Regular Meeting
Gordon Building Meeting Room
112 W. Main St, Orange, VA, 22960
Thursday, July 7th, 2016
AGENDA

6:00 pm

1. Call to order and determination of quorum
2. Approval of agenda
3. Approval of minutes:
   A. June 2nd, 2016 regular meeting
4. Work session:
   A. Proposed Zoning Ordinance amendment – Barboursville Village Overlay District (BVOD)
5. Public comment
6. Old business:
   A. Board of Supervisors report – Jim Crozier
   B. Planning & Zoning report – Josh Frederick
   C. Germanna-Wilderness Area Plan Steering Committee report – George Yancey & Jim Hutchison
7. Public hearings (none)
8. New business:
   A. Discussion – future work to establish consistency between the Zoning Ordinance and the Comprehensive Plan
9. Commissioner comments
10. Next meeting date – TBD (either July 21st or August 4th)
11. Adjourn

Unless otherwise indicated, agenda items will be taken in the order in which they appear above. The Planning Commission reserves upon itself the right to amend a meeting agenda at any point and with any frequency prior to adoption of said agenda, pursuant to any required public notice. Time limits may be imposed by the Chairman for speakers addressing the Commission.
Orange County Planning Commission

July 7th, 2016 regular meeting

Agenda item 3A
Orange County Planning Commission  
Regular Meeting  
Gordon Building Meeting Room  
112 W. Main Street, Orange, VA 22960  
Thursday, June 2, 2016

Present: Donald Brooks, Crystal Hale, George Yancey, Jason Capelle, Jim Hutchison; James Crozier, BOS Representative

Absent: None

Staff Present: Josh Frederick, Planning Director; Thomas Wysong, Planner; Susan Crosby, Senior Administrative Assistant; Tom Lacheney, County Attorney

1. Call to order and determination of quorum

Chairman Brooks called the meeting to order at 6:00 p.m.

2. Approval of agenda

Chairman Brooks welcomed the new District 5 Planning Commission member, James Hutchison, as Nigel Goodwin’s replacement. Mr. Capelle proposed to move the public comment agenda item ahead of the work session. Chairman Brooks approved the change of order to: Approval of Minutes, Public Comment, Commissioner Presentations, and then the Work Session. Mr. Capelle made a motion to approve as amended; motion seconded by Ms. Hale. Motion passed 5-0

3. Approval of minutes:

   A. May 5th, 2016 regular meeting

   Mr. Capelle made a motion to approve the minutes; motion was seconded by Chairman Brooks. Motion carried with the only 2 Commissioners present from that meeting (Mr. Goodwin resigned his position) voting in the affirmative, the other 3 Commissioners abstained.

4. Public comment

Chairman Brooks opened the floor to public comments at 6:15 pm.

Several citizens, including Mark Warren, Bill Speiden, David Laylin, William Billow and Renee Brister, came forward and shared their views and concerns about the proposed Barboursville Village Overlay District being considered by the Commission.

Chairman Brooks closed public comment at 6:29 pm.
As part of public comment, each Commissioner spoke in turn giving a brief presentation on different aspects of the Planning Commission and the importance of the youth getting involved and how everyone’s voice matters. Mr. Crozier spoke on behalf on the Board of Supervisors.

5. Work session

   A. Proposed Zoning Ordinance amendment – Barboursville Village Overlay District

   Chairman Brooks asked Mr. Frederick to explain the proposed amendment. Mr. Frederick gave an overview of zoning overlays and the purpose of the proposed amendment. Discussion ensued. Commissioners gave Planning Staff several recommendations and agreed to one more work session on the matter in July, the town hall informational meeting in August, and then the public hearing in September.

6. Old business:

   A. Board of Supervisors report – Jim Crozier

   Mr. Crozier stated there was nothing to report.

   B. Planning & Zoning report – Josh Frederick

   Mr. Frederick spoke to some recent Ordinance amendments approved by the Board. He also spoke to the increased subdivision activity in the county. Discussion ensued.

   C. Germanna-Wilderness Area Plan Steering Committee report – Nigel Goodwin & George Yancey

   Mr. Yancey stated the county’s contracted professional, Zann Nelson, gave a presentation at the last Steering Committee meeting about researching/documenting historic structures and locations in the subareas within Germanna-Wilderness Area.

   D. Proposed rewrite of the Planning Commission bylaws.

   Mr. Yancey made a motion to approve bylaws as presented; seconded by Ms. Hale. Motion passed 3-1 with Mr. Hutchison abstaining.

7. Public hearings

   A. Proposed Zoning Ordinance amendment – the addition of pyrotechnics testing/manufacturing as a special use in the Agricultural zoning district

   Chairman Brooks opened the public hearing at 8:40 calling for the public to speak. There were no speakers. Discussion ensued concerning the amendment for pyrotechnics testing/manufacturing as a special use.
Mr. Yancey made a motion to approve as presented; motion was seconded by Ms. Hale.

**Votes:**
**Ayes: 5**
**Nays: 0**

Commissioners passed Resolution #16-05 recommending approval of the proposed amendment.

**B. Proposed Zoning Ordinance amendment – repeal of Sec. 70-937 which requires bonding for removal of abandoned telecommunications towers**

Chairman Brooks opened the public hearing at 8:43 calling for the public to speak. There were no speakers; the hearing was closed. Discussion ensued concerning the amendment to repeal Sec. 70-937.

Chairman Brooks made a motion to approve as presented; motion seconded by Mr. Hutchison.

**Votes:**
**Ayes: 4** – Brooks, Hale, Capelle & Hutchison
**Nays: 1** – Yancey

Commissioners passed Resolution #16-06 recommending approval of the proposed amendment.

**8. New business:**

A. Discussion – future work to establish consistency between the Zoning Ordinance and the Comprehensive Plan

Chairman Brooks stated that starting in September he would like to utilize the 2nd meeting of the month to work through items, unless the 1st meeting has an open agenda.

**9. Commissioner comments**

The Commissioners spoke of the night’s meeting and expressed their gratitude to Nigel Goodwin for his service to the Commission. Mr. Yancey made a motion for Mr. Frederick to draft a resolution for Mr. Goodwin’s service; motion seconded by Mr. Hutchison. Motion Passed 5-0.

**10. Next meeting date – July 7th, 2016**

**11. Adjourn**

Mr. Hutchison made a motion to adjourn; motion seconded by Mr. Yancey. Meeting adjourned at 8:57 p.m.
The events of this meeting were captured via digital audio recording. These written minutes shall serve as the official record of actions taken during the meeting.
Orange County Planning Commission

July 7th, 2016 regular meeting

Agenda item 4A
MEMORANDUM

TO: Orange County Planning Commission
FROM: Josh Frederick, Director of Planning & Zoning
DATE: June 30th, 2016
RE: Draft Barboursville Village Overlay District – July 7th work session

Building on the comments received and discussion held during the June 2nd regular meeting, Planning Staff have modified the proposed Barboursville Village Overlay District (BVOD) accordingly. The revised draft district language is attached to this memo; changes are in red text. Per Commission guidance, the most notable change is the replacement of the nonresidential design standards with specific nonresidential architectural styles. The intent is to have all nonresidential structures to reflect one of the styles of architecture historically characteristic of Barboursville and within the Madison-Barbour Rural Historic District.

The majority of the village boundary was well-defined as part of the Comprehensive Plan adoption. However, based on the previous meeting, there was a lack of consensus on where to draw the western and northwestern district boundaries. This is still a remaining task before the Commission. Please utilize the individual Comprehensive Plan and zoning maps supplied with the June 2nd packet. Planning Staff will have large maps ready for the July 7th meeting.

Lastly, the Commission has indicated they would like to hold a “town hall” style information session on the draft BVOD at the Barboursville Volunteer Fire Department. Either July 21st (the reserved 3rd Thursday meeting date) or the next regular meeting on August 4th are potential dates.

Cc: Board of Supervisors
    R. Bryan David, County Administrator
    Tom Lacheney, County Attorney
    Alyson Simpson, Chief Deputy Clerk to the Board
    File

Att: Draft revised Barboursville Village Overlay District, dated 6/30/16
BARBOURSVILLE VILLAGE OVERLAY DISTRICT

Purpose and Intent.

a) The Barboursville Village Overlay District (BVOD) implements the policies, objectives, and purposes of the Comprehensive Plan and the Code of Virginia § 15.2-2283 by providing additional regulations to protect and enhance the character of the area and to complement the requirements of the underlying zoning districts. These regulations are intended to foster a higher standard of nonresidential building design and site design which is respectful of the cultural and historic nature of Barboursville, and produces development that complements, rather than detracts, from the character of the area. This character is in large part due to the Federal, Georgian, Greek Revival, and Vernacular Victorian architectural stylistic elements that were common of buildings built in the area during the eighteenth, nineteenth, and early twentieth centuries. Accordingly, a major purpose of this overlay is to provide avenues for nonresidential development to be substantially reflective of these architectural styles, while allowing for modern building practices. These regulations are further intended to retain the small village and community identity through the use of setback reductions to encourage a slightly greater degree of density and a continuation of the unique development pattern, through the use of restrictions on certain incompatible uses, and through the utilization of the underlying traditional, Euclidian zoning districts. However, these goals are to be achieved while not inhibiting the functionality of the arterial highways traversing the area. Finally, the village boundaries are arranged such that development will be encouraged within them and discouraged outside of them.

Establishment and Applicability.

a) Applicability. These overlay district regulations shall apply to the area designated as the Barboursville village on the Recommended Land Use Map of the adopted 2013 Comprehensive Plan, and more specifically as shown on the map adopted by the Board of Supervisors as part of resolution number XXXXXXXX.

b) Overlay concept. Unless otherwise stated herein, the permitted uses and other regulations of the underlying zoning districts and all other sections of this Zoning Ordinance shall continue to apply. All development within the district shall conform to these provisions, unless specifically exempted.

c) Zoning Map. The boundaries of this district shall be clearly delineated on the county’s zoning maps.

Administration.

a) Review procedures. All development within the BVOD shall conform to the zoning permit and site plan requirements set forth in Article II of this Chapter. The Zoning Administrator may refer any submitted site plan or development proposal within the BVOD to the Planning Commission for their review and comment.

b) Nonconformities. Unless otherwise stated or modified herein, nonconforming uses and structures shall be regulated by Article III of this Chapter.

1) If a structure is nonconforming due to encroaching on a setback area or required yard, it may be expanded or enlarged provided the new portion of the structure is
Note: The Zoning Ordinance will be slightly restructured to accommodate this district. Article V will become “Special and Overlay District Regulations”. Articles afterward will be renumbered.

no closer to the affected property line than the nonconforming portion. Any such structure for which the footprint is expanded by twenty-five percent (25%) or more, the entire structure and site shall be brought into full compliance with these overlay provisions.

Uses.

a) Except as provided in the following subsection, all by-right permitted uses and all special uses in the underlying zoning districts shall be permitted within the BVOD in accordance with individual district regulations.

b) The following uses shall not be permitted within the BVOD.

1) Adult-oriented business.
2) Outdoor power equipment, motorcycle, all-terrain vehicle, watercraft repair and storage.
3) Public utility facility.
4) Self-storage facility.
5) Vehicular sales and/or rental.
6) Wholesale or distribution center.
7) Temporary/seasonal sales
8) Any use utilizing drive-through facilities.

Area and Frontage Requirements.

Minimum lot area and frontage requirements shall be regulated by the underlying zoning districts.

Minimum Setback Requirements.

The specific requirements provided in this section shall supersede those found elsewhere in this Ordinance, but only within the boundaries of the BVOD. Setback distances not modified by this section shall be regulated by the underlying zoning district(s).

a) Constitution Highway (Route 20) and Spotswood Trail (Route 33): minimum setback of fifty (50) one-hundred (100) feet from the right-of-way, which shall apply to all buildings and structures, and paved parking areas. Parking areas may encroach up to half this minimum distance. Freestanding signs shall have a minimum setback distance which is equal to the height of the sign.

b) Governor Barbour Street (Route 678): no minimum setback requirement for structures or signs.

c) Old Barboursville Road (Route 738): minimum setback of twenty-five (25) feet from the centerline of the road for structures and signs.

d) Adjacent to the railroad right-of-way: no minimum setback requirement.

Height Requirements.

No building or structure within the BVOD shall exceed forty (40) feet in height.
Note: The Zoning Ordinance will be slightly restructured to accommodate this district. Article V will become “Special and Overlay District Regulations”. Articles afterward will be renumbered.

**Nonresidential Building Standards.**

a) **Applicability.** The standards set forth in this section shall apply to all new nonresidential development within the BVOD. For the purposes of this section, “new” shall refer to any building or structure built after adoption of this overlay district. For any existing building whereby the footprint is expanded by fifty percent (50%) or greater twenty-five (25%) or more, the entire building and site shall be brought into compliance with these standards as well as with the signage standards.

b) **Building design.** Buildings shall incorporate the architectural treatments and design considerations established below.

1) Any nonresidential building within the BVOD shall be constructed in one of the following architectural styles by making substantial use of the building elements identified below for the style. Style elements may be physically installed or simulated.

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<thead>
<tr>
<th>Federal/Georgian Example</th>
<th>Greek Revival Example</th>
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<tbody>
<tr>
<td><strong>Federal/Georgian</strong></td>
<td><strong>Greek Revival</strong></td>
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<tr>
<td>• Brick or clapboard exterior</td>
<td>• Brick, clapboard, stucco, or stone exterior</td>
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<tr>
<td>• A square or rectangular building shape</td>
<td>• A square or rectangular building shape</td>
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<tr>
<td>• Double-hung windows with divided lights and shutters</td>
<td>• A full-height front porch supported by columns</td>
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<td>• Gable windows</td>
<td>• A front gable with a pediment</td>
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<tr>
<td>• An embellished front entryway (e.g. elliptical fanlights, side lights, Palladian windows, columns, a porch, etc.)</td>
<td>• Decorative pilasters</td>
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<tr>
<td>• A hip roof or side-gable roof</td>
<td>• Double-hung windows with divided lights</td>
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<tr>
<td>• A symmetrical arrangement of doors and windows</td>
<td>• Exterior cornice molding</td>
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<tr>
<td>• Exterior cornice molding</td>
<td>• An embellished front entryway (a horizontal transom, side lights, columns, etc.)</td>
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<tr>
<td>• Quoins</td>
<td>• A hip roof or low-pitched gable roof</td>
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<td>• End-chimneys</td>
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</table>
Note: The Zoning Ordinance will be slightly restructured to accommodate this district. Article V will become “Special and Overlay District Regulations”. Articles afterward will be renumbered.

Vernacular (Folk) Victorian
- A square, rectangular, or L-shaped building
- A front-gable roof
- Clapboard and/or decorative siding (i.e. “fishscale” siding) exterior
- Bracketed eaves
- A continuous or mostly-continuous front porch with decorative embellishments (e.g. spindlework, brackets, stylized columns, etc)
- Decorative front gable-end detailing
- Double-hung windows with top pediments

Folk Victorian Example

2) Building façades visible from a public road shall incorporate variations in materials and/or colors as well as substantial recesses and projections in order to avoid architectural monotony.

3) In order to promote consistency with the architectural character of the area, building facades visible from a public road shall substantially incorporate two (2) or more of the following: arches, bay windows, columns, dormer windows, exterior cornice molding, a front porch or other prominent covered front entryway feature, and/or windows which have visually prominent sills, lintels, shutters, and other forms of framing/trim.

4) Building and roofing colors shall be subtle, neutral and/or earth tones, and shall be of low-reflectance.

5) Permitted exterior materials and finishes for any building façade shall be in accordance with the following chart:

<table>
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<tr>
<th>Permitted</th>
<th>Prohibited</th>
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<tr>
<td>Brick</td>
<td>Plain vinyl siding</td>
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<tr>
<td>Stone, natural or synthetic</td>
<td>Concrete block (painted or unadorned)</td>
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<td>Split-faced concrete block</td>
<td>Panelized vertical siding</td>
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<td>Horizontal siding, cement or wood</td>
<td>Pre-cast concrete panels</td>
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<td>Shake or shingle siding</td>
<td>Exterior insulation finishing systems (EIFS)</td>
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<td>Glass (not as the predominant material)</td>
<td>Stucco</td>
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<tr>
<td>Architectural vinyl siding</td>
<td>Metal</td>
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6) Buildings containing multiple individual units which are accessed from the exterior (i.e. a “strip mall”) are not permitted.

c) Mechanical equipment. Roof-mounted mechanical equipment shall be opaquely screened from view at grade by parapet walls or other similar structures that reflect the architecture of the building. Ground-mounted mechanical equipment shall not be located in any yard adjacent to a public road, and shall be opaquely screened from view by walls or structures that are a continuation of the principal structure’s architecture.

d) Waste receptacles. Dumpsters and other waste receptacles shall not be located in any yard adjacent to a public road, and shall be opaquely screened from view by fencing.
Note: The Zoning Ordinance will be slightly restructured to accommodate this district. Article V will become “Special and Overlay District Regulations”. Articles afterward will be renumbered.

and/or evergreen landscaping. This standard shall retroactively apply to any lot upon any new development or redevelopment.

e) Lighting. All exterior lighting shall be of the full-cutoff variety and shall have a historic style of design reflective of the examples provided below.

f) Fencing. Picket fences and split-rail fences are the permitted fence types. Chain-link fencing is expressly prohibited.

Off-street Parking and Landscaping.

Off-street parking, loading, and landscaping shall be regulated by Article V of this Chapter.

Outdoor Storage.

Outdoor storage of goods and materials related to any nonresidential use shall not be located in any yard adjacent to a public road. Any outdoor storage shall beopaquely screened by fencing and/or evergreen landscaping, or shall be within an approved accessory building.

Signage.

a) Area. Maximum allowable area of signage shall be regulated by the underlying zoning district.

b) Height. Freestanding signs within the BVOD shall not exceed eight (8) feet in height. Building signs shall not extend above the highest point of the building to which they’re attached.

c) Style. Monument signs are the only style of freestanding sign permitted in the BVOD.

d) Digital signs. Except for the digital display of gas station pump prices, digital signs shall be prohibited within the BVOD.

e) Nonconformities. Article II of this Ordinance notwithstanding, any sign within the BVOD which has been deemed a nonconformity may not be further modified or “re-faced” except in full compliance with these overlay regulations and this Ordinance.
Orange County Planning Commission

July 7th, 2016 regular meeting

Agenda item 6B
TO: Orange County Planning Commission  
FROM: Josh Frederick, Director of Planning & Zoning  
DATE: July 1st, 2016  
SUBJECT: April / May / June 2016 – Department of Planning & Zoning Activity/Info

The following is a list of activity/information for the Department of Planning & Zoning for the months of April, May, and June, 2016:

**ARC**
No ARC meeting was held. No applications were received.

**BZA**
The BZA did not meet in January.

**Code Enforcement**
Follow-up inspections were conducted on past/active complaints. New complaints were received related to unpermitted dwelling unit construction, junk vehicles, and an illegal home business; enforcement actions are being pursued. Planning Staff appeared in court in June and set a trial date for a long-standing junk and debris violation.

**Current Planning Activity (2016)**
New buildable lots created in April: 3  
New buildable lots created in May: 7  
New buildable lots created in June: 9  
New buildable lots created in 2016 through June: 36  
Total buildable lots created in 2016: 36  
Total buildable lots created in 2015: 21

### Plats Submitted for Review

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Zoning Permits Issued (Total)

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Zoning Permits Issued (for construction/placement of dwellings)

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Certificates of Occupancy Issued for Dwellings (data provided by Building Dept.)

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Building Permits Issued (data provided by Building Dept.)

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Erosion and Sediment Control
Erosion & sediment control permits issued: (25 YTD for 2016; 86 total for 2015)
Erosion & sediment control project inspections: (99 YTD for 2016; 408 total for 2015)

Site Plans
Site plan received: 2 (New Hope Baptist Church fellowship hall; Lake of the Woods 3rd entrance)

Other Items of Interest
A committee was formed to look at internal inconsistencies within the Subdivision Ordinance. This committee consists of Supervisor Crozier, Supervisor White, the County Administrator, the County Attorney, and the Planning Director. The goal is to make general improvements to the Ordinance, which has several unrelated issues.

At their April 26th regular meeting, as old business, the Board voted to deny the REZ 15-01 (Winterberry Creek) application. Concerns were cited about the appropriateness of the location of the proposed development.

At their May 10th regular meeting the Board approved the amendments to Article II of the Zoning Ordinance. This amendment addressed a number of topics, most notably zoning permit and site plan requirements. Only one very minor change was made to what was recommended for approval by the Planning Commission.
At their May 24th regular meeting the Board approved a Board-initiated amendment to the Subdivision Ordinance which raised the threshold, from 8 lots to 13 lots, at which hydrogeologic testing (groundwater availability) is required for subdivisions.

At their June 14th regular meeting the Board approved the Zoning Ordinance amendment which permitted home enterprises in the Agricultural (A) zoning district. All but the definition and permitted use was removed from the proposal recommended by the Planning Commission.

Planning Staff met with VDOT in May to discuss 2 potential projects to submit for the next round of HB2 funding. The county will be working with VDOT to apply for funding to realign the 2 low-speed curves currently on Route 601 (Flat Run Rd).

Planning Staff attended a VDOT transportation forum in June to learn more about current state transportation planning and other transportation-related topics.

Planning Staff have been working to improve the availability and accuracy of information available on the county’s website. Several new forms, applications, and checklists have been added. Furthermore, the FAQs section of the department’s webpage has been greatly improved and expanded. This will be an ongoing project.

Planning Staff completed a project to produce an accurate rezoning and proffer database and have begun the painstaking process of ensuring rezonings are properly mapped. On the county’s GIS, conditional zoning (i.e. rezonings with proffers) is now identified by a crosshatched color (e.g. where R-1 is a light yellow color, conditional R-1 is a hatched light yellow). Because of the time it takes to properly map these cases, this will be an ongoing project. The database itself however is complete, and from it will be produced a publicly-available catalog.

Cc: Board of Supervisors
    R. Bryan David, County Administrator
    Tom Lacheney, County Attorney
    Alyson Simpson, Chief Deputy Clerk to the Board
    File