	200396	1082.77
	200397	1204.84
	200398	1204.84
	200399	2485.25
	200402	1974.11
	200436	1743.58
	200459	1462.77
	200460	1584.84
	200461	1462.77
	200462	1584.84
	200466	1365.07
	200467	1365.07
	200486	2268.19
	200494	2165.67
	200521	1204.84
	200522	1581.09
	200525	1581.09
	200526	1082.77
	200544	1082.77
	200545	985.07
200546	1582.09	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential New	200547	1581.09
	200549	1082.77
	200550	985.07
	200551	1204.84
	200552	1747.38
	200563	2759.53
	200578	1581.09
	200579	1082.77
	200580	1204.84
	200581	1082.77
	200603	1453.30
	200617	1204.84
	200618	985.07
	200620	1204.84
	200621	1032.77
	200622	1204.84
	200623	1202.07
	Residential Plumbing Permit	200027
200057		40.80
200076		40.80
200086		40.80
200110		40.80
200258		122.40
200325		40.80
200358		40.80
200451		40.80
200509		40.80
200514		40.80
200570		40.80
200575		40.80
Residential Remodel	200007	219.30
	200010	239.70
	200012	102.00
	200013	159.38
	200016	930.75

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Remodel	200022	561.00
	200024	764.04
	200046	185.19
	200048	162.13
	200060	325.54
	200070	401.63
	200077	102.00
	200080	267.15
	200091	444.25
	200093	239.70
	200096	102.00
	200109	351.90
	200115	177.00
	200119	222.36
	200125	102.00
	200149	102.00
	200150	260.10
	200161	311.67
	200192	311.20
	200203	102.00
	200204	478.69
	200217	142.80
	200225	102.00
	200230	427.38
	200231	102.00
	200238	158.10
	200262	102.00
	200263	202.00
	200299	438.35
	200306	557.94
	200318	102.00
	200321	552.88
	200332	102.00
	200369	517.20
200382	268.16	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Remodel	200385	493.43
	200403	239.70
	200404	550.80
	200409	513.88
	200414	209.10
	200416	219.30
	200418	292.94
	200441	205.28
	200456	147.88
	200457	417.59
	200473	270.30
	200475	158.10
	200476	521.45
	200502	102.00
	200513	323.98
	200538	1169.12
	200539	98.90
	200541	142.80
	200553	102.00
	200559	158.10
	200560	102.00
	200564	572.30
	200569	102.00
	200602	367.20
	200604	102.00
	200615	395.25
Residential Temporary Trailer	200025	137.70
Residential Woodstove/Pellet	200033	51.00
	200454	91.80
	200561	91.80
Sign Permit	200259	107.10
Solar Array System	200071	268.30
	200108	268.30
	200177	168.30
	200188	268.30

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Solar Array System	200219	168.30
	200236	168.30
	200349	168.30
	200378	168.30
	200474	168.30
	200562	168.30
Swimming Pool Above Ground	200097	181.60
	200218	96.90
	200232	140.80
	200260	40.80
	200298	190.80
	200327	190.80
Swimming Pool In Ground	200247	228.50
	200270	178.50
	200331	378.50
	200339	269.30
	200437	428.50
Tents Over 900 sq ft	200274	40.80
	200302	40.80
	200351	40.80
	200352	40.80
	200353	40.80
	200354	40.80
Tower/Monopole	200215	204.00
<b>Total</b>		<b>222784.39</b>

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Accessory	200201	0 MOUNT CARMEL RD	ATC SEQUOIA LLC	\$0	\$61.20	CLOSED W/ FINAL
	200370	400 MCCORMICK CT	D R HORTON INC	\$0	\$61.20	ISSUED W/O CONDITIONS
Commercial Addition	200148	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$672,000	\$3,145.68	ISSUED W/O CONDITIONS
	200207	8153 JOHN MOSBY HWY	SHENANDOAH HILLS PARTNERSHIP	\$34,320	\$1,896.63	CLOSED W/ FINAL
	200279	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$126,720	\$642.84	ISSUED W/O CONDITIONS
	200303	8153 JOHN MOSBY HWY	SHENANDOAH HILLS PARTNERSHIP	\$31,746	\$375.22	CLOSED W/ FINAL
	200410	12582 LORD FAIRFAX HWY	STEICO INC	\$498,109	\$4,889.52	ISSUED W/O CONDITIONS
Commercial Electric Permit	200088	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$61.20	ISSUED W/O CONDITIONS
	200099	111 W MAIN ST	ARNOLD LLC	\$0	\$61.20	ISSUED W/O CONDITIONS
	200100	11 E MAIN ST	ONE EAST MAIN LLC	\$0	\$347.90	ISSUED W/O CONDITIONS
	200117	400 E MAIN ST	BERRYVILLE FARM SUPPLY INC	\$0	\$214.20	ISSUED W/O CONDITIONS
	200250	1025 W MAIN ST	GT COMMERCIAL INVESTMENTS LLC	\$0	\$66.30	ISSUED W/O CONDITIONS
	200253	23 W MAIN ST	WILLIAMS KENNETH H & SANDRA K	\$0	\$66.30	CLOSED W/ FINAL
	200295	1025 W MAIN ST	GT COMMERCIAL INVESTMENTS LLC	\$0	\$66.30	ISSUED W/O CONDITIONS
	200343	2454 BRIGGS RD	CASEY TREE FARM LLC	\$0	\$66.30	ISSUED W/O CONDITIONS
	200345	516 JACK ENDERS BLVD	GUNNER HOLDINGS LLC	\$0	\$255.00	ISSUED W/O CONDITIONS
	200357	0 MOUNT CARMEL RD	THOMAS PHILLIP SWING TRUSTEE	\$0	\$153.00	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Electric Permit	200391	351 STATION RD	VIRGINIA MARINE INVESTMENTS LLC	\$0	\$117.30	ISSUED W/O CONDITIONS
	200394	0	MCCONVILLE LESTER & CATHERINE A	\$0	\$86.70	CLOSED W/ FINAL
	200395	426 QUARRY RD	PERRY STUART M INC	\$0	\$86.70	CLOSED W/ FINAL
	200427	3449 LOCKES MILL RD	MILLER JOHN U JR	\$0	\$555.90	ISSUED W/O CONDITIONS
	200431	9 S BUCKMARSH ST	ENDERS VOLUNTEER FIRE DEPT	\$0	\$61.20	ISSUED W/O CONDITIONS
	200444	351 STATION RD	VIRGINIA MARINE INVESTMENTS LLC	\$0	\$61.20	ISSUED W/O CONDITIONS
	200446	351 STATION RD	VIRGINIA MARINE INVESTMENTS LLC	\$0	\$137.70	ISSUED W/O CONDITIONS
	200480	1955 SHEPHERDS MILL RD	MARVIN CHAPEL METHODIST CHURCH	\$0	\$86.70	ISSUED W/O CONDITIONS
	200481	35 E FAIRFAX ST	D R HORTON INC	\$0	\$153.00	CLOSED W/ FINAL
	200492	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$86.70	ISSUED W/O CONDITIONS
	200536	612 E MAIN ST	VALLEY VENTURES FUND 1 LLC	\$0	\$66.30	CLOSED W/ FINAL
	200537	401 GRAFTON LN	GRAFTON SCHOOL INC	\$0	\$2,096.10	ISSUED W/O CONDITIONS
	200591	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$122.40	ISSUED W/O CONDITIONS
Commercial Foundation	200062	1531 SPRINGSBURY RD	SHENANDOAH VALLEY TOWER PROPERTIES	\$0	\$204.00	ISSUED W/O CONDITIONS
Commercial Gas Permit	200534	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$66.30	ISSUED W/O CONDITIONS
	200574	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB INC	\$0	\$66.30	ISSUED W/O CONDITIONS
	200592	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$61.20	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Gas Permit	200593	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$66.30	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	200039	34 WESTWOOD RD	CLARKE COUNTY SCHOOL BOARD	\$0	\$351.90	ISSUED W/O CONDITIONS
	200043	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$408.00	ISSUED W/O CONDITIONS
	200090	115 W MAIN ST	ARNOLD LLC	\$0	\$285.60	ISSUED W/O CONDITIONS
	200102	11 E MAIN ST	ONE EAST MAIN LLC	\$0	\$142.80	ISSUED W/ CONDITIONS
	200166	2 E MAIN ST	BANK OF CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
	200167	317 W MAIN ST	CLARKE COUNTY PRIMARY SCHOOL	\$0		ISSUED W/O CONDITIONS
	200168	102 N CHURCH ST	CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
	200169	101 CHALMERS CT	TOWN OF BERRYVILLE	\$0		ISSUED W/O CONDITIONS
	200170	104 N CHURCH ST	CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
	200171	627 MOSBY BLVD	SCHOOL BOARD OF CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
	200172	119 W MAIN ST	CLARKE COUNTY SCHOOL BOARD	\$0		ISSUED W/O CONDITIONS
	200173	311 E MAIN ST	COUNTY OF CLARKE	\$0		ISSUED W/O CONDITIONS
	200174	200 SWAN AVE	CLARKE COUNTY SCHOOL BOARD	\$0		ISSUED W/O CONDITIONS
	200186	100 N CHURCH ST	CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
200222	1 S BUCKMARSH ST	HOLTZMAN OIL CORPORATION	\$0	\$295.80	ISSUED W/O CONDITIONS	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Mechanical Permit	200337	430 MOSBY BLVD	MDC BERRYVILLE LLC	\$0		CLOSED W/FINAL
	200366	15 LIBERTY ST	TRUSTEES ST LUKES BAPTIST CHURCH	\$0		CLOSED W/FINAL
	200375	1955 SHEPHERDS MILL RD	MARVIN CHAPEL METHODIST CHURCH	\$0	\$132.60	ISSUED W/O CONDITIONS
	200379	210 W MAIN ST	COMMONWEALTH CARE INC	\$0		ISSUED W/O CONDITIONS
	200380	114 ACADEMY ST	BERRYVILLE BAPTIST CHURCH	\$0		ISSUED W/O CONDITIONS
	200392	104 N CHURCH ST	CLARKE COUNTY	\$0	\$326.40	ISSUED W/O CONDITIONS
	200487	401 GRAFTON LN	GRAFTON SCHOOL INC	\$0		ISSUED W/O CONDITIONS
	200488	1020 W MAIN ST	CATHOLIC DIOCESE OF ARLINGTON VA	\$0		CLOSED W/FINAL
	200489	218 MOSBY BLVD	BERRYVILLE UNITED METH	\$0		CLOSED W/FINAL
	200499	180 GRAFTON LN	GRAFTON SCHOOL INC	\$0	\$1,142.40	ISSUED W/O CONDITIONS
	200530	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$204.00	ISSUED W/O CONDITIONS
	200535	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB INC	\$0	\$61.20	CLOSED W/FINAL
	200583	6 E MAIN ST	HUDSON FLOYD	\$0	\$111.20	ISSUED W/O CONDITIONS
	200586	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$122.40	ISSUED W/O CONDITIONS
200599	300 CARTER HALL LN	PEOPLE TO PEOPLE HEALTH FDN INC	\$0		CLOSED W/FINAL	
Commercial Plumbing Permit	200056	11 S CHURCH ST	DUNNING FAMILY LIMITED PARTNERSHIP	\$0	\$61.20	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Plumbing Permit	200103	11 E MAIN ST	ONE EAST MAIN LLC	\$0	\$239.70	ISSUED W/O CONDITIONS
	200113	2 S CHURCH ST	ONE EAST MAIN LLC	\$0	\$76.50	ISSUED W/O CONDITIONS
	200128	238 WALNUT ST	LAMBERT ELVA JEAN	\$0	\$61.20	ISSUED W/O CONDITIONS
	200328	23 W MAIN ST	WILLIAMS KENNETH H & SANDRA K	\$0	\$61.20	ISSUED W/O CONDITIONS
	200515	21818 BLUE RIDGE MTN RD	SEYRLEHNER GEORG J & KAREN A	\$0	\$61.20	ISSUED W/O CONDITIONS
	200616	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$61.20	ISSUED W/O CONDITIONS
Commercial Remodel	200028	612 E MAIN ST	VALLEY VENTURES I	\$0	\$102.00	CLOSED W/ FINAL
	200035	3 CATTLEMANS LN	1881 LLC	\$0	\$285.60	ISSUED W/O CONDITIONS
	200129	400 E MAIN ST	BERRYVILLE FARM SUPPLY INC	\$0	\$209.10	ISSUED W/O CONDITIONS
	200163	574 PINE GROVE RD	POE GLEN RAYMOND	\$0	\$238.70	ISSUED W/O CONDITIONS
	200285	21 E MAIN ST	HUDSON AUDREY B	\$0	\$102.00	ISSUED W/O CONDITIONS
	200405	20 W MAIN ST	FLP ENTERPRISES	\$144,150	\$2,053.05	ISSUED W/O CONDITIONS
	200478	6 E MAIN ST	HUDSON FLOYD	\$0	\$152.00	WITHDRAWN
	200485	14401 LORD FAIRFAX HWY	LSC 164A LLC	\$69,375	\$496.93	ISSUED W/O CONDITIONS
	200601	29 W MAIN ST	RLM-TNM, LLC	\$73,174	\$697.07	ISSUED W/O CONDITIONS
Demolition of Building	200175	121 W CRESCENT ST	KIMBROUGH TARA H A	\$0	\$51.00	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Demolition of Building	200292	129 N CHURCH ST	MASON JOAN M & CLINT DOUGLAS &	\$0	\$51.00	ISSUED W/O CONDITIONS
	200307	1197 SWIMLEY RD	UNGER VIRGINIA D	\$0	\$51.00	ISSUED W/O CONDITIONS
	200572	29 W MAIN ST	RLM-TNM, LLC	\$0	\$51.00	CLOSED W/ FINAL
Land Disturbance	200003	1856 BRIGGS RD	CLINE ROGER M & ANNE C	\$0		ISSUED W/O CONDITIONS
	200004	525 TRIPLE J RD	MCCLELLAN DWAYNE J & VIRGINIA M	\$0	\$250.00	ISSUED W/O CONDITIONS
	200083	70 SHEPHERD LN	LEBEAU RYAN	\$0		ISSUED W/O CONDITIONS
	200123	2489 RIVER RD	SHENANDOAH RIVER MOUNTAIN LLC	\$0	\$352.00	ISSUED W/O CONDITIONS
	200235	2885 FROGTOWN RD	LAMAR WILLIAM ROBERT & REBECCA LOU	\$0		ISSUED W/O CONDITIONS
	200267	1981 BISHOP MEADE RD	GADGET MARKETING LLC	\$0	\$250.00	ISSUED W/O CONDITIONS
	200333	138 CEDAR LN	HALE CHAPIN L	\$0	\$250.00	ISSUED W/O CONDITIONS
	200344	19506 BLUE RIDGE MTN RD	FRIEDMAN ROGER & JESSICA	\$0	\$250.00	WITHDRAWN
	200503	0	ALOHA 318 ESTATES LLC	\$0		ISSUED W/O CONDITIONS
	200504	0	ALOHA 318 ESTATES LLC	\$0		ISSUED W/O CONDITIONS
Minor Land Disturbance	200051	3449 LOCKES MILL RD	MILLER JOHN U JR	\$0	\$50.00	ISSUED W/O CONDITIONS
	200198	2829 CALMES NECK LN	TEAFORD KRIS	\$0	\$50.00	ISSUED W/O CONDITIONS
	200213	0	LLAMA INVESTMENTS	\$0	\$50.00	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Minor Land Disturbance	200214	0	MOONEY JAMES O JR	\$0	\$50.00	ISSUED W/O CONDITIONS
	200372	1916 HARRY BYRD HWY	CLARK JACK & MELODY	\$0	\$50.00	ISSUED W/O CONDITIONS
	200374	119 JOHN MOSBY HWY	THOMAS PHILIP S LLC	\$0	\$50.00	ISSUED W/O CONDITIONS
	200440	0	UNITED STATES OF AMERICA	\$0	\$50.00	ISSUED W/O CONDITIONS
Residential Accessory	200047	203 FIRST ST	TOWNSEND DONALD P II & JOANNA SUE	\$27,000	\$607.43	ISSUED W/O CONDITIONS
	200049	3057 CALMES NECK LN	KING-GILBERT JAKE & JANETTE GALLAR	\$14,400	\$368.10	CLOSED W/ FINAL
	200138	1170 RETREAT RD	COLVARD ANITA L TRUSTEE	\$16,800	\$403.61	ISSUED W/O CONDITIONS
	200145	2160 LONGMARSH RD	KOZMA RICHARD & JULIE	\$17,280	\$329.32	CLOSED W/ FINAL
	200194	505 FROGTOWN RD	ELSEA CHAD STEPHEN & BRENDA G	\$15,780	\$272.43	ISSUED W/O CONDITIONS
	200233	672 TILTHAMMER MILL RD	WRIGHT GEORGE E JR & WENDY K	\$45,360	\$458.20	ISSUED W/O CONDITIONS
	200237	280 ANNFIELD RD	WILSON JACK C & PATRICIA A HUNT	\$8,640	\$240.80	ISSUED W/O CONDITIONS
	200254	2834 CALMES NECK LN	KIRBY VICTOR C	\$45,000	\$456.55	CLOSED W/ FINAL
	200276	496 GORHAM LN	HARRISON RANDALL & DEBORAH	\$45,000	\$508.55	ISSUED W/O CONDITIONS
	200324	2056 WILDCAT HOLLOW RD	CARROLL JODY LYNN	\$9,600	\$294.06	CLOSED W/ FINAL
	200340	196 PINE GROVE RD	HARDBOWER KENNETH A & PATRICIA J	\$16,200	\$324.36	ISSUED W/O CONDITIONS
	200341	28 DAVIS LN	BRIDGEMAN RICHARD W	\$12,600	\$307.83	ISSUED W/O CONDITIONS
	200400	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	\$13,230	\$393.33	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Accessory	200439	84 CARDINAL LN	HANLEY WAYNE R & REBECCA A TRSTEES	\$10,080	\$246.27	ISSUED W/O CONDITIONS
	200576	690 GUN BARREL RD	THOMPSON DALE LEE JR	\$28,680	\$381.64	ISSUED W/O CONDITIONS
	200611	20867 BLUE RIDGE MTN RD	BLACKWELL AARON K & PAMELA G	\$21,600	\$349.14	ISSUED W/O CONDITIONS
Residential Addition	200092	400 BLOSSOM DR	KING CHRIS	\$12,391	\$244.58	ISSUED W/O CONDITIONS
	200122	169 CLARKE LN	GARVIE JEFFREY L	\$326,234	\$2,114.61	ISSUED W/O CONDITIONS
	200126	2200 SENSENY RD	MORRIS MICHAEL F	\$21,628	\$405.38	CLOSED W/ FINAL
	200154	17559 RAVEN ROCKS RD	ROCHE ROBERT P	\$11,152	\$208.28	CLOSED W/ FINAL
	200162	204 TAYLOR ST	PFISTERER JOSEPH & CAROLE	\$37,061	\$226.21	CLOSED W/ FINAL
	200180	320 S CHURCH ST	BROWN COLIN R & DEVENEY WOLFORD	\$12,616	\$256.81	ISSUED W/O CONDITIONS
	200210	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBARA KEEBLER	\$109,495	\$1,094.28	ISSUED W/O CONDITIONS
	200211	203 KELLY LN	LANDMESSER MICHAEL TODD & SUSAN K	\$75,700	\$735.16	ISSUED W/O CONDITIONS
	200221	2312 OLD WINCHESTER RD	BECKETT THOMAS A & TALIAFERRO	\$97,141	\$925.37	ISSUED W/O CONDITIONS
	200294	209 RICE ST	HAYDEN ANNA MAE TRSTEE	\$21,628	\$236.98	CLOSED W/ FINAL
	200407	203 EAGLE ROCK LN	TRENT CAROLYN ALISON & TIMOTHY HIL	\$204,919	\$1,567.98	ISSUED W/O CONDITIONS
	200426	459 BLAKEMORE LN	THURMAN FARM LLC	\$118,412	\$1,206.61	ISSUED W/O CONDITIONS
	200501	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIFER TROVATO	\$64,837	\$726.11	ISSUED W/O CONDITIONS
200506	739 KIMBLE RD	GULDE JOHN & SANDRA L TRUSTEES OF	\$152,862	\$1,043.44	ISSUED W/O CONDITIONS	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Addition	200529	76 WILLIAMSTEAD LN	MCGLYNN MICHAEL FRANCIS & GLORYANN	\$109,659	\$803.34	ISSUED W/O CONDITIONS
	200554	101 LINDEN LN	GELARDEN JOANNE	\$10,363	\$397.56	ISSUED W/O CONDITIONS
	200557	308 STUART CT	MARTENIS CHARLES & IRENE	\$10,814	\$149.63	ISSUED W/O CONDITIONS
	200568	886 CAREFREE LN	CLAY FORREST PATRICK	\$54,072	\$498.19	ISSUED W/O CONDITIONS
Residential Deck/Porch no Roof	200031	724 E MAIN ST	CAPITAL BUILDERS LLC	\$0	\$51.00	CLOSED W/ FINAL
	200068	1007 CALMES NECK LN	HICKORY KNOB LLC	\$0	\$201.00	CLOSED W/ FINAL
	200084	306 ASHBY CT	STEINMETZ WILLIAM A II & ELIZABETH	\$0	\$51.00	CLOSED W/ FINAL
	200094	48 LOCUST LN	CARRIER ROBERT JAMES & JOYCE LYNNE	\$0	\$251.00	CLOSED W/ FINAL
	200120	216 JACKSON DR	MCGRATH CHERYL ANN & EARL SUITOR	\$0	\$51.00	CLOSED W/ FINAL
	200140	1491 SUMMIT POINT RD	HOUCK WILLIAM ALBERT III	\$0	\$201.00	CLOSED W/ FINAL
	200147	6827 LORD FAIRFAX HWY	PISCITELLE KATHRYN	\$0	\$297.90	CLOSED W/ FINAL
	200179	184 EAGLE ROCK LN	BRADY JAMES WILLIAM JR	\$0	\$251.00	CLOSED W/ FINAL
	200182	1362 SHEPHERDS MILL RD	PIERCE MATTHEW DAVID	\$0	\$201.00	CLOSED W/ FINAL
	200202	153 CHAPMAN LN	EBERSBERGER WENDY S	\$0	\$201.00	CLOSED W/ FINAL
	200216	323 LIMESTONE CT	BRAZIL AOIFE ELIZABETH	\$0	\$201.00	ISSUED W/O CONDITIONS
	200220	328 BELINDA CT	CURTIS JOSHUA & ALISSA	\$0	\$201.00	ISSUED W/O CONDITIONS
200240	224 PLEASANT HILL DR	MCCAULEY BARBARA J	\$0	\$201.00	CLOSED W/ FINAL	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Deck/Porch no Roof	200243	57 REDBUD LN	MUTSCHLER MATTHEW S & ELIZABETH P	\$0	\$201.00	CLOSED W/ FINAL
	200245	220 PLEASANT HILL DR	GARCIA EFRAIN ANTONIO & ISABEL GUT	\$0	\$201.00	CLOSED W/ FINAL
	200261	60 DAIRY LN	STILES JOHN STEVEN JR & KIMBERLEE	\$0	\$201.00	CLOSED W/ FINAL
	200269	7171 HOWELLSVILLE RD	CHESSON SUSAN E TRUSTEE	\$0	\$201.00	CLOSED W/ FINAL
	200286	740 MCGUIRE CIR	TROTTA MICHAEL ALLYN & LINDA KATHE	\$0	\$51.00	CLOSED W/ FINAL
	200287	521 COBBLER DR	ROUNDS DAVID A & KARLI M	\$0	\$51.00	CLOSED W/ FINAL
	200293	11 LITTEN CT	MAYR STEVEN D & MELISSA A	\$0	\$51.00	CLOSED W/ FINAL
	200326	349 UPTON CT	MYERS SAMUEL CHRISTOPHER & TASHA B	\$0	\$201.00	ISSUED W/O CONDITIONS
	200383	2190 JOHN MOSBY HWY	MOORE MATTHEW & JENNIFER	\$0	\$201.00	APP PENDING
	200384	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J & GWENDOLYN	\$0	\$201.00	ISSUED W/O CONDITIONS
	200406	409 MONTGOMERY CT	GIBSON ERECKA L	\$0	\$51.00	ISSUED W/O CONDITIONS
	200455	455 TRIPLE J RD	DELAFFE RAMONA M	\$0	\$201.00	CLOSED W/ FINAL
	200607	516 EWELL CT	BROWN ROBERT T & MELISSA S	\$0	\$51.00	ISSUED W/O CONDITIONS
	200619	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Deck/Porch w/Roof	200061	149 CLARKE LN	LLOYD CONSTANCE F & RODNEY V	\$0	\$201.00	CLOSED W/ FINAL
	200069	241 HERMITAGE BLVD	KELLY JAMES BANKS JR & MARGARET AN	\$0	\$157.10	CLOSED W/ FINAL
	200127	376 MILL LN	CAMPBELL JON C & KATHRYN K	\$0	\$251.00	CLOSED W/ FINAL
	200135	196 FISHPAW RD	NERLINO GEORGE A & DOLORES V	\$0	\$201.00	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Deck/Porch w/Roof	200159	103 LIME MARL LN	GRAY TIMOTHY	\$0	\$201.00	CLOSED W/ FINAL
	200160	405 WALNUT ST	COSGROVE DELORES	\$0	\$107.10	ISSUED W/O CONDITIONS
	200178	52 LEWIN HILL LN	HARTSOOK WALLACE W JR	\$0	\$257.10	ISSUED W/O CONDITIONS
	200252	107 E FAIRFAX ST	FRYE ROSE C & JAMES	\$0	\$51.00	CLOSED W/ FINAL
	200268	9 PAGE ST	CLYDE SHAYDON	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Electric Permit	200001	67 NORTH HILL LN	TIMOTHY K. LINDSEY	\$0	\$56.10	ISSUED W/O CONDITIONS
	200021	913 HEMLOCK LN	HALL TIMOTHY A & JUDITH REFO & WI	\$0	\$45.90	ISSUED W/O CONDITIONS
	200026	113 GARDEN RD	RHODES RALPH L & MARY F	\$0	\$45.90	CLOSED W/ FINAL
	200045	122 S CHURCH ST	VICKY WALKER	\$0	\$45.90	ISSUED W/O CONDITIONS
	200052	1879 ALLEN RD	DCG HOLDINGS II LLC	\$0	\$71.40	ISSUED W/O CONDITIONS
	200059	2374 SHEPHERDS MILL RD	SULPHUR HILL FARM LLC	\$0	\$45.90	CLOSED W/ FINAL
	200075	190 LAFAYETTE LN	WARCZYLOWA PETER & NANCY LAMBERT	\$0	\$66.30	ISSUED W/O CONDITIONS
	200087	217 S BUCKMARSH ST	LONGERBEAM HAROLD R & ROSALIND F	\$0	\$71.40	ISSUED W/O CONDITIONS
	200095	922 JANEVILLE RD	JENKINS DAVID R & JESSIE L	\$0	\$40.80	ISSUED W/O CONDITIONS
	200101	132 PINE CREST LN	DRESSLER CHRISTOPHER D & KRISTEN J	\$0	\$45.90	ISSUED W/O CONDITIONS
	200106	7376 LORD FAIRFAX HWY	BERGLUND JOHN G JR	\$0	\$86.70	CLOSED W/ FINAL
	200107	2060 SWIFT SHOALS RD	IRWIN ROBERT P & JENNIFER S	\$0	\$45.90	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200111	228 TREADWELL ST	GERMELMAN CARL F JR & DONNA W	\$0	\$45.90	ISSUED W/O CONDITIONS
	200121	3355 CALMES NECK LN	DEISBECK DAVID ALLEN & MICHELE	\$0	\$45.90	CLOSED W/FINAL
	200134	732 E MAIN ST	CAPITAL BUILDERS LLC	\$0	\$56.10	ISSUED W/O CONDITIONS
	200136	305 S CHURCH ST	BUTLER KENNETH J & PENELOPE H	\$0	\$56.10	ISSUED W/O CONDITIONS
	200142	0	KKR 2 LC	\$0	\$102.00	ISSUED W/O CONDITIONS
	200144	113 VIRGINIA AVE	ASBURY DORIS F	\$0	\$56.10	ISSUED W/O CONDITIONS
	200156	57 REDBUD LN	MUTSCHLER MATTHEW S & ELIZABETH P	\$0	\$45.90	ISSUED W/O CONDITIONS
	200157	20615 BLUE RIDGE MTN RD	TOM RATH	\$0	\$91.80	ISSUED W/O CONDITIONS
	200185	2869 PARSHALL RD	KELLY BRIAN & PAMELA	\$0	\$56.10	ISSUED W/O CONDITIONS
	200187	10 RICE ST	DEYCHAKIWSKY IRENE V	\$0	\$71.40	ISSUED W/O CONDITIONS
	200189	0	KKR 2 LC	\$0	\$45.90	ISSUED W/O CONDITIONS
	200191	42 FELTNER RD	PHILIPS JENNY	\$0	\$40.80	ISSUED W/O CONDITIONS
	200196	1066 SPRINGSBURY RD	LEONARD CASEY W	\$0	\$102.00	ISSUED W/O CONDITIONS
	200200	13635 LORD FAIRFAX HWY	KRAUSE CHRISTOPHER P	\$0	\$56.10	ISSUED W/O CONDITIONS
	200206	1752 SUMMIT POINT RD	JOHNSON KENNETH M & MARIANNE G	\$0	\$45.90	ISSUED W/O CONDITIONS
200209	3784 CALMES NECK LN	MILL CREEK INVESTMENTS LLC	\$0	\$45.90	ISSUED W/O CONDITIONS	

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For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200212	639 LEEDS MANOR LN	KUMARI WARREN K & FABIHA A	\$0	\$96.90	ISSUED W/O CONDITIONS
	200223	974 WHITE PINE LN	FREEMAN BARRY D & JANIA ROBIN SHORT	\$0	\$56.10	ISSUED W/O CONDITIONS
	200224	262 MEADOWS LN	MACKAY-SMITH ALEXANDER JR	\$0	\$40.80	ISSUED W/O CONDITIONS
	200227	346 SALEM CHURCH RD	GERENSKI EMILY	\$0	\$45.90	ISSUED W/O CONDITIONS
	200229	1151 SENSENY RD	BUTLER JOHN W & TAMMY K	\$0	\$45.90	ISSUED W/O CONDITIONS
	200239	107 BLUE RIDGE ST	OWENS DARIN L	\$0	\$45.90	APP PENDING
	200241	231 SLATE RIDGE LN	HARE IAN W	\$0	\$45.90	ISSUED W/O CONDITIONS
	200246	405 TRIPLE J RD	ZIERCHER JOHN R JR & K A ARTHUR	\$0		WITHDRAWN
	200248	203 EAGLE ROCK LN	TRENT CAROLYN ALISON & TIMOTHY HIL	\$0	\$45.90	ISSUED W/O CONDITIONS
	200251	252 RUSSELL RD	MAINELLO ANGELA & MATTHEW WARFIELD	\$0	\$45.90	ISSUED W/O CONDITIONS
	200264	2245 LOCKES MILL RD	CULLEEN ROSA K TRUST U/D	\$0	\$45.90	ISSUED W/O CONDITIONS
	200265	3811 EBENEZER RD	DOUBLE WOOD FARM LLC	\$0	\$163.20	ISSUED W/O CONDITIONS
	200266	168 HOLLOW BROOK LN	DOUBLE WOOD FARM LLC	\$0	\$163.20	ISSUED W/O CONDITIONS
	200271	7664 HOWELLSVILLE RD	SPEELMAN SYLVESTER OTIS & MARGARET	\$0	\$45.90	ISSUED W/O CONDITIONS
	200272	811 MCGUIRE CIR	PATRICK CHRISTOPHER A & CHAN L	\$0	\$56.10	ISSUED W/O CONDITIONS
200273	405 WALNUT ST	COSGROVE DOLORES R	\$0		WITHDRAWN	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200277	381 BARBOUR LN	FAIRBANKS JEFFREY RICHARD & MARCIA	\$0	\$45.90	ISSUED W/O CONDITIONS
	200278	117 TYSON DR	WALLACE JAMES & REBECCA	\$0	\$56.10	ISSUED W/O CONDITIONS
	200282	2872 SWIMLEY RD	CONRAD JEFFREY A & TERRY R	\$0	\$45.90	CLOSED W/ FINAL
	200300	376 GARDEN RD	ELLISON JAMES D & SARAH J	\$0	\$45.90	ISSUED W/O CONDITIONS
	200301	13 VIRGINIA AVE	GROVES WAYNE C & BARBARA J	\$0	\$45.90	ISSUED W/O CONDITIONS
	200304	3162 PARSHALL RD	FOWLER CALEB	\$0	\$45.90	ISSUED W/O CONDITIONS
	200305	0	KKR 2 LC	\$0	\$102.00	ISSUED W/O CONDITIONS
	200319	495 GORHAM LN	ROARK WILLIAM A & REBECCA ROLLER	\$0	\$45.90	ISSUED W/O CONDITIONS
	200329	299 BEE LINE LN	GUNTER GREGORY	\$0	\$45.90	ISSUED W/O CONDITIONS
	200336	105 BATTLETOWN DR	CUNNINGHAM SHIRLEY S	\$0	\$45.90	ISSUED W/O CONDITIONS
	200338	886 CAREFREE LN	CLAY FORREST PATRICK	\$0	\$173.40	ISSUED W/O CONDITIONS
	200355	1713 OLD CHAPEL RD	VAUGHN HEIDI A	\$0	\$56.10	CLOSED W/ FINAL
	200356	631 CEDAR LN	ATCHISON JOHN J & MARGARET HOVANEK	\$0	\$45.90	ISSUED W/O CONDITIONS
	200360	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRISTOPHER	\$0	\$127.50	ISSUED W/O CONDITIONS
	200362	741 LEWISVILLE RD	JOHNSTON ROBERT E	\$0	\$102.00	ISSUED W/O CONDITIONS
200363	116 HERMITAGE BLVD	ROHRBACH SCOTT	\$0	\$56.10	CLOSED W/ FINAL	
200365	235 WALNUT ST	JMMB PROPERTIES LLC	\$0	\$45.90	ISSUED W/O CONDITIONS	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200371	410 OLD WINCHESTER RD	MAGILL LAND TRUST	\$0	\$40.80	ISSUED W/O CONDITIONS
	200387	304 JOSEPHINE ST	ANDREWS DONNA R ET AL	\$0	\$86.70	ISSUED W/O CONDITIONS
	200401	801 RUSSELL RD	EDMONDS JAMES A & SHARON A	\$0	\$102.00	ISSUED W/O CONDITIONS
	200413	221 N GREENWAY AVE	TILGHMAN SARAH E	\$0	\$45.90	ISSUED W/O CONDITIONS
	200417	2363 MORGANS MILL RD	SCHWANDT DAVID G & YORLY L	\$0	\$56.10	ISSUED W/O CONDITIONS
	200422	11051 HARRY BYRD HWY	CUMMINGS CLAYTON & PATRICIA	\$0	\$45.90	ISSUED W/O CONDITIONS
	200432	417 CUSTER CT	MACMILLAN JODI M	\$0	\$102.00	ISSUED W/O CONDITIONS
	200449	280 ANNFIELD RD	WILSON JACK C & PATRICIA A HUNT	\$0	\$102.00	ISSUED W/O CONDITIONS
	200463	298 SUGAR HILL RD	CONE GREGORY F & JULIE ANN	\$0	\$45.90	ISSUED W/O CONDITIONS
	200464	850 LORD FAIRFAX HWY	HOULISTON MARK A & TERI LYN	\$0	\$91.80	ISSUED W/O CONDITIONS
	200465	482 ALDER LN	GRIFFIN CHRISTOPHER C & MATTHEW &	\$0	\$45.90	CLOSED W/ FINAL
	200468	2134 ALLEN RD	SCHRYER ERIC RICHARD & SUSAN M	\$0	\$56.10	CLOSED W/ FINAL
	200470	764 STRINGTOWN RD	MCCLINTIC JACKLYN ARDINIA KETTERMAN & JO	\$0	\$102.00	ISSUED W/O CONDITIONS
	200490	3968 CALMES NECK LN	TORCZON RICHARD L JR & ANDREA G	\$0	\$45.90	CLOSED W/ FINAL
	200491	108 JOSEPHINE ST	CLAY STANLEY E & ALDEN M CLAY	\$0	\$56.10	ISSUED W/O CONDITIONS
200493	690 WHITE POST RD	LARRICK AMY LYNETTE & ANNA L	\$0	\$45.90	ISSUED W/O CONDITIONS	

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For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200498	430 PAGE BROOK LN	LONGERBEAM BARBARA L	\$0	\$56.10	ISSUED W/O CONDITIONS
	200500	1190 CAREFREE LN	CZELUSNIAK DANIEL A	\$0	\$45.90	CLOSED W/ FINAL
	200510	0	DEWITT DONALD	\$0	\$91.80	ISSUED W/O CONDITIONS
	200511	230 HACKBERRY LN	SMITH CLIFFORD M & KAREN M	\$0	\$132.60	ISSUED W/O CONDITIONS
	200512	11885 LORD FAIRFAX HWY	R R RIVA LLC	\$0	\$40.80	CLOSED W/ FINAL
	200519	9 FARMERS LN	FARMERS LANE LLC	\$0	\$45.90	ISSUED W/O CONDITIONS
	200520	7 FARMERS LN	FARMERS LANE LLC	\$0	\$45.90	ISSUED W/O CONDITIONS
	200531	15 CROW ST	JASSAL JOGINDER PAUL	\$0	\$45.90	CLOSED W/ FINAL
	200540	68 TADPOLE LN	RUSSELL MYLES ANDREW & ELIZABETH M	\$0	\$45.90	ISSUED W/O CONDITIONS
	200565	6677 LORD FAIRFAX HWY	STAPLES WILLIAM REVOCABLE TRUST	\$0	\$198.90	APP PENDING
	200571	22540 BLUE RIDGE MTN RD	THOMAS PHILLIP SWING TRUSTEE	\$0	\$45.90	APP PENDING
	200589	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD & MARY M	\$0	\$45.90	CLOSED W/ FINAL
	200590	121 S BUCKMARSH ST	MORTON WALTER F JR & DAWNING G SLO	\$0	\$45.90	ISSUED W/O CONDITIONS
	200594	4001 CALMES NECK LN	BAILES ALICE	\$0	\$193.80	APP PENDING
	200598	516 S CHURCH ST	GABLE BRADLEY J & MELINDA D	\$0	\$127.50	ISSUED W/O CONDITIONS
	200600	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	\$0	\$45.90	CLOSED W/ FINAL
	200605	96 ASHWOOD LN	BEARCE CLINT RYAN & CHRISTINA L	\$0	\$45.90	ISSUED W/O CONDITIONS

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For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Electric Permit	200606	884 OLD FERRY LN	LONG CLAY M & MARY S	\$0	\$45.90	ISSUED W/O CONDITIONS
	200613	71 BEYDLER LN	PIOTTER WARREN E & VIRGINIA C	\$0	\$56.10	APP PENDING
Residential Foundation	200040	148 ANNA LN	BOWERS GEORGE ALLEN JR & ASHLEY L	\$0	\$51.00	ISSUED W/O CONDITIONS
	200050	200 ACADEMY ST	BROY VICKI	\$0	\$102.00	ISSUED W/O CONDITIONS
	200055	101 TAYLOR ST	HYMAN KASEY	\$0	\$102.00	ISSUED W/O CONDITIONS
Residential Garage	200006	114 E MAIN ST	MCINTYRE GLENN C	\$14,048	\$64.48	ISSUED W/O CONDITIONS
	200023	1190 WRIGHTS MILL RD	DERBY CYNTHIA ANN	\$65,613	\$551.17	ISSUED W/O CONDITIONS
	200081	221 N GREENWAY AVE	TILGHMAN SARAH E	\$0	\$290.80	CLOSED W/ FINAL
	200153	673 QUARRY RD	SAMPLES TIMOTHY A & JOAN E	\$40,041	\$535.78	ISSUED W/O CONDITIONS
	200226	456 TRAPP HILL RD	TIPPETS JOSEPH & ELBA SIERRA	\$32,302	\$454.37	CLOSED W/ FINAL
	200308	146 MORNING STAR LN	LIGHT RONALD N & ELIZABETH A	\$30,283	\$491.00	ISSUED W/O CONDITIONS
	200310	401 FELTNER RD	LEE JAKE & KATHY	\$74,025	\$691.77	CLOSED W/ FINAL
	200311	841 MCGUIRE CIR	STRATTON STEVEN J & KATHERINE E K	\$22,123	\$183.14	CLOSED W/ FINAL
	200320	3223 KIMBLE RD	ANDERSON CODY A	\$70,660	\$574.33	ISSUED W/O CONDITIONS
	200334	592 CARTERS LINE RD	ASHBY MEGAN & NORMAN JR	\$52,490	\$490.93	ISSUED W/O CONDITIONS
	200419	234 PINE CREST LN	SKIDMORE WILLIAM G	\$16,824	\$327.22	ISSUED W/O CONDITIONS
	200421	104 VISTA LN	SMITH LESLIE CHRISTOPHER & JESSICA	\$107,673	\$881.92	ISSUED W/O CONDITIONS

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For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Garage	200447	404 S CHURCH ST	RODGERS SEAN D	\$0	\$290.80	WITHDRAWN
	200483	2535 BISHOP MEADE RD	DROSSELMAYER SETH G & SHANNON P	\$35,330	\$539.67	ISSUED W/O CONDITIONS
	200542	222 KEYSTONE LN	SPENCER JEFFREY S & MARY E	\$63,090	\$540.59	ISSUED W/O CONDITIONS
	200555	170 DEER HAVEN LN	LICKING VALLEY CONSTRUCTION CORP	\$55,519	\$504.84	WITHDRAWN
	200556	170 DEER HAVEN LN	BUSH MICHAEL RAY	\$55,519	\$504.84	CLOSED W/ FINAL
	200558	458 BOOM RD	KMETZ LYNN ANN & SAMUEL WILLIAM HA	\$37,685	\$422.97	ISSUED W/O CONDITIONS
	200608	974 WHITE PINE LN	FREEMAN BARRY D & JANIA ROBIN SHORT	\$32,302	\$398.27	ISSUED W/O CONDITIONS
	200609	91 WHITE POST RD	GUZMAN SANDOVAL JOSE JESUS	\$20,188	\$342.67	ISSUED W/O CONDITIONS
Residential Gas Permit	200002	287 BARKER LN	BALL, GREG	\$0	\$40.80	CLOSED W/ FINAL
	200008	180 VICTORY FARM LN	BAKER MICHELLE LYNN & THOMAS WILBY	\$0	\$40.80	ISSUED W/O CONDITIONS
	200017	314 S CHURCH ST	SEIDIFA ELISE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200034	533 S CHURCH ST	RICHMOND AMERICAN HOMES OF	\$0	\$0.00	WITHDRAWN
	200036	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY R	\$0	\$40.80	ISSUED W/O CONDITIONS
	200037	93 WHITE PINE LN	SIEMINSKI JASON & MIRIAM D	\$0	\$40.80	ISSUED W/O CONDITIONS
	200066	36 BALSAM LN	BARNES DANIEL & MELISA	\$0	\$40.80	ISSUED W/O CONDITIONS
	200078	471 BARKER LN	AUGHE CRAIG ALLEN	\$0	\$153.00	ISSUED W/O CONDITIONS
	200118	21974 BLUE RIDGE MTN RD	WHARTON LAWRENCE R	\$0	\$40.80	ISSUED W/O CONDITIONS

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For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Gas Permit	200137	203 BARKER LN	HART KEVIN P & ELLEN M	\$0	\$40.80	ISSUED W/O CONDITIONS
	200141	408 HERMITAGE BLVD	FAIR GLEN & CARRITE T	\$0	\$40.80	ISSUED W/O CONDITIONS
	200176	203 BARKER LN	HART KEVIN P & ELLEN M	\$0	\$40.80	ISSUED W/O CONDITIONS
	200183	320 PINE GROVE RD	JIM NICHOLS CONSTRUCTION CO	\$0	\$40.80	ISSUED W/O CONDITIONS
	200195	117 S CHURCH ST	LEGUM STANLEY E & MARSHA C	\$0	\$45.90	ISSUED W/O CONDITIONS
	200208	11 GOOD SHEPHERD RD	SANDALA DENNIS L & MARY B	\$0	\$86.70	ISSUED W/O CONDITIONS
	200228	204 JACKSON DR	COMPHER JAMES C JR & NANCY H	\$0	\$40.80	ISSUED W/O CONDITIONS
	200234	124 GROUSE RIDGE LN	DOUBLE WOOD FARM LLC	\$0	\$40.80	ISSUED W/O CONDITIONS
	200242	384 OLD FERRY LN	JELINEK PETER A	\$0	\$40.80	ISSUED W/O CONDITIONS
	200283	168 HOLLOW BROOK LN	DOUBLE WOOD FARM LLC	\$0		WITHDRAWN
	200296	112 STONE RIDGE LN	LACAZE JULIEN	\$0	\$45.90	ISSUED W/O CONDITIONS
	200317	471 LONGMARSH RD	GARNER JOYCE C & GORDON E	\$0	\$40.80	ISSUED W/O CONDITIONS
	200323	165 BELLEVUE LN	DONOHU TERENCE M &	\$0	\$40.80	CLOSED W/ FINAL
	200330	280 GLEN OWEN LN	LOT 5 LLC	\$0	\$45.90	ISSUED W/O CONDITIONS
	200335	241 BURCH LN	MCLEAN LESLIE A	\$0	\$40.80	ISSUED W/O CONDITIONS
200364	494 LLEWELLYN LN	REULING FRANK H JR	\$0	\$40.80	ISSUED W/O CONDITIONS	

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Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Gas Permit	200376	1691 MILLWOOD RD	HOLLIDA SALLY K	\$0	\$45.90	ISSUED W/O CONDITIONS
	200377	4001 CALMES NECK LN	BAILES ALICE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200388	201 TYSON DR	KNOWLES DOUGLAS CARTER & JOANN	\$0	\$45.90	ISSUED W/O CONDITIONS
	200408	175 SKYHORSE LN	BRENDEL ROBERT A & NANCY C SHAW	\$0	\$81.60	ISSUED W/O CONDITIONS
	200412	416 MADDEN ST	COPLEY STEPHEN M & AMY M	\$0	\$45.90	ISSUED W/O CONDITIONS
	200415	107 E MAIN ST	DRAKE SUELLEN OLSON TRUSTEE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200428	116 TYSON DR	MEAWAD HALIM M	\$0	\$40.80	ISSUED W/O CONDITIONS
	200429	1373 WRIGHTS MILL RD	MELIUS HENRY J III	\$0	\$40.80	ISSUED W/O CONDITIONS
	200443	2291 LOCKES MILL RD	RUSZCZYK JEFFREY A & CATHERINE F	\$0	\$40.80	ISSUED W/O CONDITIONS
	200448	404 S CHURCH ST	RODGERS SEAN D	\$0	\$45.90	ISSUED W/O CONDITIONS
	200450	1105 MOOSE RD	SPADAFORA STACY ELIZABETH	\$0	\$40.80	ISSUED W/O CONDITIONS
	200452	420 MONTGOMERY CT	STOUT MARK D & KIMBERLY L	\$0	\$45.90	ISSUED W/O CONDITIONS
	200453	2291 LOCKES MILL RD	RUSZCZYK JEFFREY A & CATHERINE F	\$0	\$40.80	WITHDRAWN
	200458	304 EDGAR CT	KIRBY WILSON L & CATHERINE A	\$0	\$40.80	CLOSED W/ FINAL
	200484	7322 LORD FAIRFAX HWY	HALL GARY M & TINA D	\$0	\$40.80	ISSUED W/O CONDITIONS
200495	425 ANNFIELD RD	DULANEY SHANNON C & STEPHANIE WARFIELD D	\$0	\$40.80	WITHDRAWN	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Gas Permit	200496	487 BELL LN	CURRAN CHRISTOPHER M & LISA C	\$0	\$40.80	ISSUED W/O CONDITIONS
	200507	2320 ALLEN RD	COOPER EDWARD L & PATRICIA HUDSON	\$0	\$96.90	ISSUED W/O CONDITIONS
	200516	405 MADDEN ST	FULMER THOMAS JOY DULANEY	\$0	\$40.80	ISSUED W/O CONDITIONS
	200517	8 E MAIN ST	CAREY FRANK SUMNER	\$0	\$40.80	ISSUED W/O CONDITIONS
	200523	929 SHENANDOAH RIVER LN	JUPIN BRIAN & KRISTIANNA	\$0	\$40.80	APP PENDING
	200524	28 MAPLE LN	CORE THERESA LYNN & PEGGY & DONALD	\$0	\$40.80	APP PENDING
	200543	1362 SHEPHERDS MILL RD	PIERCE MATTHEW & LEAH	\$0	\$40.80	ISSUED W/O CONDITIONS
	200566	4001 CALMES NECK LN	BAILES ALICE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200585	4001 CALMES NECK LN	BAILES ALICE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200587	2698 CASTLEMAN RD	BONETT RICHARD C & JODIE L	\$0	\$40.80	ISSUED W/O CONDITIONS
	200612	2186 JOHN MOSBY HWY	COOK JIMMY L & LINDA F	\$0	\$40.80	APP PENDING
	200614	309 HENDERSON CT	WHERRY DAVID C & AZUCENA R	\$0	\$40.80	APP PENDING
	200624	602 ROCK GATE LN	MONROE JANA R	\$0	\$61.20	APP PENDING
	200625	655 WADESVILLE RD	KLINE JASON E	\$0	\$40.80	APP PENDING
	200626	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$45.90	ISSUED W/O CONDITIONS
200627	7 FARMERS LN	FARMERS LANE LLC	\$0	\$40.80	ISSUED W/O CONDITIONS	
Residential Mechanical Permit	200011	122 ALLEGHENY RIDGE LN	JOHNSON ELIZABETH	\$0	\$81.60	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Mechanical Permit	200018	1465 BRIGGS RD	GRYPHONS LAIR LLC	\$0	\$81.60	ISSUED W/O CONDITIONS
	200019	99 FOX LN	FULLERTON JOHN S & PHYLLIS H	\$0	\$81.60	ISSUED W/O CONDITIONS
	200020	612 MORGANS MILL RD	THOMPSON DEBORAH R	\$0	\$81.60	ISSUED W/O CONDITIONS
	200038	111 RICE ST	CRIM BRYAN D	\$0	\$40.80	CLOSED W/ FINAL
	200042	281 VISTA LN	SCHMICK LEON H JR & BLANCA CORREA	\$0	\$81.60	ISSUED W/O CONDITIONS
	200044	302 ARCHER CT	DE HAVEN DONALD E	\$0	\$81.60	ISSUED W/O CONDITIONS
	200053	420 MADDEN ST	KERR-HOBERT JOSHUA C & KATHERINE F	\$0	\$40.80	ISSUED W/O CONDITIONS
	200054	405 MADDEN ST	VINSON DAVID F & SUSAN M	\$0	\$40.80	CLOSED W/ FINAL
	200058	1639 EBENEZER RD	TEDROW MARY ELLEN & MICAH B FRANK	\$0	\$40.80	CLOSED W/ FINAL
	200063	470 DEARMONT HALL LN	JOHN ENGELS	\$0	\$81.60	ISSUED W/O CONDITIONS
	200073	122 S CHURCH ST	VICKY WALKER	\$0	\$81.60	ISSUED W/O CONDITIONS
	200082	634 LEWISVILLE RD	RAMEIKA EDITH HUNTER TRUSTEE	\$0	\$81.60	ISSUED W/O CONDITIONS
	200089	1510 OLD CHARLES TOWN RD	SAVILLE EDWARD P & PHYLLIS A	\$0	\$81.60	CLOSED W/ FINAL
	200104	3905 SHEPHERDS MILL RD	WOLFE NANCY L & DANIEL B	\$0	\$40.80	ISSUED W/O CONDITIONS
	200114	889 EBENEZER RD	SCHMIDT JOHN A & GEORGIA L	\$0	\$40.80	ISSUED W/O CONDITIONS
	200139	6827 LORD FAIRFAX HWY	PISCITELLE KATHRYN	\$0	\$306.00	ISSUED W/O CONDITIONS
200151	129 HERMITAGE BLVD	MOONEY JAMES O & EVANN M	\$0	\$81.60	ISSUED W/O CONDITIONS	

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Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Mechanical Permit	200155	200 N GREENWAY AVE	HUNTINGDON GATE HOUSE LLC	\$0	\$163.20	ISSUED W/O CONDITIONS
	200164	87 OLD WATERLOO RD	STEVENSON, JUDITH	\$0	\$40.80	ISSUED W/O CONDITIONS
	200165	110 BATTLETOWN DR	CAREY KATHERINE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200190	408 MADDEN ST	STEYAERT PETER A & DENISE M	\$0	\$81.60	CLOSED W/ FINAL
	200205	182 LEWIS FARM LN	AYCOCK ROBERT R & PATRICIA A C	\$0	\$122.40	ISSUED W/O CONDITIONS
	200244	310 BRECKINRIDGE CT	KIZER KRISTEN C	\$0	\$122.40	ISSUED W/O CONDITIONS
	200257	204 RICE ST	TILLEY NATHAN JOHN CHARLES & BOBBIE TILL	\$0	\$122.40	ISSUED W/O CONDITIONS
	200280	299 TADPOLE LN	WOLDORF CLARE T & PAUL D	\$0	\$81.60	CLOSED W/ FINAL
	200281	120 TYSON DR	DONAHUE REBECCA & SEAN MICHAEL	\$0	\$81.60	CLOSED W/ FINAL
	200291	309 HONEYSUCKLE LN	CLEMMONS BRADFORD L JR	\$0	\$81.60	ISSUED W/O CONDITIONS
	200297	84 TRIPLE J RD	MCKEW ROBERT E	\$0	\$40.80	ISSUED W/O CONDITIONS
	200322	314 VISTA LN	BARAQUIO JEANETTE	\$0	\$86.70	ISSUED W/O CONDITIONS
	200361	687 NORTH HILL LN	CHAPMAN CHARLES E JR & CONSTANCE	\$0	\$81.60	ISSUED W/O CONDITIONS
	200367	38 FOX LN	THACKER WILBUR W & JANET B	\$0	\$40.80	ISSUED W/O CONDITIONS
	200368	222 STRINGTOWN RD	KING THOMAS C & LAUREN M	\$0	\$122.40	ISSUED W/O CONDITIONS
200373	151 SLEEPY HOLLOW LN	GARVEY ROBERTA S	\$0	\$81.60	ISSUED W/O CONDITIONS	

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Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Mechanical Permit	200386	221 JOLLIFFE CIR	HINOJOSA JEAN V TRUST	\$0	\$81.60	ISSUED W/O CONDITIONS
	200411	581 LIBERTY HILL LN	REGAN PARTNERSHIP L P	\$0	\$81.60	ISSUED W/O CONDITIONS
	200420	280 ANNFIELD RD	WILSON JACK C & PATRICIA A HUNT	\$0	\$81.60	CLOSED W/ FINAL
	200430	440 WARFIELD LN	BREWER WALLACE E JR	\$0	\$40.80	ISSUED W/O CONDITIONS
	200438	24 TANNERY LN	LEE EDWARD A & MONICA VILLEGAS	\$0	\$40.80	CLOSED W/ FINAL
	200518	949 MORGANS MILL RD	WILEY CARROLL W & PATRICIA A	\$0	\$122.40	ISSUED W/O CONDITIONS
	200527	472 STRINGTOWN RD	PEEBLES STEVEN LLOYD & HANH H CHAU	\$0	\$40.80	ISSUED W/O CONDITIONS
	200528	228 BRADFORD DR	LICHTSCHEIDL ERICH & LYNN G	\$0	\$45.90	ISSUED W/O CONDITIONS
	200548	886 CAREFREE LN	CLAY FORREST PATRICK	\$0	\$40.80	ISSUED W/O CONDITIONS
	200582	1253 GINNS RD	DUNNING A R JR & ELIZABETH TRSTEEES	\$0	\$40.80	ISSUED W/O CONDITIONS
	200595	28 MAPLE LN	CORE THERESA LYNN & PEGGY & DONALD	\$0	\$81.60	ISSUED W/O CONDITIONS
	200596	929 SHENANDOAH RIVER LN	JUPIN BRIAN & KRISTIANNA	\$0	\$40.80	ISSUED W/O CONDITIONS
	200597	184 HUNTOVER LN	HUNTOVER L P	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential New	200014	311 LIMESTONE CT	RICHMOND AMERICAN HOMES OF	\$233,319	\$1,893.74	CLOSED W/ FINAL
	200015	345 UPTON CT	RICHMOND AMERICAN HOMES OF	\$233,319	\$1,893.74	CLOSED W/ FINAL
	200030	1856 BRIGGS RD	CLINE ROGER M & ANNE C	\$654,489	\$3,798.90	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential New	200041	2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	\$445,541	\$3,010.63	CLOSED W/ FINAL
	200064	310 LIMESTONE CT	RICHMOND AMERICAN HOMES OF	\$280,059	\$2,057.28	CLOSED W/ FINAL
	200065	237 PLEASANT HILL DR	RICHMOND AMERICAN HOMES OF	\$310,030	\$2,243.84	CLOSED W/ FINAL
	200067	314 LIMESTONE CT	RICHMOND AMERICAN HOMES OF	\$241,849	\$1,880.89	CLOSED W/ FINAL
	200072	774 BEECHWOOD LN	HACKBERRY 2020 LLC	\$277,207	\$2,146.18	CLOSED W/ FINAL
	200074	525 TRIPLE J RD	MCCLELLAN DWAYNE J & VIRGINIA M	\$159,645	\$1,264.77	CLOSED W/ FINAL
	200079	5674 HARRY BYRD HWY	WARFIELD HOMES INC	\$293,362	\$2,261.13	CLOSED W/ FINAL
	200085	1373 WRIGHTS MILL RD	MELIUS MARK STEPHEN	\$405,583	\$2,475.34	ISSUED W/O CONDITIONS
	200105	3229 OLD CHARLES TOWN RD	GODBOLD DENNIS & MARY JANE	\$175,734	\$1,288.22	CLOSED W/ FINAL
	200112	274 CAREFREE LN	HAYES JEREMY S & REBECCA S	\$299,622	\$2,289.87	CLOSED W/ FINAL
	200116	176 LOST BOYS LN	HARRIS KIMBERLY R & ANDY E MOODY	\$502,889	\$3,466.66	ISSUED W/O CONDITIONS
	200130	728 E MAIN ST	CAPITAL BUILDERS LLC	\$256,863	\$1,450.80	CLOSED W/ FINAL
	200158	70 SHEPHERD LN	LEBEAU RYAN	\$363,547	\$2,607.28	CLOSED W/ FINAL
	200184	1105 MOOSE RD	SPADAFORA STACY ELIZABETH	\$287,488	\$2,221.97	ISSUED W/O CONDITIONS
	200193	86 POSTON LN	MILLER MACKENZIE	\$158,160	\$1,367.75	ISSUED W/O CONDITIONS
	200197	1745 MILLWOOD RD	O'DONNELL MICHAEL K	\$360,123	\$2,536.96	ISSUED W/O CONDITIONS
	200255	2885 FROGTOWN RD	LAMAR WILLIAM ROBERT & REBECCA LOU	\$355,829	\$2,494.85	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential New	200284	425 ANNFIELD RD	DULANEY SHANNON C & STEPHANIE WARFIELD D	\$441,598	\$2,888.53	ISSUED W/O CONDITIONS
	200288	1 E FAIRFAX ST	D R HORTON INC	\$232,711		WITHDRAWN
	200289	1 E FAIRFAX ST	D R HORTON INC	\$232,711	\$1,234.94	CLOSED W/ FINAL
	200290	5 E FAIRFAX ST	D R HORTON INC	\$184,830	\$1,061.07	CLOSED W/ FINAL
	200309	9 E FAIRFAX ST	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200312	13 E FAIRFAX ST	D R HORTON INC	\$232,711	\$1,205.84	CLOSED W/ FINAL
	200313	21 E FAIRFAX ST	D R HORTON INC	\$184,830	\$986.07	CLOSED W/ FINAL
	200314	25 E FAIRFAX ST	D R HORTON INC	\$232,711	\$1,205.84	ISSUED W/O CONDITIONS
	200315	400 WEEKS CT	D R HORTON INC	\$232,711	\$1,205.84	ISSUED W/O CONDITIONS
	200316	17 E FAIRFAX ST	D R HORTON INC	\$206,116	\$1,332.77	ISSUED W/O CONDITIONS
	200346	443 POSSUM HOLLOW LN	MOUNT HEBRON LLC	\$98,456	\$1,274.71	ISSUED W/O CONDITIONS
	200347	408 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200348	31 E FAIRFAX ST	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200350	647 KIMBLE RD	ORNDORFF TRAVIS MATTHEW	\$302,479	\$2,262.18	ISSUED W/O CONDITIONS
	200359	19506 BLUE RIDGE MTN RD	FRIEDMAN ROGER & JESSICA	\$405,598	\$2,786.49	ISSUED W/O CONDITIONS
	200381	421 RIDGE RD	CAPITAL BUILDERS LLC	\$201,782	\$1,067.98	ISSUED W/O CONDITIONS
	200389	401 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential New	200390	405 WEEKS CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200393	409 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200396	413 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200397	417 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200398	412 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200399	1981 BISHOP MEADE RD	GADGET MARKETING LLC	\$351,078	\$2,485.25	ISSUED W/O CONDITIONS
	200402	404 CAREFREE LN	RILEY DANIEL W & MARGARET C	\$239,719	\$1,974.11	ISSUED W/O CONDITIONS
	200436	1182 CLIFTON RD	WARFIELD WAYNE JR & DEANA &	\$211,936	\$1,743.58	ISSUED W/O CONDITIONS
	200459	420 WEEKS CT	D R HORTON INC	\$206,116	\$1,462.77	ISSUED W/O CONDITIONS
	200460	424 WEEKS CT	D R HORTON INC	\$232,711	\$1,584.84	ISSUED W/O CONDITIONS
	200461	428 WEEKS CT	D R HORTON INC	\$206,116	\$1,462.77	ISSUED W/O CONDITIONS
	200462	432 WEEKS CT	D R HORTON INC	\$232,711	\$1,584.84	ISSUED W/O CONDITIONS
	200466	416 WEEKS CT	D R HORTON INC	\$184,830	\$1,365.07	ISSUED W/O CONDITIONS
	200467	421 WEEKS CT	D R HORTON INC	\$184,830	\$1,365.07	ISSUED W/O CONDITIONS
	200486	4173 EBENEZER RD	LICKING VALLEY CONSTRUCTION	\$314,899	\$2,268.19	ISSUED W/O CONDITIONS
200494	4177 EBENEZER RD	LICKING VALLEY CONSTRUCTION	\$314,786	\$2,165.67	ISSUED W/O CONDITIONS	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential New	200521	431 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200522	440 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200525	436 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200526	435 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200544	197 PETAL DR	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200545	193 PETAL DR	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200546	512 WEEKS CT	D R HORTON INC	\$314,683	\$1,582.09	ISSUED W/O CONDITIONS
	200547	504 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200549	517 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200550	513 WEEKS CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200551	401 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200552	828 MORGANS MILL RD	GREENE CHRISTOPHER W & ANNIE J	\$201,868	\$1,747.38	ISSUED W/O CONDITIONS
	200563	277 KINSKY LN	EYCHNER DENNIS W & KATHLEEN M	\$410,833	\$2,759.53	ISSUED W/O CONDITIONS
	200578	508 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200579	409 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
200580	405 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential New	200581	400 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200603	0	HAVEN WOOD FARM LLC	\$115,578	\$1,453.30	ISSUED W/O CONDITIONS
	200617	417 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200618	413 MCCORMICK CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200620	420 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200621	416 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,032.77	ISSUED W/O CONDITIONS
	200622	408 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200623	412 MCCORMICK CT	D R HORTON INC	\$243,001	\$1,202.07	ISSUED W/O CONDITIONS
Residential Plumbing Permit	200027	217 TREADWELL ST	BLAU THOMAS D & JUDITH K	\$0	\$51.00	ISSUED W/O CONDITIONS
	200057	6827 LORD FAIRFAX HWY	EWBANK KAREN M	\$0	\$40.80	CLOSED W/ FINAL
	200076	230 WALNUT ST	SEAY JOANNE A	\$0	\$40.80	ISSUED W/O CONDITIONS
	200086	215 S CHURCH ST	WITKOWSKI JANET M	\$0	\$40.80	ISSUED W/O CONDITIONS
	200110	179 PINE GROVE RD	LUTTRELL DONNA	\$0	\$40.80	ISSUED W/O CONDITIONS
	200258	125 VIRGINIA AVE	HETZEL PETER H & SUSAN M	\$0	\$122.40	ISSUED W/O CONDITIONS
	200325	124 N CHURCH ST	CLATTERHAWKEN PROPERTIES LLC	\$0	\$40.80	ISSUED W/O CONDITIONS
	200358	853 RUSSELL RD	PHILLIPS LEE B & IRINA J	\$0	\$40.80	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Plumbing Permit	200451	319 S CHURCH ST	HALL THOMAS M & MARY JO PELLERITO	\$0	\$40.80	ISSUED W/O CONDITIONS
	200509	302 SOLITUDE LN	WILSON FRANKLIN M & NANCY J	\$0	\$40.80	ISSUED W/O CONDITIONS
	200514	217 LIBERTY ST	DUNPHY MARTIN & THEREA GRACE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200570	10 FARMERS LN	BOXX KEVIN D	\$0	\$40.80	CLOSED W/ FINAL
	200575	114 E MAIN ST	MCINTYRE GLENN C & JANE E	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Remodel	200007	169 WHISPERING KNOLLS LN	LYNN THOMAS W JR & KIMBERLY B	\$0	\$219.30	CLOSED W/ FINAL
	200010	15 BYRD AVE	STEPHENS SUZANNE M	\$0	\$239.70	ISSUED W/O CONDITIONS
	200012	3446 OLD CHARLES TOWN RD	STIMMEL JAMES A JR & CAROLYN W	\$0	\$102.00	CLOSED W/ FINAL
	200013	685 SALEM CHURCH RD	MOFFAT SCOTT M	\$22,500	\$159.38	CLOSED W/ FINAL
	200016	664 WRIGHTS MILL RD	OHRSTROM GEORGE L II	\$105,000	\$930.75	ISSUED W/O CONDITIONS
	200022	2726 CALMES NECK LN	ZEBRINE JOSEPH W & JENNIFER ZEBRIN	\$90,000	\$561.00	CLOSED W/ FINAL
	200024	116 BATTLETOWN DR	LAKE & LAUTEN REAL ESTATE GROUP LLC	\$73,125	\$764.04	CLOSED W/ FINAL
	200046	315 WHITE POST RD	WESTERVELT JOHN P & CAROL S	\$28,125	\$185.19	CLOSED W/ FINAL
	200048	770 MCGUIRE CIR	HARRISON DONNA KAY & CHARLES E JR	\$23,100	\$162.13	CLOSED W/ FINAL
	200060	405 TRIPLE J RD	ZIERCHER JOHN R JR & K A ARTHUR	\$26,022	\$325.54	ISSUED W/O CONDITIONS
	200070	845 WADEVILLE RD	ERMINI LISA	\$37,500	\$401.63	CLOSED W/ FINAL
	200077	4 W MAIN ST	RUFFNER ROBERT L & KIM S	\$0	\$102.00	CLOSED W/ FINAL
	200080	332 BELINDA CT	MERCER MICHAEL	\$40,425	\$267.15	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Remodel	200091	809 CASTLEMAN RD	FOSTER ADAM R	\$75,000	\$444.25	ISSUED W/O CONDITIONS
	200093	122 S CHURCH ST	VICKY WALKER	\$0	\$239.70	CLOSED W/ FINAL
	200096	100 LIBERTY ST	MINTER LUKE J	\$0	\$102.00	CLOSED W/ FINAL
	200109	52 LEWIN HILL LN	HARTSOOK WALLACE W JR	\$0	\$351.90	ISSUED W/O CONDITIONS
	200115	124 GRAND OAKS DR	RICHMOND AMERICAN HOMES OF	\$0	\$177.00	CLOSED W/ FINAL
	200119	3180 HARRY BYRD HWY	ZELMAN DANA	\$24,000	\$222.36	ISSUED W/O CONDITIONS
	200125	19285 BLUE RIDGE MTN RD	WEIK STEVEN R & PATRICIA L	\$0	\$102.00	CLOSED W/ FINAL
	200149	1752 JOHN MOSBY HWY	FELTNER ANDREA FERN	\$0	\$102.00	ISSUED W/O CONDITIONS
	200150	106 WHITE OAK LN	HADDOCK DYLAN	\$7,650	\$260.10	CLOSED W/ FINAL
	200161	19680 BLUE RIDGE MTN RD	MITCHELL JEFFREY T	\$40,125	\$311.67	ISSUED W/O CONDITIONS
	200192	5674 HARRY BYRD HWY	WARFIELD HOMES INC	\$67,800	\$311.20	ISSUED W/O CONDITIONS
	200203	113 SPRINGSBURY RD	BATES BRIAN T & CATHLEEN S	\$0	\$102.00	ISSUED W/O CONDITIONS
	200204	409 HERMITAGE BLVD	COLFELT JAMES F III & SARAH SEE	\$65,400	\$478.69	ISSUED W/O CONDITIONS
	200217	112 STONE RIDGE LN	DOHERTY OWEN	\$0	\$142.80	ISSUED W/O CONDITIONS
	200225	1260 GINNS RD	OPEQUON ENTERPRISES LLC	\$0	\$102.00	CLOSED W/ FINAL
	200230	97 TILTHAMMER MILL RD	ANDERSON DEBORAH J & BRUCE S	\$72,000	\$427.38	ISSUED W/O CONDITIONS
	200231	30 LAKEVIEW LN	SHENEMAN SCOTT D	\$0	\$102.00	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Remodel	200238	201 TYSON DR	KNOWLES DOUGLAS CARTER & JOANN	\$20,250	\$158.10	CLOSED W/ FINAL
	200262	2374 SHEPHERDS MILL RD	SULPHUR HILL FARM LLC	\$0	\$102.00	CLOSED W/ FINAL
	200263	1326 SWIFT SHOALS RD	MCINTOSH WILLIAM & ANNE TRUSTEES	\$0	\$202.00	ISSUED W/O CONDITIONS
	200299	397 SHEPHERDS MILL RD	FARLEY CARTER & MICHELLE	\$55,500	\$438.35	ISSUED W/O CONDITIONS
	200306	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	\$36,000	\$557.94	ISSUED W/O CONDITIONS
	200318	470 DEARMONT HALL LN	OTAROLA ALAIN & JOHN ENGELS JR	\$21,450	\$102.00	ISSUED W/O CONDITIONS
	200321	108 N GREENWAY AVE	LLOYD JAMES H	\$31,542	\$552.88	ISSUED W/O CONDITIONS
	200332	1932 MILLWOOD RD	MOHLER DAVID T & JEAN S	\$0	\$102.00	ISSUED W/O CONDITIONS
	200369	140 MONTANA HALL LN	MACKAY-SMITH JUSTIN	\$0	\$517.20	ISSUED W/O CONDITIONS
	200382	311 LIMESTONE CT	DEFRANGE JOSEPH LOUIS & VIRGINIA	\$46,200	\$268.16	ISSUED W/O CONDITIONS
	200385	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	\$37,500	\$493.43	ISSUED W/O CONDITIONS
	200403	644 LIME MARL LN	HAPPY TRAILS RANCH LLC	\$0	\$239.70	ISSUED W/O CONDITIONS
	200404	8 E MAIN ST	CAREY FRANK SUMNER	\$0	\$550.80	ISSUED W/O CONDITIONS
	200409	7117 HOWELLSVILLE RD	CANTRELL LARRY & EVELYN	\$86,400	\$513.88	ISSUED W/O CONDITIONS
	200414	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRISTOPHER	\$0	\$209.10	CLOSED W/ FINAL
200416	510 EWELL CT	WEBB WAYNE E & SUZANNE L	\$0	\$219.30	CLOSED W/ FINAL	

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Remodel	200418	525 CATHER RD	CHAUNCEY STEPHEN E & CASSIE R	\$51,600	\$292.94	ISSUED W/O CONDITIONS
	200441	568 SMITHFIELD LN	RSP ENTERPRISES	\$22,500	\$205.28	CLOSED W/ FINAL
	200456	2363 MORGANS MILL RD	SCHWANDT DAVID G & YORLY L	\$32,217	\$147.88	ISSUED W/O CONDITIONS
	200457	501 GLEN OWEN LN	GENDA WILLIAM D II & BARBARA	\$43,200	\$417.59	ISSUED W/O CONDITIONS
	200473	105 JANEVILLE RD	BISH CHRISTINE	\$0	\$270.30	CLOSED W/ FINAL
	200475	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE J MORRIS	\$0	\$158.10	ISSUED W/O CONDITIONS
	200476	160 RETREAT RD	MURDICK ROBERT A & CATHERINE A BEN	\$101,385	\$521.45	ISSUED W/O CONDITIONS
	200502	180 BRIGGS RD	ROBINSON PATRICIA A TRSTEE	\$0	\$102.00	ISSUED W/O CONDITIONS
	200513	425 MONTGOMERY CT	BOOKER DAIN & KRISTI	\$42,807	\$323.98	ISSUED W/O CONDITIONS
	200538	117 BELL LN	STALEY GERALD C & MARGARET GEISLER	\$93,750	\$1,169.12	ISSUED W/O CONDITIONS
	200539	1089 RUSSELL RD	CATHER MICHAEL RILEY & ANGELA M	\$0	\$98.90	ISSUED W/O CONDITIONS
	200541	3968 CALMES NECK LN	TORCZON RICHARD L JR & ANDREA G	\$0	\$142.80	ISSUED W/O CONDITIONS
	200553	430 PAGE BROOK LN	LONGERBEAM BARBARA L	\$0	\$102.00	ISSUED W/O CONDITIONS
	200559	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NANCY M	\$0	\$158.10	CLOSED W/ FINAL
	200560	2872 SWIMLEY RD	CONRAD JEFFREY A & TERRY R	\$0	\$102.00	APP PENDING
	200564	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD E	\$0	\$572.30	ISSUED W/O CONDITIONS
	200569	2342 WICKLIFFE RD	THUSS RICHARD C & MARILYN D	\$7,875	\$102.00	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Remodel	200602	3100 BORDENS SPRING RD	WEISS CHRISTIE ANNE	\$16,500	\$367.20	APP PENDING
	200604	4908 HARRY BYRD HWY	LLOYD HERMAN B & ALICE L TRSTEEES	\$0	\$102.00	ISSUED W/O CONDITIONS
	200615	144 DEER WOOD LN	OWSLEY DAVA WILLIS	\$45,000	\$395.25	ISSUED W/O CONDITIONS
Residential Temporary Trailer	200025	845 WADESVILLE RD	ERMINI LISA	\$0	\$137.70	ISSUED W/O CONDITIONS
Residential Woodstove/Pellet	200033	327 N BUCKMARSH ST	KOSS MATTHEW & CHRISTINE	\$0	\$51.00	CLOSED W/FINAL
	200454	774 RUSSELL RD	RODRIGUEZ JOSE R & KARLI L	\$0	\$91.80	CLOSED W/FINAL
	200561	2197 OLD CHAPEL RD	CHARNLEY ROBERT BENJAMIN III & KATIE BRE	\$0	\$91.80	CLOSED W/FINAL
Sign Permit	200259	1 E FAIRFAX ST	D R HORTON INC	\$0	\$107.10	ISSUED W/O CONDITIONS
Solar Array System	200071	2270 CALMES NECK LN	INDIE DEVELOPMENT LLC	\$0	\$268.30	ISSUED W/O CONDITIONS
	200108	2026 OLD CHAPEL RD	MCKAY BRANSON D & MARAL S	\$0	\$268.30	ISSUED W/O CONDITIONS
	200177	222 STRINGTOWN RD	KING TOM	\$0	\$168.30	CLOSED W/FINAL
	200188	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NANCY M	\$0	\$268.30	CLOSED W/FINAL
	200219	12 OAKLEAF LN	ELIA ANTHONY & MARZEENA	\$0	\$168.30	CLOSED W/FINAL
	200236	400 CAREFREE LN	COPELAND CHRISTOPHER & LIRA	\$0	\$168.30	CLOSED W/FINAL
	200349	7 BEL VOI DR	POLO LILIANA	\$0	\$168.30	CLOSED W/FINAL
	200378	2885 FROGTOWN RD	LAMAR WILLIAM ROBERT & REBECCA LOU	\$0	\$168.30	ISSUED W/O CONDITIONS
	200474	1520 SWIFT SHOALS RD	1520 SWIFT SHOALS LLC	\$0	\$168.30	CLOSED W/FINAL
	200562	45 SPRING HOUSE LN	KERN ROBERT PRESTON & MARGARETE	\$0	\$168.30	CLOSED W/FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Swimming Pool Above Ground	200097	200 RUSSELL RD	PEDERSEN DANA L	\$0	\$181.60	ISSUED W/O CONDITIONS
	200218	11 LITTEN CT	MAYR STEVEN D & MELISSA A	\$0	\$96.90	CLOSED W/ FINAL
	200232	13635 LORD FAIRFAX HWY	KRAUSE CHRISTOPHER P	\$0	\$140.80	CLOSED W/ FINAL
	200260	217 LIBERTY ST	217 LIBERTY STREET LLC	\$0	\$40.80	CLOSED W/ FINAL
	200298	1674 SUMMIT POINT RD	JOHNSON TODD A & BARBARA M TRSTEES	\$0	\$190.80	ISSUED W/O CONDITIONS
	200327	4764 HARRY BYRD HWY	MCMULLEN JOHN & CHRISTINA	\$0	\$190.80	ISSUED W/O CONDITIONS
Swimming Pool In Ground	200247	471 LONGMARSH RD	GARNER JOYCE C & GORDON E	\$0	\$228.50	CLOSED W/ FINAL
	200270	207 S CHURCH ST	DAVIS ADAM & ELIZABETH S	\$0	\$178.50	ISSUED W/O CONDITIONS
	200331	5540 HARRY BYRD HWY	CAMACHO-PEREZ GUALBERTO C	\$0	\$378.50	CLOSED W/ FINAL
	200339	160 RETREAT RD	MURDICK ROBERT A & CATHERINE A BEN	\$0	\$269.30	ISSUED W/O CONDITIONS
	200437	538 CATHER RD	EDGEComb CHRISTOPHER J & KIMBERLY	\$0	\$428.50	ISSUED W/O CONDITIONS
Tents Over 900 sq ft	200274	840 W MAIN ST	RURITAN CLUB OF CLARKE COUNTY	\$0	\$40.80	CLOSED W/ FINAL
	200302	375 DOUBLE WOOD LN	DOUBLE WOOD FARM LLC	\$0	\$40.80	ISSUED W/O CONDITIONS
	200351	830 LONG BRANCH LN	ISAACS HARRY Z	\$0	\$40.80	CLOSED W/ FINAL
	200352	830 LONG BRANCH LN	ISAACS HARRY Z	\$0	\$40.80	CLOSED W/ FINAL
	200353	830 LONG BRANCH LN	ISAACS HARRY Z	\$0	\$40.80	CLOSED W/ FINAL
	200354	830 LONG BRANCH LN	ISAACS HARRY Z	\$0	\$40.80	CLOSED W/ FINAL

## Project Application Report - Building Dept

For Period: 1/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Tower/Mono pole	200215	2425 WICKLIFFE RD	RASNIC FAMILY TRUSTEES	\$0	\$204.00	ISSUED W/O CONDITIONS

## December 2020 - New Home Construction

Owner	Address	District	Total Sq Footage	Estimated Construction Value	Comments
D R Horton Inc	400 McCormick Ct	Berryville	1,649	\$ 206,116.00	
D R Horton Inc	405 McCormick Ct	Berryville	1,906	\$ 232,711.00	
D R Horton Inc	408 McCormick Ct	Berryville	1,906	\$ 232,711.00	
D R Horton Inc	409 McCormick Ct	Berryville	1,649	\$ 206,116.00	
D R Horton Inc	412 McCormick Ct	Berryville	1,906	\$ 243,001.00	
D R Horton Inc	413 McCormick Ct	Berryville	1,497	\$ 184,830.00	
D R Horton Inc	416 McCormick Ct	Berryville	1,649	\$ 206,116.00	
D R Horton Inc	417 McCormick Ct	Berryville	1,906	\$ 232,711.00	
D R Horton Inc	420 McCormick Ct	Berryville	1,906	\$ 232,711.00	
D R Horton Inc	508 Weeks Ct	Berryville	2,511	\$ 314,683.00	
Haven Wood Farm LLC	3369 Sheperds Mill Rd	Longmarsh	1,026	\$ 115,578.00	

<b>Total</b>	19,511	\$ 2,407,284.00
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CLARKE COUNTY CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
 LOCAL TAXATION DEPARTMENT  
 COUNTY  
 FOR DECEMBER, 2020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/01/20 9041 ①	202894	FILLIPOVICH, RONALD RECORDED TIME: 13:25 DESCRIPTION 1: DATE OF DEED : 11/23/20 BOOK: 667 NUMBER PAGES : 2	N GALLAGHER, ERICA L 333 HOPKINS DRIVE BOYCE, VA. 22620 PAGE: 986 MAP:	N 420,000.00	DBS	100% 403,700 w/impv
12/01/20 6103 ②	202896	CALLAHAN, FRANCIS RECORDED TIME: 13:50 DESCRIPTION 1: LOT 18 BLUE RIDGE DOWNS DATE OF DEED : 11/25/20 BOOK: 668 NUMBER PAGES : 3	N BIELA, FIROOZEH 254 BURCH LANE BOYCE, VA. 22620 PAGE: 01 MAP: 30118	N 421,254.00	DBS	100% 377,900 w/impv
12/01/20	202905	BREngle, KATHARINE RECORDED TIME: 15:26 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 11	N POWATAN SCHOOL N/A N/A, XX. 00000 0000 PAGE: 133 MAP:	N .00	DG	100%
12/02/20 ④ 2042	202906	GREEN, NORMA JANE RECORDED TIME: 09:15 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 11/25/20 BOOK: 668 NUMBER PAGES : 1	N RLM TNM LLC 1945 VALLEY ROAD BERKELY SPRINGS, WV. 25411 PAGE: 144 MAP: 14A5A3	N 132,000.00	DBS	100% 64K w/impv
12/02/20 ⑥ 6692	202911	HUNTOVER LP RECORDED TIME: 09:52 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 3	N VOLK, LAURIE TRUSTEE 184 HUNTOVER LN WINCHESTER, VA. 22603 PAGE: 176 MAP: 37A6	N 1,600,000.00	DBS	100% 10F 771,300 w/impv
12/02/20 ② 6787	202912	CALLENDER, ANASTASIA RECORDED TIME: 13:17 DESCRIPTION 1: DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 3	N PLAKKOTA, KAROLYN 353 SHANDOAH RIVER LANE FRONT ROYAL, VA. 22630 PAGE: 181 MAP:	N 317,000.00	DBS	100% 178,900 w/impv
12/02/20 9513 ①	202926	DR HORTON RECORDED TIME: 14:05 DESCRIPTION 1: DATE OF DEED : 11/25/20 BOOK: 668 NUMBER PAGES : 3	N WILLIS, JAMES BRIAN REESE N/A N/A, XX. 00000 0000 PAGE: 226 MAP:	N 369,990.00	DBS	100% New 80K Const
12/02/20 92 ②	202928	SYNNOTT, JOAN RECORDED TIME: 14:15 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 2	N BLACKBIRD EQUIPMENT RENTALS N/A N/A, XX. 00000 0000 PAGE: 245 MAP:	N 335,000.00	DBS	100% 293,700 w/impv

CLARKE COUNTY CIRCUIT COURT  
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 LOCAL TAXATION DEPARTMENT  
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 FOR DECEMBER, 2020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/02/20	202932	BART, DANIEL VINCENT RECORDED TIME: 15:00 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 1	N BART, MIRIAM N/A N/A, XX. 00000 0000 PAGE: 286 MAP: 14A21389	N .00	DG	100%
12/02/20	202936	DOROUGH, KEVIN RECORDED TIME: 15:45 DESCRIPTION 1: DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 3	N HEWARTSON, SYNDNEY N/A N/A, XX. 00000 0000 PAGE: 333 MAP:	N 355,000.00	DBS	100%
12/03/20	202942	BOWMAN, BRIAN RECORDED TIME: 14:05 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 3 DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 3	N DENISON, KEVIN M; ETUX 304 WEST MAIN STREET BERRYVILLE, VA. 1/2 OF 2 PAGE: 381 MAP: 14A1-3-2A	N 345,000.00	DBS	100%
12/03/20	202944	WELTON, ELTON V RECORDED TIME: 15:10 DESCRIPTION 1: TOWN OF BERRYVILLE LOTS 8 SECT 2 DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 2	N AYALA PAREJA, ROBERTO 528 PAGE ST BERRYVILLE, VA. 22611 PAGE: 403 MAP: 14A21358	N 482,800.00	DBS	100%
2/03/20	202946	BECKER, JOSEPH RECORDED TIME: 15:30 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 3	N ANDERSON, DEBRA N/A N/A, XX. 00000 0000 PAGE: 420 MAP:	N .00	DG	100%
2/04/20	202947	DONNALLY, RYAN K RECORDED TIME: 11:25 DESCRIPTION 1: DATE OF DEED : 11/30/20 BOOK: 668 NUMBER PAGES : 2	N COYLE, JAMES 682 BENCH LANE BERRYVILLE, VA. 22611 PAGE: 423 MAP: 25310	N 760,000.00	DBS	100%
2/04/20	202954	ROMAN, ALDEN M RECORDED TIME: 13:51 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 3	N ROMAN, ALDEN N/A N/A, XX. 00000 0000 PAGE: 481 MAP:	N .00	DG	100%
2/04/20	202957	WASEL, WILLIAM RECORDED TIME: 15:55 DESCRIPTION 1: DATE OF DEED : 12/01/20 BOOK: 668 NUMBER PAGES : 2	N BLUEMONT BUILDERS LLC PO BOX 318 BLUEMONT, VA. 20135 PAGE: 512 MAP: 17A429L7	N 2,500.00	DBS	100%

8076  
②

1367  
①

87  
②

889  
②

421  
②

PIN:  
322,300  
w/impv

PIN:  
308,300  
455,900 w/impv

PIN:  
482,800  
w/impv

PIN:  
511,000  
w/impv

VAC  
2K

CLARKE COUNTY CIRCUIT COURT  
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RECORDED	INSTRUMENT GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/04/20	202958 HARDESTY III, CT RECORDED TIME: 16:02 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 3	N HARDESTY IV, CHARLES N/A N/A, XX. 00000 0000 PAGE: 514 MAP:	N .00	DG	100%
12/04/20	202959 III HARDESTY, CT RECORDED TIME: 16:02 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 3	N IV HARDESTY, CHARLES N/A N/A, XX. 00000 0000 PAGE: 517 MAP:	N .00	DG	100%
12/07/20	202960 JOHNSON, TODD RECORDED TIME: 10:15 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 14 NUMBER PAGES : 1	N SAME N/A N/A, XX. 00000-0000 PAGE: 32 MAP:	N .00	OPM	100%
12/07/20 1742	202966 POST, TODD MICHAEL RECORDED TIME: 13:54 DESCRIPTION 1: 16.5 ACRES CHAPEL DATE OF DEED : 12/03/20 BOOK: 668 NUMBER PAGES : 2	N FURLONG, MATTHEW W 820 PIONEER LANE BOYCE, VA. 22620 PAGE: 524 MAP: 3876	N 510,000.00	DBS	100%
2/08/20	202984 LICHTSCHEIDL, ERICH RECORDED TIME: 12:45 DESCRIPTION 1: TOWN OF BOYCE, LOT 26 DATE OF DEED : 11/12/20 BOOK: 668 NUMBER PAGES : 3	N PORTER, MAURICE ANGELO; ETUX 228 BRADFORD DRIVE BOYCE, VA. 22620 PAGE: 628 MAP: 21A5-1-26	N 389,500.00	DBS	100%
2/08/20 1744	202986 SPEDDEN, KENNETH RECORDED TIME: 13:00 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/04/20 BOOK: 668 NUMBER PAGES : 2	N MANCIA FUENTES, ROBERTO 413 MADDEN ST BERRYVILLE, VA. 22611 PAGE: 645 MAP: 14A84190	N 535,000.00	DBS	100%
2/08/20	202996 KYLEXIS PROPERTIES RECORDED TIME: 16:16 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 2	N WHITE, PATRICIA N/A N/A, XX. 00000 0000 PAGE: 718 MAP:	N .00	DBS	100%
2/08/20	202997 HOTT, KYLE RECORDED TIME: 16:18 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 668 NUMBER PAGES : 4	N HOTT, KYLE N/A N/A, XX. 00000 0000 PAGE: 720 MAP:	N .00	DBS	100%

330 K  
w/imp  
393  
w/imp  
424,200

CLARKE COUNTY CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
09/20 ⑤	203004	ELROD, WARRICK RECORDED TIME: 13:25 DESCRIPTION 1: 78.6ACRES LONGMARSH DATE OF DEED : 12/04/20 BOOK: 668 NUMBER PAGES : 2	N HERESZTYN, AMAURY 420 ROCK HALL LANE BERRYVILLE, VA. 22611 PAGE: 736 MAP: 6A27	N 1,550,000.00 22611	DBS	100% 891K w/imp V
09/20 ①	203006	DAVIS, MATTHEW RECORDED TIME: 13:35 DESCRIPTION 1: DATE OF DEED : 12/04/20 BOOK: 668 NUMBER PAGES : 3	N CHEEK, CHRISTOPHER 511 MAIN ST BERRYVILLE, VA. 22611 PAGE: 755 MAP:	N 259,000.00 22611	DBS	100% A 18,300 w/imp V
09/20 ①	203009	KERNS, JONATHAN RECORDED TIME: 13:46 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/07/20 BOOK: 668 NUMBER PAGES : 2	N KERNS, ALISA 200 W MAIN ST BERRYVILLE, VA. 22611 PAGE: 795 MAP: 14A1A33	N 254,000.00 22611	DBS	100% 228,700 w/imp V
10/20 ②	203011	MONGOLD, DONALD RECORDED TIME: 09:50 DESCRIPTION 1: DATE OF DEED : 12/10/20 BOOK: 668 NUMBER PAGES : 2	N SOSSONG, GERRARD 377 LINABURG LN BERRYVILLE, VA. 22611 PAGE: 847 MAP: neighbor purchase	N 21,000.00 22611	DBS	100% 45K VAR
10/20 ①	203012	OAK, MICHAEL RECORDED TIME: 11:00 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/01/20 BOOK: 668 NUMBER PAGES : 2	N WALKER, CRAIG 305 PICKETT COURT BERRYVILLE, VA. 22611 PAGE: 849 MAP: 14A7166	N 435,000.00 22611	DBS	100% 419,900 w/imp V
10/20 ②	203014	BATTERTON, BARBARA J; ETAL RECORDED TIME: 12:35 DESCRIPTION 1: CHAPEL DISTRICT, 8.67 ACRES DATE OF DEED : 12/04/20 BOOK: 668 NUMBER PAGES : 5	N SAWYER, DENNIS A; ET UX 3906 NORTH UPLAND STREET ARLINGTON, VA. 22207 PAGE: 863 MAP: 23-A-36	N <del>146,700.00</del> 22207	DBS	100% 260K 46,700 VAC
10/20	200004763	THEIS, JOHN JAMES; III RECORDED TIME: 11:04 DESCRIPTION 1: GREENWAY DISTRICT, SHEN FARMS DATE OF DEED : 12/11/20 BOOK: 106 NUMBER PAGES : 4	N/A N/A PROBATE WILL PAGE: 130 MAP:	.00	PROBATE	00%
10/20 ②	203038	BOWERS, JOHN RECORDED TIME: 15:25 DESCRIPTION 1: LOT 2 0.6 ACRES DATE OF DEED : 12/08/20 BOOK: 668 NUMBER PAGES : 1	N GABRIEL, JESSICA 6985 LORD FAIRFAX HWY BERRYVILLE, VA. 22611 PAGE: 973 MAP: 14BA6	N 304,700.00 22611	DBS	100% 283K w/imp V

CLARKE COUNTY CIRCUIT COURT  
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FOR DECEMBER, 2020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/14/20	203046	MUNNS JR, EDWARD RECORDED TIME: 13:30 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 2	N MUNNS FAMILY PARTNERSHIP N/A N/A, XX. 00000 0000 PAGE: 669 MAP:	N .00	DBS	100%
12/14/20 6648 ②	203052	GILMER, JENNIFER RECORDED TIME: 13:46 DESCRIPTION 1: LOT 1 BATTLETOWN DIST DATE OF DEED : 12/11/20 BOOK: 669 NUMBER PAGES : 2	N REGAN, KRISA VANGILDER 32765 MOUNT WEATHER RD BLUEMONT, VA. 20135 PAGE: 85 MAP: 34A41	N 359,500.00	DBS	100% 321,300 w/imp V
12/15/20 4294 ②	20000	CAMPBELL, GREGORY RECORDED TIME: 10:15 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 2	N HALE, CHAPIN 138 CEDAR LANE BLUEMONT, VA. 20135 PAGE: 242 MAP: 17A3282028	N 4,000.00	DBS	100% 2000 VAC
12/15/20 4170 ②	203075	RUMEL INC RECORDED TIME: 14:10 DESCRIPTION 1: LOT 24 A BLOCK 2 R BATTLETOWN DATE OF DEED : 12/10/20 BOOK: 669 NUMBER PAGES : 2	N GRAFTON, JOSHUA DANIEL 1221 BEECHWOOD LANE BLUEMONT, VA. 20135 PAGE: 292 MAP: 17A3262R24	N 375,000.00	DBS	100% 241,100 w/imp V
12/15/20	203079	THE KENTLAND FDT RECORDED TIME: 15:01 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 2	N IDAS GIFT INC 9033 WILDBERRY COURT BOONSBORO, MD. 21713 PAGE: 335 MAP:	N .00	DG	100%
12/15/20 8659 ①	203081	LITTLE, DANIEL RECORDED TIME: 15:25 DESCRIPTION 1: DATE OF DEED : 12/14/20 BOOK: 669 NUMBER PAGES : 2	N QUINTANA SEARS, MARIAN 200 TYSON DRIVE BERRYVILLE, VA. 22611 PAGE: 354 MAP: 14A84214	N 560,000.00	DBS	100% 543500 w/imp V
12/15/20 4417 ②	203083	MOORE, RICHARD RECORDED TIME: 16:00 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 2	N BLUEMONT BUILDERS PO BOX 333 BLUEMONT, VA. 20135 PAGE: 368 MAP:	N 2,750.00	DBS	100% 2000 VAC
12/17/20	203084	CLARK, RAYMOND; ET AL RECORDED TIME: 11:45 DESCRIPTION 1: GREENWAY DISTRICT 2 PARCELS DATE OF DEED : 11/23/20 BOOK: 669 NUMBER PAGES : 5	N CLARK, RAYMOND 375 GUN BARREL ROAD WHITE POST, VA. 22663 PAGE: 370 MAP: 20-A-27 & 27A	N .00	DQC	100%

CLARKE COUNTY CIRCUIT COURT  
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/17/20	203086	ORNDORFF, TRAVIS M; ETUX RECORDED TIME: 11:48 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 5	N RAPPAHANNOCK ELECTRIC COOP N/A N/A, XX. 00000 0000 PAGE: 376 MAP: 7-A-79B	N .00	DE	100%
12/17/20	203087	MORRIS, SHELLY RECORDED TIME: 11:49 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 5	N RAPPAHANNOCK ELECTRIC COOP N/A N/A, XX. 00000 0000 PAGE: 381 MAP: 7-A-82	N .00	DE	100%
12/17/20	203088	WYCLIFF FARM LLC RECORDED TIME: 11:50 DESCRIPTION 1: BATTLETOWN DISTRICT DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 5	N RAPPAHANNOCK ELECTRIC COOP N/A N/A, XX. 00000 0000 PAGE: 386 MAP: 16-A-64	N .00	DE	100%
12/17/20	203092	STEICO INC RECORDED TIME: 14:42 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 3	N STEICO INC N/A N/A, XX. 00000 0000 PAGE: 425 MAP: 20-A-36C	N .00	DBL	100%
12/17/20	203101	DR HORTON INC RECORDED TIME: 15:30 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/11/20 BOOK: 669 NUMBER PAGES : 3	N LAMBERT, PEYTON; ETUX 13 EAST FAIRFAX STREET BERRYVILLE, VA. 22611 PAGE: 436 MAP: 14A2-A-17	N 366,990.00	DBS	100%
12/18/20	203103	STEPHENS, STEPHENS C R; ETUX RECORDED TIME: 10:44 DESCRIPTION 1: LONGMARSH DSITRICT, LOT 2 DATE OF DEED : 12/17/20 BOOK: 669 NUMBER PAGES : 3	N BONAR, JEAN K; ET VIR 245 LINABURG LANE BERRYVILLE, VA. 22611 28.3108 AC PAGE: 451 MAP: 3-A-41C	N 690,000.00	DBS	100%
12/18/20	203107	WELCH, JORDAN RECORDED TIME: 13:00 DESCRIPTION 1: DATE OF DEED : 12/11/20 BOOK: 669 NUMBER PAGES : 2	N O CONNOR, DANIEL 6947 LORD FARIFAX HWY BERRYVILLE, VA. 22611 PAGE: 512 MAP:	N 360,000.00	DBS	100%
12/18/20	203114	MCLAUGHLIN, DANNY RECORDED TIME: 13:39 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 3	N MCLAUGHLIN, DANNY N/A N/A, XX. 00000 0000 PAGE: 561 MAP:	N .00	DBS	100%

9513  
①

8116  
⑤

2329  
②

80K  
NEW CONST

747K  
w/impv.

217,200  
w/impv

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12/18/20	203116	MCLAUGHLIN, DANNY RECORDED TIME: 13:40 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 3	N MCLAUGHLIN FAMILY REVOCABLE TR N N/A N/A, XX. 00000 0000 PAGE: 586 MAP:	.00	DBS	100%
12/18/20	203117	DR HORTON RECORDED TIME: 13:45 DESCRIPTION 1: DATE OF DEED : 12/11/20 BOOK: 669 NUMBER PAGES : 3	N WILSON, CHARLES WAYNE N 5 EAST FAIRFAX ST BERRYVILLE, VA. 22611 PAGE: 589 MAP: 14A2A17	352,990.00	DBS	100%
12/21/20	203123	SHIRLEY, RALPH RECORDED TIME: 11:36 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 3	N SHIRLEY FAMILY TRUST N N/A N/A, XX. 00000 0000 PAGE: 640 MAP:	.00	DBS	100%
12/22/20	203137	ELLIS, STEPHANIE K RECORDED TIME: 13:30 DESCRIPTION 1: DATE OF DEED : 12/20/20 BOOK: 669 NUMBER PAGES : 2	N MAIN STREET PLACE N 102 STONERIDGE COURT WINCHESTER, VA. 22602 PAGE: 695 MAP: 14A3A35	.00	DG	100%
12/22/20	203139	RAPER, NEIL RECORDED TIME: 13:33 DESCRIPTION 1: LOT ONE 3.07 ACRES DATE OF DEED : 12/21/20 BOOK: 669 NUMBER PAGES : 3	N EAVES, SUSAN N 544 PYLETOWN RD BOYCE, VA. 22620 PAGE: 700 MAP: 2161	437,000.00	DBS	100%
12/22/20	203148	DUVALL, LESLIE RECORDED TIME: 14:30 DESCRIPTION 1: DATE OF DEED : 12/11/20 BOOK: 669 NUMBER PAGES : 3	N MCGHAHA, DAVID L N 467 RETREAT RD BLUEMONT, VA. 20135 PAGE: 738 MAP: 17A164	261,000.00	DBS	100%
12/22/20	200004764	PARKER, JOYCE KAPLON RECORDED TIME: 15:34 DESCRIPTION 1: DATE OF DEED : 12/22/20 BOOK: NUMBER PAGES : 2	N/A N/A PAGE: MAP:	.00	QUAL	00%
12/22/20	203151	LANGHORNE, JAMES CALLAWAY RECORDED TIME: 16:30 DESCRIPTION 1: 110.86 ACRES CHAPEL DATE OF DEED : 12/22/20 BOOK: 669 NUMBER PAGES : 2	N LANGHORNE, ANNALEIGH N 1029 PAGE BROOK LANE BOYCE, VA. 22620 PAGE: 755 MAP: 21A2	1,350,000.00	DBS	100%

9513  
①

80K  
new const

4693  
②

349,200  
w/impv

3053  
②

207,500  
w/impv

7799  
⑥

VDF  
1,014,300  
w/impv

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/23/20 1302 ①	203153	OHIGGINS, STEELE T RECORDED TIME: 09:00 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/22/20 BOOK: 669 NUMBER PAGES : 3	N SAT NAM FOUNDATION INC 115 RICE STREET BERRYVILLE, VA. 22611 PAGE: 770 MAP: 14A1A68	N 200,000.00 PIN:	DBS	100% 196,400 w/impv
12/23/20 TDH 2	203154	COWGILL, JOHN RECORDED TIME: 10:00 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 669 NUMBER PAGES : 3	N COWGILL, JOHN N/A N/A, XX. 00000 0000 PAGE: 773 MAP:	N .00 PIN:	DBS	100%
12/28/20 1077 ②	203160	OLINGER, JENNIFER RECORDED TIME: 10:10 DESCRIPTION 1: 17 ACRES LONGMARSH DATE OF DEED : 12/22/20 BOOK: 699 NUMBER PAGES : 2	N PATRICK, JAMES WESTCOTT 2072 SENSENY RD BERRYVILLE, VA. 22611 PAGE: 821 MAP: 13A46C	N 599,900.00 PIN:	DBS	100%
12/28/20	203165	LICKING VALLEY CONSTUCTION COR RECORDED TIME: 11:20 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 699 NUMBER PAGES : 3	N WARCZYGLOWA, PETER N/A N/A, XX. 00000 0000 PAGE: 854 MAP:	N .00 PIN:	DG	100%
12/28/20 1730 ①	203172	PEAKE, ROBERT RECORDED TIME: 12:30 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 699 NUMBER PAGES : 2	N MUNIGA, JUAN 123 CAMERON ST BERRYVILLE, VA. 22611 PAGE: 870 MAP:	N 117,000.00 PIN:	DBS	100% 114,400 w/impv
12/28/20	203171	YANNUCCI, THOMAS DAVID RECORDED TIME: 12:35 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 699 NUMBER PAGES : 2	N ANFIELD ANGUS LLC N/A N/A, XX. 00000 0000 PAGE: 868 MAP:	N .00 PIN:	DBS	100%
12/28/20 564 ②	203172	KIRK, CYNTHIA RECORDED TIME: 13:00 DESCRIPTION 1: DATE OF DEED : 12/21/20 BOOK: 699 NUMBER PAGES : 2	N ZETLIN, ABIGAIL 61 BELL HOLLOW LANE BLUEMONT, VA. 20135 PAGE: 873 MAP: 26113	N 575,000.00 PIN:	DBS	100% 451,700 w/impv
12/28/20	203183	MIGHT, LINDSEY RECORDED TIME: 13:50 DESCRIPTION 1: DATE OF DEED : 12/22/20 BOOK: 699 NUMBER PAGES : 2	N CREAMER, JAMICHAEL 404 N CHURCH ST BERRYVILLE, VA. 22611 PAGE: 936 MAP:	N 317,000.00 PIN:	DBS	100% 265,200 w/impv

CLARKE COUNTY CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR DECEMBER, 2020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/28/20	203199	BAILEY, DENISE BAILY RECORDED TIME: 15:25 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 3	N PIERSON, FRANK 397 SAW MILL HILL RD BLUEMONT, VA. 20135 PAGE: 64 MAP: 25A29E	N 545,000.00 20135 PIN:	DBS	100% 421,200 WimpV
12/29/20	203208	BUCKHOLZ, BRIAN SCOTT RECORDED TIME: 13:25 DESCRIPTION 1: DATE OF DEED : 12/23/20 BOOK: 670 NUMBER PAGES : 3	N JOHNSON, BRENT 729 MCGUIRE CIRCLE BERRYVILLE, VA. 22611 PAGE: 173 MAP: 14C15	N 605,000.00 22611 PIN:	DBS	100% 573,400 WimpV
12/29/20	203210	LONG, CLAY M RECORDED TIME: 13:45 DESCRIPTION 1: LOT 5 BATTLETOWN DISCT DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 3	N HERRING, ERIC 884 OLD FERRY LN BLUEMONT, VA. 20135 PAGE: 189 MAP: 25B25	N 560,000.00 20135 PIN:	DBS	100% 430,200 WimpV
12/29/20	203212	OHRSTROM II, GEORGE RECORDED TIME: 14:00 DESCRIPTION 1: DATE OF DEED : 12/26/20 BOOK: 670 NUMBER PAGES : 2	N PEREZ, JOSE N/A N/A, XX. 00000 0000 PAGE: 206 MAP: 6A14	N .00 PIN:	DG	100%
12/29/20	203213	MALCOM MCDONALD AS MARY MCD TR RECORDED TIME: 14:15 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 4	N MCDONALD, MARY N/A N/A, XX. 00000 0000 PAGE: 208 MAP:	N .00 PIN:	DODS	100%
12/29/20	203214	MCDONALD, MARY RECORDED TIME: 14:16 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 3	N MCDONALD, MALCOM N/A N/A, XX. 00000 0000 PAGE: 212 MAP:	N .00 PIN:	DG	100%
12/29/20	203215	MCDONALD, MALCOM RECORDED TIME: 14:20 DESCRIPTION 1: DATE OF DEED : 12/18/20 BOOK: 670 NUMBER PAGES : 4	N MALCOM MCDONALD TRSTE N/A N/A, XX. 00000 0000 PAGE: 215 MAP:	N .00 PIN:	DBS	100%
12/30/20	203225	ASH WILL FARM RECORDED TIME: 10:50 DESCRIPTION 1: DATE OF DEED : 12/29/20 BOOK: 670 NUMBER PAGES : 4	N HOUCK III, WILLIAM N/A N/A, XX. 00000 0000 PAGE: 338 MAP:	N 583,900.00 PIN:	DBS	100% 460K 583,900 VAC Family Sale

CLARKE COUNTY CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
 LOCAL TAXATION DEPARTMENT  
 COUNTY  
 FOR DECEMBER, 2020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/30/20	203224	ASH WILL LC RECORDED TIME: 10:50 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 4	N HOUCK III, WILLIAM N/A N/A, XX. 00000 0000 PAGE: 333 MAP:	N .00	DBS	100%
12/30/20	203231	MILNIK, TERRY L RECORDED TIME: 13:30 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 3	N KINSEY, RIANNE N/A N/A, XX. 00000 0000 PAGE: 386 MAP:	N .00	DG	100%
12/30/20	203234	CHUPP, THOMAS RECORDED TIME: 14:50 DESCRIPTION 1: LOT 2 SMALLWOOD SUBD DATE OF DEED : 12/29/20 BOOK: 670 NUMBER PAGES : 2	N GAETJEN, AMANDA 544 ANNFIELD RD BERRYVILLE, VA. 22611 PAGE: 397 MAP: 11A18B	N 545,000.00	DBS	100%
12/30/20	203236	JOHNSON, TODD RECORDED TIME: 15:00 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 670 NUMBER PAGES : 3	N TURNER, LOGAN N/A N/A, XX. 00000 0000 PAGE: 411 MAP:	N 298,460.00	DBS	100%
12/30/20	203238	DODSON, DONNA LYNN RECORDED TIME: 15:40 DESCRIPTION 1: DATE OF DEED : 12/11/20 BOOK: 670 NUMBER PAGES : 2	N CERRITO, JUVENTON 253 GARDEN RD BERRYVILLE, VA. 22611 PAGE: 435 MAP:	N 390,000.00	DBS	100%
12/30/20	203241	FIRST STREET COLD STORAGE RECORDED TIME: 16:00 DESCRIPTION 1: DATE OF DEED : 12/18/20 BOOK: 670 NUMBER PAGES : 2	N BATTLETOWN INDUSTRIES 4445 CORPORATION LANE VIRGINIA BEACH, VA. 23462 PAGE: 465 MAP:	N 1,250,000.00	DBS	100%
12/30/20	203243	MOYER, JUSTIN RECORDED TIME: 16:15 DESCRIPTION 1: LOT 8 24 ACRES CHAPEL DATE OF DEED : 12/28/20 BOOK: 670 NUMBER PAGES : 2	N LANEY, DEVIN 201 WINDWOOD LANE PARIS, VA. 20130 PAGE: 470 MAP: 40B18	N 815,000.00	DBS	100%

5035  
②

344,200  
w/imp V

new parcel

528  
②

354,300  
w/imp V

1915  
1918  
④

Lot 11 - VAC 33,200  
14 w/imp V 128,300

⑤  
7393

652,800  
w/imp V

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 77  
 TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0  
 TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 2

**Clarke County Fire & EMS  
FY 20-21 Closing Balance Summary**

Description	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	YTD Totals
<b>Billable Calls</b>								
Enders (Co 1)	69	78	83	75	74	69		448
Boyce (Co 4)	10	16	8	10	11	5		60
Blue Ridge (Co 8)	4	6	4	5	7	6		32
<b>Total # of Billable Calls</b>	<b>83</b>	<b>100</b>	<b>95</b>	<b>90</b>	<b>92</b>	<b>80</b>		<b>540</b>
ALS Trips Billed	43	48	48	43	48	44		274
BLS Trips Billed	37	47	41	41	44	33		243
TNT Trips Billed	3	5	6	6	0	3		23
<b>Total</b>	<b>83</b>	<b>100</b>	<b>95</b>	<b>90</b>	<b>92</b>	<b>80</b>		<b>540</b>
<b>Calls Dispatched</b>								
Co 1 Career	44	55	64	37	53	52		305
Co 1 Volunteer	7	8	1	4	8	7		35
Co 1 Split	48	52	40	66	41	37		284
Co 4 Career	8	2	1	1	0	1		13
Co 4 Volunteer	9	8	11	8	8	9		53
Co 4 Split	6	10	14	13	8	7		58
Co 8 Career	0	0	2	4	5	7		18
Co 8 Volunteer	9	9	7	3	1	0		29
Co 8 Split	1	2	0	0	3	1		7
Unknown	21	15	14	18	17	15		100
<b>Total # of Calls Dispatched</b>	<b>153</b>	<b>161</b>	<b>154</b>	<b>154</b>	<b>144</b>	<b>136</b>		<b>902</b>
Patient Payments	\$2,819.77	\$3,861.55	\$3,861.54	\$5,189.46	\$1,520.28	\$2,780.17		\$20,032.77
TNT Payments	\$50.00	\$150.00	\$450.00	\$500.00	\$350.00	\$0.00		\$1,500.00
<b>Total Payments</b>	<b>\$40,489.83</b>	<b>\$30,259.54</b>	<b>\$34,232.57</b>	<b>\$31,659.62</b>	<b>\$39,302.66</b>	<b>\$42,991.06</b>		<b>\$218,935.28</b>

## Clarke County Demand Response Metrics

Month	Service Days	Service Hours	Passengers	Miles Traveled
Jan-20	22	88	213	1,512
Feb-20	20	80	208	1,471
Mar-20	22	88	149	1,283
Apr-20	22	88	99	1,330
May-20	20	80	98	1,198
Jun-20	22	88	136	1,312
Jul-20	23	92	156	1,492
Aug-20	21	84	176	1,287
Sep-20	21	84	165	1,680
Oct-20	22	88	192	1,330
Nov-20	20	80	95	1,065
Dec-20	22	88	93	1,113

**2020 Board of Supervisors**

Meetings	Bass	Catlett	Daniel	Lawrence	McKay	Weiss	Boies	
1/6/2020	-	1	1	1	1	1	1	1 Work Session
1/21/2020	-	1	1	1	1	1	1	1 Regular Meeting
2/10/2020	-	1	1	1	1	1	1	1 Work Session
2/18/2020	-	1	1	1	1	1	1	1 Regular Meeting
3/9/2020	-	1	1	1	1	1	1	1 Budget Work Session
3/17/2020	-	1	1	1	1	1	1	1 Regular Meeting
4/14/2020	-	1	1	1	1	1	1	1 Work Session
4/21/2020	-	1	1	1	1	1	1	1 Regular Meeting
4/28/2020	-	1	1	1	1	1	1	1 Budget Public Hearing
5/7/2020	-	1	-	1	1	1	1	1 Special Meeting - Berryville District Interviews
5/11/2020	-	1	-	1	1	1	1	1 Work Session
5/19/2020	1	1	-	1	1	1	1	1 Regular Meeting
6/8/2020	1	1	-	1	1	1	1	1 Work Session
6/16/2020	1	1	-	1	1	1	1	1 Regular Meeting
7/13/2020	1	1	-	1	1	1	1	1 Work Session
7/14/2020	1	1	-	1	1	1	1	1 Joint Meeting with the Town of Berryville
7/21/2020	1	1	-	1	1	1	1	1 Regular Meeting
8/10/2020	1	1	-	1	1	1	1	1 Work Session
8/18/2020	1	1	-	1	1	1	1	1 Regular Meeting
9/8/2020	1	1	-	1	1	-	-	1 Work Session
9/15/2020	1	1	-	1	1	1	1	1 Regular Meeting
10/13/2020	1	-	-	1	1	1	1	1 Work Session
10/20/2020	1	1	-	1	1	1	1	1 Regular Meeting
11/5/2020	1	1	-	1	1	1	1	1 Work Session
11/12/2020	1	1	-	1	1	1	1	1 Legislative Priorities Meeting
11/17/2020	1	1	-	1	1	1	1	1 Regular Meeting
12/7/2020	1	1	-	1	1	1	1	1 Work Session
12/15/2020	1	1	-	1	1	1	1	1 Regular Meeting
	17	27	9	28	28	27	28	

Date	Packet Pgs	Min Total	Date	Packet Pgs	Pack Total
1/21/2020	506	30	1/6/2020	127	633
2/18/2020	187	25	2/10/2020	43	230
3/2/2020	30	11	3/9/2020	53	83
3/17/2020	185	30	4/14/2020	81	266
4/21/2020	112	27	4/28/2020	19	131
5/7/2020	1	3	5/11/2020	19	20
5/19/2020	122	21	6/8/2020	56	178
6/16/2019	137	36	7/13/2020	112	249
7/14/2020	26	17			26
7/21/2020	253	37	8/10/2020	118	371
8/18/2020	216	30	9/8/2020	60	276
9/15/2020	133	39	10/13/2020	70	203
10/20/2020	165	26	11/5/2020	89	254
11/12/2020	6	16			6
11/17/2020	196	39	12/7/2020	52	248
12/15/2020	335	203			335
		<b>590</b>		<b>3509</b>	

## 2020 Broadband Implementation Committee

Meetings	7/22/2020	8/19/2020	10/21/2020	Total	
Buster Dunning	0	0	0	0	0%
Dr. William Houck	1	1	1	3	100%
Doug Kruhm	0	1	0	1	33%
Doug Lawrence	1	1	1	3	100%
McKay, Bev	1	1	1	3	100%
	<u>3</u>	<u>4</u>	<u>3</u>		

Date	Packet Pgs	Minutes Pgs
7/22/2020	138	9
8/19/2020	40	9
10/21/2020	11	9
	<u>189</u>	<u>27</u>

### Highlights:

July 22, 2020	Chair Selection School Update Committee History & Orientation for new members Discussion on study update VATI Update
August 19, 2020	Open House Discussion Study Update VATI Update NOVEC Update Clarke Connect Update
October 21, 2020	Update from the State on the CARES Act Update Shentel Update Clarke County Broadband Accomplishments through October 2020

**2020 Economic Development Advisory Committee**

Meetings	3/20/2020		5/20/2020		11/18/2020			12/16/2020		Total Attend
	1/29/2020	Cancelled	Cancelled	6/17/2020	7/15/2020	9/16/2020	Rescheduled	12/2/2020	Annual Tour Postponed	
Bates, Chris	1			1	1	1		1		5
Dunkle, Christy	1			1	1	1		1		5
Felicia Hart				1	1	1		1		4
Kemp, Tiffany				1	1	1		0		3
Kraybill, Christina	1			1	1	1		1		5
McKay, Bev	1			1	1	1		1		5
McIntosh, Lori				0	0	0		0		0
Milleson, John	1			1	1	1		1		5
Shaffer, Lee	0			0	0	1		1		2
Pritchard, Betsy	0			1	1	1		1		4
Capelli, Len	1									1
Walburn, Lora	1			1						2
	7	0	0	9	8	9	0	8	0	41

Date	Packet Pgs	Minutes Pgs
1/29/2020	112	10
3/18/2020	102	0
5/20/2020	0	0
6/17/2020	15	12
7/15/2020	189	9
9/16/2020	86	
11/18/2020	0	0
12/2/2020	109	22
12/16/2020	0	0
	613	53
Lora Total	229	22
Tiffany Total	384	31

Highlights

- January: Elected Chair John Milleson, Vice Chair Chris Bates  
Discussed brochure project; carried forward to March  
Discussed agi-equine survey; carried forward to March  
Discussed meals tax and HB785; carried forward to March  
Len Capelli review Agripreneur seminar for February 12
- March: Cancelled due to COVID-19  
Update sent by Felicia Hart
- May: Cancelled due to COVID-19  
Update sent by Felicia Hart 05/21/2020
- June: Joint meeting with IDA an EDAC  
Review of Zoning, available properties by Brandon Stidham  
Review of Economic Development and Tourism activities by Felicia Hart  
Personnel update by Chris Boies Director ED&T, IDA & EDAC Clerk
- July: Will hold off on Ag-equine survey and reevaluate at the beginning of 2021  
Include Goals of the Joint Committee to the next packet.  
Create a list of roles/responsibilities
- September: CARES Grant Small Business Assistance Review  
30 Applications, 28 complete, max \$10,000 per application  
Felicia Hart discussed CARES funding for
- November: Rescheduled to December 2, 2020
- December: Discussed the structure of the EDAC, IDA, MOU Committee, and Berryville Main Street  
The 2020 Annual Business Tour was postponed due to COVID-19  
It was decided to have two tours a year, one in spring and one in fall

2020 Industrial Development Authority of the Clarke County Virginia

Meetings	4/23/2020					Totals
	1/23/2020	Cancelled	6/17/2020	7/23/2020	10/23/2020	
Cochran, Ben	1	0	1	0	1	3
Ferrell, Brian	1	0	1	1	1	4
Hart, Felicia	0	0	1	1	1	3
Kemp, Tiffany	0	0	1	1	1	3
Koontz, English	1	0	0	0	0	1
Pierce, Rodney	1	0	1	1	1	4
Preston, Isreal	1	0	1	1	0	3
Waite, William	1	0	1	1	0	3
Wolfe, William	1	0	0	1	1	3
Weiss, David	1	0	1	1	1	4
Capelli, Len	1	0	0	0	0	1
Walburn, Lora	1	0	1	0	0	2
	10	0	9	8	7	

Date	Packet Pgs	Minutes Pgs	Clerk
1/23/2020	149	10	Lora
4/23/2020	0	0	Lora
6/17/2020	15	12	Lora
7/23/2020	124	9	Tiffany
10/22/2020	69	12	Tiffany
	357	43	
Lora Total	164	22	
Tiffany Total	193	21	

Highlights:

January: Elected: Chair Brian Ferrell, Vice Chair Ben Cochran, Secretary/Treasurer Bill Waite  
 Investment update by Janice Kuhn, no changes made  
 Carry forward adoption of Bylaws and Rules and Procedures to April 23  
 Carry forward review of bond fees from surrounding jurisdictions  
 Len Capelli's last meeting with the IDA  
 Ben Cochran's first meeting as a member of the Board.

April: Cancelled due to COVID-19  
 Treasurer's Report sent by Bill Waite  
 Update sent by Felicia Hart 05/21/2020

June: Joint meeting with IDA an EDAC  
 Review of Zoning, available properties by Brandon Stidham  
 Review of Economic Development and Tourism activities by Felicia Hart  
 Personnel update by Chris Boies Director ED&T, IDA & EDAC Clerk

July: Bond terms will be left as is  
 Bylaws, Rules & Procedures will be reviewed by staff and any changes will be recommended in October.  
 Clarke County CARES Small Business Assistance program was discussed  
 Update on the Southeastern Collector Study was provided by Chris Boies  
 Conflict of Interest Requirement Change as of July 1, 2020. Directors must submit A Statement of Economic Interest by Aug. 3, 2020.

Oct: A detailed discussion took place to revise the Bylaws, Rules, & Procedures  
 Felicia Hart provided an update to the Clarke County CARES Small Business Assistance Grants  
 Chris Boies outlined the procedures for the Clarke County CARES Non-Profit Grant Assistance Program  
 Chris Boies gave an update on the CARES Funds for Internet Connectivity  
 Staff will create an invoice for all possible charges for the Bond Application  
 Staff will update the Bylaws, Rules and Procedures based on the discussion and present for approval at the January 2021 Org Meeting

**2020 Joint Administrative Services Board**

Meetings	1/27/2020	2/12/2020	2/24/2020	3/23/2020 Cancelled	4/27/2020	5/18/2020 Cancelled	6/15/2020	7/27/2020 Cancelled	8/24/2020	9/28/2020	10/19/2020	11/16/2020	11/23/2020 Cancelled	12/21/2020	Total Attend	
David Weiss	1	1	1	-	1	-	1	-	-	-	1	1	-	1	8	80%
Chuck Bishop	1	1	1	-	1	-	1	-	1	1	1	1	-	1	10	100%
Sharon Keeler	1	1	-	-	1	-	1	-	1	-	1	1	-	1	8	80%
Chip Schutte	-	1	1	-	-	-	1	-	-	1	-	1	-	-	5	50%
Chris Boies	1	1	1	-	1	-	1	-	1	1	1	1	-	1	10	100%
Brenda Bennett	-	-	-	-	1	-	1	-	1	1	1	1	-	1	7	70%
Tom Judge	1	-	1	-	1	-	-	-	-	-	-	-	-	-	3	75%
	5	5	5	0	6	0	6	0	4	4	5	6	0	5	27	

Highlights

January: Organizational Meeting (Chair, Vice-Chair, and Meeting Schedule)  
Scheduling and Timekeeping Software  
Clarke County Sanitary Authority Responsibility  
JAS Budget  
Closed Session

February 12: Closed Session

February 24: Opted not to make any changes to the insurance plan.  
Adopted the FY2021 insurance rates.  
Set the overall County limit for purchasing card program to \$200,000 and set individual card limits.  
Accepted resignation of Tom Judge effective 6/30/2020.  
Appointed Brenda Bennett as the Director of JAS effective July 1, 2020

March 23: Cancelled

April 27: Update on Effectiveness of Working from Home  
Discussion and Coordination of matters pertaining to Government and Schools  
Closed Session

May 18: Cancelled

June: Flexible Spending Account changes  
Closed Session

July 27: Cancelled

August 25: Tom Judge Leave Payout  
JAS Staff Update  
CARES Act funding Update

September 28: Unemployment Claims pertaining to Government and Schools  
Anthem/Valley Health Negotiations

October 19: Health Insurance RFP Update and proposed timeline

November 16: Review and Discussion of Insurance Proposals

November 23: Cancelled

December 21: Review and Discussion of Insurance Consultant Proposals

Date	Packet Pgs	Minutes	Pgs
1/27/2020		9	10
2/12/2020		1	3
2/24/2020		29	9
3/23/2020 -		-	-
4/27/2020		10	6
5/18/2020 -		-	-
6/15/2020		7	4
7/27/2020 -		-	-
8/24/2020		5	3
9/28/2020		14	6
10/19/2020		7	4
11/16/2020		5	3
11/23/2020 -		-	-
12/21/2020		8	4
<b>Totals:</b>		<b>95</b>	<b>52</b>

## 2020 BCCGC Joint Building Committee

Meetings	1/8/2020	3/4/2020	5/13/2020	7/1/2020	9/2/2020	11/4/2020	Total
Arnold, Jay	1	1	1	-	1	1	5
Boies, Chris	1	1	1	-	1	1	5
Dalton, Keith	1	1	1	-	1	1	5
McKay, Bev	1	1	1	-	1	1	5
	4	4	4	0	4	4	

### Highlights:

January 8, 2020	Organizational Meeting Amphitheater Project Operation Agreement, Fiscal Agent, Facility and Grounds Use deferred to March Meeting Facility Review
March 4, 2020	Amphitheater Project Operation Agreement, Fiscal Agent, Facility and Grounds Use deferred to March Meeting Facility Review
May 13, 2020	Minutes (January and March) Follow up items
July 1, 2020	Cancelled
September 2, 2020	November Election Closing Procedures
November 4, 2020	Signage

Date	Packet Pgs	Minutes Pgs
1/8/2020	34	8
3/4/2020	36	6
5/13/2020	16	4
7/1/2020	-	-
9/2/2020	5	6
11/4/2020	7	5
	98	29

**2020 Berryville Clarke County Joint Committee on Economic Development & Tourism**

Meetings	3/20/2020							Total Attend
	2/12/2020	Cancelled	5/1/2020	7/17/2020	9/18/2020	11/20/2020		
Arnold, Jay	1	0	1	1	1	1	5	
Boies, Chris	1	0	1	1	1	1	5	
Dalton, Keith	1	0	1				2	
Kemp, Tiffany			1	1	1	0	3	
Dunkle, Christy			1	1	1	1	4	
Lawrence, Doug		0	1	1	1	1	4	
Rodriquez, Kara		0	1	1	1	0	3	
Weiss, David	1	0	1	1	1	1	5	
Walburn, Lora	1	0					1	
	5	0	8	7	7	5	32	

Date	Packet Pgs	Minutes Pgs
2/12/2020	17	7 Lora
3/20/2020	24	0 Cancelled
5/1/2020	24	5 Lora/Tiffany
7/17/2020	16	4 Tiffany
9/18/2020	17	7 Tiffany
11/20/2020	19	26 Tiffany
	<u>117</u>	<u>49</u>

Lora Total: 65 7  
 Tiffany Total: 52 42

Highlights

- February: Town of Berryville selected Kara Rodriguez as an additional member.  
 County of Clarke has not yet selected its alternate.  
 Agreed to work together on revising the MOU.  
 Agreed to define financial contribution levels to fund Econ Dev Director and include in revised MOU.  
 Agreed to work together to revise Economic Director job description, including oversight.
- March: Cancelled due to COVID-19  
 Update sent by Felicia Hart
- May: MOU draft was discussed and edits were suggested to Chris Boies.  
 Policy for selecting chair & vice chair was established  
 Funds from Town for Economic Development & Tourism Director position was discussed. Set amount for 2020 was determined and left TBD for FY21 & FY22. Salary & grade level were agreed upon.  
 Edits were made to the ED&T position and it was agreed to post the job with the paramaters as discussed.
- July: Goals were defined  
 Brief discussion on the Southeastern Collector Study results
- September: Chris Boies and Felicia Hart gave an update on the Small Business Grant program  
 Felicia Hart gave a update on the CARES funding in relation to Economic Development and Tourism  
 Felicia Hart presented an update to the goals established in July
- November: Chris Boies presented an update on the Non-Profit Grant Assistance Program  
 Felicia Hart presented an update to the goals established in July