

**AGENDA**  
**BOTETOURT COUNTY BOARD OF SUPERVISORS**  
**TUESDAY, MAY 24, 2016**  
**GREENFIELD EDUCATION AND TRAINING CENTER**  
**ROOMS 226, 227, AND 228**  
**DALEVILLE, VIRGINIA 24083**  
**BEGINNING AT 12:45 P. M. (Closed Session)**  
**2:00 P. M. (Public Session)**

**I. Business Items:**

- Call to Order.
- Public comment period.

**II. Consent Agenda:**

1. Approval of minutes of the regular meeting/budget public hearing held on April 26, 2016.  
Approval of minutes of the continued meeting held on May 6, 2016.  
Approval of minutes of the continued meeting held on May 16, 2016.
2. Approval of Transfers and Additional Appropriations. (Zerrilla)
3. Approval of Accounts Payable and ratification of the Short Accounts Payable List.  
(Zerrilla)

**III. General Items:**

4. Consideration of approval of the 2016 tax rate resolution and the FY 16-17 budget resolution. (Zerrilla)
5. Consideration of School Division Capital Reserve Fund request. (Zerrilla/Busher)
6. Consideration of request for Library Incentive Fund monies for a project at the Eagle Rock Library. (Vest/Hibben)
7. Consideration of amendments to the Salem trash transfer station contract. (Shearer)
8. Consideration of amendments to the County's Personnel Policy Manual. (Moorman)
9. Other Items:
  - Committee reports.

**IV. Appointments:**

10. A. The terms of the Amsterdam and Valley District representatives on the Social Services Board expire on July 1, 2016. These are four year terms.

**V. Items at Specific Times:**

11. 12:45 P. M. Closed session to discuss personnel matters; the acquisition of real property for public uses or the disposition of publicly held real property where discussion in open session would adversely affect the bargaining position or negotiating strategy of the public body; 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 County; and consultation with legal counsel regarding specific legal matters as per Section 2.2-3711(A) (1), (3), (5) and (7) of the Code of Virginia of 1950, as amended.
12. 2:30 P. M. Highway Department:
  - A. Monthly update report. (Hamm)
  - B. Work session on the FY 17 – 22 Secondary System Six Year Plan. (Blevins)

**V. Items at Specific Times (cont.):**

- 13. 3:00 P. M. Public hearing on proposed amendments to Chapter 23. Taxation of the Botetourt County Code regarding an increase in the Transient Occupancy Tax. (Farmer)
- 14. 3:15 P. M. A. Public hearing on proposed amendments to Chapter 25. Zoning of the Botetourt County Code regarding short-term vacation rentals, time-lines, processing of requests, enforcement, etc. (Pendleton)  
  
B. Consideration of an increase various zoning-related fees. (Pendleton)
- 15. 3:30 P. M. Public hearing on proposed amendments to Chapter 23. Taxation of the Botetourt County Code regarding real estate tax exemptions for elderly and disabled persons. (Zerrilla/Lockaby)
- 16. 3:45 P. M. Staff presentations on Community Development Office activities.

6:00 P. M. Public hearings:

17. Fincastle Magisterial District, Richard V. and Barbara J. Woodard request a Special Exception Permit for a commercial kennel to breed a maximum of fifteen adult dogs, with possible conditions, at 172 Fire Tower Lane, Eagle Rock, on the portion of the property in the Forest Conservation (FC) Use District. The 100.29-acre parcel is zoned Forest Conservation (FC) Use District and Agricultural-Rural Residential (AR) Use District. The entrance is located approximately 0.5 miles west of its intersection with Mt. Moriah Road (State Route 681), identified on the Real Property Identification Maps of Botetourt County as Section 27, Parcel 39. (McGee)

The Planning Commission recommended conditional approval of this request.

18. Valley Magisterial District, Orchard Hills Church, Inc., requests a Special Exception Permit in the Agricultural (A-1) Use District for a day-care center, with possible conditions, on a 9.95-acre parcel, at 6032 Cloverdale Road, Roanoke, located approximately 0.07 miles northwest of its intersection with EastPark Drive (State Route 1499), identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 244A. (Pearson)

The Planning Commission recommended conditional approval of this request.

19. Valley Magisterial District, Summers Properties, LLC, requests to amend Chapter 25 Zoning, Article II. District Regulations Generally, Division 6. Residential District R-3 of the Botetourt County Code as follows: Sec. 25-163 – Uses permissible by special exception, from “(5) Dwelling, multi-family, up to ten (10.0) dwellings per net acre.” to “(5) Dwelling, multi-family, up to sixteen (16.0) dwellings per net acre;” and requests to rezone a 4.73-acre lot from an Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District, with possible proffered conditions, for the construction of dwellings, multi-family, containing up to 74 dwelling units, with a special exception permit, with possible conditions, for the use of dwelling, multi-family, up to sixteen (16.0) dwellings per net acre, at 168 Bonny View Lane, approximately 0.16 miles north of its intersection with Read Mountain Road (Route 654), identified on the Real Property Identifica-

**V. Items at Specific Times (cont.):**

tion Maps of Botetourt County as Section 107, Parcel 200. The development is proposed to be accessed via Summerfield Court (State Route 1117). (Pendleton)

The Planning Commission recommended conditional approval of this request.

Continue the meeting until 6:00 P. M. on Tuesday, June 21, 2016, in Room 229 of the Greenfield Education and Training Center for a joint meeting with the Botetourt County School Board.

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, April 26, 2016, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 12:45 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn (arrived at 1:00 P. M.)

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
Mr. David Moorman, Deputy County Administrator  
Mr. Michael W. S. Lockaby, County Attorney

The Chairman called the meeting to order at 12:45 P. M.

On motion by Mr. Leffel, seconded by Mr. Martin, and carried by the following recorded vote, the Board went into Closed Session at 12:45 P. M. to discuss the acquisition/disposition of real property for public purposes; a prospective business or industry not previously announced; and consultation with legal counsel regarding specific legal matters as per Section 2.2-3711(A) (3), (5), and (7) of the Code of Virginia of 1950, as amended. (Resolution Number 16-04-02)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel

NAYS: None

ABSENT: Dr. Scothorn

ABSTAINING: None

The Chairman called the meeting back to order at 2:01 P. M.

On motion by Mr. Leffel, seconded by Mr. Martin, and carried by the following recorded vote, the Board returned to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 16-04-03)

AYES: Mr. Martin, Dr. Scothorn, Mr. Leffel, Mr. Dodson, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

**BE IT RESOLVED**, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

The Chairman then asked for a moment of silence. Mr. Martin then led the group in reciting the pledge of allegiance.

Mr. Larrowe then asked Mr. Jeff Scott, Building Official, and Mr. Brandon King, Combination Inspector, to come forward. Mr. Larrowe noted that he asked that Mr. Scott be present at today's meeting in order to be recognized for receiving his Certified Building Official designation last month from the International Code Council.

Mr. Scott stated that his first year of employment with Botetourt County has been a great experience and he appreciates the opportunity to serve the County.

Mr. Dodson congratulated Mr. Scott for receipt of this certification.

Mr. Larrowe then stated that Mr. Brandon King has received ICC certifications in the residential building, residential plumbing, and residential mechanical designations in his first year as a County Combination Inspector. He noted that this was a major accomplishment on Mr. King's behalf.

Mr. Dodson and the Board congratulated Mr. King for his work toward and receipt of these certifications.

Mr. Jim Farmer then introduced Mr. Eric Daniels to the Board. He noted that Mr. Daniels was previously a part-time Recreation Maintenance worker but earlier this month was made a full-time employee.

The Board welcomed Mr. Daniels to employment with the County.

Mr. Farmer then stated that he would also like to recognize the local American Legion organization for their generous \$1,400 donation which will be used to help the County's youth sports program. He noted that Mr. Joel Eig, with the American Legion, was present at today's meeting.

Mr. Eig stated that it is a pleasure to make this donation on behalf of the American Legion for the County's youth recreation program.

The Board thanked Mr. Eig and the American Legion for this donation.

After questioning by Mr. Leffel, it was noted that there was no one present from the public who wished to make any comments at this time.

After discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the minutes of the Board's joint meeting with the Economic Development Authority held on March 15, 2016, were approved as submitted. (Resolution Number 16-04-04)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Dodson, seconded by Mr. Martin, and carried by the following recorded vote, the minutes of the regular meeting held on March 22, 2016, were approved as submitted. (Resolution Number 16-04-05)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the minutes of the budget work session held on March 28, 2016, were approved as submitted. (Resolution Number 16-04-06)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the minutes of the joint meeting with the Planning Commission held on April 11, 2016, were approved as submitted. (Resolution Number 16-04-07)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Larowe then stated that the County has received notification from the Government Finance Officers Association that they have awarded Mr. Tony Zerrilla, Director of Finance, a

certificate of achievement for his work on the County's annual audit report for the 2014-15 fiscal year. He noted that this is the highest form of recognition in the area of governmental accounting and is a well-earned award for Mr. Zerrilla.

Mr. Larowe stated that, prior to becoming County Administrator in January, he was informed by the County's auditor, Corbin Stone with Robinson, Farmer, Cox Associates, that Botetourt County has one of the best finance directors in the State.

After questioning by Mr. Williamson, Mr. Zerrilla stated that this is the eleventh time that he has received this award. Mr. Zerrilla stated that compilation of data for the audit report is due to a combination of items including the assistance of many County employees, department heads, the County school staff, the Treasurer, and the Commissioner of Revenue. He noted that compiling the audit is a joint team effort each year.

Mr. Leffel thanked Mr. Zerrilla for his work and congratulated him on receipt of this award.

Consideration was then held on approval of transfers and additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that there were three transfers and nine pass-through appropriations for the Board's consideration this month.

Mr. Zerrilla stated that he would also like to request consideration of an additional transfer in the amount of \$250,000 from the General Fund Undesignated Fund Balance to the Economic Development Authority in anticipation of receipt of bills associated with the grading work on the Eldor site in Greenfield. He noted that the Board had approved an initial transfer of \$750,000 to the Authority at their March regular meeting for Eldor's project-related costs. Mr. Zerrilla further noted that these site grading expenses will be reimbursed by the State of Virginia.

After discussion, Mr. Zerrilla then stated that the appropriations were for receipt of grant funds, expenditure reimbursements, and insurance recovery funds.

There being no discussion, on motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved the following transfers and appropriations: (Resolution Number 16-04-08)

AYES: Mr. Leffel, Mr. Williamson, Mr. Dodson, Mr. Martin, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Transfer \$1,644.92 to Sheriff's Department - Vehicle & Power Equipment Supplies, 100-4031200-6009, from various departments as follows for vehicle repairs at the County Garage:

\$132.99 General Svces. – Repair & Maint. – Vehicles, 100-4040000-3312  
 \$132.80 Develop. Svces. – Repair & Maint. – Vehicles, 100-4034000-3312  
 \$664.01 Animal Control - Veh. & Power Equip. Suppl., 100-4035100-6009  
 \$ 48.02 Parks & Rec. – Veh. & Power Equip. Suppl., 100-4071000-6009  
 \$ 43.03 Van Program – Repair & Maint. – Vehicles, 100-4071500-3312  
 \$386.92 Tourism – Veh. & Power Equip. Supplies, 100-4081600-6009  
 \$237.15 Fire & EMS – Repair & Maint. – Vehicles, 100-4035500-3312

Transfer \$70,000 of budgeted funds from Contingency, 100-4093000, to County Administrator, 100-4012110. These funds will cover certain extended and separation costs relating to the transition between County Administrators.

Transfer \$250,000 from the General Fund Undesignated Fund Balance to the Economic Development Authority in anticipation of receipt of invoices associated with grading work on the Eldor site in Greenfield. These expenses will be reimbursed by the State of Virginia.

Additional appropriation in the amount of \$1,000 to Parks & Recreation – Coaches Certification, 100-4071000-3181. These are sponsorship funds received from Shenandoah Baptist Church which will be divided between the County's seven athletic booster clubs.

Additional appropriation in the amount of \$3,000 to Sports Complex – Purchase of Services – Other Government Entities. 100-4071300-3800. These are NCCAA softball tournament sponsorship funds received from the Roanoke Valley Convention and Visitors Bureau.

Additional appropriation in the amount of \$7,500 to Emergency Services – Capital Outlay - Other Capital, 100-4035500-8012. These are LEMP (Local Emergency Management Preparedness) grant funds received from the State which will be used to offset applicable expenditures.

Additional appropriation in the amount of \$1,341.06 to Correction & Detention – Medical & Lab Supplies, 100-4033100-6004. These are reimbursement funds received from Craig County for their inmate medical expenses.

Additional appropriation in the amount of \$1,600.00 to Correction & Detention – Police Supplies, 100-4033100-6010. These are rebate funds received from Kenwood for police radio purchases.

Additional appropriation in the amount of \$3,750.92 to Sheriff's Department – Subsistence & Lodging, 100-4031200-5530. These are reimbursement funds received from the State for extradition expenses.

Additional appropriation in the amount of \$1,956.63 to the following Sheriff's Department accounts: \$1,817.58 to Overtime, 100-4031200-1200; and \$139.05 to FICA, 100-4031200-2100. These are recovered costs for providing police services for Valley Group (transformer escort).

Additional appropriation in the amount of \$4,609.50 to Sheriff's Department – RAID Patrol, 100-4031200-5830. This is a quarterly reimbursement of RAID program expenses for the Botetourt County Sheriff's Office Alternative Program.

Additional appropriation in the amount of \$1,000 to Maintenance – Repair & Maintenance – Buildings, 100-4043000-3313. These are insurance funds received for damage to a rock wall at the Circuit Courthouse.

Consideration was then held on approval of accounts payable and ratification of the Short Accounts Payable List. Mr. Tony Zerrilla, Director of Finance, stated that this month's accounts payable totaled \$811,451.36 in General Fund expenditures. He noted that the Short Accounts Payable totaled \$301,813.81; \$298,758.81 in General Fund invoices; and \$3,055 in Debt Service Fund expenditures.

Mr. Zerrilla stated that this month's large expenditures included \$133,674 to the Botetourt County Health Department for two quarterly budget payments; \$28,502 to Colonial Ford Truck Sales for a new pickup truck for the Parks and Recreation Department; and \$27,563 to Harris Computer Systems for the first of three payments for new financial software.

After questioning by Mr. Williamson, Mr. Zerrilla stated that all of these expenses are within the budgeted allocations for these departments.

After questioning by Dr. Scothorn regarding a \$15,000 payment from the Volunteer Fire Department account to the County Fire and EMS Department, Mr. Zerrilla stated that this invoice was for costs incurred by career unit vehicles.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved the accounts payable and ratified the Short Accounts Payable List as submitted. (Resolution Number 16-04-09)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on adoption of a resolution designating the Roanoke Valley region as "Virginia's Blue Ridge." Mr. Jim Farmer, Director of Parks, Recreation, and Tourism, stated that Mr. Landon Howard, Executive Director of the Roanoke Valley Convention and Visitors Bureau, Mr. Lee Wilhelm, Chairman of the CVB Board, and other Bureau representatives were present at this meeting.

Mr. Farmer stated that the County will be a full member of the CVB as of July 1, 2016. He noted that the Bureau is working with the regional governments and private businesses by creating a regional brand name designation, "Virginia's Blue Ridge."

Mr. Howard then gave a brief presentation. He stated that the CVB had a successful annual meeting last week. He noted that the organization has grown considerably in the last four years and they currently have almost 1,100 business members. Mr. Howard stated that their advertising program has been a huge success and has increased 585% over the past five years.

Regarding public relations, Mr. Howard stated that the CVB works with Botetourt County's staff when hosting visits by journalists to this area. He noted that these public relations activities have resulted in an estimated \$6 million in revenues for the region's economy. He noted that the trend over the past five years has shown an increase in the number of visitors to the area. Mr. Howard stated that their research estimates that there has been an additional \$134 million in annual spending by these visitors in the area's economy which equates to \$2,558 per resident.

Mr. Howard stated that their information indicates that tourism has created 520 jobs in the area in the past five years and 7,600 people are employed in the travel and tourism industry in this region. He noted that 1.2 million hotel/motel rooms have been sold in the past five years which generated an increase of \$8.5 million in lodging revenue. Mr. Howard further stated that, in 2016, Botetourt County's hotel/motel room demand increased 19% and hotel/motel revenues have increased by 16%.

Mr. Howard stated that "tourism is economic development's first date" as visitors to the region may return to open new businesses. He noted that Botetourt County has had great success in its economic development efforts in the last few months and the area's metropolitan/mountain mix is a great attractor of visitors and business representatives. Mr. Howard stated that the CVB believes that tourism visits will increase in the future.

After discussion, Mr. Howard requested that the Board adopt the proposed resolution designating the Roanoke Valley as "Virginia's Blue Ridge" to improve the area's recognition and marketing efforts. Mr. Howard further stated that he and his staff appreciate the opportunity to work with Botetourt County as it has a "fabulous product."

Mr. Williamson stated that the County requested and received approval from the General Assembly earlier this year to increase its transient occupancy tax from 5% to 7% and asked if the CVB is willing to endorse this tax increase.

Mr. Howard stated that, on behalf of the CVB's members, he endorses the proposed transient occupancy tax increase from 5% to 7%.

Mr. Howard further noted that their figures indicate that, since 2010, there have been only two months of negative tourism growth in the area and this was due to the federal govern-

ment shutdown in 2013 which closed the Blue Ridge Parkway and other federal monuments/parks in this area.

There being no discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the following resolution supporting the designation of the Roanoke Valley region as Virginia's Blue Ridge and directed the use of the Virginia's Blue Ridge brand by the County on promotional and marketing materials in support of expanded destination travel and tourism in this region.

AYES: Mr. Martin, Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 16-04-10

**WHEREAS**, travel in Virginia's Blue Ridge generates nearly \$784 million in travel expenditures annually by visitors and supports over 7,600 jobs; and provides more than \$55 million in direct state and local tax revenue; and,

**WHEREAS**, leisure travel, which accounts for more than three-quarters of all trips taken in the United States, supports our region's arts, entertainment, and recreation sectors of tourism and spurs local job creation; and,

**WHEREAS**, traveler spending in our region enhances the lives of local residents through sales taxes paid by out-of-town guests, thereby decreasing residents' taxes to cover services enjoyed by all; and,

**WHEREAS**, travel and tourism are vital components of Virginia's diverse economy, a cornerstone of our vibrant quality of life, and a catalyst for entrepreneurship, cultural enrichment, historic preservation, community revitalization and economic growth; and,

**WHEREAS**, the goal of the Roanoke Valley Convention & Visitors Bureau is to promote the travel and tourism industry in our region, direct the development of local tourism marketing programs, and increase the prosperity and welfare of the people of Botetourt County and our region; and,

**WHEREAS**, in an effort to market Virginia's Blue Ridge as a premier travel destination, the Roanoke Valley Convention & Visitors Bureau works in partnership with localities, businesses and non-profit institutions to extend the appeal, reach and impact of the "Virginia's Blue Ridge" brand; and,

**WHEREAS**, the Virginia's Blue Ridge brand promotes a positive and attractive image, regionally, nationally and globally; and,

**WHEREAS**, Botetourt County desires to work with other regional governments and private businesses to unite under one regional brand, Virginia's Blue Ridge; and

**WHEREAS**, Botetourt County, in cooperation with other localities within our region, desires to cooperate, collaborate, develop and maintain a consistent message that supports the Virginia's Blue Ridge brand.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Supervisors of Botetourt County, Virginia as follows:

1. Botetourt County joins its regional partners in designating our region as Virginia's Blue Ridge.
2. The Board directs that Botetourt marketing and promotional materials support the Virginia's Blue Ridge brand, to promote, encourage and sustain the growth of destination travel and tourism within the greater Roanoke Valley Region.
3. The Board directs the Clerk to provide an attested copy of this Resolution to the Roanoke Valley Convention & Visitors Bureau, the City of Roanoke Council, the Roanoke County Board of Supervisors, the Vinton Town Council, and the Salem City Council.

Mr. Wilhelm thanked the Board for the support that they have given to the CVB and expressed his appreciation for the Board's approval of this resolution. He noted that the County has been a great supporter of the Bureau and he believes that there are more good things to come.

Mr. Wilhelm further noted that the Board made a great decision in hiring Mr. Larrowe as County Administrator as he has been a very enthusiastic supporter of their organization and its activities over the past few months.

There being no further discussion, they then left the meeting at this time.

Consideration was then held on a resolution declaring the week of May 15 – 21, 2016, as Emergency Medical Services Week. Mr. Jason Ferguson, Deputy Chief, stated that the third week of May is considered National EMS Week and a resolution recognizing this week in Botetourt County has been provided for the Board's consideration. He noted that this year's theme is "EMS Strong: Called to Care."

Mr. Ferguson stated that several representatives of the County's volunteer and career EMS staff are present at today's meeting. He noted that these personnel provide 24/7 service to the County's citizens.

Mr. Leffel thanked each of the County's EMS members for their service and dedication. Mr. Leffel stated that he knows that the service that these personnel provide is not easy.

Mr. Martin stated that the EMS personnel provide a great service for the County and the Board appreciates each of them for their dedication.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Williamson, and carried by the following recorded vote, the Board adopted the following resolution declaring the week of May 15 – 21, 2016, as Emergency Medical Services Week.

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 16-04-11

**WHEREAS**, emergency medical services are a vital public service; and,

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need twenty-four (24) hours a day, seven (7) days a week; and,

**WHEREAS**, access to quality, emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

**WHEREAS**, the emergency medical services system consists of emergency physicians, nurses, medical technicians, paramedics, firefighters, educators, administrators, 911 telecommunications officers, and others; and,

**WHEREAS**, the members of emergency medical service teams, both career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week,

**NOW, THEREFORE**, we, the Board of Supervisors of Botetourt County, Virginia, do hereby proclaim the week of May 15 through 21, 2016, as **EMERGENCY MEDICAL SERVICES WEEK** in the County of Botetourt; and,

**FURTHER**, with the theme "*EMS Strong: Called to Care*," we encourage the community to observe this week with appropriate programs, ceremonies, and activities.

Consideration was then held on a request from Relay for Life for a variance to the Noise Ordinance regarding an event scheduled at Daleville Town Center. Mr. David Moorman, Deputy County Administrator, stated that the local Relay for Life group is holding a fundraising event for the American Cancer Society from 11AM to 11PM on Saturday, May 7 at Daleville Town Center.

Mr. Moorman noted that this event will include music to keep the participants motivated and engaged; however, the County's noise ordinance prohibits the production of music from any device after 10:00 PM "in such a manner as to be plainly audible across property boundaries ... or plainly audible at fifty (50) feet from such device." He noted that Daleville Town Center is requesting a variance to Section 15-59 of the Noise Ordinance in order to allow music to continue between 10 and 11 PM during this event.

Mr. Moorman stated that the ordinance allows the Board to grant a variance if it finds that the noise does not endanger the public health, safety or welfare, or compliance with the ordinance's provisions would produce "serious hardship without producing equal or greater benefit to the public."

After questioning by Mr. Dodson, Mr. Moorman stated that Daleville Town Center staff do have equipment to monitor the noise levels generated by this event.

Ms. Molly Henry, Director of Sales, Events and Marketing with Fralin and Waldron, stated that they do have the equipment available to monitor the music's decibel levels during this event.

After questioning by Mr. Dodson, Ms. Henry stated that they will keep the event's noise at the levels the County allows in its ordinance. After further questioning, Ms. Henry stated that she does not know of any complaints received from adjacent property owners about the noise level of events held in 2016. Ms. Henry noted that Sheriff Sprinkle is in attendance at the meeting and he may have this information.

After questioning, Sheriff Sprinkle stated that he does not know of any noise complaints received by his office since Daleville Town Center made some adjustments to their site setup in 2015.

Mr. Williamson suggested that Daleville Town Center provide notices to the adjacent property owners along Glebe Road of this 11AM to 11PM event to try to reduce the number of complaints received by the Sheriff's Department.

Mr. Dodson stated that he believes that Mr. Williamson's suggestion would be a good outreach effort for the community by Daleville Town Center.

There being no further discussion, on motion by Mr. Dodson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board approved the request from Relay for Life of Botetourt County for a variance to the County's Noise Ordinance for their event scheduled at Daleville Town Center on Saturday, May 7, 2016, from 11AM to 11PM as the noise does not endanger the public health, safety or welfare, and compliance with the ordinance's provisions would produce "serious hardship without producing equal or greater benefit to the public." (Resolution Number 16-04-12)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Dan Collins, Residency Administrator, Mr. Craig Moore, Assistant District Location and Design Engineer, and Mr. Kevin Hamm, Maintenance Operations Manager, with the Virginia Department of Transportation, were then present to speak to the Board.

Mr. Collins stated that he and Mr. Moore were present to provide an update on the Route 220 safety improvement project. Mr. Collins then presented the Board members with a handout on the project's details.

Mr. Moore stated that VDoT is holding a public hearing and presentation on the proposed safety improvements along the Route 220 corridor between Eagle Rock and Iron Gate on Thursday, April 28 from 5 to 7PM at Eagle Rock Elementary School. Mr. Moore noted that they plan to advertise this as a design/build project in order to expedite the project's construction to begin in late 2017 versus the previous date of 2019. Mr. Moore stated that they hope to have a contractor hired in early 2017 for phases 1 and 2 of this project. He noted that Thursday's hearing will be on the improvements proposed for phases 1 and 2.

After discussion, Mr. Moore then noted that VDoT will request a resolution in support of this project from the Board of Supervisors in the future.

After questioning by Mr. Williamson, Mr. Moore stated that the total current allocation for this project is \$79 million; \$66 million for phase 1 and \$30 million for phase 2. After further questioning by Mr. Williamson, Mr. Moore stated that phase 2 of this project was not included in VDoT's draft budget for House Bill 2 (HB2) projects as it did not score well during the review phase. Mr. Moore stated that VDoT will work with the County to submit another funding application for this project in the next round of HB2 submissions.

After questioning by Mr. Williamson, Mr. Moore stated that the contractor may be able to partially begin work on phase 2 if there are project savings remaining from phase 1.

Mr. Leffel thanked Mr. Moore for this update. He noted that having the project begin two years earlier than previously discussed is appreciated.

Mr. Collins then noted that VDoT's reference guide for boards of supervisors has been updated and he provided the Board with a means to access this new manual on VDoT's website.

The Board thanked Mr. Collins and Mr. Moore for their updates.

Mr. Hamm then reviewed VDoT's monthly report. He noted that VDoT's staff are very busy now that the spring construction season has begun. He further noted that there will be lane closures and traffic delays due to travel lane restriping on the Exit 150 project in the next week or so. Mr. Hamm stated that rehabilitation work on the I-81 bridge across the James River near Buchanan will begin in May with work beneath the bridge scheduled during daylight hours and work on the I-81 portion will be performed at night.

Mr. Hamm stated that the Catawba/Etzler Road intersection/bridge project is now estimated to be completed during the winter of 2016.

After questioning by Mr. Dodson, Mr. Hamm stated that he would forward additional information to Mr. Dodson on the cause of this delay.

Mr. Hamm stated that the box culvert replacement on Indian Rock Road should be completed in May and work on the Roaring Run Road culvert will begin this week and be completed in June. He noted that the bridge replacement on Route 615 should begin later this week and completed on Monday, May 2. He noted that traffic will be reduced to one lane during the repair work and reopen to traffic early on May 2. Mr. Hamm further stated that bridge work on Route 779 should begin in mid-June.

After discussion, Mr. Hamm stated that VDoT reviewed one project and issued 9 private entrance, utility, and construction entrance permits in the past month. He further stated that mowing operations on the primary roads should begin on May 9 and, once completed, mowing will begin on the secondary roads. Mr. Hamm stated that a pipe replacement project on Archway Road is scheduled to begin this week and then the crew will move to Gala to replace pipes in that area.

Mr. Hamm then stated that a section of Long Run Road (Route 772) southwest of Buchanan has collapsed and the roadway will be closed for approximately a week for pipe replacement. He noted that the roadway collapse resulted in a hole approximately 6' – 7' deep.

After questioning by Mr. Leffel, Mr. Hamm stated that he would provide Mr. Leffel with the location of this repair site.

Mr. Hamm stated that the through truck restrictions are in effect on Mountain Pass Road, Humbert Road, and Laymantown Road and all appropriate signage has been installed. He noted that VDoT has received a few telephone calls that trucks are still using these roadways but the number is less than in the past and it will now be an enforcement issue for the Sheriff's Department and State Police.

Mr. Martin thanked Mr. Hamm for having these signs installed and noted that he recently received a call regarding a truck becoming stuck on Mountain Pass Road and delaying traffic for about 1½ hours. After questioning by Mr. Martin, Mr. Hamm stated that the truck restrictions effect vehicles that are 7,500 pounds or more and require a Commercial Driver's License to operate. Mr. Hamm stated that Valley Road and Webster Heights Road are restricted to tractor trailers only while Mountain Pass, Laymantown, and Humbert have full truck restrictions in place. Mr. Hamm further stated that, if trucks have a delivery to make along these roads, then they are allowed to use the roadway.

After further questioning by Mr. Martin, Mr. Hamm stated that Mountain Pass Road is on VDoT's paving schedule this year.

There being no further discussion, the Board thanked Mr. Hamm for his report.

Consideration was then held on a request to advertise for a public hearing on proposed amendments to the Transient Occupancy Tax Ordinance. Mr. Jim Farmer, Director of Parks, Recreation and Tourism, stated that this year the Virginia General Assembly approved a request from the County to increase the Transient Occupancy Tax rate from 5% to 7%. He noted that the Governor signed this law into effect as of July 1, 2016.

Mr. Farmer stated that staff is requesting that the Board authorize the advertisement of a public hearing at the May regular meeting on amendments to the Taxation Ordinance to increase this rate from 5% to 7%. He noted that these revenues over 5% are to be designated and expended solely for advertising the Roanoke Metropolitan Area as a tourist destination by members of the Roanoke Valley Convention and Visitors Bureau.

On motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized the advertisement of a public hearing at the May 24 regular meeting to consider amendments to Chapter 23. Taxation, Article X. Transient Occupancy Tax of the Botetourt County Code to increase the tax rate from five (5) to seven (7) percent. (Resolution Number 16-04-13)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on guidelines for the Library Incentive Fund. Mr. Steve Vest, Library Director, stated that the County created this incentive fund, which is similar to the Parks and Recreation Incentive fund, last year with an initial allocation amount of \$5,000. He noted that the program provides citizens and organizations the opportunity to fund 50% of improvement projects for the library system with the opportunity to request up to 50% in matching funds from the County.

Mr. Vest stated that guidelines to define the purpose and uses of the fund, methods of application, etc., have been developed and included in the Board's information packets for their review.

After questioning by Dr. Scothorn regarding subsection "E" ("The County must inspect, approve and accept all work related to a project before reimbursement.") under Project Administration in these guidelines, Mr. Vest stated that he would inspect the work prior to approving reimbursement funds.

After questioning by Mr. Dodson regarding subsection "D" ("Any project must be completed within a year of the date of approval.") under this same section, Mr. Vest stated that he would be surprised if any proposed project would take longer than one year to complete.

After further discussion regarding project delays, Mr. Tony Zerrilla, Director of Finance, stated that, if a project was delayed until the following fiscal year, the County could, if necessary, rollover funds into the new fiscal year to allow the project to be completed.

After discussion, the Board agreed to amend subsection "D" under Project Administration to read as follows, "Any project must be completed within a year of the date of approval, unless authorized by the Board of Supervisors or Library Board of Trustees."

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board adopted the guidelines for the Library Incentive Fund with the following amendment and authorized the Evaluation Committee and Library Director to now accept project requests. (Resolution Number 16-04-14)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Subsection "D" under Project Administration to now read as follows, "Any project must be completed within a year of the date of approval, unless authorized by the Board of Supervisors or Library Board of Trustees."

Consideration was then held on a policy regarding procedures to allow the County Administrator to sign Treasurer's financial warrants/checks. Mr. Michael Lockaby, County Attorney, stated that, upon being elected County Treasurer four years ago, Mr. Bill Arney reviewed the various policies and practices of the office as set out in the Code of Virginia to determine if any updates were needed. He noted that these procedures pertain to the entry of lawful contracts, the issuance of lawful warrants, and the conversion of the warrants into negotiable instruments by the Treasurer.

Mr. Lockaby stated that the Code of Virginia allows the Board to delegate these powers to the County Administrator by resolution; however, staff has been unable to locate this adopted resolution. He noted that failure to follow the statutory procedures can result in liability for the Administrator, Treasurer, and Board, so the Treasurer and County staff developed a policy to set the current procedures in writing.

Mr. Lockaby noted that the changes in this policy from the current practices are minor and should result in minimal differences in how the County's financial warrants are handled or how the Board operates on a monthly basis. He further noted that the Finance Director has reviewed and concurred with this proposed policy and it has been discussed with Corbin Stone with the County's auditing firm, Robinson, Farmer, Cox Associates.

After questioning by Mr. Dodson, Mr. Arney stated that he agrees with the proposed policy language.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the "Finance Policies and Procedures" guidelines as presented. (Resolution Number 16-04-15)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Larrowe then requested the Board's consideration of a resolution requesting restoration of VDoT funding to a House Bill 2 (HB2) project application for the I-81/Arcadia safety improvement project. He noted that, after receiving and scoring the first round of HB2 transportation funding applications last fall and earlier this year, the Commonwealth Transportation Board (CTB) included funding for I-81 safety improvements at the "S" curves located at mile markers 166.5 through 168.5 in the Arcadia area.

Mr. Larrowe stated that, after public hearings, the CTB recommended changes to the funding scenario earlier this month which removed funding for this project in favor of lower scoring projects. He stated that staff has drafted a resolution requesting reconsideration of funding for this project. Mr. Larrowe stated that a letter and a copy of this resolution will be sent to the CTB, the Governor, the Secretary of Transportation, VDoT, and the County's General Assembly representatives.

On motion by Mr. Williamson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board adopted the following resolution requesting that funding for I-81 safety improvements in the Arcadia area be restored in the Primary System Six Year Plan.

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 16-04-16

**WHEREAS**, the Botetourt County Board of Supervisors is committed to advocating for and ensuring the long-term provision of superior transportation infrastructure both in the County and the region; and,

**WHEREAS**, the Virginia Commonwealth Transportation Board adopted HB2 application and scoring guidelines in June 2015 allowing localities to apply for funding through the HB2 process; and,

**WHEREAS**, the Board of Supervisors directed County staff to submit an application for the following project: I-81 Safety Improvements from MM 166.5-168.5; and,

**WHEREAS**, the project meets a number of needs in VTrans 2040, including being on a corridor of statewide significance, maintaining corridor reliability, providing inter-regional network connectivity, and requiring safety improvements; and,

**WHEREAS**, specifically, this project will significantly help mitigate a major traffic risk area that is known to cause accidents resulting in catastrophic failures of both I-81, the major economic connector between the Roanoke and Shenandoah Valleys, and U.S. Route 11, a two-lane road that serves as Main Street for the Town of Buchanan; and,

**WHEREAS**, the project received a project benefit score of 1.6, and the Secretary of Transportation's staff recommended funding for the project under a draft scenario released in January 2016; and,

**WHEREAS**, the Virginia Commonwealth Transportation Board met in April 2016 to revise the funding scenario, removing the recommended funding from the Botetourt County project in favor of funding other projects that received lower project benefit scores; and,

**WHEREAS**, the significant need for the project still exists and the benefits to the County, Town, and region would be maintained by the successful funding and completion of this project; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Board of Supervisors requests that the Virginia Commonwealth Transportation Board recommend restoring funding to the I-81 Safety Improvements from MM 166.5-168.5 project in the Six-Year Plan; and,

**BE IT FURTHER RESOLVED**, that a copy of this resolution be submitted to Secretary of Transportation Aubrey L. Layne, Jr., Virginia Department of Transportation Commissioner Charles A. Kilpatrick, and Virginia Commonwealth Transportation Board Members William H. Fralin, Jr., and Court G. Rosen for their due consideration.

Ms. Cristina Finch, Manager of Transit Planning and Programming for the Roanoke Valley/Alleghany Regional Commission, was then present to give a presentation on the Regional Transit Vision Plan. Ms. Finch stated that transit is a component of a multimodal transportation system.

She noted that work on a Regional Transit Plan to offer future additional transportation options in the County and the region began last year. She further noted that a livable Roanoke Valley includes economic and workforce development, health, and environmental sustainability. She noted that the health aspect includes opportunities for residents to walk and bike and have transportation options available to access medical facilities and appointments.

Ms. Finch stated that their work last year began with research into what options are currently available in the Roanoke Valley, hiring a consultant, and establishing a steering committee which consists of members from the area's local governments, chambers of commerce, Blue Ridge Independent Living Center, Ride Solutions, Health Department, Valley Metro, etc. She noted that several public workshops were held last fall and early this year and a draft plan has been developed. Ms. Finch stated that over 4,000 pieces of information were received and considered.

Ms. Finch stated that she has made presentations on the plan's proposals to the area's local governments and is present today to obtain Botetourt County's input before the Transportation Planning Organization considers the document for approval.

After discussion, Ms. Finch stated that the transit service analysis included a determination on locational gaps in service as well as gaps in service connections, e.g., where are people coming from and going to. She noted that the committee also considered the area's geography, rivers, and railroads, which are barriers to transit. Ms. Finch then reviewed a map showing the existing transit system's connections which show areas that are conducive to multi-model transportation and would require only a 10 minute walk to reach a bus stop or have high-density residential/commercial areas, e.g., Roanoke Memorial Hospital, Tanglewood Mall, Salem, Vinton, etc.

Ms. Finch stated that the report's short-term recommendations include an increase in service to Vinton and along the I-581 corridor, extensions of transit service to the Cave Spring

area and western Salem, and new routes along Electric Road and Williamson Road toward Hollins, and along U. S. Route 460 and Alternate 220 to EastPark Commerce Center. She noted that Blue Ridge area residents could park at the Bonsack Wal-Mart and take a shuttle bus to downtown for appointments and shopping.

After questioning by Mr. Dodson, Ms. Finch stated that “short-term’ is defined in this report as within the next six years.”

After questioning by Mr. Williamson, Ms. Finch stated that there is a potential for a park-and-ride to be located along the Route 460/Alternate 220 corridor. She noted that there are many informal park-and-ride sites in this region.

She stated that the medium-term transit recommendations include service to Botetourt Center at Greenfield, express commuter service from downtown Roanoke to the Hollins/Plantation Road area, and Greenfield/Daleville.

After discussion, Mr. Williamson suggested that language be included in the proposal for development of a future park-and-ride to be located along Route 220 north of Exit 150.

After questioning by Mr. Dodson, Ms. Finch stated that “medium-term” is defined as 6 - 12 years.

After questioning by Dr. Scothorn, Ms. Finch stated that the commuter service is proposed to operate in Botetourt County during the morning and afternoon peak travel periods; however, this would depend on the shifts and business needs in the region and other transit services in downtown Roanoke.

Ms. Finch then reviewed the long-term recommendations which are defined as 12 – 25 years in the future. She noted that this includes increases in the frequency of all daytime service to Botetourt County and Greenfield and add local service along U. S. Route 11 toward Troutville. Ms. Finch noted that she also reviewed this proposed transit plan with the County's Planning Commission earlier this month and they recommended the inclusion of a connection from Bonsack to Daleville/Greenfield.

Ms. Finch then reviewed the study's broad recommendations which included maintaining a centralized hub in downtown Roanoke, developing peripheral connections to areas such as Carilion and Lewis-Gale hospitals, the area's three shopping malls, the VA Medical Center, Cave Spring, Hollins, Vinton, and downtown Salem, and coordinate transit service with Amtrak schedules.

Dr. Scothorn stated that expanding the valley's transit system will cost a lot of money. He questioned if Carilion provides any sponsorship for transit services.

Ms. Finch stated that Carilion is currently partnering with the transit system through the trolley service from downtown Roanoke to the hospital. She noted that partnership opportunities do exist with the area's businesses. She also noted that people want to connect with the new Amtrak schedule when service is restored to Roanoke next year.

Ms. Finch further stated that the plan's broad recommendations also include establishing more partnerships for services and bus stop amenities, incorporate real time passenger information, regionalize services for the area's disabled citizens, construct pedestrian and bicycle accommodations near future transit points, and consider transit in all new developments. She noted that House Bill 2 (HB2) funding is not the only funding option for pedestrian infrastructure.

After discussion, Ms. Finch stated that the plan's land use recommendations include promoting development that is primarily people-oriented, not car oriented which includes placement of buildings near streets/transit corridors and locating parking lots to the side or rear of buildings, amend land use/zoning ordinances to increase development density near future

transit, and incorporate pedestrian/bicycle connections to future transit services. She encouraged the County and its staff to consider density concentrations in future development discussions.

Ms. Finch stated that the next steps include the presentation of this report to the other Roanoke Valley jurisdictions, finalize the report's recommendations, cost estimates, and implementation strategies for completion of the final report by June, consideration of the plan's approval by the TPO Policy Board this summer, and request for local government endorsement of the final plan later this year.

After questioning by Mr. Williamson, Ms. Finch stated that this plan is being carried out under the Regional Commission's work program.

Mr. Dodson stated that this report supports what the Board is doing to revive development at Exit 150 including discussion on the location of a park-and-ride facility in that area.

There being no further discussion, Mr. Leffel thanked Ms. Finch for her presentation.

Ms. Terri Brockly of Ray Street stated that this proposal is an opportunity to connect the southern portion of Botetourt County via public transit to Roanoke. She stated that "we need them just as much as they need us." Ms. Brockly stated that the County has to be connected and noted that the proposed greenway/trail connections between the County and Roanoke are a wonderful idea.

Ms. Brockly stated that "to grow you need transportation" and the County also needs to bring young people into this area. She noted that this is an important time for the County and the Board should consider letting transit into the County to bring in people to work. She encouraged the Board to have an open mind about transit.

Discussion was then held on various appointments.

After discussion, on motion by Mr. Martin, seconded by Mr. Leffel, and carried by the following recorded vote, the Board appointed Mr. Gary Larowe as a non-elected representative on the Roanoke Valley/Alleghany Regional Commission's Board of Directors for a term to expire on June 30, 2017. (Resolution Number 16-04-17)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Williamson then stated that he has served one year as the County's representative on the Western Virginia Water Authority's Board of Directors and has submitted his resignation to the Chairman of the Authority's Board. Mr. Williamson suggested that Mr. Stephen P. Clinton be appointed to complete his term. He noted that Mr. Clinton is willing to be appointed, is a former Supervisors member, and has significant business and engineering experience.

On motion by Mr. Williamson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board accepted Mr. John Williamson's resignation as the County's representative on the Western Virginia Water Authority's Board of Directors effective April 30, 2016, and appointed Mr. Stephen P. Clinton of 108 South Braemar Circle, Daleville, to complete this term which expires on June 30, 2017. (Resolution Number 16-04-18)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Mr. Williamson, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Martin, seconded by Mr. Williamson, and carried by the following recorded vote, the Board reappointed Ms. Erin Henderson as the County's citizen representative on the Roanoke Valley/Alleghany Regional Commission's Board of Directors for a three-year term to expire on June 30, 2019. (Resolution Number 16-04-19)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Leffel, seconded by Mr. Dodson, and carried by the following recorded vote, the Board ratified the appointment of Mr. Greg Hamilton as an at-large member on the Blue Ridge Behavioral Healthcare Board of Directors for a three year term to expire on December 31, 2018. (Resolution Number 16-04-20)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Mr. Williamson, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

After discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board reappointed Mr. Joe Obenshain as the Buchanan District representative on the Social Services Board for a four year term to expire on July 1, 2020. (Resolution Number 16-04-21)

AYES: Mr. Martin, Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Dodson and Dr. Scothorn requested that the appointments of the Amsterdam and Valley District representatives to the Social Services Board be tabled until the May regular meeting.

Mrs. Beth Doughty was then in attendance to give a presentation on the Roanoke Regional Partnership's annual report. Mrs. Doughty thanked the Board for the opportunity to present this report and for their continued support of the Partnership's efforts.

Mrs. Doughty stated that one-half of their funding is provided from the eight local governments that the organization services and one-half is from the business sector. Mrs. Doughty stated that her presentation today focuses on the work that the Partnership has been doing in five different areas—market intelligence, visibility raising, business attraction, asset development, and product development. She noted that the Partnership's purpose is to create prosperity and workforce opportunities in the region.

Mrs. Doughty stated that the Partnership filled 378 information requests last year compared to 329 in 2014 and 285 in 2013. She noted that these requests were from local governments, elected officials, private businesses asking for information on economic trends, and from non-profit agencies who needed information to complete grant applications. She noted that the Partnership staff also conduct their own cost-of-living research and studies to make informed decisions on issues that affect the economy.

She stated that the Partnership's website was redesigned several years ago and their social engagement with the internet, Facebook, Twitter, and newsletter subscribers continues to grow. Mrs. Doughty stated that their business attraction/expansion/retention activity has increased based on the number of project files that her staff has created. She noted that this has increased from 270 project files in 2012 to 514 in 2015 and 100 more files were opened in 2015 than in 2014.

Mrs. Doughty stated that she and her staff generate leads, process them, and deliver leads to the localities so they “can close the deal.” She stated that the Partnership is able to cultivate these leads in order to provide opportunities for Botetourt County and their other business partners.

She also noted that they use software to measure the economic impact of businesses in the region and noted that it is estimated that Eldor will have \$247 million in yearly economic impact in the region. Mrs. Doughty stated that data from each economic development announcement is used to calculate the recurring impact of the business on the local economy. She noted that the annual impact in 2015 was \$2.4 billion compared to \$1.5 billion in 2014.

Mrs. Doughty stated that the County’s announcements in March of Eldor’s location in Greenfield and the Virginia Community College System’s shared services Center in Daleville will create 570 new jobs in the County. She noted that the County cannot discount the spillover of these announcements in the local economy.

Mrs. Doughty stated that it is estimated that there were 2,700 net, new jobs created in the Roanoke region in 2015. She noted that the area’s unemployment rate decreased to 3.8% in 2015 and there are an estimated 11,000 to 13,000 unfilled jobs in this region. Mrs. Doughty stated that the region needs to focus on workforce development issues.

Regarding asset development, Mrs. Doughty stated that the economic impact of the Blue Ridge Marathon was estimated to be over \$550,000 in 2015 and the attendees at the GO Outside Festival increased by 22% in 2015. She noted that these are just two of the events that bring visitors to the valley and monetizes the region’s assets. Mrs. Doughty stated that the Partnership is continuing with its outdoor branding and community narrative efforts.

Regarding product development, Mrs. Doughty stated that the Greater Roanoke Valley Development Foundation’s shell building project in Greenfield is waiting on final construction costs to be received and the financial entity to complete its due diligence on the loan application.

She further stated that six area localities are members in the Western Virginia Regional Industrial Facility Authority. She noted that the Authority has identified large tracts of land that could be jointly developed as “product” (sites) for new industries in the region and a study has been completed which prioritizes the properties for development potential.

Mrs. Doughty stated that their next step is to acquire and develop a large site (50+ acres) as there are very few sites of this size or larger currently available for economic development in the valley.

Mrs. Doughty stated that she and her seven staff members continue to be busy and thanked the Board for their support and the opportunity to present this report. She also noted that the County’s staff is great to work with.

Mr. Leffel thanked Mrs. Doughty for all of her work in the County’s March economic development announcements.

There being no further discussion, she then left the meeting at this time.

There being no further discussion, the Chairman continued the meeting at 3:45 P. M. until 6:00 P. M.

The Chairman called the meeting back to order at 6:00 P. M.

Mr. Leffel stated that the County had received a letter from the President of Cash Building Supply Company withdrawing their rezoning and Special Exceptions Permit application from consideration.

After discussion, on motion by Mr. Leffel, seconded by Mr. Martin, and carried by the following recorded vote, the Board then amended the meeting's agenda to remove the public hearing request in the Valley Magisterial District from Cash Building Supply, Inc., to rezone from a Business (B-3) Use District to a Business (B-2) Use District, with possible proffered conditions; a Special Exception Permit for a flea market; a Special Exception Permit for indoor commercial recreation uses; and a Special Exception Permit to reduce the minimum district size, with possible conditions, for antique retail shops, bingo, and on-site auctions on a 3.027-acre lot at 3396 Lee Highway, Troutville, located approximately 0.6 miles north of the Exit 150 interchange, identified on the Real Property Identification Maps of Botetourt County as Section 101(5), Parcels 10 and 11. (Resolution Number 16-04-22)

AYES: Mr. Martin, Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved the request from Cash Building Supply, Inc., to withdraw their request for a public hearing to rezone from a Business (B-3) Use District to a Business (B-2) Use District, with possible proffered conditions; a Special Exception Permit for a flea market; a Special Exception Permit for indoor commercial recreation uses; and a Special Exception Permit to reduce the minimum district size, with possible conditions, for antique retail shops, bingo, and on-site auctions on a 3.027-acre lot at 3396 Lee Highway, Troutville, located approximately 0.6 miles north of the Exit 150 interchange, identified on the Real Property Identification Maps of Botetourt County as Section 101(5), Parcels 10 and 11. (Resolution Number 16-04-23)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

There being no further discussion, the Chairman then adjourned the meeting at 6:03 P. M. until 7:00 P. M.

The Chairman then called the meeting back to order at 7:00 P. M. at Lord Botetourt High School.

Mr. Leffel stated that he appreciated everyone's attendance for tonight's public hearings on the proposed County and School budgets and tax rates. He stated that Mr. Williamson, Chairman of the General Fund Budget Subcommittee, would give a brief overview on the proposed FY 17 County budget and tax rates prior to the hearings being opened for public comment.

Mr. Williamson stated that the proposed budget was developed to help the County prepare for the future in the aspects of public safety, education, infrastructure, community development, economic development, technological efficiency, and fiscal sustainability. He noted that for the last three years, the County adopted a deficit budget and had to use between \$1 and \$1.3 million in Undesignated Fund Balance monies to balance the budget.

Mr. Williamson stated that approximately \$500,000 of the proposed FY 17 budget increase is to fund an additional rescue squad unit at Troutville to meet the area's emergency

call response needs. He further stated that the County has deferred maintenance on buildings and infrastructure over the past few years and upgrades are needed to the County's telephone and software systems.

He stated that the projected FY 17 revenue sources are: local--\$48.9 million; State--\$10.8 million; and federal--\$0.9 million. He stated that the General Fund's revenues (\$60.6 million) are proposed to increase 8.4% or \$4.7 million and school revenues (\$32.8 million) are proposed to increase 1.4% or \$0.4 million for an increase of 3.6% or \$3.2 million over the current fiscal year. He noted that the 2016 reassessment valuation increases were net neutral and new construction in the County was flat. He further noted that the proposed budget has an advertised real estate tax rate of 81¢ (increase of 9¢) and a proposed rate of \$2.76 (13¢ increase) for the personal property tax rate.

Mr. Williamson stated that most of the proposed \$4.9 million in revenue increases are in local revenues (11.2%) as there are proposed decreases in State (1.2%) and federal (9.7%) monies in FY 17. He noted that the Supervisors members considered various scenarios of different rate increases to balance the proposed budget. Mr. Williamson noted that a 1¢ increase in the real estate tax rate equates to \$350,000 in new revenues. He then reviewed the impact on taxes paid on a \$150,000 home based on the proposed real estate tax increase.

Regarding the proposed personal property tax increase, Mr. Williamson stated that the current rate of \$2.63 per \$100 assessment is proposed to increase to \$2.76. He noted that a 1¢ increase in the personal property tax rate generates approximately \$20,000 in new revenue. Mr. Williamson then gave an example of taxes assessed on a \$10,000 vehicle currently and as a result of this proposed tax increase.

Mr. Williamson stated that the proposed General Fund expenditure increase would be 5.6% (\$1.7 million); the debt service is proposed to decrease 13.6% to \$3.3 million; the school expenditures are proposed to increase 3.5% to \$57.1 million, and the contingency would remain at \$200,000 over the current fiscal year. He noted that total expenditures are proposed to be \$93.3 million or 3.6% (\$3.2 million) over the current fiscal year.

He stated that these proposed budget increases are to fund a new Sheriff's road deputy position, a new 24/7 EMS crew at Troutville, continuation of Sheriff's vehicle and ambulance replacement programs, 2% wage increase for staff, funding for Sheriff Department's salary compression adjustments, capital improvements to County buildings and property and an attempt to repair school roofs as little to no facility maintenance has been funded in the past 5 – 6 years. He noted that the budget also proposes to fund the future including economic development initiatives at Greenfield and Gateway Center, library strategic planning, and technological upgrades.

Mr. Williamson stated that the school system has requested between \$1.8 and \$1.9 million in new monies and the FY 17 budget proposes \$1.5 million--\$1.3 million in teacher compensation and \$0.2 million for the purchase of new school buses. He noted that the total County funds transfer to the Schools is proposed to be \$24.3 million.

In summary, Mr. Williamson stated that there is a proposed real estate and personal property tax increase, a 3.6% overall budget increase, increased investment in County infrastructure and overall service delivery, a sustainable budget for major service areas and targeted increases in key areas, e.g., public safety, education, economic development, facilities/infrastructure.

He then reviewed the next steps in the budget approval process including that the school budget has to be approved by May 15 and the County budget and tax rates approved by June 30.

Mr. Williamson stated that a flyer has recently been handed out at several locations to County taxpayers. He noted that this flyer indicates that County teachers are paid \$195,000 per year. He noted that this information is not correct.

Mr. Leffel then reviewed the rules for tonight's public hearings. He noted that the Board is present to hear the citizens' comments regarding the proposed budget and tax rates. He noted that this is not the time to receive or answer questions and, if the citizens have questions, they are asked to contact their Board of Supervisors representative or the County Administrator after this hearing. Mr. Leffel stated that each person will be given five minutes to speak, the speakers should try to not repeat comments made by previous speakers, no personal attacks would be permitted, and speakers should focus on the issues.

Mr. Leffel then called the public hearing to order on the proposed FY 17 County and School budgets, CIP, and tax rates.

Mrs. Ruth Wallace of Glebe Road then stated that she is Chair of the Botetourt County School Board. Mrs. Wallace thanked the Board for working with the School Board on the proposed budget. She stated that this is a "must needs" budget and there are no non-essential items included in their funding request. Mrs. Wallace stated that the school system needs the proposed \$1.5 million in funding to help them to do what needs to be done so they can continue to move the County's schools forward.

Mrs. Wallace stated that she supports the proposed increase to prepare the students for the future. She stated that each entity is trying to do what they can to meet the needs of the citizens. Mrs. Wallace stated that she appreciates the cooperation and trust between both the School Board and the Board of Supervisors over the past few years and she would like to continue the joint meetings to work toward fulfilling their future needs. Mrs. Wallace requested that the full amount of this much-needed budget increase be approved.

Mr. Douglas Helms of Etzler Road stated that he opposes the proposed tax increase. He noted that the County "got rid" of the truck stops facility with "no plans to replace the tax base and revenues." Mr. Helms stated that this is "his money." Mr. Helms stated that the County moved the historical buildings at Greenfield just in case someone wants to locate a business on that site.

Mr. Helms stated that Exit 150 is still congested. He stated that the County used \$100,000 in federal stimulus money to purchase an emergency response vehicle with a self-contained breathing system and he does not know where this type of vehicle would be needed in the County. Mr. Helms stated that the upkeep on this vehicle has to be funded by the County and he has not seen any benefits from having this vehicle.

Mr. Helms then stated that the Daleville Town Center developers "sold us a bill of goods" and the County cannot dictate what businesses are located in that development. He stated that a proposed 7-11 Store at the Route 11/220 intersection is not a truck stop and will not replace the revenues lost from the truck stop. Mr. Helms stated that the County should "send some people to Japan" to see how education is done right. He stated that the County should look at Exit 150 as it has a problem. He stated that there are other interstate exits that can be built at.

Mr. Charles Whiting of Cedar Lane in Buchanan stated that he worked to bring Virginia Forge and a New Zealand company to Botetourt County. Mr. Whiting stated that he does not want the taxes raised on his employees and he does not pay his company treasurer 50% more

than what he receives in revenues. He questioned whether County employees' salaries are competitive with the market or are they the highest paid employees in the County. Mr. Whiting also questioned how much do County employees' pay toward their medical benefits.

He stated that the citizens have a tough job as well. Mr. Whiting stated that real estate 'went into the cellar' in 2007 and the citizens paid top taxes during this time. He stated that the citizens "got a little relief" and now the Board wants to increase taxes again. Mr. Whiting stated that there should be some "fiduciary accountability" for the County's citizens and accountability for the budget's line items.

Mrs. Lisa Farmer of Roanoke Road stated that the County's tax revenues increased \$24.5 million two years ago and this year's proposed increase would increase the County's revenues by \$5 million. Mrs. Farmer stated that she works for herself and has not had a raise in 10 years.

Mrs. Farmer stated that the County should find the money somewhere else to pay the teachers. She stated that the schools asked that the Lord Botetourt roof be repaired four years ago. Mrs. Farmer stated that the County "should make it work." She stated that the County has an aging population and people cannot afford this tax increase. She stated that we need to live within our budgets and be fiscally responsible.

Mr. Ron Cassell of Roanoke Road stated that there should be no added taxes. He stated that we need to spend what we have efficiently. Mr. Cassell stated that the County is generating more tax money than it ever has and the County has businesses that we have never had. He stated that there are large homes in the County. He stated that people are struggling and increasing taxes would push people out of the County.

Mr. Cassell stated that it has been said that there are not enough children in the schools. He stated that people cannot afford to move here and we need to be more efficient with what we have.

Ms. Pam Wiegandt of Murray Street stated that she affirms the budget in general and is in favor of the School's funding request. She stated that when the recession hit it seemed fair to ask everyone to share in the cutbacks and delays in salary/step increases that teachers are promised as a part of their contracts. Ms. Wiegandt stated that there has been only one step increase for teachers in 7 years. She stated that the County is not paying teachers inflated salaries.

Ms. Wiegandt stated that the County has "put off taking care of the people who are taking care of our children." She stated that there are also infrastructure needs that should be funded on a pay as you go basis. Ms. Wiegandt stated that she affirmed the School budget as proposed.

Mr. Ronald Young of Botetourt Road stated that he is not a native of the County but moved here in 1957. Mr. Young stated that he spent 17 years in Roanoke and came back to the County 30 years ago. Mr. Young stated that he loves the County but he does not love what he hears is happening now. Mr. Young stated that he is not in favor of bureaucrats as they are not elected but cause all kinds of misery for the citizens.

Mr. Young stated that "we need to cut some salaries." Mr. Young stated that he has been concerned about the senior citizens and stated that he cannot raise money to pay his taxes. He stated that "we need to do something about this" and the Board needs to listen to the citizens.

Mr. Young stated that a former Congressman from this area, Richard Polk, used to ask his constituents how he should vote as he was concerned about doing the will of the people. He stated that “democracy must begin in Botetourt County.” Mr. Young stated that the Board should listen to the people and we need to “cut, cut, cut” and live within our means.

Mr. Young stated that he is aware that the Supervisors do not have an easy job but encouraged them to listen to the people. Mr. Young stated that the County has lost some great taxpayers and become less business-friendly. He encouraged the Board to cut, not raise, the budget and, “if you lose people, we have some talented people in the County that could use these jobs.”

Mr. Phil Gimli-Mead of Grandview Drive in Troutville stated that he does not understand what the County is doing and would like it to stop. He stated that forward-leaning leadership from the Board and County Administration is needed to meet future challenges. Mr. Gimli-Mead stated that there have been leaking roof issues at several schools for many years. He noted that the County has said that they have no money for these repairs but money was found for the proposed YMCA.

Mr. Gimli-Mead stated that the budget proposes \$4,500 for the Botetourt County Chamber of Commerce, and \$3,500 for the Roanoke Regional Chamber of Commerce and questioned why is the County paying these groups. Mr. Gimli-Mead stated that this does not make a lot of sense. Mr. Gimli-Mead stated that he does not blame the employees for wanting more money—a lot of the citizens would like more money. He stated that only 18% of private employees have pensions and public employees have pensions and great health insurance. Mr. Gimli-Mead stated that he does not see where the proposed tax increase makes any sense.

Mr. Gimli-Mead stated that the County has used a 30+ year horizon in its strategic planning. He stated that this did not work for the Russians and he does not know why the County is trying to do the same thing. Mr. Gimli-Mead stated that the County Administrator previously stated that one of the County’s strategic goals is to lower the average age of its citizens. He said that “this is social engineering.”

Mr. Gimli-Mead stated that the County would like to finish construction of two additional ballfields at the Sports Complex; however, the County is losing money at this facility as it sits empty most of the time. He stated that the County has a reserve fund and, “if taxes were not so high, the citizens would have one as well.” Mr. Gimli-Mead stated that the budget also includes contingency money that may or may not be used. He stated that, if these monies are not needed, why does the County want to take these funds out of the citizens’ pockets.

Mr. Dennis Radtke of White Tail Drive requested that class sizes not increase and that funding for teachers be raised. He noted that parents have made good comments about the County’s schools. He noted that his daughter attends Colonial Elementary School which is over 75 years old. Mr. Radtke stated that there are 21 students in one kindergarten class and 18 students in his daughter’s class.

Mr. Radtke stated that the teachers at Colonial identified his son’s auditory symptoms and they were able to find treatment. Mr. Radtke stated that, if this teacher had had 35 students in her class, he does not think that his son’s hearing issues would have been discovered. He stated that the quality and talent at Colonial Elementary are second to none.

He noted that the three kindergarten teachers at Colonial Elementary have 70 years of experience and he was surprised that the top talent had not received a raise in several years and many were at the top of the pay scale. Mr. Radtke requested that funding be provided to restore teachers’ pay scales so the County can retain its top talent. He stated that education

was an integral part of his decision to move to the County, along with community and recreational opportunities.

Ms. Sharon Mougín of Archway Road stated that she has one child in Read Mountain Middle School and one at Colonial Elementary. Ms. Mougín asked that the Board consider a large piece of the pie for our schools. She stated that the County's teachers have not had a raise in many years and their pay/compensation system needs to be fixed so we can keep these wonderful teachers. Ms. Mougín stated that the County has lost several teachers to other localities.

Ms. Mougín stated that it is not fair to the child or the teacher when there are more than 20 students in the class—it is doing a disservice to the children. She further stated that school buses need to be replaced as “children are precious cargo” and bus drivers should not have to worry if they will make it to the next stop or to school.

Ms. Mougín stated that capital improvement projects at the schools are also needed. She noted that the schools receive calls to view their facilities from people who are considering moving to the County and repairs are needed. She asked that the Board consider more funding for Schools throughout the budget process.

Ms. Kit Williams of Summit Ridge Road in Roanoke stated that there are impacts for teachers that have not received salary step increases. She stated that teachers cannot continue to tighten their belts. Ms. Williams stated that one teacher has taught in the County for six years and is currently paid at the level of a first-year teacher. Ms. Williams stated that there are teachers that come into the system today with less experience that are getting paid more than she receives as a teacher.

Ms. Williams stated that the teacher she has mentioned has two children in school, is a coach, club sponsor, and has many other duties. She stated that this person loves to teach but she will not continue to teach in the County's system unless they are paid what they are worth and what they are promised.

Ms. Williams stated that another teacher has 11 years of experience but is paid at a level of a teacher with only four years of experience. She noted that another teacher took maternity leave and had to come back to school after four weeks because she needed the paycheck. Ms. Williams asked that the Board consider the School Board's budget request and fully fund the proposed budget.

Ms. Libby Shiffer of Crumpacker Circle asked that the Board consider whether the proposed tax increase and proposed budget expenditures are necessary. She noted that this tax increase would cause a financial burden for the taxpayers and the Board should consider the citizens' financial situation. Ms. Shiffer stated that costs are increasing and citizens have not seen their wages increase over the past few years. She further stated that health insurance coverage costs have increased even though the coverage options have decreased and the individual has to make up the cost difference.

Ms. Shiffer asked if the budget can be cut and are there any items that the County can do without. She stated that people are struggling and residents cannot raise their revenues like the County can. She stated that residents must cut back or go out and earn their income. Ms. Shiffer asked that the Board show restraint in the proposed budget.

Mr. Mark Tyson of Hardbarger Road in Buchanan stated that he is astounded that the County is considering for another tax increase. He stated that this proposed increase is the largest in Botetourt County history. He noted that the 2012 tax increase was 27%. Mr. Tyson questioned what this tax increase is for.

Mr. Tyson stated that the Board panicked the citizens last time by saying that schools would be closed and sports teams cut unless taxes were increased. He questioned what did the Board do with the money—it was squandered. He said that teacher, administrative, and County employee benefits were increased and they are doing it all over again. Mr. Tyson stated that the Board is disconnected. He stated that currently there is the lowest number of people employed since 1977 and the middle class has not seen an income increase in 15 years.

Mr. Tyson stated that 20% of the County's citizens are elderly and Social Security payments have not increased in the past two years. He stated that the elderly are on fixed incomes and questioned how are they going to be able to afford these tax increases. Mr. Tyson stated that the proposed rate will be 47% higher than Franklin County and 60% higher than Bedford County's tax rates.

Mr. Tyson stated that his property assessment increased by 27%. He stated that this disparity is "mind-boggling" as his tax bill will be 52% higher than last year. Mr. Tyson stated that he is retired and questioned how the elderly will cope with these continuing increases. He further stated that more and more people are being paid by 1099s without benefits. He said that this is "immoral."

Mr. Tyson stated that teachers are important but when you value all of the lavish benefits, time off throughout the year, and their salaries, their effective annualized compensation exceeds \$150,000. He stated that this is insane. Mr. Tyson stated that a County employee wage and benefit study was conducted several years ago but its results were never released. He stated that it was indicated that everyone in the County was underpaid and this is not true.

Mr. Don Beheler of Sherwood Drive stated that he is retired and on a fixed income. He encouraged the Board to say no to the proposed tax increase.

Mr. Brad Chrimes of British Woods Drive stated that he has been a County resident for 28 years and is on a fixed income. Mr. Chrimes stated that he has watched where the dollars go. He noted that his street has only received a slurry seal, no pavement, for many years.

Mr. Chrimes stated that he is only asking that the County be fiscally responsible for where the money goes. He stated that nothing would be enough for teachers' salaries. Mr. Chrimes stated that he was a soccer coach. He encouraged the Board to give some time to proposing other solutions to this proposed tax increase and be creative in how we can derive some income. He said that there should only be taxes on items that are consumed. Mr. Chrimes stated that he paid \$385 in taxes in 1988 and paid over \$1,400 last year. Mr. Chrimes stated that the County should be sincere in the tax rate that they are proposing. Mr. Chrimes stated that he does not have a reserve fund and the County should be responsible and accountable for his money.

Mr. Don Assaid of McIntosh Road stated that he would like to respond to Mr. Williamson's comment regarding the high salary values listed on a flyer that was being handed out at various locations in the County. Mr. Assaid stated that the citizens would not have to guess what teachers, administrators, and County workers' salaries were if the wage study had been completed. He questioned what is the Board hiding by not releasing this study and why do they not want the citizens to know what the pay and benefits are for County staff and teachers.

Mr. Assaid stated that, several years ago when he was a Board member, the staff reported that the County had a \$4 million surplus and the County gave their employees raise after raise at the expense of senior citizens who said that they could not afford it. He noted that the County then mentioned that there was a \$5 million surplus. Mr. Assaid stated that he told the staff at the time that the improvements to the Tinker Creek Interceptor and other projects

were expensive. He said that there was never a surplus—it was misnamed. Mr. Assaid stated that the Board then said that a tax increase was necessary or the County would have to close schools and layoff teachers.

Mr. Assaid stated that the County has not fixed the Lord Botetourt roof or purchased new school buses but they implemented 5% County employee raises and 8% raises for the teachers. Mr. Assaid stated that only in government can a lack of a raise be considered a cut. He stated that the County employees have not considered a recession while the citizens have. He noted that the County employees' retirement funds have a 7½% return and the average taxpayer does not have that rate of return on their retirement account.

Mr. Assaid questioned how can a County or a business that is running a deficit give a pay raise. He stated that the citizens have said that they cannot give any more money. He said that it is not fair and is immoral to give raises on the backs of senior citizens. Mr. Assaid stated that, if the only way that the Board knows to govern is to raise the tax rate, he would call on the Board to resign. He stated that the County should be operated without tax increases and these proposed tax increases are considered elder abuse.

Mr. Dean Paderick of Leatherneck Road in Troutville stated that there is another piece of the County budget that the citizens and the Board need to think about. Mr. Paderick stated that over 50 years ago he joined the Troutville Fire Department and had to take first aid classes for two nights a week for two weeks to become certified. He noted that other training followed and he became an advanced first aid provider.

Mr. Paderick stated that, when the funeral homes gave up the ambulance service, the volunteer fire departments had to assume this service. He stated that the County has an aging population and we need support for the aging community. Mr. Paderick also noted that he was awarded a lifetime achievement award by the County several months ago.

Mr. Paderick stated that the County cannot continue to depend on volunteers to supply the needs of fire and rescue in the County. He noted that to become a basic EMT today requires 120 hours of study and 120 hours of ride-along time as well as continuing educational hours throughout the year to remain qualified. He stated that a paramedic today requires over 2,000 hours of training to be certified. Mr. Paderick stated that volunteer fire and EMS members cannot keep up with the current State training and educational requirements and provide adequate care as well.

Mr. Paderick stated that he supports three things in the budget—public safety to have better EMS care, Sheriff's Department salary increases so that a starting deputy is not eligible for food stamps, and teachers need to be paid to teach the next generation.

Ms. Melissa Amos of Autumn Lane in Troutville stated that she is President of the Botetourt Education Association. Ms. Amos stated that she is in favor of the proposed budget and tax increase as it will be used to maintain and improve services including education, EMS, and public safety as the County plans for its future economic growth. She noted that a well-educated and a well-trained workforce is vital to the County's future growth.

Ms. Amos stated that the school system's aging infrastructure, retirement of teachers, and the teachers' salary scales need to be addressed. She stated that many teachers have educated our children throughout the recession without a step increase which has resulted in the loss of thousands of dollars in salaries over the past few years. Ms. Amos stated that some teachers have taken part-time jobs. She stated that Botetourt County's teachers deserve to be compensated for their hard work. Ms. Amos stated that the BEA supports the efforts of the School Board to alleviate this issue in their budget. She stated that the County has a quality

educational system and requested that the Board approve the proposed budget and associated tax increases.

Mrs. Margaret Bailey of Zimmerman Road in Blue Ridge stated that she opposes any increases in real estate and personal property taxes. Mrs. Bailey stated that the taxes are already too high and she cannot afford to pay them on a fixed income. Mrs. Bailey stated that she is a recent widow and her income has suddenly and substantially decreased and her pension did not include a cost of living increase this year.

Mrs. Bailey stated that Medicare Part B premiums have increased along with her health insurance costs. She stated that the cost of everything continues to increase. Mrs. Zimmerman stated that she has to live within her means and the County should do the same. She stated that County workers and teachers received large salary increases three years ago—she did not and her taxes should not be raised to give pay increases.

Mrs. Bailey stated that the County's citizens should not be viewed as "cash cows." She asked that the County carefully review every budget line item to find places to cut spending. She stated that these are lean times for people, especially the elderly.

Mrs. Bailey stated that the core functions of government should be funded with a freeze on spending, except for essentials, until business expansion revenues are realized. She also stated that the County should be business-friendly to those who are trying to set up small businesses as there are many obstacles to their locating in the County. Mrs. Bailey stated that police and emergency services are essential but the "largess" should be discontinued. She stated that the elderly should not pay additional taxes and the "government should be our servant, not our master." She stated that "we are citizens, not serfs."

Mrs. Bailey stated that the schools should make do with general funds already allocated and stop asking for money. She noted that, with all of the monies taxpayers have provided, the United States' education system is lagging behind many other countries. She stated that the schools have become dangerous places where students and teachers are being killed. Mrs. Bailey stated that the failing school system should not be awarded with salary increases.

Mrs. Bailey stated that, in Texas, citizens who reach the age of 65 can apply for a homestead exemption which freezes the amount of school taxes that they pay. She further stated that she agrees with the letter to The Fincastle Herald that Mr. Don Assaid wrote several weeks ago which included a sentence that the tax rates for citizens over 65 should be frozen.

Mr. Jim Crosby of Orchard Lake Drive stated that he has been attending the Board of Supervisors hearings on tax increases for 25 years representing the taxpaying County citizens. Mr. Crosby stated that a large group of the County's residents cannot afford the proposed tax increases. He stated that 20% of residents are senior citizens, including himself.

Mr. Crosby stated that he works with a Medicare program and hears concerns from his customers about not being able to pay their taxes, buy prescriptions, heating fuel, etc., and "this is not right." He stated that the County's tax rate was increased 10% four years ago and now the County is proposing a 12.5% tax increase. He said that "this has to stop" as senior citizens are caught in a financial situation.

Mr. Crosby stated that those citizens who live within the towns would pay a double tax and questioned how this proposed tax increase would affect them. He stated that the citizens have not had their benefits increased at all. He stated that there have only been a 1.7% and a 1.5% increase in Social Security benefits during the past two years which equates to approximately \$30 - \$34 per month. He stated that "this is hardly anything."

Mr. Crosby stated that schools are a major portion of the County's budget. He noted that \$55,000 was spent on a school efficiency study in 2015 which recommended suggestions that could save the schools \$1.32 million in the first year but these recommendations have not been implemented. Mr. Crosby stated that the \$55,000 was wasted.

He stated that the County works for the citizens and stated that no tax increase should be implemented. Mr. Crosby suggested that the Board "do the easy, right thing."

Ms. Terri Brockly of Ray Street stated that she has lived in the County for 16 years and remembers the tax increase implemented four years ago. She stated that the Board needs to get younger people to move into the County so there will be more children in the schools and, to do this, taxes need to remain low. She stated that by doing this teachers will keep their jobs. Mrs. Brockly stated that the County needs to be accountable for bringing in businesses to provide taxes to pay for these extra increases.

Ms. Brockly stated that the County has good schools and the Board needs to step up and figure out where this money is going. Ms. Brockly stated that she is against any tax increase.

Mr. Michael Cassell of Meadow Circle stated that he opposes the proposed tax increase. He stated that the Board has lost the grip on reality. He stated that the elderly are struggling the most and everything is becoming more expensive. Mr. Cassell stated that his parents had to move in with him. He stated that the Administrator is bringing in six-figure jobs and benefits while the average worker struggles to stay ahead. Mr. Cassell stated that he has a problem with the tens of thousands of dollars that are wasted in the County budget.

Mr. John Busher, Superintendent of Schools, stated that he worked with the Virginia Department of Education prior to becoming Botetourt's Superintendent and this provided him the opportunity to work with school divisions, teachers, etc., all across the State. Mr. Busher stated that there is no school system like Botetourt County—we are the best.

Mr. Busher stated that he is concerned with this country. He stated that we are a global economy and then read part of the School system's mission statement—"It is the mission of Botetourt County Public Schools to ensure that all students participate in quality learning experiences necessary to grow, to adapt and to meet the challenges of responsible citizenship in a changing global society." Mr. Busher stated that the school system should educate the County's children so that they are employable at companies located in the County and for those new companies that locate here in the future.

Mr. Busher stated that he has been participating in a new County program which connects the school system with local businesses to discuss their employment and training needs. He noted that meetings have already been held with Lawrence Companies and Arkay Packaging Corporation. Mr. Busher stated that it is a competitive world and it is a global challenge to get jobs. He stated that Botetourt County's kids should get these jobs.

Mr. Busher stated that it takes technology, buildings, and relationships with teachers working directly with the students. He stated that it takes dedicated teachers who have been working for years and reaching their professional development goals. He stated that many teachers in the County's system are approaching retirement and are leaving the County to work for other school systems who offer "a pay bump" compared to the Botetourt County salaries. Mr. Busher stated that the County needs to maintain and sustain the effectiveness of these students so they can be whatever they want to be.

Mr. Busher stated that Botetourt County is like nothing else—it is a wonderful place that needs to be sustained and maintained. Mr. Busher stated that he wants the students to be successful and he wants them to come home to work and live.

Ms. Jen Ward of Scott's Lane in Eagle Rock stated that she wants to talk about fiscal responsibility. Ms. Ward stated that she is a single mother with three kids and “basically, the County is killing her.” Ms. Ward stated that she has lived in the County for 15 years, her farm's value has decreased, and her road has not been acceptable for school bus usage for seven years so her children have to attend private school. Ms. Ward stated that there are 14 kids on her road and the parents struggle every day to get their children to and from the bus stop. Ms. Ward stated that she pays her taxes but has not seen much for it. Ms. Ward stated that she is paying teachers' salaries just like everyone else but her kids do not attend the County's schools.

Ms. Ward further stated that there are few day care opportunities in Botetourt County. She stated that they are the last bus stop on Old Fincastle Road and cannot get a school bus to come down the road to pick up 14 children. She stated that “there is something wrong” when this happens. She further stated that her road is not the only County road that a school bus will not use and asked that someone look into this situation.

Ms. Ward stated that her property's assessed value decreased this year and she cannot get an appraisal.

Ms. Ward stated that another reason why young families are leaving the County is that there are no services to support them. She encouraged the Board to “think about what we really need” and “cut something else in the budget” and not raise taxes but still provide money in teachers' pockets.

Mr. Tommy Watts of Orchard Drive in Daleville stated that he has a lot of questions about the budget. He stated that the County has indicated that there is no other revenue to keep Botetourt County growing but he cannot understand a County that gave away the water company, turns sewer and trash collection over to private entities, and then says that they will take more taxes. He stated that this is wrong for the citizens to bear the burden.

Mr. Watts stated that he is scared that Greenfield is going to kill us. He stated that there are walking trails at Greenfield and proposed through Daleville Town Center that the County's taxpayers will have to pay for. Mr. Watts then asked for all the senior citizens present at this meeting to raise their hands.

Mr. Watts stated that he does not have much income and cannot afford all of the tax increases. He stated that “decisions have probably already been made about the taxes.” Mr. Watts stated that he likes the schools and the County does not have the trouble in our schools as Roanoke County has recently had, but we have leaking roofs.

Mr. Watts stated that we are paying more for grading in Greenfield for a company but we do not know when they will begin paying taxes. He stated that the \$2 million used for grading could have been used for the Lord Botetourt High School roof.

Ms. Joanne Monday of Archway Road stated that she is opposed to the tax increase. She stated that there are a lot of teachers in the audience and they are “looking out for themselves.” She stated that there are more people to be concerned about instead of the teachers.

Ms. Monday stated that people cannot afford an increase in taxes as they are living on fixed incomes. Ms. Monday stated that she keeps her house at 62° in the winter months to save money. She stated that there are homes that are still “under water” and may be foreclosed on and industries have disappeared from the area and they are being replaced by lower paying jobs. She stated that there is a lot of unemployment and underemployment and many people

are not receiving unemployment insurance. Mrs. Monday stated that many positions are part-time so the employees do not receive benefits.

Mrs. Monday stated that her supplemental insurance costs have sky-rocketed. She stated that here is no job security, no raises, and benefits and pensions are being lost. She noted that many people in Ashley Plantation Subdivision are living paycheck to paycheck. She stated that the Board of Supervisors is looking to turn Botetourt County into an upscale community “and busing the last of us including senior citizens out.”

Mrs. Monday stated that the Board of Supervisors work for the citizens and people need to accept the community the way it is without the special amenities. She stated that “we like the County the way it is.” She questioned why the teachers feel that they deserve pay increases any more than anyone else in this society. She stated that they should be happy to have a job and the more money that is thrown at education the dumber our kids are. Mrs. Monday stated that she is “tired of teachers bellyaching” as they only work 10 months out of the year. She stated that we need more dedicated teachers and should not throw money at it.

Mr. Chuck Browder of Buffalo Road then stated “here we go again.” He stated that the faces are different but the attitude is the same. Mr. Browder stated that he was at this hearing four years ago. He stated that the Board is now proposing a 12.5 % tax increase and are pitting the taxpayers against the teachers. He stated that this is the wrong attitude—it is a question of management. Mr. Browder stated that the County cannot manage within their means but should do so without raising taxes every 2, 3, or 4 years.

Mr. Browder stated that the County should try to do the most with what we have but they are asking for another tax increase. He stated that the County should not have a tax increase less than published just so the citizens feel relieved when the adopted tax rate is less than advertised. Mr. Browder stated that the purpose of government is to serve the people and to provide the things that we need, not just the things we want. Mr. Browder stated that it is not the purpose of government to provide him with a ballfield or a gym or to speculate in business. He stated that when this is done the County is competing against the private sector. He stated that the County should “stick to the things that the County government is supposed to be doing,” e.g., teachers, police, roads, judiciary, and not be wasteful.

Mr. Browder stated that schools bring in people and low taxes bring in people and businesses which will increase the income and tax base. He stated that there are things we can do without burdening the residents. Mr. Browder stated that approximately 90% of the County does not work for the County and they should have a weighted vote in these issues.

Mr. Lee Hartzell of Country Club Road stated that he agrees with what has already been said but wants to ensure that his voice is heard. Mr. Hartzell stated that he opposes the proposed tax increase.

Mr. Jim Ludington of Asbury Lane stated that he is against the proposed tax increase and asked that the Board to go back and look for waste in the County budget. He said that the County should manage its business, be more efficient, and find money within the budget as it exists.

Mr. Ludington stated that he is on a fixed income and teaches on-line courses at Liberty University and Virginia Western Community College. He stated that Botetourt County produces a much better student at the college and university level than other localities.

He stated that there are 6,600 senior citizens in the County and 4,400 veterans and we are in a depressed economy. Mr. Ludington stated that adjuncts are doing most of the teaching

at colleges but are paid on a 1099 form without benefits/retirement funds. He stated that the on-line professors' classes were cut back from 12 to 8 classes per year.

Mr. Ludington stated that he is for raises for teachers but asked that the Board adjust their budget like private citizens have to do. He stated that excess money in the budget can be used for these raises. He stated that a 9¢ real estate tax increase is nonsense and asked that the Board not approve this increase.

Mrs. Bonnie Britt of Narrow Passage Road stated that she has lived in the County her entire life and still works one day a week to supplement her Social Security benefits which have not increased in two years. Mrs. Britt stated that she is in favor of giving teachers an increase in pay if we have the money to do so. She stated that they need to work just like everyone else.

Mrs. Britt stated that nurses that reach certain pay scales have their salaries frozen until a decision is made to approve an increase or whether they are ok with their current salary. Mrs. Britt stated that when she attended school there were 35 – 40 students in each classroom and she received a good education. She stated that 16 students in a classroom is good but now it takes more money, salaries, and benefits to educate those children.

Mr. Doug Gimbert of Peachtree Valley Drive stated that he has been a County resident since 1971. Mr. Gimbert stated that he does not think that there are any teachers that are against the elderly and vice versa. Mr. Gimbert stated that the private sector does not get a raise just for doing their job.

He thanked Mr. Martin for standing up and voting against this massive tax increase and stated that it is time for the rest of the Board to do the same. Mr. Gimbert stated that “we are losing this country” and we “cannot take from other people just to pocket the money.” He stated that the problem is not taxes; the problem is County mismanagement and waste. Mr. Gimbert stated that the schools paid \$55,000 for a 217 page efficiency study and it was not used. He said that this is waste. He noted that the study's recommendations could save the schools \$6.2 million.

Mr. Gimbert then questioned why does the County have duplications of services. He noted that the budget proposes \$404,000 to various community organizations including \$140,000 to the Roanoke Valley Convention and Visitors Bureau which had an increase of \$67,000 over the current fiscal year. Mr. Gimbert stated that “the Board must think the citizens are stupid.” He stated that the Board says that they are bringing in more business but they keep increasing taxes year after year and it has to stop.

Mr. Gimbert stated that the County now has 250 less students but has tripled the administrative staff. He stated that it is unconscionable to raise taxes because they cannot do their job. Mr. Gimbert stated that the Board should step down and get someone in that can do the job. Mr. Gimbert stated that Bedford County's real estate tax rate is 52¢ and they seem to be doing fine. He stated that “if you cannot do, get out of the way.”

Mr. Garry Taylor of Plantation Drive stated that the PowerPoint presentation given earlier this evening showed that there was minimal increase in the County's reassessment figures. Mr. Taylor stated that his assessment decreased 15% but was adjusted to a 9.4% decrease.

Mr. Taylor stated that he was a volunteer firefighter for 8 years and did his best to try to help the County's citizens. Mr. Taylor stated that he still volunteers for the County in search and rescue activities. Mr. Taylor questioned what is he getting back for this—a 23% increase in the taxes he pays to the County. He stated that this is a significant increase and is “getting out of hand.”

Ms. Diane Lowe of Andrew Drive stated that she has been a teacher in the County for 10 years and has lived here for 24 years. Ms. Lowe stated that the County's teachers put their heart and soul into teaching every day in the classroom. She stated that teachers do not want to be rich but are just asking to be able to live like everyone else. Ms. Lowe stated that she received her Master's degree and her take home pay is the same as when she started as a teacher. She stated that "it is about being able to live."

Ms. Lowe stated that her son has cerebral palsy but, through his teachers and the STEM courses he has taken, he has been accepted at James Madison University and Virginia Tech. She stated that, without the teachers who worked with him, he would not be where he is. Ms. Lowe stated that she cannot ask for a greater educational system than the County's.

Ms. Lowe stated that she is also present at this hearing as a citizen who believes that the County needs to continue to have quality education. Ms. Lowe also stated that the County's EMS operations are also in need. Ms. Lowe stated that she had an asthma attack last week and her 12 year old daughter had to call 911. Ms. Lowe stated that, if her emergency had happened an hour later, the rescue squad would have been on another call and there would have been no one else available to respond. Ms. Lowe stated that she could have died in her daughter's arms.

Ms. Lowe stated that she has listened to the elderly speakers at this hearing. She stated that they also use the County's ambulances and will benefit from the children that will be returning to the County to work. She stated that we should "keep Botetourt strong" and we need a tax increase so that these services can be taken care of.

Mr. Larry Ceola of Borden Run Road stated that, at last year's meeting, he discussed his property's appraisal and the loss of a significant amount of equity in his property. Mr. Ceola stated that, he told the Board that the same thing would happen during the reassessment and that the Board should eliminate waste, but nothing has been done. He stated that the Board has failed to do their job and none of them care about the burden on the elderly and young families. Mr. Ceola stated that people are struggling every day and trying to decide how to use their income. He noted that in his car repair business he sees people trying to decide whether to have transportation to work or delay needed repairs to their vehicles. He stated that it would be great if they (his customers) could just vote themselves a rate increase. Mr. Ceola stated that the citizens make these decisions every day but the County does not.

Mr. Ceola stated that the Board does not deserve a pay raise as they have failed in their responsibilities. He stated that the increases in fees and taxes must end. Mr. Ceola stated that his business pays many fees and taxes every year including a 911 tax, business license tax, sales tax, personal property tax, vehicle decal tax, DSL tax, unemployment tax, electrical tax, retail transmission service tax, cost recovery tax, gas tax, business right-of-way tax, surcharge tax, State inspection tax, etc. He stated that every tax increase will be entirely borne by the consumers and will be passed on in the cost of doing business from every business in the County. He said that the Board should "do the hard, right thing" and get the spin under control.

Mr. Ceola stated that, during his tenure on the Board, he served on the Budget Committee for one year and found over \$2 million that he considered wasteful spending in the County budget. He stated that if the Board looks at the budget "you will find it."

Mr. Gilman Roberts of Breckinridge Mill Road stated that he thinks that the Board has put a lot of work into this budget and the School Board has been honest about their needs. Mr. Roberts stated that "we would benefit more if we listen to each other." Mr. Roberts stated that he respects the others' views. Mr. Roberts stated that he is a teacher and on a fixed income.

Mr. Roberts stated that his daughter's school bus has over 335,000 miles on it. He stated that others have made up numbers but not the two Boards. He stated that if nothing is done the teachers will not be able to pay bills or meet their obligations. Mr. Roberts stated that he is also representing the County's taxpayers. He stated that elderly tax exemptions are available from the County. He stated that "fear tactics" and efforts to pit the elderly against the teachers have been used.

Mr. Roberts stated that appropriate, controlled spending is needed to fix the crumbling infrastructure across the County and the country. He encouraged everyone to have integrity and respect for each other. Mr. Roberts stated that he is glad to see both sides of the issue in attendance at this hearing to express their opinions. Mr. Roberts stated that he respects them for their opinion but they have to see the other side of the coin. Mr. Roberts stated that everyone benefits from education and the County's teachers teach their students a hard work ethic.

Mr. Roberts asked that we have to work together and asked that everyone support the teachers. Mr. Roberts stated that the County's firefighters, EMS personnel, and even parks and recreation staff sacrifice because, instead of going out into the private sector, they have a calling to be public servants and sacrifice to do what they do. Mr. Roberts stated that his kids cannot go to college without step increases for their teachers. He noted that this is what the teachers have earned. Mr. Roberts stated that he appreciates what the Supervisors and School Board have done.

Mr. Chip Tarbutton of Brugh's Mill Road stated that he moved to the County in 1996 for the schools and the low tax rates. He stated that it has been reported that the County spends \$11,000 per year per student. He stated that if there are 30 students in a class this results in approximately \$130,000 per class. Mr. Tarbutton stated that what the County has done is despicable. He stated that senior citizens and teachers have spent three hours at this hearing beating each other up because the Board cannot do their job.

Mr. Tarbutton stated that he has seen a "smug" attitude from the Board members during this hearing. He noted that Roanoke City had similar citizen outrage over the demolition of the old Victory Stadium as the County has had over the relocation of the Greenfield slave cabins. He stated that Botetourt County has become the new Roanoke City. Mr. Tarbutton stated that the choices presented by the County are either tax increases or no new education funding. He stated that there is money out there to be saved but instead the Board wants to raise taxes.

He stated that four of the five Board members are Republicans and should use budgetary restraints. He suggested that they "take this into account when voting for the budget." Mr. Tarbutton stated that some of the Board members are up for election next year and he hopes that people remember this budget proposal at that time.

Mr. Adam McKelvey of Wyndermere Drive stated that he has lived in the County for approximately 10 years and grew up in Bedford. Mr. McKelvey stated that it has been noted that \$350,000 in revenues equals 1¢ in the real estate tax rate. He stated that the budget shows that \$2.2 million is needed for teachers salary increases, there are other School needs such as buses and new roofs, the Sports Complex is proposing two additional ballfields in the amount of \$485,000, \$500,000 for new County telephones and software, the schools have a \$500,000 surplus, and there is \$404,000 proposed for various community organizations/charities, and \$450,000 for community and economic development, among others.

He stated that it is a situation of priorities and an increase in the meals tax would be used to fund some aspect of economic development. Mr. McKelvey stated that the Sports Complex brings in revenue from hotels but this money is being allocated elsewhere. He further

stated that Greenfield and the Old District Courthouse are vacant during the business day. Mr. McKelvey stated that there are things that the County can do to cut the budget and allow the County to move forward.

He stated that \$1.3 million is proposed in next year's budget for the Comprehensive Plan update and the Capital Improvements Plan. He stated that if all of the funding levels stay the same, "we are going to be back here next year" with another proposed tax increase. Mr. McKelvey stated that the County had to have a trash transfer station because of the landfill closure issue and new voting machines will be an additional expense. He stated that Roanoke City outsources its school bus transportation and cafeteria operations to save money. He asked the County to conduct efficiency studies to see if any savings can be found. He also suggested that the County convert the Treasurer to a staff position instead of a constitutional office.

Mr. McKelvey stated that he pays \$5,000 in tuition for his kids to attend a Christian school and it costs the County \$11,000 to educate each child. He stated that there has to be some waste somewhere and asked that the Board review the efficiency studies. Mr. McKelvey stated that he wishes that the citizens could ask questions at this hearing. He suggested that, in the handouts available to the citizens, information on school surpluses, actual budget, advertised budget, and current year's budget information to date should be included.

Ms. Jana Heck of Orchard Park Drive stated that she is a 23 year veteran in education at Buchanan Elementary School. Ms. Heck stated that she is passionate about what she does. She noted that the top 15% of the educational society has Masters degrees. She further noted that teachers' salaries start lower than other professions and she has had only one step increase in salary in the past 8 years. Ms. Heck stated that, if she had received the required step raises during this 8 year period, she would have made an additional \$45,000 in income.

Ms. Heck stated that her monthly gross income is \$4,668 but deductions for taxes, benefits, etc., result in a net income of \$2,225 on which she has to raise three children. Ms. Heck stated that her net annual income is \$2,450 above the federal government's poverty line.

Ms. Heck stated that her children have teachers and educators that care about their students. She stated that the teachers know her kids and care about what happens to them in the future. Ms. Heck encouraged the citizens' support of the positive things that occur in the County's schools. She stated that "it has to start now."

Mr. Craig Coker of Mountain Pass Road thanked Mr. Martin for his leadership in the Blue Ridge District. Mr. Coker asked that the Board consider alternatives to the 12.5% tax increase. Mr. Coker stated that he is a small business owner and "is not thrilled" about the personal property tax rate increase. Mr. Coker stated that he can accept this because business have to accept their burden of taxes. He stated that real estate taxes are not evenly distributed toward commercial/industrial sources; they are slanted to residential property owners and are an undue burden.

Mr. Coker stated that he applauds the Board's efforts to improve this imbalance. He suggested that a one-time tax relief program be considered for senior citizens who can demonstrate a need. Mr. Coker also suggested that there be an improvement in the balance of economic development in the County and encouraged the Board to complete the development of Gateway Crossing and Botetourt Center at Greenfield.

Mr. Coker stated that the growth of large development spurs the creation of small development which spurs residential housing which broadens the tax base. He noted that positive economic programs are needed and the contribution between commercial, industrial and residential needs to be balanced. Mr. Coker stated that the County should help small businesses to

thrive through amendments to the Sign Ordinance and other County regulations. He also suggested that the County increase tourism opportunities so visitors come in and spend money.

Mr. Coker stated that value engineering should be used to establish the value of a project commensurate with the cost and review how existing County programs operate—"are we getting the best bang for our buck." Mr. Coker asked the Board to review the budget to see "what we have to have" and what is proposed that is "nice to have."

Mrs. Molly Gimbert of Peachtree Valley Drive stated that she has a creative idea for the amount of money that the teachers need. She stated that the people in the County have a heart and suggested that the citizens and fellow teachers fund those teachers who are in need.

Ms. Lisa Fouch of Highland Drive stated that she is the President of the Cloverdale PTA. Ms. Fouch stated that she believes that her kids are receiving a quality education in the County and she is concerned that the County's teachers are looking for jobs elsewhere due to a lack of pay increases here. She stated that Botetourt County is starting to become a teacher training ground as new teachers come here for a few years and then go elsewhere.

She asked that the County increase teachers' salaries to keep the quality personnel that we have and to keep the pay scale in line with other area localities. Ms. Fouch stated that new school buses are needed and additional nurses and counselors are needed as two schools currently share a nurse and counselor position. Ms. Fouch stated that the lack of counselors concerns her due to the number of school shootings that occur in this country.

Ms. Fouch stated that the proposed tax increase is worth the investment to keep teachers in our community.

Ms. Robin Steffey of Monterey Circle stated that she is the President of the Lord Botetourt High School PTA. Ms. Steffey stated that she has been actively involved in the County's schools since 1999. She stated that her children continue to have a very positive educational experience here and this can only be achieved when the best faculty and facilities are available. Ms. Steffey stated that, to retain and attract these kinds of teachers, fair compensation, benefits and resources are needed to provide the best education possible.

Ms. Steffey stated that the County must keep pace with our sister counties and cities to provide the best education possible so children can thrive into the future. She stated that to do this we must invest in their education today. Ms. Steffey asked that the Board approve the requested budget so children will be ready for the next step in their lives.

Mr. Charles Gladu of Shawnee Trail stated that the situation here is not teachers versus the elderly. Mr. Gladu stated that his wife was a teacher in Roanoke County because the salaries were higher. He stated that, if the teachers were promised a step increase and the promise was gone back on, he "would shoot them." Mr. Gladu stated that the County used to have enough money to do what we want.

He then gave an example of the expense of fixing a curve in the road by building a curved bridge instead of the less expensive option of cutting back the dirt bank. Mr. Gladu questioned the expenditure of \$55,000 for a study that was not used. He stated that the School Board needs to look at this issue and make some value-based judgments. Mr. Gladu stated that "you can have all of the studies that you want if you do not make use" of them. He asked that the County try to be "fiduciarly responsible"

He stated that teachers are competing globally and we need the best we can get and this means that we will have to pay for it. Mr. Gladu stated that there are ways to reduce spending but this is a hard concept for those in government to understand.

Mr. Gladu stated that he has heard noise from a bulldozer operating after 10PM on the Eldor property. He asked that the County “try to use some common sense and be responsible.” He stated that it is incumbent on the Board to do the best that they can for the citizens. Mr. Gladu stated that he could afford the proposed tax increase but many others cannot. He stated that the Board has an obligation to cut the budget instead of raising taxes and the County should live within its means.

Mr. Steven Hamblin of Oak Hill Road stated that the County’s taxes are too high and we need money for schools and EMS. He heard a solution from someone earlier this evening—“cut out the fluff.” Mr. Hamblin stated that the County is proposing \$100,000 to the YMCA and \$400,000 for the Sports Complex but these monies could be used to pay for the school’s budget increase and maybe EMS. Mr. Hamblin stated that, if a diligent study is done, citizens will support a modest tax increase. He said that the YMCA is optional.

Mr. Hamblin stated that every bit of spending adds up to a lot of money. He stated that the citizens are being asked to pony up taxes. He challenged the Board to go through the budget line by line to make reductions. He further stated that no one is against the proposed wind turbine tax increase.

Ms. Mary Bradford of Ray Street stated that her son attends Read Mountain Middle School. She asked that the Board increase the amount of money to the schools. Ms. Bradford stated that she is a commercial realtor/developer and she sees funding from a workforce and land development perspective. She stated that the County has vast land and development opportunities. Ms. Bradford stated that workforce development is another reason to properly fund the County’s schools as businesses who want to move here need workers and technology professionals.

Ms. Bradford stated that Botetourt County has the land and we need to continue grow the school system’s workforce development programs. She noted that this requires continuous development as we must not fall behind.

Regarding the \$11,000 spent to educate each student, Ms. Bradford noted that many other states spend less. She noted that Arizona spends \$7,800 per student and they are seeing the results of this funding as teachers are leaving and development is not locating in the state. Ms. Bradford stated that Botetourt is a future development area for the Roanoke region and money is needed for teachers, arts, music, computer science, science, and English. She encouraged the County to continue to attract businesses and their workforce to the County by increasing the FY 17 school budget.

Ms. Jodie Weidman of Ballpark Road in Eagle Rock stated that she was a past PTA president and learned a lot about the County. She stated that the Botetourt County staff and Board of Supervisors work with the School Board and their staff but this is not the case in Alleghany County and other area governments. Ms. Weidman stated that she learned about the State and federal requirements on schools that are not funded. She stated that there are many unfunded State mandates delegated to the County included employee retirement costs.

Ms. Weidman stated that she is present tonight as a parent with two sons. She stated that, if the County’s teachers have the opportunity to leave the County to receive higher pay elsewhere, then they will go. She noted that some localities pay newly hired science and math teachers a \$10,000 bonus. Ms. Weidman stated that the County has to retain its teachers as they are highly educated and some have doctorates; however they do not receive enough in salaries to pay their loans. She stated that seven years at the same salary is quite an issue.

Ms. Weidman requested that the Board approve funding for step raises for teachers so that the County can retain its teachers.

Ms. Cindy Reid of Dixie Road in Eagle Rock stated that she is the President of the Eagle Rock Elementary PTA and has two children. Ms. Reid stated that she supports funding for the schools for the upcoming year. She stated that the County needs to retain its teachers as they will go elsewhere for higher salaries. Ms. Reid stated that the comments of one of tonight's speakers regarding the more money given to education, the dumber the kids are was inappropriate. Ms. Reid stated that she supports the County's teachers.

Mr. Paul Brooks of Houston Mines Road stated that he follows what the Board does through The Fincastle Herald's article. Mr. Brooks stated that what the County has done over the past 6 – 7 years has been amusing. He stated that the Board should listen to the citizens and what they want. Mr. Brooks stated that, regarding the relocation of the Greenfield historic structures, the Board "did what they wanted to do" even though the citizens opposed this relocation.

Mr. Brooks stated that the citizens have lost trust in the Board and he asked that they take a different approach as to how they can help the citizens. Mr. Brooks stated that, regarding the studies previously mentioned, the County should do more research. He stated that the Board should cut the budgets and cut taxes. He further stated that his assessment went up 13% and Board wants to approve a 13% tax increase. He stated that this is a large increase for the County's citizens. Mr. Brooks stated that "we should have the services we want and this requires taxes" but with a 26% tax increase he believes that he is "getting scammed."

Mr. Brooks stated that he is sure that the Board is trying to do their best but the citizens do not trust the Board. Mr. Brooks stated that he has lived in the County since 2000 and does not want to leave. He further stated that the County cannot get new residents to move in if the taxes are so high.

Mr. John Alderson of Shaver's Farm Road stated that he is a member of the County School Board, a farmer, and a businessman. Mr. Alderson stated that the County's teachers serve its citizens and their children well and their pay has been compared to others on a declining scale over the last several years. Mr. Alderson stated that the School Board received the Efficiency Study with great sincerity and seriousness and many of the study's recommendations have been addressed; however, some have not but will be in the future.

Mr. Alderson stated that a figure of \$11,000 has been stated several times at this hearing as the cost to educate a child in the County. He stated that this number is correct; however, the citizens do not understand that the State of Virginia mandates that the education of disabled children are the responsibility of the local school division. Mr. Alderson stated that there are disabled children in the County's schools that they pay \$50,000 per year to educate and the School system accepts this responsibility.

Mr. Alderson stated that the Board of Supervisors has been very supportive of the school division. Mr. Alderson stated that he has been on the School Board for 4 1/3 years and, when he was elected, the County's "belt-tightening" had begun because of the effects of the recession. Mr. Alderson stated that, when the economy declines, the County's revenues decreased as well.

Mr. Alderson stated that the previous Board of Supervisors had reduced the real estate tax rate from 75¢ to 65¢. He stated that the County has not yet returned to the 75¢ level. He stated that the Board of Supervisors conducts business in a responsible way and he appreci-

ates their efforts. Mr. Alderson asked that the Board maintain the proposed 9¢ real estate tax increase.

After questioning by Mr. Leffel, it was noted that there was no one else present to speak. The public hearing was then closed.

Mr. Martin then thanked everyone for attending this hearing and providing comments on their feelings regarding the proposed budget. He noted that everyone was respectful of the comments made. He noted that the Board will consider all comments and make their decision.

Mr. Williamson stated that the Board will consider tonight's comments and meet again as a budget committee as a whole as the County is required by State Code to adopt the school budget by May 15 and the County budget by June 30. Mr. Williamson stated that he appreciated everyone that came to the hearing and for the comments that were made.

Mr. Dodson also thanked everyone for attending this meeting and noted that he has been a member of the Board for 2 1/3 years. Mr. Dodson stated that the more people who attend these hearings the better as the citizens are more engaged with the Board. Mr. Dodson then stated that the County does have a program for elderly and disabled tax relief through the Commissioner of Revenue's Office.

He also thanked Mrs. Lowe for sharing the story about her 911 call after having an asthma attack and for the e-mail that she sent to him as well. Mr. Dodson stated that the role of local government includes public safety, education, adequate infrastructure, quality of life, and economic development. He stated that each of these needs should be balanced throughout the County.

Mr. Dodson stated that the Board and County staff review every program in the County budget. He noted that the County has a new administrator and a new superintendent of schools and suggested that the administrator again review the County's budget line by line to determine if any additional reductions can be made. He challenged the School Board and the Superintendent to do the same.

Mr. Dodson encouraged the citizens to read the County's strategic vision which lists the Board's priorities. He also stated that the School Board should consider compiling a long-term plan.

Dr. Scothorn thanked everyone for attending this meeting and thanked those citizens who were still present after a 4 hour public hearing. He noted that this hearing allowed all concerned citizens, both for and against the proposed budget and tax rate, to speak. He noted that civil discussion is important on these issues and there were many topics brought up during this hearing for the Board to consider.

Dr. Scothorn stated that the Board and its citizens are getting together and working together toward a better Botetourt County. Dr. Scothorn stated that, with the Board's new strategic plan and new energetic administrator and superintendent, he can see the County's future. He stated that "we need to work together and look at these concerns."

Mr. Leffel then stated that he appreciates everyone for attending this meeting. He noted that both sides have spoken and there was a lot of passion during this hearing and "this is what it should be about." Mr. Leffel stated that "it does start with local government" and the County is going to do great things with the new administrator and superintendent. He said that we should be glad to have them.

Mr. Leffel stated that as Chair he can call this his Board for a short time and he cannot say that we have not had a better Board of Supervisors. Mr. Leffel stated that the Board does not agree on every issue but he has "all the faith in the world" in this Board. Mr. Leffel stated

that the Board has not bowed down for things that they felt were in the best interests of the County. He further stated that this Board is the hardest working Board that he has seen.

There being no further discussion, Mr. Leffel continued the meeting at 10:41 P. M. until 6:00 P. M. on Friday, May 6, in Rooms 226-228 of the Greenfield Education and Training Center for consideration of adoption of the proposed FY 17 budgets and tax rates.

A continued meeting of the Botetourt County Board of Supervisors was held on Friday, May 6, 2016, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 6:00 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
Mr. David Moorman, Deputy County Administrator  
Mr. Tony Zerrilla, Director of Finance

The Chairman called the meeting to order at 6:01 P. M. and welcomed everyone present at the meeting.

Mr. Leffel stated that the Board would receive a report from Mr. Williamson, Chairman of the General Fund Budget Subcommittee.

Mr. Williamson stated that this meeting is to follow-up on some of the information provided at the budget and tax rate public hearing and review potential budget and tax rate funding scenarios. He stated that comments at the budget public hearing concerned the impact of the proposed tax rate increases on the elderly and disabled. Mr. Williamson stated that the Subcommittee has worked with the staff to obtain comparison data from adjacent localities and they have drafted a proposal to amend the tax exemption parameters. He noted that these include increasing the net combined financial worth, the tax exemption percentages based on income, and other aspects of this tax relief program.

Mr. Williamson stated that the Budget Subcommittee has also obtained data from the School administrative staff on the County's teacher's salary scale and comparison data from adjacent jurisdictions. He stated that, with this information, the Subcommittee and staff have developed four proposed tax rate and budget funding scenarios for the Board's consideration.

Mr. Williamson stated that he asked the Commissioner of Revenue to attend this meeting to give the Board a report on the current elderly and disabled tax relief program. He noted that a handout had been presented to the Board with data on the pre-FY 13 figures (income exemption, net combined financial worth) to qualify for this program, the current figures, and proposed figures. Mr. Williamson stated that the Board last adjusted these figures in 2012.

Mr. Tony Zerrilla, Director of Finance, stated that the proposed scenario has enhanced parameters for elderly and disabled tax exemptions under this program. He noted that the current income exemption is \$7,500 and the proposed figure is \$8,500 and the current net combined financial worth is \$175,000 and the proposed figure is \$185,000.

Mr. Zerrilla stated that the current tax relief exemption percentages are: If income is \$20,000 or less, the relief percentage is 90%; if income is between \$20,001 - \$25,000, the percentage is 75%; if income is between \$25,001 - \$30,000, the percentage is 50%; and if the income is between \$30,001 - \$40,000, the percentage of tax relief is 30%. He noted that the proposed exemptions would enhance the income levels and adjust the relief percentages as follows:

\$27,500 or less	90%
\$27,501 - \$35,000	70%

\$35,001 - \$42,500	50%
\$42,501 - \$50,000	40%

Mr. Zerrilla stated that it is also proposed that the income exemption be increased from \$7,500 to \$8,500 and the net combined financial worth be increased from \$175,000 to \$185,000.

Mr. Rodney Spickard, Commissioner of Revenue, stated that the County is currently giving a total amount of \$281,000 in tax relief for those qualifying elderly and disabled individuals. He noted that this figure does not include the 100% disabled veterans' relief program which was approved by the State a few years ago. He noted that currently there are 511 County residents participating in this tax relief program.

Mr. Spickard stated that, when a potential program participant contacts his office, his staff determines the household's net combined financial worth (maximum of \$175,000 currently). He noted that this maximum value does not include the value of the home and 1¼ acres of land. Mr. Spickard stated that, if these calculations show that the net financial worth is less than \$175,000, his office then reviews the total income coming into the home including the income of any relatives living in the household. He noted that this income exemption is currently \$7,500.

After questioning by Mr. Dodson, Mr. Spickard stated that the gross, not net, income figure is used in these calculations.

Mr. Spickard stated that the proposal to increase the acreage exemption from 1¼ to 2 acres "would be minor in the scheme of things."

After questioning by Mr. Dodson, Mr. Spickard stated that the assessors have put a value on the home and acreage and he then calculates the residual per acre value which is taxed.

Dr. Scothorn stated that the County sent out flyers in 2012 to notify the public when these tax relief parameters were previously amended.

Mr. Spickard stated that the usual elderly and disabled tax exemption application deadline is May 1; however, the application deadlines were extended in 2012 to July 1 to allow any additional residents who qualified for tax relief under the amended parameters to submit their paperwork to his office. Mr. Spickard stated that he believes that approximately 20 new applications were approved under the new qualification guidelines enacted in 2012.

Mr. Spickard stated that, in 2012, only the relief percentages and the net worth figures were amended; the maximum income figure of \$40,000 was not revised.

Mr. Spickard further stated that persons who are under 65 and receive Social Security disability, railroad disability, or have a letter from a doctor stating that they are totally disabled, can apply to participate in the disabled tax relief program. He noted that they would receive a \$7,500 income exemption but would still have to meet the net worth requirement.

After questioning by Mr. Williamson, Mr. Spickard stated that disabled veterans receive a 100% tax exemption as per the State's guidelines. He further stated that in 2011 the Virginia General Assembly enacted a law that a veteran, who was 100% permanently and totally disabled due to his military service as designated by the Veterans Administration, could receive 100% tax relief on up to one acre of land.

After questioning by Mr. Dodson, Mr. Spickard stated that 80 County landowners participated in the disabled veterans program last year at a value of approximately \$115,000 in tax

relief. He further stated that veterans do not have to meet the income net worth requirements to qualify for this tax relief.

Mr. Williamson stated that the elderly and disabled tax relief program is a separate ordinance in the County Code and any amendments proposed to this ordinance would need to be advertised and a public hearing scheduled.

After discussion, it was noted that, if the Board would like to schedule a public hearing on these amendments, the advertisement would have to be drafted and submitted to The Fin-castle Herald on Monday for publication on May 11 and 18 and for a public hearing to be held at the Board's regular meeting on May 24.

Mr. Spickard stated that a proposed income level category of \$0 to \$8,500 was proposed by the staff and Subcommittee at 100% tax exemption. Mr. Spickard noted that he is not sure that any County resident would meet this income level and also the County currently does not offer a 100% tax exemption. He noted that 90% is the highest tax relief percentage which is offered for those having an income of \$20,000 or less.

After discussion, Mr. Spickard stated that the federal poverty level is currently just over \$15,000 for a household of two.

After questioning by Mr. Williamson, Mr. Spickard stated that, if a 100% relief rate is proposed, the household income parameters could be set at a level of \$0 to \$15,000 (federal poverty level).

The Board thanked Mr. Spickard for providing this information.

Mr. Williamson then noted that the Board had been provided with a comparison chart of five County school employees' salaries with those offered by the City of Salem. He noted that there is a substantial difference in salaries between the two localities depending on how long the teacher has been employed with the County versus when they were hired. He stated that the Board had also received information on the percentage of residents of certain ages, median income levels, unemployment rates, etc., in various area localities.

Mr. John Busher, Superintendent of Schools, then reviewed the teacher salary comparison chart. Mr. Busher stated that he and his staff have reviewed every school employee's salary from bus drivers to secretaries to teachers as he wanted to see their current compensation levels. Mr. Busher stated that data for five employees of varied positions (Career and Technical Education (CTE) teacher, a newly hired elementary teacher, speech therapist/teacher, an elementary teacher hired in 1998, and an elementary special education teacher), were used in this comparison chart which shows the same information for these same positions in the Salem school system.

Mr. Busher stated that Botetourt County Schools hire the best and, among other parameters in determining a newly hired teacher's salary, they review an applicant's experience, their previous employers, etc., and based on all of this information the new employee is placed on a "rung" on their salary scale. Mr. Busher stated that the proposed school budget is not about raises but a correction to the compensation levels to allow the system to be competitive. Mr. Busher stated that the school system has lost a lot of teaching staff to the Salem school system over the past few years.

Mr. Busher stated that the CTE teacher referenced on the comparison chart has been employed by the County since 2005 and should be at a salary level of \$48,000 instead of their current salary of \$42,377. He noted that this person went to work for Salem and will now make \$4,203 more in salary per year than at Botetourt County.

Regarding the speech teacher, Mr. Busher stated that the school system has a difficult time finding speech therapists. He noted that the person represented on the comparison chart was hired in 2012 and has a current salary of \$45,253 but should be making \$47,171. He noted that this is "not a one size fits all" issue. Mr. Busher stated that they have addressed every individual that is employed by the school system. He noted that their salaries are based on each individual, their educational background, where they were previously employed, how long they have been employed by the County, and their salary history.

Mr. Busher stated that the school system uses existing teachers to train new teachers to "the Botetourt way" so they can sustain and maintain their teachers' effectiveness; however, he is losing the capacity to train the new teachers when long-time County teachers retire or go to work in other school systems for higher salaries. Mr. Busher stated that higher salaries are needed to retain the teachers so their rates are competitive with other schools divisions in the State, country, and in the global environment. He noted that the relationship between students and teachers is key to the educational system's success.

After discussion, Mr. Busher stated that the requested funds for this salary correction will give school employees who have worked here for many years their correct compensation. Mr. Busher then noted that the school system has lost four teachers in the last week. He noted that these employees are making employment decisions based on what they are hearing and from what was said at the budget public hearing last week by the County's residents.

Mr. Busher stated that collaboration between the County, the school system, and the businesses in the newly created Corporate Visitation Program is a great opportunity for each group to see what the other offers and what is needed to be taught in the schools and the area's community colleges to create employable personnel for the County's businesses. Mr. Busher stated that he wants the County's children to be competitive in the working world and he "wants them to come home" to find work.

Mr. Busher stated that the demographics of the population in the southern end of the County are changing and bilingual teachers are needed in the schools that serve that area.

After questioning by Mr. Martin, Mr. Busher stated that the Virginia Retirement System provides retirement plan coverage for all localities in the State. After further questioning by Mr. Martin, Mr. Busher stated that Botetourt County has 18 salary steps and Salem has 30. Mr. Busher stated that the number of salary steps varies per school system and it depends on the "way that they do business."

After questioning by Mr. Dodson, Mr. Busher stated that salary step increases are not written into the teachers' employment contracts; however, the number of days that each teacher is required to work and their step increase for the contract year is included. After further questioning by Mr. Dodson, Mr. Busher stated that the school system signs new contracts with the teachers every year.

After further questioning, Mr. Busher stated that the reason why the school system has not given the teachers an increase in the past 6 years is due to the limited availability of funding. He noted that the schools and the County have been cutting and cutting their budgets over the past few years as a reduction in revenues requires hard choices as to what items to pay for and what to cut.

After questioning by Dr. Scothorn, Mr. Busher stated that the School system has 732 total employees and their proposed budget would correct the salaries of 471 of their personnel.

Mr. Busher stated that he knows of three teachers, who previously worked for the County but are currently working for the Roanoke school system, who want to return to the County to teach.

After discussion by Dr. Scothorn, Mr. Busher stated that, once a County teacher is released from their employment contract and accepted for employment at a new school system, they are considered an employee of that jurisdiction. He noted that, if after 3 or 4 years the teacher wants to return to Botetourt County to work, the County would use their salary in the other jurisdiction to determine the salary that they would be offered here.

Mr. Zerrilla stated that, in regard to Mr. Dodson's question regarding funding availability over a five-year period, from FY 08 to FY 12, the County used Undesignated Fund Balance monies to balance the County budget for four of those five years. He further stated that during this period the School's budgeted funding/revenue increase was an average of only \$100,000 per year.

The Board then thanked Mr. Busher for his comments and information.

Mr. Williamson then reviewed a chart showing the advertised budget and tax rates (81¢ - real estate; \$2.76 – personal property) and four FY 17 budget funding scenarios based on differing tax rate and expenditure options. He noted that all four scenarios propose a personal property tax rate of \$2.71 instead of the advertised rate of \$2.76.

Mr. Zerrilla stated that the proposed personal property tax rate revenues (\$260,000) were included in the advertised budget's revenue figures. He noted that the County only needs to increase this rate to \$2.71 as the car tax relief rate element is a fixed amount.

Mr. Williamson stated that the advertised budget includes 2% County employee raises as of July 1; however, the four budget scenarios are based on delaying payment of these raises until September 1.

Mr. Dodson stated that the County's previous two salary increases were triggered by a mandatory increase by the State in constitutional office employees' salaries.

Mr. Williamson stated that, if implementation of the employee raises is delayed until September 1 instead of July 1, the County would have a \$50,000 reduction in expenses. He noted that funding scenario #1 includes employee raises being effective September 1, \$1.5 million in new revenues allocated to the schools, and adjustments in the elderly/disabled tax exemption which would result in \$125,000 less County revenues, an 81¢ real estate tax rate, a \$2.71 personal property tax rate, and funding for various CIP projects including \$325,000 for economic development, \$642,000 for County infrastructure, and \$1,001,000 as a balance of existing projects.

He noted that funding scenario #2 includes employee raises being effective September 1, \$1.3 million in new revenues allocated to the schools, and adjustments in the elderly/disabled tax exemption which would result in \$125,000 less County revenues, a 79¢ real estate tax rate, a \$2.71 personal property tax rate, and various CIP projects including \$235,000 for economic development, \$232,000 for County infrastructure, and \$1,001,000 as a balance of existing projects. Mr. Williamson stated that scenario #3 includes employee raises being effective September 1, \$1 million in new revenues allocated to the schools, and adjustments in the elderly/disabled tax exemption which would result in \$125,000 less County revenues, a 78¢ real estate tax rate, a \$2.71 personal property tax rate, and various CIP projects including \$225,000 for economic development, \$224,000 for County infrastructure, and \$1,001,000 as a balance of existing projects. He noted that funding scenario #4 includes employee raises being effective

September 1, \$1.0 million in new revenues allocated to the schools, no adjustment in the elderly/disabled tax exemption, removing \$350,000 for a new 24/7 rescue squad unit at Troutville, a 76¢ real estate tax rate, a \$2.71 personal property tax rate, and various CIP projects including \$154,000 for economic development, \$100,000 for County infrastructure, and \$1,001,000 as a balance of existing projects.

Mr. Williamson stated that the Contingency amounts in the advertised budget and for funding scenarios # 1 – 3 remain relatively level; however, scenario #4 reduces the Contingency to \$120,000. He noted that the CIP projects include economic development program funding, new roofs, HVAC upgrades/repairs, and other repair needs for County buildings. Mr. Williamson stated that the County infrastructure improvements are a discretionary budget item; however, maintenance on County and School structures has been deferred over the years due to a lack of funding. He further stated that the Board can “mix and match” the various funding scenario details to reach a funding decision.

Mr. Williamson stated that, if there are no further questions, this completes his Budget Subcommittee report to the Board.

Mr. Leffel then opened the floor for general discussion by the Board members.

Mr. Martin stated that he is opposed to the tax increase. He thanked Mr. Spickard for his efforts to help the elderly, disabled, and veterans in keeping their taxes as low as possible; however, they are not the only County residents that this proposed budget and tax increase would affect. He noted that the County’s low-income residents have low-paying jobs, have to pay for children to attend school and college, and they cannot afford higher taxes.

Mr. Martin stated that the Board of Supervisors members are financially in good shape; however, many citizens are not as fortunate. Mr. Martin stated that he does not think that there is currently any “appetite” in the County for a tax increase. He then questioned why the County is proposing to have all of these expenditures paid for in this budget and suggested that some of these projects be postponed until the FY 17-18 budget cycle. Mr. Martin stated that funding for fire/rescue/police services is a different matter. Mr. Martin then stated that the teachers who spoke at the budget public hearing were “just asking for a raise.”

Mr. Martin stated that he met with Mr. Busher for 1½ hours to discuss the School’s step increase issues and Mr. Busher’s plans for the future and he enjoyed their conversation. Mr. Martin stated that he believes that the teachers’ contracts state that they will receive a step increase if the money is included in the budget.

After discussion, Mr. Martin stated that the funds used last year to purchase electronic boards for the classrooms could have been used for the step increases. Mr. Martin stated that the school system does have a problem with the step increases and this needs to be fixed “but it should not be on the taxpayer’s back.” Mr. Martin stated that the County needs to look at what we are spending and whether it is “a need or a want.” Mr. Martin stated that he does not know what the answer would be to getting this resolved.

Mr. Martin stated that revenues should increase next year and should increase again in the following year from the County’s recently announced economic development, AEP, and Apex wind energy projects. Mr. Martin stated that the citizens elected the Board members to make the right decisions and he does not think that increasing taxes is a right decision for the Board to make.

Mr. Martin then noted that the County cannot tell the schools how to spend their money—the School Board makes this decision. He further noted that the County received \$4

million more in General Fund monies this year compared to last year. Mr. Martin further noted that the Board cannot continue to “dip” into this fund to balance the budget. He noted that the County received a one-time payment of \$3 million from the Western Virginia Water Authority and suggested that the County use these monies to pay for some of the FY 17 budget needs instead of implementing a tax increase. He further noted that expenditure decisions can be made in FY 17-18 when the County is anticipated to receive more revenues.

Mr. Martin stated that he hopes that Mr. Busher is successful in getting his plan for the County’s school system started and completed but this is not the time to raise taxes. He stated that the County approved a tax increase four year ago and “we are back again asking for more money.” Mr. Martin stated that he cannot support this tax increase.

Mr. Dodson stated that raising taxes is a hard decision and not raising taxes is equally hard. He stated that there are projects and programs that need to be funded. Mr. Dodson stated that this is his third year in developing the County’s budget and he has looked at this funding issue in several different ways.

He stated that the question of how the County got into this financial situation has been raised. Mr. Dodson stated that there were funding decisions made in the past and this is why the teachers’ salaries are in the condition that they are, County and school facilities have not been taken care of, volunteer fire and EMS units are transitioning to paid positions, etc., and these are all part of the County’s operations that the Board has to consider in developing the budget. Mr. Dodson further stated that, at times, the Sheriff’s deputy coverage in the County is minimal and this public safety need should be addressed.

Mr. Dodson stated that the County has a lot of great projects on the horizon including the AEP substation improvements, Apex’s wind energy facility, Eldor, the Virginia Community College System’s shared services center, and the anticipated development around Exit 150/ Gateway Crossing after the roadway improvement project is completed; however, revenue benefits from some of these projects will not be realized for five or more years.

Mr. Dodson stated that the Board has to think of ways to fund the County’s needs “without breaking the bank.” Mr. Dodson stated that he believes the following items are needed in this budget: an ambulance crew at Troutville, an additional Sheriff’s road deputy, and school transportation (buses). Mr. Dodson further stated that the County needs a long-term perspective and to work toward the goal of where we want to be. He noted that the school system has an aging bus fleet and a bus replacement cycle needs to again be implemented.

Mr. Dodson noted that the State of Virginia approved a 2% salary increase for all State and constitutional employees and County employees should be treated the same way. He suggested that the County and School administrations take a hard look at the budget and go back to a “0” base to see if there are any hard savings that can be found. He stated that “there are things out there in the future that we have to look at” and teacher salary step increases need to be addressed.

Mr. Dodson also stated that the school system’s buildings need to be reviewed and a 10, 15, or 20 year plan developed to make the needed repairs/replacements. He noted that Colonial Elementary School is 75 years old and Lord Botetourt High School is landlocked. Mr. Dodson stated that there are County facilities that need repairs as well and the Board of Supervisors has “to look across the board and take everything into consideration.” Mr. Dodson stated that the Board has to do something now about the new ambulance crew, additional deputy, school transportation, and matching the State’s salary increases.

Dr. Scothorn thanked Mr. Spickard for his work in putting the information together on the elderly and disabled tax exemption proposals. He stated that the teachers step salary scale has been a problem for more than 10 years and he believes that it will take longer than three years to fix it.

Dr. Scothorn stated that the County has been negligent in repairing buildings and infrastructure and it is the Board's duty to try to correct these issues as well as the staff funding situation. He stated that the County has great things coming in the future. He noted that our public safety departments and personnel are important and, with an increase in private business/industry workers and County residents, we have to maintain the personnel and equipment to ensure the citizens' safety.

Dr. Scothorn stated that having reliable school bus transportation is important. He noted that one of his patients informed him today that a company has plans to take over the Blue Bird school bus manufacturing facility and use it to refurbish school buses. He noted that the County also needs to "think outside the box" regarding the provision of insurance and other benefits for employees.

Mr. Leffel stated that he has listened to all of the Board members' comments. He noted that the County's school system is known for quality not mediocrity and the County should not want to be mediocre. Mr. Leffel noted that we want to teach the children here and give them the opportunity to come back and live and work in the County after completing their education. He further noted that, to give our children the best, we have to give them the best chance.

Mr. Leffel stated that the new tax revenues from AEP, Apex, Eldor, etc., and new housing and work opportunities will be available but it is not going to happen tomorrow. He noted that today's school children should not be punished for the past.

Regarding public safety, Mr. Leffel questioned how could you not want to compensate people who have to put on a bulletproof vest every day before going to work. Regarding economic development, Mr. Leffel stated that approximately 800 new jobs are being created in the County over the next few years and there are two or three other new commercial/industrial revenue sources but these revenues will not be available tomorrow or the next day. He stated that, if the County continues to "kick the can down the road," we will have the same problem as in the past. Mr. Leffel stated that "it will cost to get Botetourt County to be what we want it to be" and noted that, "if you stay the same, you get behind."

After discussion, Mr. Leffel stated that he does not have any idea how the Gateway Crossing area will be developed in the future but it will cost and will take money. He stated that the County cannot let an opportunity go by because we do not have the funds to deal with it.

Mr. Leffel stated that the Eagle Rock Volunteer Fire Department recently completed a 2,700 square foot addition to house 24/7 staff when necessary. He noted that this construction work was done by volunteers and the \$250,000 cost was paid through donations—no County taxpayer monies were used. Mr. Leffel noted that many of young people from the Eagle Rock area have expressed interest in being fire/rescue volunteers in the future.

Mr. Leffel stated that "none of this is easy or fun but we have to make some hard choices." He acknowledged that the Board members may not agree on everything but a difference of opinion will not impact them personally.

Mr. Williamson then stated that scenario #3 which proposes a 78¢ real estate tax rate and a \$2.71 personal property tax rate would enable funding for the Sheriff's road deputy position, the new 24/7 ambulance crew at Troutville, a 2% employee salary increase, and provide

\$500,000 less for the schools compared to scenario #1; however, \$500,000 in County infrastructure improvements would be deferred as well.

Mr. Williamson stated that he is sorry if it seems that the Board is pitting the elderly against the teachers in their efforts to fund the proposed budget. Mr. Williamson further stated that he is aware that there are many people in the County that will have difficulty paying an additional \$200 per year in taxes. He noted that the County's median income level is one of the highest in the Roanoke Valley and our taxes are less than all adjacent localities except for Franklin and Bedford.

Mr. Williamson stated that the option for FY 16-17 is between 78¢ and 81¢ on the real estate tax rate. He noted that at the 78¢ rate would defer infrastructure repairs on County buildings and property but would begin to address the teacher salary scale issues. He reminded the Board that the County does have an elderly and disabled tax relief program and a land use program that qualifying citizens can participate in to lower their taxes. He noted that the County is not the highest-taxed County in the region. Mr. Williamson stated that the County could adopt a 78¢ real estate tax rate and adopt a "livable" budget; however, personally, he would be willing to adopt an 81¢ real estate tax rate.

Mr. Williamson stated that the County has to approve the school budget by May 15. He noted that May 15 is a Sunday and, according to the County Attorney, the Board could wait and approve the school budget until Monday, May 16. He further noted that the County budget and tax rates have to be approved by June 30. Mr. Williamson stated that, if the Board would like to deliberate further on the budget and tax rates, another meeting could be scheduled for next week.

Mr. Martin stated that he has been on the Board a lot longer than the other members. He noted that Mr. Zerrilla and Mr. Williamson recently met with him for a couple of hours to review the information contained in the budget book.

Mr. Williamson stated that Mr. Martin had some interesting ideas and some of his suggestions resulted in adjustments to the proposed budget figures. He noted that the County staff reduced the budget by \$1.5 million prior to the information being presented to the Budget Subcommittee to review. He noted that the Subcommittee further reduced the proposed budget by an additional \$1.5 million. Mr. Williamson stated that "there is no \$1 million of fat" in this proposed budget.

Mr. Williamson stated that none of these decisions are easy and, in his opinion, it is down to a decision between a real estate tax rate of 78¢ and 81¢ and what the Board wants to do for the schools and repairing County infrastructure.

Mr. Leffel stated that it has been a privilege to work with Mr. Williamson on this budget. He noted that a lot of long hours were put into reviewing and discussing the various budget requests and he appreciated Mr. Williamson's hours of effort throughout this process.

After discussion, Mr. Leffel suggested that the Board consider the comments made at the budget public hearing and at this meeting and meet again on Monday, May 16 at 6:00 P. M. to vote on the school budget.

After discussion on proposed amendments to the elderly and disabled tax exemption ordinance, on motion by Mr. Dodson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized staff to advertise a public hearing on proposed amendments to the income exemption, combined financial worth, and tax relief percentages of the

elderly and disabled tax exemption ordinance, as discussed at tonight's meeting, at the Supervisors' May 24 regular meeting. (Resolution Number 16-05-01)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the meeting was continued at 7:35 P. M., until Monday, May 16, 2016, at 6:00 P. M., in the Circuit Courthouse's second floor conference room to address the proposed FY 16-17 school budget. (Resolution Number 16-05-02)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

A continued meeting of the Botetourt County Board of Supervisors was held on Monday, May 16, 2016, in the Circuit Courthouse's second floor conference room in Fincastle, Virginia, beginning at 6:00 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
Mr. David Moorman, Deputy County Administrator  
Mr. Tony Zerrilla, Director of Finance

The Chairman called the meeting to order at 6:00 P. M.

Mr. Leffel reminded those present that this is EMS Week and encouraged everyone to show their support for the County's volunteer and career EMS personnel.

Mr. Leffel also congratulated Mr. Martin on his fortieth wedding anniversary.

Mr. Williamson then gave a report from the Budget Subcommittee. He stated that the Board held a work session on May 6 to review various budget funding scenarios as developed by Mr. Zerrilla and the General Fund Budget Subcommittee. He noted that these scenarios have not changed in the interim.

He further noted that Mr. John Busher, Superintendent of Schools, was present at this meeting to answer any questions from the Board members.

Mr. Leffel then welcomed School Board members Ruth Wallace, Kathy Sullivan, and John Alderson to the meeting.

Mr. Williamson stated that the Board is required by State law to vote on the School budget by May 15, which was on a Sunday this year; therefore, action needs to be taken at tonight's meeting.

Mr. Leffel then opened the meeting for general discussion by the Board members.

Dr. Scothorn noted that he has received many e-mail messages regarding the County and School budget and tax rates since the budget public hearing. Mr. Dodson stated that he also had received numerous e-mails on these issues.

Mr. Williamson then made a motion, which was seconded by Mr. Leffel, to adopt the following resolution to approve the proposed FY 16-17 School budget which includes \$1.5 million in additional revenues. This motion failed by the following recorded vote:

AYES: Mr. Williamson, Mr. Leffel

NAYS: Mr. Dodson, Mr. Martin, Dr. Scothorn

ABSENT: None

ABSTAINING: None

Resolution Number 16-05-03

**WHEREAS**, the proposed FY 2016-2017 School budget was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia;

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Public Schools budget for Fiscal Year 2016-2017 is:

	<u>Approved FY 16 – 17</u>
<u>Revenues:</u>	
School Fund Revenues:	
Local	\$24,349,282
State	\$24,617,359
Federal	\$ 40,000
Other	\$ 1,465,891
 School Instructional Programs with Self-Sustaining Funds	 \$ 3,222,839
School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
 Total School Fund Revenues	 \$57,107,505

Expenditures:

School Operating Fund	\$50,472,532
 School Instructional Program with Self-Sustaining Funds	 \$ 3,222,839
School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
 Total School Fund Expenditures	 \$57,107,505

Mr. Dodson then made a motion to adopt the following resolution to approve the proposed FY 16-17 School budget which includes \$1.0 million in additional revenues. This motion failed as no second was submitted.

**WHEREAS**, the proposed FY 2016-2017 School budget was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia;

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Public Schools budget for Fiscal Year 2016-2017 is:

	<u>Approved FY 16 – 17</u>
<u>Revenues:</u>	
School Fund Revenues:	
Local	\$23,849,282
State	\$24,617,359
Federal	\$ 40,000
Other	\$ 1,465,891
 School Instructional Programs with Self-Sustaining Funds	 \$ 3,222,839
School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
 Total School Fund Revenues	 \$56,607,505
<u>Expenditures:</u>	
School Operating Fund	\$49,972,532
 School Instructional Program with Self-Sustaining Funds	 \$ 3,222,839

School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
Total School Fund Expenditures	\$56,607,505

On motion by Mr. Leffel, seconded by Mr. Williamson, and carried by the following recorded vote, the Board adopt the following resolution to approve the proposed FY 16-17 School budget which includes \$1.35 million in additional revenues.

AYES: Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: Mr. Martin

ABSENT: None

ABSTAINING: None

Resolution Number 16-05-04

**WHEREAS**, the proposed FY 2016-2017 School budget was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia;

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Public Schools budget for Fiscal Year 2016-2017 is:

<u>Revenues:</u>	<u>Approved FY 16 – 17</u>
School Fund Revenues:	
Local	\$24,199,282
State	\$24,617,359
Federal	\$ 40,000
Other	\$ 1,465,891
School Instructional Programs with Self-Sustaining Funds	\$ 3,222,839
School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
Total School Fund Revenues	\$56,957,505
<u>Expenditures:</u>	
School Operating Fund	\$50,322,532
School Instructional Program with Self-Sustaining Funds	\$ 3,222,839
School Nutrition Fund	\$ 1,730,134
Textbook Fund	\$ 1,175,000
Capital Reserve Fund	<u>\$ 507,000</u>
Total School Fund Expenditures	\$56,957,505

Mr. Williamson then stated that the Board would need to consider whether to schedule adoption of the General Fund budget and tax rates at their May 24 regular meeting. After discussion, it was noted that this item is included on the draft May 24 agenda as the first "General Item;" however, if the Board desired to schedule this discussion at a specific time, 2:15 PM is available at this time.

Mr. Zerrilla stated that the public hearing on the proposed amendments to the elderly and disabled tax exemption ordinance is scheduled for 3:30 P. M. on May 24.

Mr. Dodson questioned whether the elderly exemption public hearing should be held prior to the Board's consideration of the budget and tax rates.

Mr. Zerrilla stated that the proposed exemption impacts figure is included in the proposed budget amount; however, it is based on the numbers provided by the Commissioner of the Revenue and is a very conservative amount.

Mr. Williamson noted that the resolution adopted by the Board of Supervisors this evening eliminates budget funding scenarios 1 and 3 as presented by Mr. Zerrilla at the May 6 meeting. He noted that scenarios 2 and 3 took into consideration the adjustment of exemption levels for tax relief for the elderly and disabled which would provide approximately \$125,000 in tax relief. Mr. Williamson stated that, if the Board adopted a budget less than proposed in scenario 2, it would result in less tax relief for the elderly/disabled.

Mr. Williamson stated that the timing of the budget approval at the May 24 regular meeting either before or after the public hearing on the elderly/disabled exemption revisions does not appear to matter.

After discussion by Mr. Dodson, Mr. Williamson suggested that the Board consider approval of the proposed County budget and tax rates early in the May 24 meeting prior to the elderly/disabled ordinance public hearing.

Dr. Scothorn then stated that, at the May 6 meeting, he mentioned that one of his patients had heard that someone was interested in taking over the Blue Bird bus factory and use it to refurbish buses.

After questioning by Dr. Scothorn, Mr. Busher stated that he had not been contacted by the individual Dr. Scothorn is referring to. Mr. Busher stated that the school system currently uses International Blue Bird buses to transport students and use parts from retired buses to make repairs to their fleet. Mr. Busher stated that his staff has contacted various bus companies to see what they do with old buses to determine if the County could purchase used school buses that are in good condition.

Mr. Busher stated that three counties in northern Virginia are experiencing expansions in their school populations and have a turnover of many used buses. He noted that they will contact these localities to see if any used buses would be suitable for the County to purchase.

Mr. Busher further stated that the State of Virginia has a law that school buses have to be removed from active transportation of students once they travel 200,000 miles. He noted that buses with this mileage can continue to be used as activity buses and other similar uses.

Mr. Busher stated that their research indicated that one used bus with 82,000 miles was available, but they determined that the odometer was broken and the vehicle actually had been driven 382,000 miles. He noted that a majority of used/secondary buses are sold overseas as a package deal.

Mr. Busher stated that the school system would like to get back onto their bus replacement cycle but will continue to look at the potential for used buses that may be available in the State. After discussion, he noted that they are unable to receive maintenance/mileage records for out-of-state school buses.

Dr. Scothorn "challenged" the school system to ensure that they consider the cost savings of reconditioned school buses and obtain information from the State as to whether school buses over 200,000 miles can be used and, if so, what the County's savings would be.

Mr. Busher stated that he will have to check with the Department of Education to determine if used/reconditioned school buses can be used to transport students on a daily basis.

Dr. Scothorn stated that he met with a group last week and reviewed the pay scale for Roanoke City's teachers compared to Botetourt County. He noted that some of the people he met with are considering going to work for Roanoke City because of the higher salaries.

Dr. Scothorn stated that he considers Fire/EMS, Sheriff's Department, and schools the "three-legged stool" of the County's budget and he wants to make sure that we are staying level. He noted that what the individuals had to say at last week's meeting compelled him to listen. Dr. Scothorn stated that he believes that the Board has an open mind.

Mr. Leffel stated that the County has some great ideas and opportunities for the future and education "is in the middle of it." He noted that the County is discussing options that few other people are doing. He noted that the County needs to train our students to get what they need to come back to the County to work. Mr. Leffel stated that "we have to have our people prepared if we want them to come back home" to live and work and the County is fortunate now to start this process. He noted that this will not begin overnight.

Mr. Leffel stated that the best education will require the best people to do the teaching and those teachers will need to be paid. Mr. Leffel stated that he hopes that the County will get a "tiny start" on this in the new fiscal year as this situation will not be resolved next year or the next.

Dr. Scothorn stated that communication between the Board and School Board is important and this is a vital part of working toward the County's future growth and progress along with the Board's meetings with the Planning Commission and Economic Development Authority.

Mr. Leffel stated that the County has two new administrators—Mr. Larrowe and Mr. Busher—that he could not be more proud of.

Mr. Dodson stated that what makes this exciting is that the County has the leadership now to make the future look bright.

There being no further discussion, the meeting was adjourned at 6:21 P. M.

**AGENDA ITEM:** Requests for Transfers.

The following transfers are needed for the reasons indicated. Unless the Board has questions or concerns, it is recommended that they be approved by a single resolution as follows:

1. Transfer \$500,000 from General Fund – Undesignated Fund Balance to Economic Development Authority of Botetourt County account. This transfer and resulting appropriation coupled with \$1 million in previous transfer approvals satisfies the \$1.5 million appropriation stipulation included in the March 15, 2016, Performance Agreement by and among Botetourt County, the Economic Development Authority of Botetourt County, and Eldor Corporation. These funds will be reimbursed to the County in the form of a Commonwealth's Development Opportunity Fund grant.
2. Transfer budgeted funds of \$20,012.40 from General Services, 100-4040000 to Waste Management, 100-4042400. This transfer will cover leachate treatment costs in excess of budget.

*Gay Hanner* 5-19-16

**AGENDA ITEM:** Requests for Additional Appropriations.

The following supplemental appropriations are needed for the reasons indicated. Unless the Board has questions or concerns, it is recommended that they be approved by a single resolution as follows:

PASS-THRU APPROPRIATIONS:

1. Additional appropriation in the amount of \$1,500 to Sports Complex – Purchase of Services – Gov. Entities, 100-4071300-3800. These are sponsorship funds for costs associated with the NCCAA Softball National Championship banquet.
2. Additional appropriation in the amount of \$1,400 to Parks and Recreation – Marketing, 100-4071000-5840. These are funds donated by American Legion Post to the Botetourt recreation clubs and will be evenly forwarded to the seven clubs for scholarships and equipment.
3. Additional appropriation in the amount of \$14,000 to Treasurer – Payment for Collection Services, 100-4012410-3160. This appropriation will cover collection fees related to DMV stop fees, which are subsequently recovered.
4. Additional appropriation in the amount of \$4,475 to CIP – E911 System, 100-4094301. This appropriation is for the receipt of the remainder of a \$150,000 VITA State grant for E911 hardware and software enhancements.
5. Additional appropriation in the amount of \$34,753.02 to Emergency Communication – Capital Outlay – Machinery & Equipment, 100-4035600-8001. These are State grant funds from the Department of Health that will be utilized toward the purchase of mobile communication radios.
6. Additional appropriation in the amount of \$1,443.20 to Correction & Detention – Medical & Lab Supplies, 100-4033100-6004. These are funds received from Craig County for reimbursed medical costs.
7. Additional appropriation in the amount of \$125.40 to Sheriff's Department – Subsistence & Lodging, 100-4031200-5530. These are funds received from the Commonwealth for reimbursed extradition costs.
8. Additional appropriation in the amount of \$2,250.60 to Sheriff's Department – Firing Range Expenses, 100-4031200-6015. These are funds received for: a) the sale of brass casings, and b) use of the firing range.
9. Additional appropriation in the amount of \$142,036 to Children's Services – Professional Services, 100-4053500-3100. This is the State supplemental funding for mandated services under the Children's Services Act, and is contingent upon receipt of State funds.

PASS-THRU APPROPRIATIONS (cont.)

10. Additional appropriation in the amount of \$746.16 to Animal Control – Professional Services, 100-4035100-3100. These are State grant funds received for the sale of animal friendly license plates that will be distributed to Mountain View Humane in support of animal spay/neuter services.

REGULAR APPROPRIATIONS:

11. Additional appropriation in the amount of \$79,964 to Children's Services – Professional Services, 100-4053500-3100. This is the local match for item #9.

**BOTETOURT COUNTY, VIRGINIA  
 ACCOUNTS PAYABLE SUMMARY  
 MAY, 2016**

	<u>\$ Amount</u>
<b>Total Expenditures For the Month - Regular</b>	<b>\$ <u>931,393.50</u></b>
<b>Consisting of:</b>	
General Fund	\$ 922,328.34
Debt Service Fund	9,065.16
<b>Total</b>	<b>\$ <u>931,393.50</u></b>



<b>Short Accounts Payable</b>	<b>\$ <u>247,537.06</u></b>
<b>Consisting of:</b>	
General Fund	\$ 244,482.06
Debt Service Fund	3,055.00
<b>Total</b>	<b>\$ <u>247,537.06</u></b>



GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4011010-3100	Board of Supervisors	Professional Services	MUNICIPAL CODE CORPORATIO	2,244.30
100-4011010-3100	Board of Supervisors	Professional Services	GUYNN & WADDELL, PC	8,233.33
100-4011010-3600	Board of Supervisors	Advertising	MONTGOMERY PUBLISHING, LL	1,126.25
100-4011010-3600	Board of Supervisors	Advertising	MONTGOMERY PUBLISHING, LL	90.00
100-4011010-5530	Board of Supervisors	Subsistence & Lodging	CORIANDER CO	108.21
100-4011010-5530	Board of Supervisors	Subsistence & Lodging	PETTY CASH, CO ADMIN	260.00
100-4011010-6014	Board of Supervisors	Other Operating Supplies	SPICKARD LLC	75.00
100-4011010-6014	Board of Supervisors	Other Operating Supplies	DOLLAR GENERAL	2.15
			Account 4011010 Total:	12,139.24
100-4012110-2300	County Administrator	Hospital/Medical Plan	CORVESTA SERVICES, INC	92.49
100-4012110-3311	County Administrator	Repairs & Maint - Equipment	SPRINKEL'S TOWING, LLC	125.00
100-4012110-3320	County Administrator	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	163.81
100-4012110-5210	County Administrator	Postal Services	UNITED PARCEL SERVICE	7.12
100-4012110-5230	County Administrator	Telecommunications	LARROWE, GARY	35.00
100-4012110-5230	County Administrator	Telecommunications	SEXTON, ADAM	35.00
100-4012110-5510	County Administrator	Mileage	VISA	32.01
100-4012110-5510	County Administrator	Mileage	FAIN, SUSAN	8.37
100-4012110-5530	County Administrator	Subsistence & Lodging	LARROWE, GARY	42.73
100-4012110-5530	County Administrator	Subsistence & Lodging	VISA	117.39
100-4012110-5530	County Administrator	Subsistence & Lodging	LARROWE, GARY	31.08
100-4012110-5530	County Administrator	Subsistence & Lodging	PETTY CASH, CO ADMIN	65.00
100-4012110-5540	County Administrator	Convention & Education	PETTY CASH, CO ADMIN	40.00
100-4012110-5540	County Administrator	Convention & Education	VISA	3.00
100-4012110-5810	County Administrator	Dues & Assoc Memberships	VIRGINIA MUNICIPAL CLERKS	35.00
100-4012110-5840	County Administrator	Marketing	ROANOKE REGIONAL PARTNERS	200.00
100-4012110-6001	County Administrator	Office Supplies	SUPPLY ROOM COMPANIE	160.58
100-4012110-6001	County Administrator	Office Supplies	BANK OF AMERICA	994.77
100-4012110-6001	County Administrator	Office Supplies	DIGITAL IMAGE PRINTING	45.00
100-4012110-6001	County Administrator	Office Supplies	PETTY CASH, CO ADMIN	50.00
100-4012110-6001	County Administrator	Office Supplies	FAIN, SUSAN	1.00
100-4012110-6001	County Administrator	Office Supplies	SUPPLY ROOM COMPANIE	7.37
100-4012110-6012	County Administrator	Books & Subscriptions	MATTHEW BENDER & CO	95.08
100-4012110-6012	County Administrator	Books & Subscriptions	MATTHEW BENDER & CO	63.93
100-4012110-6012	County Administrator	Books & Subscriptions	MATTHEW BENDER & CO	115.43
100-4012110-8005	County Administrator	Cap Otly - Mtr Veh/Eqp	BANK OF AMERICA	43.13
			Account 4012110 Total:	2,609.29
100-4012121-2300	Deputy Administrators	Hospital/Medical Plan	CORVESTA SERVICES, INC	61.66
100-4012121-3100	Deputy Administrators	Professional Services	VISA	45.00
100-4012121-3312	Deputy Administrators	Repairs & Maint - Vehicles	VISA	79.46
100-4012121-3320	Deputy Administrators	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	343.89
100-4012121-5210	Deputy Administrators	Postal Services	UNITED PARCEL SERVICE	11.89
100-4012121-5230	Deputy Administrators	Telecommunications	MOORMAN, DAVID	35.00
100-4012121-5230	Deputy Administrators	Telecommunications	VERIZON WIRELESS	40.01
100-4012121-5530	Deputy Administrators	Subsistence & Lodging	PETTY CASH, CO ADMIN	36.89
100-4012121-5530	Deputy Administrators	Subsistence & Lodging	VISA	96.07
100-4012121-5540	Deputy Administrators	Convention & Education	VISA	35.00
100-4012121-5540	Deputy Administrators	Convention & Education	VISA	375.00
100-4012121-6001	Deputy Administrators	Office Supplies	MOUNTAIN SPRINGS	8.66

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012121-6001	Deputy Administrators	Office Supplies	SUPPLY ROOM COMPANIE	247.68
100-4012121-6008	Deputy Administrators	Vehicle & Pwr Equip Fuels	MOORMAN, DAVID	18.89
100-4012121-6008	Deputy Administrators	Vehicle & Pwr Equip Fuels	EXXON/GECC	6.59
Account 4012121 Total:				1,441.69
100-4012310-2300	Commissioner of Revenue	Hospital/Medical Plan	CORVESTA SERVICES, INC	184.98
100-4012310-2500	Commissioner of Revenue	Disability Insurance	VACO INSURANCE PROGRAMS	12.78
100-4012310-3100	Commissioner of Revenue	Professional Services	WAMPLER-EANES APPRAISAL	1,450.00
100-4012310-3320	Commissioner of Revenue	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	150.10
100-4012310-5810	Commissioner of Revenue	Dues & Assoc Memberships	COMMISSIONERS OF THE REVE	240.00
100-4012310-6001	Commissioner of Revenue	Office Supplies	DIGITAL IMAGE PRINTING	170.64
100-4012310-6001	Commissioner of Revenue	Office Supplies	VIRGINIA OFFICE SUPP	33.33
Account 4012310 Total:				2,241.83
100-4012320-3100	Assessor	Professional Services	WAMPLER-EANES APPRAISAL	2,535.00
Account 4012320 Total:				2,535.00
100-4012330-3600	Equalization Board	Advertising	MONTGOMERY PUBLISHING, LL	180.00
100-4012330-5510	Equalization Board	Mileage	BRUGH JR, ED	75.60
100-4012330-5510	Equalization Board	Mileage	BRUGH JR, ED	30.24
100-4012330-5510	Equalization Board	Mileage	BRUGH JR, ED	16.20
100-4012330-5510	Equalization Board	Mileage	BAILEY,RICHARD G	35.64
100-4012330-5510	Equalization Board	Mileage	LEFTWICH JR, JOHN L	64.26
100-4012330-5510	Equalization Board	Mileage	KAPPESSER, GARY	31.32
Account 4012330 Total:				433.26
100-4012410-2300	Treasurer	Hospital/Medical Plan	CORVESTA SERVICES, INC	154.15
100-4012410-2500	Treasurer	Disability Insurance	VACO INSURANCE PROGRAMS	28.82
100-4012410-3160	Treasurer	Pymt for Collection Ser	DEPARTMENT OF MOTOR VEHIC	8,640.00
100-4012410-3160	Treasurer	Pymt for Collection Ser	TAXING AUTHORITY CONSULTI	378.00
100-4012410-3320	Treasurer	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	114.40
100-4012410-3500	Treasurer	Printing & Binding	M & W PRINTERS	187.15
100-4012410-5210	Treasurer	Postal Services	BANK OF AMERICA	236.39
100-4012410-6001	Treasurer	Office Supplies	DIGITAL IMAGE PRINTING	170.64
100-4012410-6001	Treasurer	Office Supplies	BANK OF AMERICA	49.41
Account 4012410 Total:				9,958.96
100-4012430-2300	Financial Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	61.66
100-4012430-2500	Financial Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.55
100-4012430-3320	Financial Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	112.21
100-4012430-6001	Financial Services	Office Supplies	MOUNTAIN SPRINGS	13.00
100-4012430-6001	Financial Services	Office Supplies	SUPPLY ROOM COMPANIE	215.94
100-4012430-6001	Financial Services	Office Supplies	BANK OF AMERICA	160.51
Account 4012430 Total:				579.87
100-4012510-2300	Technology Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	184.98

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012510-2500	Technology Services	Disability Insurance	VACO INSURANCE PROGRAMS	14.46
100-4012510-3100	Technology Services	Professional Services	INNOVATIVE SYSTEMS & SOLU	8,703.35
100-4012510-3100	Technology Services	Professional Services	INNOVATIVE SYSTEMS & SOLU	1,493.80
100-4012510-3311	Technology Services	Repairs & Maint - Equipment	BANK OF AMERICA	45.98
100-4012510-3320	Technology Services	Maint Service Contracts	CLEVERBRIDGE	2,130.40
100-4012510-3320	Technology Services	Maint Service Contracts	EGTS	4,225.73
100-4012510-3320	Technology Services	Maint Service Contracts	INTERACTIVEGIS, INC	500.00
100-4012510-3320	Technology Services	Maint Service Contracts	ARIN	100.00
100-4012510-5230	Technology Services	Telecommunications	SHENTEL	221.43
100-4012510-5230	Technology Services	Telecommunications	SHENTEL	231.92
100-4012510-5230	Technology Services	Telecommunications	COMCAST	45.81
100-4012510-5230	Technology Services	Telecommunications	VERIZON WIRELESS	297.79
100-4012510-5230	Technology Services	Telecommunications	COMCAST	252.77
100-4012510-5530	Technology Services	Subsistence & Lodging	VISA	487.01
100-4012510-5530	Technology Services	Subsistence & Lodging	VISA	418.41
100-4012510-6001	Technology Services	Office Supplies	MOUNTAIN SPRINGS	19.50
100-4012510-6001	Technology Services	Office Supplies	DOLLAR GENERAL	38.85
100-4012510-6008	Technology Services	Vehicle & Pwr Equip Fuels	VISA	41.42
100-4012510-8007	Technology Services	Cap Otly - EDP Equipmt	BANK OF AMERICA	3,327.08
100-4012510-8007	Technology Services	Cap Otly - EDP Equipmt	STATE ELECTRIC SUPPLY	148.32
100-4012510-8007	Technology Services	Cap Otly - EDP Equipmt	STATE ELECTRIC SUPPLY	284.28
100-4012510-8007	Technology Services	Cap Otly - EDP Equipmt	STATE ELECTRIC SUPPLY	40.50
Account 4012510 Total:				23,253.79
100-4012530-2300	Central Purchasing	Hospital/Medical Plan	CORVESTA SERVICES, INC	30.83
100-4012530-6001	Central Purchasing	Office Supplies	MOUNTAIN SPRINGS	6.50
100-4012530-6001	Central Purchasing	Office Supplies	BANK OF AMERICA	115.85
100-4012530-6021	Central Purchasing	Store Supplies	SUPPLY ROOM COMPANIE	121.28
100-4012530-8002	Central Purchasing	Cap Otly - Furn & Fixt	VIRGINIA OFFICE SUPP	976.24
Account 4012530 Total:				1,250.70
100-4012560-2300	Central Garage	Hospital/Medical Plan	CORVESTA SERVICES, INC	30.83
100-4012560-6011	Central Garage	Uniforms & Wearing Apparel	ALSCO	46.30
Account 4012560 Total:				77.13
100-4013300-2300	Electoral Bd/Registrar	Hospital/Medical Plan	CORVESTA SERVICES, INC	30.83
100-4013300-2500	Electoral Bd/Registrar	Disability Insurance	VACO INSURANCE PROGRAMS	26.53
100-4013300-3320	Electoral Bd/Registrar	Maint Service Contracts	CANON FINANCIAL SERVICES	164.66
100-4013300-3320	Electoral Bd/Registrar	Maint Service Contracts	CANON FINANCIAL SERVICES	149.69
100-4013300-3500	Electoral Bd/Registrar	Printing & Binding	OWEN G DUNN CO, INC	61.86
100-4013300-3600	Electoral Bd/Registrar	Advertising	MONTGOMERY PUBLISHING, LL	315.00
100-4013300-5420	Electoral Bd/Registrar	Lease/Rent of Buildings	SPICKARD LLC	1,010.04
100-4013300-5510	Electoral Bd/Registrar	Mileage	VISA	24.40
100-4013300-5530	Electoral Bd/Registrar	Subsistence & Lodging	VISA	235.49
100-4013300-5540	Electoral Bd/Registrar	Convention & Education	VOTER REGISTRARS ASSOCIAT	165.00
100-4013300-5540	Electoral Bd/Registrar	Convention & Education	VOTER REGISTRARS ASSOCIAT	165.00
100-4013300-6001	Electoral Bd/Registrar	Office Supplies	SUPPLY ROOM COMPANIE	662.05
100-4013300-6001	Electoral Bd/Registrar	Office Supplies	OFFICE DEPOT	26.99
100-4013300-6001	Electoral Bd/Registrar	Office Supplies	OFFICE DEPOT	117.14

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4013300-6014	Electoral Bd/Registrar	Other Operating Supplies	BANK OF AMERICA	290.98
			Account 4013300 Total:	3,445.66
100-4021100-2300	Circuit Court	Hospital/Medical Plan	CORVESTA SERVICES, INC	30.83
			Account 4021100 Total:	30.83
100-4021200-3100	General District Court	Professional Services	SHANDOR, A KRISTIN	120.00
100-4021200-3320	General District Court	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	199.19
			Account 4021200 Total:	319.19
100-4021600-2300	Clerk of Circuit Court	Hospital/Medical Plan	CORVESTA SERVICES, INC	184.98
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	33.90
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	517.50
100-4021600-5540	Clerk of Circuit Court	Convention & Education	VIRGINIA COURT CLERKS' AS	320.00
100-4021600-6001	Clerk of Circuit Court	Office Supplies	OFFICE DEPOT	63.34
100-4021600-6001	Clerk of Circuit Court	Office Supplies	OFFICE DEPOT	12.08
100-4021600-6001	Clerk of Circuit Court	Office Supplies	OFFICE DEPOT	74.91
100-4021600-6001	Clerk of Circuit Court	Office Supplies	OFFICE DEPOT	34.16
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	SUPPLY ROOM COMPANIE	287.92
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	MOUNTAIN VIEW LEASING, IN	178.60
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	MOUNTAIN VIEW LEASING, IN	241.38
			Account 4021600 Total:	1,948.77
100-4022100-2300	Commonwealth's Attorney	Hospital/Medical Plan	CORVESTA SERVICES, INC	215.81
100-4022100-5130	Commonwealth's Attorney	Water and Sewer	WESTERN VIRGINIA WATER AU	54.98
100-4022100-5210	Commonwealth's Attorney	Postal Services	PETTY CASH, COMM ATTY	376.00
100-4022100-5420	Commonwealth's Attorney	Lease/Rent of Buildings	BANK OF FINCASTLE	1,834.00
100-4022100-5540	Commonwealth's Attorney	Convention & Education	PETTY CASH, COMM ATTY	7.75
100-4022100-6001	Commonwealth's Attorney	Office Supplies	SUPPLY ROOM COMPANIE	185.94
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	76.96
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	46.06
100-4022100-8007	Commonwealth's Attorney	Cap Otly - EDP Equipmt	VERIZON WIRELESS	80.02
			Account 4022100 Total:	2,877.52
100-4031200-2300	Sheriff	Hospital/Medical Plan	CORVESTA SERVICES, INC	1,387.35
100-4031200-2500	Sheriff	Disability Insurance	VACO INSURANCE PROGRAMS	13.22
100-4031200-3100	Sheriff	Professional Services	CHIEF MEDICAL EXAMINER	40.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	HUGH'S BODY SHOP	132.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	INSTRUMENT CALIBRATION &	40.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	INSTRUMENT CALIBRATION &	56.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	BOTETOVRT VETERINARY HOSP	530.80
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	COMSONICS	142.65
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	HUGH'S BODY SHOP	1,106.46
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	PETTY CASH, RONALD N SPRI	94.98
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	HUGH'S BODY SHOP	629.95
100-4031200-3320	Sheriff	Maint Service Contracts	SOUTHERN AIR	266.00
100-4031200-3320	Sheriff	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.62

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4031200-3320	Sheriff	Maint Service Contracts	US BANCORP EQUIPMENT FINA	142.25
100-4031200-3320	Sheriff	Maint Service Contracts	AUTOMOTIVE WIRING AND INS	200.00
100-4031200-3320	Sheriff	Maint Service Contracts	FRANKLIN COUNTY SHERIFF O	750.00
100-4031200-5530	Sheriff	Subsistence & Lodging	VISA	486.83
100-4031200-5530	Sheriff	Subsistence & Lodging	VISA	897.21
100-4031200-5530	Sheriff	Subsistence & Lodging	PETTY CASH, RONALD N SPRI	18.40
100-4031200-5540	Sheriff	Convention & Education	MENTAL HEALTH AMERICA OF	260.00
100-4031200-5540	Sheriff	Convention & Education	VISA	225.00
100-4031200-5830	Sheriff	RAID Patrol	PSYCHOLOGICAL HEALTH ROAN	85.00
100-4031200-5830	Sheriff	RAID Patrol	DR POWLEDGE OCC MED PC	307.25
100-4031200-5830	Sheriff	RAID Patrol	CANON SOLUTIONS AMERICA,	26.62
100-4031200-5850	Sheriff	Crime Prevention	FOREMOST PROMOTIONS	842.43
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	176.38
100-4031200-6001	Sheriff	Office Supplies	BANK OF AMERICA	595.47
100-4031200-6001	Sheriff	Office Supplies	VISA	167.01
100-4031200-6001	Sheriff	Office Supplies	PETTY CASH, RONALD N SPRI	4.88
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	THOMPSON TIRE	1,085.04
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	79.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	39.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SHELL OIL COMPANY	121.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	INTERSTATE BATTERY SYSTEM	117.95
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	PETTY CASH, RONALD N SPRI	120.06
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	49.30
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	10.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	49.32
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	468.47
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	284.00
100-4031200-6010	Sheriff	Police Supplies	ATLANTIC TACTICAL	102.85
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	BKT UNIFORMS	79.98
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	BKT UNIFORMS	119.97
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	CW SECURITY SOLUTIONS,LLC	1,120.00
100-4031200-6012	Sheriff	Books & Subscriptions	MATTHEW BENDER & CO	111.43
100-4031200-6012	Sheriff	Books & Subscriptions	MATTHEW BENDER & CO	63.93
100-4031200-6014	Sheriff	Other Operating Supplies	SAFETY & COMPLIANCE SERVI	262.00
100-4031200-6014	Sheriff	Other Operating Supplies	SAFETY & COMPLIANCE SERVI	389.00
100-4031200-6014	Sheriff	Other Operating Supplies	EQUIFAX CREDIT INFORMATIO	218.40
100-4031200-6014	Sheriff	Other Operating Supplies	LEXISNEXIS	60.00
100-4031200-6015	Sheriff	Firing Range Expenses	TIDY SERVICES	60.00
100-4031200-8007	Sheriff	Cap Otlly - EDP Equipmt	VISA	108.56
Account 4031200 Total:				14,770.17
100-4031700-2300	Dispatch	Hospital/Medical Plan	CORVESTA SERVICES, INC	339.13
100-4031700-2500	Dispatch	Disability Insurance	VACO INSURANCE PROGRAMS	70.95
100-4031700-3320	Dispatch	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	145.44
100-4031700-5530	Dispatch	Subsistence & Lodging	VISA	187.34
100-4031700-5540	Dispatch	Convention & Education	PETTY CASH, RONALD N SPRI	170.00
100-4031700-6001	Dispatch	Office Supplies	DOUBLE ENVELOPE	61.50
100-4031700-6001	Dispatch	Office Supplies	PETTY CASH, RONALD N SPRI	82.58
100-4031700-6012	Dispatch	Books & Subscriptions	APCO INTERNATIONAL	169.06
Account 4031700 Total:				1,226.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	BANK OF AMERICA	685.43
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	CENTRAL SHENANDOAH EMS CO	13.50
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	CENTRAL SHENANDOAH EMS CO	35.00
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	ADVANTAGE RESOURCE GROUP,	4,250.00
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	CENTRAL SHENANDOAH EMS CO	13.50
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	JACKSON, LEATA	1,320.00
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	17.70
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	10.20
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	40.78
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	58.98
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	PHYSIO-CONTROL, INC.	639.38
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	PHYSIO-CONTROL, INC.	561.12
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	27.23
100-4032200-5302	Volunteer Fire & Rescue	Fire Insurance	SAFETY & COMPLIANCE SERVI	144.00
100-4032200-5302	Volunteer Fire & Rescue	Fire Insurance	SAFETY & COMPLIANCE SERVI	126.00
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	SURE-FLO	326.00
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	READ MOUNTAIN VOLUNTEER F	11,708.00
100-4032200-5649	Volunteer Fire & Rescue	Read Mountain VFD	COUNTY OF ROANOKE FIRE AN	11,045.06
100-4032200-5649	Volunteer Fire & Rescue	Read Mountain VFD	MOUNTAIN SPRINGS	39.00
100-4032200-5651	Volunteer Fire & Rescue	County Vol Resc Squads	CRAIG-BOTETOURT ELECTRIC	29.57
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	750.15
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	BKT UNIFORMS	462.95
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	FIRST DUE GEAR	255.00
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	FIRST DUE GEAR	760.50
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	115.47
100-4032200-8005	Volunteer Fire & Rescue	Cap Otly - Mtr Veh/Eqp	FESCO EMERGENCY SALES	159,195.00
100-4032200-8005	Volunteer Fire & Rescue	Cap Otly - Mtr Veh/Eqp	MOTOROLA SOLUTIONS	3,311.10
100-4032200-8005	Volunteer Fire & Rescue	Cap Otly - Mtr Veh/Eqp	MOTOROLA SOLUTIONS	3,665.15
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	VISA	602.79
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	CAHOON'S FLORIST	45.00
			Account 4032200 Total:	200,253.56
100-4033100-2300	Correction and Detention	Hospital/Medical Plan	CORVESTA SERVICES, INC	1,387.19
100-4033100-2500	Correction and Detention	Disability Insurance	VACO INSURANCE PROGRAMS	12.25
100-4033100-3100	Correction and Detention	Professional Services	CENTER FOR EMOTIONAL WELL	3,781.25
100-4033100-3100	Correction and Detention	Professional Services	VESS JR, DR FREMONT	1,254.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	HALL SEPTIC TANK CLEANING	180.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	ESITECH	836.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	BRUNER DETENTION & SECURI	405.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	BRUNER DETENTION & SECURI	840.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	SOUTHERN AIR	2,377.80
100-4033100-3320	Correction and Detention	Maint Service Contracts	ESITECH	2,590.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	51.70
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	21.75
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.62
100-4033100-3320	Correction and Detention	Maint Service Contracts	SOUTHERN AIR	1,292.50
100-4033100-3320	Correction and Detention	Maint Service Contracts	SOUTHERN AIR	1,339.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	WATER CHEMISTRY	145.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	MECHANICAL MAINTENAN	520.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	BOTETOURT PEST CONTROL	168.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4033100-5130	Correction and Detention	Water and Sewer	WESTERN VIRGINIA WATER AU	5,897.38
100-4033100-6001	Correction and Detention	Office Supplies	SUPPLY ROOM COMPANIE	75.22
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	3,897.79
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	3,947.90
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	4,248.05
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	193.45
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	178.05
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	162.30
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	533.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	138.60
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	138.24
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	126.72
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	113.88
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	BRAME SPECIALTY COMPANY	84.00
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DIAMOND PAPER CO	49.99
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	4,473.00
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	155.35
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	DOWNHOME PHARMACY	409.80
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	MOBILE MEDICAL DIAGNOSTIC	240.00
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	WESTWOOD PHARMACY CLINICA	6,650.29
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	MOORE MEDICAL CORP	102.79
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	LABCORP	1,573.50
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	DOLLAR GENERAL	36.45
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	444.90
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	972.39
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	341.85
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	BKT UNIFORMS	87.98
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	BKT UNIFORMS	830.85
100-4033100-6014	Correction and Detention	Other Operating Supplies	PETTY CASH, RONALD N SPRI	103.59
100-4033100-8001	Correction and Detention	Cap Otly - Mach & Equip	S3 INTEGRATION, LLC	15,500.00
			Account 4033100 Total:	70,493.97
100-4033200-3800	Juvenile Detention Center	Prch of Serv frm Othr Gov Entities	ROANOKE VALLEY JUVENILE D	14,350.00
			Account 4033200 Total:	14,350.00
100-4033300-6001	Probation Office	Office Supplies	MOUNTAIN SPRINGS	13.00
			Account 4033300 Total:	13.00
100-4034000-2300	Dept of Community Development	Hospital/Medical Plan	CORVESTA SERVICES, INC	277.47
100-4034000-2500	Dept of Community Development	Disability Insurance	VACO INSURANCE PROGRAMS	64.86
100-4034000-3312	Dept of Community Development	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	281.61
100-4034000-3312	Dept of Community Development	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	49.30
100-4034000-3320	Dept of Community Development	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	265.54
100-4034000-3600	Dept of Community Development	Advertising	MONTGOMERY PUBLISHING, LL	2,490.00
100-4034000-5230	Dept of Community Development	Telecommunications	VERIZON WIRELESS	110.46
100-4034000-5540	Dept of Community Development	Convention & Education	VISA	230.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4034000-6001	Dept of Community Development	Office Supplies	MOUNTAIN SPRINGS	17.34
100-4034000-6001	Dept of Community Development	Office Supplies	SUPPLY ROOM COMPANIE	143.96
100-4034000-6001	Dept of Community Development	Office Supplies	STAPLES ADVANTAGE	23.18
100-4034000-6001	Dept of Community Development	Office Supplies	DIGITAL IMAGE PRINTING	45.00
100-4034000-6001	Dept of Community Development	Office Supplies	VISA	300.80
100-4034000-6001	Dept of Community Development	Office Supplies	VIRGINIA OFFICE SUPP	121.86
100-4034000-6001	Dept of Community Development	Office Supplies	VIRGINIA CORRECTIONAL ENT	236.38
Account 4034000 Total:				4,657.76
100-4035100-2300	Animal Control	Hospital/Medical Plan	CORVESTA SERVICES, INC	92.49
100-4035100-3100	Animal Control	Professional Services	COUNTY OF ROANOKE	14,637.67
100-4035100-3100	Animal Control	Professional Services	MOUNTAIN VIEW HUMANE	746.16
100-4035100-3311	Animal Control	Repairs & Maint - Equipment	AUTOMOTIVE WIRING AND INS	1,200.00
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	35.47
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	49.30
Account 4035100 Total:				16,761.09
100-4035500-2300	Fire & EMS	Hospital/Medical Plan	CORVESTA SERVICES, INC	986.56
100-4035500-3100	Fire & EMS	Professional Services	SELECTION.COM	12.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3110	Fire & EMS	Pymts for med, dental, hosp servs	DR POWLEDGE OCC MED PC	293.00
100-4035500-3160	Fire & EMS	Pymt for Collection Ser	EMS MANAGEMENT & CONSULTA	3,050.82
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	VISA	3.16
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	BATTERIES PLUS	41.95
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	CDW GOVERNMENT	693.10
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	FIRST SIGNS OF FIRE	99.00
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	AMAZON.COM CREDIT	27.90
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	ADVANCE AUTO PARTS	41.31
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	ADVANCE AUTO PARTS	23.02
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	RAPIDSIGN, INC	49.67
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	RAPIDSIGN, INC	50.00
100-4035500-3320	Fire & EMS	Maint Service Contracts	BANK OF AMERICA	367.60
100-4035500-3320	Fire & EMS	Maint Service Contracts	ETHOS TECHNOLOGIES	83.56
100-4035500-3320	Fire & EMS	Maint Service Contracts	ETHOS TECHNOLOGIES	79.00
100-4035500-3320	Fire & EMS	Maint Service Contracts	MOUNTAIN SPRINGS	13.00
100-4035500-3320	Fire & EMS	Maint Service Contracts	ETHOS TECHNOLOGIES	79.00
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	135.64
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	133.36
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	548.20
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	517.40
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	169.83
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	101.92
100-4035500-5210	Fire & EMS	Postal Services	BANK OF AMERICA	6.45
100-4035500-5230	Fire & EMS	Telecommunications	VERIZON WIRELESS	40.01
100-4035500-5230	Fire & EMS	Telecommunications	VERIZON WIRELESS	498.94
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	27.25

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4035500-5530	Fire & EMS	Subsistence & Lodging	BANK OF AMERICA	914.42
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	323.82
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	17.94
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	100.84
100-4035500-5530	Fire & EMS	Subsistence & Lodging	LOWE'S HOME CENTERS	24.58
100-4035500-5530	Fire & EMS	Subsistence & Lodging	FITZGERALD, CLAY	28.00
100-4035500-5530	Fire & EMS	Subsistence & Lodging	LOWE'S HOME CENTERS	75.40
100-4035500-5540	Fire & EMS	Convention & Education	BANK OF AMERICA	79.74
100-4035500-5540	Fire & EMS	Convention & Education	BLUE RIDGE VOLUNTEER FIRE	300.00
100-4035500-5999	Fire & EMS	Refunds	HEALTHKEEPERS,INC	244.80
100-4035500-5999	Fire & EMS	Refunds	WOODWORTH,WILDA	673.20
100-4035500-6001	Fire & EMS	Office Supplies	BANK OF AMERICA	269.99
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	BANK OF AMERICA	118.21
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	VISA	34.77
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	VISA	33.11
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	ANTHONY, DOUGLAS	97.20
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	EXXON/GECC	59.11
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	12.00
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	2,011.85
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	SUPER SHOE STORES	62.99
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	FIRST DUE GEAR	176.00
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	SUPER SHOE STORES	120.00
100-4035500-6014	Fire & EMS	Other Operating Supplies	BANK OF AMERICA	579.98
100-4035500-6014	Fire & EMS	Other Operating Supplies	AMAZON.COM CREDIT	26.50
100-4035500-6014	Fire & EMS	Other Operating Supplies	LOWE'S HOME CENTERS	8.51
100-4035500-8012	Fire & EMS	Cap Otly - Othr Capital	MUNICIPAL EMERGENCY SERVI	876.14
100-4035500-8012	Fire & EMS	Cap Otly - Othr Capital	FIRECOM	5,714.70
Account 4035500 Total:				22,621.45
100-4035600-3311	Emergency Communications	Repairs & Maint - Equipment	TELTRONIC	14.15
100-4035600-3311	Emergency Communications	Repairs & Maint - Equipment	PROFESSIONAL COMMUNICATIO	752.00
100-4035600-3320	Emergency Communications	Maint Service Contracts	PROFESSIONAL COMMUNICATIO	5,783.50
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	TOWN OF FINCASTLE	1,451.88
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	BOTETOURT LAND HOLDING II	2,733.81
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	BOTETOURT LAND HOLDING II	1,398.22
100-4035600-5420	Emergency Communications	Lease/Rent of Buildings	BOTETOURT LAND HOLDING II	216.00
100-4035600-8001	Emergency Communications	Cap Otly - Mach & Equip	MOTOROLA SOLUTIONS	19,506.04
100-4035600-8001	Emergency Communications	Cap Otly - Mach & Equip	MOTOROLA SOLUTIONS	4,608.00
100-4035600-8001	Emergency Communications	Cap Otly - Mach & Equip	MOTOROLA SOLUTIONS	27,376.09
Account 4035600 Total:				63,839.69
100-4040000-2300	General Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	92.49
100-4040000-2500	General Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.23
100-4040000-3311	General Services	Repairs & Maint - Equipment	SNAP-ON TOOLS	304.06
100-4040000-3312	General Services	Repairs & Maint - Vehicles	AUDIOTRONICS	250.00
100-4040000-3320	General Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	117.99
100-4040000-3320	General Services	Maint Service Contracts	SOUTHERN GRAPHICS & SUPPL	210.00
100-4040000-3320	General Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	275.41
100-4040000-5230	General Services	Telecommunications	VERIZON WIRELESS	102.93
100-4040000-5530	General Services	Subsistence & Lodging	VISA	483.52

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4040000-6001	General Services	Office Supplies	MOUNTAIN SPRINGS	19.50
100-4040000-6001	General Services	Office Supplies	SUPPLY ROOM COMPANIE	35.99
100-4040000-8012	General Services	Cap Otly - Othr Capital	KORMAN SIGNS	116.25
Account 4040000 Total:				2,024.37
100-4042400-2300	Waste Management	Hospital/Medical Plan	CORVESTA SERVICES, INC	123.32
100-4042400-3100	Waste Management	Professional Services	ECS MID-ATLANTIC,LLC	2,887.50
100-4042400-3191	Waste Management	Refuse Disposal	ADVANCED DISPOSAL	1,900.00
100-4042400-3191	Waste Management	Refuse Disposal	CITY OF SALEM	7,582.58
100-4042400-3192	Waste Management	Recycling	ADVANCED DISPOSAL	16,707.32
100-4042400-3192	Waste Management	Recycling	VIKING FENCE	1,700.00
100-4042400-3192	Waste Management	Recycling	NEW RIVER TIRE RECYCLING	1,992.50
100-4042400-3192	Waste Management	Recycling	NEW RIVER TIRE RECYCLING	1,576.25
100-4042400-3192	Waste Management	Recycling	GRAINGER	297.68
100-4042400-3192	Waste Management	Recycling	GRAINGER	420.56
100-4042400-3193	Waste Management	Leachate Treatment	VISA	188.00
100-4042400-3311	Waste Management	Repairs & Maint - Equipment	COUNTRY BREEZE HEATING AN	127.00
100-4042400-3320	Waste Management	Maint Service Contracts	BEST CLEANING ENTERPRISE	175.00
100-4042400-3320	Waste Management	Maint Service Contracts	VISA	6.80
100-4042400-5810	Waste Management	Dues & Assoc Memberships	HANNAH, GREGORY W	50.00
100-4042400-6001	Waste Management	Office Supplies	MOUNTAIN SPRINGS	19.50
100-4042400-6001	Waste Management	Office Supplies	BANK OF AMERICA	93.59
100-4042400-6001	Waste Management	Office Supplies	VISA	9.00
100-4042400-6003	Waste Management	Agricultural Supplies	LANDSCAPE SUPPLY	596.30
100-4042400-6003	Waste Management	Agricultural Supplies	LANDSCAPE SUPPLY	904.00
100-4042400-6009	Waste Management	Vehicle & Pwr Equip Supplies	LOWE'S HOME CENTERS	3.78
100-4042400-8012	Waste Management	Cap Otly - Othr Capital	VISA	-27.43
Account 4042400 Total:				37,333.25
100-4043000-2300	Maint of Gen Bldg & Grounds	Hospital/Medical Plan	CORVESTA SERVICES, INC	215.81
100-4043000-3100	Maint of Gen Bldg & Grounds	Professional Services	SUNBELT RENTALS	822.95
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	BOTETOVRT PEST CONTROL	1,000.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	ARCHITECTURAL PRODUCTS OF	240.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	ARCHITECTURAL PRODUCTS OF	618.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	SIMPLEX TIME RECORDER	648.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	446.88
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	YOUNG'S VINYL SIDING	1,790.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	SOUTHERN AIR	2,938.02
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	FSI MID STATE DIV, INC	220.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	FSI MID STATE DIV, INC	245.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	VISA	6.80
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	THYSSEN GENERAL ELEVATOR	352.79
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	FSI MID STATE DIV, INC	180.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	SCRUBZ PROCLEANING	472.00
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	ROANOKE GAS COMPANY	65.48
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	253.76
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	52.18
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	92.66
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	57.25
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	293.92

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	53.90
100-4043000-5230	Maint of Gen Bldg & Grounds	Telecommunications	VERIZON WIRELESS	49.92
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	ALSCO	240.48
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	608.97
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	FIRE EQUIPMENT COMPANY	1,109.50
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	102.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	640.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	16.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	279.75
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	SECURITY PLUMBING SUPPLIE	202.50
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	49.79
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	65.41
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	23.64
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	34.71
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	37.15
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	18.63
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	13.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROCKINGHAM COOPERATIVE	29.98
100-4043000-8005	Maint of Gen Bldg & Grounds	Cap Otly - Mtr Veh/Eqp	BOTETOURT TRUCK & TRAILER	69.82
100-4043000-8005	Maint of Gen Bldg & Grounds	Cap Otly - Mtr Veh/Eqp	SPRINKEL'S TOWING, LLC	16.00
100-4043000-8005	Maint of Gen Bldg & Grounds	Cap Otly - Mtr Veh/Eqp	SOUTHERN STATES	170.44
Account 4043000 Total:				14,843.09

100-4053500-2300	Children's Services (CSA)	Hospital/Medical Plan	CORVESTA SERVICES, INC	30.83
100-4053500-2500	Children's Services (CSA)	Disability Insurance	VACO INSURANCE PROGRAMS	15.49
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	5,510.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	800.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,570.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,230.00
100-4053500-3100	Children's Services (CSA)	Professional Services	DISCOVERY SCHOOL OF VIRGI	5,400.00
100-4053500-3100	Children's Services (CSA)	Professional Services	DISCOVERY SCHOOL OF VIRGI	5,400.00
100-4053500-3100	Children's Services (CSA)	Professional Services	FAMILY INSIGHT, PC	1,890.00
100-4053500-3100	Children's Services (CSA)	Professional Services	GIFT OF HOPE	4,933.14
100-4053500-3100	Children's Services (CSA)	Professional Services	HALL COMMUNITY SERVICES	717.50
100-4053500-3100	Children's Services (CSA)	Professional Services	HOPE TREE FAMILY SERVICES	5,195.58
100-4053500-3100	Children's Services (CSA)	Professional Services	HOPE TREE FAMILY SERVICES	4,624.00
100-4053500-3100	Children's Services (CSA)	Professional Services	KATZ, ALAN M PHD	880.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	1,800.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	6,200.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	3,600.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	5,400.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	3,600.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	6,200.00
100-4053500-3100	Children's Services (CSA)	Professional Services	UNITED METHODIST FAMILY S	3,920.00
100-4053500-3100	Children's Services (CSA)	Professional Services	RICKMAN, RYAN	644.00
100-4053500-3100	Children's Services (CSA)	Professional Services	PROFESSIONAL THERAPIES	2,718.74
100-4053500-3100	Children's Services (CSA)	Professional Services	FAMILY PRESERVATION	1,170.00
100-4053500-3100	Children's Services (CSA)	Professional Services	FISHER, MAURICE	180.00
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	1,001.00
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	2,700.00
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	1,020.00
100-4053500-3100	Children's Services (CSA)	Professional Services	YOUTH ADVOCATE PROGRAMS	1,771.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	300.00
100-4053500-3320	Children's Services (CSA)	Maint Service Contracts	THOMAS BROTHERS SOFTWARE	500.00
100-4053500-3320	Children's Services (CSA)	Maint Service Contracts	THOMAS BROTHERS SOFTWARE	500.00
100-4053500-3320	Children's Services (CSA)	Maint Service Contracts	LEONARD'S COPY SYSTEMS	180.00
100-4053500-3320	Children's Services (CSA)	Maint Service Contracts	LEONARD'S COPY SYSTEMS	84.99
100-4053500-6001	Children's Services (CSA)	Office Supplies	SUPPLY ROOM COMPANIE	61.98
Account 4053500 Total:				140,308.25
100-4053745	Botetourt Co. FFA Alumni		BOTETOURT COUNTY FFA ALUM	1,000.00
Account 4053745 Total:				1,000.00
100-4071000-2300	Parks & Recreation	Hospital/Medical Plan	CORVESTA SERVICES, INC	277.47
100-4071000-2500	Parks & Recreation	Disability Insurance	VACO INSURANCE PROGRAMS	26.48
100-4071000-3180	Parks & Recreation	Instruction/Training	BANK OF AMERICA	118.37
100-4071000-3180	Parks & Recreation	Instruction/Training	LOWE'S HOME CENTERS	18.49
100-4071000-3180	Parks & Recreation	Instruction/Training	MILL CREEK BAPTIST C	500.00
100-4071000-3180	Parks & Recreation	Instruction/Training	BOTETOURT LONGBEARDS	500.00
100-4071000-3181	Parks & Recreation	Coaches Certification	SOUTHEASTERN SECURITY CON	60.00
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	OUTDOOR POWER EQUIPMENT	90.24
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BOTETOURT TRUCK & TRAILER	52.99
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	MID-STATE EQUIP CO	162.51
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	GW'S SALES N SERVICE	119.11
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	SMITH TURF & IRRIGATION	113.99
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LOWE'S HOME CENTERS	49.30
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	100.51
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	129.06
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	34.39
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	60.13
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	25.12
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LOWE'S HOME CENTERS	75.95
100-4071000-3312	Parks & Recreation	Repairs & Maint - Vehicles	BANK OF AMERICA	40.12
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LANDSCAPE SUPPLY	440.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	1,240.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	63.17
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	63.17

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	379.02
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	63.17
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	80.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	272.68
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	426.17
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	80.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	80.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	80.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	ADVANCE AUTO PARTS	3.30
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	56.69
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	63.17
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	150.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	989.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	AQUATURF	197.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	193.34
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	39.68
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	PIONEER MANUFACTURING COM	120.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	PIONEER MANUFACTURING COM	1,822.50
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	21.57
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	9.78
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	59.69
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	HAMCO	341.73
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	155.86
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	75.99
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	BEST CLEANING ENTERPRISE	8,453.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	BEST CLEANING ENTERPRISE	4,100.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	VISA	17.70
100-4071000-3320	Parks & Recreation	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	228.94
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	4,730.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	1,650.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	32.50
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	48.75
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	21.45
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	32.50
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	32.50
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	21.45
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	97.50
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	21.45
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	32.50
100-4071000-5110	Parks & Recreation	Electrical Services	DOMINION VIRGINIA POWER	9.67
100-4071000-5110	Parks & Recreation	Electrical Services	DOMINION VIRGINIA POWER	6.59
100-4071000-5120	Parks & Recreation	Heating Services	ROANOKE GAS COMPANY	62.68
100-4071000-5130	Parks & Recreation	Water and Sewer	MOUNTAIN SPRINGS	13.00
100-4071000-5130	Parks & Recreation	Water and Sewer	BLUE RIDGE WATER	24.00
100-4071000-5130	Parks & Recreation	Water and Sewer	AQUA VA	29.79
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	159.64
100-4071000-5210	Parks & Recreation	Postal Services	BANK OF AMERICA	6.45
100-4071000-5230	Parks & Recreation	Telecommunications	VERIZON WIRELESS	50.07
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	130.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	68.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	195.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	68.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-5420	Parks & Recreation	Lease/Rent of Buildings	BRAVO PROPERTIES, LLC	1,500.00
100-4071000-5530	Parks & Recreation	Subsistence & Lodging	BANK OF AMERICA	71.11
100-4071000-5810	Parks & Recreation	Dues & Assoc Memberships	BANK OF AMERICA	33.00
100-4071000-5840	Parks & Recreation	Marketing	ROANOKE TIMES	698.00
100-4071000-6001	Parks & Recreation	Office Supplies	DOLLAR GENERAL	14.60
100-4071000-6001	Parks & Recreation	Office Supplies	SUPPLY ROOM COMPANIE	618.38
100-4071000-6001	Parks & Recreation	Office Supplies	BANK OF AMERICA	27.33
100-4071000-6001	Parks & Recreation	Office Supplies	BLUE RIDGE SIGN & STAMP	87.14
100-4071000-6003	Parks & Recreation	Agricultural Supplies	AQUATURF	1,990.99
100-4071000-6003	Parks & Recreation	Agricultural Supplies	LANDSCAPE SUPPLY	1,097.00
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURT TRUCK & TRAILER	36.49
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	SIGN DESIGN	375.00
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	ADVANCE AUTO PARTS	4.02
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	ADVANCE AUTO PARTS	49.32
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	DOLLAR GENERAL	10.50
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	CLAYTONS WRECKER SERVICE	75.00
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	806.42
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	DIGITAL IMAGE PRINTING	26.00
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	DIGITAL IMAGE PRINTING	251.79
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	DIGITAL IMAGE PRINTING	139.60
			Account 4071000 Total:	38,680.89
100-4071300-2300	Botetourt Sports Complex	Hospital/Medical Plan	CORVESTA SERVICES, INC	92.49
100-4071300-2500	Botetourt Sports Complex	Disability Insurance	VACO INSURANCE PROGRAMS	12.91
100-4071300-3100	Botetourt Sports Complex	Professional Services	SELECTION.COM	24.00
100-4071300-3311	Botetourt Sports Complex	Repairs & Maint - Equipment	ROANOKE GOLF CARS	114.09
100-4071300-3312	Botetourt Sports Complex	Repairs & Maint - Vehicles	ADVANCE AUTO PARTS	89.10
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	HAMCO	212.41
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	LANDSCAPE SUPPLY	176.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	AQUATURF	430.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	AQUATURF	269.51
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	BSN SPORTS	2,552.40
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	MCNEIL ROOFING	260.10
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	SUNBELT RENTALS	538.35
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	RAY'S DRYWALL & PAINTING	2,381.00
100-4071300-3320	Botetourt Sports Complex	Maint Service Contracts	VISA	87.70
100-4071300-3320	Botetourt Sports Complex	Maint Service Contracts	CANON SOLUTIONS AMERICA,	66.44
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	DIGITAL IMAGE PRINTING	165.00
100-4071300-5810	Botetourt Sports Complex	Dues & Assoc Memberships	BANK OF AMERICA	60.00
100-4071300-5840	Botetourt Sports Complex	Marketing	DIGITAL IMAGE PRINTING	21.66
100-4071300-5840	Botetourt Sports Complex	Marketing	DIGITAL IMAGE PRINTING	60.00
100-4071300-5840	Botetourt Sports Complex	Marketing	BANK OF AMERICA	2,246.13
100-4071300-5840	Botetourt Sports Complex	Marketing	BSN SPORTS	66.00
100-4071300-6001	Botetourt Sports Complex	Office Supplies	MOUNTAIN SPRINGS	26.00
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	COCA-COLA BOTTLING	396.50
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	SYSCO FOOD SERVICES	1,003.95
100-4071300-6003	Botetourt Sports Complex	Agricultural Supplies	AQUATURF	850.52

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071300-6013	Botetourt Sports Complex	Educ & Rec Supplies	BSN SPORTS	419.90
100-4071300-6013	Botetourt Sports Complex	Educ & Rec Supplies	MOJO SPORTSWEAR	553.90
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	BANK OF AMERICA	111.98
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	BOTETOURT PEST CONTROL	110.00
Account 4071300 Total:				13,398.04
100-4071500-5230	Van Program	Telecommunications	VERIZON WIRELESS	15.92
100-4071500-6008	Van Program	Vehicle & Pwr Equip Fuels	LAM,EILEEN	30.06
Account 4071500 Total:				45.98
100-4072240	Botetourt County Museum		BOTETOURT COUNTY HISTORIC	9,000.00
Account 4072240 Total:				9,000.00
100-4073100-2300	Library	Hospital/Medical Plan	CORVESTA SERVICES, INC	339.13
100-4073100-2500	Library	Disability Insurance	VACO INSURANCE PROGRAMS	10.71
100-4073100-3100	Library	Professional Services	OCLC, INC	1,024.39
100-4073100-3312	Library	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	216.08
100-4073100-3320	Library	Maint Service Contracts	ALSCO	10.58
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BRYANT JR, ROY G	800.00
100-4073100-3320	Library	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.10
100-4073100-3320	Library	Maint Service Contracts	CANON SOLUTIONS AMERICA,	292.50
100-4073100-3320	Library	Maint Service Contracts	ROPHO SALES	212.00
100-4073100-3320	Library	Maint Service Contracts	ROPHO SALES	212.00
100-4073100-3320	Library	Maint Service Contracts	TYCO INTEGRATED SECURITY	259.78
100-4073100-3320	Library	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	170.86
100-4073100-3320	Library	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	154.90
100-4073100-3320	Library	Maint Service Contracts	SCRUBZ PROCLEANING	700.00
100-4073100-3800	Library	Prch of Serv frm Othr Gov Entities	COUNTY OF ROANOKE	793.51
100-4073100-3800	Library	Prch of Serv frm Othr Gov Entities	CITY OF ROANOKE	9,895.76
100-4073100-5110	Library	Electrical Services	DOMINION VIRGINIA POWER	732.51
100-4073100-5120	Library	Heating Services	ROANOKE GAS COMPANY	78.60
100-4073100-5130	Library	Water and Sewer	MOUNTAIN SPRINGS	13.00
100-4073100-5130	Library	Water and Sewer	TOWN OF BUCHANAN	162.84
100-4073100-5130	Library	Water and Sewer	WESTERN VIRGINIA WATER AU	262.29
100-4073100-5130	Library	Water and Sewer	WESTERN VIRGINIA WATER AU	114.45
100-4073100-5210	Library	Postal Services	POSTMASTER	294.00
100-4073100-5230	Library	Telecommunications	COMCAST	145.64
100-4073100-5230	Library	Telecommunications	VERIZON WIRELESS	80.04
100-4073100-5230	Library	Telecommunications	COX COMMUNICATIONS INC.	334.47
100-4073100-5540	Library	Convention & Education	VEST, STEPHEN	98.17
100-4073100-5810	Library	Dues & Assoc Memberships	MID ATLANTIC LIBRARY ALLI	150.00
100-4073100-5840	Library	Marketing	ROANOKE CHILDREN'S THEATR	1,500.00
100-4073100-5840	Library	Marketing	LITTLE CRITTERS TRAVELING	500.00
100-4073100-5840	Library	Marketing	SCIENCETELLERS	1,685.00
100-4073100-6001	Library	Office Supplies	BANK OF AMERICA	357.10
100-4073100-6001	Library	Office Supplies	DEMCO	111.74
100-4073100-6001	Library	Office Supplies	DISCOUNT PAPER PRODUCTS	77.56
100-4073100-6001	Library	Office Supplies	DISCOUNT PAPER PRODUCTS	77.56

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4073100-6001	Library	Office Supplies	FSI MID STATE DIV, INC	45.00
100-4073100-6001	Library	Office Supplies	OFFICE DEPOT	57.33
100-4073100-6001	Library	Office Supplies	OFFICE DEPOT	434.97
100-4073100-6001	Library	Office Supplies	SUPPLY ROOM COMPANIE	61.98
100-4073100-6001	Library	Office Supplies	SUPPLY ROOM COMPANIE	143.96
100-4073100-6001	Library	Office Supplies	SUPPLY ROOM COMPANIE	92.97
100-4073100-6001	Library	Office Supplies	SUPPLY ROOM COMPANIE	123.96
100-4073100-6001	Library	Office Supplies	AMAZON.COM CREDIT	290.41
100-4073100-6005	Library	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	60.85
100-4073100-6005	Library	Laundry, Hskpg, Janitor Supplies	NEUTRON INDUSTRIES	170.61
100-4073100-6012	Library	Books & Subscriptions	BANK OF AMERICA	438.01
100-4073100-6012	Library	Books & Subscriptions	BAKER & TAYLOR	371.09
100-4073100-6012	Library	Books & Subscriptions	BEDFORD BULLETIN	51.00
100-4073100-6012	Library	Books & Subscriptions	BETTER HOMES AND GARDENS	22.00
100-4073100-6012	Library	Books & Subscriptions	BLUE RIDGE COUNTRY	17.95
100-4073100-6012	Library	Books & Subscriptions	BROAD REACH	506.36
100-4073100-6012	Library	Books & Subscriptions	GALE GROUP	356.52
100-4073100-6012	Library	Books & Subscriptions	CENTER POINT PUBLISHING	40.14
100-4073100-6012	Library	Books & Subscriptions	CENTER POINT PUBLISHING	120.00
100-4073100-6012	Library	Books & Subscriptions	INGRAM	4,159.88
100-4073100-6012	Library	Books & Subscriptions	MICROMARKETING	345.37
100-4073100-6012	Library	Books & Subscriptions	MIDAMERICA BOOKS	111.87
100-4073100-6012	Library	Books & Subscriptions	MONEY	30.00
100-4073100-6012	Library	Books & Subscriptions	MOTOR TREND	30.00
100-4073100-6012	Library	Books & Subscriptions	OLDHOUSE JOURNAL	35.00
100-4073100-6012	Library	Books & Subscriptions	READER'S DIGEST SELECT ED	18.00
100-4073100-6012	Library	Books & Subscriptions	RECORDED BOOKS	198.00
100-4073100-6012	Library	Books & Subscriptions	RECORDED BOOKS	103.47
100-4073100-6012	Library	Books & Subscriptions	RECORDED BOOKS	13.90
100-4073100-6012	Library	Books & Subscriptions	ROLLING STONE	34.95
100-4073100-6012	Library	Books & Subscriptions	SOUTHERN LIVING	36.00
100-4073100-6012	Library	Books & Subscriptions	TASTE OF HOME	31.98
100-4073100-6012	Library	Books & Subscriptions	TASTE OF THE SOUTH	16.00
100-4073100-6012	Library	Books & Subscriptions	TRAINS MAGAZINE	42.95
100-4073100-6012	Library	Books & Subscriptions	ULVERSCROFT	94.44
100-4073100-6012	Library	Books & Subscriptions	AMAZON.COM CREDIT	372.96
Account 4073100 Total:				30,998.15
100-4081600-2300	Tourism	Hospital/Medical Plan	CORVESTA SERVICES, INC	61.66
100-4081600-2500	Tourism	Disability Insurance	VACO INSURANCE PROGRAMS	19.67
100-4081600-3100	Tourism	Professional Services	STONEWALL RETAIL MARKETIN	7,200.00
100-4081600-3100	Tourism	Professional Services	BANK OF AMERICA	280.27
100-4081600-3500	Tourism	Printing & Binding	CHOCKLETT PRESS	1,922.00
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	5.65
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	26.07
100-4081600-5530	Tourism	Subsistence & Lodging	BANK OF AMERICA	183.06
100-4081600-5540	Tourism	Convention & Education	BANK OF AMERICA	-245.00
100-4081600-5810	Tourism	Dues & Assoc Memberships	CENTRAL SHENANDOAH PLAN.	2,400.00
100-4081600-5810	Tourism	Dues & Assoc Memberships	BANK OF AMERICA	360.00
100-4081600-5840	Tourism	Marketing	VISTAGRAPHICS	2,100.00
100-4081600-5840	Tourism	Marketing	STONEWALL RETAIL MARKETIN	14,000.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4081600-5840	Tourism	Marketing	STONEWALL RETAIL MARKETIN	8,000.00
100-4081600-5840	Tourism	Marketing	LEISURE MEDIA 360	1,594.80
100-4081600-5840	Tourism	Marketing	SUMMIT PUBLISHING, LLC	6,000.00
100-4081600-5840	Tourism	Marketing	LEISURE MEDIA 360	1,075.00
100-4081600-6001	Tourism	Office Supplies	BANK OF AMERICA	650.93
100-4081600-6008	Tourism	Vehicle & Pwr Equip Fuels	EXXON/GECC	24.94
100-4081600-6009	Tourism	Vehicle & Pwr Equip Supplies	BANK OF AMERICA	25.50
100-4081600-6009	Tourism	Vehicle & Pwr Equip Supplies	BOTETOVRT TRUCK & TRAILER	561.41
Account 4081600 Total:				46,245.96
100-4082000-3800	Environmental Management	Prch of Serv frm Othr Gov Entities	MOUNTAIN CASTLES SOIL & W	5,000.00
Account 4082000 Total:				5,000.00
100-4083000-8001	Cooperative Extension Program	Cap Otlly - Mach & Equip	VCE - BOTETOVRT	700.85
Account 4083000 Total:				700.85
100-4092000-5999	Revenue Refunds	Refunds	BISHOP, EVAN	114.48
Account 4092000 Total:				114.48
100-4094101-0000-00	Enterprise-Wide Software	0000	BANK OF AMERICA	86.46
100-4094101-0000-00	Enterprise-Wide Software	0000	HARRIS COMPUTER SYSTEMS	38,233.50
Account 4094101 Total:				38,319.96
100-4094310-0000-00	Emerg'y Operations Center	0000	VISA	539.36
Account 4094310 Total:				539.36
100-4094312-0000-00	PORTABLE RADIO UPGRADES	0000	MOTOROLA SOLUTIONS	50,000.00
Account 4094312 Total:				50,000.00
100-4094423-0000-00	Dale Ct. Water Line Extension	0000	COFFEY A R & SONS	14,751.60
Account 4094423 Total:				14,751.60
100-4094723-0000-00	Commun Rec Incntv Prgrm	0000	HISTORIC FINCASTLE	3,500.00
Account 4094723 Total:				3,500.00
100-4094733-0000-00	Greenfield Historic Resources	0000	LOWE'S HOME CENTERS	564.20
100-4094733-0000-00	Greenfield Historic Resources	0000	DIGITAL IMAGE PRINTING	177.00
100-4094733-0000-00	Greenfield Historic Resources	0000	LOWE'S HOME CENTERS	53.04
100-4094733-0000-00	Greenfield Historic Resources	0000	DOVETAIL CULTURAL RESOURC	600.45
Account 4094733 Total:				1,394.69
Fund 100 Total:				922,328.34

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
400-4095124-9100	IDA 2002 Reg Animal Pnd	Debt Service	COUNTY OF ROANOKE	9,065.16
			Account 4095124 Total:	9,065.16
			Fund 400 Total:	9,065.16
			Grand Total:	931,393.50

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4011010-5510	Board of Supervisors	Mileage	FAIN, SUSAN	20.52
100-4011010-5530	Board of Supervisors	Subsistence & Lodging	FAIN, SUSAN	69.33
				-----
Account 4011010 Total:				89.85
100-4012110-2300	County Administrator	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	2,287.00
100-4012110-5230	County Administrator	Telecommunications	VIRGINIA INFORMATION TECH	0.03
100-4012110-5230	County Administrator	Telecommunications	VIRGINIA INFORMATION TECH	0.12
100-4012110-5230	County Administrator	Telecommunications	LUMOS NETWORKS	225.07
100-4012110-5510	County Administrator	Mileage	LARROWE, GARY	25.00
100-4012110-5510	County Administrator	Mileage	FAIN, SUSAN	12.96
				-----
Account 4012110 Total:				2,550.18
100-4012121-2300	Deputy Administrators	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,524.00
100-4012121-5230	Deputy Administrators	Telecommunications	VIRGINIA INFORMATION TECH	0.07
100-4012121-5230	Deputy Administrators	Telecommunications	VIRGINIA INFORMATION TECH	0.37
100-4012121-5230	Deputy Administrators	Telecommunications	LUMOS NETWORKS	69.45
100-4012121-6008	Deputy Administrators	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	116.12
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Account 4012121 Total:				1,710.01
100-4012310-2300	Commissioner of Revenue	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,572.00
100-4012310-5230	Commissioner of Revenue	Telecommunications	VIRGINIA INFORMATION TECH	1.19
100-4012310-5230	Commissioner of Revenue	Telecommunications	LUMOS NETWORKS	42.27
				-----
Account 4012310 Total:				4,615.46
100-4012410-2300	Treasurer	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	3,812.00
100-4012410-5230	Treasurer	Telecommunications	VIRGINIA INFORMATION TECH	0.68
100-4012410-5230	Treasurer	Telecommunications	LUMOS NETWORKS	57.64
100-4012410-6008	Treasurer	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	49.85
				-----
Account 4012410 Total:				3,920.17
100-4012430-2300	Financial Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,524.00
100-4012430-5230	Financial Services	Telecommunications	VIRGINIA INFORMATION TECH	0.06
100-4012430-5230	Financial Services	Telecommunications	VIRGINIA INFORMATION TECH	0.37
100-4012430-5230	Financial Services	Telecommunications	LUMOS NETWORKS	46.74
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Account 4012430 Total:				1,571.17
100-4012510-2300	Technology Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,572.00
100-4012510-5230	Technology Services	Telecommunications	VIRGINIA INFORMATION TECH	0.49
100-4012510-5230	Technology Services	Telecommunications	LUMOS NETWORKS	3,593.78
100-4012510-5530	Technology Services	Subsistence & Lodging	GRAY, RODNEY	19.06
100-4012510-8007	Technology Services	Cap Otly - EDP Equipmt	WALMART COMMUNITY BRC	99.97
				-----
Account 4012510 Total:				8,285.30
100-4012530-2300	Central Purchasing	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	762.00
100-4012530-5230	Central Purchasing	Telecommunications	VIRGINIA INFORMATION TECH	0.05

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012530-5230	Central Purchasing	Telecommunications	VIRGINIA INFORMATION TECH	0.12
100-4012530-5230	Central Purchasing	Telecommunications	LUMOS NETWORKS	34.57
Account 4012530 Total:				796.74
100-4012560-2300	Central Garage	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	762.00
100-4012560-5230	Central Garage	Telecommunications	LUMOS NETWORKS	836.95
Account 4012560 Total:				1,598.95
100-4013300-2300	Electoral Bd/Registrar	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	762.00
100-4013300-5230	Electoral Bd/Registrar	Telecommunications	VIRGINIA INFORMATION TECH	0.37
100-4013300-5230	Electoral Bd/Registrar	Telecommunications	LUMOS NETWORKS	48.42
100-4013300-5510	Electoral Bd/Registrar	Mileage	SHOTWELL, PATRICIA B	15.12
100-4013300-5510	Electoral Bd/Registrar	Mileage	WICKHAM, KAREN K	35.10
100-4013300-6001	Electoral Bd/Registrar	Office Supplies	WICKHAM, KAREN K	8.12
100-4013300-6008	Electoral Bd/Registrar	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	19.22
Account 4013300 Total:				888.35
100-4021100-2300	Circuit Court	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	762.00
100-4021100-5230	Circuit Court	Telecommunications	VIRGINIA INFORMATION TECH	23.25
100-4021100-5230	Circuit Court	Telecommunications	LUMOS NETWORKS	109.43
Account 4021100 Total:				894.68
100-4021200-5230	General District Court	Telecommunications	VIRGINIA INFORMATION TECH	20.11
100-4021200-5230	General District Court	Telecommunications	LUMOS NETWORKS	366.36
Account 4021200 Total:				386.47
100-4021300-5230	Magistrate	Telecommunications	VIRGINIA INFORMATION TECH	0.24
100-4021300-5230	Magistrate	Telecommunications	LUMOS NETWORKS	13.12
Account 4021300 Total:				13.36
100-4021600-2300	Clerk of Circuit Court	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,572.00
100-4021600-5230	Clerk of Circuit Court	Telecommunications	VIRGINIA INFORMATION TECH	5.32
100-4021600-5230	Clerk of Circuit Court	Telecommunications	LUMOS NETWORKS	214.41
100-4021600-5510	Clerk of Circuit Court	Mileage	MOORE, TOMMY	207.36
Account 4021600 Total:				4,999.09
100-4022100-2300	Commonwealth's Attorney	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	5,334.00
100-4022100-5110	Commonwealth's Attorney	Electrical Services	AMERICAN ELECTRIC PO	116.48
100-4022100-5120	Commonwealth's Attorney	Heating Services	ROANOKE GAS COMPANY	48.69
100-4022100-5230	Commonwealth's Attorney	Telecommunications	VIRGINIA INFORMATION TECH	0.30
100-4022100-5230	Commonwealth's Attorney	Telecommunications	LUMOS NETWORKS	99.15
100-4022100-5810	Commonwealth's Attorney	Dues & Assoc Memberships	SEIBEL, LINDA	45.00
100-4022100-6001	Commonwealth's Attorney	Office Supplies	ALEXANDER, JOHN	44.23
100-4022100-6014	Commonwealth's Attorney	Other Operating Supplies	GILLILAND, HEATHER	55.50

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
			Account 4022100 Total:	5,743.35
100-4031200-2300	Sheriff	Hospital/Medical Plan	BOTETOVRT COUNTY EMPLOYEE	34,295.00
100-4031200-5230	Sheriff	Telecommunications	LUMOS NETWORKS	21.95
100-4031200-5230	Sheriff	Telecommunications	VERIZON WIRELESS	1,228.50
100-4031200-5230	Sheriff	Telecommunications	VIRGINIA INFORMATION TECH	4.65
100-4031200-5230	Sheriff	Telecommunications	LUMOS NETWORKS	503.15
100-4031200-5830	Sheriff	RAID Patrol	VERIZON WIRELESS	82.46
100-4031200-5830	Sheriff	RAID Patrol	VIRGINIA INFORMATION TECH	0.49
100-4031200-5830	Sheriff	RAID Patrol	LUMOS NETWORKS	25.81
100-4031200-5850	Sheriff	Crime Prevention	VERIZON WIRELESS	49.92
100-4031200-5850	Sheriff	Crime Prevention	VIRGINIA INFORMATION TECH	0.12
100-4031200-5850	Sheriff	Crime Prevention	LUMOS NETWORKS	6.45
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	FOSTER FUEL	2,531.54
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	6,730.31
100-4031200-6015	Sheriff	Firing Range Expenses	CRAIG-BOTETOVRT ELECTRIC	84.94
			Account 4031200 Total:	45,565.29
100-4031700-2300	Dispatch	Hospital/Medical Plan	BOTETOVRT COUNTY EMPLOYEE	8,383.00
100-4031700-5230	Dispatch	Telecommunications	VERIZON WIRELESS	30.44
100-4031700-5230	Dispatch	Telecommunications	VIRGINIA INFORMATION TECH	72.94
100-4031700-5230	Dispatch	Telecommunications	LUMOS NETWORKS	249.76
			Account 4031700 Total:	8,736.14
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	WEBB'S OIL CORPORATION	502.17
100-4032200-5651	Volunteer Fire & Rescue	County Vol Resc Squads	WEBB'S OIL CORPORATION	854.60
			Account 4032200 Total:	1,356.77
100-4033100-2300	Correction and Detention	Hospital/Medical Plan	BOTETOVRT COUNTY EMPLOYEE	34,294.67
100-4033100-5110	Correction and Detention	Electrical Services	AMERICAN ELECTRIC PO	11,098.32
100-4033100-5120	Correction and Detention	Heating Services	ROANOKE GAS COMPANY	1,026.01
100-4033100-5230	Correction and Detention	Telecommunications	VERIZON WIRELESS	82.46
100-4033100-5230	Correction and Detention	Telecommunications	VIRGINIA INFORMATION TECH	2.32
100-4033100-5230	Correction and Detention	Telecommunications	LUMOS NETWORKS	291.18
			Account 4033100 Total:	46,794.96
100-4033200-3800	Juvenile Detention Center	Prch of Serv frm Othr Gov Entities	ROANOKE VALLEY JUVENILE D	1,400.00
			Account 4033200 Total:	1,400.00
100-4033300-5230	Probation Office	Telecommunications	VIRGINIA INFORMATION TECH	6.62
100-4033300-5230	Probation Office	Telecommunications	LUMOS NETWORKS	0.16
			Account 4033300 Total:	6.78
100-4034000-2300	Dept of Community Development	Hospital/Medical Plan	BOTETOVRT COUNTY EMPLOYEE	6,859.00
100-4034000-5230	Dept of Community Development	Telecommunications	VIRGINIA INFORMATION TECH	0.08
100-4034000-5230	Dept of Community Development	Telecommunications	VIRGINIA INFORMATION TECH	1.10

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4034000-5230	Dept of Community Development	Telecommunications	LUMOS NETWORKS	113.18
100-4034000-6008	Dept of Community Development	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	742.54
Account 4034000 Total:				7,715.90
100-4035100-2300	Animal Control	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,524.00
100-4035100-5230	Animal Control	Telecommunications	VERIZON WIRELESS	128.06
100-4035100-5230	Animal Control	Telecommunications	VIRGINIA INFORMATION TECH	0.49
100-4035100-5230	Animal Control	Telecommunications	LUMOS NETWORKS	25.81
100-4035100-6008	Animal Control	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	608.01
Account 4035100 Total:				2,286.37
100-4035500-2300	Fire & EMS	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	24,389.00
100-4035500-5230	Fire & EMS	Telecommunications	VIRGINIA INFORMATION TECH	4.35
100-4035500-5230	Fire & EMS	Telecommunications	VIRGINIA INFORMATION TECH	0.86
100-4035500-5230	Fire & EMS	Telecommunications	LUMOS NETWORKS	89.27
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	2,521.09
Account 4035500 Total:				27,004.57
100-4035600-5231	Emergency Communications	Wireless E911 Communications	VERIZON	18.98
100-4035600-5231	Emergency Communications	Wireless E911 Communications	LUMOS NETWORKS	437.71
100-4035600-5231	Emergency Communications	Wireless E911 Communications	LUMOS NETWORKS	515.77
100-4035600-5232	Emergency Communications	E911 Landline Communications	VERIZON	2,676.53
100-4035600-5232	Emergency Communications	E911 Landline Communications	LUMOS NETWORKS	846.27
Account 4035600 Total:				4,495.26
100-4040000-2300	General Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	2,287.00
100-4040000-5230	General Services	Telecommunications	VIRGINIA INFORMATION TECH	0.02
100-4040000-5230	General Services	Telecommunications	LUMOS NETWORKS	67.06
100-4040000-5530	General Services	Subsistence & Lodging	ASBURY, DIANA	431.27
100-4040000-6008	General Services	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	166.77
Account 4040000 Total:				2,952.12
100-4042400-2300	Waste Management	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	3,049.00
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURT ELECTRIC	148.67
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURT ELECTRIC	120.29
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURT ELECTRIC	51.62
100-4042400-5230	Waste Management	Telecommunications	VIRGINIA INFORMATION TECH	0.36
100-4042400-5230	Waste Management	Telecommunications	LUMOS NETWORKS	122.55
Account 4042400 Total:				3,492.49
100-4043000-2300	Maint of Gen Bldg & Grounds	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	5,334.00
100-4043000-3191	Maint of Gen Bldg & Grounds	Refuse Disposal	ADVANCED DISPOSAL	192.50
100-4043000-3191	Maint of Gen Bldg & Grounds	Refuse Disposal	COUNTY WASTE	479.25
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	54.87
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	222.89
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	260.41

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	1,959.31
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	91.66
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	154.42
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	191.71
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	315.89
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.25
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	17.10
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	3,489.14
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.63
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	169.64
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	139.58
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.25
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	109.54
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	729.06
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	DOMINION VIRGINIA POWER	239.40
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	CRAIG-BOTETOURT ELECTRIC	210.58
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	CRAIG-BOTETOURT ELECTRIC	132.36
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	499.15
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	55.30
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	27.58
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	42.77
100-4043000-5230	Maint of Gen Bldg & Grounds	Telecommunications	LUMOS NETWORKS	281.86
100-4043000-6008	Maint of Gen Bldg & Grounds	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	392.79
Account 4043000 Total:				15,823.89
100-4053500-2300	Children's Services (CSA)	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	762.00
100-4053500-5230	Children's Services (CSA)	Telecommunications	VIRGINIA INFORMATION TECH	0.12
100-4053500-5230	Children's Services (CSA)	Telecommunications	LUMOS NETWORKS	32.57
Account 4053500 Total:				794.69
100-4071000-2300	Parks & Recreation	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	6,859.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	GOAD, PEGGY	21.05
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	34.12
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	37.44
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	111.52
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	18.13
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	21.09
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	121.85
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	43.53
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	44.18
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	24.04
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	31.27
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	41.77
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	63.33
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	117.76
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	113.91
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	10.54
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	220.70
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	53.73
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	37.17

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	58.65
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	38.61
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	130.59
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	162.80
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	98.04
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	16.56
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	157.28
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	79.61
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	69.75
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	49.57
100-4071000-5230	Parks & Recreation	Telecommunications	VIRGINIA INFORMATION TECH	0.11
100-4071000-5230	Parks & Recreation	Telecommunications	LUMOS NETWORKS	196.46
100-4071000-6008	Parks & Recreation	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	2,673.70
Account 4071000 Total:				11,757.86
100-4071300-2300	Botetourt Sports Complex	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	2,287.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	BREWER, DAVID	525.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	CAPUNO, ROBERTO C	525.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	JONES, RON	525.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	PRETTYMAN, BOB	525.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	PRICE, JERRY	525.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	SOWERS, WAYNE	450.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	GUTTUSO II, WILLIAM R	600.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	GRIFFITH, JACK	300.00
100-4071300-5110	Botetourt Sports Complex	Electrical Services	AMERICAN ELECTRIC PO	799.35
100-4071300-5130	Botetourt Sports Complex	Water and Sewer	WESTERN VIRGINIA WATER AU	132.40
100-4071300-5230	Botetourt Sports Complex	Telecommunications	LUMOS NETWORKS	982.63
100-4071300-5840	Botetourt Sports Complex	Marketing	JAMES RIVER HIGH SCHOOL	342.43
100-4071300-5840	Botetourt Sports Complex	Marketing	LORD BOTETOURT HIGH SCHOOL	975.07
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	36.00
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	COCA-COLA BOTTLING	1,122.50
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	74.40
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	SAM'S CLUB	137.84
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	SAM'S CLUB	239.36
100-4071300-6008	Botetourt Sports Complex	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	132.93
Account 4071300 Total:				11,236.91
100-4071500-6008	Van Program	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	179.18
Account 4071500 Total:				179.18
100-4073100-2300	Library	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	8,383.00
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	770.46
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	16.73
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	512.50
100-4073100-5230	Library	Telecommunications	VIRGINIA INFORMATION TECH	6.28
100-4073100-5230	Library	Telecommunications	LUMOS NETWORKS	1,826.68
100-4073100-6008	Library	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	382.58
Account 4073100 Total:				11,898.23

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4081600-2300	Tourism	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,524.00
100-4081600-5230	Tourism	Telecommunications	LUMOS NETWORKS	5.25
100-4081600-5530	Tourism	Subsistence & Lodging	MOORMAN, LISA	15.00
100-4081600-6008	Tourism	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	127.93
Account 4081600 Total:				1,672.18
100-4083000-5230	Cooperative Extension Program	Telecommunications	VIRGINIA INFORMATION TECH	13.85
100-4083000-5230	Cooperative Extension Program	Telecommunications	LUMOS NETWORKS	156.72
Account 4083000 Total:				170.57
100-4092000-5999	Revenue Refunds	Refunds	HOOD, RONALD & TERESA	88.00
100-4092000-5999	Revenue Refunds	Refunds	BROWN, KENNETH	61.00
100-4092000-5999	Revenue Refunds	Refunds	FOX, DWIGHT D	115.50
100-4092000-5999	Revenue Refunds	Refunds	CARPENTER, TIMOTHY M	31.78
100-4092000-5999	Revenue Refunds	Refunds	CARPENTER, TIMOTHY M & SA	52.26
100-4092000-5999	Revenue Refunds	Refunds	HYUNDAI LEASE TITLING TR	26.30
100-4092000-5999	Revenue Refunds	Refunds	HURD, JENIFER LYNN	7.28
100-4092000-5999	Revenue Refunds	Refunds	GRUMBINE, RANDALL C	7.28
100-4092000-5999	Revenue Refunds	Refunds	AMOS, TRAVIS WANE	52.65
100-4092000-5999	Revenue Refunds	Refunds	MUNCEY, SARAH ELIZABETH,	74.86
100-4092000-5999	Revenue Refunds	Refunds	MUNCEY, SARAH ELIZABETH	89.23
100-4092000-5999	Revenue Refunds	Refunds	HULL, ISABEL NEMIER	96.65
100-4092000-5999	Revenue Refunds	Refunds	JACKSON, HARRY WAYNE	59.19
100-4092000-5999	Revenue Refunds	Refunds	NUTTIN BUT VINYL	15.94
100-4092000-5999	Revenue Refunds	Refunds	MACBRIEN, WHITNEY D	147.16
100-4092000-5999	Revenue Refunds	Refunds	ELMORE, BERNIE WILLARD	17.61
100-4092000-5999	Revenue Refunds	Refunds	DIPALMA, JOSEPH V & DEVIN	67.21
100-4092000-5999	Revenue Refunds	Refunds	TYREE, ANGELA SUE	6.89
100-4092000-5999	Revenue Refunds	Refunds	DAVIS, DENNIS	61.98
Account 4092000 Total:				1,078.77
Fund 100 Total:				244,482.06
400-4095112-9100	Buchanan Fire Truck	Debt Service	BANK OF BOTETOURT	3,055.00
Account 4095112 Total:				3,055.00
Fund 400 Total:				3,055.00
Grand Total:				247,537.06

**AGENDA ITEM:** Consideration of approval of the 2016 tax rate resolution and the FY16 - 17 budget resolution.

**Administrator's Comments:**

At the May 16, 2016, FY17 budget work session, the Board of Supervisors approved an increase of \$1.35 million in contribution to the Schools. At this point, 2016 tax rates must be determined as well as the total FY17 budget.

The Budget Subcommittee has proposed three budget scenarios for consideration. In each of these scenarios, \$75,000 has been budgeted for the impact of enhancements to the Tax Relief for Elderly and Disabled program. Also, in each scenario is a \$2.71 personal property tax rate which represents a 3% increase compared to the current tax rate. In addition, raises for County and Constitutional employees are reflected to begin September 1, 2016 rather July 1, 2016. Finally, \$350,000 is included in each scenario for costs relating to the 24/7 Troutville Fire and EMS crew.

As to the differences in the scenarios, the first scenario represents a move to a \$0.81 real estate tax rate, which would also be applied to public service corporations and mobile homes. The second scenario reflects a tax rate of \$0.79, with the third scenario utilizing a tax rate of \$0.78. With each of these scenarios either a change to Contingency and/or a change to CIP provide the mechanism to balance each budget. For example, the CIP shown as \$2,168,000 for a \$0.81 tax rate reduces to \$1.2 million for a \$0.78 tax rate, with reductions in Economic Development and County Infrastructure CIP line item budgets.

**Recommendation:**

Upon conclusion of Board members' discussion:

1. Approve the 2016 tax rate resolution.
2. Approve the FY16-17 budget resolution.

*Gay Lane 5-19-16*

## TAX RESOLUTION

WHEREAS, the County proposed tax levy was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED, that the tax rates per \$ 100 of assessed value for tax year 2016 are set as follows:

Personal Property	\$ 2.71
Machinery & tools	\$ 1.80
Public Utilities	\$ 0.81
Mobile Homes	\$ 0.81
Real Estate	\$ 0.81
Motor Homes	\$ 2.71

## BUDGET APPROVAL RESOLUTION

May 24,2016

WHEREAS, the County proposed budget was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia,

NOW, THEREFORE, BE IT RESOLVED, that the Botetourt County budget for Fiscal Year 2016 - 2017 is

### Revenues:

#### General Fund Revenues:

Local	48,831,397
State	10,792,634
Federal	880,000
<i>Total General Fund Revenues</i>	60,504,031

#### School Fund Revenues:

Other	1,465,891
State	24,617,359
Federal	40,000
Self Sustaining Funds	3,222,839
School Nutrition Fund	1,730,134
Textbook Funds	1,175,000
Capital Reserve Fund	507,000

*Total School Fund Revenues* 32,758,223

### **Total Revenues**

**93,262,254**

### Expenditures:

#### General Fund Expenditures:

Operations as detailed on following pages*	30,581,067
Capital Projects	2,168,000
<i>Total General Fund Expenditures</i>	32,749,067

#### Debt Fund Expenditures:

County / VPSA Fund	2,637,130
School Literary Fund	736,335
<i>Total Debt Fund Expenditures</i>	3,373,465

#### Contingency

182,217

#### School Operating Fund Expenditures:

56,957,505

### **Total Expenditures**

**93,262,254**

#### \* OPERATIONS DETAIL:

BOARD OF SUPERVISORS	225,411
COUNTY ADMINISTRATOR	382,299
DEPUTY ADMINISTRATOR	342,937
COMMISSIONER OF REVENUE	403,211
TREASURER	475,608
FINANCIAL SERVICES	351,250
TECHNOLOGY SERVICES	913,277
CENTRAL PURCHASING	94,645
CENTRAL GARAGE	85,036
ELECTORAL BOARD / REGISTRAR	317,357
CIRCUIT COURT	67,796

GENERAL DISTRICT COURT	31,123
MAGISTRATE	997
CLERK OF CIRCUIT COURT	640,364
COMMONWEALTH'S ATTORNEY	763,158
SHERIFF	4,839,149
DISPATCH	841,023
VOLUNTEER FIRE & RESCUE	1,286,756
CORRECTION & DETENTION	4,102,823
JUVENILE DETENTION CENTER	90,000
PROBATION OFFICE	4,352
COMMUNITY DEVELOPMENT	831,001
ANIMAL CONTROL	510,178
FIRE & EMS	3,523,318
EMERGENCY COMMUNICATIONS	296,371
GENERAL SERVICES	337,105
DIVISION OF WASTE MANAGEMENT	733,827
MAINTENANCE OF BUILDINGS & GROUNDS	858,093
LOCAL HEALTH DEPARTMENT	329,252
MENTAL HEALTH SERVICES BOARD	38,743
CHILDREN'S SERVICES ACT (CSA)	1,243,890
TOTAL ACTION FOR PROGRESS (TAP)	1,000
BRAIN INJURY SERVICES	2,500
CHILD HEALTH INVESTMENT PARTNERSHIP (CHIP)	2,000
ROANOKE ARFEA MINISTRIES	1,000
BOTETOURT RESOURCE CENTER	10,000
LEAGUE OF OLDER AMERICANS	11,000
DABNEY S. LANCASTER COMMUNITY COLLEGE	2,140
DABNEY S. LANCASTER C.C. - PROMISE PROGR TAM	5,000
VIRGINIA WESTERN COMMUNITY COLLEGE - CCAP PROGRAM	30,000
BOTETOURT COUNTY FFA ALUMNI	1,000
PARKS & RECREATION	1,302,835
BOTETOURT SPORTS COMPLEX	485,162
VAN PROGRAM	73,292
ROANOKE VALLEY TRANSPORTATION PLANNING ORG.	2,686
ROANOKE VALLEY CONVENTION AND VISITORS BUREAU	140,705
ROANOKE VALLEY GREENWAY COMMISSION	14,475
ROANOKE REGIONAL SMALL BUS DEVELOPMENT CENTER	1,000
ROANOKE CHAMBER OF COMMERCE	3,500
BOTETOURT COUNTY MUSEUM / HISTORICAL SOCIETY	9,000
LIBRARY	1,132,065
ECONOMIC DEVELOPMENT	199,699
TOURISM / MARKETING	298,135
PLANNING DISTRICT COMMISSION	30,160
ECONOMIC DEVELOPMENT PARTNERSHIP	72,842
BOTETOURT COUNTY CHAMBER OF COMMERCE	4,500
ATTIC PRODUCTIONS	7,000
STANDING ROOM ONLY	7,000
WESTERN VA. EMS COUNCIL	7,141
ENVIRONMENTAL MANAGEMENT	19,155
COOPERATIVE EXTENSION PROGRAM	62,641
SALARY ADJUSTMENTS	75,000
WELLNESS PROGRAM	50,000
REVENUE REFUNDS	150,000
SOCIAL SERVICES	1,407,084
GENERAL FUND EXPENDITURES - OPERATIONS	<u>30,581,067</u>

## TAX RESOLUTION

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Real Estate	\$ 0.79
Motor Homes	\$ 2.71

## BUDGET APPROVAL RESOLUTION

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Self Sustaining Funds	3,222,839
School Nutrition Fund	1,730,134
Textbook Funds	1,175,000
Capital Reserve Fund	507,000

*Total School Fund Revenues* 32,758,223

**Total Revenues** 92,562,254

### Expenditures:

#### General Fund Expenditures:

Operations as detailed on following pages*	30,581,067
Capital Projects	1,493,000
<i>Total General Fund Expenditures</i>	<i>32,074,067</i>

#### Debt Fund Expenditures:

County / VPSA Fund	2,637,130
School Literary Fund	736,335
<i>Total Debt Fund Expenditures</i>	<i>3,373,465</i>

Contingency 157,217

School Operating Fund Expenditures: 56,957,505

**Total Expenditures** 92,562,254

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VOLUNTEER FIRE & RESCUE	1,286,756
CORRECTION & DETENTION	4,102,823
JUVENILE DETENTION CENTER	90,000
PROBATION OFFICE	4,352
COMMUNITY DEVELOPMENT	831,001
ANIMAL CONTROL	510,178
FIRE & EMS	3,523,318
EMERGENCY COMMUNICATIONS	296,371
GENERAL SERVICES	337,105
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ROANOKE CHAMBER OF COMMERCE	3,500
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REVENUE REFUNDS	150,000
SOCIAL SERVICES	1,407,084
GENERAL FUND EXPENDITURES - OPERATIONS	30,581,067

## TAX RESOLUTION

WHEREAS, the County proposed tax levy was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED, that the tax rates per \$ 100 of assessed value for tax year 2016 are set as follows:

Personal Property	\$ 2.71
Machinery & tools	\$ 1.80
Public Utilities	\$ 0.78
Mobile Homes	\$ 0.78
Real Estate	\$ 0.78
Motor Homes	\$ 2.71

## BUDGET APPROVAL RESOLUTION

May 24, 2016

WHEREAS, the County proposed budget was duly advertised and a public hearing was held on April 26, 2016, in accordance with the Code of Virginia,

NOW, THEREFORE, BE IT RESOLVED, that the Botetourt County budget for Fiscal Year 2016 - 2017 is

### Revenues:

#### General Fund Revenues:

Local	47,781,397
State	10,792,634
Federal	880,000
<i>Total General Fund Revenues</i>	<i>59,454,031</i>

#### School Fund Revenues:

Other	1,465,891
State	24,617,359
Federal	40,000
Self Sustaining Funds	3,222,839
School Nutrition Fund	1,730,134
Textbook Funds	1,175,000
Capital Reserve Fund	507,000

*Total School Fund Revenues* 32,758,223

#### **Total Revenues**

**92,212,254**

### Expenditures:

#### General Fund Expenditures:

Operations as detailed on following pages*	30,581,067
Capital Projects	1,200,000
<i>Total General Fund Expenditures</i>	<i>31,781,067</i>

#### Debt Fund Expenditures:

County / VPSA Fund	2,637,130
School Literary Fund	736,335
<i>Total Debt Fund Expenditures</i>	<i>3,373,465</i>

#### Contingency

100,217

#### School Operating Fund Expenditures:

56,957,505

#### **Total Expenditures**

**92,212,254**

#### \* OPERATIONS DETAIL:

BOARD OF SUPERVISORS	225,411
COUNTY ADMINISTRATOR	382,299
DEPUTY ADMINISTRATOR	342,937
COMMISSIONER OF REVENUE	403,211
TREASURER	475,608
FINANCIAL SERVICES	351,250
TECHNOLOGY SERVICES	913,277
CENTRAL PURCHASING	94,645
CENTRAL GARAGE	85,036
ELECTORAL BOARD / REGISTRAR	317,357
CIRCUIT COURT	67,796

GENERAL DISTRICT COURT	31,123
MAGISTRATE	997
CLERK OF CIRCUIT COURT	640,364
COMMONWEALTH'S ATTORNEY	763,158
SHERIFF	4,839,149
DISPATCH	841,023
VOLUNTEER FIRE & RESCUE	1,286,756
CORRECTION & DETENTION	4,102,823
JUVENILE DETENTION CENTER	90,000
PROBATION OFFICE	4,352
COMMUNITY DEVELOPMENT	831,001
ANIMAL CONTROL	510,178
FIRE & EMS	3,523,318
EMERGENCY COMMUNICATIONS	296,371
GENERAL SERVICES	337,105
DIVISION OF WASTE MANAGEMENT	733,827
MAINTENANCE OF BUILDINGS & GROUNDS	858,093
LOCAL HEALTH DEPARTMENT	329,252
MENTAL HEALTH SERVICES BOARD	38,743
CHILDREN'S SERVICES ACT (CSA)	1,243,890
TOTAL ACTION FOR PROGRESS (TAP)	1,000
BRAIN INJURY SERVICES	2,500
CHILD HEALTH INVESTMENT PARTNERSHIP (CHIP)	2,000
ROANOKE ARFEA MINISTRIES	1,000
BOTETOURT RESOURCE CENTER	10,000
LEAGUE OF OLDER AMERICANS	11,000
DABNEY S. LANCASTER COMMUNITY COLLEGE	2,140
DABNEY S. LANCASTER C.C. - PROMISE PROGR TAM	5,000
VIRGINIA WESTERN COMMUNITY COLLEGE - CCAP PROGRAM	30,000
BOTETOURT COUNTY FFA ALUMNI	1,000
PARKS & RECREATION	1,302,835
BOTETOURT SPORTS COMPLEX	485,162
VAN PROGRAM	73,292
ROANOKE VALLEY TRANSPORTATION PLANNING ORG.	2,686
ROANOKE VALLEY CONVENTION AND VISITORS BUREAU	140,705
ROANOKE VALLEY GREENWAY COMMISSION	14,475
ROANOKE REGIONAL SMALL BUS.DEVELOPMENT CENTER	1,000
ROANOKE CHAMBER OF COMMERCE	3,500
BOTETOURT COUNTY MUSEUM / HISTORICAL SOCIETY	9,000
LIBRARY	1,132,065
ECONOMIC DEVELOPMENT	199,699
TOURISM / MARKETING	298,135
PLANNING DISTRICT COMMISSION	30,160
ECONOMIC DEVELOPMENT PARTNERSHIP	72,842
BOTETOURT COUNTY CHAMBER OF COMMERCE	4,500
ATTIC PRODUCTIONS	7,000
STANDING ROOM ONLY	7,000
WESTERN VA. EMS COUNCIL	7,141
ENVIRONMENTAL MANAGEMENT	19,155
COOPERATIVE EXTENSION PROGRAM	62,641
SALARY ADJUSTMENTS	75,000
WELLNESS PROGRAM	50,000
REVENUE REFUNDS	150,000
SOCIAL SERVICES	1,407,084
GENERAL FUND EXPENDITURES - OPERATIONS	<u>30,581,067</u>

**AGENDA ITEM:** Request from Botetourt County Public Schools for access to the School Division Capital Reserve Fund.

Administrator's Comments:

Attached is a request from the School Board to access funds in their School Division Capital Reserve Fund. The School Division Capital Reserve Fund was established by action of the Board of Supervisors at its meeting of July 22, 2008, and has a balance of \$678,094 as of April 30, 2016.

This request is for an amount not to exceed \$80,000 and is for design costs regarding a ten-year facility assessment. This request would qualify for the use of the School's Major Capital Reserve Fund which is to be used for future school construction, building additions, renovations, and architect and engineering fees associated with major projects.

Recommendation:

Approve a request from the School division to access the School Project Capital Reserve Fund for an amount not to exceed \$80,000 to provide funding to cover design charges for a ten-year facility assessment study.

Attachment

*Mary Lane* 5-16-16



*Botetourt County Public Schools  
143 Poor Farm Road  
Fincastle, Virginia 24090  
Telephone (540) 473-8263  
Fax (540) 473-8298*

*Office of  
Division Superintendent*

May 13, 2016

Mr. Gary Larrowe  
Botetourt County Administrator  
1 West Main Street, Number 1  
Fincastle, VA 24090

Dear Mr. Larrowe:

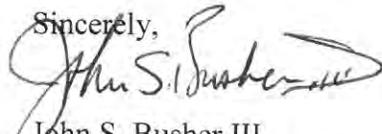
Please be advised that the Botetourt County School Board, meeting in regular session on Thursday, May 12, 2016, authorized the Division Superintendent to access the Botetourt County Public Schools Capital Reserve Fund (Major Portion) during the 2015-2016 fiscal year for the Spectrum Design Ten-Year Facility Assessment.

This access is outside of the approved FY16 School Board Budget and falls within the parameters established by both the County and the School Division for such projects. It is anticipated that the amount needed for the project should not exceed \$80,000.

I am requesting your concurrence and approval for BCPS to access the Capital Reserve Fund (Major Portion) for funding this project and subsequently, notifying the Treasurer of Botetourt County.

Your support of this purchase is greatly appreciated which will benefit both students and citizens alike. Please contact me if you need further information in support of this request.

Sincerely,



John S. Busher III  
Division Superintendent

Cc: Tony Zerrilla, Director of Financial Services

RECEIVED  
MAY 13 2016  
Botetourt County Administrator

**AGENDA ITEM:** Consideration of a Library Incentive Fund application for Eagle Rock Library.

Administrator's Comments:

Friends of the Eagle Rock Library have submitted a project to the Library Incentive Fund to create a self-service coffee and tea corner at the library (see attached). The project involves moving the materials in the local history area to another location and installing tables, chairs, new flooring, a coffee maker, and new décor in that space. The implementation of this project would create an innovative service and provide a new, attractive community gathering space within the library. The projected cost of the project is \$4,000. Friends of the Eagle Rock Library have demonstrated that they have the financial resources to fund the entire project. If approved, the Friends would ask for \$2,000 in matching funds when the project is complete.

County Administration has reviewed the application and finds it consistent with incentive fund guidelines adopted by the Board last month. The proposed project will not result in significant impacts on general County operations or services, facilities, infrastructure or support services. The application is compatible with general County operations, programs and plans. In particular, the project promotes the strategic goal of improving the overall quality of life for County residents.

There is adequate funding in the County's Library Incentive Fund to support this application.

Recommendation:

Following a brief overview by library staff, approve the application for the project to create a self-service coffee and tea area at the Eagle Rock Library and authorize the Eagle Rock Friends of the Library to proceed, and authorize the expenditure of up to \$2,000 in matching funds from current year monies budgeted for the Library Incentive Fund.

Attachment

*Gary Lucas* 5-19-16



**BOTETOURT COUNTY LIBRARIES**  
Discover. Connect. Inspire.

**Botetourt County Library Incentive Fund  
Project Application**

To be completed and submitted to:

Library Director  
Botetourt County Library  
28 Avery Row  
Roanoke, VA 24012

Date of Submission: May 12<sup>th</sup>, 2016

Name of Project: A Self-Service Coffee and Tea Corner at the Eagle Rock Library

Location of Project: Eagle Rock Library  
(name of library branch location)

Name and Address of Applicant:  
Friends of the Eagle Rock Library (Robin Bolton, Friends President)  
55 Eagles Nest Drive, Eagle Rock, VA 24085

Name of Project Coordinator: Michael Hibben, Branch Librarian – Eagle Rock Library

Project Coordinator's Phone Number: 540-928-2800

Project Coordinator's E-Mail Address: mhibben@boetourtva.gov

Project Description: (include additional pages or documents if needed)

The Friends of the Eagle Rock Library, and Branch Librarian, Michael Hibben, propose the creation of a self-service coffeehouse-style coffee and tea space in a back section of the library that now houses the Local History and Print Reference collections. Those two collections will be relocated to other areas in the library.

How will this project benefit the library and the public it serves?

Books and coffee seem to be natural partners and we believe having such a space in our rural library would add an innovative service and provide a new, attractive community gathering space within the library.

Applicant's Financial Commitment:

Please indicate your organization's financial commitment to the project and how the commitment will be met. Proof of sufficient funds must accompany this application. Applying organization must be able to fund 50% of the entire project and be prepared to fund cost overruns should they occur.

The Friends of the Eagle Rock Library are fully committed to funding the project and have reserved \$4,000.00 (the full estimated cost of the project) in their bank account. Cost overruns are unlikely to occur during this project as we aren't doing any structural renovations to the building, and the only contractors we will be hiring is Home Depot to install the wood laminate flooring in the proposed coffee area, and possibly an electrician to install a small track light on the ceiling in that same area. If costs begin to run higher than expected, we will look for cheaper furniture and supplies or eliminate some purchases altogether.

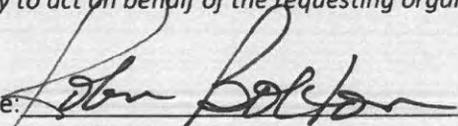
Estimated project start date: June 1<sup>st</sup>, 2016

Required completion date: May 24<sup>th</sup>, 2017  
(one year from date of Board of Supervisors approval)

Estimated Cost: \$4,000.00

Matching Fund Request: \$2,000.00

*This signed application will constitute the applicant's commitment to fulfill all of its obligations, financial and other, under terms of this program, and will confirm that the organization or individual has the financial resources available to complete the project. The above named project manager shall have full authority to act on behalf of the requesting organization.*

Signature:  Date: 5/13/16

Printed Name: Robin Bolton Title: Friends President



**Bank of Botetourt**

*Taking Care of You*

PO Box 339  
Buchanan, VA 24066

(540) 591-5000 (866) 420-BANK

334661201

Apr 30, 2016

Pg 1 of 1

00672 2337320 10Z ATM 127.173.1.11

1

 Friends of Eagle Rock Library  
C/O P. S. Vaughn  
396 Bessemer Lane  
Eagle Rock VA 24085



Community Checking			
04/01/2016	Beginning Balance		4,730.12
	1 Deposits/Other Credits	+	106.00
	0 Checks/Other Debits	-	.00
04/30/2016	Ending Balance	30 Days in Statement Period	4,836.12
-----			
		Deposits/Other Credits	
04/28/2016	Deposit		106.00
-----			
		Daily Ending Balance	
04/01	4,730.12	04/28	4,836.12

Michael Hibben (Branch Librarian), & Friends of the Eagle Rock Library  
2/26/16

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# Proposal for

A Self-Service Coffee and Tea Corner at  
the Eagle Rock Library



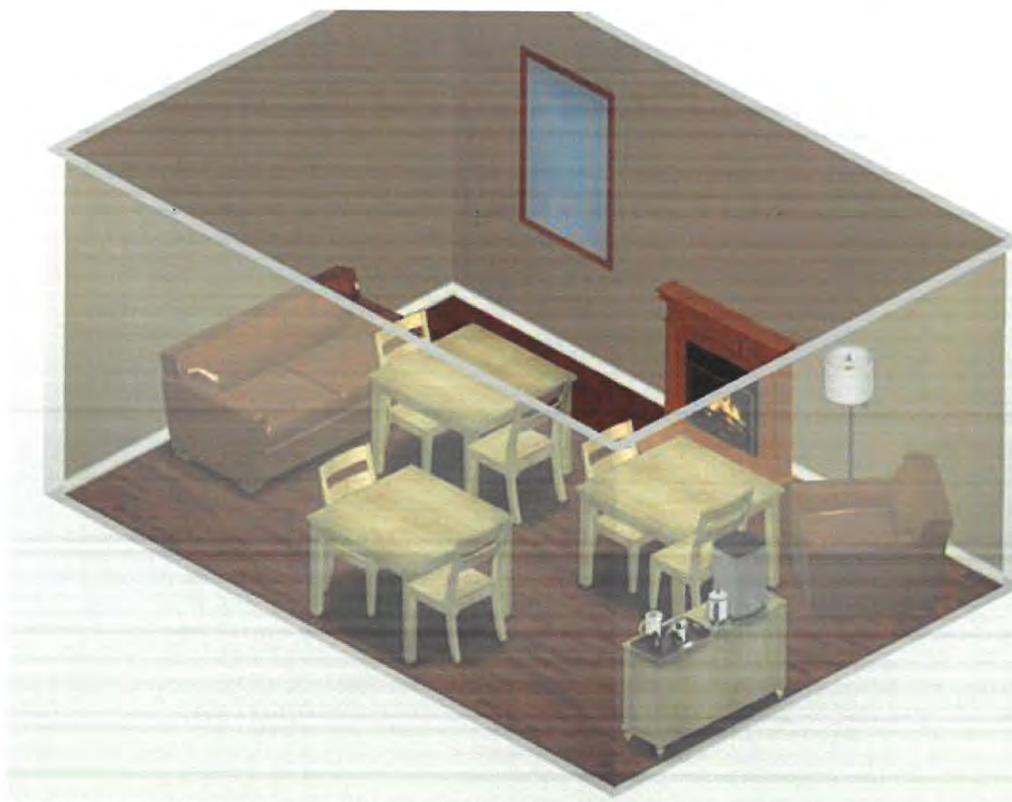
I.	SUMMARY .....	3
II.	INTRODUCTION .....	4
III.	NEEDS/PROBLEMS .....	5
IV.	GOALS/OBJECTIVES.....	7
V.	PROPOSED NAME OF THE COFFEE AREA .....	7
VI.	PHASES OF THE PROJECT .....	7
VII.	BUDGET .....	8
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X.	APPENDIX.....	10

## I. Summary

Eagle Rock Branch Librarian, Michael Hibben, and the Friends of the Eagle Rock Library propose the creation of a self-service coffeehouse-style coffee area in a back area of the library that now houses the Local History and Print Reference collections. Those two collections will be relocated to other areas in the library.

Coffeehouses in public libraries are an emerging trend and two of the Roanoke Valley's newest libraries - the South County Library and the new Vinton Library - both have coffeehouses inside. Books and coffee seem to be natural partners and we believe having such a space in our rural library would add an innovative service and provide a new, attractive community gathering space within the library.

We anticipate this project costing between \$3,900.00 and \$4,200.00. We are asking the Board of Supervisors for matching funds totaling \$2,000.00 to help us fund the project.



A rendering of the proposed coffee area (the furniture is not to scale).

## II. Introduction

Michael Hibben is the Branch Librarian at the Eagle Rock Library, where he's worked since its opening in 2010. Before relocating to the Roanoke Valley, he lived in Los Angeles and worked as a Librarian for the Los Angeles Public Library System. He's been working in public libraries for 14 years and has a master's degree in Library and Information Science from Kent State University.

The *Friends of the Eagle Rock Library* is a non-profit group, whose primary purpose entails raising money to support programming and other special projects not covered by the library's yearly budget. Over the last six years, the Friends have raised the funds to support hundreds of library programs, the purchase of supplemental books and movies, and have made the children's area more inviting with the purchase of two iPads packed with children's games and apps, a dollhouse, and a train table.

### III. Needs/Problems

The Eagle Rock Library has been open for almost 6 years. During this time, we've seen our collection size nearly triple - from 11,500 items on opening day, to over 30,000 items today. This year, we've begun re-examining the library's interior to see what is and isn't working and how we can make the library more innovative, more inviting, and more of a destination for the community.

At 9,600 square feet, the Eagle Rock Library is the largest library building in Botetourt County. We are fortunate to have a great deal of room and a number of spaces around the perimeter of the interior that can be repurposed.

One idea we've come up with to repurpose one underused space is the creation of a self-service coffee area in the library. Having coffee areas has become a trend in public libraries over the last decade. Two of the Roanoke County Public Library's newest branches – the South County Library and the Vinton Library – both have coffee houses in them.



*Mill Mountain Coffee drive thru and café at the South County Library.*



*Thousand Hills Coffee at the new Vinton Library.*

While the Eagle Rock Library does not have the foot traffic that would attract a chain coffeehouse to set up shop here, we could create a similar kind of space utilizing an under-used area in the back portion of our interior, that now houses the Local History collection, a dwindling Print Reference collection, and two computers - all of which would be re-located to other parts of the library.



The current location of Local History collection, Print Reference, and two (of our 17) public computers.



We will move the Local History collection and its shelves into an adjacent conference/study room.

With a Keurig Coffee Maker, a small mini-fridge, some attractive café tables, furniture, a warmer paint color for the walls, and eye-catching wall art and signage, we could create an inviting coffee and tea corner in the Eagle Rock Library where people could meet to study, chat, or just relax with a good book and a cup of coffee.

The Friends of the Library would provide the coffee and tea K-Cups (the prepackaged coffee inserts you use with Keurig Coffee Makers) for our patrons to make their own cup of coffee or tea, as well the cups, lids, creamer, and sugar. We would suggest a \$1.00 donation that would be paid at the front desk. We've also had numerous patrons ask us if we have vending machines for drinks or snacks (we don't). With our remote location, patrons who want a non-water fountain drink or a snack have to drive 3 miles to reach the nearest gas station. We would also purchase a small mini fridge (that has a clear glass door) to stock bottled water and sodas for a suggested donation of \$0.75-\$1.00. All monies raised would go back to paying for the supplies for the coffee corner to make it self-sustaining.

Currently, both the South County Library and the Vinton Library allow drinks from their coffee areas to be brought into other areas of the library. We would likely do the same unless we began dealing with constant spills. Then we would restrict food and drink to the coffee area. Food and drink would not be allowed in the library's computer lab or next to any computer.

## IV. Goals/Objectives

Having a café or coffee space is a trend in public libraries and currently, no library in Botetourt County has such a space. We believe that creating such a space would make for a more inviting library experience and provide a new service to the community as the nearest coffeehouse is *Thousand Hills Coffee* in Daleville - nearly 20 miles away from Eagle Rock. With our remote and rural location, the staff of the Eagle Rock Library is attempting to meet as many community needs as we can and provide as many innovative services as possible.

We also believe that this innovation would not only benefit the community by creating a new kind of inviting gathering space, but the County could also get quite a bit of positive publicity because of this project. Nationally, no other small library appears to have attempted the creation of a self-service coffee area that has the look and allure of a real coffeehouse.

## V. Proposed name of the coffee area

At the writing of this proposal, the Friends of the Eagle Rock Library have not definitively decided on a name for the coffee area. But they are currently leaning towards calling it **Books & Brews**.

## VI. Phases of the project

The project will involve four phases:

**Phase 1:** With the help of Billy from the County's Maintenance Department, we will relocate the existing shelves in the space that now houses our Local History and

Reference collections, into an adjacent conference/study room. The Local History collection would go into this Conference Room, and it would become the Local History room (which could still be used as a study room or an additional meeting space when needed). Our small Print Reference collection would be relocated to the beginning shelves in the Adult Nonfiction section. The two computers in the space would be relocated to the new Local History room and reserved for genealogy or local history research (we have an additional 15 public Internet computers for general Internet use).

**Phase 2:** The walls of the proposed coffee area would be painted from the current cool blue, to a much warmer taupe. Michael Hibben and volunteers from the Eagle Rock Friends group will do the painting to save on labor costs.

**Phase 3:** We will hire installers from Home Depot will remove the existing carpet in the area and install the wood laminate flooring. With assistance from Billy from the County's Maintenance Department, Michael Hibben will install brown vinyl floor molding in the space to replace the existing blue vinyl floor molding.

**Phase 4:** The last phase will involve hiring an electrician to install a track light on the drop ceiling above the area (to create a warmer more inviting light). Then, the café tables and furniture will be assembled and placed in the area, wall art will be hung, and signs will be installed.

#### **Timetable**

We plan to complete the proposed project within one month's time once work has begun.

## VII. Budget

After extensive research, we believe the following items would help us recreate the look of a coffeehouse or café - without the costs of an extensive renovation. Though some items are expensive, we believe that unless the space has real visual impact (we want people to say "Wow!" when they see it), it's not really innovative and not worth doing.

Images of the items listed below can be found in the Appendix.

<b>Description of Work</b>	<b>Anticipated Costs</b>
Wood laminate flooring with installation	\$700.00-\$1,000.00
Primer, Paint, brushes, rollers, and tape (labor will be volunteer & staff based)	\$100.00
Brown vinyl base molding with adhesive	\$83.00
3 café tables (with two chairs each)	\$610.62
Old buffet table for a coffee bar (will be painted black)	\$200.00 (estimated)
Track lighting (to add a warmer light to the space) with electrician installation	\$200.00 (estimated)
Signage advertising the space (including a small sign to be hung below the main outside library sign, and two interior signs)	\$200.00 (estimated)
Wall art for the space itself	\$200.00 (estimated)

Leather loveseat	\$350.00
Leather arm chair	\$250.00
Electric fireplace	\$495.00
Keurig K145 OfficePRO Brewing System	\$135.00
Beverage center refrigerator (for bottled water and sodas)	\$207.00
Coffee cup and supply countertop organizer	\$47.00
K-Cup carousel	\$18.00
Jars for small packaged snacks & candies	\$50.00
Trash can	\$60.00

**Total (estimated)** \$3900.00-4200.00  
**Matching Funds Requested** \$2,000.00

## VIII. Endorsements

- Steve Vest, Library Director
- Michael Hibben, Eagle Rock Library - Branch Librarian
- Botetourt County Library Board of Trustees
- The Friends of the Eagle Rock Library

## IX. Next Steps

We ask the Botetourt County Board of Supervisors to approve our request for matching funds for this project. We hope the Board will match \$2000.00 – half of the estimated cost to create this space.

# X. Appendix

Here are images of the products and furniture we would like to purchase for the space:

## Flooring:

The screenshot shows the Home Depot website interface for a vinyl plank flooring product. At the top, there is a navigation bar with the Home Depot logo, a search bar, and links for 'Products and Services', 'Your Store Roanoke', and 'Sign in or Register'. Below the navigation, the breadcrumb trail reads: Home > Flooring > Vinyl Flooring & Resilient Flooring > Resilient Vinyl Planks. The product title is 'TrafficMASTER Allure Model # 12012 Internet # 100593151 Store SKU # 107971 6 in. x 36 in. Cherry Resilient Vinyl Plank Flooring (24 sq. ft. / case)'. It has a 5-star rating with 3,413 reviews and options to 'Write a Review' and 'Questions & Answers (772)'. A large image shows the flooring installed in a kitchen. To the right, the price is listed as \$1.49 /sq. ft. and \$35.76 /case, with a note 'Covers 24.00 sq. ft.'. Below the price are dropdown menus for 'COLOR/FINISH' (Cherry) and 'PACK SIZE' (Case). Shipping options include 'Ship to Home' (Estimated Arrival: FEB 15 - FEB 19) and 'Pick Up in Store FREE' (Available for Pick Up: Today). There are 'ADD TO CART' and 'SAVE TO MY LIST' buttons, along with a 'PayPal' option. A note at the bottom states: 'Item cannot be shipped to the following states: AK GU HI PR VI'.

## Paint Color:

The screenshot shows the Home Depot website interface for a paint sample. At the top, there is a navigation bar with the Home Depot logo, a search bar, and links for 'Products and Services', 'Your Store Roanoke', and 'Sign in or Register'. Below the navigation, the breadcrumb trail reads: Home > Paint > Paint Colors & Trim > Interior Paint, Exterior Paint & Paint Samples. The product title is 'BEHR Premium Plus Ultra Model # UL140-7 Internet # 202180401 8 oz. #UL140-7 Studio Taupe Interior/Exterior Paint Sample'. It has a 5-star rating with 2 reviews and options to 'Write a Review' and 'Ask the first question'. A large image shows the paint sample on a wall. To the right, the price is listed as \$2.94 /each. Below the price are dropdown menus for 'CONTAINER SIZE' (8 OZ-Sample) and 'SHEEN' (FlatMatte). There are 'ADD TO CART' and 'SAVE TO MY LIST' buttons. Below these buttons, it says 'OUT OF STOCK ONLINE'. There is a checkbox for 'Receive an email if this item is back in stock.' and a form to 'Enter Email Address' with a 'SUBMIT' button.

**Vinyl Molding:**



MD Building Products 75465 Vinyl Wall Base Bulk Roll, 4 Inch-by-120-Feet, Brown

by M-D Building Products

★★★★☆ 51 customer reviews | 4 answered questions

List Price: \$82.99

Price: **\$70.29** & FREE Shipping [Details](#)

You Save: \$12.70 (15%)

**In Stock**

Want it tomorrow, Feb. 9? Order with **5 hrs 20 mins** and choose One-Day Shipping at checkout. [Details](#)

Ships from and sold by Amazon.com. Gift-wrap available

Color: **brown**



**Café Tables/Chairs:**



**Track Lighting:**



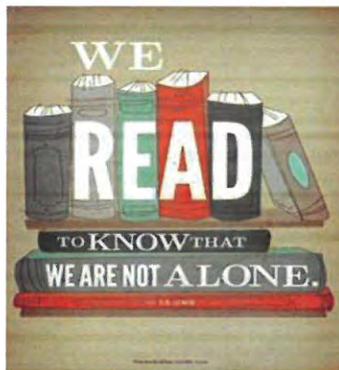
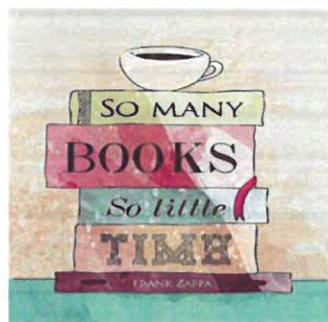
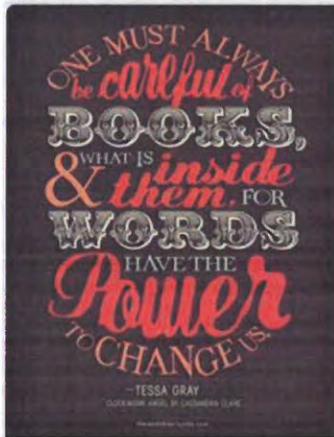
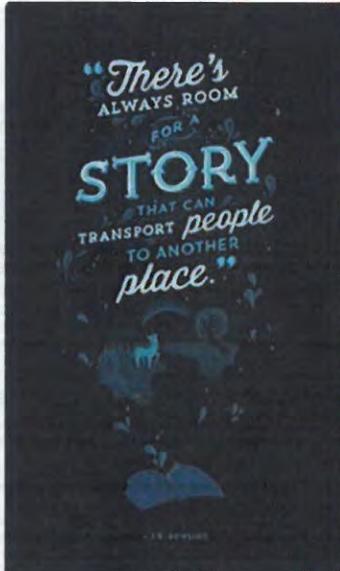
Coffee Bar:

★ Antique Buffet - \$199 (Roanoke) ☒



Antique buffet can be seen in booth 25 at Joe's Trading Post Antiques located at 6024 Williamson Rd in Roanoke.

Wall Art (Here are some of the kinds of wall art we would purchase):



Leather loveseat:

Target [furniture](#) [living room furniture](#) [sofas & sectionals](#)

### Threshold™ Nolan Bonded Leather Loveseat

10% OFF WITH CODE  
**\$349.99**

**save an extra 10% on select home items with code HOMESAVE10**  
spend \$125 save 15% on select home items

★★★★☆ 4.0 (31) q&a (2)

color: black

quantity:

delivery service options available in cart [learn more](#)

**add to cart**

shipping ships free  
oversize handling fee applies

order pickup **not sold in stores**



mouse over image to zoom in.

Leather armchair:

Target [furniture](#) [living room furniture](#) [chairs](#) [accent chairs](#)

### Threshold™ Nolan Bonded Leather Living Room Club Chair - Espresso

10% OFF WITH CODE  
**\$249.99**

**save an extra 10% on select home items with code HOMESAVE10**  
spend \$125 save 15% on select home items

★★★★☆ 3.9 (75) q&a (3)

quantity:

**add to cart**

shipping ships free  
oversize handling fee applies

order pickup **not available**  
not sold in this store at Roanoke



**Electric Fireplace:**



**Keurig K145 OfficePRO Brewing System:**



**Mini Fridge for bottled water and sodas:**



**Countertop supply organizer:**



**K-Cup Carousel:**



Jars for small snacks:



Trash Can:



**AGENDA ITEM:** Consideration of amendments to the existing Salem trash transfer station contract.

Administrator's Comments:

*History and Content of Existing Agreement:*

The County has an existing Solid Waste Disposal Agreement with the City of Salem that went into effect January 1, 2008, and expires June 30, 2016. The City of Salem has an existing contract with Waste Management to handle the waste. The tipping fees remain the same, with the City surcharge at \$3.50 per ton.

*Current Activities:*

The County has held meetings with City of Salem staff and has worked out the terms of a three (3) year extension of the existing Solid Waste Disposal Agreement. The County attorney and the City attorney have reviewed and approved the proposed agreement. Salem has been considering joining the Roanoke Valley Resource Authority and wanted the contract to be assignable to them without the County's prior consent should it decide to join.

*Key provisions of the extended contract include:*

1. Extend contract for 3 years
  - a. Effective date = June 30, 2016
  - b. Termination date = June 30, 2019
2. Parties – City of Salem and Botetourt County
3. Agreement may be assigned by Salem to the Roanoke Valley Resource Authority without the consent of the County.
4. Salem accepts all solid waste delivered to the transfer station by Botetourt County or its franchise waste haulers.
5. No change in current fee structure.

Recommendation:

Staff recommends that the Board approve this contract extension to the Solid Waste Disposal Agreement with the City of Salem and authorize the County Administrator to sign the agreement on the Board's behalf.

*Mary Anne 5-19-16*

## SOLID WASTE DISPOSAL AGREEMENT

This Agreement made and entered into and effective as of the 1<sup>st</sup> day of January, 2008, by and between THE CITY OF SALEM, VIRGINIA (hereinafter referred to as the "City"), and the COUNTY OF BOTETOURT, VIRGINIA (hereinafter referred to as the "County").

### WITNESSETH:

WHEREAS, City has constructed and opened a new "state of the art" Solid Waste Transfer Station (herein "Transfer Station") and currently has capacity in excess of its current needs; and

WHEREAS, the City has entered into an Agreement with Waste Management, Inc., pertaining to the disposal of solid waste, a copy of said contract being attached hereto (herein the "WMI Agreement"); and

WHEREAS, the County is desirous of utilizing a portion of the capacity of the City in the Transfer Station to help remedy its solid waste needs.

NOW, THEREFORE, the City and County, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, agree as follows:

1. Term of Agreement.

The term of this Agreement shall commence on January 1, 2008 and terminate on June 30, 2016, or upon expiration of the WMI Agreement, whichever occurs first. Either party may terminate upon material default (which is not cured within thirty (30) days by giving sixty (60) days notice thereafter).

2. Services Provided.

The City shall accept the solid waste delivered to the Transfer Station by the County or its Franchised Waste Haulers in their collection vehicles. Once delivered, the waste will be loaded on long haul transport vehicles provided under the provisions and subject to the WMI Agreement.

3. Franchise Waste Haulers.

The County shall provide to the City a list designating the Franchised Waste Haulers authorized by the County to deliver solid waste to the City. The list shall include the company name, contact person and address of the business office of said hauler. Certificates of insurance will be provided to the City for each Franchised Waste Hauler prior to hauling any County solid waste to the City demonstrating:

a. a general liability insurance policy in a minimum coverage amount of \$1,500,000 combined single limit to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability.

b. an automotive liability policy in a minimum coverage amount of \$500,000 combined single limit;

c. an employer's liability policy in a minimum coverage of \$100,000; and

d. worker's compensation insurance per statutory requirements and benefits.

Each such certificate shall contain a statement requiring the insurer to notify the City by giving a notice, at least ten (10) days prior to cancellation of any policy to the City. The City is under no obligation to accept the solid waste from any franchised waste hauler who does not comply with the foregoing insurance requirements.

4. Fees.

The County and its Franchised Waste Haulers shall be billed for services as follows:

a. for solid waste transportation and disposal as provided in the WMI Agreement according to the quantity of solid waste delivered to the Transfer Station by the Franchised Waste Haulers; and

b. a City surcharge of \$3.50 per ton.

The City shall bill the Franchised Waste Haulers directly with a copy of said bill to the County. The County shall be jointly and severally liable to the City for the cost of all services provided by the City pursuant to paragraph 5 of this Agreement.

5. Payment Terms.

Payment by Franchised Waste Haulers for all municipal solid waste delivered by them and loaded at the Transfer Station during a month will be due within thirty (30) days of receipt of invoice. Any payment more than thirty (30) days past due shall be subject to an interest charge not to exceed 12 percent annum. Upon notice to the County from the City that a Franchised Waste Hauler is sixty (60) days delinquent in an account payment, the County shall pay the City such past due sums, including interest as hereinabove provided.

If received by the County by the 10<sup>th</sup> of the month, such delinquent accounts shall be paid by the County to the City by the end of the same month. Invoices received by the County after the 10<sup>th</sup> of the month will be paid before the end of the following month.

6. Contract Haulers.

The City and County recognize and acknowledge that the County maintains certain collection sites for solid waste that will not be serviced by Franchised Waste Haulers. The solid waste from these collection sites will be delivered to the Transfer Station by the County or

Contract Haulers for the County and shall be received by the City in the same manner and for the same cost that it receives the solid waste from Franchised Waste Haulers. Payments for all solid waste delivered by the County to the City pursuant to this paragraph shall be paid by the County in accordance with the terms of paragraph 5 herein.

7. Solid Waste.

For purposes of this Agreement, municipal solid waste shall be defined to mean ordinary household waste and does not include tires, sewage, sludge or any other type of waste which requires special handling or prior approval of a regulatory agency. The City, will not under any condition, accept radioactive, volatile, highly flammable, explosive, regulated medical waste, toxic or hazardous waste for loading. The term "hazardous waste", as used herein shall include, but not limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended, from time-to-time and any other applicable federal, state and local laws, regulations, guidelines and interpretations.

8. Title to Waste Material.

Title to all acceptable municipal solid waste delivered by the County or its Franchised Waste Haulers to the Transfer Station for loading shall remain with the County or the Franchised Waste Hauler, as appropriate, until loading is complete (in the trailer) and accepted by Waste Management, Inc. under the terms of the WMI Agreement.

9. Compliance with Laws and Transfer Station Regulations.

The County and its Franchise Waste Haulers agree to observe all Transfer Station operational rules and regulations. The County, its Franchised Waste Haulers and the City shall comply with all applicable local, state and federal laws pertaining to the delivery and handling of

solid waste at the Transfer Station. If any waste delivered to the Transfer Station is deemed hazardous, as defined in paragraph 7 above, are not in compliance with the Transfer Station rules and regulations, the County and their Franchised Waste Haulers, shall be responsible to manage and remove such waste in accordance with all applicable local, state and federal laws and regulations at their own respective expense.

10. Special Handling.

If any waste delivered to the Transfer Station by the County and its Franchised Waste Haulers requires special handling, as determined solely within the discretion of the City, the County and the City will negotiate the disposal terms.

11. Remedies.

The County agrees that if it, or its Franchised Waste Haulers, violate any of the terms or conditions of this Agreement, the City may terminate this Agreement. The City agrees that if it violates any of the terms of this Agreement, the County may seek injunctive or other appropriate relief in the Circuit Court for the City of Salem.

12. Indemnity.

12.1 The City hereby agrees to indemnify and hold County harmless from any and all loss, damage, suits, liability and expenses (including, but not limited to, reasonable investigation and legal expenses) arising out of any claim for loss of damage to property, including property of County or its Franchised Waste Haulers and injuries to or death of persons, including the City's or County's employees or County's Franchised Waste Haulers caused by or resulting from the failure to perform, negligence or willful misconduct of the City, its employees and/or agents.

12.2 The County hereby agrees to indemnify and hold the City harmless from and against any and all loss, damage, suits, liability, and expenses, (including, but not limited to, reasonable investigation and legal expenses) arising out of any claim for loss of or damage to property, including property of the City and injuries to or death of persons, including the County, Franchised Waste Haulers or City employees, caused by or resulting from the failure to perform, negligence or willful misconduct of the County, its employees, contractors, Franchised Waste Haulers, agents and employees.

13. Force Majeure.

Except for the obligations to pay for services rendered, neither party hereto shall be liable for its failure to perform hereunto due to contingencies beyond it's reasonable control, including but not limited to, strikes, riots, wars, fire, acts of God, changes in law, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, or of the Commonwealth of Virginia, or any agency thereof. The party so affected by the force majeure shall be entitled to an equitable adjustment of the Agreement.

14. Assignment.

This Agreement may not be assigned by either party, except with mutual written consent.

15. Entire Agreement.

This Agreement constitutes the entire understanding between the County and the City; cancels and supersedes all prior negotiations, representations, understandings, and agreement, either written or oral, with respect to the subject matter hereof. This Agreement may not be modified or terminated orally. No modification or attempted waiver shall be valid unless in writing, signed by the party against whom the same is sought to be enforced.

16. Severability and Survival.

In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, and unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement; this Agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained herein.

17. Descriptive Headings.

Descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

18. Benefit.

This Agreement shall be binding upon and shall inure to the benefit of the assigns and successors in interest of the City and County.

19. Contract Renewal.

This Agreement may be renewed for additional terms upon the mutual consent of both parties to do so.

IN WITNESS WHEREOF, the parties hereto set forth their signatures intending to be legally bound as of the date set forth above.

CITY OF SALEM, VIRGINIA

By: Forest A. Jones  
Its: City Mgr.

COUNTY OF BOTETOURT, VIRGINIA

By: A.O.B.  
Its: County Administrator

## AMENDMENT TO SOLID WASTE DISPOSAL AGREEMENT

This Agreement made and entered into effective June 30, 2016, by and between the CITY OF SALEM, VIRGINIA (hereinafter referred to as the "City"), and the COUNTY OF BOTETOURT, VIRGINIA (hereinafter referred to as the "County").

### W I T N E S S E T H:

THAT, WHEREAS, the City and County entered into a certain Solid Waste Disposal Agreement effective January 1, 2008, (hereinafter referred to as "Agreement") pertaining to the disposal of solid waste of the County; and

WHEREAS, the term of the Agreement is set to expire on June 30, 2016.

NOW, THEREFORE, the parties acknowledge and agree as follows:

1. Section 1 ("Term of Agreement") is hereby replaced with the following:

"1. Term of Agreement.

The term of this Agreement shall commence on July 1, 2008 and terminate on June 30, 2019. Either party may terminate upon material default (which is not cured within thirty (30) days by giving sixty (60) days notice thereafter)."

2. Section 2 ("Services Provided") is hereby replaced with the following:

"2. Services Provided.

The City shall accept the solid waste delivered to the Transfer Station by the County or its Franchised Waste Haulers in their collection vehicles. Once delivered, the waste will be handled in accordance with the WMI Agreement or any successor agreement by the City entered in accordance with Section 14."

3. Section 8 ("Title to Waste Material") is hereby replaced with the following:

“8. Title to Waste Material.

Title to all acceptable municipal solid waste delivered by the County or its Franchised Waste Haulers to the Transfer Station for loading shall remain with the County or the Franchised Waste Hauler, as appropriate, until loading is complete (in the trailer) and accepted under the terms of WMI Agreement or any successor agreement by the City entered in accordance with Section 14.”

4. In sections 12.1 and 12.2, the words “to the extent permitted by law” are added between the words “hereby agrees” and “to indemnify” in the first sentence of each section.

5. In section 13 (“Force Majeure”), the word “it’s” in the first sentence of the section is amended to read “its”.

6. Section 14 (“Assignment”) is hereby replaced with the following:

“14. Assignment.

This Agreement may be assigned by the City to the Roanoke Valley Resource Authority without the consent of the County. Otherwise, this Agreement may not be assigned by either party, except with mutual written consent.”

7. Except as specifically amended hereby, all of the terms of the Agreement, including fees to be paid by the County, shall remain in effect. In the event that this Amendment and the Agreement are inconsistent, the terms of this Amendment shall control and prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment on the date set forth below to be effective on the Amendment Effective Date.

CITY OF SALEM, VIRGINIA

By: \_\_\_\_\_  
Its: \_\_\_\_\_

COUNTY OF BOTETOURT, VIRGINIA

By: \_\_\_\_\_

Its: \_\_\_\_\_

**AGENDA ITEM:** Consideration of amendments to the County's Manual of Personnel Policies.

Administrator's Comments:

Attached are amendments to the County's Manual of Personnel Policies related to drug and alcohol abuse. The amendments clarify existing policy and reinforce established practice. In particular, the amendments encourage voluntary reporting of substance abuse and reinforce the County's support of substance abuse treatment services for employees who self-report.

The amendments are recommended by Human Resources staff and have been reviewed and approved by the County Attorney.

If approved, the amendments will become effective immediately and will be communicated to employees.

Recommendations:

Receive a brief overview by Mary Blackburn, Human Resources Manager, address any questions Board members may have, and adopt the proposed amendments.

Attachment

*Mary Anne 5-19-16*

## **Drug and Alcohol Abuse Policy**

### **1.1.1 Purpose**

Botetourt County has zero tolerance for the use of or impairment by alcohol, illegal substances, or the misuse of prescription medications during work hours.

The County is committed to the safety and well-being of its employees and the public it serves. It is the County's intent to establish and maintain a work force and work environment free from the adverse effects of alcohol and controlled substances, and to comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

Employees reporting to work must be able to perform their assigned duties safely and competently; employees must be free from the effects of alcohol or controlled substances that may impair judgment and job performance, or may result in accident or injury to self, other employees, or the general public. This policy is intended to support the County's commitment to provide services to the public with a qualified, capable, and fit-for-duty workforce.

Any employee who has a substance abuse problem may, at any time, elect to obtain assistance for his or her problem by admission to a drug or alcohol abuse treatment program. Employees are strongly urged to seek such assistance before their problem becomes a matter of public knowledge or has affected his or her ability to effectively perform his or her job responsibilities. Voluntary notification of a substance abuse problem to the County Administrator's office by an employee will not result in disciplinary action. Rather, the employee will be referred for treatment or reasonably accommodated in his or her recovery. Any necessary period of absence from work during treatment will be classified as sick leave and/or Family and Medical Leave Act leave and will be administered according to those leave policies.

Employees found to be under the influence of drugs or alcohol as the result of a drug/alcohol screening process and employees refusing to participate in a screening process may be subject to immediate disciplinary action up to and including termination of employment.

### **1.1.2 Prohibitions**

The manufacture, distribution, dispensation, possession, purchase, sale, or use of alcohol or a controlled substance in the workplace is prohibited. Employees found in possession of, or under the influence of alcohol, or controlled substances not legally prescribed by their physicians, shall be subject to disciplinary action, up to and including dismissal, in addition to facing possible legal consequences.

The possession, use (unless in administering a controlled substance prescribed by a physician), gift, distribution, or sale of a hypodermic syringe needle or other instrument or implement prohibited by Article 7 of the Virginia Drug Control Act (Section 54.1-3466 of the Code of Virginia 1950, as amended), is likewise prohibited, and employees are cautioned that simple possession of such paraphernalia while in the workplace is prohibited and cause for disciplinary action, up to and including dismissal.

### 1.1.3 Responsibilities

#### ■ *Employees*

Employees shall notify their supervisor in writing, no later than three calendar days following an arrest, if found in violation of~~conviction, if convicted of violating~~:

- A criminal drug law, based on conduct occurring in or away from the workplace; or
- An alcoholic beverage control law or law that governs driving while intoxicated based on conduct occurring in the workplace.

Employees shall report any conduct of other employees that appear in violation of this policy to their supervisors.

All County employees shall provide full assistance to legal authorities in investigating and prosecuting charges of illegal drug-related activity by County employees.

#### ■ *Management*

Each supervisor and department head has the responsibility to immediately report violations, as well as any reasonable evidence to suspect that an employee is manufacturing, distributing, dispensing, in the possession of or is under the influence of alcohol or a controlled substance to the County Administrator. The supervisor or department head and the County Administrator shall work together to investigate the possible violation, obtain the facts, and determine appropriate action.

The County Administrator shall notify any granting Federal agency within five days after receiving notice from an employee or otherwise receiving actual notice of a criminal law conviction against an employee for conduct occurring within the workplace and in connection with that Federal agency's grant.

Department heads and supervisors shall assist in ensuring that the workplace is free of controlled substances and that their departments meet the requirements of the Drug-Free Workplace Act.

### 1.1.4 Screening

In an effort to identify and eliminate controlled substance/alcohol abuse, which affects an employee's ability to safely and competently perform his/her duties, urinalysis, ~~and~~ blood tests and breathalyzers may be used where there is a reasonable ground to suspect improper or illegal drug and/or alcohol use.

Candidates selected to fill positions which are classified as high risk positions, public safety positions, or jobs requiring the regular and routine operation of County vehicles or other motorized equipment, will be required to complete a ~~drug/alcohol~~ test-screening prior to employment with the County.

All County employees in positions which are classified as high risk or public safety positions, and all County employees who are subject to the Commercial Driver's License Program (who are required to drive a 26,000 pound or greater vehicles as part of their County duties) will be required to undergo a periodic random drug/alcohol screening process as outlined below.

## ■ **Conditions and Procedures**

Screening of employees may take place under any of the following conditions:

- Change in Position. Employees who are being transferred, promoted, or demoted may be required to complete a drug screening prior to appointment.
- Reasonable Cause. Testing may occur when the employee's work performance is impaired and workplace behavior indicates that an employee is under the influence of drugs/alcohol. ~~Such behavior must be witnessed by at least one supervisor.~~
- Post-Accident. Following any on-duty accident which causes either property damage or personal injury, or where supervisors have reasonable suspicion to believe that the involved employee(s) is under the influence of, has been using, or is in possession of alcohol or controlled substances in violation of this policy.
- Random. Employees who are in positions as outlined in the above section will be required to undergo periodic random screenings. Human Resources or Supervisor(s) will notify those employees randomly selected by the lab. When notified, the employee ~~should~~must report directly to the testing site within the hour.

Any employee who is relieved of duty due to reasonable suspicion of alcohol or drug abuse shall not be permitted to operate a County vehicle or County equipment. Every attempt shall be made to locate a family member or friend to transport the employee. If this is unsuccessful, a co-worker may drive the employee home or other transportation may be arranged at the County's expense.

Any employee who routinely ~~drives/operates~~ a County vehicle ~~or/~~ equipment and who tests positive for alcohol/drug use shall be ~~immediately~~ disqualified from ~~driving vehicle/equipment use~~ and ~~immediately taken off the road~~ prohibited from any continued use immediately. Suspension of vehicle/equipment use will be in force until the incident has been evaluated by County Administration and the appropriate disciplinary action is decided.

### **1.1.5 Discipline**

Employees performing work while impaired by alcohol and/or drugs, and employees refusing to participate in or absenting themselves from a drug or alcohol screening test required by this policy shall be subject to disciplinary action, up to and including dismissal. Employees who test positive for alcohol and/or drugs, regardless of whether they show obvious signs of impairment while at work, shall be subject to disciplinary action, up to and including dismissal.

**AGENDA ITEM:** Appointments.

Administrator's Comments:

The following appointment-related items are listed on this month's agenda:

**A. The terms of the Amsterdam and Valley District representatives on the Social Services Board expire on July 1, 2016. These are four year terms.**

The terms of Mrs. Donna Henderson (Amsterdam District) and Ms. Jan Smith (Valley District) expire on July 1. Mrs. Henderson has served two consecutive four-year terms and is not eligible for reappointment.

Recommendation:

A. If possible, make appointments for the Amsterdam and Valley District representatives on the Board of Social Services for four year terms to expire on July 1, 2020.

*Gay Lammie* 5-19-16

## TERMS OF OFFICE THAT EXPIRE IN 2016

EXPIRATION DATE	DISTRICT	NAME	BOARD/COMMITTEE
03-17-16		S. E. Cash	Building Code Brd. of Appeals
03-31-16	Amsterdam	Hunter Young	Board of Zoning Appeals
06-30-16		Erin Henderson	RVARC
07-01-16	Amsterdam	Donna Henderson	Social Services Board
07-01-16	Buchanan	Joe Obenshain	Social Services Board
07-01-16	Valley	Jan Smith	Social Services Board
09-01-16		Jeff Stritesky/Ronnie Sprinkle	CPMT
09-01-16		Penny Hall/Leigh Martin	CPMT
09-01-16		Julie Baker/Sam Foster	CPMT
09-01-16		Stephanie Harper/ Suzanne Renegar	CPMT
09-01-16		Donna Dent/Cathy Brown/ Cheryl Wilkinson	CPMT
09-01-16		Samantha Higgins/ Sandra Crawford	CPMT
09-01-16		Ashley Witt/Tanisha Nash	CPMT
11-01-16		John Kilby	IDA
11-01-16		Jeff Emry	IDA
12-31-16	Blue Ridge	Wanda Wingo	Library Board of Trustees

**AGENDA ITEM:** Post-Closed Session Resolution

Administrator's Comments:

The following resolution or something similar is required for Board adoption following Closed Sessions per Section 2.2-3711(A) of the Code of Virginia. As per the Freedom of Information Act (FOIA) requirements, a roll call vote is required on this motion.

Recommendation:

Adopt the following resolution:

**BE IT RESOLVED**, that to the best of the Board members' knowledge, only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed, or considered during the Closed Session.

**AGENDA ITEM:** 2:30 P. M. - VDoT Monthly Report.

Administrator's Comments:

Attached please find the April update report from VDoT's Residency Administration staff regarding plans for various current and near-term VDoT projects.

Recommendations:

Allow VDoT's representative to review this report and ask any questions as necessary.

Attachment

*Mary Anne* 5-17-16

## **Botetourt County Board of Supervisor's Meeting**

May 24, 2016

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### **VDOT ~ Discussion Items**

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#### **Project Updates:**

- **Exit 150 Project:**
  - The roadway contract has been awarded to Branch Highways, Inc. in the amount of \$17.9 million. Work started on project May 29, 2015.
  - Grading and excavating operations continue for Gateway Crossing
  - Continue forming and steel tying operations at 2 structures
  - Planning to turn water into the new section of Lemon's Run on 5/11/16, members of VDOT Environmental will be on site.
  - Completed the creek crossing with the sanitary sewer line and water line.
  - Drilling rock and blasting at Gateway Crossing.
  - Poured the first half of the barrel of new structure.
  
- **I-81 Bridge over James River & Routes 43 & 625 (0081-011-714)**
  - **Contractor – Lanford Brothers**
  - Amount of Contract - \$7.5 Million
  - Location – I-81 north and southbound over James River (MM 164-166)
  - Description – Bridge rehabilitation.
  - Work is scheduled to begin in late May.
  - Work beneath the bridge will be performed during daytime hours and work on I-81 will be performed during nighttime hours.
  
- **Route 779 (Catawba Road) & Etzler Road Intersection Improvements & Bridge over Amsterdam Creek:**
  - Continue grading operations and begin placement of base stone.
  - Estimated completion is Fall 2016
  
- **Box Culvert Replacements BR02-962 127**
  - **Contractor – Burleigh Construction Co.**
  - **Amount of Contract – \$1.6 Million**
  - **Rte. 608 Indian Rock**
    - Work continues and expected to be complete in early June 2016.
  - **Rte. 621 Roaring Run Rd. – Work scheduled to begin April 25, 2016**
    - The box culvert is located 0.30 miles from Rte 615 (Craig Creek Rd), and 2.65 miles from the Alleghany County Line.
    - Traffic will be reduced to one lane across the box culvert with stop signs controlling traffic.
    - Work is expected to be complete in late June 2016.

# Botetourt County Board of Supervisor's Meeting

May 24, 2016

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- **Bridge Replacements – BR02-962-129**
  - **Contractor – D. A. Brown, Inc.**
  - **Amount of Contract - \$552,186.00**
  - **Tentative Road Closure Dates:**
    - **Route 615 Craig Creek Road - Work started 4/29/16.**
      - Traffic will be reduced to one lane across the bridge with stop signs controlling traffic.
      - **Project completion of late May 2016.**
    - **Route 779 Catawba Road - Work scheduled to start 6/13/16.**
      - **Route 779 will be closed for up to 12 days beginning 6/13/16.**  
**A detour will be in place directing traffic around the closure during construction.**

## Secondary Six Year Plan Projects (SSYP):

- **SR 675 (Glebe Road) (UPC 57034)**
  - Vertical Curve Improvements
  - Update: Estimated Project Cost = \$1,358,411
  - SSYP 32% Funded

## Land Development Projects & Land Use Permits:

- **Permits Issued:**
  - **Permits issued between 04/16/16 and 5/15/16:**
    - **4 Private Entrance Permits**
    - **3 Utility Permits**

## Area Headquarter Projects:

- **Mowing on primary roadways started May 9th. Mowing on secondaries slated to start around the end of May.**
- **Pipe replacement on Archway Road completed.**
- **Ditch work and cross pipe work finished on Timber Ridge near Flowing Springs**
- **Emergency pipe replacement on Long Run Rd, near I-81**
- **Emergency pipe replacement on Hayden Loop**

# Botetourt County Board of Supervisor's Meeting

May 24, 2016

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## **2016 Summer Paving Schedules:**

### **o Plant Mix Routes: \$2,474,519.98 total**

▪ (\$1,552,652.53 on primaries and \$856,884.17 on secondaries)

- Rte. 639 from 630 to 732
- Alt 220 South from new Intersection at Gateway Crossing to Roanoke Co.
- Rte. 630 from 601 to 43
- Ramps at Exit 168 off I-81
- Rte. 600 from Rte 779 to 1.24 miles from Roanoke Co. (tie in to piece from last year)
- Rte. 740 from Rke County Line to ESM

### **o Slurry Seal Routes: \$89,992.22**

- |        |        |
|--------|--------|
| • 1009 | • 1047 |
| • 1010 | • 1090 |
| • 1012 | • 1206 |
| • 1013 | • 1400 |
| • 1014 | • 1419 |
| • 1015 | • 713  |
| • 1016 | • 761  |
| • 1017 | • 762  |

### **o Surface Treatment Routes: \$596,859.28**

- |        |        |        |
|--------|--------|--------|
| • 1401 | • 747  | • 1003 |
| • 1402 | • 752  | • 1004 |
| • 1403 | • 775  | • 1005 |
| • 1411 | • 803  | • 1007 |
| • 1425 | • 810  | • 1008 |
| • 1426 | • 1074 | • 1028 |
| • 1427 | • 653  | • 1029 |
| • 1428 | • 656  | • 1039 |
| • 1429 | • 674  | • 1070 |
| • 1433 | • 845  | • 1071 |
| • 1434 | • 860  | • 1072 |
| • 605  | • 861  | • 1073 |
| • 648  | • 1001 | • 759  |
| • 660  | • 1002 | • 760  |

# Botetourt County Board of Supervisor's Meeting

May 24, 2016

- 
- 794
  - 795
  - 816
  - 821
  - 726
  - 614 from 622 to FO55
  - 618 from 614 to gravel
  - 622 from 694 to 220
  - 681 from 630 to 220
  - 633 from 622 to 220
  - 633 from 220 to Alleghany Co Line
  - 681 from 635 to 709

**AGENDA ITEM:** Work session on the proposed FY 2017-2022 Secondary Six Year Plan.

Administrator's Comments:

VDOT staff will be present to conduct a work session on the FY 17-22 Secondary System Six Year Plan. The attached materials have been prepared for the Board's consideration. This information includes a project and priority listing, a draft copy of the proposed FY 17-22 Secondary Six Year Plan which lists the following projects:

- Priority 0 – SR 779 Catawba Road: Intersection improvements and bridge over Tinker Creek
  - This project is fully funded and under construction.
- Priority 1 – SR675 Glebe Road: Reconstruction/vertical curve improvement
  - This project has \$265,721 of previous funding. The 2015 estimate for the project is \$1,397,483.
- Priority 2 – SR696 Buhrman Road: Reconstruct and surface treat non-hard surfaced road
  - This project has no previous funding. The 2015 estimate for the project is \$381,100.
- Priority 3 – SR806 McFalls Road: Reconstruct and surface treat non-hard surfaced road
  - This project has \$32,692 of previous funding. The 2015 estimate for the project is \$500,000.

Two projects were removed from the priority list by VDOT: 1) SR000 Springwood – Fincastle Bypass: new construction on new alignment to reduce traffic congestion, and 2) SR630 Springwood Road: bridge replacement.

The proposed FY17 Secondary Six Year Plan budget is \$331,770, including new money for unpaved roads, compared to \$313,885 in FY16. VDOT's recommended course of action is to apply available funds across existing approved road projects where they will provide the greatest benefit. VDOT staff will be present at the meeting to discuss these recommendations.

Recommendations:

1. Allow VDOT's representative to give a presentation on the FY 17-22 Secondary Six Year Plan and provide comments as necessary.
2. Authorize staff to advertise the FY 17-22 Secondary Six Year Plan and the FY 16-17 Secondary Six Year Plan budget for public hearing at the June 28, 2016 regular meeting.

Attachments

*Gay Lunn* 5-19-16

## Botetourt County Board of Supervisor's Work Session

Secondary Six-Year Plan - Tuesday, May 24, 2016

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### Projects:

- **SR 779 - Catawba Road (Priority #0)**  
Intersection Improvements and bridge over Tinker Creek
  - 2013 Estimate = **\$7,970,017**
  - Previous Funding = **Fully Funded for Construction**
  - Federally Eligible Project
  - Target Advertisement – **Under Construction**
  
- **SR 675 – Glebe Road (Priority #1)**  
Reconstruction – Vertical Curve Improvement
  - 2015 Estimate = **\$1,397,483**
  - Previous Funding = **\$265,721**
  - State Funded – Future allocations to this project
  - Target Advertisement Date – Winter 2021
  
- **SR 696 – Buhrman Road (Priority #2)**  
Reconstruction – Reconstruct and surface treat non-hard surfaced road
  - 2015 Estimate = **\$381,100**
  - Previous Funding = **\$0**
  - Must Be Declared Rural Rustic
  - Approximate Length = 1.01 miles
  - Annual Average Daily Traffic (2014) = 133 vehicles per day
  - Advertisement Date **TBD**
  
- **SR 806 – McFalls Road (Priority #3)**  
Reconstruction – Reconstruct and surface treat non-hard surfaced road
  - 2015 Estimate = **\$500,000**
  - Previous Funding = **\$32,692**
  - Approximate Length = 0.60 miles
  - Annual Average Daily Traffic (2013) = 189 vehicles per day
  - Advertisement Date April 6, 2018
  
- **SR 000 – Springwood – Fincastle Bypass (Project Removed)**  
New construction on new alignment to reduce traffic congestion
  - 2015 Estimated (PE Only) Cost = **\$210,328**
  - Previous Funding = **\$210,328**
  - Federally Eligible Project
  
- **SR 630 – Springwood Road (Project Removed)**  
Reconstruction - Bridge replacement
  - 2015 Estimated (PE Only) Cost = **\$54,210**
  - Previous Funding = **\$54,210**
  - Federally Eligible Project

# Botetourt County Board of Supervisor's Work Session

Secondary Six-Year Plan - Tuesday, May 24, 2016

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## Cost Centers:

- **Countywide Traffic Services**
  - Previous Funding = **\$70,595**
  - Secondary Speed Zones
  - Speed Studies
  - New Secondary Signs
  
- **Countywide Rural Additions**
  - Previous Funding = **\$204,473**
  - Addition of eligible private roads to Secondary System of Highways
  - Engineering and Construction Only
  
- **Countywide Engineering & Surveying**
  - Previous Funding = **\$23,481**
  - Scope determination and engineering reviews on various projects.
  - Misc. surveying on drainage projects.
  
- **Countywide Fertilization & Seeding**
  - Previous Funding = **\$15,026**
  - Used to supplement completed Rural Rustic slopes, etc

## Rural Rustic Projects:

(Does not appear on SS YP due to funding type)

- **SR T-1303 – Bridge Street North**
  - Rural Rustic Road – surface treat non-hard surfaced road
  - Estimated Project Cost = **\$35,000**
  - Previous funds (Revenue Sharing) = **Fully funded**
  - Advertisement Date April 19, 2014
  - Construction – Summer 2015

## Possible Rural Rustic Road s?

Secondary System  
 Botetourt County  
 Construction Program  
 Estimated Allocations

Fund	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
CTB Formula - Unpaved State	\$226,222	\$266,754	\$306,858	\$294,915	\$0	\$0	\$1,094,749
Secondary Unpaved Roads	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TeleFee	\$105,548	\$105,548	\$105,548	\$105,548	\$105,548	\$105,548	\$633,288
Residue Parcels	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STP Converted from IM	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP - Bond Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Formula STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MG Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BR Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Grant - Unpaved	\$0	\$0	\$0	\$0	\$414,084	\$414,084	\$828,168
<b>Total</b>	<b>\$331,770</b>	<b>\$372,302</b>	<b>\$412,406</b>	<b>\$400,463</b>	<b>\$519,632</b>	<b>\$519,632</b>	<b>\$2,556,205</b>

Board Approval Date:

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Residency Administrator

Date

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County Administrator

Date

District: Salem  
 County: Botetourt County  
 Board Approval Date:

### SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost  Ad Date	Previous Funding  SSYP Funding Other Funding Total	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
Rt.0779 52803 RAAP CONTRACT STP SECONDARY - ONE HEARING DESIGN 0000.00	CATAWBA RD 0779011247 RTE 779 - INT IMPROVEMENTS & BRIDGE OVER AMSTERDAM CREEK 0.169 MILE EAST ROUTE 672 EAST 0.236 MILE WEST ROUTE 672 EAST 0.4	PE \$1,061,217 RW \$520,406 CON \$6,276,000 Total \$7,857,623  9/11/2012	\$4,410,536 \$3,447,087 \$7,857,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	4800 Reconstruction w/o Added Capacity 11004
Rt.0675 57034 RAAP CONTRACT S MIN PLAN,STATE,SECON DARY 0001.00	GLEBE ROAD 0675011258 RTE 675 - VERTICAL CURVE IMPROVEMENT 0.02 MILE WEST OF ROUTE 1035 0.17 MILE EAST ROUTE 1035 0.2	PE \$402,096 RW \$326,296 CON \$1,138,031 Total \$1,866,423  12/14/2021	\$349,038 \$0 \$349,038	\$1,517,385	\$105,548 \$0 \$105,548	\$105,548 \$0 \$105,548	\$105,548 \$0 \$105,548	\$105,548 \$0 \$105,548	\$105,548 \$0 \$105,548	\$105,548 \$0 \$105,548	\$884,097	1100 Safety 15021
Rt.0696 107252 STATE FORCES/HIRED EQUIPMENT S Tier 1 - Simple Maintenance (PE & CN) 0002.00	BUHRMAN ROAD 0696011792 RTE 696 - RECONSTRUCT & SURFACE TREAT NON- HARDSURFACED ROAD ROUTE 220 END OF STATE MAINTENANCE 1.0	PE \$40,000 RW \$0 CON \$341,100 Total \$381,100  6/13/2017	\$263,827 \$0 \$263,827	\$117,273	\$117,273 \$0 \$117,273	\$0 \$0 \$0	\$215,253 \$0 \$215,253	\$294,915 \$0 \$294,915	\$0 \$0 \$0	\$0 \$0 \$0	(\$510,168)	150 Resurfacing 16005
Rt.0806 104657 STATE FORCES/HIRED EQUIPMENT No Plan 0003.00	McFalls Road 0806011770 RTE. 806 Hard Surface Non- Hard Surfaced Roadway Int. Route 807 (Healing Springs Rd) Clearview Land; McFalls Rd; Dead End 0.6	PE \$20,000 RW \$0 CON \$480,000 Total \$500,000  4/6/2018	\$32,692 \$0 \$32,692	\$467,308	\$108,949 \$0 \$108,949	\$266,754 \$0 \$266,754	\$91,605 \$0 \$91,605	\$0 \$0 \$0	\$414,084 \$0 \$414,084	\$414,084 \$0 \$414,084	(\$828,168)	260 Resurfacing 16005

District: Salem  
 County: Botetourt County  
 Board Approval Date:

### SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
PPMS ID	Project #		SSYP Funding									
Accomplishment	Description		Other Funding									
Type of Funds	FROM		Total									
Type of Project	TO											
Priority #	Length	Ad Date										
Rt.0614	ARCADIA RD	PE \$123,116										
15286	0614011235	RW \$0	\$1,762		\$0	\$0	\$0	\$0	\$0	\$0		115
RAAP CONTRACT	RTE 614 - SUPERSTRUCTURE REPLACEMENT	CON \$254,878	\$455,321		\$0	\$0	\$0	\$0	\$0	\$0		Bridge Rehab w/o Added Capacity
FH		Total \$377,994	\$457,083	(\$79,089)	\$0	\$0	\$0	\$0	\$0	\$0	(\$79,089)	16014
MIN PLAN, FED-AID, SECONDARY	APPROACHES & BRIDGE OVER JENNINGS CREEK (0.75 MILE SOUTH ROUTE 618)	3/12/2013										STATE FUNDS FOR RW ONLY. PE AND CN FUNDED BY FOREST HIGHWAY. PE101
0012.00	0.1											Structure # 6045 - 41' long SR- 24 - 14 Ton posting
Rt.9999		PE \$0										
-11520	9999962	RW \$0	\$186,529		\$0	\$0	\$0	\$0	\$0	\$0		
	Primary Project Closeout Account - Salem District	CON \$0	\$2,794,256		\$0	\$0	\$0	\$0	\$0	\$0		
		Total \$0	\$2,980,785	(\$2,980,785)	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,980,785)	
9999.99												
Rt.4007		PE \$0										
100068	1204007	RW \$0	\$70,595		\$0	\$0	\$0	\$0	\$0	\$0		0
S	COUNTYWIDE TRAFFIC SERVICES	CON \$250,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0		Safety
	VARIOUS LOCATIONS IN COUNTY	Total \$250,000	\$70,595	\$179,405	\$0	\$0	\$0	\$0	\$0	\$0	\$179,405	16021
9999.99	VARIOUS LOCATIONS IN COUNTY	3/1/2011										TRAFFIC SERVICES INCLUDE SECONDARY SPEED ZONES, SPEED STUDIES, OTHER NEW SECONDARY SIGNS
Rt.4003		PE \$0										
100074	1204003	RW \$0	\$204,473		\$0	\$0	\$0	\$0	\$0	\$0		0
S	COUNTYWIDE RURAL ADDITIONS	CON \$250,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0		Reconstruction w/o Added Capacity
	VARIOUS LOCATIONS IN COUNTY	Total \$250,000	\$204,473	\$45,527	\$0	\$0	\$0	\$0	\$0	\$0	\$45,527	16004
9999.99	VARIOUS LOCATIONS IN COUNTY	3/1/2011										RURAL ADDITIONS - SECTION 33.1 -72.1. ROLLOVER OF FUNDS CAN BE FOR FIVE YEARS.
Rt.4005		PE \$0										
100170	1204005	RW \$0	\$23,481		\$0	\$0	\$0	\$0	\$0	\$0		0
S	COUNTYWIDE ENGINEERING & SURVEY	CON \$250,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0		Preliminary Engineering
	VARIOUS LOCATIONS IN COUNTY	Total \$250,000	\$23,481	\$226,519	\$0	\$0	\$0	\$0	\$0	\$0	\$226,519	16015
9999.99	VARIOUS LOCATIONS IN COUNTY	3/1/2011										MINOR SURVEY & PRELIMINARY ENGINEERING FOR BUDGET ITEMS AND INCIDENTAL TYPE WORK.

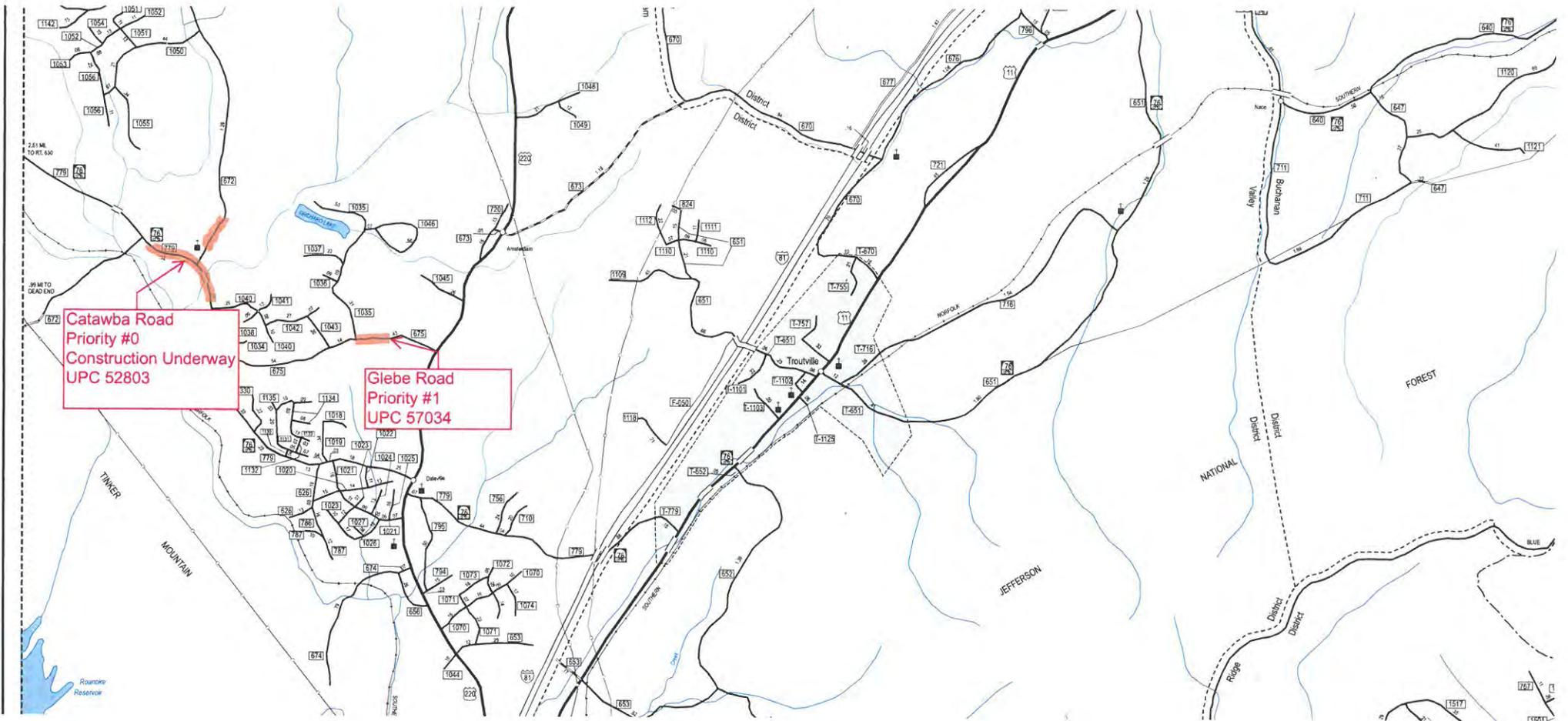
District: Salem  
 County: Botetourt County  
 Board Approval Date:

### SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

2017-18 through 2021-22

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count
					2016-17	2017-18	2018-19	2019-20	2020-21	2021-22		
PPMS ID	Project #											Scope of Work
Accomplishment	Description		<i>SSYP Funding</i>									FHWA #
Type of Funds	FROM		<i>Other Funding</i>									Comments
Type of Project	TO		<i>Total</i>									
Priority #	Length	Ad Date										
Rt.4006		<i>PE</i>	\$0									0
100283	1204006	<i>RW</i>	\$0	\$15,026	\$0	\$0	\$0	\$0	\$0	\$0		Preliminary Engineering
	COUNTYWIDE FERTILIZATION & SEEDING	<i>CON</i>	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		16015
S	VARIOUS LOCATIONS IN COUNTY	<i>Total</i>	\$250,000	\$15,026	\$234,974	\$0	\$0	\$0	\$0	\$0	\$234,974	FERTILIZATION AND SEEDING TO IMPROVE SLOPE STABILIZATION ON SECONDARY SYSTEM
9999.99	VARIOUS LOCATIONS IN COUNTY	3/1/2011										

DRAFT



Catawba Road  
Priority #0  
Construction Underway  
UPC 52803

Glebe Road  
Priority #1  
UPC 57034

2.51 MI TO RT 630  
3.91 MI TO DEAD END

Roundake Reservoir

TINKER  
MOUNTAIN

Roundake Reservoir

Daleville

Amherst

Troutville

JEFFERSON

NATIONAL

FOREST

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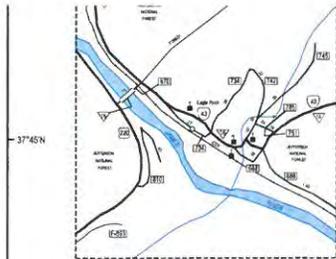
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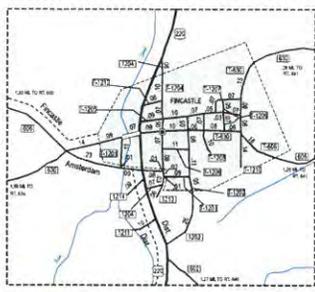
**EAGLE ROCK AREA**  
six times map scale  
see notation on map cover for distance annotation



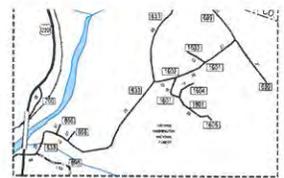
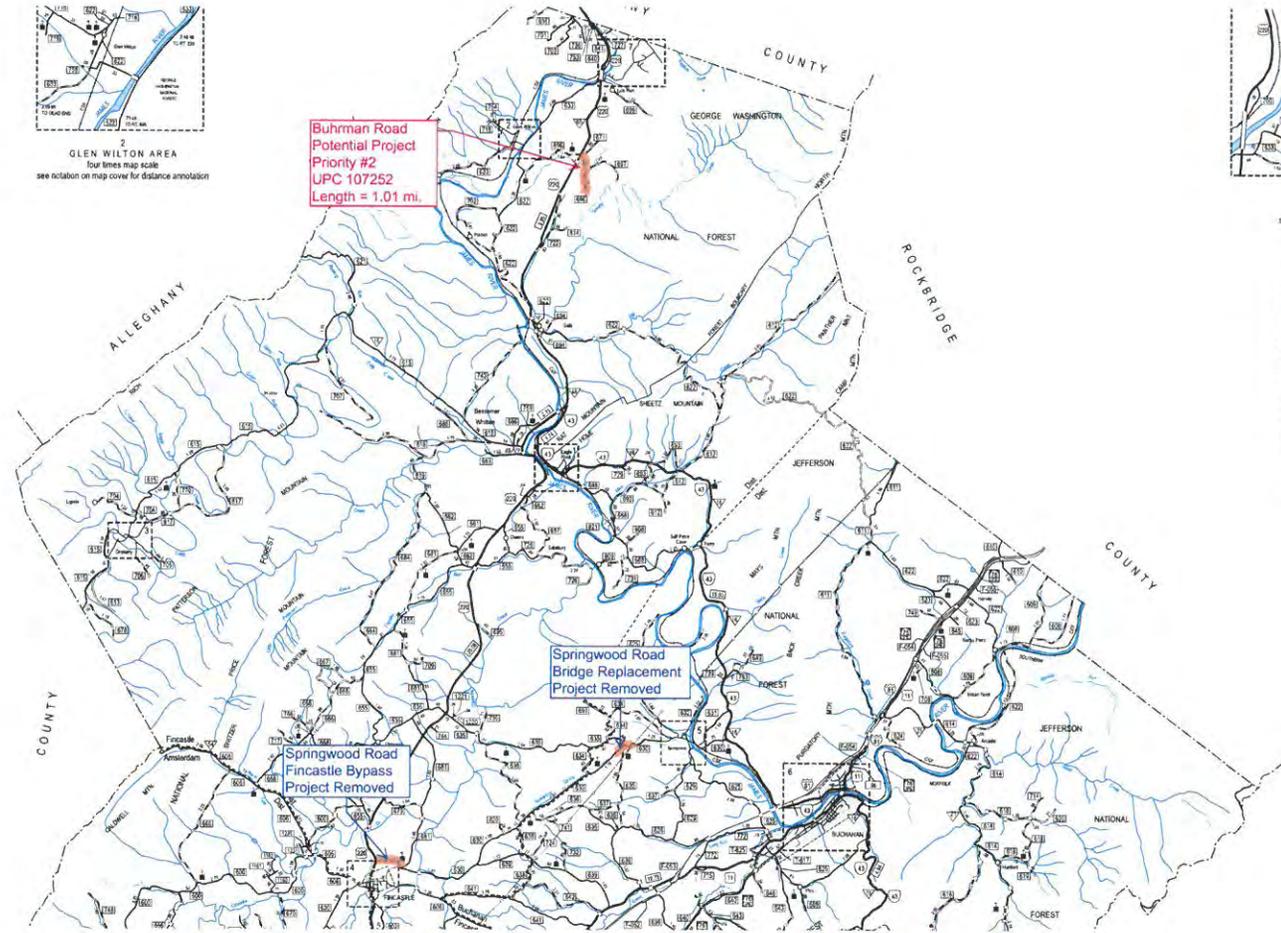
**GLEN WILTON AREA**  
four times map scale  
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**ORISKANY AREA**  
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**FINCASTLE AREA**  
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see notation on map cover for distance annotation



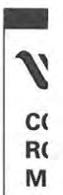
**FAIRFIELD FARMS AREA**  
four times map scale  
see notation on map cover for distance annotation



**SPRINGWOOD AREA**  
four times map scale  
see notation on map cover for distance annotation



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McFalls Road  
Priority #3  
UPC 104657

**AGENDA ITEM:** 3:00 PM – Public hearing on proposed amendments to Chapter 23. Taxation, Article X. Transient Occupancy Tax of the Botetourt County Code to change the Transient Occupancy Tax from five (5) to seven (7) percent.

Administrator's Comments:

As discussed at the April 26 Board meeting, staff recommended and the Board authorized the advertisement of a public hearing at the May meeting to increase the Transient Occupancy Tax from five (5) to seven (7) percent.

This action follows the Board's November 2015 resolution requesting authorization from the General Assembly to increase the County's transient occupancy tax to as much as seven (7) percent. This subsequently follows the 2016 General Assembly's approval of that request.

Changes to the ordinance include:

- Wording to include "other facilities offering guest rooms rented for continuous occupancy for few than thirty (30) consecutive days.
- Increasing the limit of the tax from five (5) to seven (7) percent.
- Wording that "The revenues collected from that portion of the tax over five (5) percent shall be designated and expended solely for advertising the Roanoke metropolitan area as an overnight tourist destination by members of the Roanoke Valley Convention and Visitors Bureau."

Recommendation:

1. Allow staff to give an overview of the proposed amendments and ask any questions as necessary.
2. Open the public hearing and allow any citizens present to speak.
3. Close the public hearing, and based on past and anticipated future investments in tourism-related activities, approve the proposed amendments to Chapter 23. Taxation, Article X. Transient Occupancy Tax to increase the tax rate from five (5) to seven (7) percent, effective July 1, 2016.

Attachment:

Proposed Transient Occupancy Tax Amendments

*Gary Lane* 5-19-16

BOTETOURT COUNTY CODE

\* \* \*

CHAPTER 23. TAXATION

\* \* \*

ARTICLE X. - TRANSIENT OCCUPANCY TAX<sup>[11]</sup>

Footnotes:

--- (11) ---

**Editor's note**—An ordinance of July 15, 1985, §§ 1—4, did not specifically amend the Code; therefore, inclusion as Art. X, §§ 23-281—23-284 was at the discretion of the editor. The effective date of these provisions is July 1, 1985.

Sec. 23-281. - Levied; amount.

There is hereby imposed and levied by the County of Botetourt a transient occupancy tax on all hotels, motels, boarding houses, ~~and~~ travel campgrounds, **and other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days**, operating within the boundaries of Botetourt County. Said tax shall be in amount of ~~five~~ **seven (5 7)** per centum of the charge for the occupancy of any room or space occupied, said tax to be collected from the persons occupying said rooms or spaces. The revenues collected from that portion of the tax over two (2) percent **but not more than five (5) percent** shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the county. **The revenues collected from that portion of the tax over five (5) percent shall be designated and expended solely for advertising the Roanoke metropolitan area as an overnight tourist destination by members of the Roanoke Valley Convention and Visitors Bureau.**

(Ord. of 7-15-85, § 1; Res. No. 02-04-20, 4-25-02)

Sec. 23-282. - Collection and payment.

All taxes collected pursuant to this article shall be collected by the operators of the aforementioned hotels, motels, boarding houses, ~~and~~ travel campgrounds, **and other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days**, and shall be paid by those operators to the County of Botetourt as herein prescribed. All taxes collected pursuant to this article shall be reported and remitted to the County of Botetourt on or before the last day of the first calendar month thereafter. The required reports shall be in the form prescribed by the County of Botetourt.

(Ord. of 7-15-85, § 2)

Sec. 23-283. - Records.

Each and every operator of a hotel, motel, boarding house, or travel campground, or other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days, shall keep complete records showing all occupancies for hire at their business, which records shall show the price charged for the occupancy of a room or space, the date thereof, the date of the payment thereof, and the amount of tax imposed hereunder. All such records shall be kept open for inspection by the duly authorized agents of the County of Botetourt at reasonable times, and the duly authorized agents of the County of Botetourt shall have the right, power and authority to make such transcripts thereof during such times as they may desire.

(Ord. of 7-15-85, § 3)

Sec. 23-284. - Commission; exception.

Where the tax here levied is collected by the operator of a hotel, motel, boarding house, or travel campground, or other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days, as the tax collecting medium or agency for the County of Botetourt and remitted to the County of Botetourt such operator shall be allowed as a commission for the collection and remission of taxes, three (3) per centum of the amount of the tax collected. Said commission shall be in the form of a deduction for the amounts remitted. No commission shall be allowed on delinquent payments. Payments shall be considered delinquent if payment shall not be paid to the proper authority within five (5) days of the day said payments should have been made.

(Ord. of 7-15-85, § 4)

Secs. 23-285—23-299. - Reserved.

**AGENDA ITEM:** 3:15 P. M. – Public hearing on proposed amendments to Chapter 25. Zoning of the Botetourt County Code regarding short-term rental establishments, procedures and timelines for land use requests, incorporation of the RAM Use District into relevant sections of the code, the creation of a process to utilize civil penalties to address code violations, and the clarification for the utilizing criminal penalties to address code violations.

Administrator's Comments:

As discussed during an April joint work session with the Planning Commission, amendments are being proposed to Chapter 25. Zoning of the County Code to bring the ordinance into compliance with the Code of Virginia. Please see the May 9 memo from Nicole Pendleton, Planning Manager, (attached) which explains these amendments in more detail. The Planning Commission recommended approval (4:0:0:1 absent) of these amendments.

Recommendation:

1. Allow staff to review the proposed amendments and ask any questions as necessary.
2. Open the public hearing and allow any citizens present to speak.
3. Close the public hearing and adopt the proposed amendments to Chapter 25. Zoning of the Botetourt County Code regarding short-term rental establishments, procedures and timelines for land use requests, incorporation of the RAM Use District into relevant sections of the code, the creation of a process to utilize civil penalties to address code violations, and the clarification for the utilizing criminal penalties to address code violations as attached, effective immediately.

Attachments

*Greg Lowe* 5-19-16

# MEMORANDUM

**TO:** Members, Botetourt County Planning Commission

**FROM:** Nicole Pendleton, Planning Manager/Zoning Administrator

**SUBJECT:** Zoning Ordinance Text Amendments

**DATE:** May 9, 2016

**CC:** Gary Larrowe, County Administrator  
David Moorman, Deputy County Administrator  
Mike Lockaby, County Attorney  
Amanda McGee, Planner

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At the April 11 joint work session, staff presented proposed text amendments to the Botetourt County Zoning Ordinance. Staff has incorporated concerns regarding access, and have made a few minor changes to the amendments included in the April 11 packet. The Board of Supervisors unanimously authorized the amendments for public hearing at the May 9 Planning Commission and May 24 Board of Supervisors meetings.

Changes made to the proposed amendments are as follows:

- Added “Access to the property shall be acceptable to the Chief of Fire and Emergency Services” to the supplemental regulations for cabin or cottage, resort, bed and breakfast, rural resort, rural retreat, boardinghouse, and recreational vehicle park. All of these uses require an SEP, so access will be an item for consideration of approval.
- To address the potential for storage of recreational vehicles rather than prohibit the storage at an RV park, modified the following:
  - No recreational vehicle or travel trailer, with the exception of the property manager, shall remain occupied on site for a period of longer than thirty days. If long-term storage of recreational vehicles or travel trailers are proposed, such location of storage shall be depicted on a concept plan submitted with the application for the special exception permit.
- To address sewage disposal at RV parks, the following statement was added:
  - The applicant shall provide plans for sewage disposal facilities on-site as part of the application for the special exception permit. Sewage disposal facilities may include a sanitary disposal station for the use of guests or sewage hookups at individual rental spaces. Service buildings equipped with flush toilets and shower facilities may also be provided on site. Plans will be reviewed and approved by the Health Department concurrent with and as a condition of site plan approval.

The amendments are summarized as follows and reflect the information presented to the Planning Commission and Board of Supervisors at the joint work session on April 11:

Short-term Rental Establishments: These amendments incorporate the recommendations of the Vacation Rental and Homestay Advisory Committee. Listings of the permitted uses and uses permitted by special exception have been amended and specific uses such as cottage or cabins and homestays are permitted as by-right uses in the A-1 and FC Zoning Districts. Definitions for new uses are added, and previous definitions are amended or removed. The most significant changes occur in regards to Supplemental Regulations (Section 25-434. *Bed and breakfast and rural lodging establishments*). These incorporate new uses into the supplemental regulations, and establish requirements for a new permitting process for short-term rentals. Reference tables are attached in addition to the draft amendments.

In addition to the attached table, minor changes to other sections in the ordinance are proposed:

- Section 25-222. Permitted uses in the Business (B-1) Use District. Removed undefined use “General stores, country including residence” Changes to section 25-473. *Required off-street parking and loading spaces*, which incorporate new short-term rental uses into the parking requirements established by the ordinance.
- Changes to the definition of “Dwelling, single-family; single-family detached” which specify that a residence being used as a single-family dwelling can only be rented out on a monthly or yearly basis, anything more frequent would constitute a short-term rental.

Timelines: The proposed text primarily aims to clarify the various timelines and procedures in regards to zoning map amendments, comprehensive plan amendments, zoning ordinance text amendments, rezoning requests, and special exceptions, including special exception permits for telecommunication towers. These timelines will bring the ordinance into conformance with state and federal requirements, as well as establish timelines for procedures that were not previously clear. These amendments are not expected to result in changes to current review times or procedures. Specific changes are broken down in a table, attached.

RAM: When the Research and Manufacturing (RAM) Use District was adopted, it was inadvertently left out of the related sections of the Zoning Ordinance. These are technical changes to correct the omissions and include adding RAM to the list of established districts in the zoning ordinance, as well as the sign regulations, parking, and the site plan review requirements.

Enforcement and Penalties: The text includes new procedures to permit to enforce the zoning ordinance by allowing for the collection of civil penalties by the County, and establishes procedures and fees. The process for addressing zoning violations with criminal penalties has also been clarified. In addition, a new section grants the zoning administrator the authority to revoke permits in case of violations on the part of the applicant or owner.

Fee Schedule: The proposed amendments would result in the new short-term rental permit. Staff researched other localities and are proposing a short-term rental fee of \$50 per unit, which is lower than all of the other localities whose ordinances were reviewed. In addition, there are applications that are processed for by the Planning and Zoning Department for which no fees have ever been formally established. As these fees have not been amended since 2005, staff undertook a comprehensive analysis of all fees and reviewed other localities as well. The attached revisions represent fees which are remain lower than other

localities but are intended to better reflect the amount of resources needed to process each type of application. The only fees which were increased were rezoning requests for TND, PUD, SC, and POP, as well as an increase in appeals of the zoning administrator's decisions. Because a full metes and bounds description is rarely required for SEP requests, and the approval runs with the land, staff has proposed altering the structure and charging fees based on the type of request. Changes to the fees only requires a resolution by the Board of Supervisors and does not require a public hearing. If agreeable to the members of the Board of Supervisors, staff would propose bringing the fee schedule to the Board in May.

## **DRAFT MOTIONS**

### **Text Amendments to Revise Zoning Timelines**

#### **Approval:**

I move that the text amendments to revise Chapter 25, Article I, Division 3 and Article V, Divisions 1 and 6 of the Botetourt County Zoning Ordinance to amend process and procedures related to zoning requests, and as included in the memo and package information, be forwarded to the Board of Supervisors with a recommendation of approval on the basis that the proposed text amendments are consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

#### **Denial:**

I move that the text amendment to revise text amendments to revise Chapter 25, Article I, Division 3 and Article V, Divisions 1 and 6, to amend process and procedures related to zoning requests, and as included in the memo and package distributed by staff, of the Botetourt County Zoning Ordinance as previously stated, be forwarded to the Board of Supervisors with a recommendation of denial for the following reasons...

...and on the basis that the proposed text amendments are **NOT** consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

### **Text Amendments to Revise Zoning Ordinance for the RAM Use District**

#### **Approval:**

I move that the text amendments to revise Chapter 25, Article I, Division 6; Article IV, Divisions 2 and 3; and Article V, Division 5 of the Botetourt County Zoning Ordinance to incorporate the RAM district into related sections of the ordinance, as provided in the packages distributed by staff, be forwarded to the Board of Supervisors with a recommendation of approval on the basis that the proposed text amendments are consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

#### **Denial:**

I move that the text amendment to revise text amendments to revise Chapter 25, Article I, Division 6; Article IV, Divisions 2 and 3; and Article V, Division 5 of the Botetourt County Zoning Ordinance as to incorporate the RAM district into related sections of the ordinance, as provided in the package distributed by staff,, be forwarded to the Board of Supervisors with a recommendation of denial for the following reasons...

...and on the basis that the proposed text amendments are **NOT** consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

**Text Amendments to Revise Civil Penalties**

**Approval:**

I move that the text amendments to revise Chapter 25, Article V, Division 1 of the Botetourt County Zoning Ordinance to revise process and procedures for enforcing the zoning ordinance, as provided in the package distributed by staff, be forwarded to the Board of Supervisors with a recommendation of approval on the basis that the proposed text amendments are consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

**Denial:**

I move that the text amendment to revise text amendments to revise Chapter 25, Article V, Division 1 of the Botetourt County Zoning Ordinance to revise process and procedures for enforcing the zoning ordinance, as provided in the package distributed by staff be forwarded to the Board of Supervisors with a recommendation of denial for the following reasons...

...and on the basis that the proposed text amendments are **NOT** consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

**Text Amendments to Revise Short-term Rental Regulations**

**Approval:**

I move that the text amendments to revise Chapter 25, Article II, Divisions 1 through 10; Article IV, Divisions 1 and 3; and Article VI of the Botetourt County Zoning Ordinance to incorporate and revise short-term rental regulations, as provided in the package distributed by staff, be forwarded to the Board of Supervisors with a recommendation of approval on the basis that the proposed text amendments are consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

**Denial:**

I move that the text amendment to revise text amendments to revise Chapter 25, Article II, Divisions 1 through 10; Article IV, Divisions 1 and 3; and Article VI of the Botetourt County Zoning Ordinance to incorporate and revise short-term rental regulations, as provided in the package distributed by staff, be forwarded to the Board of Supervisors with a recommendation of denial for the following reasons...

...and on the basis that the proposed text amendments are **NOT** consistent with the comprehensive plan and the purposes and intent of the zoning ordinance.

*Attachments.*

Short Term Rental Use	Zoning District									
	A-1	FC	RR	R-1	R-2	R-3	TND	PUD	B-1	B-2
Bed and Breakfast	S*	S*	S*	S*	S*	S*	S*	S*	S*	S*
Boardinghouse	S*	S*	S*			S*	S*	S*	S*	S*
Cabin or Cottage	P*	P*	P*	S*	S*	S*	S*	S*		
Cabin or Cottage, Resort	S*	S*	S*					S*		
Campground	S	S								
Homestay	P*	P*		S*	S*	S*	S*			
Hunting Lodge, Game Preserve	S	S	S							
Recreational Vehicle Park	S*	S*								
Rural Resort	S*									
Rural Retreat	S*	S*								

\* indicates supplemental regulations

S = Special Exception Permit

P = Permitted By Right

Sec. 25-434. - Bed and breakfast and ~~rural lodging establishments~~ short-term rental establishments.

- (a) No occupation of a room or dwelling for short-term rental shall be permitted except in compliance with this section.
- (b) No short-term rental establishments may violate the provisions of Chapter 15. Offenses – Miscellaneous, Article II. Noise of the Botetourt County Code. In addition, any short-term rental establishment which has been granted a special exceptions permit by the board of supervisors is not to be exempted from the Noise Ordinance as stated in Sec. 15-54.
- (c) The following uses are permitted subject to all applicable district regulations of this chapter, including supplemental regulations listed for each use within this section, and following the issuance of a zoning permit and a short-term rental permit. The applicant shall submit the short-term rental permit application to the zoning administrator prior to the occupation of a room or dwelling for short-term rental and the application shall contain the following information:
  - 1) All relevant parcel information, including the tax map number, zoning district, address, and magisterial district.
  - 2) The applicant's name, address, and personal contact information, and the name, address, and personal contact information of the owner if different from that of the applicant.
  - 3) Information concerning the dwelling or portion of a dwelling which is to be rented, including the number of bedrooms, and whether the owner or applicant currently lives in the dwelling or on the property. The applicant shall also provide any additional information regarding the proposed use as required by the zoning administrator.
  - 4) The applicant shall certify the following:
    - a. There will be no change to the outside appearance of the dwelling or premises.
    - b. All vehicles shall be parked on the lot on which the rental establishment is located and shall be parked in driveways or parking areas designed and built to be parking areas.
    - ~~a.c.~~ Noise generated by the short-term rental use shall not violate the provisions of the Botetourt County Noise Ordinance.
    - ~~b.d.~~ The owner or manager has a plan to properly dispose of waste.
    - ~~c.e.~~ The number and placement of smoke detectors and fire extinguishers shall be compliant with the requirements of the current Virginia Construction Code.
  - 5) In addition, the applicant shall provide:
    - a. An approved Sewage Disposal Permit or other similar documentation from the Health Department, if applicable. If no permit is available, or the property is served by public or community water, the maximum permitted overnight occupancy shall be limited to 2 persons over 2 years in age per each bedroom.
    - b. A concept plan identifying the location of the rental unit(s) on the parcel and any additional structures on the property, setbacks, means of access, existing or proposed lighting, proposed signage and required on-site tenant parking areas.
    - c. Manager information, if the manager is not the applicant.
    - d. Any required fees.

(d) The applicant shall be responsible for updating the short-term rental permit on file with the zoning administrator due to any changes. If the change in use or density results in the classification of the short-term rental as a different use, it must conform to all of the district requirements and supplemental regulations in this section. If the change of use is such that it is permitted only upon the granting of a special exception permit by board of supervisors, the short-term rental may not be occupied as such without first obtaining a special exception permit.

(e) If the applicant has supplied materially misleading information relating to the approval of a short-term rental permit, or if the zoning administrator determines that there are reasonable grounds for revocation of short term rental permit, the zoning administrator may take action in accordance with Sec. 25-522. If the short term rental permit is revoked, any activities continuing pursuant to such permit shall be deemed to be in violation of this chapter and subject to the penalties detailed in Sect. 25-522.

(f) Except as expressly provided in this section, no guest may occupy a short-term rental more than thirty consecutive nights in one calendar year. The operator of the short-term rental shall maintain a log of all guests, including their name, address, license plate number, and length of stay, and shall make the log available to county staff upon request.

~~(a)-(g)~~ The regulations listed below shall govern individual short-term rental uses as listed.

~~2)1) \_\_\_\_\_ (1) — ~~Bed and breakfast homestay~~ Homestay.~~

~~a.a.—~~ The owner of the premises shall reside in and provide full-time management of this establishment at all times while the homestay is occupied by one or more guests.

~~b.b.—~~ The establishment shall not contain restaurant facilities, but may provide food service for transient, overnight guests only.

~~c.c.—~~ Up to ~~five-four (5)~~ guestrooms may be provided for paying guests. Rooms may only be rented out under one contract at a time.

~~d.d.—~~ ~~Outdoor events such as weddings, receptions, and similar activities may be conducted for compensation subject to the provisions for temporary uses set forth in section 25-442.~~

2) Cabin or cottage

a. There shall be no more than one cabin or cottage per parcel, provided that this requirement is in addition to those requirements listed in section 25-431(e) and in the relevant district regulations listed in Article II of this ordinance. Only one dwelling unit may be made available for short term rental per parcel.

b. Twenty-four hour off-site management is required. Contact information for the property manager must be kept updated with the zoning administrator and posted on the premises.

c. The maximum number of guests shall be determined by the septic capacity, as documented by the Health Department. If no permit is available, or the property is served by public or community water, the maximum permitted overnight occupancy shall be limited to 2 persons over 2 years in age per each bedroom.

3) Cabin or cottage, resort

a. The cabin or cottage, resort will have a maximum density of one dwelling unit per acre.

b. On-site management is required. Hours and contact information shall be updated with the zoning administrator.

c. The maximum number of guests shall be determined by the septic capacity, as documented by the Health Department. In lieu of provision of Health Department approval, the applicant may have up to two adult guests per bedroom of each dwelling unit.

d. Access to the property shall be acceptable to the Chief of Fire and Emergency Services.

#### 3)4) Bed and breakfast

##### ~~(2) Bed and breakfast inn.~~

~~a. a.—The owner or manager shall provide full-time management of the establishment at all times when the facility is occupied by one (1) or more guests.~~

~~b. b.—The establishment shall not contain restaurant facilities, but may provide food service for transient, overnight guests only.~~

~~c. c.—Up to fifteen (15) guestrooms may be provided for paying guests.~~

~~d. Outdoor events such as weddings, receptions, and similar activities may be conducted for compensation subject to the provisions for temporary uses set forth in section 25-442.~~

d. e.—Access to the property shall be acceptable to the Chief of Fire and Emergency Services.

~~—The establishment shall have safe access to and from a public road.~~

e. Health Department approval for sewage disposal, water supply, and kitchen facilities shall be submitted prior to site plan approval and issuance of a short-term rental permit.

#### Sec. 25-4354.1 Rural resort

##### ~~(3) Country inn.~~

~~a. The owner or manager shall provide full-time management of the establishment at all times when the facility is occupied by one (1) or more guests.~~

~~b. The establishment may contain full-service restaurant facilities that provide meal service to guests and to the general public.~~

~~c. Up to thirty (30) guestrooms may be provided for paying guests.~~

~~d. Outdoor events such as weddings, receptions, and similar activities may be conducted for compensation subject to the provisions for temporary uses set forth in section 25-442.~~

~~e. The establishment shall be located on a public road, and the site shall have safe access from the public road.~~

##### ~~(4) Rural resort.~~

a. a.—On-site management is required. Hours and contact information shall be updated with the zoning administrator.

~~a.b.~~ The establishment shall be located on parcels no less than twenty-five (25) acres, of which no less than seventy (70) percent of the site shall remain in natural or common open space, or passive park uses.

~~b.c. b.~~ The establishment may contain full-service restaurant facilities that provide meal service to guests and to the general public.

~~e.c. More than thirty (30) guestrooms may be provided for paying guests.~~

~~d.d.~~ All new buildings, active recreational areas, parking and lighted areas shall be set back a minimum of two hundred (200) feet from adjacent properties.

~~f. e.~~ The establishment shall be located on a public road, and the site shall have safe access from the public road.

g. Access to the property shall be acceptable to the Chief of Fire and Emergency Services

~~e.~~ The establishment shall be located on a lot accessed from a public road currently in the Virginia Department of Transportation (VDOT) system or from a road designed and constructed so as to be accepted in the VDOT system.

#### Sec. 25-4354.2. Rural retreat.

a. On-site management is required. Hours and contact information shall be updated with the zoning administrator.

~~a.b.~~ The establishment shall be located on parcels no less than ten (10) acres, of which no less than seventy (70) percent of the site shall remain in natural or common open space, or passive park uses.

#### ~~(5) Rural retreat.~~

~~a. The establishment shall be located on parcels no less than ten (10) acres, of which no less than seventy (70) percent of the site shall remain in natural or common open space, or passive park uses.~~

~~a. b.~~ The establishment may contain full-service restaurant facilities that provide meal service to the lodging guests only.

~~b. e.~~ Up to thirty (30) guestrooms may be provided for paying guests.

~~c. d.~~ All new buildings, active recreational areas, parking and lighted areas shall be set back a minimum of two hundred (200) feet from adjacent properties.

~~h. e.~~ The establishment shall have safe access to and from the public road.

g. Access to the property shall be acceptable to the Chief of Fire and Emergency Services

~~d.~~ The establishment shall be located on a lot accessed from a public road currently in the VDOT system or from a road designed and constructed so as to be accepted in the VDOT system.

#### Sec. 25-4354.3. Boardinghouse

a. A boardinghouse shall provide lodging to long-term guests for periods of over thirty days.

b. Up to fourteen guestrooms may be provided.

c. Meals may be provided to guests only.

d. The owner or manager shall provide full-time management of the establishment at all times when the facility is occupied by one (1) or more guests. Hours and contact information shall be updated with the zoning administrator and posted on the premises.

e. Access to the property shall be acceptable to the Chief of Fire and Emergency Services.

~~The establishment shall be located on a lot accessed from a public road currently in the Virginia Department of Transportation (VDOT) system or from a road designed and constructed so as to be accepted in the VDOT system.~~

Sec 25.4354.34 Recreational vehicle park

a. The recreational vehicle park shall have a maximum density of one recreational vehicle or travel trailer per half acre, provided that this requirement is in addition to any underlying district regulations or supplemental regulations as listed in this chapter.

b. The owner or manager shall provide full-time management of the establishment at all times when the facility is occupied by one (1) or more guests. Hours and contact information shall be updated with the zoning administrator and posted on the premises.

c. No recreational vehicle or travel trailer, with the exception of the property manager, shall remain occupied on site for a period of longer than thirty days. If long-term storage of recreational vehicles or travel trailers are proposed, such location of storage shall be depicted on a concept plan submitted with the application for the special exception permit.

d. Access to the property shall be acceptable to the Chief of Fire and Emergency Services.

e. The applicant shall provide plans for sewage disposal facilities on-site as part of the application for the special exception permit. Sewage disposal facilities may include a sanitary disposal station for the use of guests or sewage hookups at individual rental spaces. Service buildings equipped with flush toilets and shower facilities may also be provided on site. Plans will be reviewed and approved by the Health Department concurrent with and as a condition of site plan approval.

~~a.f. The establishment shall be located on a lot accessed from a public road currently in the VDOT system or from a road designed and constructed so as to be accepted in the VDOT system.~~

(Res. of 1-1-02, § 4-104)

## Changes in Definitions

Changed/ Removed /Added	Use (with changes highlighted)	Definition (with changes highlighted)
Added	<a href="#">Cabin or cottage</a>	<a href="#">A single dwelling unit located on a single parcel, which is made available for short term rental (less than thirty days) in its entirety. More than one dwelling unit being used for short term rental on the same parcel shall be known as a Cabin or Cottage, Resort. The owner may reside, full-time, in a separate dwelling unit on site.</a>
	<a href="#">Cabin or cottage resort</a>	<a href="#">A lot, or tract of land operated as a commercial enterprise on which multiple dwelling units are made available for short term rental, or less than 30 days. The owner may live in a separate dwelling unit on the site. Cabin or cottage resort does not mean mobile home park as defined herein.</a>
Changed	<del>Bed and breakfast homestay</del> <a href="#">Homestay</a>	An owner-occupied single-family dwelling, or portion thereof, where short-term lodging is provided, with or without meals, for compensation, to transient guests only. Meals may be provided to guests only. Up to <del>five (5)</del> <a href="#">four</a> guest rooms may be provided, <a href="#">but the homestay shall be leased exclusively to any one family or group who are obligated by any one contract at one time.</a> <del>(also see bed and breakfast inn and country inn)</del>
	Bed and breakfast <del>inn</del>	A single-family dwelling, or portion thereof, where short-term lodging is provided for compensation to transient guests only. The operator may or may not live on the premises. Meals may be provided to guests only. Up to fifteen (15) guest rooms may be provided. <del>Subject to supplemental regulations. (also see bed and breakfast homestay and country inn)</del>
	Boardinghouse <del>or rooming house</del>	A dwelling where, for compensation, lodging, with or without meals, is provided at least three (3) and up to fourteen (14) persons, not related by blood, marriage or adoption, <a href="#">typically for periods of longer than 30 days. On-site management must be provided.</a> Housing provided for juveniles through the department of social services is exempted.
	Campground	A lot, or tract of land operated either as a commercial or non-commercial enterprise in which seasonal facilities are provided for all or any of the following: camping in tents, picnicking, boating, fishing, swimming, outdoor games and sports, and activities incidental and related to the foregoing, but not including golf, golf driving ranges, miniature golf, <a href="#">or</a> mechanical amusement devices or permanent housing facilities for guests. Campground does not mean recreational vehicle park, <a href="#">cabin or cottage, resort</a> , nor mobile home park as defined herein.
	Motel; <del>tourist court</del> ; motor lodge	Any group of dwelling units, combined or separated, used for the purpose of housing transient guests, each unit of which is provided with its own toilet, washroom and off-street parking facility.

	<del>Travel trailer park or camp</del> <u>Recreational vehicle park</u>	A lot, parcel or tract of land used, designed or maintained to accommodate <del>one (1) or more travel trailers</del> <u>multiple recreational vehicles or travel trailers for the purposes of recreational camping, travel, or seasonal use.</u> <del>, including all structures, vehicles, accessories and appurtenances used or intended as equipment of such trailer camp, whether or not a charge is made for use of the camp or facilities.</del> A <del>travel trailer camp</del> <u>recreational vehicle park</u> does not include <u>mobile home park as defined herein, nor does it include</u> automobile, trailer or mobile home sales lots on which unoccupied travel trailers are parked for inspection and sale.
	Rural Resort	A private establishment consisting of a detached structure or structures located in a rural setting in which lodging <del>of greater than thirty (30) rooms</del> is available to transient guests for compensation as the principal use, and which may include conference and meeting facilities, restaurant and/or banquet facilities and/or recreational amenities of a rural nature.
	Special events facility	A place, structure, or other facility used for the assembly of or intention of attracting people for cultural, ceremonial, or celebratory purposes for which there is a leasing fee. Such assembly includes, but is not limited to, anniversary and birthday celebrations, reunions, weddings and receptions. This definition does not include private parties or private functions that do not meet the above stated criteria. Special events are considered an accessory use to farm wineries, breweries, <del>bed and breakfast homestays</del> , bed and breakfasts <del>inns</del> , commercial recreational uses, rural resorts, churches, civic clubs, country clubs, golf courses, property owned by Botetourt County, and institutional uses. Special events facilities do not apply to music or entertainment festivals as defined by chapter 3, article IV, outdoor musical or entertainment festivals of the Botetourt County Code.
	Trailer, travel	A <del>vehicular unit mounted on wheels for use on roads propelled or drawn by its own or other motor power, and designed and constructed to provide for temporary living or sleeping quarters for one (1) or more persons. A travel trailer is less than twenty nine (29) feet in length and less than four thousand five hundred (4,500) pounds in weight and is designed for human habitation.</del> <u>vehicle designed to provide temporary living quarters for recreational, camping or travel use of such size or weight so as not to require a special highway movement permit when towed by a consumer-owned tow vehicle. Does not mean mobile home. See also: recreational vehicle.</u>
Removed	<del>Camp, boarding</del>	<del>As for campground, except that uses and structures shall be permitted for the lodging of guests engaged in outdoor recreation activities. Boarding camp does not mean mobile home park as defined herein.</del>

	<del>Country inn</del>	<del>-A business which offers accommodations and dining in a rural area. Overnight lodging of up to thirty (30) rooms is available and a full-service restaurant may provide meals to guests and the general public. (also see bed and breakfast inn).</del>
	<del>Tourist home</del>	<del>(No definition)</del>

**BOTETOURT COUNTY CODE CHAPTER 25 – ZONING**

...

**Sec. 25-35. Zoning map and district boundaries.**

- (a) The county is divided into the zoning districts set forth in this chapter, in article I, division 6, and defined in articles I and III, and as shown on the map entitled "Zoning Map, Botetourt County, Virginia" which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this chapter.
- (b) The zoning map shall be located in the office of the zoning administrator and shall be the final authority as to the current zoning status of land and water areas, buildings and other structures in the county save for subsequent amendments enacted by the board of supervisors and not yet officially recorded on said map.
- (c) No changes of any kind shall be made to the zoning map except in conformity with the procedures and requirements of this chapter.
- (d) Determination of district boundaries. Unless district boundary lines are fixed by dimensions or otherwise clearly shown or described, and where uncertainty exists with respect to the boundaries of any of the districts as shown on the zoning map, the following rules shall apply:
  - (1) Where district boundaries are indicated as approximately following or being at right angles to the center lines of streets, highways, alleys or railroad main tracks, such center line of the right-of-way or prescriptive easement or lines at right angles to such center lines shall be construed to be such boundaries, as the case may be.
  - (2) Where a district boundary is indicated to follow the shoreline of a river, creek, branch, pond, lake or other body of water, such boundary shall be construed to follow the shoreline at low water or at the limit of the jurisdiction, and if there is a change in the shoreline, such boundary shall be construed as moving with the actual shoreline. Where a district boundary is indicated to follow the centerline of a river, creek, branch or other body of water, such boundary shall be construed to follow the centerline at low water or at the limit of the jurisdiction, and if there is a change in the shoreline, such boundary shall be construed as moving with the actual shoreline.
  - (3) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
  - (4) Where areas appear to be unclassified, or where territory is added to the jurisdictional area, it shall be considered to be classified as A-1 until action is taken to amend the zoning map or otherwise determine the boundary and/or district, in accord with the provisions of this chapter.
  - (5) If no distance, angle, curvature description or other means is given to determine a boundary line accurately and the foregoing provisions do not apply, the same shall be determined by the use of the scale shown on such zoning map.

- (e) ~~When uncertainties continue to exist, the question shall be presented to the zoning administrator for interpretation and be so noted on the map.~~ Any party with a concrete, particularized interest in the location of the boundary between zoning districts may apply to the zoning administrator for a determination of the location of the line. The application shall be in writing and shall include such information as is in the possession of the applicant or is publicly available, including applicable deeds and plats, the name and last known address of the owner or owners of all parcels bordering on the parcel which the boundary line between districts may cross or separate, and an application fee to be set by the board of supervisors. The zoning administrator shall notify the applicant within 30 days of receipt of the complete application of such other and further materials as will be necessary to render a complete opinion. The zoning administrator shall render a final and binding opinion, in writing, within 90 days following receipt of a complete application, and send certified copies thereof to all landowners identified in the initial application. In case of subsequent dispute, the matter may be appealed to the board of zoning appeals within 30 days thereafter in accordance with the provisions of this chapter.

...

**Sec. 25-521. Administration.**

- (a) *Zoning administrator....*

...

- (3) To issue interpretations of this chapter upon proper application. Such interpretations shall be binding as to the applicant and as to the specific facts presented in the application for interpretation after the completion of the thirty (30) day appeal period. In administering this chapter and rendering determinations as to the uses permitted or allowed by special exception permit in the various zoning districts, the zoning administrator shall have the power and authority to render decisions as to whether a specific proposed use, although not listed as permitted or allowed by special exception permit, is so substantially similar in substance and effect to a permitted use or a use allowed by special exception permit, that it should be allowed as if expressly permitted or allowed by special exception permit. Such interpretations shall include notification of appeal procedures and timelines.

...

- (c) *Submission requirements.* The board of supervisors shall adopt by resolution regulations enumerating those materials required to be included with each application provided for in this chapter, which materials shall constitute the minimum submission requirements for such application and be consistent with the requirements of this chapter. Such submission requirements shall include a letter signed by the applicant and by the owner of the property granting the right of entry upon the property to the zoning administrator, law enforcement agents, and county inspectors for the purpose of inspecting, and bringing law enforcement to the property, during the term of any permit which may be issued. Such submission requirements shall also include, in the case of any application for a zoning map amendment, zoning ordinance modification, zoning concept development

plan amendment, special exception permit, variance, site plan or zoning permit, the provision of satisfactory evidence from the treasurer's office that any real estate taxes due and owed to the county which have been properly assessed against the property have been paid. Revisions to the list of those materials required necessitated by an amendment to this chapter shall be attached to such amendment for concurrent consideration and adoption by resolution of the board of supervisors. If the application is a reclassification to a non-planned unit development district, a rezoning plat shall be required.

### Sec. 25-523. Public hearings.

...

#### (4) *Additional notice required.*

- a. ~~Deferral~~Tabling indefinitely. If ~~an item~~ public hearing is not heard at the time for which it was ~~noticed-advertised~~ but is ~~deferred at that time to another date~~tabled indefinitely without the opening of the public hearing, all notice required by this section shall be given of the deferred public hearing.
- b. Tabling to a date and time certain. If a public hearing is not heard at the time for which it was advertised but is tabled to a date, time, and place certain without the opening of the public hearing, no further notice shall be required, but may be given in the discretion of the board of supervisors.
- b. Recessed public hearings. If a public hearing is begun but ~~the agenda~~ not completed, thereby requiring the meeting to be recessed, no additional notice is required as long as the ~~dates for completion of the public hearing agenda is announced at the hearing which has been recessed~~ is recessed to a date, time, and place certain, but further notice may be given in the discretion of the planning commission or -board of supervisors, whichever body has recessed the public hearing-

- (5) *Speakers at public hearings.* All witnesses and speakers presenting facts and evidence at any public hearing shall provide their name, address and affiliation, if any, for the record. ~~At the discretion of the person presiding over the hearing, witnesses or speakers may be required to give oath or affirmation regarding the truth of their statements.~~

...

### REMOVE CURRENT §§ 25-581 & 25-582, AND REPLACE WITH:

#### Sec. 25-581. Zoning map amendment—owner-initiated.

- (a) Who may apply. The owner or the agent of the owner of any parcel of real property may file an application to rezone the parcel to another zoning district. The application must show concern of all those who have a legal ownership interest in the property under consideration, excluding those whose only interest is a security interest. The application must be filed on a form to be prescribed by the zoning administrator. The zoning administrator may require satisfactory evidence that any delinquent real estate taxes owed to the county have been paid.

- (b) Preapplication conference. An applicant may request a preapplication conference with the zoning administrator to discuss the requirements for an application under this section. The zoning administrator shall schedule the preapplication conference at a mutually convenient time not later than 10 days following the request, unless otherwise agreed between the zoning administrator and the applicant.
- (c) What application to contain; completeness. The form prescribed by the zoning administrator must, at a minimum, include:
- (1) Name of the owner(s) and applicant(s), including any agency agreement giving authority to the applicant to apply on the owner's behalf, if applicable;
  - (2) Tax Map Number and GIS-quality map of the property showing the area to be rezoned, its current zoning, and its proposed new zoning classification;
  - (3) A written statement of justification from the applicant explaining the reasons why a rezoning is requested.
  - (4) Such other and further information as may be required in individual district regulations.

Upon submission of an application to the zoning administrator, including any application fee, the zoning administrator shall, within 10 days, determine whether it is substantially complete. If the application is not substantially complete, then the zoning administrator shall notify the applicant in writing of the materials that must be submitted to complete the application. Nothing herein shall be construed to prohibit the zoning administrator, planning commission, or board of supervisors from requesting, or the applicant from submitting, such other and further information as may be necessary to analyze the application fully.

- (d) Planning commission recommendation. The zoning administrator shall transmit the application to the planning commission, along with a staff report making a recommendation on the application. The planning commission shall hold a public hearing and make a recommendation on the application not later than 100 days following its next meeting following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the planning commission.
- (e) Action of the board of supervisors. The planning commission shall transmit its recommendation to the board of supervisors. The zoning administrator may revise any previously-submitted staff report making a recommendation on the application. The board of supervisors shall hold a public hearing and make a final decision on the application not later than 12 months following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the board of supervisors.
- (f) Withdrawal of application. An applicant may amend or withdraw an application until the clerk of the board of supervisors has ordered advertisement of the board's public hearing on the application. Once the board of supervisors has advertised its public hearing, the applicant may only withdraw the application by leave of the board of supervisors. The

board of supervisors may put such conditions on the withdrawal as it may find reasonable, including prohibiting substantially the same application being brought again for not more than 12 months.

**Sec. 25-581.1. Zoning ordinance text or map amendment—board or planning commission initiated.**

- (a) Initiation. At any time, the board of supervisors or the planning commission may initiate by resolution an amendment to the zoning map or the text of the zoning ordinance.
- (b) Planning commission recommendation. If the amendment originates in the planning commission, the commission may make a recommendation on the amendment at any time following a public hearing thereon. If the amendment originates with the board of supervisors, the commission shall hold a public hearing and make a recommendation thereon not later than 100 days following its next meeting following referral to it by the board of supervisors, unless such referring resolution specifies a longer time.
- (c) Action of the board of supervisors. The planning commission shall transmit its recommendation to the board of supervisors forthwith. The zoning administrator may revise any previously-submitted staff report making a recommendation on the application. The board of supervisors shall hold a public hearing and make a final decision on the application.
- (d) Stale recommendations. If not acted upon by the board of supervisors within 12 months of the planning commission's public hearing, the recommendation shall be considered "stale" and must be re-referred to the planning commission for further public hearing thereon.

**Sec. 25-581.2. Zoning ordinance text amendment—owner-initiated.**

- (a) Who may apply. The owner or the agent of the owner of any parcel of real property may file a petition for a change in the text of the zoning ordinance. The petition must be filed on a form to be prescribed by the zoning administrator. The petitioner shall state with reasonable specificity the text that he wishes to be added, deleted, or amended.
- (b) Action by the board of supervisors. The zoning administrator shall transmit the petition to the clerk of the board of supervisors, who shall place such petition on the board's agenda in accordance with its bylaws or practices. The zoning administrator shall also transmit a staff report and recommendation relating to the petition. The board of supervisors may refer the petition to the planning commission, and it shall then be treated as a board-initiated text amendment in accordance with § 25-581.1.

**Sec. 25-581.3. Comprehensive plan amendment—owner-initiated.**

- (a) Who may apply. The owner or the agent of the owner of any parcel of real property may file a petition for an amendment to the comprehensive plan or the official map. The petition must be filed on a form to be prescribed by the zoning administrator. The petitioner shall state with reasonable specificity the amendment he seeks.
- (b) Action by the board of supervisors. The zoning administrator shall transmit the petition to the clerk of the board of supervisors, who shall place such petition on the board's agenda

in accordance with its bylaws or practices. The zoning administrator shall also transmit to the board of supervisors a staff report and recommendation relating to the petition. The board of supervisors may, but need not, refer the petition to the planning commission, and it shall then be processed in accordance with § 25-581.4.

**Sec. 25-581.4. Comprehensive plan amendment and review.**

- (a) Initiation. If the board of supervisors desires an amendment to the comprehensive plan or the official map, whether on its own motion or upon citizen petition approved as set forth in § 25-581.3, it may prepare such amendment and refer it to the planning commission or direct the planning commission to prepare such amendment and submit it to public hearing within 60 days or such longer time as may be specified in the referring resolution.
- (b) Action of the board of supervisors. In acting on any amendment to the plan or official map, the board of supervisors shall act within 90 days of any recommendation of the planning commission or the expiration of the time the board of supervisors granted the planning commission under subsection (a), whichever is longer. If the board of supervisors does not act, the planning commission's recommendation shall become "stale" and must be re-referred to the planning commission for further public hearing thereon.

**Sec. 25-581.5. Proffered and master planned rezonings.**

As set forth in § 25-47 of this Code, an applicant for a change to the zoning map in accordance with § 25-581 may voluntarily proffer written conditions and/or a master plan as set forth in individual district regulations. Proffered conditions shall be signed by all persons having an ownership interest in the property and shall be notarized.

**(Statutory Reference: Va. Code § 15.2-2297.)**

**(Cross-References: Cnty. Code §§ 25-188, 25-202.)**

**Sec. 25-582. Rezoning to planned development districts.**

~~Rezoning to a planned development district shall be as for other rezoning applications.~~

**Sec. 25-583. Special exceptions.**

- (a) *Purpose.* The special exception permit procedure is designed to provide the board of supervisors with an opportunity for discretionary review of requests to establish or construct uses or structures which have the potential for a deleterious impact upon the health, safety, and welfare of the public; and, in the event such uses or structures are approved, the authority to impose conditions that are designed to avoid, minimize or mitigate potentially adverse effects upon the community or other properties in the vicinity of the proposed use or structure.
- (b) *Authorized special exception uses.* A special exception is a conditional use that is permitted within a use district after review and recommendation by the planning commission and approval by the board of supervisors. Only those special exception permits that are expressly authorized as such in a particular zoning district, or elsewhere in this chapter may be approved. The board of supervisors hereby reserves unto itself the right to issue such special exceptions.

- (c) Who may apply. The owner or the agent of the owner of any parcel of real property may file an application for a special exception when permitted under the applicable district regulations. The application must show concern of all those who have a legal ownership interest in the property under consideration, excluding those whose only interest is a security interest. The application must be filed on a form to be prescribed by the zoning administrator. The zoning administrator may require satisfactory evidence that any delinquent real estate taxes owed to the county have been paid.
- (d) Preapplication conference. An applicant may request a preapplication conference with the zoning administrator to discuss the requirements for an application under this section. The zoning administrator shall schedule the preapplication conference at a mutually convenient time not later than 10 days following the request, unless otherwise agreed between the zoning administrator and the applicant.
- (e) What application to contain; completeness. The form prescribed by the zoning administrator must, at a minimum, include:
- (1) Name of the owner(s) and applicant(s), including any agency agreement giving authority to the applicant to apply on the owner's behalf, if applicable;
  - (2) Tax Map Number and GIS-quality map of the property showing the area to be rezoned, its current zoning, and its proposed new zoning classification;
  - (3) A written statement of justification from the applicant explaining the reasons why a special exception is requested.
  - (4) Such other and further information as may be required in individual district regulations.
- Upon submission of an application to the zoning administrator, including any application fee, the zoning administrator shall, within 10 days, determine whether it is substantially complete. If the application is not substantially complete, then the zoning administrator shall notify the applicant in writing of the materials that must be submitted to complete the application. Nothing herein shall be construed to prohibit the zoning administrator, planning commission, or board of supervisors from requesting, or the applicant from submitting, such other and further information as may be necessary to analyze the application fully.
- (f) Planning commission recommendation. The zoning administrator shall transmit the application to the planning commission, along with a staff report making a recommendation on the application. The planning commission shall hold a public hearing and make a recommendation on the application not later than 100 days following its next meeting following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the planning commission.
- (g) Action of the board of supervisors. The planning commission shall transmit its recommendation to the board of supervisors. The zoning administrator may revise any previously-submitted staff report making a recommendation on the application. The board of supervisors shall hold a public hearing and make a final decision on the

application not later than 12 months following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the board of supervisors.

(h) Withdrawal of application. An applicant may amend or withdraw an application until the zoning administrator has ordered advertisement of the planning commission's public hearing. Once the planning commission has advertised its public hearing, the applicant may only withdraw the application by leave of the planning commission. Following the planning commission public hearing, an applicant may amend or withdraw an application until the clerk of the board of supervisors has ordered advertisement of the board's public hearing on the application. Once the board of supervisors has advertised its public hearing, the applicant may only withdraw the application by leave of the board of supervisors. The board of supervisors may put such conditions on the withdrawal as it may find reasonable, including prohibiting substantially the same application being brought again for not more than 12 months.

~~(e) — Application, review of application.~~ Wherever a use of structure is listed either as a permissible use or structure or is listed as a special exception, application shall be made to the zoning administrator who shall refer such application to the planning commission. A written application for a special exception shall be submitted with satisfactory evidence that any delinquent real estate taxes owed to the county which have been properly assessed against the subject property have been paid and with indication of the section of this chapter under which the special exception or use is sought, and statement of the grounds on which it is requested.

~~Special exception and special use requests will be reviewed by the planning commission upon referral by the zoning administrator.~~

~~An application for a special exception permit shall be filed, containing such material and be processed in the same general fashion as detailed for zoning amendments as provided for in section 25-581.~~

~~The board of supervisors may permit a special exception permit as part of a zoning map amendment, or by special exception permit procedures at any time after a zoning map amendment.~~

~~(d) — Planning commission hearing.~~ A public hearing shall be held. Any party may appear in person or by agent or attorney.

~~(e) — Report by planning commission.~~ The commission shall make a recommendation on the subject use after a public hearing is held.

~~(a) — Board of supervisors hearing.~~ The final determination on the request will be made by the board of supervisors, after the following procedure is completed:

### Sec. 25-583.1. Special exceptions subject to the Telecommunications Act of 1996.

(a) When applicable. This section applies to all special exception applications to which Section 704 of the Telecommunications Act of 1996 (47 U.S.C. § 332(c)(7), as amended) is applicable and shall supersede any conflicting requirements of this chapter.

- (b) Who may apply. The owner or the agent of the owner of any parcel of real property may file an application to rezone the parcel to another zoning district. The application must show concern of all those who have a legal ownership interest in the property under consideration, excluding those whose only interest is a security interest. The application must be filed on a form to be prescribed by the zoning administrator. The zoning administrator may require satisfactory evidence that any delinquent real estate taxes owed to the county have been paid.
- (c) Preapplication conference. An applicant may request a preapplication conference with the zoning administrator to discuss the requirements for an application under this section. The zoning administrator shall schedule the preapplication conference at a mutually convenient time not later than 10 days following the request, unless otherwise agreed between the zoning administrator and the applicant.
- (d) What application to contain; completeness. The form prescribed by the zoning administrator must, at a minimum, include:
- (1) Name of the owner(s) and applicant(s), including any agency agreement giving authority to the applicant to apply on the owner's behalf, if applicable;
  - (2) Tax Map Number and GIS-quality map of the property showing the area to be rezoned, its current zoning, and its proposed new zoning classification;
  - (3) A written statement of justification from the applicant explaining the reasons why a rezoning is requested.
  - (4) Such other and further information as may be required in individual district regulations as well as Article IV.-Supplemental Regulations of this chapter. ;

Upon submission of an application to the zoning administrator, including any application fee, the zoning administrator shall, within 30 days, determine whether it is substantially complete. If the application is not substantially complete, then the zoning administrator shall notify the applicant in writing of the materials that must be submitted to complete the application. The time limitations set forth in subsections (e) and (f) shall be tolled during the period between the date the zoning administrator gives written notice and the date such information is received. Nothing herein shall be construed to prohibit the zoning administrator, planning commission, or board of supervisors from requesting, or the applicant from submitting, such other and further information as may be necessary to analyze the application fully.

- (e) Planning commission recommendation. The zoning administrator shall transmit the application to the planning commission, along with a staff report making a recommendation on the application. The planning commission shall hold a public hearing and make a recommendation on the application not later than 90 days following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the planning commission. If the planning commission fails to act, the application shall be deemed forwarded without recommendation, and the zoning administrator shall forward the application to the board of supervisors for action in accordance with subsection (f).

- (f) Action of the board of supervisors. The planning commission or zoning administrator, as applicable, shall transmit the application and recommendation to the board of supervisors. The zoning administrator may revise any previously-submitted staff report making a recommendation on the application. The board of supervisors shall hold a public hearing and make a final decision on the application not later than 150 days following submission of a complete application to the zoning administrator, unless such time period is extended by written agreement between the applicant and the board of supervisors.
- (g) Collocations. Collocations to which 25-573.3 of this Code are not applicable shall be subject to limitations of 60 days before the planning commission and 120 days before the board of supervisors, but otherwise processed as set forth in subsections (e) and (f), *mutatis mutandis*.
- (h) Withdrawal of application. An applicant may amend or withdraw an application until the clerk of the board of supervisors has ordered advertisement of the board's public hearing on the application. Once the board of supervisors has advertised its public hearing, the applicant may only withdraw the application by leave of the board of supervisors. The board of supervisors may put such conditions on the withdrawal as it may find reasonable, including prohibiting substantially the same application being brought again for not more than 12 months.
- (i) Written record and verbatim transcriptions. The zoning administrator shall make a written record of all proceedings relating to the processing of any application to which this section applies. The written record shall contain all public records relating to the application, as the term "public record" is used in the Virginia Freedom of Information Act. The planning commission and board of supervisors shall cause any meeting that is open to the public relating to such application to be recorded and/or transcribed by a verbatim transcriptionist, and such recording or transcription shall be made a part of the written record.
- (j) Written decision. The board of supervisors shall adopt a written rationale for its decision on an application under this section within two days after its decision. Such decision shall be adopted in substance by the board of supervisors, but the final draft may be drafted, if so directed by the board of supervisors, by the zoning administrator with the concurrence of the county attorney.

### **Sec. 25-583.2. Special exceptions—considerations and conditions.**

~~(b)~~(a) Issues for consideration. In considering whether to grant or impose conditions on a special exception permit~~application~~, the following factors shall be given reasonable consideration. The applicant shall address all the following in its statement of justification or special exception permit plat unless not applicable, in addition to any other standards imposed by this chapter:

- (1) Whether the proposed special exception permit is consistent with the comprehensive plan.
- (2) Whether the proposed special exception permit will adequately provide for safety from fire hazards and have effective measures of fire control.

- (3) The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.
- (4) The glare or light that may be generated by the proposed use in relation to uses in the immediate area.
- (5) The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this chapter.
- (6) The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.
- (7) The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.
- (8) The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.
- (9) The timing and phasing of the proposed development and the duration of the proposed use.
- (10) Whether the proposed special exception permit will result in the preservation or destruction, loss or damage of any topographic or physical, natural, scenic, archaeological or historic feature of significant importance.
- (11) Whether the proposed special exception permit at the specified location will contribute to or promote the welfare or convenience of the public.
- (12) The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.
- (13) Whether, in the case of existing structures proposed to be converted to uses requiring a special exception permit, the structures meet all code requirements of Botetourt County.
- (14) Whether the proposed special exception permit will be served adequately by essential public facilities and services.
- (15) The effect of the proposed special exception permit on groundwater supply.
- (16) The effect of the proposed special exception permit on the structural capacity of the soils.
- (17) Whether the proposed use will facilitate orderly and safe road development and transportation.
- (18) The effect of the proposed special exception permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.

- (19) Whether the proposed special exception permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the comprehensive plan.
- (20) Whether the proposed special exception permit considers the needs of agriculture, industry, and businesses in future growth.
- (21) The effect of the proposed special exception permit use in enhancing affordable shelter opportunities for residents of the county.
- (22) The location, character, and size of any outdoor storage.
- (23) The proposed use of open space.
- (24) The location of any major floodplain and steep slopes.
- (25) The location and use of any existing non-conforming uses and structures.
- (26) The location and type of any fuel and fuel storage.
- (27) The location and use of any anticipated accessory uses and structures.
- (28) The area of each use, if appropriate.
- (29) The proposed days/hours of operation.
- (30) The location and screening of parking and loading spaces and/or areas.
- (31) The location and nature of any proposed security features and provisions.
- (32) The number of employees.
- (33) The location of any existing and/or proposed adequate on and off-site infrastructure.
- (34) Any anticipated odors which may be generated by the uses on site.
- (35) Whether the proposed special exception permit uses sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and school areas.
- (36) Refuse and service areas, with particular reference to the items in (a<sup>1</sup>) and (b<sup>2</sup>) of this subsection.
- (37) Utilities, with reference to location, availability and compatibility.

~~(37)~~(38) Any other matter reasonably related to the public health, safety, and general welfare.

~~(e)~~(b) *Conditions and restrictions.* In approving a special exception permit, the board of supervisors may impose such conditions, safeguards and restrictions upon the ~~premises benefited by the~~ property to which the special exception permit is applicable as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special exception permits upon the community or other property in the neighborhood, and to carry out the general purpose and intent of this chapter. Conditions and restrictions may include, but are not limited to, those related to fencing, planting or

other landscaping, additional set-backs from property lines, location and arrangement of lighting, setting of reasonable time limitations and other reasonable requirements deemed necessary to safeguard the interest of the general public. ~~The board may require a guarantee or bond to ensure that conditions imposed will be complied with.~~ All required conditions shall be set out in the ~~documentation~~ resolution approving the special exception permit.

~~(f)~~(i) *Effect of issuance of permit for a special exception.* The issuance of a ~~permit for a~~ special exception permit shall not authorize the establishment or extension of any use nor the development, construction, reconstruction, alteration or moving of any building or structure, but shall merely authorize the preparation, filing, and processing of applications for any permits or approvals which may be required by the codes and ordinances of the county, including, but not limited to, a building permit, a certificate of occupancy, site plan, and subdivision approval and a zoning permit, as appropriate.

~~(g)~~(j) *Period of validity.*

(1) Unless a longer period of validity is specifically approved as a part of such application, no special exception permit shall be valid for a period longer than five ~~(5)~~ years from the date on which the special exception permit was granted, unless within such five ~~(5)~~-year period: (1) a building permit is obtained and the erection or alteration of a structure is started and diligently pursued, or (2) an occupancy permit is obtained and a use commenced; or (3) issuance of a zoning permit. Such period of validity may be extended for good cause shown, by application to the ~~body that approved the special exception permit~~ board of supervisors.

(2) As a condition of approval, a special exception permit may be granted for a specific period of time less than five ~~(5)~~-years with expiration of the approval to occur at the termination of said period. In such case, an extension may be granted prior to expiration by the original approving body, upon written application, without notice or hearing. After expiration, no extension may be granted without complying with the requirements for an initial application for a special exception permit.

~~(h)~~(k) *Rehearing.* A request for rehearing shall be made in writing, filed with the zoning administrator within ~~fifteen (15)~~ calendar days after the date of the decision, and shall cite the reasons for the request. A rehearing may be granted only upon the affirmative vote of a majority of the board of supervisors. No amendment to an application shall be permitted in the rehearing process. Any amendment to an application after decision by the board constitutes a new application.

~~(i)~~(l) *Exception for emergencies.* When there is an urgent and immediate need for housing for persons who have been displaced by a natural or man-made disaster, the requirements of this chapter may be waived by the zoning administrator for a period not to exceed ~~twelve (12)~~ months when, in the exercise of his discretion, he ~~feels~~ is of the opinion that the imposition of such requirements would create a hardship for such displaced persons.

**Selected Timelines & Notes for Land Use Actions**

<b>Type of Application</b>	<b>Time to Process</b>	<b>Advertising or Other Requirements</b>	<b>Old Code Section</b>	<b>New Code Section</b>
Zoning Map Amendment (ZMAP) (Owner-Initiated)	Pre-application meeting must be scheduled within 10 days of the request. Substantial completeness of application determined within 10 days of submission. The Planning Commission must make a recommendation on the application 100 days after the meeting following the submission of a complete application. The Board of Supervisors must make a decision within 12 months of submission of the application unless the applicant agrees to an extension. Va. Code § 15.2-2286(A)(7). Board decision is appealable to circuit court within 30 days.	Must go to the Planning Commission for public hearing prior to Board action. Both the Commission and Board must hold public hearings following notice as set forth in Va. Code § 15.2-2204.	Sec. 25-581 Zoning Amendment	Sec. 25-581 Zoning map amendment – owner-initiated
Zoning Map Amendment (ZMAP) (Board-Initiated)	The Planning Commission must make a report and recommendation to the Board within 100 days following its first meeting after referral or such longer time as the Board may direct. Va. Code § 15.2-2285(B). Board must take action on the Planning Commission’s recommendation within 12 months or re-refer to the Planning Commission. Board decision is appealable to circuit court within 30 days.	Same as owner-initiated ZMAP.	Sec. 25-581 Zoning Amendment	Sec. 25-581.1 Zoning ordinance text or map amendment – board or planning commission

Zoning Text Amendment (ZOAM) (Citizen Petition)	Board of Supervisors must make a decision on the petition within one year on whether to deny it or refer to the Planning Commission for preparation of text. Va. Code § 15.2-2286(A)(7); Cnty. Code § 25-581. Following Board action on petition, follows process for Board-initiated ZMAP. Not appealable.	Simple resolution; no special advertising requirements.	Sec. 25-581 Zoning Amendment	Sec. 25-581.2 Zoning ordinance text amendment – owner-initiated
Zoning Text Amendment (ZOAM) (Board-Initiated)	Same as Board-initiated ZMAP.	Same as Board-initiated ZMAP.	Same as Board-initiated ZMAP.	Same as Board-initiated ZMAP.
Special Exception (SEP) (Owner-Initiated)	Follow the timelines for ZMAP. Board decision is appealable to circuit court within 30 days.	Same as owner-initiated ZMAP.	Sec. 25-583	Sec. 25-583
Special Exception (SEP) (Telecommunications Act; Major)	Applicant may request a pre-application meeting. Meeting must be scheduled within 10 days of the request. <u>Completeness:</u> Must determine and notify applicant in writing within 30 days of initial submission. 24 F.C.C.R. 13994, 14015 ¶ 53 (2009). <u>Process:</u> The Planning Commission will make a recommendation within 90 days for a new tower, and 60 days for a collocation, or the application is automatically forwarded to the Board. The Board must make final decision within 150 days for new towers and within 120 days for collocations.	Must follow § 15.2-2204. However, remember that you must make a written record, and this is all that a court will look at. So save every piece of paper or email that has anything to do with the application. Cannot base decision on consideration of RF emissions. Board must provide a written rationale for its decisions within two days of the decision.	Sec. 25-583 (No special section)	Sec. 25-583.1

	<u>Appeal</u> : Board decision appealable to federal district court within 30 days.			
Special Exception (SEP) - Conditions	Section re-organized for clarity. A request for rehearing on an SEP must be filed within 15 days of the decision.	SEP is generally valid for no longer 5 years, but a condition may be required that could lessen that time.	Sec. 25-583	Sec. 25-583.2
Comprehensive Plan Amendment (CPAM) (Board-Initiated)	Planning Commission has 60 days to prepare the amendment and make the recommendation, unless the Board specifies longer. If no recommendation is made within 60 days, proposed amendment comes directly to the Board. Board must act within 90 days of recommendation/expiration or it goes stale and must be re-referred to the Planning Commission. Va. Code § 15.2-2229.	Must follow § 15.2-2204.	No prior process	Sec. 25-581.4
Comprehensive Plan Amendment (CPAM) (Citizen Petition)	Process in accordance with Sec. 25-581.4	Process in accordance with Sec. 25-581.4.	No prior process	Sec. 25-581.3
Zoning Determinations for Zoning Map and District Boundaries	Determination of completeness of application within 30 days. Zoning Administrator determination completed by 90 days. Appealable to the BZA within 30 days of the determination.	Must advertise for BZA.	Sec. 25-35	Sec 25-35 (e)
Processes for Public Hearings		Additional notice required to table a public hearing indefinitely.	Sec. 25-523(4)	Sec. 25-523(4)

Sec. 25-57. - Districts established.

[Research and Advanced Manufacturing RAM.](#)

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Sec. 25-462. - Sign standards and regulations.

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Unless expressly permitted elsewhere in this ordinance, in no instance shall the following square footage maximums be exceeded:

For properties within the [RAM](#) M-1, M-2 and M-3 districts: One hundred fifty (150) square feet.

### DIVISION 3. - PARKING

Sec. 25-472. - General standards.

...

(e) ...

Parking areas for all commercial and industrial uses in the B-1, B-2, B-3, SC, PUD, TND, PIP, POP, [RAM](#), M-1, M-2, and M-3 districts shall be paved with hard surface asphalt or concrete. The zoning administrator may grant a waiver of the paving requirement if the applicant submits sufficient written and graphic evidence that the paving requirement is not appropriate to the specific site and use due to the location, size, intensity of use or other unique, site-specific conditions. Parking areas shall have appropriate bumper guards where needed, as determined by the zoning administrator.

Sec. 25-573. - Site plan review.

A site plan shall be required for the following uses in the enumerated districts unless waived by the zoning administrator if the type, scale and/or location of the proposed development does not necessitate such plans:

- (1) Duplexes, multi-family dwellings, town houses and mobile home subdivisions and mobile home parks . . . . R-1, R-2, R-3
- (2) All uses . . . . PUD, TND
- (3) All uses . . . . M-1, M-2, M-3, PIP, [RAM](#)
- (4) All uses . . . . SC
- (5) All uses . . . . B-1, B-2, B-3, POP
- (6) For all special exceptions.

Sec. 25-601. - Definitions.

Industrial district: Any district zoned M-1, M-2, M-3, ~~PIP~~, [RAM](#)

Sec. 25-522. - Enforcement and penalties.

- (a) Zoning administrator. Whenever a violation of this chapter occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the cause and the basis thereof and shall be filed with the zoning administrator. The administrator shall properly record such complaint, immediately investigate and take action thereon as provided by this chapter.

Upon his becoming aware of any violation of any provision of this chapter, the zoning administrator shall serve notice of such violation on the person committing or permitting such violation. If such violation has not ceased within such reasonable time as the zoning administrator has specified in such notice, he shall institute such action as may be necessary to terminate the violation.

The zoning administrator shall order the discontinuance of illegal use of land, buildings or structures, removal of illegal building or structures or of illegal additions, alterations or structural changes and discontinuance of any illegal work being done, or shall take any other action authorized by this chapter to ensure compliance with, or to prevent violation of, its provisions.

Notice of a zoning violation or a written order of the zoning administrator shall include a statement informing the recipient that he may have a right to appeal the notice of a zoning violation or a written order within thirty (30) days, and that the decision shall be final and unappealable if not appealed within thirty (30) days.

The zoning administrator may initiate injunction, mandamus, abatement or any other appropriate action to prevent, enjoin, abate or remove such erection or use in violation of any provision of this chapter.

- (b) Violations. ~~Any person, whether as owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this chapter, or permits any such violation, or fails to comply with any of the requirements hereof, or who erects any building on any land in violation of any detailed statement or plan submitted by him and approved under the provisions of this chapter, shall be guilty of a Class 4 misdemeanor. Each day upon which such violation continues shall constitute a separate offense~~ The following are violations of this chapter and are declared to be unlawful:-

(1) Uses. Any use of a structure, improvement or land, established, conducted, operated or maintained in violation of any provision of this chapter, approved, site plan, building and zoning permit, or condition accepted or imposed in conjunction with any county approval under this chapter, or without any required permit, certificate or other required approval under this chapter.

(2) Structures without building permits. Any structure for which a building permit application is required that is started, established, constructed, reconstructed, enlarged or altered without a building permit.

(3) Use of structure or site without certificate of occupancy. Any use of a structure or site for which a certificate of occupancy is required that is conducted, operated or maintained without a certificate of occupancy.

(4) Requirements and standards. The failure to comply with any other requirement or standard of this chapter.

~~Any building erected contrary to any of the provisions of this chapter and any use of any building or land which is conducted, operated or maintained contrary to any of the provisions of this chapter shall be a violation of this chapter and the same is hereby declared to be unlawful. The zoning administrator may initiate injunction, mandamus, abatement or any other appropriate action to prevent, enjoin, abate or remove such erection or use in violation of any provision of this chapter.~~

- (c) Penalties. The remedies provided for in this section are cumulative and not exclusive and shall be in addition to any other remedies provided by law.

- (1) Civil penalties. Any person, whether the owner, lessee, principal, agent, employee or otherwise, who violates any provision of this chapter as provided in section 25-522 (b), or permits either by granting permission to another to engage in the violating act or by not prohibiting the violating act after being informed by the zoning administrator that the act violates this chapter as provided in section 25-522 (a), shall be subject to the following:
- a. *Procedure.* Proceedings seeking civil penalties for all violations of this chapter under this section shall commence either by filing a civil summons in the general district court or by the zoning administrator or his deputy issuing a ticket.
  - b. *Minimum elements of a civil summons or ticket.* A civil summons or ticket shall contain, at a minimum, the following information: (i) the name and address of the person charged; (ii) the nature of the violation and the section of this chapter allegedly violated; (iii) the location and date that the violation occurred or was observed; (iv) the amount of the civil penalty being imposed for the violation; (v) the manner, location and time in which the civil penalty may be paid to the county; (vi) the right of the recipient of the summons to elect to stand trial and that a signature to an admission of liability will have the same force and effect as a judgment of a court; and either the date scheduled for trial, or the date for scheduling of such trial by the court.
  - c. *Amount of civil penalty.* Any violation of this chapter shall be subject to a civil penalty of two hundred dollars (\$200.00) for the initial summons, and a civil penalty of five hundred dollars (\$500.00) for each additional summons arising from the same set of operative facts.
  - d. *Maximum aggregate civil penalty.* The total civil penalties from a series of violations arising from the same set of operative facts shall not exceed five thousand dollars (\$5,000.00). After the civil penalties reach the five thousand dollar (\$5,000.00) limit, the violation may be prosecuted as a criminal misdemeanor under section 25-522(c)(2).
  - e. *Each day a separate offense; single offense in 10-day period; stay.* Each day during which a violation is found to exist shall be a separate offense. However, the same scheduled violation arising from the same operative set of facts may be charged not more than once in a ten (10) day period.
  - f. *Option to prepay civil penalty and waive trial.* Any person summoned or ticketed for a violation of this chapter may elect to pay the civil penalty by making an appearance in person or in writing by mail to the department of finance prior to the date fixed for trial in court. A person so appearing may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. A signature to an admission of liability shall have the same force and effect as a judgment of court. However, an admission shall not be deemed a criminal conviction for any purpose. If a person charged with a violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district court in the same manner and with the same right of appeal as provided by law. A finding of liability shall not be deemed a criminal conviction for any purpose.
  - g. *Civil penalties are in lieu of criminal penalties.* A violation enforced under section 25-522 (c)(1), shall be in lieu of any criminal penalty except as provided in section 25-522(c)(1)d. and section 25-522(c)(2) and, except for any violation resulting in injury to any person, such a designation shall preclude the prosecution of the particular violation as a criminal misdemeanor, but shall not preclude any other remedy available under this chapter.
  - h. *Violations excluded.* Section 25-522 (c)(1), shall not be construed to allow the imposition of civil penalties: (i) for activities related to land development where, for the purposes of this section, the term "land development" means a human-made change to, or construction on, the land surface including, but not limited to, land

disturbing activity or the construction of buildings, structures or improvements under an approved site plan or subdivision plat, but does not mean the land development project's compliance with this chapter; or (ii) for the violation of any provision of this chapter relating to the posting of signs on public property or public rights-of-way.

i. Assessment of civil penalties during appeal period. No civil penalties shall be assessed by a court having jurisdiction during the pendency of the thirty (30) day appeal period provided under section 25-522(a).

(2) Criminal Penalties. Any person, whether the owner, lessee, principal, agent, employee or otherwise, who violates any provision of this chapter that results in injury to any person, or to whom the five thousand dollar (\$5,000.00) maximum aggregate civil penalty provided in section 25-522(c)(1)d. has been reached and who continues to violate any provision of this chapter as provided in section 25-522(b), or permits either by granting permission to another to engage in the violating act or by not prohibiting the violating act after being informed by the zoning administrator that the act continues to violate this chapter as provided in section 25-522(a), shall be subject to the following:

(1) The person shall have committed a misdemeanor offense punishable by a fine of not less than ten dollars (\$10.00) nor more than one thousand dollars (\$1,000.00).

(2) If the violation is uncorrected at the time of conviction, the court shall order the person convicted to abate or remedy the violation in compliance with this chapter, within a time period established by the court. Failure to remove or abate such violation within the time period established by the court shall constitute a separate misdemeanor offense punishable by a fine of not less than ten dollars (\$10.00) nor more than one thousand dollars (\$1,000.00), and any such failure during any succeeding ten (10) day period shall constitute a separate misdemeanor offense for each ten (10) day period, punishable by a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500.00).

(d) Revocation of Administrative Permits. This section shall apply to any situation where the applicant has supplied materially misleading information relating to the approval of a permit issued by the Zoning Administrator or the change of a use that increases in intensity or invalidates the requirements of the permit.

If the Zoning Administrator determines that there are reasonable grounds for revocation of a zoning permit, home occupation permit, mobile home permit or a short term rental permit, or approval, the Zoning Administrator shall notify the permit holder in writing. Such notice shall inform the permit holder of the alleged grounds for the revocation and shall include specific reasons or finding of face that support the revocation. Revocation of a permit by the Zoning Administrator may be appealable to the Board of Zoning Appeals.

A decision to revoke aforementioned permit shall become final thirty calendar days after the date the decision is rendered, unless appealed. After such effective date of revocation, any activities continuing pursuant to such permit shall be deemed to be in violation of this chapter and subject to the penalties detailed herein.

The right to revoke a development permit, as provided in this section, shall be cumulative to any other remedy allowed by law.

(Res. of 1-1-02, § 5-102)

**AGENDA ITEM:** Consideration of a resolution to approve changes to the Planning and Zoning Fee Schedule

Administrator's Comments:

As discussed during an April joint work session with the Planning Commission, amendments are being proposed to the Department of Community Development-Planning and Zoning Division's Fee Schedule. The proposed amendments would add a fee for the new short-term rental permit, as well as incorporate fees for public hearing land use applications which currently have no fee but incur advertising costs.

In addition, as the fees have not been amended since 2005, staff undertook a comprehensive analysis of all fees, which including reviewing fees in neighboring localities. The revisions represent fees that remain lower than fees in other localities but are intended to better reflect the amount of staff resources needed to process each type of application. The only fees that were increased were rezoning requests to TND, PUD, SC, and POP, as well as an increase in the fee for appeal of the Zoning Administrator's determination. Staff also proposes to alter the structure for fees for Special Exception Permit (SEP) requests and reduces the fee for a residential type SEP.

Recommendation:

1. Allow staff to review the proposed amendments and ask any questions as necessary.
2. Adopt the proposed fees schedule as attached effective immediately.

Attachments

*Nancy Lane* 5-19-16

**BOTETOURT COUNTY, VIRGINIA**  
**ZONING AND SUBDIVISION FEE SCHEDULE**  
EFFECTIVE JULY 1, 2005 PROPOSED REVISIONS: MAY 24, 2016

<u>REZONE TO/ PROCESSING FEE</u>	<u>FEE* plus adjacent notifications</u>
A-1, <del>AR</del> , RR	\$150.00
FC	\$200.00 + \$10.00 per acre, portion
R-1	\$200.00 + \$15.00 per acre, portion
R-2	\$250.00 + \$15.00 per acre, portion
R-3	\$300.00 + \$15.00 per acre, portion
<del>Traditional Neighborhood District</del> <u>TND, PUD</u>	<del>\$350.00</del> <u>1000</u> + \$30.00 per acre, portion
M-1, M-2, M-3, <u>RAM</u>	\$350.00 + \$20.00 per acre, portion
B-1, B-2, B-3	\$300.00 + \$15.00 per acre, portion
Special Exceptions Permit, <u>Residential Use*</u>	<del>\$200.00</del> <u>100</u> + <del>\$15.00 per acre, portion</del>
<u>Special Exceptions Permit, Commercial Use*</u>	<u>\$300</u>
<u>Special Exceptions Permit, Industrial Use*^</u>	<u>\$300</u>
<u>Special Exception Permit Telecommunication^</u>	<u>\$500</u>
<del>Planned Unit Development</del>	<del>\$350.00 + \$30.00 per acre, portion</del>
Shopping Center	<del>\$600</del> <u>350.00</u> + \$30.00 per acre, portion
Planned Office Park	<del>\$600</del> <u>350.00</u> + \$30.00 per acre, portion
Change in Proffered Conditions	\$250.00
Appeal Administrator's Decision, <u>BZA*</u>	<del>\$2</del> <u>150.00</u>
Variance Request, <u>BZA*</u>	\$150.00
<u>Short-term Rental Permit</u>	<u>\$50 per rental unit</u>
<u>Comprehensive Plan Amendment *</u>	<u>\$500</u>
<u>Text Amendment*</u>	<u>\$200</u>
<u>Zoning Administrator Determination</u>	<u>\$100</u>
<u>Zoning Verification</u>	<u>\$150</u>
<u>Comprehensive Plan Determination Request or Commission Permit Application*</u>	<u>\$150</u>
<u>Site Plan or Ordinance Waiver Request *</u>	<u>\$100</u>
Site Plan Review	\$150.00 + \$10.00 per acre, portion
Sign Permit	\$25.00 <u>per sign</u>
Subdivision-Family	\$50.00
Subdivision (4 lots or less)	\$75.00
Subdivision (5 lots or more)	\$100.00 per plat plus \$25.00 per lot
<u>Subdivision (Boundary Line Adjustment)</u>	<u>\$75.00</u>
<u>Subdivision Exception*</u>	<u>\$150</u>
<u>Vacation of Plat, Rights-of-Way, or Easements</u>	<u>\$75.00</u>
<del>Temporary Sign Permit</del>	<del>\$10.00</del>
<del>Placement Permit (mobile home / office trailer)</del>	<del>\$35.00</del>
Home Occupation Permit	\$25.00
Temporary Use Permit	\$25.00

**Other Fees:** \* Costs of notifying adjacent property owners  
^ Plus consultant review fees

~~Boundary Line Adjustment: \$75.00~~

~~Color copies, 8 1/2" x 11": \$1.00 11" x 17": \$2.00~~

~~B/W copies, 8 1/2" x 11": 25¢ 11" x 17": 50¢~~

~~Zoning & Subdivision Ordinance: \$20.00~~

~~Comprehensive Plan: Hardcopy: \$20.00 CD: \$12.00~~

**AGENDA ITEM:** 3:30 P.M. – Public hearing on proposed amendments to Chapter 23. Taxation of the Botetourt County Code regarding real estate tax exemptions for elderly and disabled persons.

Administrator’s Comments:

As part of the FY17 Budget work session meeting held May 9, 2016, the Budget Subcommittee presented potential revisions to the ordinance regulating tax relief for elderly and disabled persons. The County ordinance for this program provides tax relief for qualified persons based on eligibility benchmarks, including exempt income, net combined financial worth, and exempt percentages of tax relief based on income tiers.

The revisions being considered would provide additional tax relief for elderly and disabled persons. With efforts to increase the awareness in the community of this program and its eligibility requirements, the intent is to provide additional relief and increase the number of qualified applicants. The proposed changes and benchmarks are shown below and are highlighted in red in the attached draft ordinance:

- Exemption of income of each relative living in the home increased from the first \$7,500 to \$8,500.
- Increase net combined financial net worth from \$175,000 to \$185,000
- Change the filing deadline for calendar year 2016 only to July 1, 2016
- Change the allowed acreage exemption from 1.25 acres to 2.0 acres
- Change the exemption percentages as indicated in the table below:

<u>Current</u>		<u>Proposed</u>	
<u>If income is</u>	<u>Exemption %</u>	<u>If income is</u>	<u>Exemption %</u>
\$20,000 or less	90%	\$27,500 or less	90%
\$20,001 to \$25,000	75%	\$27,501 to \$35,000	70%
\$25,001 to \$30,000	50%	\$35,001 to \$42,500	50%
\$30,001 to \$40,000	30%	\$42,501 to \$50,000	40%

Recommendation:

- 1) Open the public hearing as advertised and receive any citizen comments.
- 2) Close the public hearing and adopt the attached amendments to Chapter 23. Taxation Article III. Real Estate Tax Exemption for Elderly and Disabled Persons of the Botetourt County Code.

Attachment

*Mary Anne* 5-17-16

ARTICLE III. - REAL ESTATE TAX EXEMPTION FOR ELDERLY AND DISABLED PERSONS<sup>[3]</sup>

Footnotes:

--- (3) ---

**State Law reference**— Authority of county to provide for the exemption provided for in this article, Code of Virginia, § 58.1-3210.

Sec. 23-46. - Definition.

As used in this article, the term "permanently and totally disabled" shall mean unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of a person's life.

**Cross reference**— Definitions and rules of construction generally, § 1-2.

**State Law reference**— Similar provisions, Code of Virginia, § 58.1-3217.

Sec. 23-47. - Authorized.

Upon application made and within the limits as hereinafter provided, real estate tax exemption is provided for qualified property owners who are not less than sixty-five (65) years of age, or who are permanently and totally disabled, and who are eligible according to the terms of this article. Persons qualifying for exemption are deemed to be bearing an extraordinary real estate tax burden in relation to their income and financial worth.

(Code 1977, § 9-9; Res. No. 12-05-08, 5-22-12)

**State Law reference**— Similar provisions, Code of Virginia, § 58.1-3218.

Sec. 23-48. - Administration; rules and regulations of commissioner of revenue.

The exemption provided for in this article shall be administered by the commissioner of revenue according to the general provisions contained in this article. The commissioner of revenue is hereby authorized and empowered to prescribe, adopt, promulgate and enforce rules and regulations in conformity with the general provisions of this article, including the requirement of answers under oath, as may be reasonably necessary to determine qualifications for exemption as specified by this article, including qualification as permanently and totally disabled, as defined in section 23-46. The commissioner of revenue may require the production of certified tax returns and appraisal reports to establish income or financial worth.

(Code 1977, § 9-9)

**State Law reference**— Similar provisions, Code of Virginia, § 58.1-3213.

Sec. 23-49. - General prerequisites to grant.

Exemption shall be granted under this article from real estate taxes on the qualifying dwelling and land, not exceeding ~~one and one-quarter~~two (~~1-252.0~~) acres, subject to the following provisions:

- (1) The title of the property for which exemption is claimed is held, ~~or partially held,~~ on January first of the taxable year, by the person or persons claiming exemption, either alone or in conjunction with his or her spouse, either in fee simple or as life tenant(s); held by the person claiming exemption in a revocable inter vivos trust over which the eligible person or the eligible person and his or her spouse hold the power of revocation; or held in an irrevocable trust under which the eligible person alone or the eligible person and his or her spouse hold a life estate or an estate for joint lives or enjoys a continuing right of use or support; and,
- (2) The head of the household occupying the dwelling and owning title, or partial title, thereto is sixty-five (65) years of age or older or permanently and totally disabled on December 31st of the year immediately preceding the taxable year. Such dwelling must be occupied as the sole dwelling of the person or persons not less than sixty-five (65) years of age or permanently and totally disabled; and,
- (3) The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed forty thousand dollars (~~\$4050,000.00~~); provided that the first seven thousand five hundred dollars (~~\$78,500.00~~) of income of each relative, other than spouse of the owner, who is living in the dwelling, shall not be included in such total. The first seven thousand five hundred dollars (~~\$78,500.00~~) of income of a disabled owner shall not be included in the total income of the owners; and,
- (4) The net combined financial worth, including equitable interests, as of the 31st day of December of the immediately preceding calendar year, of the owners and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding ~~one and one-quarter~~two (~~1-252.0~~) acres, upon which it is situated does not exceed one hundred seventy-five thousand dollars (~~\$175185,000.00~~).

(Code 1977, § 9-9; Ord. of 2-16-88; Res. No. 89-12-09, 12-18-89; Res. No. 95-04-15, 4-28-95; Res. No. 97-06-05, 6-17-97; Res. No. 02-09-11, 9-17-02; Res. No. 06-02-09, 2-28-06; Res. No. 10-02-08, 2-23-10; Res. No. 12-05-08, 5-22-12; Res. No. 15-08-16, 8-25-15)

**State Law reference**— Financial limitations and authority of county to specify lower figures, Code of Virginia, §§ 58.1-3211, 58.1-3212.

Sec. 23-50. - Claimant's affidavit.

- (a) A person claiming an exemption under this article shall file an application and a real estate exemption affidavit with the commissioner of revenue after January first but no later than May first every year. However, for calendar year ~~2012-2016~~ only, the deadline for receipt of an application and affidavit is July 1, ~~2012~~2016. The affidavit shall set forth, in a manner prescribed by the commissioner of revenue, the location, assessed value and tax on the property, and the names of the related persons occupying the dwelling for which exemption is claimed, their gross combined income and the combined net worth of the owners and the spouse of any owner.
- (b) If a person claiming an exemption under this article is under sixty-five (65) years of age, the affidavit filed under this section shall have attached thereto a certification by the social security administration, the veteran's administration or the railroad retirement board, or if such person is not eligible for certification by any of these agencies, a sworn affidavit by two (2) medical doctors licensed to practice medicine in the commonwealth, to the effect that the person is permanently and totally disabled, as defined in section 23-46. The affidavit of at least one (1) of the doctors shall be based upon a physical

examination of the person by such doctor. The affidavit of one (1) of the doctors may be based upon medical information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability, as defined in section 23-46.

(Code 1977, § 9-9; Ord. of 8-15-88; Res. No. 12-05-08, 5-22-12)

Sec. 23-51. - Certification of eligibility.

If, after audit and investigation, the commissioner of revenue determines that a claimant is qualified for exemption under this article, he shall issue to the claimant a certificate which shall show the amount of the exemption from the claimant's real estate tax liability upon the qualifying dwelling and land, not exceeding ~~one-two~~ (12.0) acres.

(Code 1977, § 9-9)

Sec. 23-52. - Amount of exemption.

A person qualifying for and claiming exemption under this article shall be relieved of that portion of the real estate tax levied on the qualifying dwelling and land, not exceeding ~~one and one-quarter~~two (1.252.0) acres, in the amount calculated in accordance with the following schedule, not exceeding one thousand dollars (\$1,000.00):

If income is:	The exemption percentage is:
<del>\$20,000</del> 27,500.00 or less:	90%
<del>\$20,00</del> 27,4501.00 to <del>\$25</del> 35,000.00	<del>75</del> 70%
<del>\$25</del> 35,001.00 to <del>\$30,000</del> 42,500.00	50%
<del>\$30,001</del> 42,501.00 to <del>\$40</del> 50,000.00	<del>30</del> 40%

(Code 1977, § 9-9; Ord. of 2-16-88; Res. No. 89-12-09, 12-18-89; Res. No. 95-04-15, 4-28-95; Res. No. 97-06-05, 6-17-97; Res. No. 06-02-09, 2-28-06; Res. No. 10-02-08, 2-23-10; Res. No. 12-05-08, 5-22-12)

Sec. 23-53. - Nullification upon change in status.

Changes in respect to income, financial worth, ownership of property or other factors occurring during the taxable year for which an affidavit is filed pursuant to this article and having the effect of exceeding or violating the limitations and conditions provided in this article shall nullify any exemption for the remainder of the current taxable year and the taxable year immediately following.

(Code 1977, § 9-9; Res. No. 06-02-09, 2-28-06)

**State Law reference**— Similar provisions, Code of Virginia, § 58.1-3215.

Sec. 23-54. - False claims.

Any person falsely claiming an exemption under this article shall be guilty of a Class 1 misdemeanor.

(Code 1977, § 9-9)

**Cross reference**— Penalty for Class 1 misdemeanor, § 1-11.

Secs. 23-55—23-70. - Reserved.

**AGENDA ITEM:** 3:45 P. M. - Staff presentations on Community Development Office activities.

Administrator's Comments:

Staff will be present at the meeting for an informational work session on trends, stormwater, and regulatory issues in the Community Development Department. Part of this presentation is in response to a request from the Board regarding stormwater regulations and other topics.

Recommendation:

Allow the staff to give their presentation and ask any questions as necessary.

*May Lauer 5-19-16*



Botetourt County, Virginia  
*Development Services*

5 W. Main Street, Suite 100  
Fincastle, Virginia 24090  
Phone (540) 473-8248  
Fax (540) 473-2018

Construction Compliance  
Erosion & Sediment Control  
Inspections & Enforcement  
Permit Applications &  
Plan Reviews

Planning  
Subdivisions  
Zoning  
Site Plans  
Land Conservation

**Planning Commission Extract  
Land Use Related Request**

**Board of Supervisors Action Needed**

**May 24, 2016**

**Request**

**Fincastle Magisterial District: Richard V. and Barbara J. Woodard request a Special Exception Permit for a commercial kennel to breed a maximum of fifteen adult dogs, with possible conditions, at 172 Fire Tower Lane, Eagle Rock, VA, on the portion of the property in the Forest Conservation (FC) Use District. The 100.29-acre parcel is zoned Forest Conservation (FC) Use District and the Agricultural-Rural Residential (AR) Use District. The entrance is located approximately 0.5 miles west of its intersection with Mt. Moriah Road (State Route 681) and is identified on the Real Property Identification Maps of Botetourt County as Section 27, Parcel 39.**

**This land use change request involves the following:**

- Land rezoning (conditions must be proffered, or offered by the applicant).
- Text Amendment.
- Change of Proffers.
- Commission Permit
- Special Exceptions Permit (the Board has authority to assign conditions).

**Planning Commission Recommendation:**

On a vote of 4:0:0:1, (Mr. Kidd absent) the Planning Commission recommended conditional approval of the request a Special Exception Permit for a commercial kennel to breed a maximum of fifteen adult dogs with the following conditions:

1. No more than 15 adult dogs will be kept on the parcel at any one time, including pets.
2. No boarding of dogs will occur on the property.
3. All commercial kennel operations must be confined to the Forest Conservation Use District portion of the property

**Action requested of the Board of Supervisors:**

The Board of Supervisors may approve, approve with condition(s), or deny the Special Exception Permit request for a commercial kennel to breed a maximum of fifteen adult dogs.

**Staff Comments:**

Three nearby property owners and one customer spoke regarding this request. The property owners' comments centered on use and ownership of the private road, dust, and the term "commercial", although they had no objection to the kennel. The customer spoke highly of the care and cleanliness provided to the dogs and puppies by the Woodards.

The Planning Commission noted that should the Woodards wish to increase their use of the commercial kennel, they would have to return to the County due to the SEP conditions.

## DRAFT MOTION

### Approval:

I move that the Woodards' special exception permit request for a commercial kennel to breed a maximum of fifteen adult dogs be approved or be approved with conditions listed in the background information and reported by staff, (or with the following revisions):

- 1.
- 2.

And on the basis that the applicant has satisfactorily demonstrated that the proposed use will have little to no adverse effects upon the community or other properties in the vicinity of the proposed use or structures according to the Zoning Ordinance Section 25-583 and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

### Denial:

I move that the Woodards' special exception permit request for a commercial kennel to breed a maximum of fifteen adult dogs be denied. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

# Little Bullies LLC

**Richard And Barbara Woodard**

**Owner/ Operator**

*172 Fire Tower Lane*

*Eagle Rock, Va. 24085*

- ◆ Application for Special Exemptions Permit
  - ◆ Fincastle Magisterial District
    - ◆ Botetourt County, Va.
      - ◆ Jan. 31 2016

# **Planning Commission**

Application Request  
for special exceptions Permit

## **Table of Contents:**

- ◆ Application
- ◆ Business Overview
  - ◆ Site Plan
  - ◆ Survey Plat
- ◆ Building Code Research
- ◆ Exterior and interior illustration
- ◆ Letters of Recommendation

**BOTETOURT COUNTY DEVELOPMENT SERVICES**

**Planning Commission Application**

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

**TO THE BOARD OF SUPERVISORS AND PLANNING COMMISSION OF BOTETOURT COUNTY:**

*Please type or print information below*

Date: <b>2-19-16</b>		Current zoning: <b>FC</b>	
Please check request(s) below:		Please briefly describe request below (indicate zoning change, SEP request, changes, etc.):	
<input type="checkbox"/>	Request rezoning to (From zoning ordinance permitted uses list)		
<input type="checkbox"/>	Special Exceptions Permit request for (from zoning ordinance SEP list)	<b>Commercial Kennel</b>	
<input type="checkbox"/>	Text Amendment (proposed use)		
<input type="checkbox"/>	Change in proffers/Conditions		
Describe proposed use:		<b>Permit to house breeding dogs not to exceed 15 adults - NO boarding</b>	
Property owner name(s)		<b>Richard &amp; Barbara Woodard</b>	
Mailing address		<b>172 Fire Tower Lane</b>	
Town, State, Zip Code		<b>Eagle Rock, VA. 24085</b>	
Phone number		<b>804-598-9511</b>	FAX
Email		<b>woodardgp@yahoo.com</b>	
Property location (physical address):		<b>172 Fire Tower Lane</b>	
Subdivision:		<b>Ø</b>	
State Route Number:		<b>Ø</b>	Magisterial District: <b>Fincastle</b>
Tax map number(s):		<b>27-39</b>	
Deed Book:		<b>DB 582</b>	Page number(s): <b>1116</b>
Total area of property		<b>100 ACRES</b>	
Total area included in this request:		<b>100 ACRES</b>	

Certified plat prepared by a Licensed Land Surveyor of entire property to include metes and bounds. Requests for rezoning of a portion of a parcel of land requires a legal metes and bounds description of that particular portion. Show: Lengths of all property lines, existing and proposed building(s) for existing and proposed uses, and distance of buildings from all property lines, including distance from any street/highway right-of-way adjoining the parcel. (See attached concept plan checklist and information sheet.)

**BOTETOURT COUNTY DEVELOPMENT SERVICES**

**Planning Commission Application**

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

Appropriate application fee payable to the *Treasurer of Botetourt County* is hereby submitted for advertising.

All applicants must have notarized signatures by the current property owners. By signing below, signature(s) indicate consent [§25-521(9)(1)(c)] for county officials to conduct site reviews on this property.

Barbara Woodard Barbara J. Woodard  
Signature and printed name of property owners

2/1/16  
Date

Richard V. Woodard Richard V. Woodard  
Signature and printed name of property owners

2/1/16  
Date

\_\_\_\_\_  
Signature and printed name of property owners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and printed name of property owners

\_\_\_\_\_  
Date

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this 1st day of FEBRUARY 2016 by

BARBARA J. and Richard V. WOODARD  
Printed name of property owners

Notary Public in and for the State of Virginia My Commission Expires <u>JUL 31 2017</u> Notary Public printed name and registration number <input type="checkbox"/> ID <input type="checkbox"/> PERSON KNOWN <input type="checkbox"/> CRED. WITNESS	<u>021305679</u> Date <u>John Wedde Myers</u> Notary Public signature
--	--

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20   by

\_\_\_\_\_  
Printed name of property owners(s)

My commission expires: \_\_\_\_\_ Date

\_\_\_\_\_  
Notary Public printed name and registration number

\_\_\_\_\_  
Notary Public signature

**Note: Signature(s) of property owner(s) must be notarized.**



# Little Bullies L.L.C. Business Plan

- Little Bullies LLC was formed in 2009. It was designed to be a small hobby breeding program to consist of no more than 12 adult French bulldogs at any given time.
- Scope of services include the breeding and selling of French Bulldog puppies to families in the Eastern United States. Little Bullies does not board other outside dogs or cats and does not intend to breed any other breed but the French Bulldog
- Marketing endeavors include a website (Little French Bullies.com) as well as local advertising when necessary but general marketing population will be reached through word of mouth and business success. We do not and will not sell puppies to breeders.
- We maintain a Gold Standard Breeding Record from the American Kennel Club of America and will have ongoing annual investigations of the property at the discretion of the AKC.
- Owner will provide full time care taking of the kennel operation and will not have FTE's at this time. Occasional contract labor will be used upon discretion to assist in housekeeping and yard work when owner is unavailable due to business demands.

## ***Little Bullies LLC***

- ***Business Purpose:*** *Little Bullies was created to provide a Quality French Bulldog Breeding program with the highest Regard for puppies that present with excellent health and wonderful dispositions in a small, compact form.*
- ***Owner Biography:*** *Barbara and Richard Woodard are owners/proprietors of the business and will not be boarding outside animals at any time. The business was Born out of the love of the breed and desire to raise beautiful, healthy puppies in a loving and clean environment. Only French Bulldogs will be housed in the Kennel.*
- ***Location:*** *The business is located adjacent to the residence 172 Fire Tower Lane in Eagle Rock, Va. The kennel is a separate facility with it's own water, septic and waste disposal system. There is also a separate heating and cooling system as well as separate water purification system on the kennel premises. The Kennel possesses a 21 K Generac Whole House Generator for emergency back-up which also serves the main residence.*
- ***Hours of Operation:*** *Are by appointment only. The kennel is operated by the owners and Occasional contract labor on an as-needed basis during litter management.*
- ***Noise Abatement:*** *The business site is located on 100 Acres that are zoned A-1 Agriculture. The location makes this the perfect site for a kennel for both noise abatement and privacy for the frenchies to enjoy country living at it's finest.*

- **Traffic Control:** Due to the small number of litters per year (approx. 6 to 8 litters), average annual traffic is Approximately 24 to 26 vehicles per year or 2 vehicles on the private drive per month. This is 70% of the purchases with the remaining puppies delivered to their new families by the owner.
- **Lighting:** The original design of the kennel has allowed for a separate light system externally on all four corners of the kennel that are motion sensitive. There are also front and rear porch lightings and corner lighting for outdoor runs. The kennel possesses a separate security and fire system tied in to the main residence. The system is monitored by Vivint Security Systems. Internally, there Are four fluorescent light groupings and halogen lighting That is centered over the main work/grooming and medical care table. Remote Cameras providing infrared and color cameras, are positioned facing the kennel from the main residence and record any movement on a 24 hour basis with a 30 day recording system.
- **Hygiene:** The kennel has it's own septic and waste disposal system. See attachment showing the design and location of the systems under the tab Illustrations. A separate Ultraviolet light has been installed to prevent bacteria or parasitic pollution to the drinking and laundry water. The kennel has it's own washer/dryer set to keep all linens separate from the main residence. The kennel is cleaned 3x daily and uses the Wiziwash purification system approved by the Va. Tech Biosecurity Program. Special toxin free chemicals are used To disinfect all areas and yard and landscaping areas are sprayed annually with a parasite and viral prevention product also approved by Va. Tech.



# AMERICAN KENNEL CLUB<sup>SM</sup>

Proper emergency planning can help save the life of your pet. The American Kennel Club has prepared the following checklists to help pet owners pack a portable pet first-aid kit and prepare for an emergency evacuation. Preparedness is important in any disaster situation and these checklists can be applied to any emergency that calls for evacuation from your home.

<b><u>Evacuation Checklist for Pets</u></b>	<b><u>Portable First Aid Kit for Pets</u></b>
Dog medicine(s), i.e. heart worm, flea, ear mite medicine, etc.	Water-proof storage container for kit
Dog Bowls	Antiseptic/anti-bacterial cleansing wipes/Alcohol prep pads
Dog Food (1-week minimum, 2-week suggested), dog treats, etc.	Eye wash
Can opener	Eye and skin wash in one
Leashes: walking leash, short leash	A sock (foot wrapper)
Harness (to attach to seat belt)	Latex surgical gloves
Extra dog tag, (masking tape, laundry pen)	Electrolyte powder (add to water on hot days)
Cell #, Hotel # and Room #	Emergency space blanket
Pet records stored in waterproof container or plastic sealable bag	Small flashlight
Crate	Bottled water
Dog bed/blanket/toys	Medicated balm
Supplies/paper towels, rug cleaner, toilettes, towels, flash light	Leash and collar
Current dog photograph(s) with your notification information: useful for fliers should your dog go missing or must be left at shelter	Soft muzzle
Dog friendly hotel listings/ telephone lists	Speak to your vet about what to pack in case your dog has a sudden allergic reaction
Shampoo	Flexible bandage
Litter/portable litter pan	Gauze roll
Duct tape	Bandage scissors- to cut gauze and to clip hair around wounds
Bottled water	Wood splint
Pet First Aid Kit	Paper towels
	Plastic baggies
	Small cold pack and hot pack (self activating)
	Cotton swabs
	Antibiotic ointment/packets
	Tweezers
	Space for copy of dog's papers & vet records (sealed in plastic bag)

## **Regulations for Record Keeping and Identification of Dogs**

### **A. Records to be kept by owners and breeders.**

1. The owner (and the lessee if a dog is leased) shall keep a record of each dog owned (or leased) which will show:

- Breed
- Registered name and number (or litter number if not registered)
- Sex, color and markings
- Date of birth
- Names and numbers of sire and dam
- Name of breeder
- Name and address of person from whom **directly** acquired
- Date of acquisition
- Date and duration of lease, if any, and when dog is sold, is given away, or dies:
  - Name and address of person to whom **directly** sold or delivered
  - Date sold or delivered or date of death
  - Date and type of registration papers given

*In addition, the owner (or lessee, if dog is leased at that time) shall keep the following breeding records:*

2. Whenever dog is mated to another dog:

- Date and place of mating
- Names of persons handling mating
- Registered name and number of dog to which mated
- Name and address of its owner

3. and (if a female) when resulting litter is whelped:



# Building Code Research:

- 1. Project Location: 172 Fire Tower Lane  
Eagle Rock, Va. 24085**
- 2. Building Data: Building is composed of Wood Siding, Metal Roofing and Wood and Wrought Iron Fencing as shown in Illustrations.**
- 3. Building is 24 x 24 with 526 Square ft. of useable space. Height is 17.5'**
- 4. Construction type: Walls are Wood frame at sides, front and rear walls.  
Roofing: Wood Trusses with commercial grade tin.  
Foundation: 12" Poured Concrete  
Interior flooring: Ceramic Tile  
Interior Runs: Concrete with Wood and Metal Entrances and containment areas.**
- 5. Fire Protection:  
Fire Area: 526 Sq. Ft.  
No Automatic Fire Suppression necessary  
Fire Alarms and Security system tied to home Security System- Vivint  
No Fire Separation partitions. Single room Occupancy  
Exterior wall Non Rated**
- 6. Occupancy: Commercial Kennel 526 Sq. Ft. with maximum capacity of 12 occupants with 43.8 sq. ft. per occupant.**
- 7. Egress: Number of exits: 1  
Total Bldg. Sq. Ft. 526. 1 exit required.**
- 8. Building Color Scheme (Earth tones and natural finishes)  
Wood Siding: Natural treated wood  
Board Fencing: exterior Wood four board with wire enclosures. Height 4'. Two Metal gates entering the fenced area.  
Roofing: Tin, Green  
Windows: White Vinyl double thermal insulated with White 2" Blinds**
- 9. Building Sound Provisions: Double Wall insulation between wood outer siding and interior blue board plastered walls painted commercial grade oil based cleanable surface paint.**
- 10. Hand laid Rock walls on either side of entrance with exterior wire and concrete outdoor runs. Walkway with drainage pipes consisting of stone and grass with 6" by 6" by 8' treated landscape timbers.**

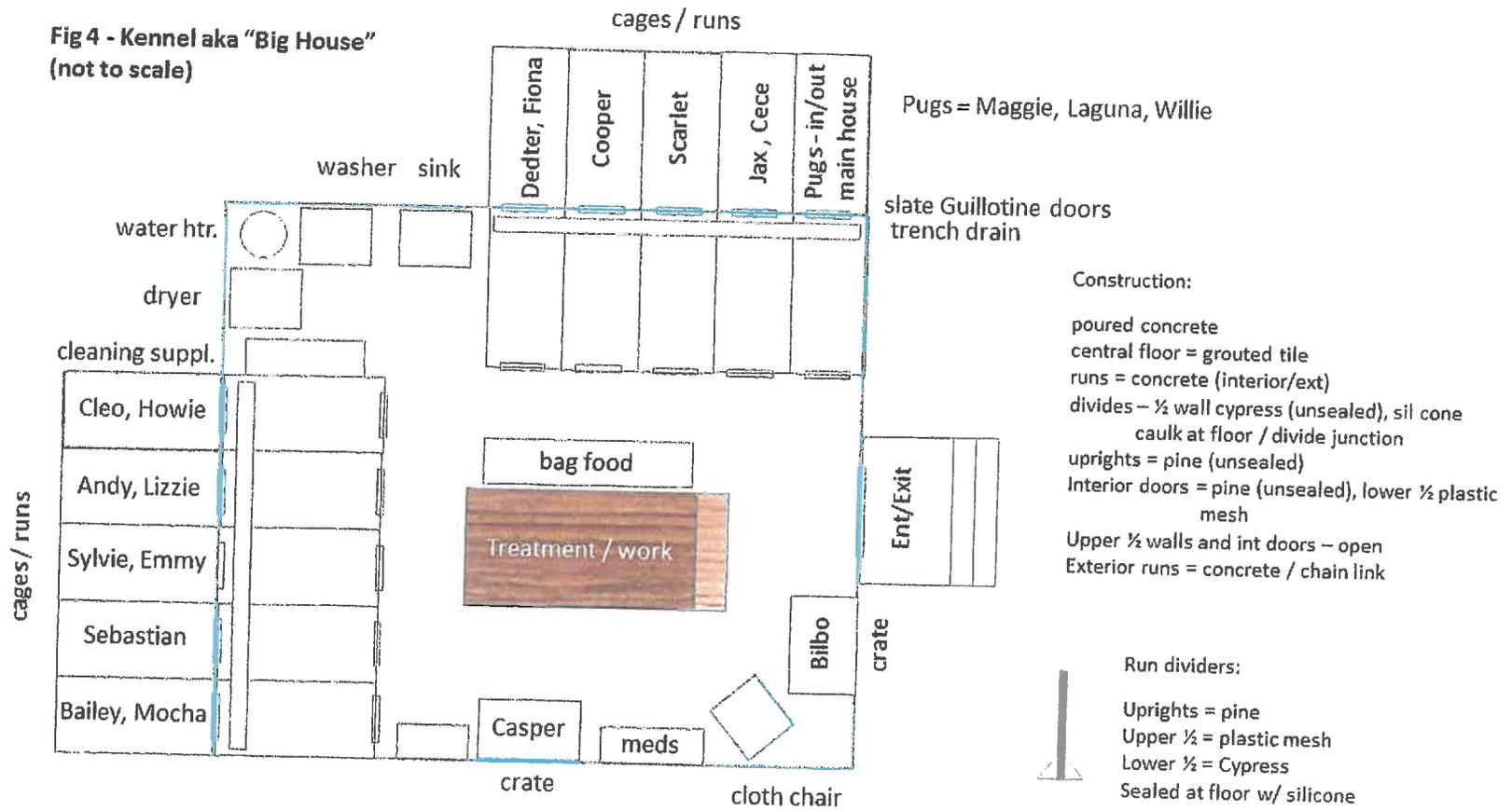


# 172 Fire Tower Ln

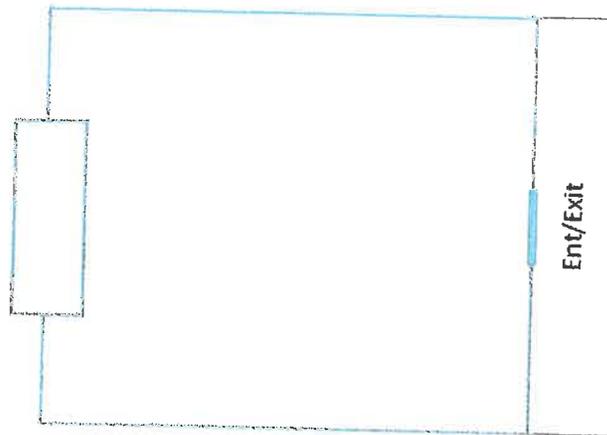
172 Fire Tower Ln, Eagle Rock, VA 24085



Fig 4 - Kennel aka "Big House"  
(not to scale)



**Fig 3 - Stone House / office (not to scale)**



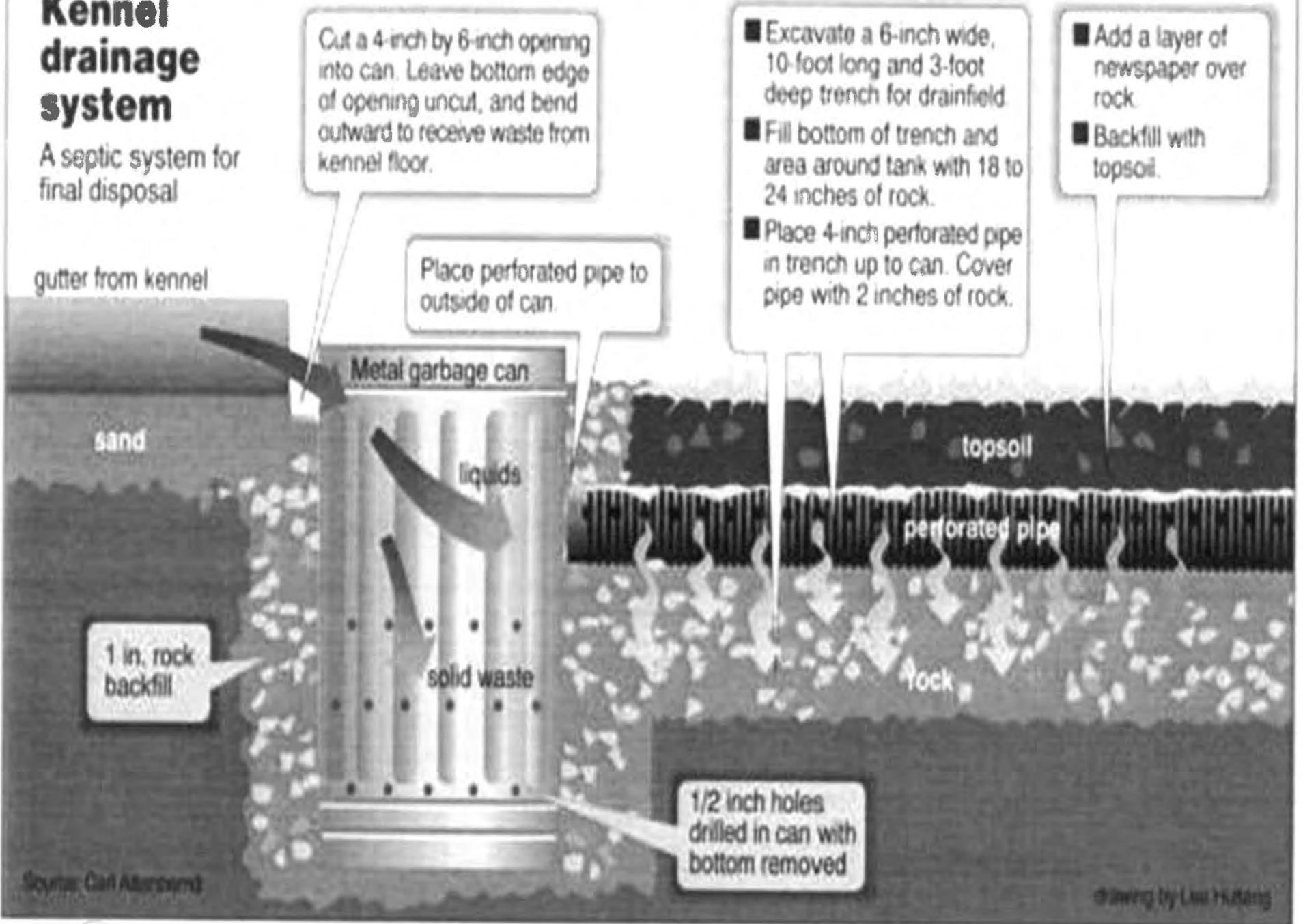
**Construction:**

Log ext/int.  
½ wall = rock  
rock / slate floor

At time of visit – 3 dogs  
belonging to employee in  
Sotne House

# Kennel drainage system

A septic system for final disposal



Source: Carl Atkinson

drawing by Lisa Hutang





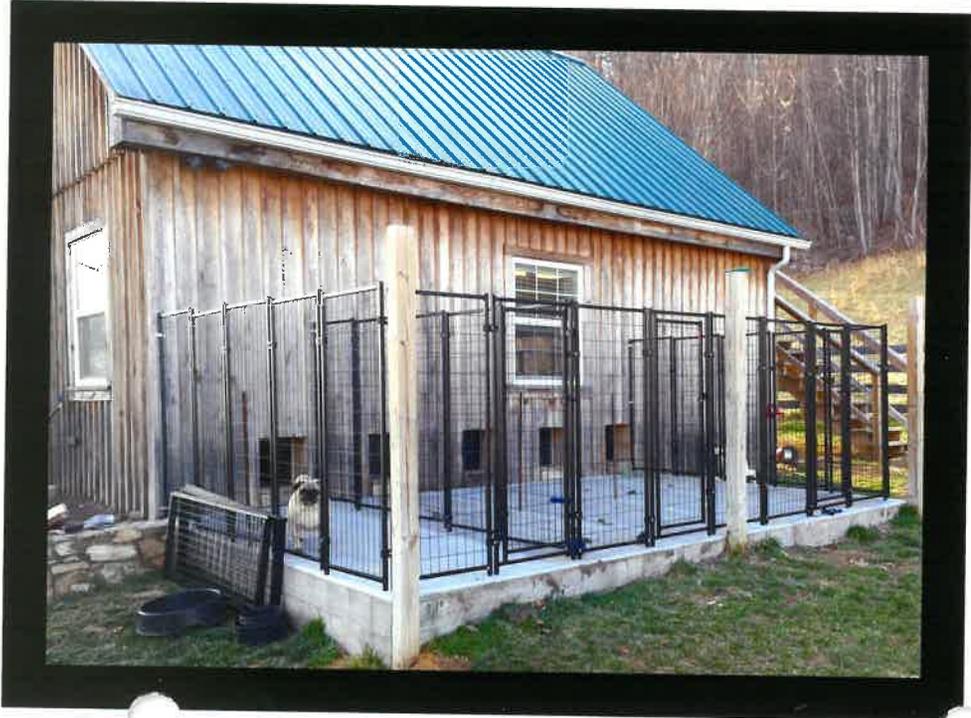






The Big House!







**RONALD N. SPRINKLE, SHERIFF**

**205 North Roanoke Street, P.O. Box 18  
Fincastle, Virginia 24090  
Phone: (540) 473-8230  
Fax: (540) 473-2263**

January 19, 2016

To Whom It May Concern:

There have been no complaints of excessive noise, traffic or barking dogs at 172 Fire Tower Lane, Eagle Rock, VA 24085 registered with the Botetourt County Sheriff's Office.

Sincerely,

Ronald N. Sprinkle

Commonwealth of Virginia; County of Botetourt

The foregoing instrument was subscribed and sworn before me this 19th day of December, 2016 by Ronald N. Sprinkle, Sheriff of Botetourt County.

  
\_\_\_\_\_  
Notary Public, # 109403

My Commission Expires July 31, 2017



# PET HEALTH CLINIC

[www.PetHealthClinic.com](http://www.PetHealthClinic.com)

January 14, 2012

To Whom It May Concern:

I am a veterinarian from Daleville, Virginia and I own the Pet Health Clinic. I have been one of the vets for Barbara Woodard's kennel and breeding establishment consisting mainly of French bulldogs. We have been the main clinic that she uses for care of her animals since December 2012 and we have seen almost all of her dogs at some time. We have had frequent visits to her facility for various reasons and I personally communicate almost weekly with her on various medical issues.

Ms. Woodard's facility in Botetourt county is one of the best that I have seen. During my visits to the location she has had many dogs present and the cleanliness has been well above average for a facility of this size. She almost always has an employee or two that are in charge of keeping things clean and if they don't she is directing them as to what to do. Otherwise she is not afraid to clean runs, cages, and such on her own. Vaccinations are up to date and none of the dogs go without food or affection. I have never seen any of her pets neglected and I have never seen the facility in poor sanitary condition. All dogs have bowel movements and urinate, so seeing some of that from time to time is not unusual. Having said that, it appears to me that all excrement is cleaned up in a reasonable and timely manner.

Ms. Woodard's attention to detail is exceptional as evidenced in her calling us frequently for advice on even the small things. She does not shy away from doing the right thing for financial reasons as is proven in the thousands of dollars she has spent here on health care. Any illnesses have been addressed immediately and no losses in her kennel have been the result of neglect or inadequate care.

I would dare say this kennel and breeding facility is exceptional in comparison to others and Ms. Woodard is continually striving to make it even better. Any questions regarding this can be directed to me at my clinic phone number, 540-992-4550.

Sincerely,

Robert K. Faust , DVM



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Sincerely,

Robert K. Faust , DVM

Botetourt County

January 26, 2016

Planning and Zoning Department

I am writing in regards to Little Bullies, LLC and owner Barbara Woodard who breeds French Bulldogs. I was looking for a local breeder of French Bulldogs, when a close friend recommended Barbara to me. My friend met Barbara in our local area with a couple of her French Bulldogs in tow. I contacted Barbara after reviewing her website I first met Barbara three years ago when my family purchased our first Frenchie from her.

Barbara runs a very good breeding program. All breeding dogs are on premises, so as a potential buyer you can meet the parents and see their temperaments. I feel that this is important when introducing a pet into your household. She is very protective of new puppies by secluding them in a nursery before they are exposed to other dogs and people. She also has all her puppies seen by a licensed veterinarian and maintains the puppy's immunizations prior to purchase and guarantees puppies health for one year.

Some of my observations when I've been to the farm are that all the areas, the nursery, the kennels/runs are very well maintained and she knows all her dogs names and treats them all with a lot of compassion and love. Because Barbara treats all her dogs with love they are all very socially adjusted and already come with a good foundation of crate and paper training.

I have since purchased two more puppies from Little Bullies, LLC and my experience with each puppy just gets better. I would personally like to recommend Barbara Woodard as a Virginia area breeder. Barbara is very personable, knowledgeable, and considerate and I feel that her French Bulldogs are beautiful, social, and well adjusted.

Sincerely,

Sherri Santuk

Botetourt County Board of Supervisors  
Reference: Little Bullies

The purpose of this correspondence is to extend our commendation of excellence in reference to Barbara Woodard, breeder and owner of Little Bullies. We recently purchased a male Frenchie puppy from her because of her dedication to the conformation and character of this amazing breed. We fell in love with the Frenchie years ago and have searched for the “perfect” breeder of this beloved dog for the past two years within the geographic location of North Carolina, Virginia, and Maryland.

My parents visited Little Bullies and communicated that these puppies enter the world in a home environment that is immaculate and exceptionally organized and arranged. It is our belief there is no other breeder who compares to her professionalism, knowledge, and love in providing happy, healthy, and socially well-adjusted French bulldogs to those who wish to enrich their families by owning one of her puppies. Barbara is a French bulldog breeder of distinction and impeccable breeder ethic.

We wholeheartedly love, cherish, and adore our new family member, Louie, and would definitely purchase from her over and over again!

Sincerely,  
The McKinney and Schwarz Family



Virginia-Maryland  
College of Veterinary Medicine

12 February 2016

Board of Supervisors  
Botetourt County  
c/o Susan Fain  
Deputy Clerk to the Board  
1 West Main Street  
Fincastle, VA 24090

**Center for Molecular Medicine  
Infectious Diseases**  
1410 Prices Fork Rd  
Blacksburg, Virginia 24061-0342  
E-mail: [pierson@vt.edu](mailto:pierson@vt.edu)  
Tel: 540-231-4529  
[www.vetmed.vt.edu](http://www.vetmed.vt.edu)

Dear Members of the Board,

I have been asked by Mr. and Mrs Richard Woodard to provide you with a letter of testimony relative to the standard of care at their canine breeding facility located at 172 Firetower Ln, Eagle Rock, VA 24085. I had the opportunity to assist them with the development of a biosecurity program in 2015. I personally visited the facility and consulted with their regular veterinarian, Dr. Robert Faust, Pet Health Clinic, Daleville, VA.

Their facility consists of 3 distinct structures (Main House, "Stonehouse" / Office, and Kennel). As part of the biosecurity program, I provided detailed standard operating procedures to reduce the risk of disease transmission. To the best of my knowledge, Mr. and Mrs. Woodard have instituted my recommendations. They are striving to maintain a functional separation between structures. They are also taking appropriate precautions to ensure operational separation by wearing personal protective equipment and using recommended cleaning and disinfection protocols.

At the time of my visit, the facility was clean and well maintained. The dogs all appeared to be in good health and well cared for. Veterinary attention was sought when appropriate (Dr. Faust was present on the day I visited; performing physical exams and administering vaccinations). It seemed to me that the dogs, although kept for breeding purposes, were treated very much like pets. This was apparent in the way the dogs, kennel staff, and Mrs Woodard all interacted.

I understand that the Woodards are seeking licensure/registration for their kennel. Please accept this letter as my endorsement.

If I may be of further assistance, please do not hesitate to contact me directly: Tel: 01-540-231-4529, Email: [pierson@vt.edu](mailto:pierson@vt.edu).

Sincerely,

01/28/2016

Animal Control Officer G.E. May

172 Fire Tower lane Kennel

Case # 201601-117

On 10/19/2015 former Animal Control Officer Thrasher and Officer May responded to 172 Fire Tower lane Eagle Rock, Virginia 24085 for a complaint about a dog kennel. The complaint was that the kennel had been dirty and there was dogs covered in feces.

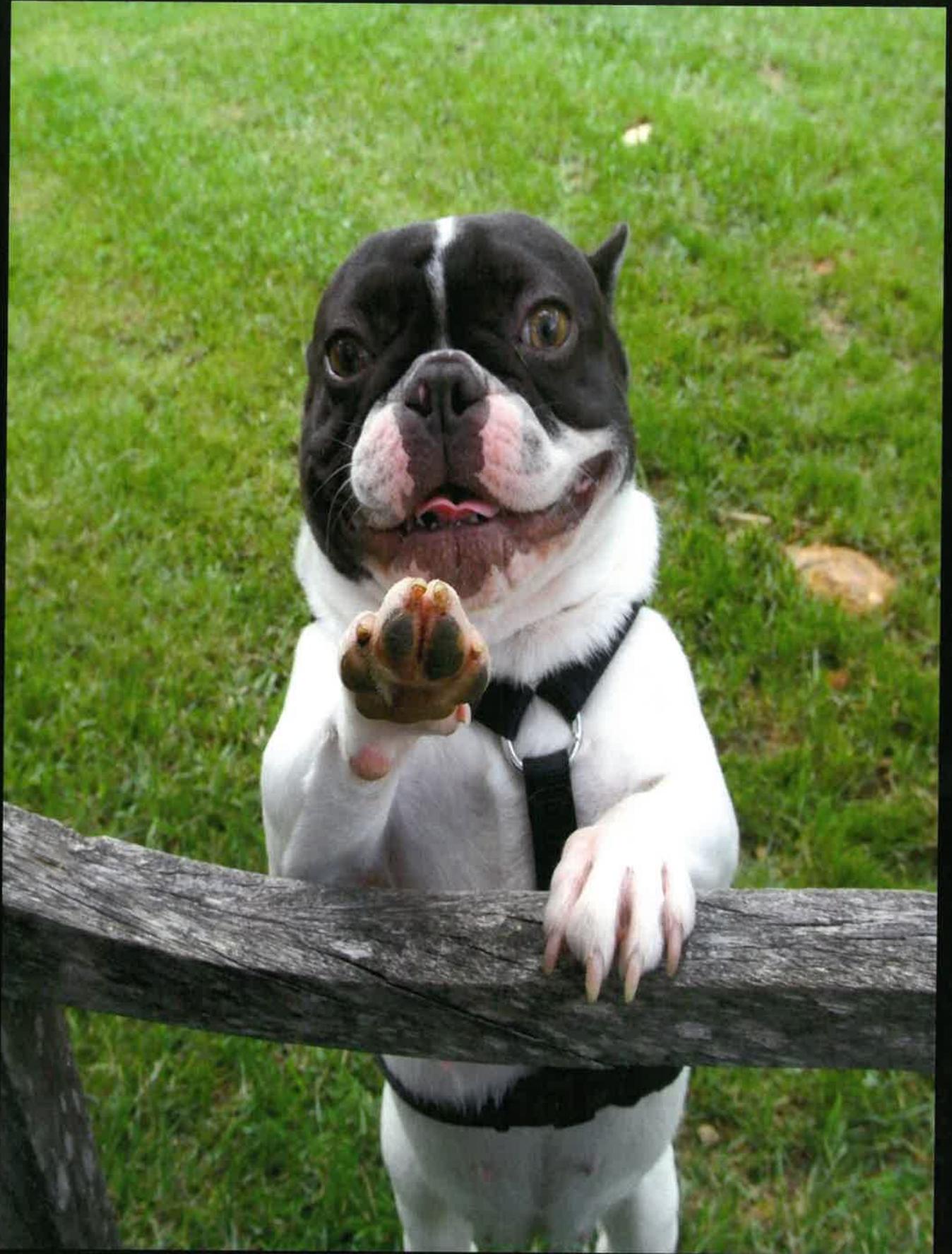
Once we arrived at the residence we observed some bulldog puppies in a wire kennel in the yard. They were in good health, also had food and water. The owners Mrs. Barbra Woodard meet us and we explained the reason why we were there. Mrs. Woodard explained that she did not have a kennel permit. She showed us where the separate sewer system was for the building where the kennel was located inside. We proceeded into the kennel where the older dogs were kept. She explained that she had heated floors and air conditioning inside the building. The kennels were very clean every dog had food and water. The dogs inside were in good health. Mrs. Woodard told us that Virginia Tech vet students come to the kennel and do checkups and classes at her kennel.

In summary Mrs. Woodard's kennel was in excellent condition and the dogs were also in good shape. There was no evidence of a dirty kennel or dogs covered in feces. This kennel meets the standards for a county kennel. If any other questions or concerns please feel free to contact me.

Animal Control Officer G.E. May

01/28/2016

*Breggy May #338*



THE END!



# **BACKGROUND REPORT**

**Planning Commission – Public Hearing  
May 2016**

Prepared by the Department of Development Services

## **PROJECT SUMMARY**

Barbara and Richard Woodard request a special exception permit for a commercial kennel to house breeding dogs on their 100-acre property located at 172 Firetower Lane, Eagle Rock.

## **PLANNING COMMISSION ACTION**

The Planning Commission must make a recommendation to the Board of Supervisors as to the approval, approval with conditions, or denial of this request.

## **STAFF COMMENTS**

Richard and Barbara Woodard have requested a special exception permit (SEP) to allow a commercial kennel following a complaint of violation received by staff in October 2015. Despite the lack of special exception permit before opening their business, the Woodards have constructed a good facility for their breeding dogs. The application provided contains positive letters from several members of the community, including Sheriff Ronald Sprinkle, who states that no noise complaints or traffic issues have arisen from this use; the Pet Health Clinic veterinarian Robert K. Faust; Animal Control Officer G.E. May; and Dr. William Pierson of Virginia Tech, who helped the Woodards to develop their facility. The application also contains character references. It is therefore staff's opinion that this breeding facility is one of quality.

## **APPLICATION INFORMATION**

Applicant: Richard and Barbara Woodard  
Request: Special Exception Permit for a Commercial Kennel  
Tax Map Number: 27-39  
Magisterial District: Fincastle  
Report Prepared By: A. McGee  
PC Meeting: May 9, 2016  
BOS Meeting: May 24, 2016

## **LEGAL ADVERTISEMENT**

Fincastle Magisterial District: Richard V. and Barbara J. Woodard request a Special Exception Permit on the Forest Conservation (FC) portion of a 100.29-acre parcel in the Forest Conservation (FC) and the Agricultural-Rural Residential (AR) Use Districts for a commercial kennel to breed a maximum of fifteen adult dogs, with possible conditions, at 172 Fire Tower Lane, Eagle Rock, VA; entrance located approximately 0.5 miles west of its intersection with Mt. Moriah Road (State Route 681) and is identified on the Real Property Identification Maps of Botetourt County as Section 27, Parcel 39.

## **EXISTING CONDITIONS & BACKGROUND**

This property is an approximately 100 acre parcel primarily zoned Forest Conservation (FC), a zoning district typically characterized by steep slopes and forests. A small section of the southern end of the property is zoned Agricultural-Rural Residential (AR). The Woodards use a portion of their property for logging and forestry related activities. The majority of the 100 acres is heavily forested, with a small cleared area. There is a small pond on the property as well. The property contains one dwelling and several accessory structures, one of which contains the kennel facility.

The Little Bullies kennel, owned and operated by the Woodards, is a currently operating breeding facility, and is believed by staff to have been operating for around three years. Currently, no special exception permit has been issued to enable this operation. Likewise, the Commissioner of the Revenue does not have a business license for this facility on record. Staff was made aware of this facility following an anonymous complaint filed in October of 2015. Staff reached out to Animal Control following this complaint, and received favorable reports concerning the facility from Officer Thrasher, who stated that this kennel was one of the best in the county. Staff then reached out to the Woodards to begin bringing their property into compliance with the county zoning ordinance.

## **ADJACENT PROPERTIES AND SURROUNDING AREA**

The surrounding properties are also intensely rural and heavily wooded, with some cleared fields and houses interspersed throughout. Information regarding the surrounding properties is included in the table below.

	<b><u>Zoning</u></b>	<b><u>Owner (Land Use)</u></b>
<b>North</b>	Forest Conservation (FC)	Agriculture/Natural Area/Single-family Dwelling
<b>East</b>	Forest Conservation (FC), Agricultural Rural (AR), Agricultural (A-1)	Agriculture/Natural Area/Single-family Dwelling
<b>West</b>	Forest Conservation (FC)	Agriculture/Natural Area/Single-family Dwelling
<b>South</b>	Forest Conservation (FC), Agricultural Rural (AR), Agricultural (A-1)	Agriculture/Natural Area/Single-family Dwelling

## **PROPOSED DEVELOPMENT**

The applicant proposes a commercial kennel use on their 100.29 acre property in order to breed and sell French Bulldogs as part of their limited liability company, Little Bullies. The kennel facility is in a 24 by 24 foot accessory building with a maximum capacity of twelve adult occupants, located approximately 300 yards from any lot line. The kennel is served by its own independent septic system, washer and dryer, and backup generator. It is cleaned three times daily by a purification system recommended by staff at Virginia Tech. The Woodards estimate that they receive perhaps two outside vehicles per month or 26 vehicles per year as a part of this enterprise.

## **PROPOSED CONDITIONS**

If approved, staff recommends the following conditions:

1. No more than 15 adult dogs will be kept on the parcel at any one time, including pets.
2. No boarding of dogs will occur on the property.

3. All commercial kennel operations must be confined to the Forest Conservation (FC) Use District portion of the property.

These conditions have been previously discussed with, and were recommended by, the owners of the property. The Planning Commission may wish to impose additional conditions.

### **2010 COMPREHENSIVE PLAN**

The 2010 Comprehensive Plan identifies the future land use in this area as Conservation/100 Year Floodplains.

#### *Conservation/100 Year Floodplains*

This category includes steep slopes, lands protected by conservation easements, 100-year floodplains, and properties that are within the Carvins Cove watershed. Future development in these areas should be prohibited or extremely limited.

### **UTILITIES**

This site is currently served by well and septic.

### **TRAFFIC**

2014 VDOT traffic data indicates there is an Annual Average Daily Traffic (AADT) of **310** vehicles per day on the segment of Mt Moriah Road (State Route 681) extending from Sugar Tree Hollow Road (State Route 682) to Botetourt Road (US 220). Fire Tower Lane was not reported upon in the VDOT traffic data.

### **VDOT**

VDOT comments not required.

### **FIRE AND RESCUE**

This property is served by Eagle Rock Fire and Rescue, located approximately 4 miles from the site according to Google Maps.

### **SCHOOLS**

The school system will not be impacted by this request.

### **PUBLIC COMMENT**

No public comments have been submitted at this time. Additional comments may be forthcoming at the public hearings.

## **DRAFT MOTIONS**

### **Approval (Special Exception Permit):**

I move that the special exception permit for a commercial kennel on the property of Richard and Barbara Woodard be forwarded to the Board of Supervisors with a recommendation of (approval, or approval with the conditions mentioned in the background report and by staff, or approval subject to the following conditions):

- 1.
2. ....

And on the basis that the requirements of Section 25-583 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

### **Denial (Special Exception Permit):**

I move that the special exception permit for a commercial kennel on the property of Richard and Barbara Woodard be forwarded to the Board of Supervisors with a recommendation of denial. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)





Botetourt County, Virginia  
*Development Services*

5 W. Main Street, Suite 100  
Fincastle, Virginia 24090  
Phone (540) 473-8248  
Fax (540) 473-2018

Construction Compliance  
Erosion & Sediment Control  
Inspections & Enforcement  
Permit Applications &  
Plan Reviews

Planning  
Subdivisions  
Zoning  
Site Plans  
Land Conservation

**Planning Commission Extract  
Land Use Related Request**

**Board of Supervisors Action Needed**

**May 24, 2016**

**Request**

**Valley Magisterial District: Orchard Hills Church Inc. requests a Special Exception Permit in the Agricultural (A-1) Use District for a daycare center, with possible conditions, on a 9.95-acre parcel, at 6032 Cloverdale Road, Roanoke, VA, located approximately 0.07 miles northwest of its intersection with EastPark Drive (State Route 1499) and is identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 244A.**

**This land use change request involves the following:**

- Land rezoning (conditions must be proffered, or offered by the applicant).
- Text Amendment.
- Change of Proffers.
- Commission Permit
- Special Exceptions Permit (the Board has authority to assign conditions).

**Planning Commission Recommendation:**

On a vote of 4:0:0:1, (Mr. Kidd absent) the Planning Commission recommended conditional approval of the request a Special Exception Permit for a daycare with the following condition:

1. The project shall be developed in substantial conformance with site development plan, date 3/10/2016, and included in the application.

**Action requested of the Board of Supervisors:**

The Board of Supervisors may approve, approve with condition(s), or deny the Special Exception Permit request for a daycare.

**Staff Comments:**

No public comments were received prior to or during the public hearing.

During discussion with the applicant, the Planning Commission confirmed that the daycare would open with a religious exemption, as they work toward their goal of state licensure. The Planning Commission also confirmed the church had been in contact with the Botetourt County Building Official, Mr. Jeff Scott, in order to meet building requirements.

## DRAFT MOTION

### Approval:

I move that the special exception permit request for Orchard Hills Church Inc. daycare be approved or be approved with conditions listed in the background information and reported by staff, (or with the following revisions):

- 1.
- 2.

And on the basis that the applicant has satisfactorily demonstrated that the proposed use will have little to no adverse effects upon the community or other properties in the vicinity of the proposed use or structures according to the Zoning Ordinance Section 25-583 and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

### Denial:

I move that the special exception permit request for Orchard Hills Church Inc. daycare be denied. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

## Orchard Hills Church

6032 Cloverdale Road  
Roanoke, VA 24019  
540-977-6800

Mr. Drew T. Pearson, Planner  
Botetourt County Community Development  
5 West Main Street, Suite 100  
Fincastle, VA 24090

March 11, 2016

Dear Mr. Pearson,

Attached please find the Special Exception Permit Application for a daycare/preschool at Orchard Hills Church.

Orchard Hills Church would like to open a childcare center (Orchard Hills Day School) in August 2016. We recognize the need for quality, affordable childcare in the area and are viewing this as a community ministry of the church. Our mission will be to serve the children and families in the area.

We appreciate the assistance and consideration of you and your department. Please let us know if any additional information is needed.

Sincerely,

  
Jerry W. Altieri  
Elder/Director

**BOTETOURT COUNTY DEVELOPMENT SERVICES**

**Planning Commission Application**

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

**TO THE BOARD OF SUPERVISORS AND PLANNING COMMISSION OF BOTETOURT COUNTY:**

*Please type or print information below*

Date:	Current zoning: <b>A1</b>		
Please check request(s) below:	Please briefly describe request below (indicate zoning change, SEP request, changes, etc.):		
<input type="checkbox"/> Request rezoning to (From zoning ordinance permitted uses list)			
<input checked="" type="checkbox"/> Special Exceptions Permit request for (from zoning ordinance SEP list)	Orchard Hills Church would like a special exceptions permit to start a weekday daycare/preschool ministry		
<input type="checkbox"/> Text Amendment (proposed use)			
<input type="checkbox"/> Change in proffers/Conditions			
Describe proposed use:	daycare/preschool		
Property owner name(s)	Orchard Hills Church, Inc.		
Mailing address	6032 Cloverdale Road		
Town, State, Zip Code	Roanoke, VA 24019		
Phone number	977 10800 FAX		
Email	missy@orchardhillschurch.org		
Property location (physical address):	same as mailing address		
Subdivision:	Welches Run		
State Route Number:	Alt 220	Magisterial District:	Valley
Tax map number(s):	107-244A		
Deed Book: Doc. #	150000480	Page number(s):	01-03
Total area of property	9.949 acres		
Total area included in this request:	~9 acres		

Certified plat prepared by a Licensed Land Surveyor of entire property to include metes and bounds. Requests for rezoning of a portion of a parcel of land requires a legal metes and bounds description of that particular portion. Show: Lengths of all property lines, existing and proposed building(s) for existing and proposed uses, and distance of buildings from all property lines, including distance from any street/highway right-of-way adjoining the parcel. (See attached concept plan checklist and information sheet.)

**BOTETOURT COUNTY DEVELOPMENT SERVICES**  
**Planning Commission Application**

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

Appropriate application fee payable to the *Treasurer of Botetourt County* is hereby submitted for advertising.

All applicants must have notarized signatures by the current property owners. By signing below, signature(s) indicate consent [§25-521(9)(1)(c)] for county officials to conduct site reviews on this property.

 JAMES C. JOYCE, JR., Director 3/10/16  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

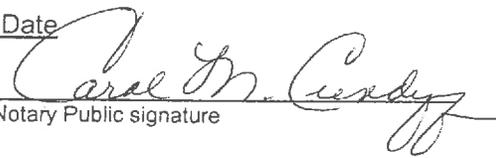
State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this 3rd day of MARCH 2016 by

JAMES C. JOYCE, JR., Director  
Printed name of property owners

My commission expires: February 28, 2018 Date

Carol M. Cundiff 7016390  
Notary Public printed name and registration number

  
Notary Public signature

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_ by

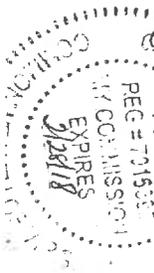
\_\_\_\_\_  
Printed name of property owners(s)

My commission expires: \_\_\_\_\_ Date

\_\_\_\_\_  
Notary Public printed name and registration number

\_\_\_\_\_  
Notary Public signature

**Note: Signature(s) of property owner(s) must be notarized.**



00001

1500480

**Document Prepared By And Return To:**

Spigle, Roe, Massey & Clay, PLC  
David B. Spigle  
VSB #28108  
P. O. Box 529  
Fincastle, Virginia 24090

Consideration: NA

Title Insurance: NA

TAX MAP #107-244A

**THIS DEED**, exempt from taxation pursuant to Section 58.1-811(A)2, made and entered into this 12th day of February, 2015, by and between CHS-ORCHARD HILLS, INC., a Virginia corporation, party of the first part (Grantor), and ORCHARD HILLS CHURCH, INC., a Virginia corporation whose mailing address is 6032 Cloverdale Road, Roanoke, Virginia 24019, party of the second part (Grantee);

WITNESS THAT:

In consideration of Ten (\$10.00) Dollars, cash in hand paid by the party of the second part unto the party of the first part, and other valuable consideration, the receipt of all of which is hereby acknowledged, the party of the first part do hereby grant, bargain, give and convey, with General Warranty of title, unto said Orchard Hills Church, Inc., a Virginia corporation, its successors and assigns, the following described property, lying and being in the County of Botetourt, State of Virginia, to-wit:

BEGINNING at (1) an iron pin in the centerline of Va. Sec. Rte. No. 604, corner to property of John C. and Sally S. Garber (Deed Book 176, Page 236); thence N. 00 degs. 17' 51" E. 201.42 feet to an iron pin (2); thence N. 38 degs. 23' 51" E. 1,098.80 feet to an iron pin (3); thence N. 19 degs. 48' 51" W. 347.70 feet to an iron pin (4); thence N. 70 degs. 33' 53" E. 90.64 feet to an iron pin (5); thence S. 19 degs. 48' 51" E. 709.95 feet to an iron pin (6); thence S. 38 degs. 23' 51" W. 1,091.05 feet to an iron pin (7) in the centerline of Va. Sec. Rte. No. 604; thence with the centerline of Rte. 604, N. 64 degs. 16' 39" W. 237.68 feet to an iron pin (1), the POINT OF BEGINNING, containing 10.549 acres, according to the plat of survey dated August 31, 1988, made by T. P. Parker & Son, Engineers & Surveyors, Ltd., a copy of which

SPIGLE, ROE,  
MASSEY & CLAY, PLC  
Attorneys at Law  
Fincastle, VA

000002

plat is recorded in the Clerk's Office of the Circuit Court for the County of Botetourt, Virginia in Deed Book 356, Page 442.

LESS AND EXCEPT that certain 0.60 acre, more or less, conveyed unto the Commonwealth of Virginia by Certificate of Take dated April 2, 1993, recorded in Deed Book 430, Page 597.

And being the same property conveyed unto CHS-Orchard Hills, Inc., a Virginia corporation, by John Domalski, Brett Roach and Charles Tull, Trustees of the Holy Spirit, by deed dated December 7, 2007 and recorded in the Clerk's Office of the Circuit Court for the County of Botetourt, Virginia as Instrument Number 070007183.

This conveyance is subject to all recorded restrictions, reservations and conditions affecting the property hereby conveyed.

The party of the first part covenant that they are seised in fee simple of said land; that it has the right to convey the same to the party of the second part; that the party of the second part shall have quiet and peaceful possession of the same, free and clear of all encumbrances except as herein noted; that it has done no act to encumber the same; and that it, the party of the first part, shall execute such other and further assurances of title as may be requisite.

**(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)**

000003

WITNESS the following signature and seal:

CHS-ORCHARD HILLS, INC.

By: [Signature] (SEAL)  
Scott M. McLucas  
President

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

I, Patti B. Coffey, a Notary Public of and for the State of Virginia,  
do hereby certify that Scott M. McLucas, President of CHS-Orchard Hills, Inc., whose  
name is signed to the foregoing Deed dated February 12, 2015, has acknowledged the same  
before me in my State and County/City aforesaid on behalf of said corporation.

Given under my hand this 17th day of February, 2015.

My commission expires September 30, 2018

[Signature]  
Notary Public

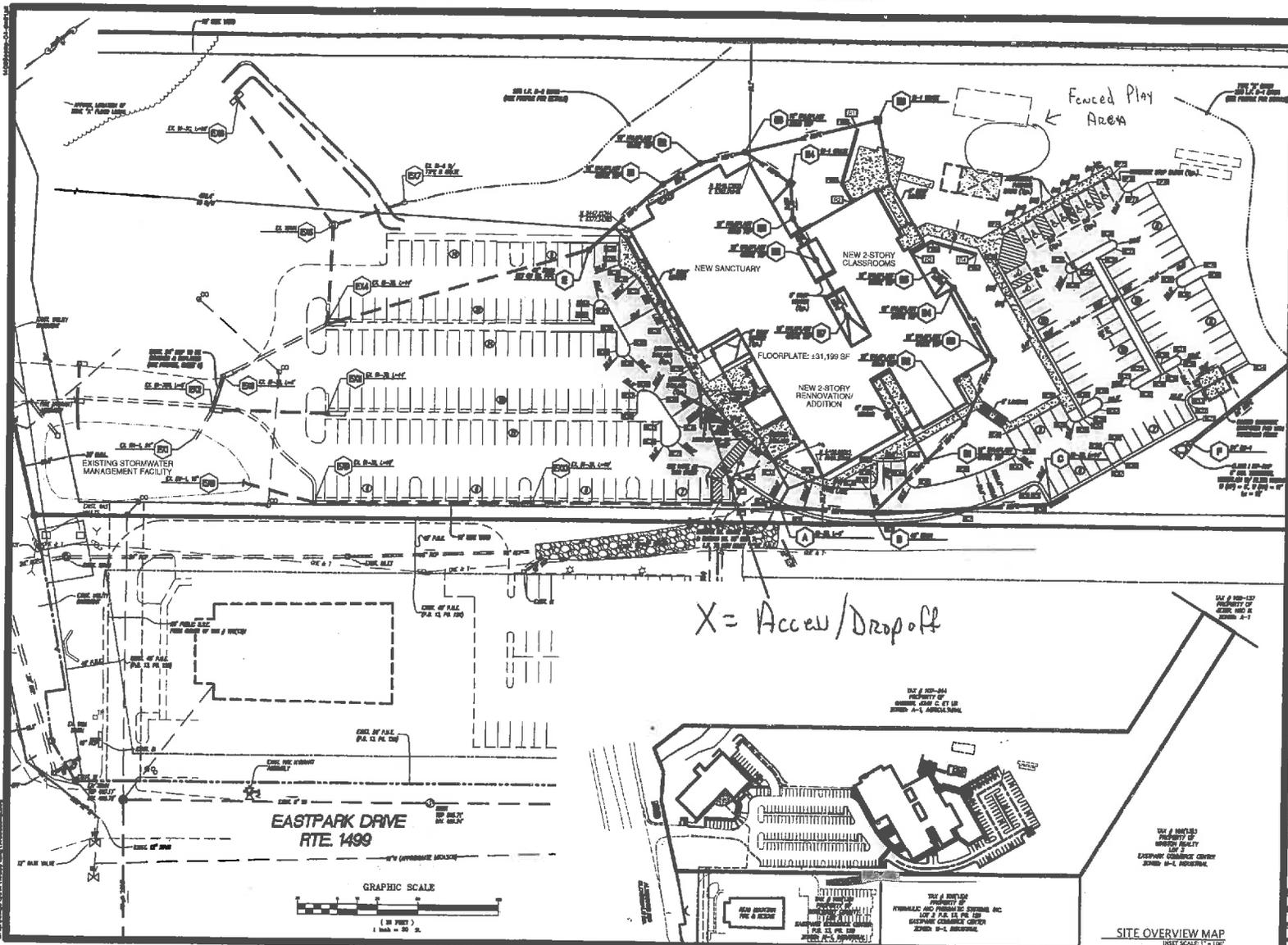
PATTI B. COFFEY  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #109239  
My Commission Expires 9/30/2018

INSTRUMENT #150000480  
RECORDED IN THE CLERK'S OFFICE OF  
BOTETOURT ON  
FEBRUARY 18, 2015 AT 10:57AM

TOMMY L. MOORE, CLERK  
RECORDED BY: SLP

[Signature]

3



LUMSDEN ASSOCIATES, P.C.  
 ENGINEERS-SURVEYORS-PLANNERS  
 HIOANCKE, VIRGINIA  
 1000 N. WASHINGTON AVENUE  
 P.O. BOX 2000  
 HIOANCKE, VIRGINIA 22081  
 PHONE (800) 774-4411  
 FAX (703) 774-4411  
 EMAIL: MAL@LUMSDEN.COM

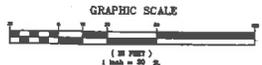
**DIMENSIONAL LAYOUT**

**SITE DEVELOPMENT PLAN FOR  
 CHURCH of the HOLY SPIRIT  
 CHS-ORCHARD HILLS, INC.  
 HIOANCKE, VIRGINIA  
 HIOANCKE COUNTY, VIRGINIA**

DATE	REVISION
March 10, 2016	1. 10/20/15 Final As-Built Drawing
Scale	1" = 50'
Sheet No.	14-000
Sheet	4 OF 10

X = Access/Drop off

EASTPARK DRIVE  
 RTE. 1499



SITE OVERVIEW MAP  
 (NET SCALE: 1" = 100')



# **BACKGROUND REPORT**

**Planning Commission - Public Hearing  
May 2016**

Prepared by the Department of Community Development

## **PROJECT SUMMARY**

Orchard Hills Church Inc. requests a Special Exception Permit for a day care center in the Agricultural, (A-1) Use District, with possible conditions.

## **PLANNING COMMISSION ACTION**

The Planning Commission must make a recommendation to the Board of Supervisors as to the approval, approval with conditions, or denial of this request. The Planning Commission has the authority to place conditions on a Special Exception Permit as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special exception permits upon other properties, and to carry out the general purpose and intent of the zoning ordinance.

## **STAFF COMMENTS**

Day care centers are only permissible by Special Exception Permit in the Agricultural, A-1 Use District, which allows for conditions to be placed on an approval to avoid, minimize or mitigate impacts on surrounding properties. The day care center is proposing to utilize the existing building and parking facilities of the church. They are planning to construct a fence to create an outdoor play area, which is shown upon the site plan included with their application. The outdoor play area is located to the rear of the church and is located approximately 50 feet from the Western property line and approximately 300 feet from the residence located upon the Agricultural, A-1 Use District property. No other alterations to the building footprint or site are being proposed for the day care center.

## **APPLICATION INFORMATION**

Applicant:	Orchard Hills Church Inc.
Request:	Special Exception Permit for a day care center
Tax Map Number:	107-244A
Magisterial District:	Valley
Report Prepared By:	D. Pearson
PC Meeting:	May 9, 2016
BOS Meeting:	May 24, 2016

## **LEGAL ADVERTISEMENT**

Valley Magisterial District: Orchard Hills Church Inc. requests a Special Exception Permit in the Agricultural (A-1) Use District for a day care center, with possible conditions, on a 9.95-acre parcel, at 6032 Cloverdale Road, Roanoke, VA, located approximately 0.07 miles northwest of its intersection with Eastpark Drive (State Route 1499) and is identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 244A.

## **EXISTING CONDITIONS & BACKGROUND**

The subject property consists of a 9.95 acre parcel, which is the home of Orchard Hills Church. Orchard Hills Church purchased the property in December of 2002 and began holding services on the property in January of 2003. The church began an expansion to their facilities in June of 2015 and are expected to be completed in June of 2016.

## **PROPOSED DEVELOPMENT**

Orchard Hills Church is requesting a Special Exceptions Permit in order to operate a day care center utilizing their current building facilities that are already designed for children programs by the church. The church is planning to enroll approximately 65 children ranging from 6 weeks through pre-school, as well as, to provide after school care. The church is proposing to utilize existing parking and drives for the drop-off and pick-up of the children. They are proposing to install a fence to create an outdoor play area that would be utilized by the day care center, along with a 2,500 square foot indoor play area within the existing building. No other alterations are planned to the exterior of the building, the parking or the grounds in association with the day care center. The day care center would operate on weekdays from 6:30 a.m. to 6 p.m.

## **ZONING**

The existing church is classified as a conforming land use within the Agricultural, A-1 Use District, however, by definition, daycare or educational uses are treated as separate land uses. The day care center requires a Special Exception Permit in order to locate within the Agricultural, A-1 Use District.

*Church:* A place of worship, an institution that people regularly attend to participate in or hold religious services, meetings and other related activities. The term "church" shall not carry a secular connotation and shall include any building used for religious services by any denomination. Day care or educational activities uses, other than those conducted in conjunction with worship services, are not part of the definition of a church.

*Day care center (child or adult):* A licensed establishment operated as a commercial enterprise or public facility which is operated only during a part of any twenty-four (24) hour day for the purpose of providing care, protection and supervision for compensation of six (6) or more children or more than four (4) aged, infirm, or disabled adults who reside elsewhere, at a time during any twenty-four-hour period. This term includes nursery schools, preschools, day care centers, after-school care, elder care centers, and other similar uses, but excludes public and private educational facilities or any facility offering care to individuals for a full twenty-four-hour period.

## **ADJACENT AND SURROUNDING USES**

The subject property is adjacent to a vacant Agricultural, A-1 Use District and an industrial building to the North, another industrial building and the Read Mountain Fire & Rescue building to the East, retail and convenience store use with gas sales across Cloverdale Road to the South and another Agricultural, A-1 Use District that contains a house and barn structure to the West.

	<b>Zoning</b>	<b>Land Use</b>
<b>North</b>	Industrial (M-1) & Agricultural (A-1)	Industrial / Vacant
<b>West</b>	Agricultural (A-1)	Agricultural / Residential
<b>East</b>	Industrial (M-1)	Institutional / Industrial
<b>South</b>	Industrial (M-1) & Business (B-2)	Mini-Warehouse / Retail

## 2010 COMPREHENSIVE PLAN

The 2010 Comprehensive Plan identifies future land uses in this area as Medium Density Residential.

## UTILITIES

This development is served by both public water and sewer from the Western Virginia Water Authority.

## TRAFFIC

2014 VDOT traffic data for ALT 220 Cloverdale Road indicates that there is an Annual Average Daily Traffic (AADT) of 18,000 vehicles.

## VDOT COMMENTS

VDOT commented that no further improvements would be required for the proposed day care center since the site was already accessed by a right in right out driveway located on a four lane divided highway with a declaration lane.

## FIRE AND RESCUE

The Read Mountain Fire and Rescue Station is adjacent to the subject property.

## SCHOOLS

The school system will not be directly impacted by this request.

## PUBLIC COMMENT

No public comments have been submitted at this time. Additional comments may be forthcoming at the public hearings.

## SUGGESTED CONDITIONS

If approved, the Planning Commission may recommend conditions upon said approval, such as, but not limited to:

1. The project shall be developed in substantial conformance with site development plan, dated 3/10/2016, and included in the application.

## DRAFT MOTIONS

### Approval:

I move that the **Special Exception Permit** authorizing a **day care center** for **Orchard Hills Church, Inc.** be forwarded to the Board of Supervisors with a recommendation of **(approval or approval with the following conditions)**

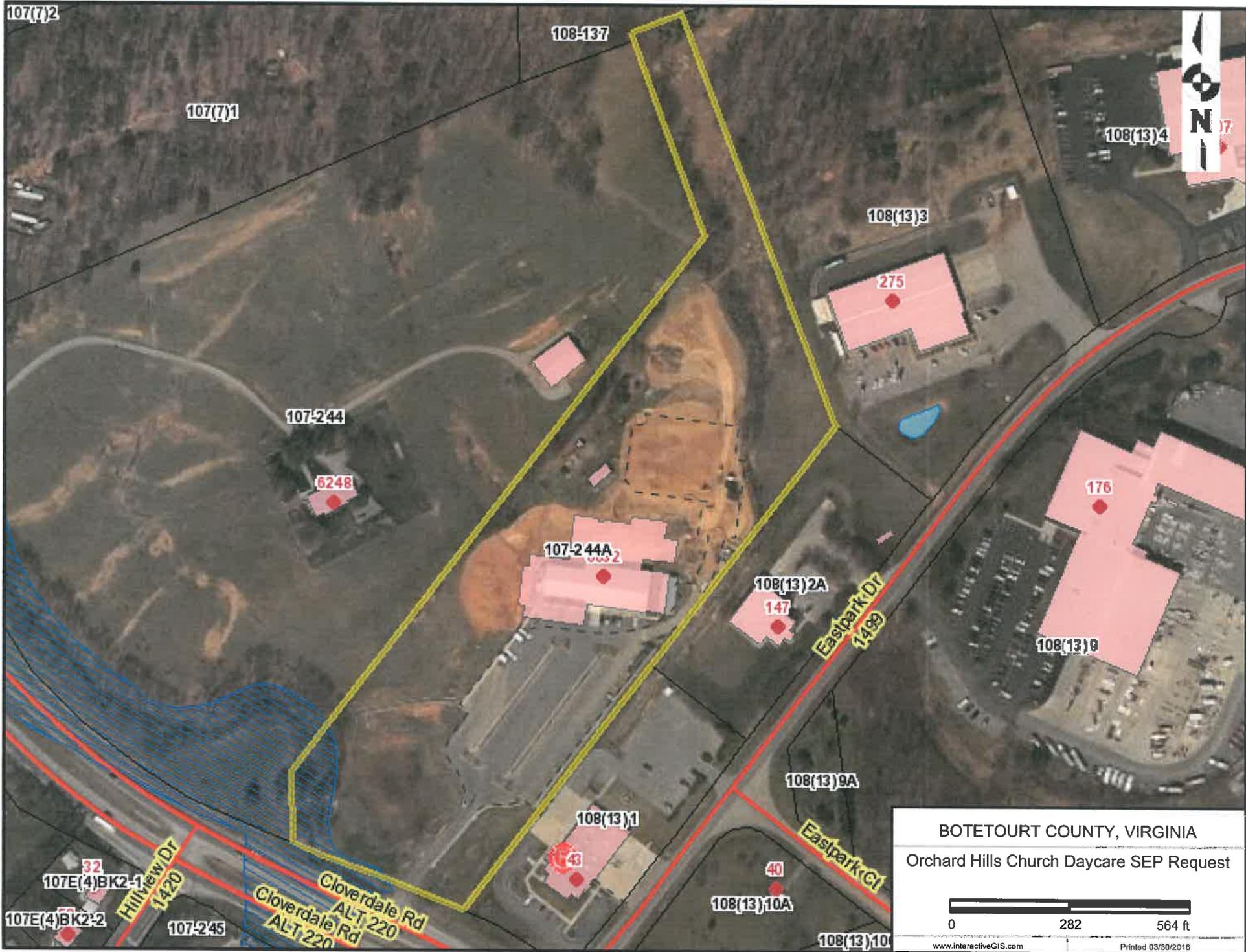
- 1.
- 2.

And on the basis that the applicant has satisfactorily demonstrated that the proposed use will have little to no adverse effects upon the community or other properties in the vicinity of the proposed use or structures according to the Zoning Ordinance Section 25-583 and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

### Denial:

I move that the **Special Exception Permit** authorizing a **day care center** for **Orchard Hills Church, Inc.** be forwarded to the Board of Supervisors with a recommendation of **denial**. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)



BOTETOURT COUNTY, VIRGINIA

Orchard Hills Church Daycare SEP Request





Botetourt County, Virginia  
*Development Services*

5 W. Main Street, Suite 100  
Fincastle, Virginia 24090  
Phone (540) 473-8248  
Fax (540) 473-2018

Construction Compliance  
Erosion & Sediment Control  
Inspections & Enforcement  
Permit Applications &  
Plan Reviews

Planning  
Subdivisions  
Zoning  
Site Plans  
Land Conservation

**Planning Commission Extract  
Land Use Related Request**

**Board of Supervisors Action Needed**

**May 24, 2016**

**Request**

**Valley Magisterial District:** Summers Properties, LLC requests to amend Chapter 25, Zoning, Article II. District Regulations Generally, Division 6. Residential District R-3 of the Botetourt County Code as follows: Sec.25-163 – Uses permissible by special exception, from (5) “Dwelling, multi-family, up to ten (10.0) dwellings per net acre.” to “(5) Dwelling, multi-family, up to sixteen (16.0) dwellings per net acre”; and requests to rezone a 4.73-acre lot from an Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District, with possible proffered conditions, for the construction of dwellings, multi-family, containing up to 74 dwelling units, with a special exception permit with possible conditions for the use of dwelling, multi-family, up to sixteen (16.0) dwellings per net acre, at 168 Bonny View Lane, approximately 0.16 miles north of its intersection with Read Mountain Road (Route 654), identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 200. The development is proposed to be accessed via Summerfield Court (Route 1117).

**This land use change request involves the following:**

- Land rezoning (conditions must be proffered, or offered by the applicant).
- Text Amendment.
- Change of Proffers.
- Commission Permit
- Special Exceptions Permits (the Board has authority to assign conditions).

**Planning Commission Recommendation:**

On a vote of 4:0:0:1, (Mr. Kidd absent) the Planning Commission recommended approval for the text amendment to amend Chapter 25, Zoning, Article II. District Regulations Generally, Division 6. Residential District R-3 of the Botetourt County Code as follows: Sec.25-163 – Uses permissible by special exception, from (5) “Dwelling, multi-family, up to ten (10.0) dwellings per net acre.” to “(5) Dwelling, multi-family, up to sixteen (16.0) dwellings per net acre”.

On a vote of 4:0:0:1, (Mr. Kidd absent) the Planning Commission recommended approval to rezone a from an Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District, with the following proffered conditions:

1. The maximum number of dwelling units shall be 74.
2. The maximum number of dwellings structures developed on the property shall be three.
3. The dwelling structures shall not exceed three floors
4. The dwelling structures shall have at least two roof lines.
5. The dwelling structure materials shall be like those utilized in the adjacent Summerfield Village development. No vinyl siding shall be utilized.

6. A Knox Box will be provided for each dwelling structure for emergency services access.
7. Any proposed dwelling structure within 200 feet of an existing residential structure shall not exceed two floors.
8. The property will be developed to the exclusion of all other uses other than those indicated in this application for rezoning.
9. Proposed sight lighting shall be Dark Sky Friendly™ in accordance with the International Dark-Sky Association.
10. A project sign shall be located at the entrance to the development along Summerfield Court. The project sign shall be a monument type sign with lighting.
11. A 25 foot landscape buffer shall be provided around the perimeter of the project.
12. The project shall be developed in substantial conformance with the concept rezoning plan dated May 9, 2016.
13. A 6 foot board-on-board fence shall be constructed beginning at the far corner of and bordering the property identified as tax map #107-203, (the Elizabeth C. Poff, et als property), and across Bonnie View Lane, prior to the issuance of any permits.

On a vote of 4:0:0:1, (Mr. Kidd absent) the Planning Commission recommended conditional approval for the special exception permit with possible conditions for the use of dwelling, multi-family, up to sixteen (16.0) dwellings per net acre with the following conditions:

1. Construction vehicle access shall be only from Summerfield Court, and shall be prohibited on Bonnie View Lane.
2. A 25' foot landscaping buffer shall be installed along the entire property line adjacent to Bonnie View Lane and should restrict access. This buffer shall be installed prior to the approval of a certificate of occupancy. The buffer shall be maintained so as to restrict access via Bonnie View Lane and any alteration or damage to the buffer must be repaired within 30 days.

**Action requested of the Board of Supervisors:**

The Board of Supervisors may approve or deny the text amendment to amend Chapter 25, Zoning, Article II. District Regulations Generally, Division 6. Residential District R-3 of the Botetourt County Code as follows: Sec.25-163 – Uses permissible by special exception, from (5) "Dwelling, multi-family, up to ten (10.0) dwellings per net acre." to "(5) Dwelling, multi-family, up to sixteen (16.0) dwellings per net acre".

The Board of Supervisors may approve, approve with proffered condition(s), or deny the request to rezone from the Agricultural, (A-1) Use District and Business (B-2) Use District, to a Residential, (R-3) Use District.

The Board of Supervisors may approve, approve with condition(s), or deny the special exception permit request for the use of dwelling, multi-family, up to sixteen (16.0) dwellings per net acre.

**Staff Comments:**

Staff received two letters of concern from Bonnie View Lane residents, in addition to fielding several calls and office visits. Residents stated their concern of privacy, unwanted foot and vehicle traffic, particularly construction traffic, which they now contend with on a routine basis.

Two spoke on behalf of all Bonnie View Lane residents, all of whom attended the public hearing. Both speakers sought privacy and protection from traffic.

After hearing the residents' concerns, the developers proffered to construct a 6' board on board fence, beginning at the Poff property, extending across Bonnie View Lane.

Additionally, the Planning Commission was concerned with emergency responders' turning radius. The developers assured the Planning Commission that in addition to obtaining a commercial entrance permit, they would meet with Fire and Rescue to mitigate those issues.

## **DRAFT MOTIONS**

### **Approval for text amendment:**

I move to approve the text amendment for **Summers Properties LLC** with the proffered condition(s) as submitted by the applicant.

### **Denial, text amendment:**

I move to deny the text amendment for the property of **Cash Building Supply, Inc.** on the basis that the requirements of Section 25-581 of the Zoning Ordinance have not been satisfied due to the following reasons: \_\_\_\_\_

### **Approval for Rezoning:**

I move to approve the zoning map amendment for **Summers Properties LLC** from Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District with the proffered condition(s) as submitted by the applicant.

And on the basis that the requirements of Section 25-581 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

### **Denial, Rezoning:**

I move to deny the zoning map amendment for **Summers Properties LLC** from Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District on the basis that the requirements of Section 25-581 of the Zoning Ordinance have not been satisfied due to the following reasons: \_\_\_\_\_

### **Approval for Special Exception Permit, multi-family, up to sixteen (16.0) dwellings per net acre:**

I move to approve the special exception permit granting the **multi-family, up to sixteen (16.0) dwellings per net acre** (or approval with the following conditions):

- 1.
2. ....

on the basis that the requirements of Section 25-583 of the Zoning Ordinance have been satisfied.

### **Denial for Special Exception Permit, multi-family, up to sixteen (16.0) dwellings per net acre:**

I move to deny the special exception permit granting the **multi-family, up to sixteen (16.0) dwellings per net acre**. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

**BOTETOURT COUNTY DEVELOPMENT SERVICES**

**Planning Commission Application**

5 W. Main Street, Suite 100 ♦ Fincastle, Virginia 24090 ♦ 540.473.8320

**TO THE BOARD OF SUPERVISORS AND PLANNING COMMISSION OF BOTETOURT COUNTY:**

*Please type or print information below*

<b>Date:</b> 2/19/16		<b>Current zoning:</b> A-1	
<b>Please check request(s) below:</b>		<b>Please briefly describe request below (indicate zoning change, SEP request, changes, etc.):</b>	
<input type="checkbox"/>	<b>Request rezoning to</b> (From zoning ordinance permitted uses list)	R-3	
<input type="checkbox"/>	<b>Special Exceptions Permit request for</b> (from zoning ordinance SEP list)	Density of 16 dwellings per net acre	
<input type="checkbox"/>	<b>Text Amendment</b> (proposed use)	<div style="border: 1px solid black; padding: 5px;"> <p><b>Division 6 - Residential District R-3, Sec. 25-163 - Uses permissible by special exception, sub-section 5 which currently reads: (5) Dwelling, multi-family, up to ten (10.0) dwellings per net acre.</b> The requested change would read as follows: (5) Dwelling, multi-family, up to <b>sixteen (16.0)</b> dwellings per net acre.</p> </div>	
Describe proposed use:		multifamily	
Property owner name(s)		Summers Properties, LLC	
Mailing address		PO Box 450	
Town, State, Zip Code		Fincastle, VA 24090	
Phone number		540.977.0005	FAX N/A
Email		dale.e.wilkinson@icloud.com	
Property location (physical address):		168 Bonny View Lane	
Subdivision:		N/A	
State Route Number:		N/A	Magisterial District: Valley
Tax map number(s):		107-200	
Deed Book:		WB 20	Page number(s): PG 413
Total area of property		5.843 ac.	
Total area included in this request:		5.843 ac.	

Certified plat prepared by a Licensed Land Surveyor of entire property to include metes and bounds. Requests for rezoning of a portion of a parcel of land requires a legal metes and bounds description of that particular portion. Show: Lengths of all property lines, existing and proposed building(s) for existing and proposed uses, and distance of buildings from all property lines, including distance from any street/highway right-of-way adjoining the parcel. (See attached concept plan checklist and information sheet.)

**BOTETOURT COUNTY DEVELOPMENT SERVICES**

**Planning Commission Application**

5 W. Main Street, Suite 100 ♦ Fincastle, Virginia 24090 ♦ 540.473.8320

Appropriate application fee payable to the *Treasurer of Botetourt County* is hereby submitted for advertising.

All applicants must have notarized signatures by the current property owners. By signing below, signature(s) indicate consent [§25-521(9)(1)(c)] for county officials to conduct site reviews on this property.

Summers Properties, LLC  
By David M. Baker  
Signature and printed name of property owners

2/18/16  
Date

\_\_\_\_\_  
Signature and printed name of property owners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and printed name of property owners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and printed name of property owners

\_\_\_\_\_  
Date

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_ by

\_\_\_\_\_  
Printed name of property owners

My commission expires: \_\_\_\_\_ Date

\_\_\_\_\_  
Notary Public printed name and registration number

\_\_\_\_\_  
Notary Public signature

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_ by

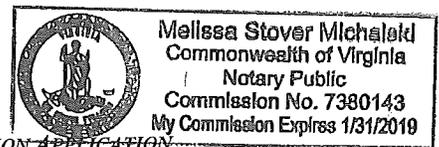
\_\_\_\_\_  
Printed name of property owners(s)

My commission expires: January 31, 2019 Date

Melissa Stover Michalski  
Notary Public printed name and registration number

[Signature]  
Notary Public signature

**Note: Signature(s) of property owner(s) must be notarized.**



KNOW ALL MEN BY THESE PRESENTS TO WIT:

THAT LEWIS C. Jr. & HARRIET S. SUMMERS ARE THE FEE SIMPLE OWNERS OF THE PARCELS OF LAND SHOWN HEREON BY VIRTUE OF WILL RECORDED IN THE OFFICE OF THE CLERK OF CIRCUIT COURT OF BOTETOURT COUNTY VIRGINIA IN WB 20 PG 413.

THE SAID OWNERS HEREBY CERTIFY THAT THEY HAVE SUBDIVIDED THE LAND AS SHOWN HEREON ENTIRELY WITH HIS OWN FREE WILL AND ACCORD AS REQUIRED BY SECTION 15.1-465 THRU 15.1-485 OF THE 1950 CODE OF VIRGINIA AS AMENDED TO DATE.

WITNESS THE SIGNATURES AND SEALS OF SAID OWNERS

Lewis C. Summers Jr. 7-6-98  
LEWIS C. SUMMERS Jr. DATE

Harriet S. Summers 7-6-98  
HARRIET S. SUMMERS DATE

STATE OF VIRGINIA

County of Botetourt TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 6th DAY July, 1997 BY LEWIS C. Jr. & HARRIET S. SUMMERS

MY COMMISSION EXPIRES:

11/30/2001

Jana W. McCleung  
NOTARY PUBLIC

NOTES:

NEW DIVISION 4 TO 20~23 TO 12

NEW TRACT B IS SERVED BY WATER & SEWER

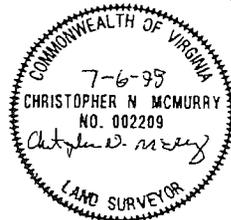
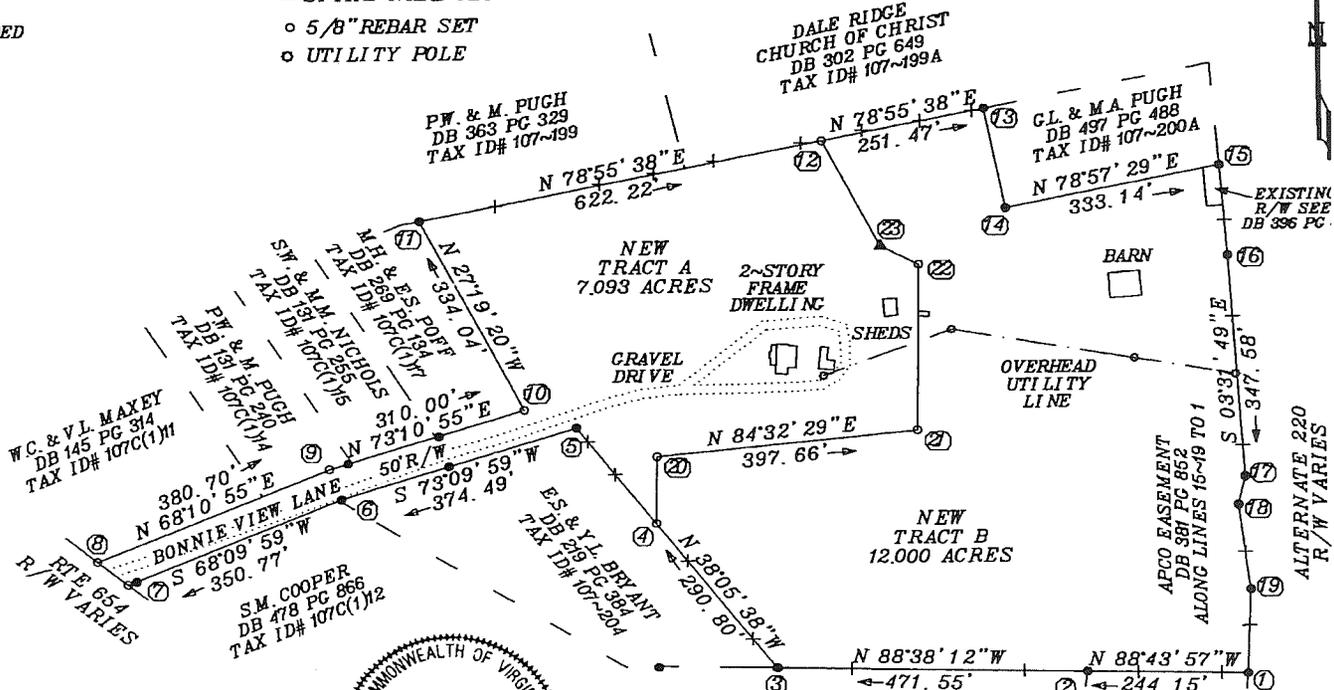
PLAT WAS BASED ON MONUMENTS FOUND AS SHOWN HEREON FROM CURRENT FIELD MEASUREMENTS

THIS PLAT WAS DRAWN WITHOUT THE BENEFIT OF A TITLE REPORT BY AN ATTORNEY AND THEREFORE MAY NOT NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.

THESE TRACTS SHOWN HEREON ARE NOT WITHIN A FEMA FLOOD HAZARD ZONE.

LEGEND:

- IRON FOUND
- ▲ SPIKE NAIL SET
- 5/8" REBAR SET
- UTILITY POLE



LINE	BEARING	DISTANCE
4~5	N 38°05' 38" W	192.11'
7~8	N 51°25' 09" W	58.17'
13~14	S 11°02' 31" E	158.99'
15~16	S 04°19' 59" E	141.86'
17~18	S 14°08' 03" W	44.27'
18~19	S 06°57' 26" E	135.30'
19~1	S 02°49' 16" E	132.12'
4~20	N 01°21' 33" E	104.47'
21~22	N 01°17' 18" E	259.07'
22~23	N 62°59' 20" W	64.01'
23~12	N 27°53' 39" W	187.45'

PLAT OF THE PROPERTY OF  
LEWIS C. SUMMERS Jr.  
& HARRIET S. SUMMERS  
WB 20 PG 413: TAX ID# 107~200  
SHOWING A SUBDIVISION  
CREATING NEW TRACTS A & B  
VALLEY DISTRICT-BOTETOURT COUNTY-VIRGINIA  
MCMURRY SURVEYORS, INC.  
DALEVILLE, VIRGINIA 24083-0250  
SCALE 1"=200' MAY 18, 1998  
Y98SUP. GCD

APPROVED: [Signature] 7/7/98  
BOTETOURT COUNTY SUBDIVISION AGENT DATE

IN THE CLERK'S OFFICE FOR THE CIRCUIT COURT OF BOTETOURT COUNTY, VIRGINIA THIS MAP WAS PRESENTED AND WITH THE CERTIFICATES OF ACKNOWLEDGEMENT THERETO ANNEXED IS ADMITTED TO RECORD AT 10:00 O'CLOCK A. M. ON THIS 7 DAY OF July 1998.

TESTE: Tommy L. Moore, CLERK  
BY: [Signature]  
DEPUTY CLERK

RECEIVED

MAY - 2 2016

Botetourt County  
Development Services

Schedule "A"

(Summers Properties Description)

(Tax Map No. 107-200)

BEGINNING at the intersection of the extreme northern corner of the property herein described, line of Tax Parcel No. 107-199A, and the extreme western corner of Tax Parcel 107(9)3; thence proceeding S. 27° 53' 39" E. 187.45' to a point; thence S. 62° 59' 20" E. 64.01 feet to a point; thence S. 01° 17' 18" W. 259.07 feet along Summerfield Court to a point; thence S. 84° 32' 29" W. 397.66 feet to a point; thence S. 01° 21' 33" W. 104.47 feet to a point; thence N. 38° 05' 38" W. 192.11 feet to a point on Bonnieview Lane; thence N. 27° 39' 42" W. 50.00 feet to a point; thence N. 68° 10' 55" E. 76.46 feet to a point; thence N. 73° 10' 55" E. 310.00 feet to a point; thence with the southern boundary of New Tract A1 N. 73° 10' 55" E. 80.30 feet to a point; thence N. 05° 05' 36" E. 325.53 feet to a point; thence with the line of Tax Parcel No. 107-199 N. 78° 55' 38" E. 358.22 feet to the place of BEGINNING and containing 4.816 acres, more or less.



**ENGINEERING  
CONCEPTS, INC.**

February 19, 2016

Board of Supervisors and  
Planning Commission of Botetourt County  
1 West Main Street Box 1  
Fincastle, Virginia 24090

Attn: Ms. Nicole Pendleton  
Planning Manager / Zoning Administrator

Re: Summerfield Village Multifamily Rezoning Request

Dear Nicole:

We have received your preliminary review comments dated February 12, 2016 and offer the following additional information as requested in your letter and numbered to match:

1. A check in the amount of \$1,627.31 has been enclosed with this submittal for overdue real estate taxes.
2. Original, notarized signatures are enclosed.
3. The project details available are limited because planning has not moved beyond a conceptual phase due to the unknown status of a Text Amendment and subsequent Rezoning Approval. However, this response to additional information requested and the enclosed concept plan has included additional information based on the desired intent of the development. Final design and approval may necessitate changes to the concept plan, but the overall intent remains. At a minimum, all Botetourt County codes and ordinances will be met or exceeded with this development.
4. The following points specifically address Section 25-581(k)(4) regarding the statement of intent for this project:
  - a. The proposed rezoning district is consistent with the Botetourt County Comprehensive Plan. This area is indicated as medium density residential adjacent to commercial areas and other medium density residential areas. This represents the highest density residential land use on the Future Land Use map. Multi-family uses are a typical and appropriate transition from commercial areas to less dense residential areas.
  - b. Several developments have occurred over the past several years and within close proximity of this parcel consistent with this rezoning request

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- including new residential developments, new commercial developments, and conversion of residential uses to commercial uses.
- c. The approval of this zoning change is not only compatible with adjacent uses, it would essentially complete the development pattern created in Summerfield Village. There are currently no residential uses within the development, however other aspects of a uniform development are present including office, retail, restaurant, healthcare, recreation, and civic functions.
  - d. Existing infrastructure is in place, adjacent to, and adequate to serve the proposed development. There are no extensions required to provide water, sewer, or public roads.
  - e. This project will connect to existing public water supplies. There are no wells proposed and there will be no adverse impact to the county's ground water supply.
  - f. The existing soils are suitable for this development and there are no adverse impacts from the proposed development on the structural capacity of the soils.
  - g. The traffic generated from this development can be well served by existing public roadways. There are currently two access roads from US Route 220 Alternate that can serve the development for ingress and egress. There is a separate access through Bonny Lane that is not planned to be used for public access but could be available for emergency access, if deemed necessary. Preliminary analysis shows that the development falls below the threshold required by VDOT for a Traffic Impact Analysis.
  - h. The current zoning of A-1 does not provide for a viable economic use for this property. The existing residential structure and limited parcel size do not allow for sustainable uses allowed under A-1.
  - i. The proposed development does not impact or disturb any environmentally sensitive land features.
  - j. This development will encourage economic development in Botetourt County through the creation of jobs, providing affordable housing, and efficient use of existing public infrastructure.
  - k. The rezoning will increase the number of Botetourt County residents and helps meet the need of an increased workforce to serve growing industries and businesses in Botetourt County. Growing businesses and industries will need the support of an increased workforce. An increase in residents and workforce will result in an increased need for support businesses such as retail and restaurant.
  - l. The preparation for this rezoning proposal has not included any population or economic studies, however the development patterns in Botetourt County show that residential and business development is focused in the southern end of Botetourt County and there is a need for affordable housing.

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- m. This proposed development will create the most efficient use of land for residential development. The quality of the development will help sustain property values and the success of nearby developments.
  - n. As discussed above, this development is proposed at this location based on the trends and needs seen in southern Botetourt County for affordable housing, residential growth, and employment opportunities.
  - o. This project is ideally suited to address the need for moderate housing.
  - p. This project will not adversely affect any known archaeological or historic features of significant importance. The efficient and appropriate use of the land will allow for the preservation of natural and scenic property by limiting the need for traditional single family developments which require a significantly larger area to accommodate the same number of residents.
5. There are a total of three buildings proposed with a total of 74 dwelling units between them. While the exact mix of units in each buildings has not been fully determined, the project is expected to include approximately (22) 1-bedroom units and (52) 2-bedroom units. There are no units proposed with 3 or more bedrooms. A proposed mix could be:

<b>Building</b>	<b>1 BR</b>	<b>2BR</b>	<b>Total</b>
1	6	10	<b>16</b>
2	6	20	<b>26</b>
3	10	22	<b>32</b>
<b>Total:</b>	<b>22</b>	<b>52</b>	<b>74</b>

- 6. The final design will determine the proposed height, however the maximum height will not exceed that allowed by the zoning district, or 40 feet.
- 7. All development requirements associated with multi-family are now included on the concept plan as requested.
- 8. Public water will be provided by Aquasource. Verification of available capacity will be required to be provided by Aquasource and they have been contacted. Information regarding capacity will be provided once it has been received.
- 9. Full metes and bounds description and exact acreage enclosed.
- 10. Deed book and page number has been inserted.
- 11. A landscape buffer will be provided between the proposed Residential, R-3 property and the adjoining Agricultural, A-1 property. This buffer will be provided in accordance with the Botetourt County Zoning Ordinance and is planned to meet the requirements associated with a parking lot that abuts an adjacent residential use.

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12. No fencing is proposed with this development.

13. Sidewalks are proposed to provide access from the parking lots to the buildings. A sidewalk is also planned to allow pedestrian access from the buildings to the entrance of the multi-family development, adjacent to the Botetourt Athletic Facility. This has been added to the concept plan and is included in the impervious surface calculations.

14. This project is not located on a low volume road. VDOT has set a threshold for a Traffic Impact Analysis (TIA) at 5,000 vehicles per day. This project is expected to generate 492 trips per day and falls well below the threshold for a TIA. See the chart below for trip generation calculations.

Description (ITE Code – 8 <sup>th</sup> Edition)	Units	PM Peak Period Rate	% PM In	% PM Out	Units	Daily Trips	PM Peak Trips	PM In	PM Out
Apartment (220)	Dwelling Units	0.62	65	35	74.0	<b>492</b>	46	30	16

15. Summers Properties, LLC does not have any proposed proffers. They are aware that conditions may be imposed and proffers may be requested. Summers Properties, LLC is prepared and open to considering these on an individual basis as they are presented.

16. No maintenance building is planned. Maintenance equipment will be by contract from an offsite provider.

17. No onsite rental office is planned.

18. Waste removal areas, proposed signage, and utilities have been added to the concept plan.

19. Parking setbacks and screening have been added. The proposed parking surface has been noted as asphalt.

20. Stormwater management is a complex element that will be determined during final design. The project will comply with all local, state, and federal requirements for the handling of stormwater runoff. Stormwater management is envisioned to be handled with a combination of pervious surfaces, grass swales, bioretention,

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and manufactured BMP devices. The final design will protect downstream property owners in accordance with local, state, and federal regulations.

21. All items on the checklist are now provided.
22. In lieu of architectural renderings, photos of a comparable development have been included. The Apartments at Goose Creek development in Waynesboro, Virginia reflects the architecture, exterior materials, and roofline envisioned for the Summerfield Multi-family development.
23. A general landscaping plan has been included. Final design will be in accordance with the Botetourt County Zoning ordinance.
24. A general landscaping plan has been included. Final design will be in accordance with the Botetourt County Zoning ordinance.
25. Manholes and fire hydrants will be located onsite, as necessary, to serve the development based on the final design. A conceptual location has been added to the concept plan.
26. This project is limited to 1-bedroom and 2-bedroom units. Large families are not served by this development and are not expected to have any adverse impact on the school system.
27. The development is anticipated to have an entrance sign. The final sign location, size, and configuration will meet the requirements of the Botetourt County Zoning Ordinance. A proposed location has been added to the concept plan.
28. In lieu of architectural renderings, photos of a comparable development have been included. The Apartments at Goose Creek development in Waynesboro, Virginia reflects the architecture, exterior materials, and roofline envisioned for the Summerfield Multi-family development. Lighting and landscaping are envisioned to be similar to the multi-family development located at the Daleville Town Center in Botetourt County. The lighting fixtures proposed match those of the Daleville Town Center. Landscaping will meet the requirements of the Botetourt County Zoning Ordinance.
29. No clubhouse or community area is proposed.

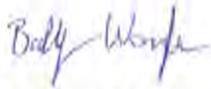
I have enclosed three copies of the application package with the above requested additional items. We respectfully request your approval of our application. If you have any questions, please do not hesitate to contact me at 473.1253. Thank you for your

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time and consideration of this project. We look forward to presenting this petition at the April meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bobby Wampler".

Bobby Wampler, P.E.  
Vice President

cc: Summers Properties, LLC.

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May 9, 2016

Board of Supervisors and  
Planning Commission of Botetourt County  
1 West Main Street Box 1  
Fincastle, Virginia 24090

Attn: Ms. Nicole Pendleton  
Planning Manager / Zoning Administrator

Re: Summerfield Village Multifamily Rezoning Request - Amendment

Dear Nicole:

Based on our recent conversations and meeting, Summers Properties, LLC., is pleased to provide this amendment to their rezoning request for the Planning Commission meeting scheduled for tonight. The amendment includes the following:

1. Revised concept plan.
2. Revised proffered conditions.
3. Additional traffic counts updated to the Trip Generation Manual's 9<sup>th</sup> Edition.

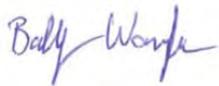
The chart shown in its entirety on the next page updates expected trips generated by the project to the most current Trip Generation Manual, 9<sup>th</sup> Edition.

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Trip Generation Period	Dwelling Units	Rate	% In	% Out	Trips In	Trips Out	Total Trips
Weekday	74	6.65	50%	50%	246	246	492
Saturday	74	6.39	50%	50%	236	236	473
Sunday	74	5.86	50%	50%	217	217	434
Peak Hour Adj Street AM	74	0.51	20%	80%	8	30	38
Peak Hour Adj Street PM	74	0.62	65%	35%	30	16	46
AM Peak	74	0.55	29%	71%	12	29	41
PM Peak	74	0.67	61%	39%	30	19	50
Saturday Peak	74	0.52	50%	50%	19	19	38
Sunday Peak	74	0.51	50%	50%	19	19	38

Respectfully submitted,



Bobby Wampler, P.E.  
Vice President

cc: Summers Properties, LLC.

**“CREATING SUCCESS”**

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**PROFFERED CONDITIONS**

On behalf of the attached rezoning request, Summers Properties, LLC. hereby voluntarily proffers that the property which is the subject of this application will be developed in accordance with the following conditions. The applicant, the owners, their successors and assigns, voluntarily proffer for the property as follows:

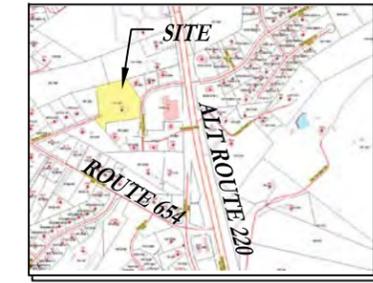
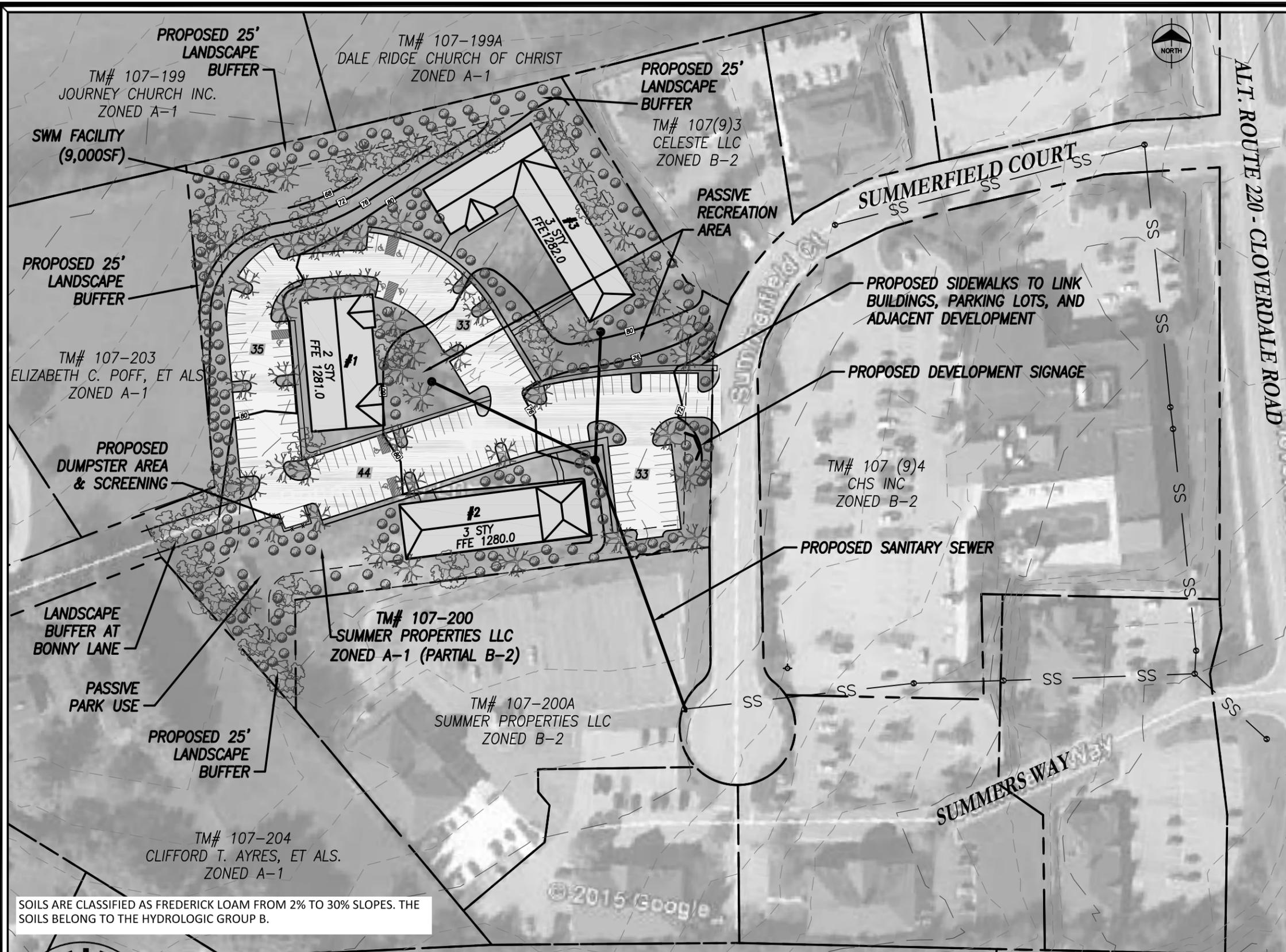
1. The maximum number of dwelling units shall be 74.
2. The maximum number of dwelling structures developed on the property shall be three.
3. The dwelling structures shall not exceed three floors.
4. The dwelling structures shall have at least two roof lines.
5. The dwelling structure materials shall be like those utilized in the adjacent Summerfield Village development. No vinyl siding shall be utilized.
6. A Knox Box will be provided for each dwelling structure for emergency services access.
7. Any proposed dwelling structure that is within 200 feet of an existing residential structure shall not exceed two floors.
8. The property will be developed to the exclusion of all other uses other than those indicated in this application for rezoning.
9. Proposed sight lighting shall be Dark Sky Friendly™ in accordance with the International Dark-Sky Association.
10. A project sign shall be located at the entrance to the development along Summerfield Court. The project sign shall be a monument type sign with lighting.
11. A 25' landscape buffer shall be provided around the perimeter of the project.
12. The project shall be developed in substantial conformance with the concept rezoning plan dated May 9, 2016.

The undersigned hereby warrants that all of the owners of a legal interest in the subject property have signed this proffer statement, that they have full authority to bind the property to these conditions, and that the proffers are entered into voluntarily.

\_\_\_\_\_  
Agent for Summers Properties, LLC.

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by \_\_\_\_\_ of \_\_\_\_\_.

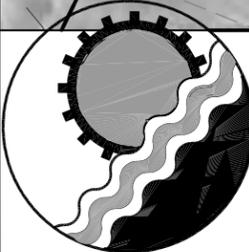
\_\_\_\_\_ My commission expires: \_\_\_\_\_.  
Notary Public



VICINITY MAP  
N.T.S.

<b>SITE TABULATION</b>	
OWNER :	SUMMERS PROPERTIES, LLC PO BOX 450 FINCASTLE, VA 24090 Ph: (540) 977.0005
ENGINEER:	ENGINEERING CONCEPTS 20 SOUTH ROANOKE STREET P.O. BOX 619 FINCASTLE, VA 24090 Ph: (540) 473-1253
TAX PARCEL NO'S.	107-200
ACREAGE:	5.843 ACRES
CURRENT ZONING	A-1
CURRENT USE	SINGLE FAMILY RESIDENCE
PROPOSED USE	MULTIFAMILY RESIDENTIAL
<b>MINIMUM REQUIREMENTS MULTI-FAMILY (R3)</b>	
MINIMUM LOT AREA	40,000 S.F. (TWO (2) NET ACRES MINIMUM)
MINIMUM LOT WIDTH	200 FEET
PARCEL MEETS MIN. FRONTAGE AND AREA REQUIREMENTS.	
<b>YARDS</b>	
MINIMUM FRONT YARD	25 FEET
MINIMUM REAR YARD	25 FEET
MINIMUM SIDE YARD	25 FEET
<b>ACCESSORY BUILDINGS: NONE PROPOSED</b>	
ALL YARD REQUIREMENTS MET ON THIS SITE.	
<b>MAXIMUM HEIGHT OF STRUCTURES</b> 40 FEET	
MAXIMUM LOT COVERAGE	75% (39% PROPOSED)
BUILDING COVERAGE	50% (12% PROPOSED)
MAXIMUM DENSITY	8 DWELLINGS / ACRE 16 DWELLINGS / ACRE REQUESTED VIA SPECIAL EXCEPTION & TEXT AMENDMENT
<b>UTILITIES:</b>	
WATER:	AQUASOURCE
SEWER:	WESTERN VIRGINIA WATER AUTHORITY
ELECTRIC:	APPALACHIAN POWER COMPANY
GAS:	ROANOKE GAS
<b>PARKING REQUIRED:</b> 143 SPACES 145 SPACES PROVIDED	
<b>LANDSCAPING:</b> SHALL MEET THE BOTETOURT COUNTY ZONING ORDINANCE REQUIREMENTS.	
<b>LIGHTING:</b> SHALL MEET THE BOTETOURT COUNTY ZONING ORDINANCE REQUIREMENTS.	

SOILS ARE CLASSIFIED AS FREDERICK LOAM FROM 2% TO 30% SLOPES. THE SOILS BELONG TO THE HYDROLOGIC GROUP B.



**ENGINEERING CONCEPTS, INC.**  
20 S. ROANOKE ST., PO BOX 619  
FINCASTLE, VIRGINIA 24090  
540.473.1253 FAX: 540.473.1254

THE PROPOSED DENSITY FOR THE DEVELOPMENT SHALL BE 16 UNITS/ACRE. 4.82 ACRES - 9,000 SF (SWM) = 4.61 NET ACRES. 74 UNITS / 4.61 NET ACRES = 16 UNITS/ACRE.

NOTE: 4.82 ACRES OF PARCEL TO BE REZONED TO R-3. THE REMAINING ACREAGE CONTAINED ALONG BONNY LANE TO REMAIN A-1.

Drawn	ECI
Designed	ECI
Checked	RHW
Approved	RHW

**CONCEPT REZONING PLAN**  
**ZONE A1 TO R3 W/ SPECIAL EXCEPTIONS**  
**SUMMERFIELD VILLAGE**  
**MULTIFAMILY UNITS**

SCALE: 1"=100'
May 9, 2016
PROJECT: 15066
1 of 1

DIVISION 6. - RESIDENTIAL DISTRICT R-3

Sec. 25-163. - Uses permissible by special exception.

The following uses may be permitted by the board of supervisors as special exception uses, subject to the requirements of this chapter and all other applicable regulations:

- (1) Community center.
- (2) Country club.
- (3) Day care center.
- (4) Dwelling, single-family attached, up to eight (8.0) dwellings per net acre.
- (5) Dwelling, multi-family, up to ~~sixteen~~ **seventeen** (17.0) dwellings per net acre.
- (6) Fire, police and rescue stations.
- (7) Funeral home.
- (8) Golf course.
- (9) Medical care facility.
- (10) Mobile home park, subject to standards of section 25-437.
- (11) Nursing home/life care facility.
- (12) Park, lighted.
- (13) Playground, lighted.
- (14) Public utility trunk lines, other (gas, electric, communications).
- (15) Public utility trunk lines, water or sewer.
- (16) Public utility plants, other (gas, electric, communications).
- (17) Public utility plants, water or sewer.
- (18) Public utility substations (gas, electric, communications).
- (19) Recycling collection point.
- (20) School, private.
- (21) Senior housing facility.
- (22) Senior assisted living facility.
- (23) Solid waste collection point.
- (24) Additional accessory buildings in excess of number permitted in subsection 25-165(6).
- (25) Private roads—R-3 use district.

(Res. of 1-1-02, § 2-603)

Sec. 25-164. - Lot requirements.

(a) *Minimum lot area.*

- (1) For single-family detached dwellings: Fifteen thousand (15,000) square feet.

- (2) For duplex dwellings: Nine thousand (9,000) square feet per dwelling; eighteen thousand (18,000) square feet if the two (2) dwelling units share a single lot.
  - (3) For zero lot line dwellings: Nine thousand (9,000) square feet.
  - (4) For single-family attached dwellings: Two thousand (2,000) square feet; a minimum of three (3) contiguous lots are required. (Two (2) net acres minimum site area required).
  - (5) For multi-family dwellings: Forty thousand (40,000) square feet. (Two (2) net acres minimum site area required).
- (b) *Maximum density.*
- (1) By right:
    - a. For single-family detached dwellings: Two and one-half (2.5) dwellings per net acre.
    - b. For duplex and zero lot line dwellings: Four (4.0) dwellings per net acre.
    - c. For single-family attached dwellings: Six (6.0) dwellings per net acre.
    - d. For multi-family dwellings: Eight (8.0) dwellings per net acre.
  - (2) By special exception:
    - a. For single-family attached dwellings: Eight (8.0) dwellings per net acre.
    - b. For multi-family dwellings: ~~Ten-Sixteen~~ (160.0) dwellings per net acre.
- (c) *Maximum lot coverage.* Fifty (50) percent; impervious surfaces on any lot shall not exceed seventy-five (75) percent of the gross lot area.
- (d) *Lot access.* Lots shall be accessed from a public road currently in the Virginia Department of Transportation (VDOT) system or from a road designed and constructed so as to be accepted into the VDOT system, unless such roads are approved under the condition of a special exception for private roads of section 25-163.

Lots may be accessed at the rear by a private, hard-surfaced alley of not less than twenty (20) feet in width, designed by a professional engineer to accommodate projected volumes, loads and vehicle types and approved by the zoning administrator. Such private alleys shall be owned and maintained by a property owners association, established at the time of subdivision approval.

- (e) *Minimum lot width.*
- (1) On public roads existing on the date of adoption of this chapter:
    - a. *Single-family detached dwellings:* One hundred (100) feet at the minimum setback line of the front yard.
    - b. *Duplex dwellings:* Eighty (80) feet at the minimum setback line of the front yard; one hundred twenty (120) feet minimum if the two (2) dwellings share a single lot.
    - c. *Zero lot line dwellings:* Eighty (80) feet at the minimum setback line of the front yard.
    - d. *Single-family attached dwellings:* Thirty (30) feet at the minimum setback line of the front yard; minimum of six (6) dwellings required.
    - e. *Multi-family dwellings:* Two hundred (200) feet at the minimum setback line of the front yard.
  - (2) On public roads built on-site after the date of adoption of this chapter:
    - a. *Single-family detached dwellings:* Sixty-five (65) feet at the minimum setback line of the front yard.
    - b. *Duplex dwellings:* Sixty (60) feet at the minimum setback line of the front yard; ninety (90) feet minimum if the two (2) dwellings share a single lot.
    - c. *Zero lot line dwellings:* Sixty (60) feet at the minimum setback line of the front yard.

- d. *Single-family attached dwellings:* Twenty-four (24) feet at the minimum setback line of the front yard; minimum of six (6) dwellings required.
- e. *Multi-family dwellings:* One hundred (100) feet at the minimum setback line of the front yard.

(Res. of 1-1-02, § 2-604; Res. No. 14-05-20, 5-27-14)



## **BACKGROUND REPORT**

**Planning Commission – Public Hearing  
May 9, 2016**

Prepared by the Department of Planning & Zoning

### **PROJECT SUMMARY**

Summers Properties LLC requests a text amendment, rezoning from Agriculture, (A-1) and Business (B-2) Use Districts to the Residential, (R-3) Use District with a Special Exception Permit, for up to 16 multi-family dwelling units per net acre located adjacent to Summerfield Court (State Route 1117).

### **STAFF COMMENTS**

This will be the first rezoning for only multi-family dwellings as far as records exists in Botetourt County. This rezoning request represents a trend of increased multi-family dwelling and supports a need for a range of housing options in Botetourt County. As the first set of apartments to be considered by the Planning Commission and Board of Supervisors, this project serves to set an example for new, high density housing in the county. After meeting with Mr. Wampler to discuss the application in more detail, we received a revised set of voluntary proffers to include substantial conformance with the concept plan at your table. The latest submittal provided to us by the applicant appears to alleviate concerns from staff regarding lack of detail which were provided in your background report. If the text amendment to increase the maximum density to 16 units per net acre is approved, the applicant will be required to meet the maximum density requirements of 16 units per net acre, as well as all other county code requirements, prior to obtaining site plan approval.

### **PLANNING COMMISSION ACTION**

The Planning Commission is requested to make recommendations to the BOS as to the approval, or approval with modifications, or denial of the text amendment; the approval with proffered conditions, or denial of the rezoning, and approval, approval with conditions, or denial of the special exception request.

### **APPLICATION INFORMATION**

Applicant:	Summers Properties LLC
Request:	●Text Amendment, ●Rezoning to Residential, (R-3), ●SEP for up to 16 multi-family dwelling units per net acre
Tax Map Number:	107-200
Magisterial District:	Valley
Report Prepared By:	N. Pendleton
PC Meeting:	May 9, 2016
BOS Meeting:	May 24, 2016

## **LEGAL ADVERTISEMENT**

Valley Magisterial District: Summers Properties, LLC requests to amend Chapter 25, Zoning, Article II, District Regulations Generally, Division 6. Residential District R-3 of the Botetourt County Code as follows: Sec.25-163 – Uses permissible by special exception, from (5) “Dwelling, multi-family, up to ten (10.0) dwellings per net acre.” to “(5) Dwelling, multi-family, up to sixteen (16.0) dwellings per net acre”; and requests to rezone a 4.73-acre lot from an Agricultural (A-1) Use District and Business (B-2) Use District to a Residential (R-3) Use District, with possible proffered conditions, for the construction of dwellings, multi-family, containing up to 74 dwelling units, with a special exception permit with possible conditions for the use of dwelling, multi-family, up to sixteen (16.0) dwellings per net acre, at 168 Bonny View Lane, approximately 0.16 miles north of its intersection with Read Mountain Road (Route 654), identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 200. The development is proposed to be accessed via Summerfield Court (Route 1117).

## **EXISTING CONDITIONS & BACKGROUND**

The property is currently zoned Agricultural (A-1) and Business (B-2). A vacant two-story home and a shed currently occupy the site. Aerial maps indicate that the home was served by access from Bonnie View Lane. However, the property has over 200 feet of road frontage on Summerfield Court (Route 1117).

The property is fairly flat and tree cover exists only to the north and east of the existing house. The property is currently served by a gravel access that is named “Bonnie View Lane.” However, this 50 foot right of way is not public. The total acreage of the site is 5.843 acres because all of Bonnie View Lane is included as part of this property. It appears that between four and six neighboring residential properties are served exclusively by this private access off of Read Mountain Road.

## **PROPOSED DEVELOPMENT**

Summerfield Properties, LLC is proposing to create a multifamily development as part of the Summerfield Village development project. The applicant is requesting that 4.82 acres be rezoned to the Residential (R-3) Use District. In addition, a special exception permit is requested to increase the maximum density of up to 16 units per acre, rather than the 8 units per acre permitted by right in the Residential (R-3) Use District.

### ***Site design:***

The applicant states that there are a total of three buildings proposed with a total of 74 dwellings units. The building design has not been fully determined, but is expected to include approximately 22 one-bedroom units and 52 two-bedroom units. The applicant states that no units are proposed to have three or more bedrooms. The applicant also states that the final design of the buildings will determine the proposed height. No accessory structures, such as a clubhouse, pool, maintenance building, or onsite rental building is proposed.

The concept plan dated May 9, 2016, shows a layout which is intended to meet the requirements of the zoning ordinance. It shows the acreage of the total site as 5.843 because all of Bonnie View Lane (a width of 50 feet) is a part of this property. The applicant is excluding Bonnie View Lane from this rezoning request and it is to remain zoned Agricultural (A-1). Based on the acreage of the site as submitted, the applicant will be required to provide 25,452 sf of open space for active and/or passive park/recreation use. Currently, the applicant shows two areas identified as passive recreation areas and one area identified as passive park use. The applicant does not identify the exact location or amount on the site plan, but did provide the following in an email:

*“Passive park use is 8,500sf and is envisioned to include picnic tables for use by the residents. Passive recreation areas consist of 18,500sf of lawn area for use by the residents.”*

No stormwater management is identified on the concept plan. The applicant states that  
*“stormwater management is a complex element that will be determined during final design....stormwater management is expected to be handled with a combination of pervious surfaces, grass swales, bioretention, and manufactured BMP devices.”*

The applicant will be required to comply with all local, state and federal regulations during the site plan review process. Because the applicant submitted a concept plan and related proffer, any deviations to the final site design will be required to be in substantial conformance to this document.

Sec. 25-581(i)(6). Substantial conformance defined. For the purpose of this section, substantial conformance shall be determined by the zoning administrator and shall mean that conformance which leaves a reasonable margin for adjustment due to final design or engineering data but conforms with the general nature of the development, the specific uses, and the general layout depicted by the plans, profiles, elevations, and other demonstrative materials proffered by the applicant.

**Infrastructure:**

The applicant states that existing infrastructure is in place, adjacent to, and adequate to serve the proposed development. There are no extensions required to provide water, sewer or public roads.

**Parking and access:**

The applicant has indicated that based on the conceptual plan submitted, the site can accommodate the parking requirements for the proposed 74 units.

The property is proposed to be accessed only by Summerfield Court. The applicant proposes to restrict access to Bonnie View Lane by permanently prohibiting access by installing the proposed 25' perimeter landscaping buffer across the access to the property. Staff also has provided a suggested condition of the granting of the special exception permit that vehicular access via Bonnie View Lane shall be prohibited, as should any construction traffic.

Sidewalks are proposed to provide access from the parking lots to the buildings. A sidewalk is also planned to allow pedestrian access from the buildings to the entrance of the multi-family development from Summerfield Court. Staff would have recommended additional sidewalks, perhaps even off-site, to further connect the apartment complex to Carilion Wellness, the adjacent daycare, office and retail uses.

**Architectural renderings:**

While the applicant did provide images in the concept plan, ***no component of the included graphics for lights or building renderings should be considered finalized at this time.***

The applicant provided proffers related to building design. The proffers state:

- The dwelling structures shall not exceed three floors
- The dwelling structures shall have at least two roof lines.
- The dwelling structure materials shall be like those utilized in the adjacent Summerfield Village development. No vinyl siding shall be utilized.
- Any proposed dwelling structure that is within 200 feet of an existing residential structure shall not exceed two floors.

**Landscaping and screening:**

Parking lot landscaping is required. However, the applicant has provided a proffer to provide a 25' landscape buffer around the perimeter of the entire site.

**Lighting:**

The applicant states that:

*“Lighting and landscaping are expected to be similar to the multi-family development located at the Daleville Town Center in Botetourt County. The lighting fixtures proposed match those of the Daleville Town Center.”*

However, the applicant did provide a proffer that proposed sight lighting shall be Dark Sky Friendly™ in accordance with the International Dark-Sky Association.

**Signage:**

The applicant states that “the use of this tract of land is compatible with surrounding properties and is well situated to transition between the commercial uses in Summerfield Village to the existing single-family residential uses.” The applicant provides a proffer that a monument type sign, with lighting, will be located at the entrance to the development along Summerfield Court.

**PROFFERS**

The applicant submitted the following proffers, to govern development on the portion of the property that is being rezoned.

1. The maximum number of dwelling units shall be 74.
2. The maximum number of dwellings structures developed on the property shall be three.
3. The dwelling structures shall not exceed three floors
4. The dwelling structures shall have at least two roof lines.
5. The dwelling structure materials shall be like those utilized in the adjacent Summerfield Village development. No vinyl siding shall be utilized.
6. A Knox Box will be provided for each dwelling structure for emergency services access.
7. Any proposed dwelling structure within 200 feet of an existing residential structure shall not exceed two floors.
8. The property will be developed to the exclusion of all other uses other than those indicated in this application for rezoning.
9. Proposed sight lighting shall be Dark Sky Friendly™ in accordance with the International Dark-Sky Association.
10. A project sign shall be located at the entrance to the development along Summerfield Court. The project sign shall be a monument type sign with lighting.
11. A 25' foot landscape buffer shall be provided around the perimeter of the project.
12. The project shall be developed in substantial conformance with the concept rezoning plan dated May 9, 2016.

**ADJACENT AND SURROUNDING USES / ZONING**

	<u>Zoning</u>	<u>Land Use</u>
<b>North</b>	Agricultural, A-1 Business, B-2	Dale Ridge Church of Christ, Journey Church, Joyful Noise Daycare
<b>East</b>	Business, B-2 Cloverdale Road	Vistar Properties LLC, Office and Medical Office Carilion Wellness Restaurant, Pharmacy and Office
<b>West</b>	Agricultural, A-1 Residential, R-1 Bonnie View Lane	Vacant parcels Single-family residential
<b>South</b>	Residential, R-1 Business, B-2	Single-family residential, Summers Properties LLC, office use

**TEXT AMENDMENT**

The applicant is requesting that Section 25-163. Uses permissible by special exception of the zoning ordinance be modified to increase the maximum allowable density by SEP from 10 dwellings per net acre, to 16 dwellings per net acre. Currently, regulations in the R-3 Use District permit densities of up to 8 dwellings per net acre, by right, and up to 10 dwellings by SEP only.

The applicant states that “The County could continue to restrict developments to the current maximum of 10 units per acre but would have the flexibility to allow greater densities where appropriate.”

The applicant also provided a comparison of other local zoning ordinances which show that, in those R-3 and R-4 districts, densities are allowed between 12 and 24 gross acres without the granting of a special exception permit.

Planning staff generally agrees with the applicant’s findings. This request is not expected to have a significant impact on properties within the County. The proposed amendments would only impact future developments for consideration through the SEP process and no changes are proposed to uses or densities permitted by right.

When this request to advertise was presented to the Board, members inquired if the maximum density to be considered by SEP should be increased higher than 16. It is staff’s opinion that densities greater than 16 per acre may be more appropriate in a higher density zoning district, such as an R-4, which the county currently does not have. This will be a part of a review of the zoning ordinance in relation to the adoption of Urban Development Areas (UDAs) and a Gateway Center Overlay District.

In addition to Section 25-163, Section 25-164(b). Lot requirements., also makes reference to the maximum allowable density. If approved, this section should also be changed concurrently.

## **ZONING ORDINANCE REQUIREMENTS – RESIDENTIAL (R-3)**

<i>Criteria</i>	<i>Code Requirements</i>
District Limitations	~ All development shall be served by public (community) water and public sewer. ~ 10% gross area preserved permanent, useable common open space, developed as active recreation and/or passive park use
Minimum Lot Area:	40,000 sq. ft. (2 net acres minimum site)
Minimum Lot Width:	200' of frontage
Setbacks: Front, Side, Rear	25' (buildings must be separated by minimum of 20')
Density, SEP	16.0 dwelling units per net acre
Impervious Surface	75%
Lot Coverage	50%
Maximum height	40'

The applicant has submitted a concept plan which provides a listing of the code requirements. However, the applicant has not provided any voluntary proffered conditions regarding conformity with the concept plan. If the project is approved, the applicant will be required to meet all of the code requirements listed in the table. However, the actual net density was not provided with the application, nor were further details on the required preserved common open space.

### **2010 COMPREHENSIVE PLAN**

The 2010 Comprehensive Plan identifies future land uses of properties in this area as **Commercial** and **Medium Density Residential**.

**Commercial:** This category designates areas where commercial developments have occurred and where future commercial developments are encouraged. Public water and sewer is generally available or planned for these areas.

**Medium Density Residential:** This category includes areas where suburban patterns of residential development have occurred and are encouraged to occur in the future. Although single family homes are the predominant land use in this category, higher density residential development such as townhomes and apartments may also be suitable. Allowable future densities in these areas should be based upon the availability and adequacy of public facilities and the compatibility of the proposed land use with surrounding properties. Public water and/or sewer typically serve or are planned for these areas. Most of these areas are and will be located in the southern portions of the county.

### **UTILITIES**

This development will be served by Aquasource water. There are sewer lines in place throughout the Summerfield development.

### **TRAFFIC**

2014 VDOT traffic data indicates that there are an estimated 18,000 Average Annual Daily Traffic (AADT) on Cloverdale Road (US Alt. 220) between Lee Highway (Route 11) and the Roanoke County Line. There is no traffic data for Summerfield Court.

The project is expected to generate 492 vehicle trips per day, and will not require a Traffic Impact Analysis. However, the applicant provided traffic data on only the PM traffic rates, rather than AM and PM rates. No off-site traffic improvements or analysis, such as a signalized intersection at Cloverdale Road

and Summerfield Court, can be required of the applicant. To account for concerns related to the increase in traffic turning onto Cloverdale Road, staff asked for an analysis of traffic, such as office or other uses which could be generated by a B-2 use, similar to what exists in the development now, that could be provided as a comparison but did not receive this information prior to this report.

There are currently two access roads that can serve the development. The intersection of Summerfield Court and Cloverdale Road provides for vehicular traffic in both directions via a median crossing, while Summers Way (a private road) provides for vehicular traffic that is right-in, right-out only. There is a signalized intersection at Cloverdale Road and Read Mountain Road, approximately 0.2 miles to the south of Summers Way. While the property is currently served by Bonnie View Lane, a gravel road accessed via Read Mountain Road, there are no plans to access the development via Bonnie View Lane. Staff suggests that a condition of the granting of the SEP, that all traffic, including construction traffic, be prohibited to use Bonnie View Lane and that a permanent barrier, such as the landscaping buffer, serve to permanently restrict traffic from the development through Bonnie View Lane.

### **VDOT COMMENTS**

VDOT comments are attached.

### **FIRE AND RESCUE**

The Read Mountain Fire and Rescue Station provides fire and rescue services for this property. The station is located approximately 1.5 miles from the proposed development.

Jason Ferguson, acting Chief of Fire and EMS, provided the following comments:

- 1) There should be strong consideration into the size of the entry/exit way if there is only going to be one. Access in and out for fire apparatus would be extremely important, so the wider the better.
- 2) The initial drawings plot the buildings in such a way that there is really only access to two or more sides of one of the three buildings. As I discussed with you, a higher occupancy facility that may need emergency evacuations or a building of this size heavily involved in fire may require the use of an aerial apparatus that can require significant space and/or access to be setup and efficiently reach.
- 3) Hydrant locations would be important throughout the complex as well.
- 4) We are recommending larger signage labeling for the Fire Department Connection "FDC"
- 5) We would also recommend the purchase and installation of a knox box for each building to allow for quick emergency access to any apartment, should an unattended apartment catch fire.

### **SCHOOLS**

The schools serving this project will be Cloverdale Elementary, Read Mountain Middle School and Lord Botetourt High School. Using the following model the maximum number of school age children is approximately twenty-nine (29):

$$[74 (\# \text{ of proposed homes})] \times [2.55 (\text{persons/household})] \times 15\% = \# \text{ of school aged children.}$$

The projected number of school aged children from this development: <b>29</b>
---

This number may be lower given the mix of apartment units by bedroom, and that no three-bedroom units are proposed. However, no proffers related to the types of units were submitted.

### **FLOODPLAIN**

This property is not within a designated FEMA 100-year Flood Hazard Area.

### **PUBLIC COMMENT**

Two households who reside on Bonnie View Lane met with Planning and Zoning staff to voice their concerns over traffic to and from the development, had concerns regarding construction traffic, and also expressed concerns over separating the apartment complex by a more physical barrier, such as a fence, in order to keep the residents of the property from trespassing onto the adjacent vacant properties. Neighboring property owners visited the office to also inquire about stormwater management and drainage during rain events. You all also received a letter from Mr. and Mrs. Poff, who reside on Bonnie View Lane.

### **SUGGESTED CONDITIONS**

In addition the voluntary proffers submitted by the applicant, staff suggests the following conditions related to the increased density of the project.

1. Construction vehicle access shall be only from Summerfield Court, and shall be prohibited on Bonnie View Lane.
2. A 25' foot landscaping buffer shall be installed along the entire property line adjacent to Bonnie View lane and should restrict access. This buffer shall be installed prior to the approval of a certificate of occupancy. The buffer shall be maintained so as to restrict access via Bonnie View lane and any alteration or damage to the buffer must be repaired within 30 days.

**DRAFT MOTIONS:**

**Text Amendment**

**Approval:**

I move that the Text Amendment application for **Summers Properties LLC** to revise Sec. 25-163 and 25-164(b), to allow up to 16 multi-family dwelling units per net acre be forwarded to the Board of Supervisors with recommendation for approval on the basis that the text amendment would serve the public necessity, convenience, general welfare, and is good zoning practice.

**Denial:**

I move that the Text Amendment application for **Summers Properties LLC** to revise Sec. 25-163 to allow up to 16 multi-family dwelling units per net acre be forwarded to the Board of Supervisors with recommendation for denial on the basis of the following reasons:

- 1)
- 2)

...and that the proposal would **NOT** serve the public necessity, convenience, general welfare, and is not good zoning practice.

**Rezoning**

**Approval for Rezoning:**

I move that the zoning map amendment for **Summers Properties LLC** be forwarded to the Board of Supervisors with the proffered conditions as submitted by the applicant and included in the staff report.

This recommendation is on the basis that the requirements of Section 25-581(k)(4) of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

**Approval, with revisions, Rezoning:**

I move that the zoning map amendment for **Summers Properties LLC** be forwarded to the Board of Supervisors with recommendation for approval subject to the following revisions of proffers

*[list any recommended changes],*

on the basis that the requirements of Section 25-581(k)(4) of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

**Denial, Rezoning:**

I move that the zoning map amendment for the property of **Summers Properties LLC** be forwarded to the Board of Supervisors with recommendation for denial on the basis that the requirements of Section 25-581(k)(4) of the Zoning Ordinance have not been satisfied due to the following reasons:\_\_\_\_\_

## **Special Exception Permit**

### **Approval, SEP:**

I move that the special exception permit to **allow up to 16 multi-family dwelling units per net acre for Summers Properties LLC** be forwarded to the Board of Supervisors with a recommendation of approval with the conditions as stated in the background report, or the following conditions (if revised)

- 1....
2. ....

And on the basis that the applicant has satisfactorily demonstrated that the proposed use will have little to no adverse effects upon the community or other properties in the vicinity of the proposed use or structures according to the Zoning Ordinance Section 25-583 and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

### **Denial, SEP:**

I move that the special exception permit to **allow up to 16 multi-family dwelling units per net acre for Summers Properties LLC** be forwarded to the Board of Supervisors with a recommendation of denial. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied

- 1.
2. (list findings/reasons for denial)



BOTETOURT COUNTY, VIRGINIA

Summers Prop LLC Text Amend/R-3 Rezoning

0 141 282 ft

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

714 South Broad Street  
Salem, VA 24153

CHARLES A. KILPATRICK, P.E.  
COMMISSIONER

April 12, 2016

Ms. Nicole Pendleton  
Planning and Zoning Administrator  
County Of Botetourt  
5 West Main Street, Suite 100  
Fincastle, VA 24090

RE: Planning Commission Request  
Rezoning A-1 to R-3  
Special Exception Permit—Density of 16 Dwellings per Acre  
Botetourt County  
Route 1117, Summerfield Court

Dear Ms. Pendleton,

We have reviewed the above mentioned rezoning and special exception request and offer the following comments:

1. A Land Use Permit will be required if a new entrance is needed from the VDOT right-of-way or for the change in use of an existing entrance.
2. The VDOT Road Design Manual, Appendix F: Access Management Design Standards for Entrances and Intersections must be adhered to where applicable for commercial entrances. This includes but is not limited to commercial entrance spacing and intersection sight distance. The intersection sight distance must be field verified and measures taken to ensure the minimum required distances can be met.
3. In addition to site plans and calculations, a turn lane analysis for Summerfield Court using the 9<sup>th</sup> Edition of the ITE Manual will be required to be submitted and reviewed.
4. It is not stated whether streets are intended to be public or private within the development. If proposed roads are intended to be public and accepted into the Department's secondary street system, all roads must be designed and constructed to the current Secondary Street Acceptance Requirements. The concept as depicted in the documentation does not appear to meet the requirements for a public street.
5. The department will not issue an approval of the plans or Land Use Permit until the locality approves this rezoning and special exception request. In addition, information regarding any changes to the existing drainage system should also be included for review.

Ms. Nicole Pendleton  
April 12, 2016  
2 of 2

Should you have any questions, please do not hesitate to call. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Blevins', with a stylized flourish at the end.

Brian K. Blevins, P.E.  
Salem Area Land Use Engineer  
VDOT, Transportation and Land Use