

Agenda
Board of Supervisors
Isle of Wight County
February 15, 2024

1. Call to Order (5:00 P.M.)
2. Closed Meeting
3. Reconvene Open Meeting at 6:00 P.M.
4. Invocation – Vice Chairman Don Rosie
5. Approval of Agenda
6. Citizens' Comments
7. Consent Agenda
 - A. Budget Amendment – Farmers/Vintage Markets
Resolution to Amend the Budget and Appropriate Carryover Funding for Farmers Market and Vintage Market Activities (\$4,297)
 - B. Budget Amendment – Insurance Proceeds
Resolution to Budget and Appropriate Insurance Proceeds from VaCorp Insurance for Repair of County Vehicles and Equipment (\$67,314)
 - C. Budget Amendment – Local Emergency Management Performance Grant Award
Resolution to Accept and Appropriate 2024 Local Emergency Management Performance Grant (LEMPG) Award (\$7,500)
 - D. Budget Amendment – Next Generation 9-1-1
Resolution to Amend the Budget and Appropriate Funding from the Virginia 911 Service Board PSAP Next Generation 911

(\$45,000)

- E. Budget Amendment - Schools Compensation Appropriation
Resolution to Amend the Budgeted Revenues for School Employees (\$475,000)
- F. Budget Amendment - Schools Grant Award Increases
Resolution to Amend the Budget and Appropriate Grant Award Increases (\$270,546)
- G. Budget Amendment - Schools Grant Carryover Funds
Resolution to Amend the Budget and Appropriate Carryover Grant Funds (\$1,942,332)
- H. Budget Amendment - Transfer to Utilities Billing
Resolution to Amend the FY2023-24 Operating Budget and Appropriate Funding for Public Utilities Billing (\$120,370)
- I. Budget Amendment - Utilities Shortfall
Resolution to Amend the Budget and Appropriate Funding for a Public Utilities Shortfall (\$765,530)
- J. Budget Amendment - V-STOP Grant
Resolution to Amend the Budget and Appropriate Grant Funds for the DCJS Violence Against Women's Act Grant (\$30,795)
- K. Declaration of Local Emergency
Resolution to Ratify a Declaration of Local Emergency
- L. Medical Rapid Access Transport Unit
Resolution to Accept a Donated Medical Rapid Access Transport Unit from Hampton Roads Planning District Commission
- M. Vehicle Acquisition - Administration/Public Works/Sheriff's Office
Acquisition of Vehicles for County Administration, Public Works, and the Sheriff's Office

- N. Minutes
 - December 14, 2023 Regular Meeting Minutes
 - January 4, 2024 Organizational Meeting Minutes
- 8. Regional and Inter-Governmental Reports
 - A. Regional Reports
- 9. Appointments
 - A. Appointments List
- 10. Special Presentations / Appearances
 - A. Schools Financial Update
 - Update on Schools' Plan to Address Financial Shortfall
 - B. Quarterly Financial Report
 - Presentation of the Financial Report for the Mid-Year FY2023-24
- 11. County Attorney's Report
- 12. Public Hearings
 - A. ZA-8-23 Owens Conditional Residential Rezoning Request
 - Application (ZA-8-23) of Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, Property Owner, for a Change in Zoning Classification from Rural Agricultural Conservation (RAC) to Conditional Rural Residential (C-RR) of Approximately 18 Acres Located at 15433 Carroll Bridge Road to Create One Single Family Residential Lot and to Withdraw from the Courthouse Agricultural District
 - B. ZA-7-23 Blue Sky Conditional Zoning Amendment
 - Application ZA-7-23 of 17466 Benns Church Blvd, LLC, Property Owner, for an Amendment to Conditional Zoning to Permit Additional Uses on Approximately 3.15 Acres Located at 17466 Benns Church Boulevard

C. Ordinance Amendment - Discharging Firearms

Discussion of Chapter 12 - Offenses-Miscellaneous, Section 12 - 11.1 Discharging Firearms of the Isle of Wight Code of Ordinances

D. Personal Property Tax Rate Adjustments

Public Hearing - Personal Property Tax Rate Adjustment

E. Boundary Line Adjustment

Resolution to Approve an Agreement to Relocate the Boundary Line for the Town of Smithfield

13. County Administrator's Report

A. IWIP Fire Incident

Staff Update re: the Fire Incident at Isle of Wight Industrial Park

B. Legislative Update

Staff Presentation - Legislative Update of the 2024 General Assembly Session

C. Matters for the Board's Information

14. Unfinished / Old Business

A. Proposed Growth Management Task Force

Discussion on the Proposed Formation of a Growth Management Task Force

15. New Business

A. Dress Code Policy

Resolution to Amend the County's Policy and Procedures Manual to Add a Dress Code Policy

B. Utilities Department Staffing

Resolution to Revise the FY2023-24 Classification and Compensation Plan to Address Staffing Needs in the Utilities

Department

C. Smithfield Rezoning Request

Discussion of Town of Smithfield Request to Rezone County-Owned Property

D. Strategic Plan

Discussion of Strategic Plan Update

E. Cypress Creek Bridge

Discussion of Traffic Flow and Congestion Related to Closure of the Cypress Creek Bridge

16. Adjournment

ISSUE:

Resolution to Amend the Budget and Appropriate Carryover Funding for Farmers Market and Vintage Market Activities (\$4,297)

BACKGROUND:

The Farmers Market and the Vintage Markets generated revenues in excess of expenditures for FY2022-23. The Farmers Market produced \$2,882 in revenues in excess of expenditures and the Vintage Market produced \$1,415 in excess revenues that have been converted to unassign fund balance.

The Farmers Market and Vintage Markets are self-supporting functions within the organization that encourage tourism and help to promote small agricultural entrepreneurs. In this regard, the Board may wish to appropriate funds from the unassigned fund balance to support carryover activities for the Farmers Market and Vintage Markets.

BUDGETARY IMPACT:

An appropriation will decrease the unassigned fund balance by \$4,297 and increase the line items for the Farmers Market and Vintage Markets by \$2,882 and \$1,415 respectively.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate funding for the Farmers Market and Vintage Markets.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/8/2024

**RESOLUTION TO AMEND THE FY 2023-2024 OPERATING
BUDGET AND APPROPRIATE FUNDING FOR
CARRYOVER ACTIVITIES FROM PRIOR FISCAL YEAR**

WHEREAS, the Board of Supervisors desires to appropriate funding for ongoing Farmers Market and Vintage Market activities which encourage tourism and provide positive economic impact for our community; and,

WHEREAS, the Farmers Market produced FY 2022-2023 revenue in excess of expenditures in the amount of \$2,882 that has converted to unassigned fund balance; and,

WHEREAS, the Vintage Markets produced FY 2022-2023 revenue in excess of expenditures in the amount of \$1,415 that has converted to unassigned fund balance; and,

WHEREAS, the Board of Supervisors desires to budget and appropriate \$4,297 of unassigned fund balance for FY 2023-2024 Market activities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2023-2024 General Fund budget is hereby amended and funds appropriated in the amount of \$4,297 for the carryover activities.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of February 2024.

Joel C. Acree, Chairman

Carey Mills-Storm, Clerk

Approved as to form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Budget and Appropriate Insurance Proceeds from VaCorp Insurance for Repair of County Vehicles and Equipment (\$67,314)

BACKGROUND:

The County has received insurance proceeds for repair of County vehicles in the amount of \$28,161 and equipment in the amount of \$39,153 from VaCorp Insurance. The insurance proceeds of \$15,591 need to be budgeted and appropriated to the General Fund Budgets for FY 2023-24, the insurance proceeds of \$12,570 need to be budgeted and appropriated to the Public Utility Fund Budget for FY 2023-24, and the insurance proceeds of \$39,153 need to be budgeted and appropriated for the Capital Maintenance Fund Budget for FY 2023-24.

The departments have requested that these insurance proceeds received be budgeted to the line item that will allow the repair of County vehicles and equipment. Any additional budget amount required would be done through the Departments' existing available budget.

Fleet Repairs - Public Works	\$ 6,162	Vacorp
Fleet Repairs - Sheriff's Office	\$ 9,429	Vacorp
Fleet Repairs - Utility Services	\$ 12,570	Vacorp
Capital Maintenance – B&G	\$ 39,153	Vacorp
	\$ 67,314	

BUDGETARY IMPACT:

Adoption of the resolution will increase the the FY 2023-24 General Fund budget (\$15,591) and will increase the FY 2023-24 Public Utility Fund budget (\$12,570) and will increase the FY 2023-24 Capital Maintenance budget (\$39,153).

RECOMMENDATION:

Adopt the resolution to budget and appropriate insurance proceeds and authorize department budget line item to be increase by the insurance proceeds amount to repair County vehicles.

ATTACHMENTS:

Description	Type	Upload
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Resolution

Resolution

Date
2/9/2024

**RESOLUTION TO AMEND THE FY 2023-24 OPERATING
BUDGET AND APPROPRIATE FUNDING FOR REPAIR OF COUNTY
PROPERTY FROM INSURANCE PROCEEDS**

WHEREAS, the County of Isle of Wight, Virginia has received insurance proceeds from VaCorp Insurance for damaged County vehicles and other property; and,

WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia desires to amend the FY 2023-2024 General Fund budget and the Public Utility budget in the amounts of \$15,591 and \$12,570 respectively for the repair of damaged County vehicles and the FY 2023-24 Capital Projects Fund maintenance budget in the amount of \$39,153 for the repair of a damaged elevator; and,

WHEREAS, the Board of Supervisors needs to appropriate funding from insurance proceeds to the FY 2023-2024 General Fund budget in the amount of \$15,591 and the Public Utility budget in the amount of \$12,570 for the repair of damaged County vehicles and to the FY 2023-24 Capital Projects Fund maintenance budget in the amount of \$39,153 for the repair of a damaged elevator.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2023-24 budget is hereby amended and funds appropriated in the amount of \$67,314.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of February 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Accept and Appropriate 2024 Local Emergency Management Performance Grant (LEMPG) Award (\$7,500)

BACKGROUND:

The Department of Emergency Services has been awarded fifteen thousand dollars (\$15,000) under the 2024 Emergency Management Performance Grant (LEMPG) by the Federal Emergency Management Agency (FEMA). Grant funds will be provided by the Virginia Department of Emergency Management (VDEM) on a reimbursement basis up to seven thousand five hundred dollars (\$7,500). The County provides an in-kind match of up to seven thousand five hundred dollars (\$7,500).

The funds will be used for public outreach, training and equipment in support of the County's emergency management function.

BUDGETARY IMPACT:

The Grant Fund Budget will increase by \$7,500. There is a fifty percent matching funds requirement for this grant which is being met with currently available funds in the General Fund Emergency Services budget.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate grant funds from the Virginia Department of Emergency Management.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/2/2024

**RESOLUTION TO AMEND THE FY 2023-2024 OPERATING
BUDGET AND APPROPRIATE FUNDING FOR THE 2024 LOCAL
EMERGENCY MANAGEMENT PERFORMANCE GRANT**

WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia desires to accept funding from the Virginia Department of Emergency Management (VDEM) under the Federal Emergency Management Agency (FEMA) 2024 Local Emergency Management Performance Grant (LEMPG) program; and,

WHEREAS, the Board of Supervisors desires to amend the FY 2023-2024 Grant Fund Budget in the amount of \$7,500 for emergency management related functions; and,

WHEREAS, the Board of Supervisors needs to appropriate \$7,500 to the FY 2023-2024 Grant Fund Budget for emergency management related functions of Isle of Wight County, Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2023-2024 Grant Fund Budget is hereby amended and funds appropriated in the amount of \$7,500 for emergency management related functions.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of February 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the Budget and Appropriate Funding from the Virginia 911 Service Board PSAP Next Generation 911 (\$45,000)

BACKGROUND:

The County will receive funding in the amount of \$45,000 from the Virginia 911 Service Board for implementation of Next Generation 911 (NG911).

BUDGETARY IMPACT:

This grant will increase the FY2023-24 E-911 Fund by \$45,000.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate grant funds.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	1/31/2024

**RESOLUTION TO AMEND THE FY 2023-24 E- 911 FUND
BUDGET AND APPROPRIATE FUNDING FROM THE VIRGINIA
911 SERVICE BOARD PSAP NEXT GENERATION 911**

WHEREAS, the Board of Supervisors desires to accept funding from the Virginia 911 Service Board for implementation of the Next Generation 911 (NG911); and,

WHEREAS, the Board of Supervisors desires to amend to the FY 2023-24 E-911 Fund Budget in the amount \$45,000 for the implementation of Next Generation 911 (NG911); and,

WHEREAS, the Board of Supervisors needs to appropriate \$45,000 to the FY2023-24 E-911 Fund Budget of Isle of Wight County, Virginia for the implementation of Next Generation (NG911).

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the E-911 Fund FY 2023-24 budget is hereby amended and funds in the amount of \$45,000, or so much as shall be received, be appropriated.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the Budgeted Revenues for School Employees (\$475,000)

BACKGROUND:

At its regular meeting on January 16, 2024, the Board adopted a resolution to amend the budget and appropriate \$475,000 to the County Schools for employee compensation; however, the resolution did not specify the source of the funding to be appropriated.

The County has revenue from accrued interest that can be appropriate to the County Schools.

BUDGETARY IMPACT:

Increase Schools FY2023-24 budget by \$475,000.

RECOMMENDATION:

Adopt a resolution to amend the budgeted revenues for School employees.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	1/19/2024

**RESOLUTION TO AMEND THE FY2023-24 COUNTY
BUDGETED REVENUES FOR SCHOOL EMPLOYEES'
COMPENSATION**

WHEREAS, the Board of Supervisors approved a \$475,000 increase in FY2023-24 local funding for the County Contribution to Schools to provide a two percent compensation supplement for SOQ and non-SOQ funded positions, effective January 1, 2024; and,

WHEREAS, the budget amendment and appropriation resolution did not specify the source of revenue to fund the increase in budgeted expenditures which would have allocated unassigned fund balance to provide the funding for the increase in expenditures; and,

WHEREAS, the County wishes to budget the funding source for the local contribution from an increase in interest earnings.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia that the FY 2023-2024 General Fund budget be amended to reflect an increase of \$475,000 in interest revenue to fund the appropriated County Contribution to Schools; and,

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 16th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the Budget and Appropriate Grant Award Increases (\$270,546)

BACKGROUND:

Isle of Wight County Public Schools received several anticipated grants for the FY2023-24 budget year. The original amounts budgeted were based on estimates for each grant. The awarding agencies have provided the actual awards and adjustments to the Instructional Category of the Schools FY2023-24 budget are necessary.

Award Year	Grant Name	2023-2024 Original Budget	2023-2024 Award Decrease/Increase	2023-2024 Revised Budget
2024	Title I	\$ 758,560	\$ 137,387	\$ 895,947
2024	Title II Part A	189,037	(24,459)	164,579
2024	IDEA Part B Section 611	1,176,276	105,389	1,281,665
2024	IDEA Part B Section 619	17,248	895	18,143
2024	Title IV Part A	47,980	25,075	73,055
2024	Perkins – Title I	<u>66,000</u>	<u>26,259</u>	<u>92,259</u>
	Grant Total	2,255,101	270,546	2,525,647

BUDGETARY IMPACT:

Appropriation of the grant funds will increase the Instructional Category of the School FY2023-24 Budget by \$270,546.

RECOMMENDATION:

Adopt a resolution to appropriate grant funds.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/8/2024

**RESOLUTION TO AMEND THE FY2023-24 OPERATING
BUDGET AND APPROPRIATE GRANT FUNDS TO THE SCHOOLS
FY2023-24 OPERATING BUDGET**

WHEREAS, the Board of Supervisors appropriated funding by category for the Isle of Wight County School Board for the FY2023-2024 school year; and,

WHEREAS, the County School's FY2023-24 budget included several grants utilizing estimated revenue amounts; and,

WHEREAS, the awarding agencies have provided actual award amounts and adjustments to the Instructional Category of the Schools FY2023-24 budget are necessary; and,

WHEREAS, the amended grant amounts identified below will increase the Instructional Category in the County Schools' FY2023-24 budget in the amount of \$270,546.

Award Year	Grant Name	2023-2024 Original Budget	2023-2024 Award Decrease/Increase	2023-2024 Revised Budget
2024	Title I	\$ 758,560	\$ 137,387	\$ 895,947
2024	Title II Part A	189,037	(24,459)	164,579
2024	IDEA Part B Section 611	1,176,276	105,389	1,281,665
2024	IDEA Part B Section 619	17,248	895	18,143
2024	Title IV Part A	47,980	25,075	73,055
2024	Perkins – Title I	<u>66,000</u>	<u>26,259</u>	<u>92,259</u>
	Grant Total	2,255,101	270,546	2,525,647

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the Public Schools' FY2023-24 budget is hereby amended and additional grant funding in the amount of \$270,546, or as much as shall be received, be appropriated to the Instructional Category in the Schools' FY2023-24 budget.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 16th day of January, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the Budget and Appropriate Carryover Grant Funds
(\$1,942,332)

BACKGROUND:

Isle of Wight County Public Schools have previously received grant funds for programs that have an implementation period that exceeds one fiscal year. In this regard, the Schools have requested that carryover funds in the amount of \$1,942,332 be appropriated to the Schools FY2023-24 Operating budget.

The carryover grants are as follows:

Award Year	Grant Name	Carryover Amount as of June 30, 2023
2022	Title I	\$ 94,208
2022	Title II Part A	28,624
2022	IDEA Part B Section 611	333,709
2022	IDEA Part B Section 619	13,650
2022	Title IV Part A	28,410
2021	ESSER III Division Allocations	933,268
2021	Mentor Teacher ESSER	5,798
2021	HVAC ARP-COVID 19	92,696
2021	ESSER III Unfinished Learning	306,538
2021	<u>ESSER III Before and After School</u>	105,431
	Grants Total	\$ 1,942,332

BUDGETARY IMPACT:

An appropriation will increase the Instructional Category of the Schools FY2023-24 budget in the amount of \$1,942,332.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate School carryover grant funds.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/9/2024

**RESOLUTION TO AMEND THE FY2023-24 OPERATING
BUDGET AND APPROPRIATE CARRYOVER GRANT FUNDS TO
THE SCHOOLS FY2023-24 OPERATING BUDGET**

WHEREAS, the Board of Supervisors appropriated funding by category for the Isle of Wight County School Board for the FY2023-2024 school year; and,

WHEREAS, the County School's have previously received grant funds for programs that have an implementation period that exceeds one fiscal year; and,

WHEREAS, the County Schools have requested that carryover funds in the amount of \$1,942,332 be appropriated to the Schools FY2023-24 Operating budget; and,

WHEREAS, the amended grant amounts identified below will increase the Instructional Category in the County Schools' FY2023-24 budget in the amount of \$1,942,332.

Award Year	Grant Name	Carryover Amount as of June 30, 2023
2022	Title I	\$94,208
2022	Title II Part A	28,624
2022	IDEA Part B Section 611	333,709
2022	IDEA Part B Section 619	13,650
2022	Title IV Part A	28,410
2021	ESSER III Division Allocations	933,268
2021	Mentor Teacher ESSER	5,798
2021	HVAC ARP-COVID 19	92,696
2021	ESSER III Unfinished Learning	306,538
2021	ESSER III Before and After School	105,431
	Grants Total	1,942,332

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the Public Schools' FY2023-24 budget is hereby amended and carryover grant funding in the amount of \$1,942,332, or as much as shall be received, be appropriated to the Instructional Category in the Schools' FY2023-24 budget.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 16th day of January, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the FY2023-24 Operating Budget and Appropriate Funding for Public Utilities Billing (\$120,370)

BACKGROUND:

The County's newly elected Treasurer took office on January 1, 2024. The Treasurer does not wish to be responsible for the County's Utility Billing function.

In this regard, the funding for the salaries and wages of 3 of the 4 staff members (1 was already fully funded in the Public Utilities budget) that will be reassigned and billing office expenditures currently in the Treasurer's budget will now need to be budgeted in the Utilities budget. The General Fund will provide a transfer to Utilities for these expenditures.

While the Budget Ordinance allows for transfers within Funds, transfers between Funds result in an increase in the Public Utilities budget and transfers between Funds are not approved by the County Budget Ordinance. A budget amendment is required and must be approved by the Board of Supervisors. The total transfer to cover the remainder of the fiscal year will be \$120,370.

BUDGETARY IMPACT:

Funds in the General Fund will be transferred to the Public Utilities fund resulting in an increase of \$120,370 in the Public Utilities fund.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate funds for Public Utilities billing.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/9/2024

**RESOLUTION TO AMEND THE FY 2023-2024 OPERATING
BUDGET AND APPROPRIATE FUNDING FOR PUBLIC UTILITIES
BILLING**

WHEREAS, the Board of Supervisors needs to transfer \$120,370 and any other amount that may be discovered to be already budgeted in the Treasurer's department, to the Public Utilities Fund, for operation of utilities billing; and,

WHEREAS, the Board of Supervisors desires to budget and appropriate funds in the amount of \$120,370; and,

WHEREAS, funding so much as already budgeted and appropriated in the Treasurer's Office for Utilities Billing may be transferred and budgeted in the Public Utilities Fund for Utilities Billing salaries, benefits and operating costs.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia, that funds are hereby budgeted and appropriated for Utilities Billing salaries, benefits and operating costs.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Amend the Budget and Appropriate Funding for a Public Utilities Shortfall (\$765,530)

BACKGROUND:

During the current fiscal year, multiple factors have led to a \$765,530 budget shortfall in the Utility Division's Sewer group.

The costs for both routine and emergency maintenance have increased significantly. For example, the most significant routine service covered sewer station cleanings at a cost of approximately \$175,000 in FY23. Due to a lack of competition in the municipal market and supply chain issues, the cost of this service alone increased to \$340,000 in FY24. This service alone represents an unanticipated increase of approximately \$170,000 from FY23. Pump Station #23 in Gatling Pointe also experienced a complete failure of the rail system that supports the pumps and required a complete rehabilitation, including replacement of an undersized force main. The cost of the emergency rehab is \$380,000.

Emergency repairs are required to ensure any failures in the sewer collection system don't create backups and/or sewer overflows. A residential customer's sewer lateral repair in Gatling Point that occurred recently will cost approximately \$53,000. Two other pump stations (PS#12 in Windsor and PS#21 in Gatling Pointe) are in need of repair and the combined cost will be approximately \$85,000.

Additionally, there are other outstanding sewer expenses such as generator and pump repairs and the replacement of outdated vacuum sewer vault controllers where the funding has been spent on other items such as station cleanings to date and emergency repairs.

BUDGETARY IMPACT:

Funding is available in the Utilities Fund balance to cover the budget shortfall.

RECOMMENDATION:

Adopt a resolution to appropriate funding to the Utilities Fund.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/9/2024
Utility Services Shortfall Details	Backup Material	2/13/2024

**RESOLUTION TO AMEND THE FY 2023-2024 BUDGET AND
APPROPRIATE FUNDING FOR PUBLIC UTILITIES
SHORTFALL**

WHEREAS, the Public Utilities FY 2023-24 fiscal year is estimated to be under budgeted by \$765,530 for unexpected repair and maintenance items; and,

WHEREAS, the Public Utilities fund has sufficient Fund Balance available to fund the unexpected repair and maintenance items; and,

WHEREAS, the Board of Supervisors must budget and appropriate \$765,530 for the FY2023-24 Public Utilities Fund repair and maintenance items.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2023-2024 Public Utilities Budget is hereby amended and unassigned fund balance appropriated in the amount of \$765,530 to the Public Utilities Fund for repair and maintenance.

BE IT FURTHER RESOLVED that the County Administrator of the County of Isle of Wight, Virginia is authorized to make the appropriate accounting adjustment in the budget and to do all things necessary to give this resolution effect.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

Utility Services Budget Shortfall

Operating Expenses		
DESCRIPTION	AMOUNT	REMARKS
Available Funding for FY24 Operations		
Sewer Contracted Services and Maintenance line items	\$ 314,000	original approved FY24
Transfer IN to cover portion of station cleanings and other expenses	\$ 139,850	from Contingency and sewer cap outlay
Budgeted	\$ 453,850	
Expenses required for remaining FY24 Operations		
PS#23 repair	\$ 380,000	station failed completely - work in progress
Sewer PS pump out cost increase	\$ 175,000	pumpout cost escalation/Contractor availability occurred post budget submittal - PS pump outs alone are now quoted at \$350k
Emergency repairs Water & Sewer	\$ 125,000	Unknown at present. NOTE: \$25k emergency repairs were completed between November 2023 and January 26, 2024
PS#12 Dsicharge Line Repair	\$ 60,000	Carrier pipe siezed in case pipe between valve vault and wet well - find and fix repair needed - need Contractor estimate
Sewer lateral repair Gatling Point	\$ 53,000	N James Landing Circle on January 29, 2024
Upgrade PS#21 (Gatling Pointe)	\$ 25,000	Godwin pump required to replace failed generator - approx \$50k remaining in Sewer Cap Outlay may not be sufficient to cover generator
Portable Pump/generator repairs	\$ 25,000	We have multiple generators/pumps that need to be operable to cover power outages
Vac sewer controllers	\$ 21,000	50 controllers out of 200 needed (Vendor is phasing out outdated equipment). FY25 budget to cover remaining 150 needed
Less Expenses to date	\$ 355,380	as of 2-5-24
Estimated	\$ 1,219,380	
Operating Shortfall	\$ 765,530	
Funding Sources		
DESCRIPTION	AMOUNT	REMARKS
Public Utilities Available Fund Balance	\$ 765,530	Currently available in Public Utilities Fund

ISSUE:

Resolution to Amend the Budget and Appropriate Grant Funds for the DCJS Violence Against Women's Act Grant (\$30,795)

BACKGROUND:

The County has been awarded the 2024 Department of Criminal Justice Services (DCJS) Violence Against Women's Act Grant totaling \$30,795 (federal \$23,096; local match \$7,699). The program funds serve to increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.

BUDGETARY IMPACT:

Acceptance of the grant will increase the Grant Fund Budget both revenues and expenditures by \$23,096 with a local match of \$7,699.

RECOMMENDATION:

Adopt a resolution to amend the budget and appropriate DCJS Violence Against Women's Act Grant funds.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/14/2024

**RESOLUTION TO AMEND THE FY 2023-24 GRANT FUND
BUDGET AND APPROPRIATE FUNDING FOR THE DCJS
VIOLENCE AGAINST WOMEN’S ACT GRANT**

WHEREAS, the Board of Supervisors desires to accept funding from the Virginia Department of Criminal Justice Services (DCJS) for the Violence Against Women’s Act Grant; and,

WHEREAS, the Board of Supervisors desires to amend the FY2023-24 Grant Fund Budget in the amount of \$23,096 in federal funding with a local match of \$7,699 for the apprehension, prosecution and adjudication of person committing violent crimes against women; and,

WHEREAS, the Board of Supervisors needs to appropriate \$23,096 in federal funding with a local match of \$7,699 to the FY2023-24 Grant Fund Budget of Isle of Wight County, Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2023-24 budget is hereby amended, and federal funds appropriated in the amount \$23,096 with a local match of \$7,699.

BE IT FURTHER RESOLVED that the County Administrator of the County of Isle of Wight, Virginia is authorized to make the appropriate accounting adjustments in the budget and to do all things necessary to give this resolution effect.

Adopted this 15th day of February 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Ratify a Declaration of Local Emergency

BACKGROUND:

In anticipation of potential impacts from an industrial fire/hazardous materials incident, the County Administrator issued a declaration of a local state of emergency on January 18, 2024. In order to permit the full powers of government to deal effectively with this local emergency, the Board of Supervisors may wish to ratify the local declaration of emergency in accordance with Section 44-146.21 of the Code of Virginia.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

- Adopt a resolution declaring a local emergency.
- Adopt a resolution rescinding the declaration of local emergency.

ATTACHMENTS:

Description	Type	Upload Date
Resolution - Declaration of Local Emergency	Resolution	1/19/2024
Resolution	Resolution	1/26/2024

**RESOLUTION DECLARING A LOCAL EMERGENCY
TO EXIST IN ISLE OF WIGHT COUNTY, VIRGINIA**

WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia, does hereby find as follows:

1. That due to the occurrence of an industrial fire and hazardous materials incident causing conditions of extreme peril to the lives, safety and property of the residents of Isle of Wight County;
2. That as a result of this extreme peril, the director of emergency management declared a state of emergency for Isle of Wight County on January 18, 2024 which must be ratified in accordance with Section 44-146.21 of the Code of Virginia in order to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Isle of Wight, Virginia, hereby ratifies the declaration of local emergency issued by the director of emergency management for the County of Isle of Wight on January 18, 2024.

BE IT FURTHER RESOLVED that during the existence of this emergency the powers, functions, and duties of the director of emergency management and the emergency services organization and functions of the County of Isle of Wight shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the County of Isle of Wight in order to mitigate the effects of said emergency.

BE IT FURTHER RESOLVED that this resolution is effective 11:40 a.m. on January 18, 2024 and shall remain in effect until rescinded by the Board of Supervisors as provided by law.

Adopted this 15th day of February, 2024.


Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones, Jr., County Attorney

Pursuant to Section 44-146.21 of the Code of Virginia, I hereby declare a local emergency pursuant to this resolution.



Randy R. Keaton, Director of Emergency Management
Date/Time: January 18, 2024/11:40 a.m.

**RESOLUTION TO RESCIND A DECLARATION OF LOCAL
EMERGENCY IN ISLE OF WIGHT COUNTY, VIRGINIA**

WHEREAS, in accordance with Section 44-146.21 of the Code of Virginia, the County Administrator of Isle of Wight County, Virginia, declared a local emergency due to the occurrence of an industrial fire and hazardous materials incident causing conditions of extreme peril to the lives, safety and property of the residents of Isle of Wight County; and,

WHEREAS, the industrial fire has been extinguished and the hazardous materials have been contained and the need for further emergency actions has ended.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia, that the declaration of a local emergency for Isle of Wight County is hereby rescinded, effective 8:00 a.m. on Friday, January 19, 2024.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Resolution to Accept a Donated Medical Rapid Access Transport Unit from Hampton Roads Planning District Commission

BACKGROUND:

The Hampton Roads Planning District Commission (HRPDC) has purchased a Medical Rapid Access Transport Unit (MRAT) on behalf of the Hampton Roads jurisdictions to support the Hampton Roads Metropolitan Medical Response System (HRMMRS) under the Hampton Roads Urban Area Security Initiative (UASI) grant. HRPDC is donating a MRAT ambulance to the County for emergency response during a mass casualty, terrorism, or disaster event.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Adopt a resolution to accept donated equipment from HRPDC.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/7/2024

**RESOLUTION TO ACCEPT DONATED MEDICAL RAPID ACCESS
TRANSPORT UNIT FROM HAMPTON ROADS PLANNING
DISTRICT COMMISSION**

WHEREAS, the Hampton Roads Planning District Commission (HRPDC) has purchased a Medical Rapid Access Transport Unit (MRAT) on behalf of the Hampton Roads Jurisdictions to support the Hampton Roads Metropolitan Medical Response System (HRMMRS) under the Hampton Roads Urban Area Security Initiative (UASI) grant; and,

WHEREAS, the HRPDC desires to donate a MRAT ambulance to the Isle of Wight County Department of Fire Rescue to augment the County's emergency response during a mass casualty, terrorism, or disaster event in the County.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia that the donated Medical Rapid Access Transport Unit (MRAT) be accepted for use by the Department of Fire Rescue to augment the County's emergency medical response during a mass casualty, terrorism, or other disaster event in Isle of Wight County.

BE IT FURTHER RESOLVED that the County Administrator do all things necessary to give this resolution effect.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills-Storm, Clerk

Approved as to Form:

Robert W. Jones Jr, County Attorney

ISSUE:

Acquisition of Vehicles for County Administration, Public Works, and the Sheriff's Office

BACKGROUND:

The eVa State Contract for 2024 Chevrolet Malibu's was finalized in December 2023 and can now be ordered. One vehicle is for a Pool Vehicle for Administration and the other is for Solid Waste for the manager.

The Sheriff's Office is acquiring a 2023 Dodge Durango Pursuit Vehicle to replace a damaged vehicle that was considered a total loss.

BUDGETARY IMPACT:

Funding for the acquisition of the vehicles is available.

RECOMMENDATION:

Authorize acquisition of the vehicles for County operations.

ATTACHMENTS:

Description	Type	Upload Date
Vehicle Proposal - Durango	Backup Material	2/9/2024

Don Franklin Chrysler, Dodge, Jeep, RA
1147 S HIGHWAY 27
SOMERSET, KY 425013524

Priced Order Confirmation (POC)

Date Printed:	2023-11-30 2:00 PM	VIN:	1C4SDJFTXPC632131	Quantity:	01
Estimated Ship Date:	2023-06-20 1:59 AM	VON:	58681901	Status:	KZ - Released by plant and invoiced
Date Ordered:	2023-03-25 2:15 PM	Ordered By:	S73259Q	FAN 1:	
				FAN 2:	
				Client Code:	
				Bid Number:	TB3117
				PO Number:	
Sold to:	Ship to:				
Don Franklin Chrysler, Dodge, Jeep, RAM, FIAT (60725)	Don Franklin Chrysler, Dodge, Jeep, RAM, FIAT (60725)				
1147 S HIGHWAY 27	1147 S HIGHWAY 27				
SOMERSET, KY 425013524	SOMERSET, KY 425013524				

Vehicle: 2023 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	41,415
Package:	22Z	Customer Preferred Package 22Z	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,995
	DFD	8-Spd Auto 8HP70 Trans (Buy)	0
Paint/Seat/Trim:	PSE	Triple Nickel	395
	APA	Monotone Paint	0
	*A7	Cloth Bucket Seats W/Rear Vinyl	135
	-X9	Black	0
Options:	CUF	Full Length Floor Console	330
	CW6	Deactivate Rear Doors/Windows	85
	NAS	50 State Emissions	0
	WP1	18X8.0 Painted Aluminum Wheels	390
	3AH	Price Protection - Code H	0
	4NU	Fuel Fill / Battery Charge	0
	4FM	Fleet Option Editor	0
	4ES	Delivery Allowance Credit	0
	2SQ	FCA Fleet Powertrain Care	0
	YG1	7.5 Additional Gallons of Gas	0
	4FT		0
	5RC	May Production	0
	5N6	Easy Order	0
	4FT	Fleet Sales Order	0
	4EA	Sold Vehicle	0
Non Equipment:	4KA	Special Bid Handling	0
	4FA	Special Bid-Ineligible For Incentive	0
	4DH	Prepaid Holdback	0
	MAF	Fleet Purchase Incentive	0
Bid Number:	TB3117	Government Incentives	0
Destination Fees:			1,595

Order Type:	Fleet	PSP Month/Week:
Scheduling Priority:	1-Sold Order	Build Priority:

Total Price \$42703

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Salesperson:

Customer Name:

Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

ISSUE:

- December 14, 2023 Regular Meeting Minutes
- January 4, 2024 Organizational Meeting Minutes

BACKGROUND:

The above-noted minutes are offered for review and adoption by the Board.

BUDGETARY IMPACT:

None

RECOMMENDATION:

- December 14, 2023 Regular Meeting Minutes
- January 4, 2024 Organizational Meeting Minutes

ATTACHMENTS:

Description	Type	Upload Date
December 14, 2023 Regular Meeting Minutes	Cover Memo	2/12/2024
January 4, 2024 Organizational Meeting Minutes	Cover Memo	2/12/2024

REGULAR MEETING OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS
HELD IN THE ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT
COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF
WIGHT, VIRGINIA ON THURSDAY, THE FOURTEENTH DAY OF DECEMBER IN
THE YEAR TWO THOUSAND AND TWENTY-THREE AT 5:00 P.M.

BOARD MEMBERS PRESENT

William M. McCarty, District 2, Chairman
Joel C. Acree, District 4, Vice-Chairman
Richard L. Grice, District 1
Don G. Rosie, II, District 5
Rudolph Jefferson, District 3

STAFF MEMBERS PRESENT

Randy R. Keaton, County Administrator
Donald T. Robertson, Assistant County Administrator
Robert W. Jones, Jr., County Attorney
Carey Mills Storm, Clerk

CALL TO ORDER

Chairman McCarty called the regular meeting to order at 5:00 p.m.

APPROVAL OF AGENDA

Supervisor Jefferson moved that the agenda be approved as presented. The motion passed unanimously (5-0) with Supervisors McCarty, Acree, Rosie, Grice and Jefferson voting in favor of the motion and no Supervisors voting against the motion.

CLOSED MEETING

At the request of County Attorney Jones pursuant to Section 2.2-3711(A) of the *Code of Virginia*, Chairman McCarty moved to enter a closed meeting for the limited purpose of: (1) A discussion regarding the appointment of specific appointees to County boards, committee or authorities as set forth in the agenda, pursuant to subsection 1 and for consultation with legal counsel regarding actual or probable

litigation regarding Chesapeake Bay Preservation Area, Zoning Violations, and Drainage Outfalls, where such consultation would adversely affect the negotiating or litigation posture of this public body pursuant to subsection 7.

The motion passed unanimously (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisors voting against the motion.

At 6:00 p.m., on motion of Jefferson and all voting in favor (5-0), the Board reconvened into open meeting.

County Attorney Jones reminded the Board that in accordance with Section 2-10(G) of the Board's Rules & Procedure, all those who participated in the closed meeting are reminded that all matters discussed in closed meeting are to remain confidential, as provided under the Virginia Freedom of Information Act, and that such matters as were discussed in closed meeting should not be acted upon or discussed in public by any participant unless and until a public, formal action of the Board of Supervisors is taken on that particular subject matter.

Upon motion of Vice-Chairman Acree and all voting in favor (5-0), the following Resolution was adopted:

CERTIFICATION OF CLOSED MEETING

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

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were

heard, discussed or considered by the Board of Supervisors.

VOTE

AYES: McCarty, Acree, Jefferson, Rosie, Grice

NAYS: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 0

INVOCATION

Rex Alphin delivered the invocation and led the Pledge of Allegiance.

CITIZENS' COMMENTS

Rex Alphin, River Run Trail, acknowledged Supervisor Grice's accomplishments while serving on the Board and wished him well in his future endeavors.

Wayne Gustison of Ivor addressed a list of concerns regarding solar projects. He spoke against the solar project that will be built in front of his home.

Responsive to Mr. Gustison's comments, Vice-Chairman Acree recommended that staff retain a list of concerns associated with solar farms. He shared a concern voiced by a local farmer who recently experienced damage to his crop and also found a beam that had been driven into the ground in his field.

Supervisor Grice directed staff to review the document submitted by Mr. Gustison and take appropriate action.

County Administrator Keaton noted that the County, in the past, has taken legal action for utilizing incorrect roads and because the project lies in both Surry and Isle of Wight counties, he would ask staff to identify which county the violations are occurring in.

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Noting the Supervisor Rosie has diligently sought citizens to represent District 5 on the Energy Task Force, but been unsuccessful, Chairman McCarty encouraged citizens in District 5 to consider serving on the Energy Task Force.

CONSENT AGENDA

Following an overview by County Administrator Keaton, Vice-Chairman Acree moved to adopt the following Consent Agenda as presented which passed unanimously (5-0) with Supervisors McCarty, Acree, Jefferson, Grice and Rosie voting in favor of the motion and no Supervisor voting against the motion:

- A. Resolution to Amend the FY2023-24 Grant Fund Budget and Appropriate Funds from the Virginia Department of Motor Vehicles Animal Friendly License Plate Program (\$1,260)
- B. Resolution to Amend the FY2023-24 Operating Budget and Appropriate Funding for Repair of County Vehicles from Insurance Proceeds (\$2,530)
- C. Resolution to Amend the FY2023-24 Operating Budget and Appropriate Funding for a Virginia Department of Environmental Quality Litter Prevention & Recycling Grant (\$19,629)
- D. Resolution to Amend the FY2023-24 Grant Fund Budget and Appropriate Funding for National Night Out (\$3,750)
- E. Resolution to Recognize and Commend Richard L. "Dick" Grice
- E. Lease Modification Agreement/New Vehicles/Increase of Interest Rate from 3.84% to 4.49%
- F. Minutes of:
 - . September 21, 2023 Regular Meeting
 - . October 16, 2023 Joint Meeting with the Town of Smithfield
 - . October 19, 2023 Regular Meeting Minutes.

REGIONAL AND INTER-GOVERNMENTAL REPORTS

Vice-Chairman Acree reported that he and Supervisor Jefferson had attended the most recent Fire & Rescue Association meeting. He pointed out that County volunteers save the County a great deal of money and render their service sometimes at the cost of family time.

Supervisor Rosie reported on topics discussed at the most recent meeting of the Hampton Roads Military Federal Facilities Alliance related to affordable housing and mental illness.

Supervisor Grice reported on topics of discussion at the most recent meeting of the Eastern Virginia Regional Industrial Facility Alliance.

Regarding the most recent meeting of the Hampton Roads Transportation Accountability Commission, Chairman McCarty advised that the County was invited to take a tour of the Port. County Administrator Keaton was requested to set up a date for the tour.

County Administrator Keaton reported on topics discussed at the most recent meeting of the Southeastern Public Service Authority related to the landfill.

APPOINTMENTS

Supervisor Rosie moved that Michelle Billups be appointed to represent the Windsor District on the Commission on Aging. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Grice moved that Alysia Pack be appointed to serve on the Western Tidewater Mental Health Community Services Board. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Grice moved that Don Robertson be appointed to serve on the Western Tidewater Mental Health Community Services Board. The motion passed by

unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Grice moved that James Piatak be appointed to represent District 1 on the Commission on Adults with Disabilities. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Grice moved that Howard Meissel be appointed to represent District 1 on the Commission on Adults with Disabilities. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Jefferson moved that Toni Brown be reappointed to serve on the Western Tidewater Mental Health Community Services Board. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

SPECIAL PRESENTATIONS

In recognition of this meeting being Supervisor Grice's last, the Board offered their individual comments and presented Supervisor Grice with a framed resolution recognizing and commending him for his service on the Board. A framed picture of the Board taken at the recent VACo Annual Conference was also presented to him.

Vice-Chairman Acree moved that the following Resolution be adopted which passed by unanimous vote (4-0) with Supervisors McCarty, Acree, Jefferson and Rosie voting in favor of the motion; no Supervisor voting against the motion; and Supervisor Grice abstaining:

RESOLUTION TO RECOGNIZE AND COMMEND RICHARD L. "DICK" GRICE

WHEREAS, Richard L. "Dick" Grice has served as a member of the Isle of Wight County Board of Supervisors from January 2016 through December 2023; and,

WHEREAS, Mr. Grice has served as Chairman of the Board of Supervisors from January 2021 through December 2021 after having served as Vice-Chairman of the Board of Supervisors from January 2020 through December 2020; and,

WHEREAS, Mr. Grice has been a catalyst to promote and enhance successful community and regional partnerships, to include, but not limited to, his service on the Eastern Virginia Regional Industrial Facility Authority, Hampton Roads Alliance, Hampton Roads Workforce Council, Western Tidewater Community Transportation Collaborative, Western Tidewater Water Authority; and,

WHEREAS, his immeasurable contributions and dedication to the Board of Supervisors have materially improved the effectiveness of the Board and the quality of life of the citizens of Isle of Wight County.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia that Richard L. “Dick” Grice be recognized and commended for his outstanding service to the Board and the citizens of Isle of Wight and that this Resolution be presented as a token of the Board’s gratitude and esteem.

BE IT FURTHER RESOLVED that the Isle of Wight County Board of Supervisors extends to Richard L. “Dick” Grice its best wishes for his future endeavors and orders that a copy of this Resolution be spread upon the minutes of this Board meeting this 14th day of December 2023.

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Will Drewery, Emergency Management Coordinator, was recognized as a 2023 “Rising Star” award winner by Sara Ruch on behalf of the International Association of Emergency Managers.

COUNTY ATTORNEY’S REPORT

County Attorney Jones reported that the Board’s proposed By-laws and Rules of Procedure will be presented for the Board’s consideration at its organizational meeting of January 4, 2024.

COUNTY ADMINISTRATOR'S REPORT

Thomas Distefano provided a written update from members of the Energy Task Force. He advised that the Task Force is currently in an educational phase and will be breaking into smaller groups in order to develop the five deliverables the Task Force committed to when first formed.

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Following presentation of a proposed 2024 meeting schedule of the Board, Supervisor Rosie requested that the January 18th meeting be changed to January 16th. The consensus of the Board was to also remove the work session on July 11th.

Staff were directed to prepare a revised meeting schedule for adoption by the Board at its January 4, 2024 organizational meeting.

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County Administrator Keaton reviewed the information as follows which includes the most recent sales tax revenue which increased by 2.5%: 1.) Delinquent Tax Collection (September 2023); Cash Position (September 2023); Statement of Treasurer's Activity (September 2023); Incidents by Zone Map – November 2023; 2.) Incidents by Zone Data (November 2023); and, Station Activity Report (November 2023)

Following a ten-minute break, the Board reconvened and Chairman McCarty called for Unfinished/Old Business.

County Administrator Keaton presented a request from the School Division for the appropriation of funds in the amount of \$485,616 for compensation to school employees. He explained that an additional 2% cost of living was unexpectedly approved by the State for SOQ positions within the School Division with the caveat that the County had to provide the local match portion. He advised that the School Division is requesting \$485,616 for the 2% for SOQ and non-SOQ positions which would provide all School division employees with a 2% raise. He recalled that this year the Board had funded a 5% raise in the School division's budget and that the State had then added this 2% raise unexpectedly.

Discussion followed on the amounts funded over the last several years to the School Division which included a significant raise for bus drivers and funds provided by the State during COVID.

Supervisor Grice, as background information, recalled that the School Board, in August/September of 2023, had reported an estimated \$512,000 deficit for the 2022/2023 school year ending in June of 2023. He advised following the accounting cut-off period in November of 2023, the School Board discovered \$213,466 unspent monies in their textbook account and requested that the County authorize \$171,572 of those funds to offset the deficit and the balance of the \$41,894 be reappropriated to the school's current year. He advised that the request of the School Division for \$213,466 was received, reviewed and returned to the School Division without the Board's knowledge because it did not follow recommended GASB standards regarding reapplication of funds when a deficit has occurred. He advised that all \$213,466 needs to be used to reduce the \$512,000 deficit bringing the new deficit total to an unaudited amount of approximately \$299,000. He stated closing of the School division's books has been challenging and has been an on-going process with County staff assisting, yet the closing of the School division's books remain incomplete. There may be additional funds found to reduce the estimated deficit. He advised that the audit must be completed on or before December 31, 2023 to ensure that the County's AA credit rating is not negatively affected. He continued that in late October of 2023, the School Superintendent certified that the School division wanted to participate in the State's optional mid-year two-year 2% salary increase. He advised that at the November of 2023 School Board meeting, the School Board had voted to support the Superintendent's certification after informing the Board of Supervisors of their decision and requesting that the necessary matching funds be provided by the County. He stated that the State authorized this optional increase after both the School Division's and the County's budgets for FY2023-24 were finalized. He advised that the State is providing \$312,212 based upon student population and the authorized standard of quality position and their related pay scale and the School Board has asked the Board of Supervisors for \$484,616 as they want to provide all 789 school employees a 2% increase. He stated that County is being asked to cover the compensation differential between SOQ pay raises and the actual pay raise of the 569 SOQ authorized employees, which includes instructional and support. Additionally, the County is being asked to provide the 2% increase to 155 school employees working in SOQ positions which are over and above authorized by the

State whose salaries and benefits are not supported by the State. As we fund these salaries and benefits, we are being asked to provide 82 school employees who work in positions not listed in the SOQs. Their salaries are paid by a combination of County funds and grant funds. He concluded that the School Division is asking that the County to fund \$172,404 more in local tax dollars than the State is providing. The School Division advised that there is no money in the School budget that could be used to make up the \$172,404 shortfall although the School division was aware that typically the School division has an annual windfall of \$300,000 to \$500,000 due to unfilled positions, attrition and personnel turnover. He proposed that the County offer the money necessary for the 2% increase with the following stipulations: 1.) the School Board immediately addresses the \$213,466 in the Textbook Account and adjust the proposed resolution so that all \$213,466 goes to reducing of the debt and School Board and senior administrators will defer and delay vacation; school closings days' off and authorize any needed overtime necessary to ensure that the School's accounting books are closed and submitted to the auditors to meet the December 31, 2023 deadline and, 3.) should the closing process reveal additional funds that would flow to the School's General Fund will be used first to clear the deficit and any funds exceeding those needed to retire the deficit will immediately returned to the County's General Fund without the typical school request. These funds will be used to cover the cost of the unbudgeted 2% increase, 4.) the Superintendent and the two Deputy Superintendents not listed as positions in the SOQ schedule will not be participants in the 2% raise and, 5.) the County will provide the funds necessary to support over the next six months the 2% increase with a maximum cap expenditure of \$475,000.

Supervisor Grice moved, but the motion was not acted upon, that the Board approve funding the teacher's 2% increase with acceptance by the School Board of the terms specified above.

Opposition to Item 4.) was expressed and Chairman McCarty moved to provide \$475,000 as a cap on the expenditures with the following conditions:

1.) the School Board immediately addresses the \$213,466 in the Textbook Account and adjust the proposed resolution so that all \$213,466 goes to reducing of the debt and School Board and senior administrators will defer and delay vacation

2.) school closings days' off and authorize any needed overtime necessary to ensure that the School's accounting books are closed and submitted to the auditors to meet the December 31, 2023 deadline

3.) should the closing process reveal additional funds that would flow to the School's General Fund will be used first to clear the deficit and any funds exceeding those needed to retire the deficit will immediately be returned to the County's General Fund without the typical school request. These funds will be used to cover the cost of the unbudgeted 2% increase,

4.) the County will provide the funds necessary to support over the next six months the 2% increase with a maximum cap expenditure of \$475,000.

The Superintendent and the two Deputy Superintendents not listed as positions in the SOQ schedule will not be participants in the 2% raise is be removed and not included in the above conditions.

The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

The reason behind the Board arriving at the \$475,000 cap is to be explained to the School Board.

It was noted that the School Board was currently in session in another facility and the Board directed County Administrator Keaton to inform the School Board of the action taken by the Board. When County Administrator Keaton returned, he advised the Board that Dr. Cramer had accepted the modified conditions and a cap at \$475,000.

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Jamie Oliver, Transportation Planner, briefed the Board on the options associated with the Route 17 Arterial Plan.

Supervisor Rosie moved to approve the partial displaced left turn, the through cut and the two turbo T's. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

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Ordinance to Amend Appendix B. Zoning: Article III, Section 3-6000 (Use Types), Article IV (Zoning Districts and Boundaries), Article V (Supplementary Use Regulations), and Section 5-5005 for the Purpose of Allowing Short - Term Rentals as a Commercial Use Type in Residential Zoning Districts under Certain Conditions

Amy Ring, Director of Community Development, presented background information on proposed short-term rentals. Staff, as directed, has modified the proposed language to include a 30-day adjacent property owner notification. The same process will be done as currently done for family member mobile homes. A written notification is sent by letter to the adjoining property owners advising them of the proposed short-term rental and informing them that a permit may be issued if written comments are not received within 30 days of the notification. The property shall also be posted with a sign for no less than fourteen days prior to the expiration of the 30-day period. If no written objections are received by the Zoning Administrator from any property owner so notified within 30 days, then a permit may be issued by the Zoning Administrator in accordance with the criteria for short-term rentals. If written objections are received by the Zoning Administrator from any property owner within the 30-day period, then the Zoning Administrator may not issue a zoning permit unless and until such time as a Conditional Use Permit for the short-term rental is approved by the Board with a recommendation by the Planning Commission.

Chairman McCarty noted his opposition to anything outside of the Development Service District having to go through a more stringent process. He remarked that he was not comfortable with it at this time noting that a neighbor not being neighborly could make a citizens have to apply for a Conditional Permit. He moved to table the matter until the January meeting. The motion failed (4-1) with Supervisors Acree, Jefferson, Rosie and Grice voting against the motion and Supervisor McCarty voting in favor of the motion.

Vice-Chairman Acree moved to approve the following Ordinance amendments:

AN ORDINANCE TO AMEND THE FOLLOWING SECTIONS OF APPENDIX B. ZONING: ARTICLE III, SECTION 3-6000 (USE TYPES), FOR THE PURPOSE OF DEFINING SHORT TERM RENTAL AS A COMMERCIAL USE, ARTICLE IV (ZONING DISTRICTS AND BOUNDARIES) FOR THE PURPOSE OF ALLOWING SHORT TERM RENTALS AS A PERMITTED OR CONDITIONAL USE IN CERTAIN ZONING

DISTRICTS, AND ARTICLE V (SUPPLEMENTARY USE REGULATIONS), SECTION 5-1005 AND 5-5005, FOR THE PURPOSE OF INCLUDING PERFORMANCE CRITERIA FOR SHORT TERM RENTAL USES IN THE COMMERCIAL SUPPLEMENTAL USE TYPE REGULATIONS

WHEREAS, the Board of Supervisors of Isle of Wight County, Virginia, has the legislative authority to make reasonable changes to the ordinances that govern the orderly growth and development of Isle of Wight County; and

WHEREAS, the Isle of Wight County Board of Supervisors is also concerned about the compatibility of uses on public and private lands within Isle of Wight County and seeks to allow flexibility in the administration of the ordinance regulations while protecting the health, safety, and general welfare of present and future residents and businesses of the County.

NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors that the following specific sections of the Articles of Appendix B, Zoning, of the Isle of Wight County Code be amended and reenacted as follows:

Article III. Use Types.

Sec. 3-6000. Commercial use types.

Adult entertainment establishment.\ An establishment having a substantial or significant portion of its stock in trade books, magazines and other periodicals which are distinguished or characterized by their emphasis on matter depicting, describing or related to "specified sexual activities" or "specified anatomical areas," or an establishment with a segment or section devoted to the sale or display of such material. This use includes any adult bookstore, adult mini-motion-picture theater, adult picture theater, cabaret, drug paraphernalia store, and internet sweepstakes cafe.

Auction establishment.\ A structure or enclosure where goods are sold by auction on a recurring basis. Expressly excluded from this use are non-recurring auctions of property, possessions, estates, and other items located at the premises where the auction is being conducted.

Bed and breakfast.\ A dwelling or portion thereof, in which lodging is provided by the owner or operator who resides on the premises. This use offers short-term lodging rooms and meals for transient guests, none of who remain for more than fourteen (14) consecutive nights each. This definition shall include the term tourist home.

Boarding house.\ A single-family dwelling unit, or part thereof, with three (3) or more rooms that are rented individually or collectively by long-term residents (at least month-to-month tenants) as opposed to overnight or weekly guests. A boarding house may make provisions for serving meals.

Boat repair yard.\ See "marina" listed under commercial use types.

Boating and fishing facilities.\ Facilities catering to the general public, whether an admission is charged or not, where provisions are made for fishing from the shoreline or from a pier and/or launching or rental of boats are available on-site.

Business support service. \ Establishment or place of business engaged in the sale, rental or repair of office equipment, supplies and materials, or the provision of services used by office, professional and service establishments. Typical uses include office equipment and supply firms, small business machine repair shops, convenience printing and copying establishments, mail and packaging stores, as well as temporary labor services.

Business or trade school. \ A use providing education or training in business, commerce, language, or other similar activity or occupational pursuit, and not otherwise defined as an educational facility, either primary and secondary, or college and university, or as a home occupation.

Campground. \ Any site, lot, parcel or tract of land on which accommodations for temporary occupancy are located or may be placed, including cabins, tents, and recreational equipment, recreational vehicles, and which is primarily used for recreational purposes and retains an open air or natural character.

Campground, workforce. \ A small campground facility intended for the temporary workforce routinely required by establishments in the community for periods of up to one hundred and twenty (120) days at a time, and are intended to have only the minimum essential services necessary for recreational vehicles.

Car wash. \ Washing and cleaning of vehicles. Typical uses include automatic conveyor machines and self-service car washes.

Catering. \ Any establishment engaged in the preparation of food and beverages, or where food containers or supplies are kept, handled, prepared, packaged or stored for off-site distribution to individuals, events, and satellite operations.

Commercial equipment repair, accessory to dwelling. \ The repair and/or maintenance of mechanical, electrical, or electronic devices and equipment, such as, computers, televisions, lawnmowers, household appliances, machine parts, and other similar devices.

Commercial indoor amusement. \ Establishments which provide games of chance, skill or scoring other than an incidental use of the premises. Games would include pinball and video machines, pool and billiard tables and other similar amusement or entertainment devices, whether or not they are coin-operated, and also card games, bingo, and off-track betting. Typical uses include game rooms, pool halls, video arcades, and bingo parlors.

Commercial indoor entertainment. \ Predominantly spectator uses conducted within an enclosed building. Typical uses include motion picture theaters, drama theaters, concert or music halls.

Commercial indoor sports and recreation. \ Predominantly participant uses conducted within an enclosed building. Typical uses include bowling alleys, ice- and roller-skating rinks, indoor racquetball, squash courts, swimming, and/or tennis facilities, archery and indoor shooting ranges and similar uses.

Commercial outdoor entertainment/sports and recreation. \ Predominantly spectator uses conducted in open or partially enclosed or screened facilities. Typical uses include motor vehicle, boat, motorcycle or animal racing facilities/complexes, drive-in movies, miniature golf, amphitheaters and outdoor amusement parks, motorized cart and motorcycle tracks, and motorized model airplane flying facilities. Professional and semi-professional athletic fields shall also be included in this use.

Commercial outdoor swimming pool and tennis facility. \ Outdoor pools or tennis facilities

operated by a commercial entity that are open to the general public usually requiring membership or some form of payment.

Construction office, temporary.\ A trailer used as a temporary office during a construction operation. This use includes construction office trailers occupied in conjunction with residential or nonresidential development.

Construction sales and service.\ Establishments or places of business primarily engaged in retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures, but specifically excluding motor vehicle or equipment supplies otherwise classified herein. Typical uses include building material stores and home supply establishments.

Contractor office and storage facility.\ An establishment or place of business engaged in the construction of residential or commercial structures including trades that assist in building construction or remodeling including carpentry, electrical, masonry, painting, metalworking, flooring installation, ductwork, plumbing, heating, au conditioning, roofing, and other similar trades.

Convenience store.\ Establishments primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, limited household supplies and hardware.

Crematorium.\ A location used for cremation containing properly installed, certified apparatus for this process.

Dance hall.\ Any establishment open to the general public where dancing is permitted and a cover charge is directly or indirectly required for entry into the establishment. However, a restaurant licensed to serve food and beverages having a dance floor with an area not exceeding ten percent (10%) of the total floor area of the establishment shall not be considered a dance hall.

Equipment sales and rental.\ Establishments primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, and similar industrial equipment. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.

Event center.\ A multipurpose facility with flexible indoor/outdoor space, typically used for activities such as weddings, conventions, meetings, job fairs, and trade shows.

Flea market.\ Occasional or periodic commercial activities held in an open area or enclosed structure where groups of sellers rent space on a short-term basis to display, barter, or sell goods to the general public. A fee may be charged for expected buyers for admission, or a fee may be charged for the privilege of offering or displaying such merchandise. A flea market is composed of semi-closed or outdoor stalls, stands, or spaces.

Funeral home. Establishments engaged in undertaking services such as preparing the dead for burial, and arranging and managing funerals. This use excludes crematorium, which is defined separately.

Garden center. Establishments engaged primarily in the retail sale of trees, shrubs, seeds, fertilizers, pesticides, plants, plant materials, and garden supplies, primarily for agricultural, residential and commercial consumers.

Gasoline station. A facility for the retail sale of motor vehicle fuels, oils, and accessories, where repair is incidental, where no more than two (2) abandoned vehicles or other motor vehicles shall be stored on the premises. May include the sale of propane or kerosene as an accessory use.

General store, country. A single store, the ground floor area of which is four thousand (4,000) square feet or less and which offers for sale, primarily, most of the following articles: bread, milk, cheese, candy, papers and magazines, and general hardware articles. Gasoline may also be offered for sale but only as a secondary activity of a country general store.

Golf course. A tract of land for playing golf, improved with tees, greens, fairways, hazards, and which may include clubhouses and shelters. Included would be executive or par three (3) golf courses.

Golf driving range. A limited area on which golf players do not walk, but onto which they drive golf balls from a common driving tee.

Hospital. A building or group of buildings having room facilities for one (1) or more patients, used for providing services for the inpatient medical or surgical care of sick or injured humans and which may include related facilities such as laboratories, outpatient departments, training facilities, central service facilities, ambulance stops and helicopter landing sites, and other incidental and subordinate uses integral to hospital operations.

Hospital, special care. A special care hospital shall mean an institution rendering care primarily for patients with mentally-related illness, or under treatment for alcoholism, substance abuse, etc.

Hotel/motel/motor lodge/inn. A building or group of attached or detached buildings containing lodging units intended primarily for rental or lease to transients by the day or week. Such uses generally provide additional services such as daily maid service, restaurants, taverns, or public banquet halls, ballrooms, and meeting rooms and/or recreation facilities.

Itinerant merchant. A person who shall engage in, do or transact any temporary or transient business in the county, either in one (1) locality or in traveling from place to place in the sale of goods, services, wares and merchandise, and who, for the purpose of carrying on such business, shall hire, lease, use or occupy any building or structure, motor vehicle, tent, car, boat or public room, or any part thereof, including rooms in hotels, lodging houses or houses of private entertainment, any street, alley or other public place in any city or town or any public road in any county, for a period of less than one (1) year, for the exhibition of or sale of such goods, wares or merchandise.

Kennel, commercial. The boarding, breeding, raising, grooming or training of two (2) or more dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises.

Laundry. Establishments primarily engaged in the provision of laundering, cleaning or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

Lawn and garden services.\ Establishments primarily engaged in performing a variety of lawn and garden services, including Bermuda sprigging services, cemetery upkeep, garden maintenance, garden planting, lawn care, lawn fertilizing services, lawn mowing services, lawn mulching services, lawn seeding services, lawn spraying services, lawn sprigging services, mowing highway center strips and edges, seeding highway strips, sod laying and turf installation.

Manufactured home sales.\ Establishment primarily engaged in the display, retail sale, rental, and minor repair of new and used manufactured homes, parts, and equipment.

Marina.\ A use for docking or mooring of more than four (4) boats (excluding paddle or rowboats) or providing services to boats, including servicing and repair, sale of fuel and supplies, and provisions of lodging, goods, beverages. A yacht or boat club shall be considered a marina.

Medical clinic.\ A facility providing medical, psychiatric, or surgical service for sick or injured persons exclusively on an outpatient basis including emergency treatment, diagnostic services, training, administration and services to outpatients, employees, or visitors. This use may include ambulance stops, helicopter landing sites, and other incidental and subordinate uses integral to providing outpatient care. This would include medical offices in excess of ten thousand (10,000) square feet of floor area.

Micro-brewery, distillery, cidery.\ See "Brewery, distillery, cidery" listed under industrial use types. A micro-brewery, distillery, cidery shall not exceed fifteen thousand (15,000) barrels per year in production.

Mini-warehouse.\ A building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of four hundred (400) square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of stored goods.

Motor vehicle dealership, new.\ The use of a building, land area or other premises for the display of new and used automobiles, trucks, vans, or motorcycles for sale or lease, including warranty repair work and other major and minor repair service conducted as an accessory use.

Motor vehicle dealership, used.\ Any lot or establishment where two (2) or more used motor vehicles, including automobiles, trucks, and motorcycles are displayed at one (1) time for sale or lease, including warranty repair work and other major and minor repair service conducted as an accessory use.

Motor vehicle/outdoor storage.\ The outdoor storage of ten (10) or more operable motor vehicles, and/or watercraft, except when used in conjunction with a bonafide agricultural operation. Motor vehicles in this use shall include such items as cars, trucks, sports utility vehicles, motorcycles, watercraft, motor homes or RVs. This use shall specifically include vehicle impound areas for operable vehicles.

Motor vehicle parts/supply, retail.\ Retail sales of automobile parts and accessories. Typical uses include automobile parts and supply stores which offer new and factory rebuilt parts and accessories, and include establishments which offer minor automobile repair services.

Motor vehicle/rental.\ Rental of motor vehicles and light trucks and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.

Motor vehicle repair service/major.\ Repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine

and transmission repairs are conducted. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conducted.

Motor vehicle repair service/minor.\ Repair of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services, automobile glass repair and similar repair and service activities where minor repairs and routine maintenance are conducted.

Pawn shop.\ A use engaged in the loaning of money on the security of property pledged in the keeping of the pawnbroker and the incidental sale of such property.

Peddler.\ A person who shall carry from place to place any goods, wares or merchandise and offer to sell or barter the same or actually sell or barter the same. All persons who do not keep a regular place of business, whether it is a house or a vacant lot or elsewhere, open at all times in regular business hours and at the same place, who shall offer for sale goods, wares and merchandise, shall be deemed a "peddler."

Personal improvement service.\ Establishment primarily engaged in the provision of informational, instructional, personal improvements and similar services. Typical uses include driving schools, health fitness centers or gyms, reducing salons, dance studios, handicraft and hobby instruction, and baseball and basketball instruction facilities.

Personal service.\ Establishment or place of business engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops; grooming of pets; seamstresses, tailors, or shoe repairs; florists; and laundromats and dry- cleaning stations serving individuals and households, massage therapy and chiropractic services.

Real estate office, temporary.\ A Class A or B manufactured home, single-family home or other structure used on a temporary basis as a real estate sales office in conjunction with residential development.

Recreational vehicle sales and service.\ Retail sales of recreational vehicles and boats, including service and storage of vehicles and parts and related accessories.

Restaurant, drive-in fast food.\ An establishment primarily engaged in the preparation of food and beverages, for either take-out, delivery or table service, primarily served in disposable containers at a counter, a drive-up or drive-through service facility or offers curbside service.

Restaurant, general.\ An establishment engaged in the preparation of food and beverages. This use is characterized by table service to customers in nondisposable containers.

Retail sales.\ Sale or rental with incidental service of goods and merchandise for personal or household use which is not otherwise specifically described in the listing of commercial use types contained herein. Such uses include bakeries, drug stores, bookstores, furniture, gifts, hardware, grocery stores, clothing stores, and floral retail shops.

Short Term Rental.\ The provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than thirty consecutive days, in exchange for a charge for the occupancy. A short term rental operator shall be further defined as the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short- term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other

possessory capacity.

Studio, fine arts.\ A building, or portion thereof, used as a place of business for visual art, which may include sculptors, artists or photographers.

Tattoo parlor.\ Any establishment placing designs, letters, scrolls, figures, symbols or any other mark upon or under the skin of any person with ink or other substance resulting in the permanent coloration of the skin, including permanent makeup or jewelry, by the aid of needles or any other instrument designed to touch or puncture skin, except when performed by a medical doctor, veterinarian, registered nurse or other medical professional licensed pursuant to Title 54.1 of the Code of Virginia in the performance of professional duties. Such establishment may also perform body piercing.

Taxidermy.\ A building where animal skins are prepared, stuffed and mounted for sale.

Truck stop.\ An establishment containing a mixture of uses which cater to the traveling public and in particular motor freight operators. A truck stop might include such uses as fuel pumps, restaurants, overnight accommodations, retail sales related to the motor freight industry, and similar uses.

Truck terminal.\ See "warehousing and distribution" listed under industrial use types.

Veterinary hospital/clinic.\ Any establishment rendering surgical and medical treatment of animals. Boarding of animals shall only be conducted indoors, on a short-term basis, and shall only be incidental to such hospital/clinic use, unless also authorized and approved as a commercial kennel.

Wholesale sales.\ Businesses engaged in the sale of goods primarily via mail order to other businesses and/or businesses engaged in the repackaging and resale of goods. Included in this use type are businesses that publish and operate mail order catalogues and wholesale operations that buy in large quantities for repackage or resale to mail order and internet sales customers. This use shall exclude warehousing and distribution, which is regulated as a separate use.

Article IV. - Zoning Districts and Boundaries.

Part 1. - Zoning Districts and Boundaries. Sec. 4-1005. - Table of permissible uses.

Table 1

Table of Permissible Uses

P = Permitted, C = Conditional Use, (*) = Supplementary Use Regulations																	
Use Descriptions	RAC	RR	VC	NC	SE	SR	UR	LC	GC	LI	GI	GIC	PDR	PDMH	PDGP	PDMX	PDIP
AGRICULTURAL USE TYPES																	
Agricultural Crop Service Tower and Antenna (*)	P	C	P	C													
Agricultural Farm Equipment Sales and Service	C		C					P	P	P	P	P			P	C	P

Agricultural Farm Product Processing, Warehousing and Distribution Service	P		P					C		P	P	P			P		P
Agricultural Feed Seed and Farm Supply Service	C		P					P	P	P	P	P			P	C	P
Agricultural Service/Agent	P	P	P					P	P	P	P	P			P		P
Agriculture	P	P	P	C						C	C	C					C
Agritourism (See Part 2A)		P	P	P													
Aquaculture		P	P	P	C						C	C	C	C			
Aquaculture, Waterfront Business		C	C	P							C	C	C	C			
Commercial Feedlot (*)		P		C								C	P	C			
Fair, Agricultural		P		C													
Family Burial Plot		P															
Farm Employee Housing (*)		C	C	C													
Farmer's Market		P		P						P	P				P		P
Forestry Operation, Silvicultural and/or Timbering (*)		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Greenhouse, Commercial and/or Nursery																	
• In conjunction with Residence		P	C	P	C	C											

• In conjunction with Residence	P	C	P	C	C												
• Not in conjunction with residence	P		P					P	P	P	P	P				P	C
Greenhouse, Private	P	P	P	P	P	C	C	C	C				C				C
Livestock Auction Market (*)	P		C							C	P	C				C	
Reptile Breeding (*)	C									C	C						
Sawmill, Private (*)	P																
Stable, Commercial (*)																	
• In conjunction with Residence	P	C	C	C	C								C				C
• Not in conjunction with residence	P		C					C	C								
Stable, Private (*)	P	P	C	C	C								C				
Viticulture	P	P	P	C						C	C	C					
Wayside Stand (*)	P	P	P	C													
RESIDENTIAL USE TYPES																	
Accessory Apartment (*)																	
• Residential Accessory Apartment	P	P	P*	C	P*	C	C						P*				P
• Commercial Accessory Apartment			C					P	P				P			C	P
Boathouse (*)	P	P	P	P	P	P	C						C				C
Community Recreation (*)		C		C	C	C	C						P	P			P
Condominium (*)				C			P						P				P
Congregate Housing (*)			C			C	P						P				P
Dwelling, Multifamily Conversion (*)	C		C	C	C	C	P						C				C
Family Dwelling, Single-Family, Farm	P	P	P	P	P	P	P					P				P	
Dwelling Two-Family Duplex (*)	C	C	C	C		P	P					P			P		
Family Day Care Home (*)	P	P	P	P	P	P	P					P			P		
Group Home	P	P	P	P	P	P	P	C				C			C		
Guest House (*)	P	P		C	C												
Home Occupation, Type I (*)	P	P	P	P	P	P	P					P	P		P		

Home Occupation, Type II (*)	P	P	C	C													
Kennel, Private (*)	P	P															
Manufactured Home, Class A (*)	P	P	C									P					
Manufactured Home, Class B (*)	P											P					
Manufactured Home, Class C																	
Manufactured Home, Family Member Residence (*)	P																
Manufactured Home, Temporary Residence (*)	P																
Manufactured Home Park												P					
Manufactured Home Subdivision												P					
Multifamily Dwelling (*)			C			C	P					P			P		
Temporary Emergency Housing (*)	P	P	P	P	P	P	P					P			P		
Townhouse (*)			C	C		C	P					P			P		
CIVIC USE TYPES																	
Administrative Service			P		P					P	P	P	P	P		P	P
Adult Care Center (*)			C		C					C	P	P	P	P	C	P	C
Assisted Living Facility			C		C					C	P				C		C
Cemetery (*)																	
• Animal			C	C	C	C											
• Church			C	C	C	C	C	C	C	C				C			C
• Private			C	C	C	C				C	C	C				C	C
• Public			C	C	C	C				C	C	C				C	C
Child Care Center (*)			C	C	C	C	C			P	P	P		C		P	C
Child Care Institution (*)			C	C	C					C	C			C			C
Club			C	C	C	C	C	C	C	P	P			C		P	C
Community Center (*)			C		P					P	P			P		P	P
Correctional Facility			C										C	C			
Crisis Center			C	C	C					P	P					P	
Cultural Service			C	C	P	C	C	C	C	P	P			P			P

Educational Facility College/ University	C							C	C				C		C	C
Educational Facility Primary/Secondary (*)	C	C	C	C	C	C	P	P	P				P		P	P
Halfway House	C	C	C	C	C	C	C	P					C			C
Life Care Facility	C	C	C	C	C	C	P	P	P				P			P
Modular Classroom (*)	P	P	P	P	P	P	P	P	P				P		P	P
Nursing Home (*)	C	C	C	C	C	C	C	P	P				P		P	P
Park & Ride Facility	P		C					P	P	P	P	P	C	C	P	C
Post Office	P		P		C	C	C	P	P				P		P	P
Public Sports/Event Facility	C		C					C	P	P					P	C
Public Maintenance & Service Facility (*)	C		C					C	C	P	P	P			P	
Public Park and Recreational Area (*)	P	P	P	P	P	P	P	P	P				P			P
Public Safety Service	P	C	P	C	C	C	C	P	P	P	P	P	C		P	P
Religious Assembly (*)	C	C	C	C	C	C	C	C	C				C			C
Rehabilitation Service			C					P	P						P	P
Transit Station	C		C					C	P	P	P	P			P	P
Utility Service/Major (*)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Utility Service/Minor (*)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
OFFICE USE TYPES																
Financial Institution			C					P	P						P	P
General Office			C				C	P	P	P		P			P	P
Laboratory			C					P	P	P	P				P	C
Medical Office			C				C	P	P						P	C
COMMERCIAL USE TYPES																
Adult Entertainment Establishment (*)											C					
Auction Establishment	C		C					C	P	P	P	P			P	
Bed and Breakfast (*)	C	C	P	C	C	C	C	C	C				C			C
Boarding House	C	C	C	C	C	C	C						C			C
Boating and Fishing Facilities	C		C					C	C	C	P	P			P	C
Business Support Service								P	P	C					P	P

Business or Trade School	C		C					C	P	P	P	P			P	C
Campground (*)	C															
Campground, Workforce (*)	C															
Car Wash			C					P	P	P	P				P	C
Catering								C	P						P	C
Commercial Equipment Repair, Accessory to Dwelling (*)	P	C	P	C	C	C										
Commercial Indoor Amusement			C					C	P	P					C	C
Commercial Indoor Entertainment			C					C	P	P			C		P	C
Commercial Indoor Sports & Recreation (*)	C		C				C	P	P	P			C		P	C
Commercial Outdoor Entertainment/Sports & Recreation (*)	C							C	C	C	C				C	C
Commercial Outdoor Swimming Pool & Tennis Facility (*)	C	C	C	C	C	C	C	C	C				C		C	C
Construction Office, Temporary (*)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Construction Sales & Service								C	P	P	P	P			C	
Contractor Office and Storage Facility (*)	C		C					C	P	P	P	P			P	

Convenience Store (*)	C		C					C	C	P	P				C	C
Crematorium (*)	C		C					C	C	C					C	
Dance Hall								C	C	C						
Equipment Sales and Rental	C								C	P	P	P			C	
Event center	C		P					P	P						P	P
Flea Market (*)	C		C					C	C	C	C					
Funeral Home (*)	C		C					P	P	C					P	C
Garden Center (*)	C		C					P	P	P	P	P			P	P
Gasoline Station (*)	C		C					C	C	C	C				C	C
General Store, Country	C	C	P	C												
Golf Course (*)	C	C	C	C	C	C	C	P	P				P		P	P
Golf Driving Range (*)	C		C					P	P	P					P	C
Hospital								C	P						C	C
Hospital, Special Care								C	C						C	C
Hotel/Motel/Motor Lodge/Inn			C					C	P	C					P	C
Itinerant Merchant								P	P						P	P
Kennel, Commercial (*)	C							C	C	C	C				C	
Laundry									C	P	P					
Lawn and Garden Services	P							P	P	P	P					
Manufactured Home Sales									C	C					C	
Marina (*)	C	C	C	C	C	C	C	C	P	C			C		P	C
Medical Clinic			C					C	P						C	C
Micro-Brewery, Distillery, Cidery (*)								C	P	P	P	P			P	P
Mini-Warehouse (*)								C	C	P	P	P			P	
Motor Vehicle Dealership/New (*)								C	P						P	
Motor Vehicle Dealership/Used (*)								C	C						C	
Motor Vehicle/Outdoor Storage									C	P	P	P			C	
Motor Vehicle Parts/Supply, Retail (*)			C					P	P	P	P				P	P

Motor Vehicle/ Rental (*)									C	P	P	P					P	
Motor Vehicle Repair Service/Major (*)			C						C	P	P	P					C	
Motor Vehicle Repair Service/Minor (*)			C						C	P	P	P					C	C
Pawn Shop									C	P	P							
Peddler									P	P							P	P
Personal Improvement Service			C						P	P	C						P	P
Personal Service			C						P	P	C						P	P
Real Estate Office, Temporary	P	P	P	P	P	P	P							P	P			P
Recreational Vehicle Sales & Service									C	C							C	
Restaurant, Drive-In Fast Food (*)			C						C	P	C						P	P
Restaurant, General			C					C	C	P	C						P	P
Retail Sales			C					C	P	P	P						P	P
Short Term Rentals(*)	P	P	P	P	P	P	P							P	P			P
Studio, Fine Arts	C		C					C	P	P	P						P	P
Tattoo Parlor									C	P	P	P					P	C
Taxidermy (*)	P		C						C	P	P	P						
Truck Stop									C	C	P	P						
Veterinary Hospital/ Clinic	P		C				P		P	P							P	P
Wholesale Sales	C		C						P	P	P	P	P				P	P
INDUSTRIAL USE TYPES																		
Abattoir or Livestock Processing (*)	C											C	P					
Asphalt or Concrete Plant (*)												C	C					
Brewery, Distillery, Cidery											P	P	P					
Construction Yard (*)	C									C	P	P	P				C	
Custom Manufacturing	C		C						C	P	P	P					P	C
Industry, Type I	C										P	P	P				C	
Industry, Type II											C	P	P					
Industry, Type III												C	C					

Landfill, Industrial (*)	C										C	C	C				
Landfill, Rubble (*)	C										C	C	C				
Landfill, Sanitary (*)	C																
Meat Packing												P	P				
Recycling Center (*)	C										P	P	P				
Refuse and Recycling Center	C		C							C	P	P	P			C	

Resource Extraction (*)	C											C	C				
Sawmill, Commercial											C	P	P				
Scrap and Salvage Service (*)	C										C	C	C				
Shipping Container (*)	C	C		C	C	C		C	C	P	P	P				C	
Towing Service Storage											C	C	C				
Yard (*)																	
Transfer Station	C										P	P	P				
Warehousing and Distribution	C										P	P	P				

MISCELLANEOUS USE TYPES

Amateur Radio Tower (*)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Aviation Facility, Commercial (*)	C											C	C				
Aviation Facility, General (*)	C											C	C			C	
Aviation Facility, Private (*)	C	C										C	C			C	
Communication Tower (*)	C	C	C	C				C	C	C	C	C				C	C
Composting System, Confined Vegetative Waste or Yard (*)	C																
Hunt Club	P		C														
Parking Facility, Surface/Structure								C	C	C	C	C				C	C
Reconstructed Wetland (*)	P	C	C	C	C	C	C	C	C	C	C	C	P	C		C	P

Shooting Range, Outdoor (*)	C										C	C				
Turkey Shoot (*)	P										C	C				

Sec. 4-2002. Permitted uses

D. Commercial uses:

- * Commercial equipment repair, accessory to dwelling
- * Construction office, temporary Lawn and garden services
- Real estate office, temporary
- * Short-Term Rental

* Taxidermy

Veterinary hospital/clinic

E. Miscellaneous uses:

- * Amateur radio tower Hunt club
- * Reconstructed wetland
- * Turkey shoot

Sec. 4-3002. - Permitted uses

D. Commercial uses:

- * Construction office, temporary Real estate office temporary
- * Short-Term Rental Sec. 4-4002. – Permitted uses

D. Commercial uses:

- * Bed and breakfast
- * Commercial equipment repair, accessory to dwelling
- * Construction office, temporary Event center
- General store, country
- Real estate office, temporary
- *Short Term Rental Sec. 4-5002. – Permitted uses

D. Commercial uses:

- * Construction office, temporary Real estate office, temporary
- * Short-Term Rental Sec. 4-6002. – Permitted uses

- D. Commercial uses:
 - * Construction office, temporary Real estate office, temporary
 - * Short-Term Rental Sec. 4-7002. – Permitted uses
- D. Commercial uses:
 - * Construction office, temporary Real estate office, temporary
 - * Short-Term Rental

Sec. 4-8002. - Permitted uses

- E. Commercial uses:
 - * Construction office, temporary Real estate office, temporary
 - * Short-Term Rental Veterinary hospital/clinic

Sec. 4-15002. – Permitted uses

- D. Commercial uses:
 - * Construction office, temporary
 - * Golf course
 - Real estate office, temporary
 - *Short-Term Rental Sec. 4-16002. – Permitted uses

- D. Commercial Uses
 - * Construction office, temporary Real estate office, temporary
 - * Short-Term Rental Sec. 4-18002. - Permitted uses

- E. Commercial uses:
 - * Antique shop Business support service
 - * Construction office, temporary Event center
 - Garden center
 - * Golf course Itinerant merchant
 - * Micro-brewery, distillery, cidery
 - * Motor vehicle parts/supply, retail Peddler
 - Personal improvement service Personal service
 - Real estate office, temporary

- * Restaurant, drive-in fast food Restaurant, general
Retail sales
 - Short-Term Rental Studio, fine arts Veterinary hospital/clinic

Wholesale sales

Article V. - Supplementary Use Regulations.

Sec. 5-1005. - Accessory uses to residential principal uses.

The following activities, so long as they satisfy the general criteria set forth above, are specifically regarded as accessory uses to residential principal uses:

- A. Hobbies or recreational activities of a noncommercial nature.
- B. Yard sales or garage sales, so long as such sales are not conducted on the same lot more than three (3) days (whether consecutive or not) during any ninety-day period.

Sec. 5-5005. - Supplementary use regulations for commercial use types.

DD. Short Term Rentals

1. A zoning permit is required. A zoning permit shall not be issued for a short term rental until the following procedure has been completed:
 - a. The zoning administrator is to send written notification by certified letter to the last known address of each adjacent property owner advising them of the proposed short term rental and informing them that the permit may be issued if written comments are not received within thirty (30) days.
 - b. The property shall also be posted with a sign pursuant to section 9-1006 for no less than fourteen (14) days prior to the expiration of the thirty-day period.
 - c. If the zoning administrator receives no written objection from any property owner so notified within thirty (30) days of the date of sending the notification letter, and the zoning administrator determines that the proposed short term rental otherwise complies with the zoning ordinance and the requirements for sewage disposal, the zoning administrator may issue a zoning permit for the short term rental.

d. If the zoning administrator receives written objection from any property owner so notified within thirty (30) days of the date of sending the notification letter, then the zoning administrator may not issue a zoning permit unless and until such time as a conditional use permit for the proposed short term rental is approved by the board of supervisors with a recommendation by the planning commission.

2. An authorized agent must be designated as a point of contact who is available to be contacted and to address conditions occurring at the short term rental within thirty

(30) minutes. Physical responses to the site of the short term rental is not required. The Operator shall be notified in writing of failed attempts to receive timely responses from the authorized agent. Failure to respond in a timely manner shall result in a complaint subject to the penalties set forth below.

3. The Operator must register their short term rental unit with the Community Development Department and receive a registration number.

4. The Operator authorizes County employees to enter the subject property upon reasonable advanced written notice to the Operator, at least one (1) time during the

calendar year for which registration is valid, to verify the short term rental is being operated in accordance with applicable regulations.

5. The zoning permit may not be transferred.

6. No more than one (1) short term rental may be operated on any lot.

7. Operators may enter into rental agreements with only one (1) party per legal dwelling unit per twenty four (24) hour period.

8. A residential dwelling unit located within a building that contains three (3) or more dwelling units may not be operated as a short term rental.

9. The maximum number of lodgers per night, over the age of eighteen (18) years, shall not exceed two persons per bedroom but in no case shall exceed sixteen persons six

(6). This number shall be reduced to conform to the occupancy requirements of the Virginia uniform Building code and/or the Virginia Department of Health.

10. The number of persons allowed to gather at a short term rental at any one time shall not exceed twice the maximum number of permitted overnight guests, including children. Only the maximum number of overnight guests shall be permitted at a short term rental between the hours of 10:00 PM and 7:00 AM. Short term rentals shall not be used as event centers as defined by the Zoning Ordinance.

11. Operators must obtain a business license and register for transient occupancy and state sales tax.

12. Short term rentals must meet current building and zoning regulations and be subject to a safety inspection from the County to confirm the installation of smoke alarms, fire extinguisher and a posted emergency exit plan prior to permit approval.

13. One off-street space per guest room is required in addition to the parking required for the house.

14. No visible evidence of the conduct of a short term rental is allowed on the outside of the property.

15. The owner/operator shall not prepare meals for guests.

16. Operator shall provide proof of liability insurance to rental activity at registration and each subsequent renewal of at least one million dollars. Such insurance coverage must remain in place at all times the short term rental is being operated.

17. Accessory structures, not including permitted accessory dwelling units, shall not be used or occupied as short term rentals.

18. All advertisements for any short term rental shall include the short term rental registration number for such dwelling.

19. A zoning permit for a short term rental may be revoked by the Zoning Administrator, or designee, for the following reasons:

i. In the event of three (3) or more substantiated complaints of violation of applicable state or local laws, ordinances and regulations, as they relate to short term rentals, within a calendar year; or

ii. Authorized agent's failure to respond in a timely manner more than twice; or

iii. Failure to maintain compliance with any regulation set forth in this section.

An Operator whose short term rental zoning permit has been revoked shall not be eligible to receive any new short term rental zoning permit for the remaining

portion of the calendar year in which the permit was revoked, and for the entire following year.

20. Except as provided in this section, nothing herein nor the issuance of a zoning permit shall be construed to prohibit, limit, or otherwise supersede existing local authority to regulate short term rental of property through general land use and zoning authority. Nothing in this section shall be construed to supersede or limit contracts or agreements between or among individuals or private entities related to

the use of real property, including recorded declarations and covenants; the provisions of condominium instruments of a condominium created pursuant to the Condominium Act (§ 55-79.39 et seq.) of the Code of Virginia, 1950, as amended; the declaration of a common interest community as defined in Code of Virginia, 1950, § 55-528, as amended; the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (§ 55-424 et seq.) of the Code of Virginia, 1950, as amended; or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (§ 55-508 et seq.).

The motion passed by a vote of (4-1) with Supervisors Acree, Jefferson, Rosie and Grice voting in favor of the motion and Supervisor McCarty voting against the motion.

Vice-Chairman Acree requested a briefing from staff in six months on any issues or concerns with the Ordinance amendments.

Chairman McCarty called for consideration of an Ordinance to Amend and Reenact Chapter 10, Licenses, Short Term Rental Registry of the Isle of Wight County Code

County Attorney Jones advised that the proposed ordinance provides that anyone operating a short-term rental is required to register the short-term rental with the County with the purpose of creating a registry with an annual fee of \$35.

Vice-Chairman Acree moved that the following Ordinance be adopted:

AN ORDINANCE TO AMEND AND REENACT THE ISLE OF WIGHT COUNTY CODE BY ENACTING CHAPTER 10. LICENSES, ARTICLE II, DIVISION 10, SHORT TERM RENTAL REGISTRY

WHEREAS, the Board of Supervisors of Isle of Wight County, Virginia, has deemed it necessary and appropriate to update its current ordinances in order to more clearly set forth local ordinances for the benefit of the public, in order to accurately reflect current practices, to correct inaccuracies, and to conform to those provisions set forth in the Code of Virginia (1950, as amended); and

WHEREAS, the Board of Supervisors deems such a revision necessary as a means to protect the health and welfare of the citizens of Isle of Wight County, Virginia; NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors, Virginia, that Chapter 10. Licenses of the Isle of Wight County Code be amended and reenacted as follows: Chapter 10. - Licenses Article II. – License Tax Schedule. Division 9. – Short Term Rental Registry. Sec. 10-40 - Definitions. The following definitions apply to this article unless the context requires a different meaning: "Operator" means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, license, or any other possessory capacity. Page 2 of 3 "Short-term rental" means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Sec. 10-41 - Registry. There is hereby established a registry for short term residential rentals. Upon offering any short term rental, all operators shall register with the County's Department of Community Development annually. This registration shall be ministerial in nature and shall require the Operator to provide the complete name of the operator and the address of each property in the county offered for short-term rental by the Operator. Sec. 10-42 - Other requirements. Operators must obtain a business license and register for transient occupancy and state sales tax. Sec. 10-43 - Annual Fee. A fee of \$ _____ shall be charged for each registration for the purpose of defraying the costs of establishing and maintaining the registry set forth herein, Sec. 10-44 - Registry exemptions. Registration is not required if the Operator or shortterm rental is exempted from registration pursuant to Code of Virginia § 15.2-983(B)(2). Sec. 10-45 - Penalties. Failure to register a property within 30 days of being offered for rental shall result in a penalty to be paid by the Operator in the amount of \$500.00 per violation. Each day a property is offered for rental that is not registered in accordance with this section is a separate violation. Unless and until such time as the Operator pays the penalty and registers such property, the Operator may not offer such property for rental. Upon repeated

violation of the registration requirement as it relates to a specific property, and upon notice, the Operator shall be prohibited from registering that property and from offering that property for short term rental. Sec. 10-46 - Non-contravention. Except as provided in this section, nothing herein nor the issuance of a registration shall be construed to prohibit, limit, or otherwise supersede existing local authority to regulate short term rental of property through general land use and zoning authority. Nothing in this section shall be construed to supersede or limit contracts or agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants; the provisions of condominium instruments of a condominium created Page 3 of 3 pursuant to the Condominium Act (§ 55-79.39 et seq.) of the Code of Virginia, 1950, as amended; the declaration of a common interest community as defined in Code of Virginia, 1950, § 55-528, as amended; the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (§ 55-424 et seq.) of the Code of Virginia, 1950, as amended; or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (§ 55-508 et seq.).

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Application of Carver Solar I, LLC to Increase the Nameplate Electrical power Generation Capacity of the Proposed Carver Solar Energy Generation Facility from 71 MW to 91 MW

Ms. Ring provided background information on the application and noted that the applicant wants a change in its megawatts from 71mg to 91 mg.

County Attorney Jones recommended the Board waive the public hearing requirement before the Planning Commission because the use or density is not being affected.

Supervisor Jefferson moved that the public hearing requirement be waived. The motion passed (3-2) with Supervisors McCarty, Jefferson and Grice voting in favor of the motion and Supervisors Acree and Rosie voting against the motion.

Regarding the Siting Agreement for the Carver Solar Energy Generation Project, Mike Volpe on behalf of Carver Solar, confirmed that no changes are proposed other than with the megawatt power.

Supervisor Jefferson moved that the Siting Agreement be approved. The motion passed by a vote of (4-1) with Supervisors McCarty, Jefferson and Grice voting in favor of the motion and Supervisor Acree and Rosie voting against the motion.

NEW BUSINESS

Requiring septic pump-out requirements, Vice-Chairman moved to authorize staff to include this matter in the County's legislative items. The motion passed by unanimous vote (5-0) with Supervisors McCarty, Acree, Jefferson, Rosie and Grice voting in favor of the motion and no Supervisor voting against the motion.

At the request of Supervisor Jefferson, staff were requested to provide an update at the Board's January 16, 2024 meeting on the Henry H. Bradby Memorial Park; the Rushmere Volunteer Fire Department; and Tyler's Beach Boat Harbor. Vice-Chairman Acree requested an update on the Carrollton Volunteer Fire Department.

As a follow up to Brian Hill's inquiry at the Board's November 16, 2023 meeting concerning Personal Property tax exemptions for two vehicles, County Administrator Keaton advised that the County offers one exemption as required by the State.

ADJOURNMENT

At 10:30 p.m., the meeting was declared adjourned.

William M. McCarty, Sr., Chairman

Carey Mills Storm, Clerk

ORGANIZATIONAL MEETING OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS HELD IN THE ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF WIGHT, VIRGINIA ON THURSDAY, THE FOURTH DAY OF JANUARY IN THE YEAR TWO THOUSAND AND TWENTY-FOUR AT 11:00 A.M.

BOARD MEMBERS PRESENT:

William M. McCarty, Sr., Chairman, District 2

Joel C. Acree, District 4, Vice-Chairman

Don G. Rosie, II, District 5,

Rudolph Jefferson, District 3

Renee Rountree, District 1

STAFF MEMBERS PRESENT:

Randy R. Keaton, County Administrator

Donald T. Robertson, Assistant County Administrator

Robert W. Jones, Jr., County Attorney

Carey Mills Storm, Clerk

CALL TO ORDER

County Administrator Keaton called the organizational meeting to order at 11:00 a.m. and the invocation and Pledge of Allegiance was delivered by Captain Tommy Potter with the Isle of Wight County Sheriff's Department.

Under Approval of the Agenda, Chairman McCarty moved that the agenda be approved as presented. The motion was adopted by a vote of (5-0) with Supervisors Acree, Jefferson, Rosie, McCarty and Rountree voting in favor of the motion and no Supervisors voting against the motion.

Under Election of Chairman for Calendar Year 2024, Supervisor Jefferson moved that Supervisor Acree be elected as Chairman of the Board for calendar year 2024. The motion was adopted by a vote of (4-0) with Supervisors, Jefferson, Rosie, McCarty and Rountree voting in favor of the motion; no Supervisors voting against the motion; and, Supervisor Acree abstaining from voting.

County Administrator Keaton turned the meeting over to Chairman Acree.

Under Election of the Vice-Chairman for calendar year 2024, Supervisor McCarty moved that Supervisor Rosie be elected as Vice-Chairman of the Board for calendar year 2024. The motion was adopted by a vote of (4-0) with Supervisors Acree, Jefferson, McCarty and Rountree voting in favor of the motion; no Supervisors voting against the motion; and Supervisor Rosie abstaining from voting.

Under Appointment of the Clerk to the Board of Supervisors for Calendar Year 2024, Supervisor McCarty moved that Carey Mills Storm be appointed as Clerk to the Board for calendar year 2024. The motion was adopted by a vote of (5-0) with Supervisors Acree, Jefferson, Rosie, McCarty and Rountree voting in favor of the motion and no Supervisors voting against the motion.

Under Appointment of a Deputy Clerk to the Board of Supervisors for Calendar Year 2024, Supervisor McCarty moved that Amber Johnson be appointed as Deputy Clerk to the Board for calendar year 2024. The motion was adopted by a vote of (5-0) with Supervisors Acree, Jefferson, Rosie, McCarty and Rountree voting in favor of the motion and no Supervisors voting against the motion.

The following Resolution reflecting the following meeting schedule of the Board of Supervisors for Calendar Year 2024 was adopted unanimously (5-0) on motion of Supervisor McCarty:

RESOLUTION TO ESTABLISH REGULAR MEETING
AND WORK SESSION SCHEDULE FOR 2024

WHEREAS, the Board of Supervisors of the County of Isle of Wight is required by Section 15.2-1416 of the Code of Virginia to organize at its first meeting in January; and,

WHEREAS, regular meetings of the Board of Supervisors (hereinafter referred to as "the Board") shall be held in the Robert C. Claud, Sr. Board of Supervisors' Room on the third (3rd) Thursday of the month unless otherwise set by the Board; and,

WHEREAS, regular meetings shall begin at 5:00 p.m. for closed session purposes only, with all other matters to be heard and considered at 6:00 p.m.; and,

WHEREAS, work session meetings shall be held on the first (1st) Thursday of every month, at the same place as regular meetings, and shall begin at 6:00 p.m. unless otherwise set by the Board.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that regular meetings and work sessions of the Board shall be held as shown on the attached calendar for 2024.

<u>DATE</u>	<u>TIME</u>	<u>MEETING</u>	<u>INVOCATION</u>
Thursday, January 4th	11:00 a.m.	Organizational	Acree
Thursday, January 4th	Following Organizational Work Session		
Tuesday, January 16th	5:00 p.m.	Regular Meeting	Rountree
Thursday, February 15th	5:00 p.m.	Regular Meeting	Jefferson
Thursday, March 7th	6:00 p.m.	Work Session	McCarty
Thursday, March 21st	5:00 p.m.	Regular Meeting	Acree
Thursday, April 4th	6:00 p.m.	Work Session	Rountree
Thursday, April 18th	5:00 p.m.	Regular Meeting	Rosie
Thursday, May 2nd	6:00 p.m.	Work Session	Jefferson
Thursday, May 16th	5:00 p.m.	Regular Meeting	McCarty
Thursday, June 6th	6:00 p.m.	Work Session	Acree
Thursday, June 20th	5:00 p.m.	Regular Meeting	Rountree
Thursday, July 11th	5:00 p.m.	Regular Meeting	Rosie
Thursday, August 1st	6:00 p.m.	Work Session	Jefferson
Thursday, August 15th	5:00 p.m.	Regular Meeting	McCarty
Thursday, September 5th	6:00 p.m.	Work Session	Acree
Thursday, September 19 th	5:00 p.m.	Regular Meeting	Rountree
Thursday, October 3rd	6:00 p.m.	Work Session	Rosie
Thursday, October 17th	5:00 p.m.	Regular Meeting	Jefferson
Thursday, November 7th	6:00 p.m.	Work Session	McCarty
Thursday, November 21st	5:00 p.m.	Regular Meeting	Acree
Thursday, December 12th	3:00 p.m.	Work Session	Rountree
Thursday, December 12 th	5:00 p.m.	Regular Meeting	Rountree
Thursday, January 2, 2025	11:00 a.m.	Organizational	Rosie
Thursday, January 2, 2025	Following Organizational Work Session		

The following By-laws and Rules of Procedure of the Board of Supervisors for Calendar Year 2024 was adopted unanimously (5-0) as presented on motion of Supervisor Jefferson:

ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS
BY-LAWS AND RULES OF PROCEDURE

Revised and Adopted January 4, 2024

ARTICLE 1 – PURPOSE AND BASIC PRINCIPLES

SEC. 1-1. PURPOSE OF BY-LAWS AND RULES OF PROCEDURE

A. To enable County government to transact business expeditiously, transparently and efficiently affording every opportunity for the citizens to witness and participate in the operation of government;

B. To protect the rights of each individual Board Member;

C. To preserve the spirit of cooperation among Board members; and

D. To determine the will of the Board on all matters.

SEC. 1-2. FIVE BASIC PRINCIPLES UNDERLYING BY-LAWS AND RULES OF PROCEDURE

A. Only one subject may claim the attention of the Board at one time;

B. Each item presented for consideration is entitled to full and free discussion;

C. Every member has rights equal to every other member;

D. The will of the majority must be carried out, and the rights and opinions of the minority must be preserved and respected; and

E. Each member shall remain respectful of fellow board members, even in times of disagreement, in speech and in behavior.

ARTICLE 2 – MEETINGS

SEC. 2-1. WHEN AND WHERE REGULAR AND WORK SESSION MEETINGS HELD

A. The time and place of regular meetings and work sessions of the Board of Supervisors (hereinafter referred to as “the Board”) shall be established at each annual organizational meeting. Such regular meetings shall be held in the Robert C. Claud, Sr. Board Room on the third (3rd) Thursday of the month unless otherwise set by the Board. Such meetings shall begin at 5:00 p.m. for closed session purposes only, with all other matters to be heard and considered at 6:00 p.m. Should the Board subsequently change the date, time or place of a regular meeting, it shall comply with the requirements of Section 15.2-1416 of the Code of Virginia (1950, as amended).

B. Work session meetings shall be held on the first (1st) Thursday of every month, at the same place as regular meetings, and shall begin at 6:00 p.m. unless otherwise set by the Board. The purpose of such work sessions shall be to allow the Board an opportunity to further review items either held over by the Board at a regular meeting or such other items as may come before the Board at a regular meeting in the future. The Board shall not take any action to approve or deny any item before it during a work session, reserving such action solely to its regular meetings, except in matters which require immediate action due to time constraints or deadlines, fiscal policies and/or emergencies.

SEC. 2-2. CONTINUED MEETINGS

A regular or work session meeting shall be continued to the immediately following regular meeting date, time and place, unless otherwise set, if the Chair, or Vice Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such findings shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

SEC. 2-3. MEETING ADJOURNMENT

Meetings of the Board shall adjourn when all business, or the agenda, before the body is complete, however it is not the Board's intent to begin a new agenda item after 11:00 p.m. unless and until a motion to extend the time has been offered and passed by a majority vote of the members present and voting. Any agenda item not conducted may be carried over to another meeting date. Any public hearing advertised for a regular meeting but not conducted may be rescheduled to another earliest possible convenient date, without further advertising when the date and time of the reconvened meeting is publicly announced at the preceding meeting.

SEC. 2-4. SPECIAL OR EMERGENCY MEETINGS

A. The Board may hold special or emergency meetings, as deemed necessary, at such date, time and place as it may find convenient; and it may adjourn from time to time. A special or emergency meeting of the Board shall be called pursuant to Sections 15.2-1417 and 15.2-1418 of the Code of Virginia (1950, as amended).

B. Special or emergency meetings may be called by the Chair or any two (2) members in writing to the County Clerk for any purpose stated in the notice of the special or emergency meeting pursuant to Section 15.2-1418 of the Code of Virginia (1950, as amended). Only matters specified in the notice shall be considered unless all of the members of the Board are present.

C. Notice, reasonable under the circumstances, to the public and press of any special or emergency meeting shall be given contemporaneously with the notice provided the members of the Board, and the County Attorney.

SEC. 2-5. LEGAL HOLIDAY

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the preceding business day unless the meeting is cancelled by a majority of the Board.

SEC. 2-6. ANNUAL ORGANIZATIONAL MEETING

A. The Board shall meet on the first (1st) Thursday of January of each year which shall be known as the annual organizational meeting. The County Administrator shall preside during the annual organizational meeting pending the election of the Chair of the Board.

B. The Chair shall be elected at the annual meeting for a term of one year, ending at the commencement of the organizational meeting the following year.

C. Following the election of the Chair, he or she shall assume the Chair and conduct the election of the Vice Chair for the same term.

D. Following the election of the Vice Chair, the Board shall:

1. Appoint the Clerk of the Board (as set forth herein);
2. Establish dates, times and places for its regular meetings;
3. Adopt its By-Laws and Rules of Procedure; and
4. Appoint Board members to standing and ad hoc committee; and
5. Conduct any other necessary business as determined by a majority vote of the Board.

SEC. 2-7. PROCEDURE FOR ELECTION OF OFFICERS

A. The following procedures shall be followed to elect the Chair and Vice Chair:

1. The presiding officer shall call for nominations from the membership.
2. Any member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominee(s).
3. When all nominations have been made, the presiding officer shall close the nominating process and call for the vote.

- 4. Each member may cast one vote for any one nominee.
- 5. A majority of those voting shall be required to elect the officer.
- B. Officers shall serve until replaced.

SEC. 2-8. SEATING ARRANGEMENT

The Board Chair shall occupy the center seat on the dais with the Vice Chair occupying the seat at his or her immediate left. The remaining members of the Board shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Board. In the event that two or more Board members have equal seniority, the selection of seating for those members shall be by alphabetical order.

SEC. 2-9. QUORUM AND METHOD OF VOTING

- A. At any meeting, a majority of the Board shall constitute a quorum.
- B. All actions authorized by the Board shall be pursuant to a roll call vote which shall be taken by the Clerk or Deputy Clerk of the Board. The Clerk or Deputy Clerk shall call the name of each member and receive in reply the vote of such member as either "Yes" or "No" on the measure being considered. At the beginning of any meeting, the Clerk shall conduct a silent roll call of members present and absent.
- C. The order of voting shall be as called by the Clerk of the Board, with the Chair voting last.
- D. If there is an abstention, it shall be the responsibility of the Chair to note the abstention for the record and to request that the member abstaining state his or her reason for abstaining for the record.
- E. A tie vote fails.

F. A motion to approve which fails shall be deemed a denial of the question on the floor.

SEC. 2-10. CLOSED MEETING

A. Closed meetings shall only be used when the matter to be discussed is exempt from open meeting requirements pursuant to the Virginia Freedom of Information Act.

B. No meeting shall become a closed meeting until the Board takes an affirmative recorded vote in open session. Any member dissenting in such a vote shall state the reason for the dissent.

1. The motion to move to closed session shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the closed meeting.

2. The County Attorney shall assist the members in formulating the proper motion to move to closed session in accordance with the requirements of the Freedom of Information Act.

C. No resolution(s), ordinance(s), rule(s), contract(s), regulation(s) or motion(s) considered in a closed meeting shall become effective until the Board reconvenes in an open meeting and takes a vote of the membership on such resolution(s), ordinance(s), rule(s), contract(s), regulation(s) or motion(s) which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a closed meeting, the Board shall reconvene in open session immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and

2. Only public business matters identified in the motion convening the closed meeting were heard, discussed or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the Chair's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the closed meeting shall not affect the validity or confidentiality of the closed meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Board may permit non-members to attend a closed meeting if their presence will reasonably aid the Board in its consideration of an issue.

G. Prior to the certification of a closed meeting pursuant to the Virginia Freedom of Information Act, the County Attorney shall be responsible for remind all closed meeting participants of the intent that such closed meeting discussions remain confidential, as provided for under the Virginia Freedom of Information Act, and that such matters as discussed in closed meeting should not be acted upon or discussed in public by any participant unless and until a formal action is taken by the Board in accordance with Section 2-10(C) above.

SEC. 2-11. ELECTRONIC MEETINGS

Except as provided for in this Section 2-11, the Board shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

A. Quorum Physically Assembled – a Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public if:

1. on or before the day of a meeting, the Board member notifies the Chair of the Board that he or she is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the emergency or

personal matter, and the Board (a) approves the member's participation by a majority vote of the members present at a meeting and (b) the Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting. If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity. Such participation by a Board member shall be limited each calendar year to two meetings or twenty-five percent (25%) (rounded up) of the meetings of the Board, whichever is greater; or

2. a Board member notifies the Chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the Board records this fact and the remote location from which the member participated in the minutes.

A Board member may participate in a meeting by electronic means pursuant to this subsection A only when a quorum of the Board is physically assembled at the primary or central meeting location and the Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

B. Quorum Not Physically Assembled – the Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor of the Commonwealth of Virginia has declared a state of emergency in accordance with Section 44-146.17 of the Code of Virginia (1950, as amended), provided that:

1. the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and

2. the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this subsection B, the Board shall:

1. give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the Board;

2. make arrangements for public access to the meeting;

3. make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Board in sufficient time for duplication and forwarding, as best as practicable given the emergency, to all locations at which public access will be provided;

4. record minutes of the meeting; and

5. record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

C. Reporting – if a Board meeting is held by electronic communication means, the Board shall:

1. make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 1 of each calendar year:

- a. the total number of electronic communication meetings held that year;

- b. the dates and purposes of the meetings;

- c. a copy of the agenda for each meeting;

- d. the number of sites for each meeting;

- e. the types of electronic communication means by which the meetings were held;

- f. the number of participants, including members of the public, at each meeting location;

- g. the identity of the members of the Board recorded as absent and those recorded as present at each meeting location;

- h. a summary of any public comment received about the electronic communication meetings; and
 - i. a summary of the Board's experience using electronic communication meetings, including its logistical and technical experience.
2. make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.

SEC. 2-12. SECURITY

- A. In an effort to increase the safety of the citizens, staff and elected officials, security shall be provided at all official meetings of the Board (regular, work sessions meetings, special called and emergency meetings).
- B. Security shall be provided at all informal gatherings scheduled by individual Board Members, which are scheduled offsite or after hours, such as Town Hall and informational meetings.

ARTICLE 3 – OFFICERS

SEC. 3-1. CHAIR AND VICE CHAIR

The Chair shall preside over all meetings of the Board. The Vice Chair serves in the absence of the Chair. In the absence from any meeting of both the Chair and Vice Chair, the members present shall choose one of their members as temporary chair. The Chair shall recommend all appointments to standing or ad hoc Board Committees to be approved by majority vote of the Board.

SEC. 3-2. CLERK

The Clerk of the Board shall be appointed by the Board at its annual organizational meeting, and the duties and responsibilities of the Clerk shall be as set out in Sections 15.2-1538 and 15.2-1539 of the Code of Virginia (1950, as amended). The Board may also designate a Deputy Clerk, and at the discretion of the Board, any County employee can be designated as Temporary Clerk.

SEC. 3-3. PARLIAMENTARIAN

The County Attorney, or his or her designee, shall serve as the Parliamentarian for the purpose of interpreting these By-Laws and Rules of Procedure, Robert's Rules of Order and the Code of Virginia, as may be directed by the Chair, or as required as a result of a point of order raised by any one or more Board member. If the County Attorney, or his or her designee, is unavailable, the County Administrator shall serve as the Parliamentarian.

SEC. 3-4. PRESERVATION OF ORDER

A. At meetings of the Board, the Chair shall preserve order and decorum.

B. Board members shall not speak until recognized by the Chair. Board members shall address the Chair or address other members through the Chair. After being recognized by the Chair, a Board member shall not be interrupted, except when a point of order is called or when requested to yield the floor by another member.

ARTICLE 4 – CONDUCT OF BUSINESS

SEC. 4-1. ORDER OF BUSINESS

A. At regular meetings of the Board on the third (3rd) Thursday of the month, the order of business shall generally be as follows:

1. Call to Order – Silent Roll Call of Members (commencing at 5 p.m.)
2. Approval of Agenda
3. Closed Meeting (if necessary)
4. Return to Open Session/Public Meeting (commencing at 6 p.m.)
5. Invocation - Pledge of Allegiance
6. Citizens' Comments

7. Consent Agenda
8. Regional & Inter-Governmental Reports
9. Appointments (if necessary)
10. Special Presentations
11. Public Hearings (if necessary)
12. County Attorney's Report (if necessary)
13. County Administrator's Report
14. Unfinished/Old Business
15. New Business
16. Adjournment

B. The above order of business may be modified by the County Administrator, after the Chair has been notified, to facilitate the business of the Board.

C. Regional reports and special presentations are limited to five (5) minutes per speaker. This time may be extended at the discretion of the Chair.

D. Citizens' Comments shall be governed by the following rules:

1. Citizens' Comments shall be for the limited purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Board. They shall not serve as a forum for debate with the Board or individual members of the Board.

2. Board members shall not discuss issues raised or questions raised by the public, within the same meeting, except by consent of a majority of the Board members present.

3. Citizens wishing to speak during the Citizens' Comments portion of the agenda shall sign the registration form, identifying, with reasonable certainty, the subject matter of his or her comments prior to the commencement of the Citizens' Comments portion of the agenda. Citizens who do not sign the registration form prior to the commencement of Citizens' Comments may address the Board after all others who had signed the registration form have had an opportunity to speak.

4. Remarks shall be addressed directly to the Board and not to staff, the audience or the media.

5. The Chair shall open Citizens' Comments.

6. The Chair will explain the Citizens' Comments policy prior to the commencement of the first citizen's comment(s) being received by the Board.

7. The Chair will call on each speaker who has signed the registration form in the order upon which their name shall appear on the registration form.

Each speaker shall clearly state their name and address and/or election district of residence and shall be subject to a four (4) minute time limitation. A timer with a lighting system shall be used for keeping track of a Speaker's time. Speakers will receive a yellow light warning one (1) minute prior to the expiration of their presentation time. Speakers will receive a red light at the expiration of their time and shall be asked to end their comments. The Parliamentarian shall be responsible for noting the expiration of time limits, and the Chair shall be responsible for enforcing it. If the speaker represents a group of individuals in attendance at a particular meeting, there shall be a time limit of six (6) minutes. Members of a group in attendance shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. No speaker shall address the Board more than once during Citizens' Comments at any single Board meeting and citizens shall not donate their unused speaking time to another speaker. Notwithstanding the time limitations stated herein, the Chair may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.

8. There shall be no comment during Citizens' Comments on a matter for which a public hearing is scheduled during the same meeting.
9. There shall be no comment during Citizens' Comments on a matter which has already been the subject of a previous public hearing where no final vote has been taken by the Board.
10. Any issue raised by the public which the Board wishes to consider may be put on the agenda for the next Board meeting by a majority vote.
11. Public comment shall be germane to policies, affairs and services of the county government.
12. The above rules notwithstanding, members of the public may present written comments to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk and shall become a part of the record.

SEC. 4-2. CONSENT AGENDA

- A. The Consent Agenda shall be introduced by a motion "to approve", and shall be considered by the Board as a single item.
- B. Upon the request of any Board member, an item may be removed from the Consent Agenda for consideration after approval of the remaining items on the consent agenda.

SEC. 4-3. SPECIAL PRESENTATIONS

Special presentations shall be for the purpose of informing the Board of matters of public interest, as well as to provide the Board an opportunity to properly recognize individuals and organizations, either public or private, for the outstanding service or work they perform for or in Isle of Wight County. Any governmental agencies or entity, organization or individual wishing to present an item to the Board shall contact the County Administrator fourteen (14) days prior to the Board's regularly scheduled meeting to seek inclusion in the Board's agenda.

SEC. 4-4. CONDUCT OF MEETINGS

When two or more members of the Board wish to speak at the same time, the Chair shall name the one to speak. The Chair may call a brief recess at any time. The Chair may order the expulsion of a disorderly member of the public, subject to appeal to the full Board. The Chair may automatically adjourn, without benefit of any motion or debate, any meeting of the Board. All Board members shall maintain proper decorum when addressing any citizens and applicants that appear before the Board.

SEC. 4-5. FORM OF PETITIONS, ETC.

Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.

SEC. 4-6. MOTIONS

A. Members are required to obtain the floor before making motions or speaking, which they can do while seated.

B. Motions need not be seconded.

C. Informal discussion of a subject is permitted while no motion is pending.

D. An amended or substitute motion shall be allowed to any motion properly on the floor; it shall have precedence over an existing motion and may be discussed prior to being voted on. If the amended or substitute motion fails, the former motion can then be voted upon. If the amended or substitute motion passes, the amended or substitute motion shall be deemed the main motion and shall stand as having been passed by such vote. If an amended or substitute motion fails, a second amended or substitute motion may be made. No more than two (2) amended or substitute motions may be made.

E. When a motion is under debate, no motion shall be received unless it be one to amend, substitute, commit or refer for study, postpone, call for the previous question, lay on the table, or to adjourn.

F. The Chair can speak in all discussions and can make motions and vote in the same fashion as all other members.

G. A motion to call for the question is in order and the right of every Board member to call when they feel discussion has been exhausted and or repeated, thus belaboring the business before the governing body. A motion to call for the question requires a two-thirds majority vote of those present. The Chair shall not recognize a motion to call for the question until every Board member desiring to speak on the main motion has had such an opportunity.

H. When a vote upon any motion has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side provided that such motion shall be made at the session of the Board at which it was decided. Such motion for reconsideration shall be decided by a majority of the votes of the members present. A member present at the meeting but temporarily absent during a vote may move for reconsideration.

I. Subject to applicable law, the Board may consider a motion to rescind at any time to address a matter or issue upon which a vote has been taken, following such notice as may be required.

J. Should a decision be made to reconsider or rescind a land use decision, subject to notice and public hearings, as may be required by law, the Board may choose to act on such request without referring the matter to the Planning Commission for its consideration.

K. A motion to adjourn shall always be in order and supersedes all business before the Board.

SEC. 4-7. DECISIONS ON POINTS OF ORDER

The Chair, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Chair who shall then make a ruling on the point of order. A Board member may appeal the ruling of the Chair to the full Board which shall decide the matter by majority decision.

SEC. 4-8. SUSPENDING RULES

One or more of these By-Laws and Rules of Procedure may be temporarily suspended by a majority vote of the members present, or by unanimous consent.

SEC. 4-9. ROBERT'S RULES OF ORDER

The proceedings of the Board, except as otherwise provided in these By-Laws and Rules of Procedure and by applicable state law, shall be governed by Robert's Rules of Order.

ARTICLE V – PUBLIC HEARINGS

SEC. 5-1. PUBLIC HEARING AUTHORIZATION

The County Administrator, or his/her designee, shall be authorized to set public hearings for such regular meetings as are appropriate in order to effectuate the timely consideration of matters requiring Board consideration.

SEC. 5-2. FORMAT FOR PUBLIC HEARINGS

A. The following format shall be followed for all Public Hearings conducted before the Board:

1. The Chair will make a brief statement identifying the matter to be heard and verify that all legal notification requirements have been met.

2. The Chair will call upon the appropriate county staff member to present the item to be heard. Staff presentations should be concise.

3. The applicant may appear on his own behalf, or be represented by counsel or an agent. The applicant, or his counsel or agents, shall have a combined total of ten (10) minutes to speak to the application.

4. The Chair will open the floor to public comment, if any, after the applicant, or his counsel or agent, has spoken. Any private citizen may speak for or

against the issue. The Clerk shall prepare a registration form for citizens to sign their name, address and/or election district of residence. The Chair shall call each speaker in the order that their name appears on the registration form. Each speaker shall clearly state his or her name, address and/or election district of residence for the record. Citizen comments are limited to four (4) minutes per citizen speaker. If the speaker represents a group of individuals in attendance at a particular meeting, there shall be a time limit of six (6) minutes. Members of a group shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. The applicant, or his counsel or agent, shall be given the opportunity for rebuttal, which shall last for no more than five (5) minutes. Notwithstanding the time limitations stated herein, the Chair may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.

5. A timer with a lighting system shall be used for keeping track of a Speaker's time. Speakers will receive a yellow light warning one (1) minute prior to the expiration of their presentation time. Speakers will receive a red light at the expiration of their time and will be asked to end their comments.

6. The Parliamentarian shall be responsible for noting the expiration of time limits, and the Chair shall be responsible for enforcing it.

7. Upon the conclusion of public comments or the applicant's rebuttal, the Chair shall close the public hearing.

B. When a public hearing shall have been closed by order of the Chair, no further public comments shall be received by the Board. However, any Board member may ask a question of any person who spoke during the public hearing after being recognized by the Chair to do so.

C. Following the close of the public hearing, the Chair may entertain a motion to dispose of the issue and the Board may debate the merits of the issue.

ARTICLE 6 – AGENDA

SEC. 6-1. PREPARATION

A. The Clerk shall prepare an agenda, at the direction of the County Administrator, for the regularly scheduled meetings conforming to the order of business specified in Section 4-1 entitled "Order of Business".

B. All items which are requested to be placed on the agenda which have not been submitted within the prescribed deadline, as set by the County Administrator, shall be placed on the next regular agenda for consideration.

C. Nothing herein shall prohibit the Board from adding or removing items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Board. Members must use discretion in requesting the addition of items to the agenda. It is considered desirable to have items listed on the published agenda.

SEC. 6-2. DELIVERY OF AGENDA

The Board agenda and related materials shall be received by each member of the Board and the County Attorney on the Friday before the scheduled regular meeting. The Clerk of the Board may request an adjustment to the delivery schedule due to special circumstances.

SEC. 6-3. COPIES

The Clerk shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public and the press in the Office of the County Administrator and on the County website. The Clerk shall also have at least one hard copy available at each regular meeting.

SEC. 6-4. COMMENTS, QUERIES OF BOARD MEMBERS

Board members are to observe the following rules during the discussion of agenda items:

1. The Chair shall ensure that Board comments are constructive and contain no personal attacks of staff or other Board members.

2. The Chair shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The Chair shall rule other comments out of order.

3. Board members may address questions to the County Administrator or staff member presenting at the meeting. Staff members should be at the podium when addressing Board members' questions. All legal questions should be addressed to the County Attorney.

ARTICLE 7 – BOARD, AUTHORITIES, COMMISSIONS AND COMMITTEES

SEC. 7-1. APPOINTMENTS TO BOARDS, AUTHORITIES, COMMISSIONS & COMMITTEES

Members of all boards, authorities, commissions and committees shall be appointed by a majority of the Board after review of qualifications and discussion in Closed Meeting. Proposed appointments shall be voted upon under the Appointments section of the Agenda. Appointees' terms shall run in accordance with the applicable by-laws of such boards, authorities, commission or committees to which the appointee is appointed, unless a shorter term is specified by the Board. Subject to any state law provisions to the contrary, all appointees to boards, commissions and committees serve and may be removed, with or without cause, at the pleasure of the Board.

SEC. 7-2. ATTENDANCE

Members of any standing or ad hoc board, authority, committee or commission of the Board, or of any committee to which the Board appoints a member, shall be expected to attend every scheduled meeting of the body to which they have been appointed. It shall be the duty of the chair of any Board of Supervisors' appointed committee to annually report to the Board, but in no event later than the Board's regular meeting in March, the level of attendance of members for that particular body for the prior calendar year. Any member of an appointed body who fails to attend a minimum of seventy-five percent (75%) of the scheduled meetings of that particular body in any given calendar year may, at the discretion of the Board, be deemed to have forfeited his or her membership on that

body. In the event that the Board determines that an appointee has forfeited his or her appointment pursuant to this section, the Clerk of the Board shall notify, in writing, the appointee of his or her removal from that body based upon his or her failure to attend there required percentage of scheduled meetings and shall thank the appointee for his or her service to the community. Upon the appointment of any appointee, the Clerk of the Board shall forward to the member a copy of this section.

SEC. 7-3. PLANNING COMMISSION MEMBERS ATTENDANCE

Notwithstanding the foregoing provision, a member of the Planning Commission may be removed from office by the Board without limitation in the event that the commission member is absent from any three (3) consecutive meetings of the commission, or is absent from any four (4) meetings of the commission within any twelve (12) month period. In either such event, a successor shall be appointed by the Board for the unexpired portion of the term of the member who has been removed.

SEC. 7-4. BY-LAWS AND RULES OF PROCEDURE OF BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

The By-Laws and Rules of Procedure of any board, authority, commission or committee not established by state law shall be submitted to the Board for approval prior to becoming effective.

SEC. 7-5. ROLE OF STANDING OR AD HOC BOARD COMMITTEES; DESIGNATED STANDING COMMITTEES; MEETING REQUIREMENTS

A. The role of any standing or ad hoc committee(s) of the Board, as they may be created from time to time, shall be to review and consider all matters properly placed before them by motion of the Board. After review and consideration of such matters, the standing or ad hoc committee shall provide the Board with its formal recommendation for action through such report as may be determined appropriate by the County Administrator in the Board's regular agenda as set forth herein.

B. The following standing committees are hereby created by the Board for the purposes stated:

1. Public Works – responsible for the review and recommendation of matters related trash/refuse, public buildings and fleet issues;

2. Community Development – responsible for the review and recommendation of matters related to economic development, planning and zoning, inspections and public utilities;

3. Parks, Recreation and Cultural – responsible for the review and recommendation of matters related to parks and recreation and cultural development;

4. Personnel – responsible for the review and recommendation of matters related to personnel policies and procedures, wages and benefits for public employees, oversight of the timely coordination of the County Administrator and County Attorney's performance reviews, participation in periodic review of recommendations related to the organizational structure of County departments, and participation in the review of recommendations regarding contracted services for the County;

5. Public Safety – responsible for the review and recommendation of matters related to law enforcement, fire and rescue and all support services related thereto;

6. Franklin Intergovernmental Relations – responsible for the review and recommendation of matters related to intergovernmental operations between Isle of Wight County the City of Franklin;

7. Smithfield Intergovernmental Relations – responsible for the review and recommendation of matters related to intergovernmental operations between Isle of Wight County and the Town of Smithfield;

8. Windsor Intergovernmental Relations – responsible for the review and recommendation of matters related to intergovernmental operations between Isle of Wight County and the Town of Windsor; and

9. Joint Tourism – responsible for the review and recommendation of matters related to the efforts of the jointly funded tourism office by Isle of Wight County and the Town of Smithfield.

ARTICLE 8 – GENERAL OPERATING POLICY

SEC. 8-1. ACTIONS BY INDIVIDUAL MEMBERS OF THE BOARD

It shall be the policy of the Board that no member(s) shall exert individual action or direct any county employee or initiate any action or assert their individual preference(s) in a manner that would require a county employee to perform any action contrary to the laws, ordinances or policies of Isle of Wight County or which would require the expenditure of public funds in any amount without the approval of the Board. Further, no member of the Board shall seek nor accept more favorable treatment from county officers or employees than would be given to other members of the Board, nor attempt to influence the decisions or recommendations of county appointees, officers or employees. Notwithstanding the foregoing, each Board member may, and is encouraged, to share information with county appointees, officers and employees and to promote a positive working environment for all employees.

SEC. 8-2. NUMBERING AND INDEXING OF RESOLUTIONS, ORDINANCES AND PROCLAMATIONS

It shall be the responsibility of the Clerk to number and index all resolutions, ordinances and proclamations of the Board. Resolutions and proclamations shall be numbered consecutively and use the last two digits of the calendar year. For example, for the first resolution in January, 2014, the resolution number would be shown as: Resolution No. 14-01.

SEC. 8-3. MINUTES OF THE BOARD

The minutes of the Board meeting shall reflect the official acts of the Board and names of the public commenting during public hearings and citizen comments, as well as a summary of the Board's proceedings at each meeting. They shall reflect the issues discussed and Board comments in summary form.

SEC. 8-4. AMENDING BY-LAWS

These by-laws may be amended with the concurrence of two-thirds (2/3) of the members present at any meeting subsequent to the introduction of a suggested by-laws amendment.

SEC. 8-6. ENACTMENT OF BY-LAWS AND RULES OF PROCEDURE

No later than December 1st of each year, the County Attorney shall deliver a copy of the most recently enacted By-Laws and Rules of Procedure to each member and member-elect of the Board, soliciting any proposed changes to the same. The County Attorney shall prepare proposed amendments based on any such Board comments as directed by passage of a motion and include them in the Agenda for consideration at the Organizational Meeting.

The following Board of Supervisors' Committee appointments for 2024 were adopted unanimously (5-0) on motion of Supervisor McCarty:

Capital Improvements Plan	McCarty Rountree
Commission on Aging	Jefferson
Community Development (ED, Planning, Inspections, Utilities)	Rountree Rosie
Franklin Intergovernmental Relations Committee	Acree Rosie
Intergovernmental Water & Sewer Task Force	Acree Rountree
Joint Tourism	Jefferson McCarty Keaton (Alternate)

Parks, Recreation & Cultural	Jefferson McCarty
Personnel	Jefferson Rountree
Public Safety	Jefferson
(Fire, EM, 911, Sheriff)	Acree
Public Works (Trash, Bldg, Refuse, Fleet)	Acree McCarty
Smithfield Intergovernmental Relations Committee	Jefferson Rountree
Social Services Board	Jefferson
Commission on Adults with Disabilities	Acree Rosie
Stormwater Advisory Committee	McCarty Rountree
Windsor Intergovernmental Relations Committee	Acree Rosie

The following Board of Supervisors' appointments to regional Boards/Committees were adopted unanimously (5-0) on motion of Supervisor McCarty:

REGIONAL ORGANIZATIONS (BY ORGANIZATION)

Eastern Virginia Regional Industrial Facility Authority	Rountree
Hampton Roads Military & Federal Facilities Alliance	Rosie

Hampton Roads Planning District Commission	Acree Keaton
Hampton Roads Trans. Accountability Committee	McCarty
Hampton Roads Transportation Planning Organization	McCarty Keaton
Hampton Roads Workforce Council	Rountree
Southeastern Public Service Authority	Keaton Etheridge (Alt.)
Western Tidewater Community Trans Collaborative	Acree
Western Tidewater Regional Jail	Jefferson McCarty Keaton
Western Tidewater Water Authority	Rountree Acree Keaton

REGIONAL ORGANIZATIONS (BY MEMBER)

ACREE

- . Hampton Roads Planning District Commission
- . Western Tidewater Water Authority
- . Western Tidewater Community Transportation Collaborative

ROUNTREE

- . Eastern Virginia Regional Industrial Facility Authority
- . Hampton Roads Workforce Council
- . Western Tidewater Water Authority

JEFFERSON

- . Western Tidewater Regional Jail

McCARTY

- . Hampton Roads Transportation Advisory Committee
- . Hampton Roads Transportation Planning Organization
- . Western Tidewater Regional Jail

ROSIE

- . Hampton Roads Military Federal Facilities Alliance

KEATON

- . Hampton Roads Planning District Commission
- . Hampton Roads Transportation Planning Organization
- . Southeastern Public Service Authority
- . Western Tidewater Regional Jail
- . Western Tidewater Water Authority

//

Following a break, Supervisor Rountree addressed the Board concerning the creation of a Growth Management Task Force designed to manage the joint County/Town of Smithfield residential projects of 3,000 lots. She distributed a proposed whitepaper of the Task Force's recommended composition, mission and timeline for consideration at the Board's January 16, 2024 regular meeting, adding that she would anticipate the Task Force to provide a report at a joint meeting of the County/Town of Smithfield by September of 2024.

Other topics recommended for discussion and inclusion in the proposed Task Force's mission include traffic and overloading of roadways; affordable housing; the needs of surrounding military families; and, the County's water systems. It was recommended that this issue be placed on the Board's March 7, 2024 work session agenda for further discussion. In the meantime, County Attorney Jones is to investigate the legalities involved with the formation of such a Task Force.

//

Supervisor Jefferson invited the Board to attend a Commission on Aging educational event at the Windsor Town Center on February 1, 2024 from 10:00 a.m. until 2:00 p.m. for a price of \$7 which includes lunch and snacks.

Under the County Administrator's report, County Administrator Keaton advised that Deanna Trimyear has been hired as the County's new Director of Economic Development, replacing Chris Morello.

//

Don Jennings, Director of Utility Services, recapped that in March of 2022, the Department of Environmental Quality (DEQ) had issued guidance for all projects to immediately consider solar panel surfaces as impervious for design and in the following month (April of 2022) it had reversed the immediate change in designation and made an effective date January 2025. He continued of importance to note is that any solar project that does obtain an interconnection approved by a regional transmission organization or electric utility by December 31, 2024 must comply with the requirements detailed in DEQ's March 29, 2022 memorandum. He stated the dilemma is whether DEQ is providing clear guidance and it was recommended that the Board comply with the April 2025 memo in that anyone who did not have the interconnection agreement after December 31, 2024 will be considered impervious and subject to the stormwater fee. He concluded his comments by adding that anyone who does not have an interconnection agreement would be grandfathered by the old rules.

County Administrator Keaton pointed out that the 2% limit approved by the Board is fast approaching and this matter may be a moot point.

Mr. Jennings advised that the County currently has a robust stormwater fund and there is not a need to generate additional revenue at this time.

Supervisor McCarty recommended that the fund balance be used to create the infrastructure for failed septic tanks in the County, for example, a sewer system to allow a homeowner with a failing system to connect.

Mr. Jennings advised that there is a direct link between failing septic tanks and the water quality downstream in the Chesapeake Bay. Following Chairman Acree's inquiry regarding the availability of obtaining grants to assist in this effort, Mr. Jennings suggested that the County can get the design done and use that as a milestone to achieve grants for the failing septic tanks.

Following advisement from County Attorney Jones that there is no rush on the part of the County to act at this time, the consensus of the Board was to delay action and direct staff to request additional information from other localities.

//

The Board took a lunch break and returned to open session at 1:00 p.m.

//

On the subject of the use of recreational vehicles, County Attorney Jones advised that recreational vehicles used as temporary residences are currently not defined in the County's ordinance. He clarified that using a recreational vehicle when in-laws come to visit and stay for their visit in their recreational vehicle is permissible; however, someone putting a recreational vehicle in their yard to live in is creating an accessory dwelling and is not permitted. He recommended that the Board direct the Zoning Department and Planning Commission to begin a comprehensive review of the recreational vehicle use and accessory dwellings.

Chairman Acree suggested that recreational vehicles could be allowed that are mobile; are up to date on inspections; and, are insured.

County Attorney Jones was directed to ask the Planning Commission to begin a comprehensive review of recreational vehicle use, followed by conducting a public hearing and soliciting comments from the public before returning to the Board.

//

The Board received a preliminary draft annual finance report from Aaron Hawkins with Robinson, Farmer and Cox who advised that the County has received an unmodified opinion on its financial reports. He reported that items which need addressing are contained in the Management Letter with regard to the School Division grants/reimbursement requests; posting of transactions and journal entries; documentation related to the approval process; reconciliation of account balances; and, a negative ending fund balance of \$345,000. He advised that on the County's side, those requiring attention are related to the Animal Control

Department not using receipt books; not maintaining forms related to the Meals and Lodging tax; and, reporting deadlines.

Responsive to questions raised by the Board, Mr. Hawkins concurred that he believes there are still items being left undone by the School Board; that while he does not know how the County's bond rating might be affected, he does receive questions from Davenport & Company regarding material weaknesses; and, that he believes these material weaknesses carry on because of employees leaving and there not being any continuity.

It was recommended that the Board request the School Superintendent and the Chairman of the Board of Supervisors to explain to the public what took place with their budget and what practices they have put in place to keep these mistakes from reoccurring.

Stephanie Wells, Chief Financial Officer, commented that the School Division needs to ensure that knowledgeable staff are employed so that not only these things get done, but done correctly.

Supervisor McCarty informed the Board that over the next several months he is going to be recommending this Board create a task force that looks at the entire financial footprint of the County.

//

County Attorney Jones provided an overview of the County's current ordinance related to the discharge of firearms. It was the consensus of the Board that the language in the Ordinance is correct; however, Supervisor Jefferson has recommended that the hours be amended to a shorter timeframe from 9:00 a.m. to 9:00 p.m.

//

County Attorney Jones advised that Memorandums of Understanding for the County's various Constitutional Officers and their appointees will be placed on the Board's consideration at its January 16, 2024 meeting to bring those employees under the County's pay and benefits plan. He advised that the Treasurer's office

has allowed viewing access of the County's finances. He advised that he intends to prepare a resolution for consideration at its next meeting to address that access.

Supervisor Jefferson moved that County Administrator Keaton and Chief Financial Officer, Stephanie Wells, be the agents of the Board for the purpose of being able to maintain access for viewing purposes of the Treasurer's office. The motion was adopted by a vote of (5-0) with Supervisors Acree, Jefferson, Rosie, McCarty and Rountree voting in favor of the motion and no Supervisors voting against the motion.

ADJOURNMENT

At 2:30 p.m., the meeting was adjourned.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

BACKGROUND:

The Board of Supervisors has previously directed that an opportunity be provided for monthly status briefings from Board members who serve as representatives on various regional committees and authorities on behalf of the County.

BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

Description	Type	Upload Date
BOS Regional Committees by Org & Member	Cover Memo	2/1/2024

2024

**BOARD OF SUPERVISORS'
REGIONAL ORGANIZATIONS (BY MEMBER)**

ACREE

- . *Hampton Roads Planning District Commission*
- . *Western Tidewater Water Authority*
- . *Western Tidewater Community Transportation Collaborative*

ROUNTREE

- . *Eastern Virginia Regional Industrial Facility Authority*
- . *Hampton Roads Workforce Council*
- . *Western Tidewater Water Authority*

JEFFERSON

- . *Western Tidewater Regional Jail*

McCARTY

- . *Hampton Roads Transportation Advisory Committee*
- . *Hampton Roads Transportation Planning Organization*
- . *Western Tidewater Regional Jail*

ROSIE

- . *Hampton Roads Military Federal Facilities Alliance*

KEATON

- . *Hampton Roads Planning District Commission*
- . *Hampton Roads Transportation Planning Organization*
- . *Southeastern Public Service Authority*
- . *Western Tidewater Regional Jail*
- . *Western Tidewater Water Authority*

2024
BOARD OF SUPERVISORS'
REGIONAL ORGANIZATIONS (BY ORGANIZATION)

<i>Eastern Virginia Regional Industrial Facility Authority</i>	<i>Rountree</i>
<i>Hampton Roads Military & Federal Facilities Alliance:</i>	<i>Rosie</i>
<i>Hampton Roads Planning District Commission:</i>	<i>Acree</i> <i>Keaton</i>
<i>Hampton Roads Transportation Accountability Committee:</i>	<i>McCarty</i>
<i>Hampton Roads Transportation Planning Organization:</i>	<i>McCarty</i> <i>Keaton</i>
<i>Hampton Roads Workforce Council</i>	<i>Rountree</i>
<i>Southeastern Public Service Authority</i>	<i>Keaton</i> <i>Etheridge -</i> <i>(Alternate)</i>
<i>Western Tidewater Community Transportation Collaborative</i>	<i>Acree</i>
<i>Western Tidewater Regional Jail:</i>	<i>Jefferson</i> <i>McCarty</i> <i>Keaton</i>
<i>Western Tidewater Water Authority:</i>	<i>Rountree</i> <i>Acree</i> <i>Keaton</i>

BACKGROUND:

Board members will consider and make appointments of individuals to various local and region organizations as noted on the Appointments Page.

BUDGETARY IMPACT:

None

RECOMMENDATION:

Appoint individuals to various local and region organizations as noted on the Appointments Page.

ATTACHMENTS:

Description	Type	Upload Date
Appointments Page	Cover Memo	1/3/2024
Commission on Adults with Disabilities	Cover Memo	1/3/2024
Energy Task Force	Cover Memo	8/22/2023
Fire & Rescue Advisory Board	Cover Memo	12/3/2023

BOARDS/COMMISSIONS/COMMITTEES

Boards/Commissions/Committees	Appointees	Contact	District	Expiration	
Chamber of Commerce	Don Robertson, Ex-officio			July	2023
Commission on Adults with Disabilities	Appoint two individuals for Districts 2-5 (See Attached)				
Energy Task Force	Representative for District 5 (See Attached)				
Fire & Rescue Advisory Board	(See Attached)			January	2024
Historical Architectural Review Com.	W. Lee Duncan	757-356-1112	District 3	Jan.	2023
Planning Commission	James Ford	757-357-3522	District 3	Feb	2024
Planning Commission	Rick Sienkiewicz	757-630-4167	District 4	Feb	2024
Planning Commission	Matthew Smith	757-705-9881	District 1	Feb	2024
Social Services Board	Reginia Joyner	757-478-6381	District 4	June	2023

Commission on Adults with Disabilities

DISTRICT 1

James Piatak
3 Poplar Court
Smithfield, VA 23430
757.871.1797
vapiataks@verizon.net

APPOINTED

12/14/2023

DISTRICT 1

Howard Meissel
10280 Park Street
Battery Park, VA 23304
757.630.2872
wmeissel@aol.com

12/14/2023

DISTRICT 2

Vacant

DISTRICT 2

Vacant

DISTRICT 3

Vacant

DISTRICT 3

Vacant

DISTRICT 4

Vacant

DISTRICT 4

Vacant

DISTRICT 5

Vacant

DISTRICT 5

Vacant

ENERGY TASK FORCE

Created: February 23, 2023

APPOINTEES	<u>DISTRICT</u>	<u>DATE APPOINTED</u>
Thomas Distefano 15151 Batiste Court Carrollton, VA 23314 (757) 708-0880	2	23-Feb-23
Lewis Edmonds 23427 John Henry Street Windsor, VA 23487 (757) 871-6550	4	16-Mar-23
Lynn Barlow Briggs 211 North Mason Street Smithfield, Virginia 23430 (757) 365-1611	1	16-Mar-23
David Tucker 6251 Old Stage Highway Smithfield, VA 23430 (757) 334-3726	3	16-Mar-23
DISTRICT 5 (VACANT)	5	
AT-LARGE APPOINTEE (Town of Smithfield) Michael G. Smith 104 Commerce Street Smithfield, VA 23430 (757) 576-4203		4/27/2023
At-LARGE APPOINTEE (Town of Windsor) Edward (Gibby) Dowdy 9 Bank Street Windsor, VA 23487		6/1/2023

FIRE & RESCUE ADVISORY BOARD

Created April 2020

DEPARTMENT	PRIMARY/ALTERNATE	APPOINTED TERM EXPIRES	
		ONE-YEAR TERM	
CARROLLTON VFD	PRIMARY		
	Tim Nunez 14153 Bartlett Circle Carrollton, Virginia 23314 763-9929 firechiefcvfd10@gmail.com	Jan-23	1/1/2024
	ALTERNATE		
	Scott Brower 2 Tinkers Lane Carrollton, Virginia 23314 803-5656 delifieldfarm@gmail.com	Jan-23	Jan-24
CARRSVILE VFD	PRIMARY		
	Judson West 7549 Indian Trail Suffolk, Virginia 23437 375-8589 eng208@aol.com	Jan-23	Jan-24
	ALTERNATE		
	Weston Jamison 32505 Harvest Drive Carrsville, Virginia 23315 353-7402 jamisoncvfd@yahoo.com	Jan-23	Jan-24

RUSHMERE VFD	PRIMARY		
	Brandon Jefferson 116 Wellington Circle Smithfield, Virginia 23430 771-3266 branol14@aol.com	Jan-23	Jan-24
	ALTERNATE		
	Kevin Parker 9042 Parkers 3 Lane Smithfield, Virginia 23430 262-7714 kparker7714@gmail.com	Jan-23	Jan-24
SMITHFIELD VFD	PRIMARY		
	Chris Edwards 15064 Four Square Road Smithfield, Virginia 23430 620-9289	Jan-23	Jan-24
	ALTERNATE		
	Charlie Kempton 1804 South Church Street Smithfield, Virginia 23430	Jan-23	Jan-24
WINDSOR VFD	PRIMARY		
	Lee Marshall Post Office Box 412 Windsor, Virginia 23487 620-9470	Jan-23	Jan-24

	ALTERNATE		
	Dale Scott	Jan-23	Jan-24
	9 Virginia Avenue		
	Windsor, Virginia 23487		
	650-8781		
	tdalescott@gmail.com		
ISLE OF WIGHT VR	PRIMARY		
	Brian Carroll	Jan-23	Jan-24
	8461 Stallings Creek		
	Smithfield, Virginia 23430		
	647-8628		
	bcarroll@isleofwightus.net		
	ALTERNATE		
	Chad Owens	Jan-23	Jan-24
	5228 Duck Town Road		
	Zuni, Virginia 23898		
	765-465-7019		
	cowens.iwvrs@gmail.com		
WINDSOR VRS	PRIMARY		
	Keith Griffin	Jan-23	Jan-24
	13074 Shiloh Drive		
	Windsor, Virginia 23487		
	871-3394		
	kkeith.griffin@yahoo.com		

ALTERNATE

Beth Hecker

Jan-23

Jan-24

4320 White Drive

Suffolk, Virginia 23434

334-3127

bethhecker4@yahoo.com

delifieldfarm@gmail.com

DEPARTMENT OF PRIMARY

EMER. SERVICES Garry T. Windley

Jan-24

Post Office Box 80

Isle of Wight, VA 23397

757-357-8218

gwindley@isleofwightus.net

ALTERNATE

Will Drewery

Jan-23

Jan-24

18316 Sedley Road

Sedley, VA 23878

757-615-2316

wdrewery@isleofwightus.net

Notification of Appointment to:
Garry Windley, Emergency Services

Meeting Schedule: First Wednesday monthly

Purpose: May bring matters forward to the Board of Supervisors for consideration and/or the Board may assign specific items to the advisory board to review.

ISSUE:

Update on Schools' Plan to Address Financial Shortfall

BACKGROUND:

Isle of Wight County Public Schools has previously identified a deficit in its year-end financial report for FY2022-23 which subsequently caused a budget deficit in its operating budget for FY2023-24. The Schools developed a plan to address the shortfall and will present information relative to its plan of action.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ISSUE:

Presentation of the Financial Report for the Mid-Year FY2023-24

BACKGROUND:

Staff will provide information relative to the County's financial performance for the mid-year of FY2023-24. A brief presentation will be made on the status and implications of the County's financial performance.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ISSUE:

Application (ZA-8-23) of Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, Property Owner, for a Change in Zoning Classification from Rural Agricultural Conservation (RAC) to Conditional Rural Residential (C-RR) of Approximately 18 Acres Located at 15433 Carroll Bridge Road to Create One Single Family Residential Lot and to Withdraw from the Courthouse Agricultural District

BACKGROUND:

Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, property owner, have applied for a change in zoning classification from Rural Agricultural Conservation (RAC) to Conditional Rural Residential (C-RR) as well as a request to withdraw approximately 18 acres from the Courthouse Agricultural District on tax parcel number 31-01-029 located at 15433 Carroll Bridge Road (Rt. 654) to create one single family residential lot.

The proposed lot is part of tax map number 31-01-029 and will be located off the east side of of Carroll Bridge Road (Rt.654) on a private ingress/egress easement.

A previous rezoning to create two single family residential lots was approved in January 2011. Under the sliding scale option in the Rural Residential Zoning Designation, a total of three single family residential lots are allowed. If this rezoning is approved, there will be no more rezoning options for this property.

The Agricultural and Forestal District (AFD) Advisory Committee met on January 3, 2024, and recommended approval of the removal of the acreage from the Courthouse AFD upon rezoning.

A full analysis of the consistency of the application with County plans and ordinances is included in the attached Planning Commission staff report.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

The Planning Commission, at its January 23, 2024 meeting, recommended approval of the rezoning, as conditioned. Staff also recommends approval, as

conditioned.

ATTACHMENTS:

Description	Type	Upload Date
PC REPORT	Cover Memo	2/8/2024
Rezoning Application	Backup Material	1/12/2024
Location Map	Exhibit	1/12/2024
Land Use Map	Exhibit	1/12/2024
Zoning Map	Exhibit	1/12/2024
Exhibit	Exhibit	1/12/2024
Resolution	Resolution	2/5/2024
Ordinance	Ordinance	2/8/2024

PLANNING REPORT

APPLICATION:

Application ZA-8-23 of Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, property owner, for a change in zoning classification from Rural Agricultural Conservation (RAC) to Conditional-Rural Residential (C-RR) of approximately 18 acres. The application includes a proffer for no further subdivision of the parcel, a waiver request to Section 4-3004 for the lot to contain more than ten acres and a request to withdraw the acreage from the Courthouse Agricultural and Forestal District upon rezoning.

ELECTION DISTRICT:

D3

LOCATION:

The proposed lot is part of tax map number 31-01-029 and will be located off the east side of of Carroll Bridge Road (Rt.654) on a private ingress/egress easement.

BACKGROUND:

A previous rezoning to create two single family residential lots was approved in January 2011. Under the sliding scale option in the Rural Residential Zoning Designation, a total of three single family residential lots are allowed. If this rezoning is approved, there will be no more rezoning options for this property.

The Agricultural and Forestal District (AFD) Advisory Committee met on January 3, 2024, and recommended approval of the removal of the acreage from the Courthouse AFD upon rezoning.

DESCRIPTION:

The property currently consists of one home site, approximately 50 acres of woods, and the remainder of the land is farm and pasture land.

The proposal will allow the lot to be used for one single family residence. A proffered condition of the rezoning to C-RR prohibits the proposed lot from being re-subdivided to include family member subdivisions.

The Capital Impacts Model results show there additional capacity is needed at the middle school for the projected one additional student, because existing enrollment at the school has reached 95% capacity. The schools policy states that capacity expansion planning and implementation begins at the 95% school capacity level. The model also shows an existing deficit for neighborhood park, event center and community center space in the northern service area which is exacerbated with any new development in this area. However, there are no capacity expansion projects included in the County's Capital Improvement Plan for these types of parks and recreation facilities. The model shows sufficient capacity for fire and rescue, transportation, and law enforcement facilities to serve the parcel.

COMPREHENSIVE LAND USE PLAN:

The property is designated Rural Agricultural Conservation on the Future Recommended Land Use Map in the Comprehensive Plan. This designation is intended to maintain and conserve rural character and farmlands and to provide for a full range of agricultural and farming activities and related uses along with scattered, low density residential development. The proposal is consistent with the future recommended land use.

ORDINANCE REVIEW:

The required lot area in the RR zoning district is a minimum of 40,000 square feet. The minimum lot frontage is 120 feet with 150 feet of lot width at the front setback line. The parcel meets the minimum requirements of the RR zoning district. A waiver has been requested to Section 4-3004 B.1. which states that "the maximum lot size for any new lot created shall be ten acres unless otherwise approved by the Board of Supervisors." The property owners request a waiver to this request, because they desire a larger lot.

The proposed lot is in the Chesapeake Bay Preservation Area Overlay District and does contain a Resource Protection Area which has a 100-foot buffer. A wetlands delineation has been provided for the lot. The proposed lot also has a special flood hazard zone along the rear property line which does not effect the buildable area. The subdivision plat will be required to demonstrate the new lot meets the net developable area requirement.

The proposed lot is in the Courthouse AFD District and it has been requested to be removed upon rezoning.

Following approval of the rezoning, a plat will be required to be submitted, approved and recorded to create the new lot.

AGENCY REVIEW:

The following departments have stated no concerns with the application as presented:

- Emergency Services
- Transportation Manager
- General Services
- Environmental Planner
- Virginia Department of Transportation
- Health Department
- County Attorney

STAFF CONCLUSIONS:

Strengths:

The application is compatible with the existing land uses in the vicinity and within the guidelines of the future Recommended Land Use Plan Designation.

Weaknesses:

The sliding scale option limits a maximum lot area of ten acres without Board of Supervisors approval, and this application exceeds that area.

STAFF RECOMMENDATION:

Staff recommends approval of the rezoning application as proffered, along with the waiver and removal from the Courthouse AFD District upon rezoning.

ATTACHMENTS:

Description	Type	Upload Date
<u>Rezoning Application</u>	Cover Memo	1/12/2024
<u>Location Map</u>	Exhibit	1/12/2024
<u>Land Use Map</u>	Exhibit	1/12/2024
<u>Zoning Map</u>	Exhibit	1/12/2024

Exhibit
Resolution

Exhibit
Resolution

1/12/2024
1/12/2024

October 23, 2023

Agricultural Advisory Committee
Isle of Wight County Planning Commission Members
Isle of Wight County Board of Supervisors Members

We are requesting to rezone part of tax map parcel 31-01-029 to enable the sale of a parcel containing approximately 18 acres. The proffered condition of the rezoning to Conditional Rural Residential is the condition of the creation of one single family residential lot. The proposed lot will be off Carroll Bridge Road on a private ingress/egress easement. The proposed parcel is shown on the zoning exhibit. In addition to requesting to rezone to Conditional Rural Residential, (C-RR), a waiver to Section 4-3004 is being requested to allow the lot to contain more than ten (10) acres. Also, if the land is rezoned, it is requested that it be removed from the Courthouse District. Your favorable consideration of this application will be greatly appreciated.

Sincerely,

A handwritten signature in blue ink, reading "Charles L. Owen". The signature is fluid and cursive, with a horizontal line drawn underneath it.

Owner/Applicant

21-8-23
29116

31-01029

**APPLICATION FOR REZONING/CONDITIONAL ZONING AMENDMENT**

This application should be used to petition for a change to the Official Zoning Map or for an amendment of zoning conditions. The following application requirements are consistent with the procedures set forth in Section 1-1015, *Amendments*, of the Isle of Wight County Zoning Ordinance, as amended.

A. APPLICATION FOR:
☐ Rezoning

☒ Conditional Rezoning (Are voluntary proffered conditions attached?): ☒ Yes ☐ No

 Request to change the subject property(s) from the RAC to the C-RR zoning district.

 Proposed Use or Activity: one single family residential lot.
☐ Amendment to Conditional Zoning

Request to change conditional zoning as follows (Attach current and proposed conditions): _____

B. PROJECT DESCRIPTION:
 Project Name: N/A (OWENS)

Property Address (if any): _____

 Election District: D3

 Comprehensive Plan Designation: RAC

 The rezoning will apply to 18 acres out of 89 total acres

 Tax Parcel Identification # 31(01)029 Number of Acres to be Rezoned: 18

 Requesting Zoning District Change from: RAC to C-RR

Tax Parcel Identification # _____ Number of Acres to be Rezoned: _____

Requesting Zoning District Change from: _____ to _____

Tax Parcel Identification # _____ Number of Acres to be Rezoned: _____

Requesting Zoning District Change from: _____ to _____

Proposed Utilities (check all that apply): Public Water _____ Private Well _____

Public Sewer _____ Private Septic _____

C. APPLICATION INFORMATION:

Applicant(s) Name(s): Charles L & Deborah C. Owens Trustees Owens
Address: 15433 Carroll Bridge Road, Smithfield, Livingstone

City, State, Zip Code: VA 23430

Phone No.: 757-630-1216 Email: Owenspuut@gmail.com Fax No.:

Property Owner(s) Name(s): JOE Post Property 757-635-6956

Address:

City, State, Zip Code:

Phone No.: Email: Fax No.:

Charles L Owens 10-23-23
Applicant Signature Date

Owner Signature if different Date

NOTICE: THE ATTACHED CHECKLIST MUST BE COMPLETED, CERTIFIED, AND SUBMITTED OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE.

Remit Application to: Isle of Wight County Central Permitting, 17140 Monument Circle, Suite 100
P. O. Box 80, Isle of Wight, Virginia 23397

FOR OFFICE USE ONLY:

Complete Application Received On: Fees Paid: ✓

Tax Query: ☒ Current ☐ Delinquent Distribution Date:

Posted/Date to Post: 01/03/2024

AGENCIES REFERRALS:

☐ Department of Conservation & Recreation
☐ Economic Development
☒ Emergency Services
☒ General Services
☒ Environmental Planner
☐ Health Department
☒ Transportation Manager
☐ Commission of Revenue
☒ Other Museum

☐ Inspections
☐ Sheriff's Office
☐ Town of Smithfield
☐ Town of Windsor
☒ VDOT
☐ Schools
☐ Budget & Finance
☒ County Attorney

Verified By: [Signature] Date: 11-29-2023

**COUNTY OF ISLE OF WIGHT
DISCLOSURE OF REAL ESTATE HOLDINGS**

Applicant: Charles L. Owens

Address: 15433 Carroll Bridge Rd. Smithfield, Va. 23450

REAL ESTATE HOLDINGS TO BE AFFECTED

Location or Address	Description
15433 Carroll Bridge Rd.	Agricultural Land

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Name of Individuals Corporation/Partnership Business Association	Address
n/a	n/a

Does any member of the Isle of Wight County Planning Commission or governing body have any interest in such property, either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust, or whether a member of the immediate household of any member of the Planning Commission or governing body has any such interest? Yes (No)

If yes, names of members:

I do solemnly swear that the foregoing statement(s) and attachments(s), if any, are complete, correct, and true.

Applicant: x Charles L. Owens Applicant: x Charles L. Owens Date: 23rd
Printed or Typed Name Signature October, 2023

Commonwealth of Virginia
County of Isle of Wight

Subscribed and sworn to before me Sandra Walker Robinson,
A Notary Public in and for the County of Isle of Wight, Commonwealth
of Virginia, this 23 day of October, 2023.

Sandra Walker Robinson
Notary Public

My Commission Expires 08/31/2024

REZONING/CONDITIONAL ZONING AMENDMENT APPLICATION CHECKLIST

****Both checklist and application required upon submission to central permitting or application will not be accepted****

In conjunction with Section 1-1015, *Amendments*, of the Isle of Wight County Zoning Ordinance, as amended, the following information shall be submitted for a Rezoning/Conditional Zoning Amendment Application. Please note that it is the applicant's responsibility to ensure that the application is in compliance with all Federal, State and County regulations.

No application for an exception shall be certified as complete unless the following information is provided. **The required number of copies may be increased or reduced with permission of the Zoning Administrator, depending on the review needs.** Applicant(s) must have their signature(s) notarized on the disclosure of real estate holdings.

☐ **Ten (10) copies of the following:**

- ☐ original, executed application
- ☒ a statement of the reasons for seeking a rezoning, and if applicable, a statement of proffered conditions with owner(s) original, notarized signature.
- ☒ narrative description of current condition and use of the property, which shall include the tax parcel identification number
- ☒ full size concept plan of the site to show all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the reviewing body that adequate provisions have been made for compliance with all standards for that particular use, the extent of the property to be so used on a given parcel or parcels, and information defining the requested exceptions. The plan shall be prepared by the appropriate authorized design professional licensed to practice in Virginia. No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. Such document shall be drawn to scale and shall include the following information:
 - A vicinity map at a scale of no less than one (1) inch equals two thousand (2,000) feet
 - Title of drawing
 - Date of drawing
 - Existing wood line
 - North arrow
 - Scale bar
 - Current zoning of parcel(s), including tax map number(s) and owner(s)
 - Current zoning of adjacent parcel(s), including tax map number(s) and owner(s)
 - Street names including route number and width(s) of the right-of-way(s)
- ☒ any additional information required for the proposed use in accordance with Section 5-5000, *Supplementary Use Regulations*, of the Zoning Ordinance.
- ☒ Community Impact Statement. Required for residential subdivisions of five (5) or more lots, planned development, commercial, industrial, or miscellaneous rezoning/conditional zoning amendment applications. Please refer to Section 1-1015.F for detailed requirements of the Community Impact Statement.
- ☒ Water Quality Impact Assessment. For any rezoning in the Chesapeake Bay

Preservation Area prepared in accordance with Appendix B-1 of the County Code for applications containing any of the following:

- will disturb any portion of the 100-foot buffer area of a Resource Protection Area (RPA), or any component identified in Section 3000.B.1 of the Chesapeake Bay Preservation Area Ordinance;
- contains ten (10) acres or more for any use, other than a development of single family detached residential lots;
- contains twenty-five (25) acres or more for the development of single family detached residential lots; or,
- any other development that may warrant such assessment due to the unique characteristics of the site or intensity of the proposed use or development, as may be required by the Zoning Administrator.

- ☐ Planned Development supplemental information shall be submitted in accordance with Section 4-14005, *Submission Requirements*, of the Zoning Ordinance

- ☒ **One (1) original executed application**
- ☒ **One (1) digital copy of ALL application documents**
- ☒ **One (1) reduced 11"x17" copy of concept plan**
- ☒ **Voluntary Proffer Statement if applicable**
- ☒ **Waiver and Release of Claims if cash proffer is proposed**
- ☒ **Application fee submitted with the application. Checks should be made payable to treasurer, Isle of Wight, County**
- ☒ **Other information may be necessary to demonstrate compliance with all other applicable federal, state and County standards and regulations.**
- ☒ **All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.**

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission public hearing and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda.

Charles L Owens

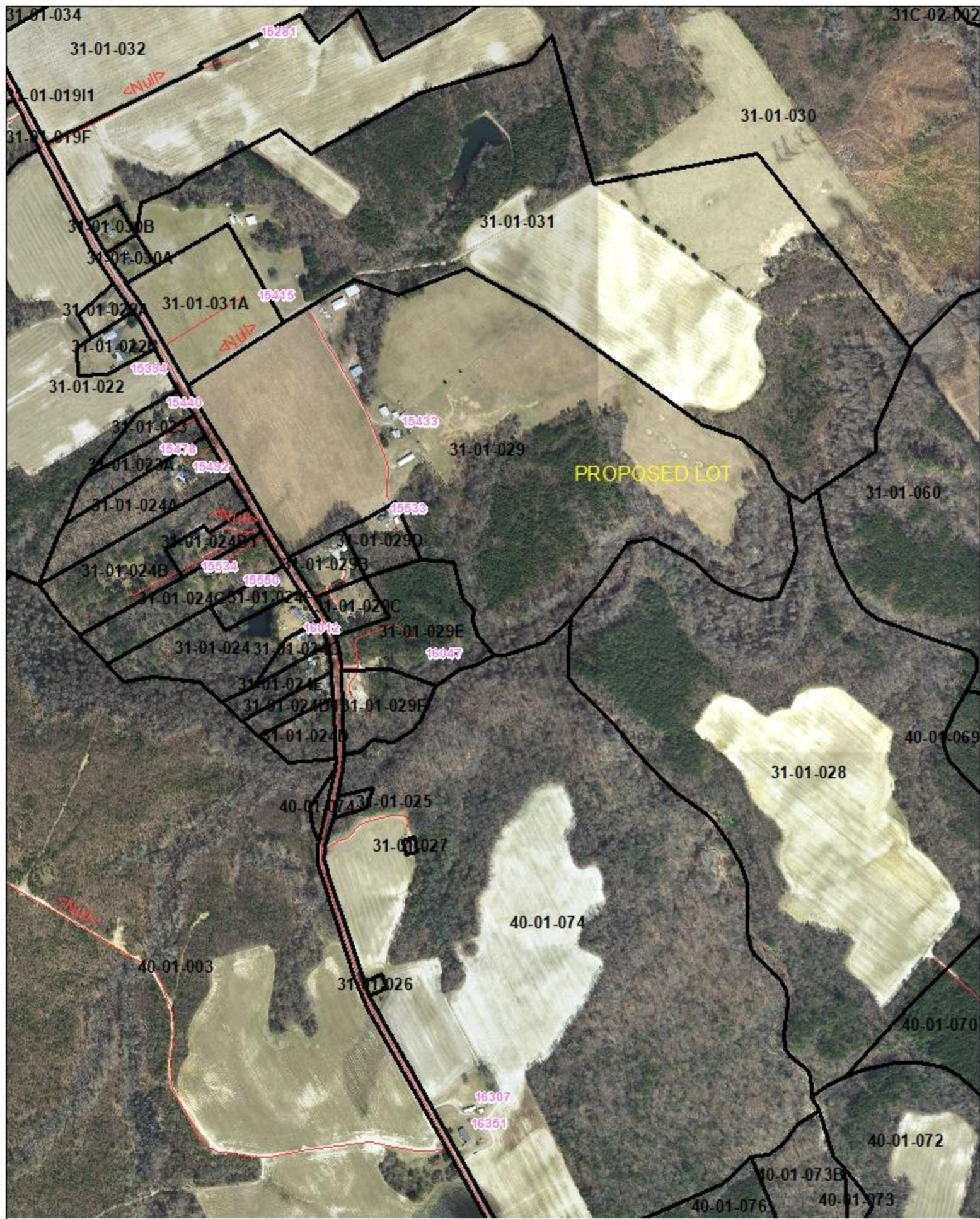
Name

Charles L Owens

Signature

10-23-23

Date



Legend

Parcel 01-030

No Struct or Abandoned

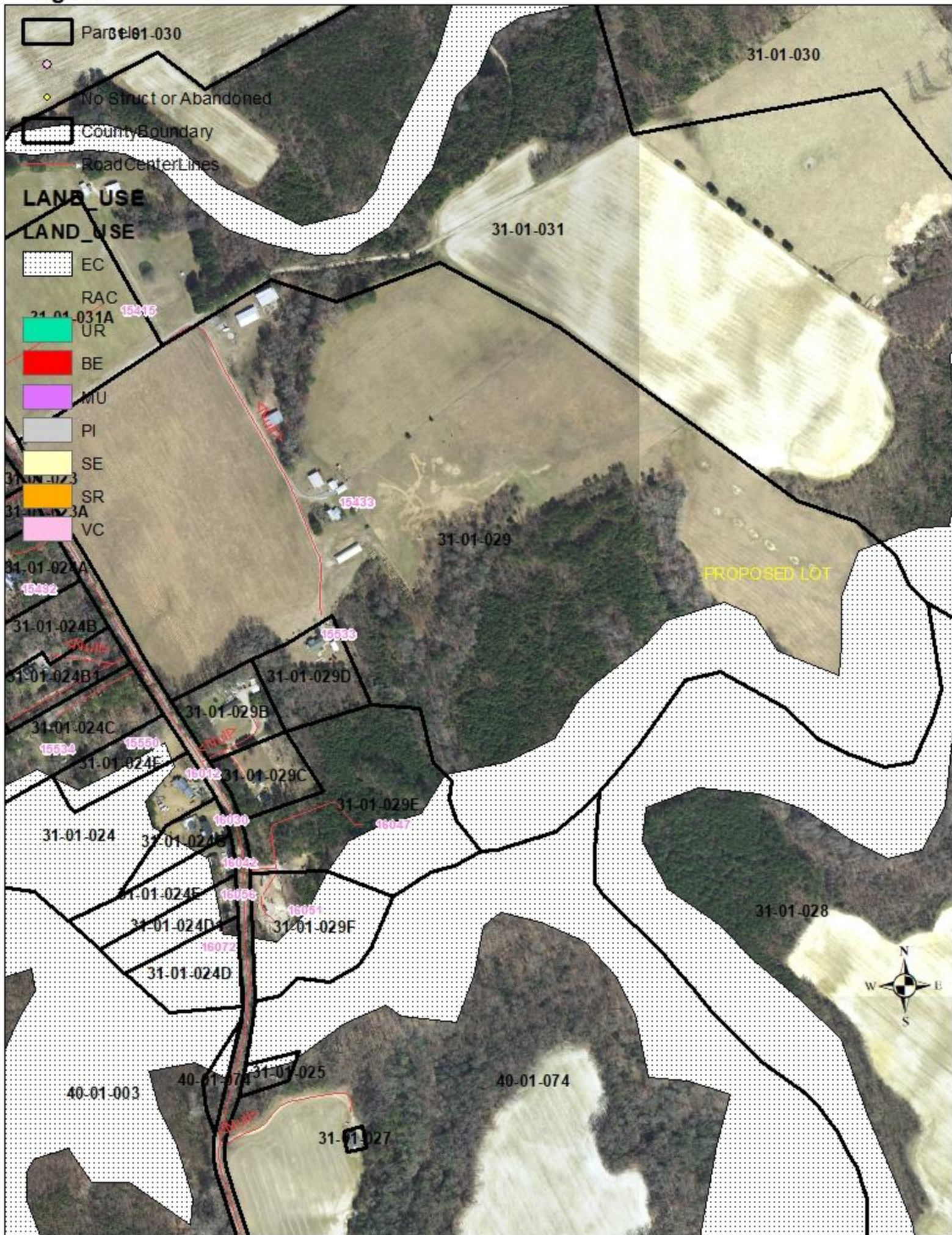
County Boundary

Road Center Lines

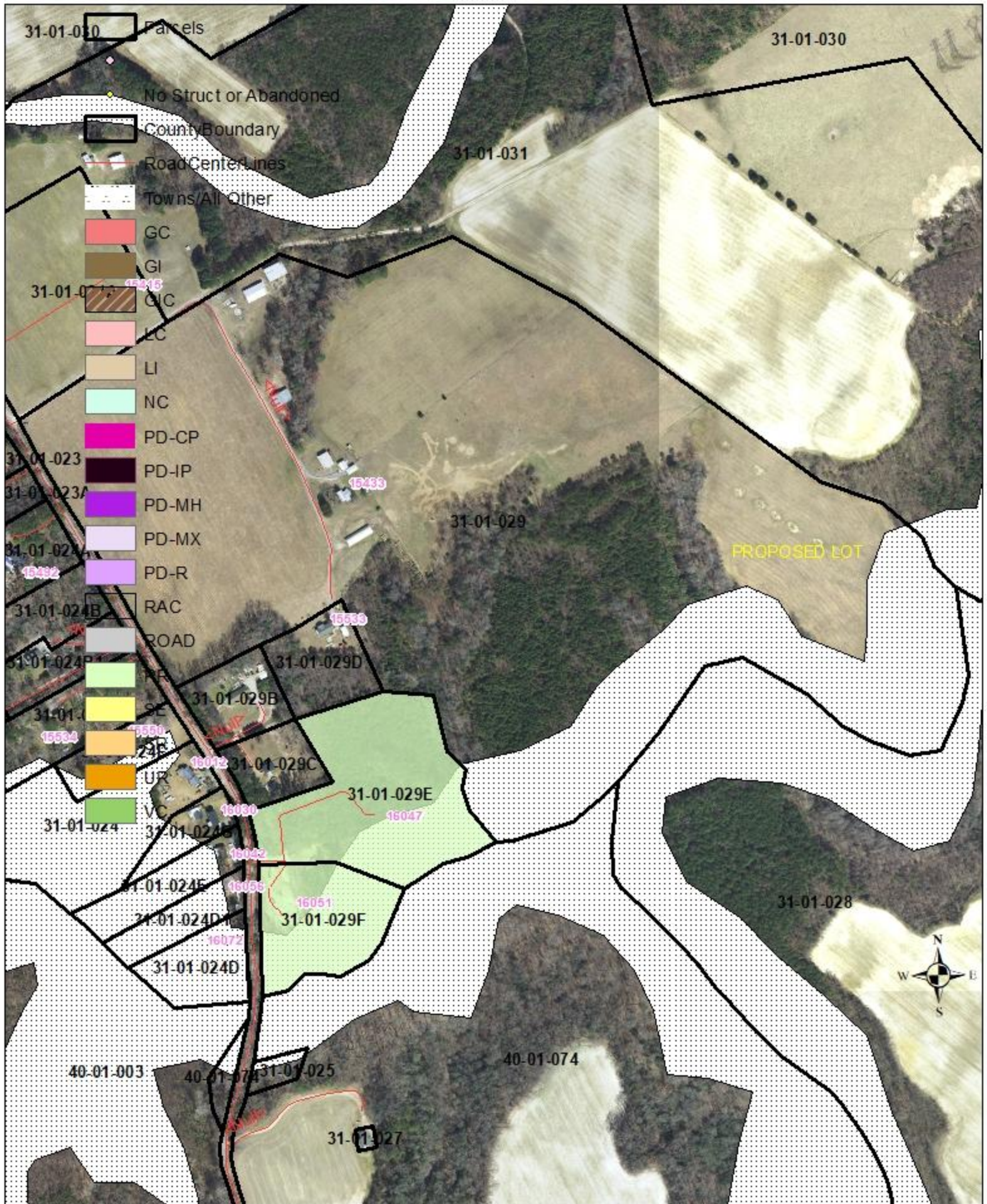
LAND USE

LAND_USE

- EC
- RAC
- 31-01-031A UR
- BE
- MU
- PI
- SE
- SR
- VC



Legend



**ISLE OF WIGHT COUNTY PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO THE BOARD OF SUPERVISORS RELATING TO REZONING REQUEST ZA-08-23
TO CHANGE THE ZONING FROM RAC, RURAL AGRICULTURAL CONSERVATION, TO
C-RR, CONDITIONAL RESIDENTIAL OF 15.70 ACRES OF LAND IDENTIFIED AS PART OF
TAX MAP PARCEL 31-01-029**

WHEREAS, Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, property owner, Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, property owner, have requested a change in zoning from RAC, Rural Agricultural Conservation, to C-RR, Conditional Rural Residential; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Isle of Wight County, that:

Section 1. Findings.

- 4 A. The Isle of Wight County Planning Commission finds that the proposed rezoning is reasonable, and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the County;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;
 5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
 6. the transportation requirements of the community;
 7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
 8. the conservation of natural resources;
 9. the preservation of flood plains;
 10. the preservation of agricultural and forestal land;

11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the County;

Section 2. Recommendation to Board of Supervisors.

The Planning Commission recommends to the Board of Supervisors that the request, PC-22-03,
be:

- ☐ a. Granted as submitted, and that the Board of Supervisors adopt the proposed Ordinance without modification.
- ☐ b. Denied, and that Board of Supervisors do not adopt the proposed Ordinance.
- ☒ c. Granted with the modifications set forth on the attached listing of specific recommendations, and that the Board of Supervisors adopt the proposed Ordinance with such modifications.

READ AND PASSED:

Bob Boluse

TESTE:

Bob Boluse

Approved as to Form:

Bobby Jones

Bobby Jones, County Attorney

ORDINANCE NUMBER:

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF ISLE OF WIGHT COUNTY TO CHANGE THE ZONING FROM RURAL AGRICULTURAL CONSERVATION, TO CONDITIONAL RURAL RESIDENTIAL FOR 15.70 ACRES LOCATED ON CARROLL BRIDGE ROAD WITH TAX MAP PARCEL IDENTIFICATION NUMBER 31-01-029 FOR THE CREATION OF ONE RESIDENTIAL PARCEL

WHEREAS, Charles L. and Deborah C. Owens, Trustees, Owens Living Trust, property owner, have requested a change in zoning from RAC, Rural Agricultural Conservation, to C-RR, Conditional Rural Residential for 15.70 acres of land located on Carroll Bridge Road with tax parcel identification number 31-01-029 for the purposes of creating one residential parcel which land is depicted on Exhibit “B”; and,

WHEREAS, the proposed rezoning and amendment to the official zoning map have been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit “A;” and,

WHEREAS, a public hearing before the Isle of Wight County Board of Supervisors was duly advertised as required by law and held on February 15, 2024, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors of Isle of Wight County, Virginia, that:

Section 1. Exhibits.

Exhibit “A,” “Planning Commission Recommendation,” Exhibit “B,” “Property Map,” and Exhibit “C,” “Proffered Conditions” are attached hereto and are hereby incorporated as part of this ordinance.

Section 2. Findings.

The Board of Supervisors finds that the proposed rezoning application, ZA-8-23, as submitted for the express purpose to establish a 15.70 acre residential lot, is in harmony with the standards of the Isle of Wight County Zoning Ordinance, and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of the property, the Comprehensive Plan, the suitability of the property for various uses, the

trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements of airports, housing, schools, parks, playgrounds, recreation and other public services, the conservation of natural resources, the preservation of floodplains, the preservation of agricultural and forestall land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the County.

Section 3. Conditional Zoning Amendment.

- A. The conditional zoning of the property shown on the attached “Exhibit B” is an amendment to the official zoning map, and the map is hereby amended to limit the uses to only include uses as listed in the proffered conditions shown on Exhibit “C”.
- B. The foregoing conditional zoning shall remain in effect until a subsequent amendment changes the zoning of the property.

Section 4. Severability.

It is the intention of the Board of Supervisors that the provisions, sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section, and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrase, clauses, sentences, paragraphs, sections, and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 5. Effective Date.

The ordinance shall be effective upon passage and shall not be published or codified.

DATE: _____

READ AND PASSED: _____
Chairman, Board of Supervisors

TESTE: _____
Clerk, Board of Supervisors

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Application ZA-7-23 of 17466 Benns Church Blvd, LLC, Property Owner, for an Amendment to Conditional Zoning to Permit Additional Uses on Approximately 3.15 Acres Located at 17466 Benns Church Boulevard

BACKGROUND:

An application has been submitted by the property owners of 17466 Benns Church Blvd for an amendment to conditional zoning to permit additional uses, such as a micro-brewery, distillery, or cidery, restaurant, retail sales, event center, farmers' markets, catering, business or trade school, cabinet, antique or craft shop, itinerant merchants, peddlers, and fine arts studio on approximately 3.15 acres located at 17466 Benns Church Blvd. on property with tax map numbers 42-01-007B, 42-01-007B1, and 42-01-007B2

The subject property was conditionally rezoned for commercial use in July 1984. As a part of the 1984 rezoning, the conditions specifically allow for the retaining of the A-1 uses, a cabinet/craft antique shop, and a business sign. The A-1 zoning district is now known as the Rural Agricultural Conservation (RAC) zoning district.

In August of 2023, the applicant applied to retain the prior approved use conditions as well as proposed new uses including a micro-brewery, distillery, or cidery, restaurant, retail sales, event center, farmers' markets, catering, business or trade school, cabinet, antique or craft shop, itinerant merchants, peddlers, and fine arts studio. These uses are to be the only uses permitted on site, which requires the applicant to amend the conditional zoning.

BUDGETARY IMPACT:

None

RECOMMENDATION:

The Planning Commission recommended approval with a vote of 10-0 with the conditions that the applicant remove the RAC uses from the proffers and submit a road maintenance agreement for Spring Lake Drive.

Staff also recommends approval of the request with the revised proffered

conditions as recommended by the Planning Commission.

ATTACHMENTS:

Description	Type	Upload Date
Application	Backup Material	1/11/2024
Concept Plan	Backup Material	1/11/2024
Community Impact Statement	Backup Material	1/11/2024
Location Map	Backup Material	1/11/2024
Location Closeup Map	Backup Material	1/11/2024
Zoning Map	Backup Material	1/11/2024
Land Use Map	Backup Material	1/11/2024
Resolution	Resolution	1/17/2024
PC Staff Report	Backup Material	2/6/2024
BOS Ordinance	Ordinance	2/8/2024
Revised Proffer Statement Feb 7 2024	Backup Material	2/8/2024



APPLICATION FOR REZONING/CONDITIONAL ZONING AMENDMENT

This application should be used to petition for a change to the Official Zoning Map or for an amendment of zoning conditions. The following application requirements are consistent with the procedures set forth in Section 1-1015, *Amendments*, of the Isle of Wight County Zoning Ordinance, as amended.

A. APPLICATION FOR:

☐ Rezoning

☐ Conditional Rezoning (Are voluntary proffered conditions attached?): ☐ Yes ☐ No

Request to change the subject property(s) from the _____ to the _____ zoning district.

Proposed Use or Activity: _____

☒ Amendment to Conditional Zoning

Request to change conditional zoning as follows (Attach current and proposed conditions): _____

See included Exhibit 1

B. PROJECT DESCRIPTION:

Project Name: Blue Sky Distillery

Property Address (if any): 17466 Benns Church Blvd, Smithfield, VA 23430

Election District: 4

Comprehensive Plan Designation: _____

The rezoning will apply to approx 3.15 acres out of approx 3.15 total acres

Tax Parcel Identification # 42-01-007B Number of Acres to be Rezoned: 1.15

Requesting Zoning District Change from: C-GC to C-GC

Tax Parcel Identification # 42-01-007B1 Number of Acres to be Rezoned: 1.02

Requesting Zoning District Change from: C-GC to C-GC

Tax Parcel Identification # 42-01-007B2 Number of Acres to be Rezoned: 0.98

Requesting Zoning District Change from: C-GC to C-GC

Proposed Utilities (check all that apply): Public Water _____ Private Well XX

Public Sewer _____ Private Septic XX

C. APPLICATION INFORMATION:

Applicant(s) Name(s): 17466 Benns Church Blvd, LLC - Michael Miller

Address: 17466 Benns Church Blvd

City, State, Zip Code: Smithfield, VA 23430

Phone No.: 703-638-5771 Email: mike@blueskydistillery.com Fax No.: n/a

Property Owner(s) Name(s): 17466 Benns Church Blvd, LLC

Address: 17466 Benns Church Blvd

City, State, Zip Code: Smithfield, VA 23430

Phone No.: 703-638-5771 Email: mike@blueskydistillery.com Fax No.: n/a


Applicant Signature

12 September 2023

Date

Owner Signature if different

Date

NOTICE: THE ATTACHED CHECKLIST MUST BE COMPLETED, CERTIFIED, AND SUBMITTED OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE.

Remit Application to: Isle of Wight County Central Permitting, 17140 Monument Circle, Suite 100
P. O. Box 80, Isle of Wight, Virginia 23397

FOR OFFICE USE ONLY:

Complete Application Received On: _____ Fees Paid: _____
Tax Query: ☐ Current ☐ Delinquent Distribution Date: _____
Posted/Date to Post: _____

AGENCIES REFERRALS:

____ Department of Conservation & Recreation
____ Economic Development
____ Emergency Services
____ General Services
____ Environmental Planner
____ Health Department
____ Transportation Manager
____ Commission of Revenue
____ Other _____

____ Inspections
____ Sheriff's Office
____ Town of Smithfield
____ Town of Windsor
____ VDOT
____ Schools
____ Budget & Finance
____ County Attorney

Verified By: _____ Date: _____

**COUNTY OF ISLE OF WIGHT
DISCLOSURE OF REAL ESTATE HOLDINGS**

Applicant: 17466 Benns Church Blvd, LLC

Address: 17466 Benns Church Blvd, Smithfield, VA 23430

REAL ESTATE HOLDINGS TO BE AFFECTED

Location or Address	Description
42-01-007B	1.15 acres; shop building on lot
42-01-007B1	1.02 acres; cabin on lot
42-01-007B2	0.98 acres; empty lot

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Name of Individuals Corporation/Partnership Business Association	Address
n/a	

Does any member of the Isle of Wight County Planning Commission or governing body have any interest in such property, either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust, or whether a member of the immediate household of any member of the Planning Commission or governing body has any such interest? Yes No **X**

If yes, names of members:

n/a

I do solemnly swear that the foregoing statement(s) and attachments(s), if any, are complete, correct, and true.

Applicant: Michael Miller
Printed or Typed Name

Applicant: 
Signature

Date: 12 Sept. 2023

Commonwealth of Virginia
County of Isle of Wight

Subscribed and sworn to before me
A Notary Public in and for the County of Isle of Wight, Commonwealth
of Virginia, this 12th day of September, 2023


Notary Public

My Commission Expires 05-31-2025

DIANE M STEVENSON
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES MAY 31, 2025
COMMISSION # 7295290

REZONING/CONDITIONAL ZONING AMENDMENT APPLICATION CHECKLIST

****Both checklist and application required upon submission to central permitting or application will not be accepted****

In conjunction with Section 1-1015, *Amendments*, of the Isle of Wight County Zoning Ordinance, as amended, the following information shall be submitted for a Rezoning/Conditional Zoning Amendment Application. Please note that it is the applicant's responsibility to ensure that the application is in compliance with all Federal, State and County regulations.

No application for an exception shall be certified as complete unless the following information is provided. **The required number of copies may be increased or reduced with permission of the Zoning Administrator, depending on the review needs.** Applicant(s) must have their signature(s) notarized on the disclosure of real estate holdings.

☒ Ten (10) copies of the following:

- ☒ original, executed application
- ☒ a statement of the reasons for seeking a rezoning, and if applicable, a statement of proffered conditions with owner(s) original, notarized signature.
- ☒ narrative description of current condition and use of the property, which shall include the tax parcel identification number
- ☒ full size concept plan of the site to show all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the reviewing body that adequate provisions have been made for compliance with all standards for that particular use, the extent of the property to be so used on a given parcel or parcels, and information defining the requested exceptions. The plan shall be prepared by the appropriate authorized design professional licensed to practice in Virginia. No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. Such document shall be drawn to scale and shall include the following information:
 - A vicinity map at a scale of no less than one (1) inch equals two thousand (2,000) feet
 - Title of drawing
 - Date of drawing
 - Existing wood line
 - North arrow
 - Scale bar
 - Current zoning of parcel(s), including tax map number(s) and owner(s)
 - Current zoning of adjacent parcel(s), including tax map number(s) and owner(s)
 - Street names including route number and width(s) of the right-of-way(s)
- ☒ any additional information required for the proposed use in accordance with Section 5-5000, *Supplementary Use Regulations*, of the Zoning Ordinance.
- ☒ Community Impact Statement. Required for residential subdivisions of five (5) or more lots, planned development, commercial, industrial, or miscellaneous rezoning/conditional zoning amendment applications. Please refer to Section 1-1015.F for detailed requirements of the Community Impact Statement.
- ☐ Water Quality Impact Assessment. For any rezoning in the Chesapeake Bay

Preservation Area prepared in accordance with Appendix B-1 of the County Code for applications containing any of the following:

- will disturb any portion of the 100-foot buffer area of a Resource Protection Area
- (RPA), or any component identified in Section 3000.B.1 of the Chesapeake Bay Preservation Area Ordinance;
- contains ten (10) acres or more for any use, other than a development of single family detached residential lots;
- contains twenty-five (25) acres or more for the development of single family detached residential lots; or,
- any other development that may warrant such assessment due to the unique
- characteristics of the site or intensity of the proposed use or development, as may be required by the Zoning Administrator.

- ☐ Planned Development supplemental information shall be submitted in accordance with Section 4-14005, *Submission Requirements*, of the Zoning Ordinance

- ☒ **One (1) original executed application**
- ☒ **One (1) digital copy of ALL application documents**
- ☐ **One (1) reduced 11"x17" copy of concept plan**
- ☒ **Voluntary Proffer Statement if applicable**
- ☐ **Waiver and Release of Claims if cash proffer is proposed**
- ☒ **Application fee submitted with the application. Checks should be made payable to treasurer, Isle of Wight, County**
- ☐ **Other information may be necessary to demonstrate compliance with all other applicable federal, state and County standards and regulations.**
- ☒ **All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.**

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission public hearing and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda.

Michael Miller

Name



Signature

12 September 2023

Date

**17466 BENNS CHURCH BLVD, LLC
APPLICATION FOR REZONING**

Concept Plan

The plans for improvements and alterations to the property will not include altering the current footprint of the existing buildings, including the construction of new buildings. In other words, all the buildings on the property will not be expanded beyond their current footprint. In addition, all proposed uses under this application for the amendment to zoning should be understood as a request to amend the zoning of each parcel and equally and uniform apply to all three (3) parcels comprising the property purchased by Blue Sky Distillery.

A. A vicinity map is provided as two (2) attachments:

1. Topographical Map, dated 28 August 2023; and
2. Satellite Map, dated 28 August 2023.

B. Current zoning of parcels to be rezoned, including tax numbers and owners.

1. There are three (3) lots comprising the property to be rezoned. All three (3) have the address of 17466 Benns Church Blvd, Smithfield, VA 23430 and the current application to amend the zoning applies to each parcel equally:

Parcel:	TPIN	Owner
1.	42-01-007B	17466 Benns Church Blvd, LLC
2.	42-01-007B1	17466 Benns Church Blvd, LLC
3.	42-01-007B2	17466 Benns Church Blvd, LLC

C. Current zoning of adjacent parcels, including tax numbers and owners.

# of Adjacent Parcels:	TPIN	Owner	Zoned As:
1.	42-01-007H	Shirley A. Weeks	LI
2.	42-01-007B3	David A. & Amy M. Stoup	LI
3.	42-01-007A	Spring Lake Storage Inc.	LI

D. Street names including route number and width of right-of-ways.

1. The streets adjacent to the properties to be rezoned are:

Street:	Name	Width
1.	Benns Church Blvd (Route 10 / 32)	Standard state 4-lane highway
2.	Spring Lake Drive	2 lane drive, approx. 20 ft. wide

17466 Benns Church Blvd Concept Plan Attachment
Satellite Map
28 August 2023



17466 Benns Church Blvd Concept Plan Attachment

Topographical Map

28 August 2023



**17466 BENNS CHURCH BLVD, LLC
APPLICATION FOR REZONING**

Community Impact Statement

The applicant does not anticipate any negative impact to the community and only anticipates a beneficial impact to local business and industrial residents by increasing local awareness of their business ventures.

As the property is served by a private well and septic system, there will be no impact on existing county water or sewer facilities. In addition, since the parking lots and driveway are gravel and no additional buildings are being erected on the property, local drainage and the larger watershed area should only be minimally impacted, if any at all. Blue Sky Distillery expects roadway usage to only be modestly impacted as BSD's past experience has demonstrated that most patrons will be local residents or visiting tourists that are already in the region visiting other points of interest. Finally, Blue Sky Distillery believes that all other facilities, such as schools, fire stations or other locally financed facilities, will not experience any negative impact at all.

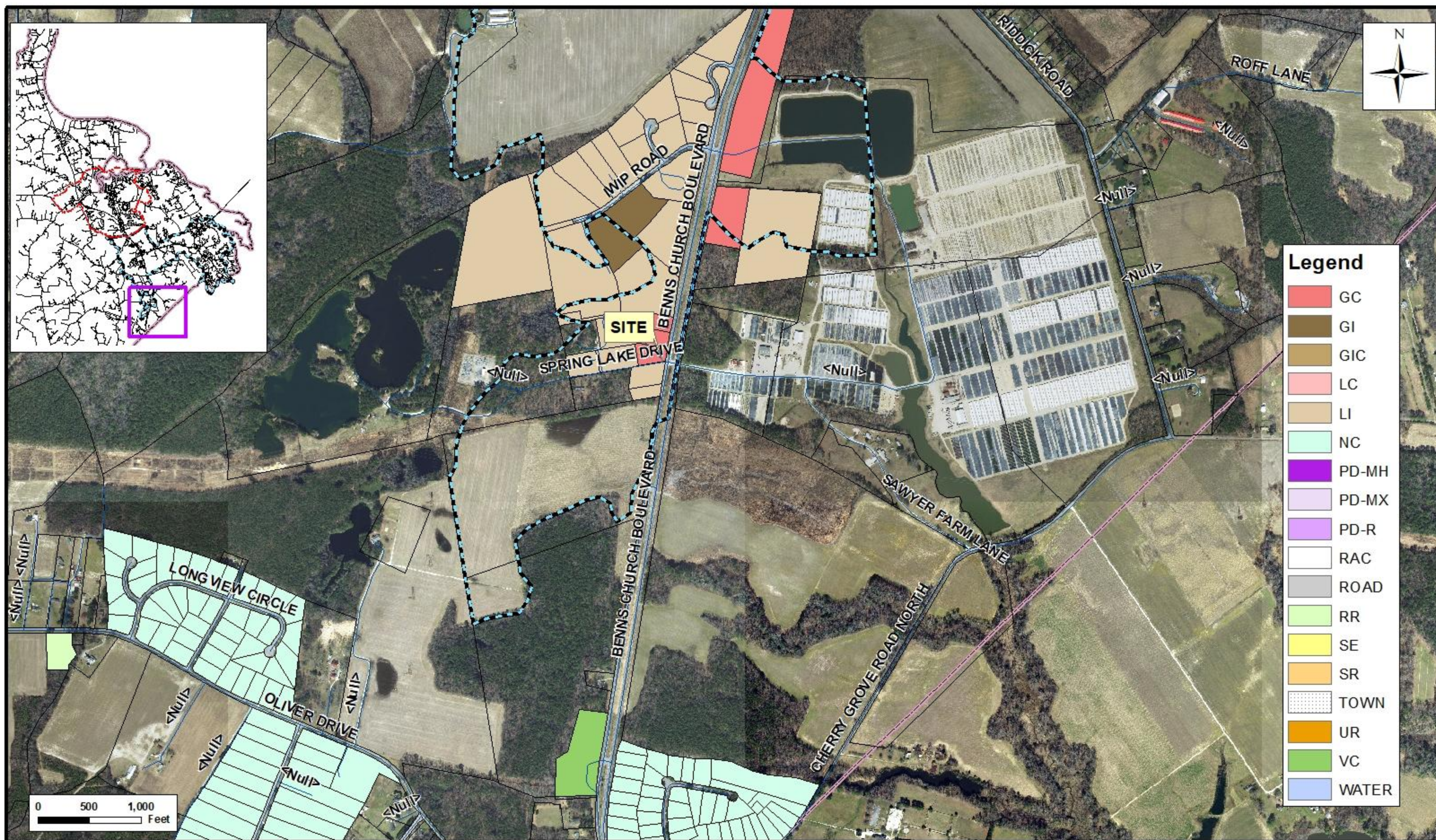
ZA-7-23 - Amendment to Conditional Zoning - Location Map



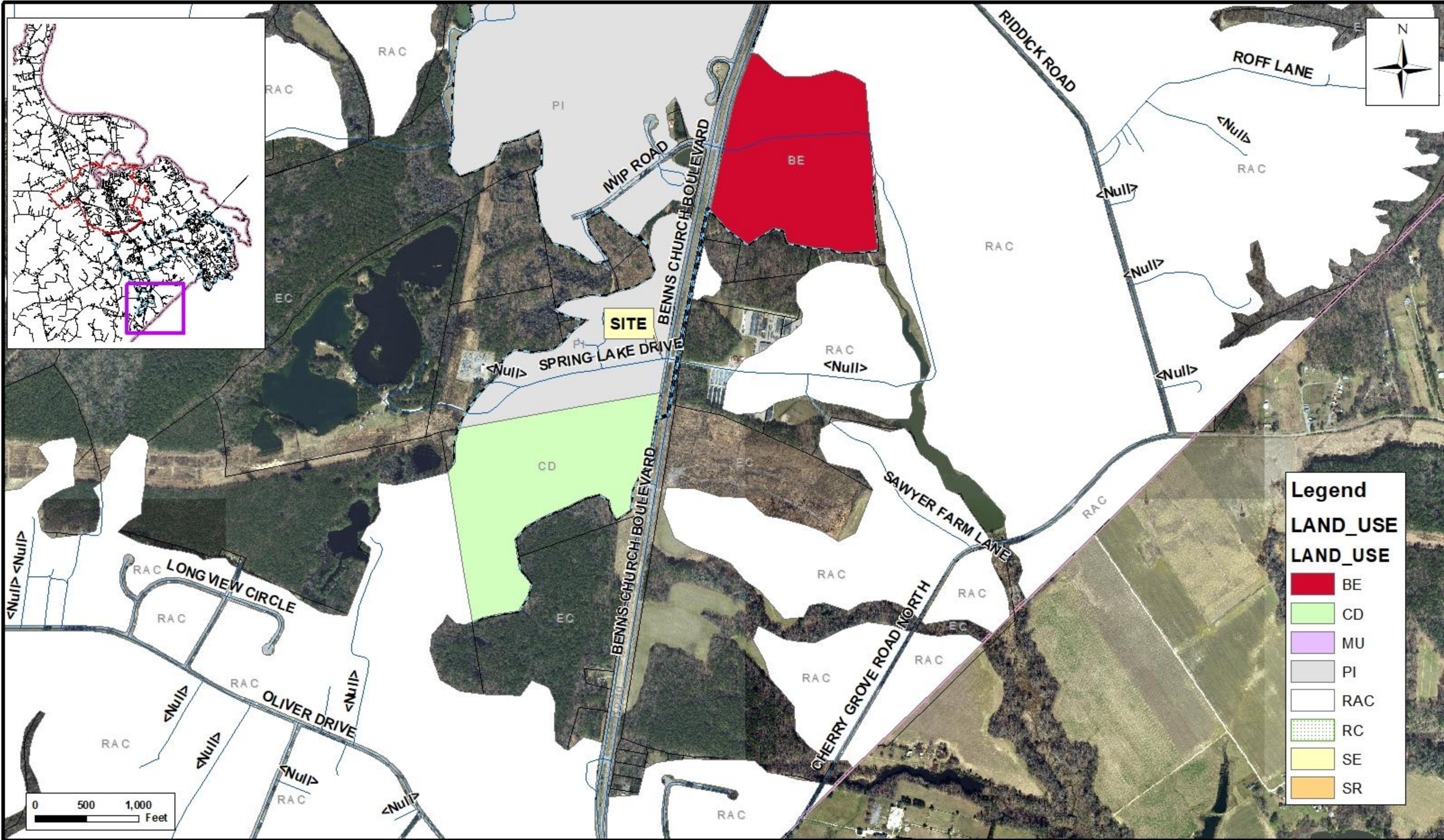
ZA-7-23 - Amendment to Conditional Zoning - Closeup Map



ZA-7-23 - Amendment to Conditional Zoning - Zoning Map



ZA-7-23 - Amendment to Conditional Zoning - Land Use Map



RESOLUTION NUMBER PC-24-01

**ISLE OF WIGHT COUNTY PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO THE BOARD OF SUPERVISORS RELATING TO REZONING REQUEST ZA-07-23
TO AMEND CONDITIONAL ZONING OF APPROXIMATELY THREE ACRES OF LAND
IDENTIFIED AS TAX MAP NUMBERS 42-01-007B, 42-01-007B1, AND 42-01-007B2**

WHEREAS, 17466 Benns Church Blvd LLC, owner, has requested an amendment to conditional zoning for property located at 17466 Benns Church Blvd with tax map numbers 42-01-007B, 42-01-007B1, and 42-01-007B2 to specifically permit the additional uses of business or trade school, catering, farmer's markets, commercial indoor entertainment, event center, itinerant merchant, micro-brewery, distillery, cidery, peddler, restaurant, general, retail sales, studio, fine arts; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Isle of Wight County, that:

Section 1. Findings.

- A. The Isle of Wight County Planning Commission finds that the proposed rezoning is reasonable and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the County;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;
 5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
 6. the transportation requirements of the community;
 7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
 8. the conservation of natural resources;
 9. the preservation of flood plains;
 10. the preservation of agricultural and forestal land;

11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the County;

Section 2. Recommendation to Board of Supervisors.

The Planning Commission recommends to the Board of Supervisors that the request, PC-24-01,
be:

- ___ a. Granted as submitted, and that the Board of Supervisors adopt the proposed Ordinance without modification.
- ___ b. Denied, and that Board of Supervisors do not adopt the proposed Ordinance.
- ___ c. Granted with the modifications and/or proffered conditions set forth on the attached exhibit, and that the Board of Supervisors adopt the proposed Ordinance with such modifications and/or conditions.

READ AND PASSED: _____

TESTE: _____

Approved as to Form:

Robert W. Jones, Jr., County Attorney

PLANNING REPORT

APPLICATION:

Application ZA-7-23 of 17466 Benns Church Blvd, LLC, property owner, for an amendment to conditional zoning to permit additional uses, such as a micro-brewery, distillery, or cidery, restaurant, retail sales, event center, farmers' markets, catering, business or trade school, cabinet, antique or craft shop, itinerant merchants, peddlers, and fine arts studio on approximately 3.15 acres located at 17466 Benns Church Blvd. on property with tax map numbers 42-01-007B, 42-01-007B1, and 42-01-007B2

ELECTION DISTRICT:

District 4

LOCATION:

The subject property is located on the west side of Benns Church Boulevard. There are three separate parcels consisting of approximately 3.15 acres. The parcels are zoned Conditional General Commercial (C-GC). The property is located in the Newport Development Service Overlay District and is surrounded by largely industrial uses. To the north is the Isle of Wight Industrial Park. To the south, you have the Isle of Wight and Suffolk boundary line. To the west of the site, you have existing contractors' office along the private Spring Lane Drive. To the east is Bennetts Creek Nursery.

BACKGROUND:

The subject property was conditionally rezoned for commercial use in July 1984. As a part of the 1984 rezoning, the conditions specifically allow for the retaining of the A-1 uses, a cabinet/craft antique shop, and a business sign. The A-1 zoning district is now known as the Rural Agricultural Conservation (RAC) zoning district.

In August of 2023, the applicant applied to retain the prior approved use conditions as well as proposed new uses including a micro-brewery, distillery, or cidery, restaurant, retail sales, event center, farmers' markets, catering, business or trade school, cabinet, antique or craft shop, itinerant merchants, peddlers, and fine arts studio. These uses are to be the only uses permitted on site, which requires the applicant to amend the conditional zoning.

DESCRIPTION:

The applicant requests to amend the current C-GC zoning district list of permitted uses to allow micro-brewery, distillery, or cidery, restaurant, retail sales, event center, farmers' markets, catering, business or trade school, cabinet, antique or craft shop, itinerant merchants, peddlers, and fine arts studio. The uses that are proposed are currently permitted uses in the GC zoning district. The applicant has also applied to retain all the RAC uses.

The applicant has proposed to use the property for his distillery business. Blue Sky Distillery would use the back half of the existing shop building to house its distilling manufacturing operations where the distillery would produce its distilled spirits and related legally approved products. The front half of the building would be used as a tasting room, event and venue space, and a retail store area. As stated in the supplementary use regulations, tasting rooms, restaurants, retail space, and other uses shall not exceed fifty percent (50%) of the floor area of the establishment. The applicant has also proposed hosting events such as a book club, musical performance, or bartending class. The events would be held monthly or once every two months. The applicant has also included in their narrative the possibility of hosting outdoor events.

The concept plan shows no proposed exterior improvements with this application.

The property is currently served by a private well and septic system. The property was given an operations permit

for a system that can accommodate 760 gallons per day in August of 2022. The health department has stated that the system can handle the uses proposed in this application.

The property is accessed by Spring Lake Drive, a private road that does not have a road maintenance agreement in place. The applicant has stated that he has routinely and cooperatively performed maintenance on the road. The applicant also stated access to Spring Lake Drive was acquired when the business purchased 17466 Benns Church Blvd. The only access proposed for the site is Spring Lake Drive

COMPREHENSIVE LAND USE PLAN:

The parcel is designated as Planned Industrial (PI) on the future recommended land use map in the Comprehensive Plan. The PI land use consists of some light industrial and all heavy industrial and manufacturing uses as well as warehousing, and distribution. The PI land use is best located in places with easy access to major highway corridors or rail transportation. Expected development in PI might include light and heavy manufacturing, warehousing, distribution, rail-dependent uses, and other uses which may impact surrounding development due to noise, smell, dust or similar features. Supporting office, commercial uses, and other land uses with similar siting considerations such as enhanced buffering may also be appropriate.

While the C-GC zoning of the property is not generally consistent with the PI future land use designation of the parcel and surrounding area, the proposed uses are consistent with the existing GC zoning district, save for the existing conditions that must be amended to allow this specific use.

ORDINANCE REVIEW:

The applicant has proffered that only the uses included in the proffer statement will be permitted on this site. Although the uses proposed are permitted in the GC zoning district, it doesn't appear there is adequate space for certain uses. Having a business /trade school or a restaurant may prove to be difficult without having improvements that would meet the current zoning ordinance requirements. Staff also does not support the retaining of all the RAC uses which are not consistent with the existing zoning or the recommended future land use designation.

The parcel is located in the NDSO District. Article VI, Section 6-2000 of the Zoning Ordinance states that the purpose for establishing the NDSO provisions is to create a clear and consistent set of uniform design standards that would apply to all properties throughout the Newport development service overlay district. The design standards outlined in this section are intended to facilitate the creation of a convenient, attractive, and harmonious community as stated in Section 15.2-2283 of the Code of Virginia. Furthermore, the design standards are established to preserve historical sites and architectural areas within the district and those lands that are contiguous to arterial streets that are significant routes of tourist access to designated historic landmarks, buildings, structures, or districts. To meet the intent of the NDSO District, any future improvements, building materials, and outdoor storage area must comply with the NDSO design standards during site plan review, at which time all other applicable regulations of the Zoning Ordinance including parking, landscaping, lighting, etc. will be addressed.

The subject property does not contain a Special Flood Hazard Area (SFHA). This property is in the Chesapeake Bay Preservation Area (CBPA) Overlay District but does not include a Resource Protection Area (RPA).

AGENCY REVIEW:

This application was forwarded to the following departments for their review:

Economic Development: Economic Development, along with Smithfield & Isle of Wight Tourism, supports Blue Sky Distillery's expansion project.

Virginia Department of Transportation: We recommend that the existing commercial entrance off of Route 10, known as Spring Lake Dr., a private road, be paved with asphalt from its intersection with Route 10 extending past the turn-off to the proposed tasting room. The existing entrance radius appears to be adequate, but we recommend that the paved entrance maintain a minimum 45' radius in order to accommodate larger design vehicles.

Health Department: On 8/9/2022 an Onsite Sewage System Construction Permit was issued for a total daily usage of 760 GPD. There is no proposed increase in daily water consumption, therefore; the change in zoning will have no impact on the issued permit.

County Attorney: If they are attempting to add the permitted uses allowed in the RAC district, this would be improper.

Emergency Services: No concerns were expressed with this application.

General Services: No concerns were expressed with this application.

STAFF CONCLUSIONS:

This zoning amendment will not impact public safety, schools, or services (public water and sewer or stormwater facilities) serving the existing property.

The following strengths and weaknesses have been found for this request:

Strengths:

1. The additional uses are consistent with the permitted uses in the GC zoning district.
2. The application enables the reuse of an existing vacant commercial building and site with new commercial uses limited only to those listed in the conditions voluntarily proffered.

Weaknesses:

1. The proposed uses are not consistent with the PI's future recommended land use.
2. The application proposes to retain all RAC uses which is not consistent with the GC zoning district or the future recommended land use of PI.
3. There is no to require the improvements to the road entrance as recommended by VDOT.

STAFF RECOMMENDATION:

Given that the proffers included uses that are not appropriate for zoning district or future recommended land use, and there is no way to require the improvements to a private road entrance, staff recommends denial of the application.

ATTACHMENTS:

Description	Type	Upload Date
Application	Backup Material	1/11/2024
Concept Plan	Backup Material	1/11/2024
Community Impact Statement	Backup Material	1/11/2024
Location Map	Backup Material	1/11/2024
Location Closeup Map	Backup Material	1/11/2024
Zoning Map	Backup Material	1/11/2024
Land Use Map	Backup Material	1/11/2024
Resolution	Resolution	1/17/2024
Amended Proffer Statement received January 22, 2024	Backup Material	1/23/2024

ORDINANCE NUMBER: _____

AN ORDINANCE TO AMEND CONDITIONS OF APPROXIMATELY 3.15 ACRES OF PROPERTY IDENTIFIED AS TAX MAP NUMBERS 42-01-007B, 42-01-007B1, AND 42-01-007B2 IN THE CONDITIONAL GENERAL commercial ZONING DISTRICT TO LIMIT THE PERMITTED USES TO A CABINET, ANTIQUE AND CRAFT SHOP, CATERING, FARMER'S MARKETS, COMMERCIAL INDOOR ENTERTAINMENT, EVENT CENTER, ITINERANT MERCHANT, MICRO-BREWERY, DISTILLERY, CIDERY, PEDDLER, GENERAL RESTAURANT, RETAIL SALES, AND FINE ARTS STUDIO

WHEREAS, 17466 BENNS CHURCH BLVD LLC, owner, has requested a conditional zoning amendment (ZA-7-23) for a 3.15 acre property with tax map identification numbers 42-01-007B, 42-01-007B1, and 42-01-007B2, which land is depicted on Exhibit "B"; to allow a cabinet, antique and craft shop, catering, farmer's markets, commercial indoor entertainment, event center, itinerant merchant, micro-brewery, distillery, cidery, peddler, general restaurant, retail sales, and fine arts studio; and

WHEREAS, the proposed amendment to the conditional zoning has been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, a public hearing before the Isle of Wight County Board of Supervisors was duly advertised as required by law and held on, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors of Isle of Wight County, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation" and Exhibit "B", "Property Map", and Exhibit "C" "Proffer Statement" are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

The Board of Supervisors finds that the amendment to conditional zoning application, ZA-4-23, as submitted or modified with conditions herein, for the expressed purpose to amend the conditional uses is in harmony with the standards of the Isle of Wight County Zoning Ordinance, and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other uses generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of the property, the Comprehensive Plan, the suitability of the property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as

determined by population and economic studies and other studies, the transportation requirements of the community, the requirements of airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation floodplains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the County.

Section 3. Rezoning.

- A. The property as shown on the attached Exhibit "B" is hereby rezoned and the official zoning map be, and is hereby, amended to limit the uses to only include uses as listed in the proffered conditions shown on Exhibit "C".
- B. The foregoing rezoning and amendment to the official zoning map shall remain in effect until a subsequent amendment changes the zoning of the property.

Section 4. Severability.

It is the intention of the Board of Supervisors that the provisions, sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section, and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgement or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrase, clauses, sentences, paragraphs, sections, and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination

Section 5. Effective Date

This ordinance shall be effective upon passage and shall not be published or codified.

DATE: _____

READ AND PASSED: _____
Chairman, Board of Supervisors

TESTE: _____
Clerk, Board of Supervisors

Approved as to Form:

Robert W. Jones Jr, County Attorney

**COUNTY OF ISLE OF WIGHT
PROFFER STATEMENT**

Applicant's name: Michael Miller
Owner's name: 17466 Benns Church Blvd, LLC
Project name: Blue Sky Distillery
Date: February 2024
Parcel-Tax Map Numbers and deed book reference: 42-01-007B,
42-01-007B1, and
42-01-007B2

These proffers are made as of the 7th day of February, 2024, by 17466 Benns Church Blvd, LLC ("Owner") of Tax Map Numbers 42-01-007B, 42-01-007B1, and 42-01-007B2, containing approximately 1.15, 1.02 and 0.98 acres, respectively, or 3.15 acres cumulatively, of land which is referred to herein as "Property." Owner has filed a rezoning application with the Isle of Wight County Planning and Zoning Department requesting a change in the zoning of the Property from C-GC to Conditional C-GC. Owner voluntarily proffers that the development of the Property proposed for rezoning under this application shall be in strict accordance with the conditions set forth below.

These proffered conditions ("Proffers") are the only conditions offered on this rezoning, and any prior proffered conditions on the Property are hereby superseded by these proffers and any and all previous proffers on the Property are hereby void and of no further force and effect.

All improvements, land, easements, dedications, gifts, proffers and other conveyances to the County shall be in fee simple, without cloud of title or encumbrance of any kind.

I. Development of the Property

Development of the Property associated with the amendment to conditional zoning shall be generally consistent as determined by the reviewing authority with the "Concept Plan" and narrative description prepared by the applicant/Owner and submitted with the application, as determined during plan approval.

II. Land Use

1. The Property shall be used as permitted under the C-GC, Conditional General Commercial zoning district and more specifically for the following uses:
 - a. Allow a cabinet, antique and craft shop
 - c. Catering
 - d. Farmer's markets
 - e. Commercial indoor entertainment
 - f. Event center
 - g. Itinerant merchant
 - h. Micro-brewery, distillery, cidery
 - i. Peddler
 - j. Restaurant, general
 - k. Retail sales

- I. Studio, fine arts

III. Water and Sewer Improvements

The Property shall be served by private well and private sewer system. Upon request, Owner can provide documentation showing an approved permit from the Isle of Wight Health Department for private well and septic system design for these uses.

IV. General

1. Successors and Assigns – This Proffer Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and/or assigns. Any obligation(s) of Owner hereunder shall be binding upon and enforceable against any subsequent owner or owners of the Property or any portion thereof.
2. Severability – In the event that any clause, sentence, paragraph, subparagraph, section or subsection of these Proffers shall be judged by any court of competent jurisdiction to be invalid or unenforceable for any reason, including a declaration that it is contrary to the Constitution of the Commonwealth of Virginia or of the United States, or if the application thereof to any owner of any portion of the Property or to any government agency is held invalid, such judgment or holding shall be confined in its operation to the clause, sentence, paragraph, subparagraph, section or subsection hereof, or the specific application thereof directly involved in the controversy in which the judgment or holding shall have been rendered or made, and shall not in any way affect the validity of any other clause, sentence, paragraph, subparagraph, section or provision hereof.
3. Void if Application is not approved – In the event that the Application is not approved by the County, these Proffers shall be null and void.

SIGNATURE PAGE

Applicant: _____
Printed or Typed Name

Applicant: _____ Date: _____
Signature

Commonwealth of Virginia
County of Isle of Wight

Subscribed and sworn to before me _____,
A Notary Public in and for the County of Isle of Wight, Commonwealth
of Virginia, this _____ day of _____, 20____.

Notary Public
My Commission Expires _____

Owner: _____
Printed or Typed Name

Owner: _____ Date: _____
Signature

Commonwealth of Virginia
County of Isle of Wight

Subscribed and sworn to before me _____,
A Notary Public in and for the County of Isle of Wight, Commonwealth
of Virginia, this _____ day of _____, 20____.

Notary Public
My Commission Expires _____

ISSUE:

Discussion of Chapter 12 - Offenses-Miscellaneous, Section 12 - 11.1 Discharging Firearms of the Isle of Wight Code of Ordinances

BACKGROUND:

Citizens have expressed concerns relative to the discharging of firearms across property lines in the County. The Board requested that the County Attorney draft an ordinance amendment for public hearing to amend the County's ordinance to address the concerns.

The County's current ordinance is as follows:

Sec. 12-11.1 - Discharging firearms.

(a) No person shall discharge any firearm within the county within one thousand feet of a (i) platted subdivision; (ii) business establishment; (iii) public building; (iv) public gathering; or (v) public meeting place, unless engaged in lawful hunting. For purposes of this subsection (a), a "platted subdivision" shall mean a single-family residential subdivision of more than five lots platted at the same time.

(b) Any person violating the provisions of this section shall be punishable as a Class 1 misdemeanor.

(c) This section shall not apply to a (i) law-enforcement officer in the performance of his official duties; (ii) any person whose discharge of a firearm is justifiable or excusable at law in the protection of life or property; (iii) the discharge, on land zoned for agricultural use, of a firearm for the killing of deer pursuant to Section 29.1-529 of the Code of Virginia (1950, as amended); (iv) the discharge of a firearm that is otherwise specifically authorized by law; (v) the discharge of black powder firearms using blanks as part of historical re-enactments, historical living history programs and historical demonstrations; (vi) the discharge of starter blank weapons to initiate athletic competitions; or (vii) ceremonial and patriotic displays. (10-2-08.)

For state law as to authority of the county to regulate the discharge of firearms, see Code of Va., §§ 15.2-1209, 18.2-280 and 29.1-527.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Hold a public hearing. Per the Board's discussion and direction.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance Amendment	Ordinance	2/7/2024

AN ORDINANCE TO AMEND, RENAME AND REENACT
THE ISLE OF WIGHT COUNTY CODE
BY AMENDING AND REENACTING
CHAPTER 12.-OFFENSES—MISCELLANEOUS.,
SEC. 12-11.1. – DISCHARGING FIREARMS.

WHEREAS, the Board of Supervisors of Isle of Wight County, Virginia, has deemed it necessary and appropriate to update its current ordinances in order to more clearly set forth local ordinances for the benefit of the public, in order to clarify and bring the provisions thereof into compliance with state law and practice; and,

WHEREAS, the Board of Supervisors deems such a revision necessary as a means to protect the health and welfare of the citizens of Isle of Wight County, Virginia;

NOW, THEREFORE, BE IT ORDAINED by the Isle of Wight County Board of Supervisors that Chapter 12. Offenses—Miscellaneous, Sec. 12-11.1. – Discharging firearms of the Isle of Wight County Code be amended, renamed, and reenacted as follows:

Sec. 12-11.1 Discharging firearms.

It shall be unlawful for any person to discharge a firearm:

- (a) In such a way as will, or is likely to, result in the load thereof leaving the boundaries of the property or parcel upon which upon which the firearm is lawfully discharged, unless permission to do so has been granted by the adjacent landowner. A projectile leaving the boundaries of the property or parcel shall be prima facie evidence of a violation of this section.
- (b) Within 100 yards a (i) dwelling of another; (ii) business establishment; (iii) public building; (iv) public gathering; or (v) public meeting place, except that the 100 yard limitation shall not apply if the dwelling owner or occupant has given permission.
- (c) In addition to the limitations set forth in subsection (b) above, any person target shooting with a firearm shall (i) only discharge such firearm into a natural or man-made berm or backstop so that it prevents projectiles from entering the property of another. A backstop is defined as a device to stop, redirect, and or contain bullets fired on a range. A berm is defined as an embankment used for restricting bullets to a given area, or as a protective or dividing wall between ranges; (ii) shall not target shoot between the hours of 9 p.m. and 9 a.m.

- (d) Any person violating the provisions of this section shall be punishable as a Class 1 misdemeanor.
- (e) This section shall not apply to a (i) law-enforcement officer in the performance of his official duties; (ii) any person whose discharge of a firearm is justifiable or excusable at law in the protection of life or property; (iii) the discharge, on land zoned for agricultural use, of a firearm for the killing of deer pursuant to Section 29.1-529 of the Code of Virginia (1950, as amended); (iv) the discharge of a firearm that is otherwise specifically authorized by law; (v) the discharge of black powder firearms using blanks as part of historical re-enactments, historical living history programs and historical demonstrations; (vi) the discharge of starter blank weapons to initiate athletic competitions; or (vii) ceremonial and patriotic displays. (10-2-08; 2-13-24.)

For state law as to authority of the county to regulate the discharge of firearms, see Code of Va., §§ 15.2-1209, 18.2-280 and 29.1-527.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman
Isle of Wight Board of Supervisors

Attest:

Carey Mills-Storm, Clerk

Approved as to Form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Public Hearing - Personal Property Tax Rate Adjustment

BACKGROUND:

The Commissioner of the Revenue will provide information on the anticipated impact of decreasing personal property values and options for adjusting the personal property tax rate.

In 2023, in accordance with the Personal Property Tax Relief Act, as adopted by the Virginia General Assembly, the car tax relief was set at thirty-seven percent (37%) for vehicles over \$1,000.00 in value on the first \$20,000.00 in value and for vehicles valued at \$1,000.00, or under, the percentage of relief shall be one hundred percent (100%).

Due to the increase in the number of vehicles in the County and their respective values, the car tax relief amount needs to be adjusted to thirty-three percent (33%) for 2024.

BUDGETARY IMPACT:

TBD

RECOMMENDATION:

Hold a public hearing and adopt an adjusted personal property tax rate.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Ordinance	2/13/2024

**AN ORDINANCE TO IMPOSE TANGIBLE PERSONAL PROPERTY
TAX RATES FOR
ISLE OF WIGHT COUNTY, VIRGINIA FOR
FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025**

BE IT AND IT IS HEREBY ORDAINED by the Board of Supervisors of the County of Isle of Wight, Virginia, to-wit:

Section 1: That there is hereby levied for the fiscal year beginning July 1, 2024, a tax of \$4.50 per one hundred dollars of assessed valuation on all tangible personal property, as defined and classified in Sections 58.1-3500 through 3504 and Section 58.1-3506 of the Code of Virginia (1950, as amended) except that all household goods and personal effects as defined and classified in Section 58.1-3504 are exempt from said levy.

Section 2: That, in accordance with the Personal Property Tax Relief Act, as adopted by the Virginia General Assembly, the car tax relief for Calendar Year 2024 shall be set at thirty-three percent (33%) for vehicles over \$1,000.00 in value on the first \$20,000.00 in value and for vehicles valued at \$1,000.00, or under, the percentage of relief shall be one hundred percent (100%).

BE IT FURTHER ORDAINED that this Ordinance be entered in the Minutes of this Board of Supervisors and that a copy thereof by the Clerk of this Board, be furnished to the Treasurer of this County.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman
Isle of Wight County, Virginia,
Board of Supervisors

Attest:

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones, Jr.
County Attorney

ISSUE:

Resolution to Approve an Agreement to Relocate the Boundary Line for the Town of Smithfield

BACKGROUND:

The Town of Smithfield and the County of Isle of Wight have entered into negotiations regarding a voluntary change of the boundary line between the Town and the unincorporated portions of the County. In order to make such a change, the Town and the County need to enter into an agreement that will bring within the Town a tract of land presently lying within the unincorporated portions of the County to the east of the existing Town boundaries commonly known as the Mollie Turner Farm adjacent to Turner Drive.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Following the public hearing, adopt a resolution to approve the boundary line adjustment.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	2/7/2024
Boundary Adjustment Agreement	Agreement	2/7/2024
Boundary Map	Backup Material	2/7/2024
Annexation Waiver Agreement	Agreement	2/7/2024

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF ISLE OF WIGHT, VIRGINIA, APPROVING AN
AGREEMENT TO RELOCATE THE BOUNDARY LINE OF THE
TOWN OF SMITHFIELD AND AUTHORIZING THE FILING OF A
JOINT PETITION PURSUANT TO SECTION 15.2-3106 ET SEQ. OF
THE CODE OF VIRGINIA (1950), AS AMENDED, TO APPROVE THE
AGREEMENT**

WHEREAS, the Town of Smithfield and the County of Isle of Wight have entered into negotiations regarding a voluntary change of the boundary line between the Town and the unincorporated portions of the County; and,

WHEREAS, the Town and the County are now prepared to enter into an agreement that will bring within the Town a tract of land presently lying within the unincorporated portions of the County to the south of the existing Town boundaries; and,

WHEREAS, urban services provided by the Town also will benefit the development proposed for the area to be incorporated into the Town; and,

WHEREAS, the incorporation of additional land within the Town will help maintain the Town of Smithfield as a viable unit of local government by expanding its tax resources.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia, at a regularly scheduled meeting of the Board of Supervisors held on _____, 2024:

1. That the Board of Supervisors of the County of Isle of Wight hereby approves a Boundary Line Adjustment Agreement Between the County of Isle of Wight And The Town of Smithfield (the “Agreement”), a copy of which is attached hereto, and hereby authorizes and directs its Chairman to execute the Agreement on behalf of the County.
2. That the County Administrator and the Town Manager are hereby directed to petition the Circuit Court of Isle of Wight County to establish the new boundary line of the Town in accordance with the

Agreement, pursuant to Section 15.2-3106 *et seq.* of the Code of Virginia (1950), as amended.

3. That the new boundary line shall become effective at midnight on July 1, 2024. In the event the Circuit Court of Isle of Wight County has not entered a final order by that date, the new boundary line shall become effective at midnight on the last day of the month during which a final court order has been entered.
4. That this resolution shall be effective immediately upon adoption.

IN WITNESS WHEREOF, the Board of Supervisors has caused this resolution to be duly executed on its behalf by its Chairman and attested by its Clerk.

Adopted: _____, 2024.

COUNTY OF ISLE OF WIGHT,
VIRGINIA

By _____
Chairman

ATTEST:

Board Clerk

Exhibit to County Resolution

[Insert copy of Boundary Line Adjustment Agreement between the County of
Isle of Wight and the Town of Smithfield]

CERTIFICATE

The undersigned Clerk of the Board of Supervisors of the County of Isle of Wight, Virginia, hereby certifies that the foregoing constitutes a true, correct, and complete copy of a Resolution adopted by the Board of Supervisors of the County of Isle of Wight, Virginia, following a public hearing held on _____, 2024. I hereby further certify that the foregoing Resolution was adopted at a regularly scheduled meeting during which a quorum was present. The vote of the members of the Board of Supervisors upon the resolution was as follows:

Member	Present/Absent	Vote
Rudolph Jefferson		
William M. McCarty		
Don Rosie		
Renee Rountree		
Joel C. Acree		

Witness my hand and the seal of the County of Isle of Wight, Virginia, this ____ day of _____, 2024.

Clerk, County Board of Supervisors

[SEAL]

**BOUNDARY LINE ADJUSTMENT AGREEMENT BETWEEN
THE COUNTY OF ISLE OF WIGHT AND THE TOWN OF SMITHFIELD**

This Agreement (the “Agreement”) is made and entered into this ____ day of ____, 2024, by and between the County of Isle of Wight (the “County”), a political subdivision of the Commonwealth of Virginia, and the Town of Smithfield (the “Town”), a municipal corporation of the Commonwealth of Virginia (together, the “Parties”).

WHEREAS, the Parties hereto have entered into negotiations regarding a voluntary change of the boundaries of the Town that would incorporate into the Town certain territory lying within the unincorporated portions of the County and located generally to the south of the Town’s existing corporate limits; and

WHEREAS, the territory to be incorporated into the Town consists of two tracts of land (the “Boundary Adjustment Area” or the “Area”) containing 216.48 acres adjoining State Route 644, which is also known as Turner Drive; and

WHEREAS, the Boundary Adjustment Area presently contain no development aside from a mining operation, which is subject to reclamation, but is proposed for both commercial and residential development, which would be consistent with, and a logical extension of, the development planned for the adjoining areas within the Town; and

WHEREAS, the current owners of the parcels of land within the Boundary Adjustment Area have requested that the Parties institute proceedings for the incorporation of the Area into the Town; and

WHEREAS, the incorporation of the Boundary Adjustment Area will not adversely affect the ability of the County to meet the service needs of the other portions of the County; and

WHEREAS, the County and the Town intend to proceed pursuant to Chapter 31, Article 2 (§ 15.2-3106 *et seq.*) of Title 15.2 of the Code of Virginia (1950), as amended, to have the Circuit Court of Isle of Wight County approve the requested boundary adjustment.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

1. The Town's boundary line shall be modified by incorporating within the Town the territory lying within the Boundary Adjustment Area. A Geographic Information System Map that includes the Virginia State Plane South Zone coordinates, and which is attached hereto as Exhibit 1, depicts the Boundary Adjustment Area and the relocated boundary line of the Town near the Area.

2. Pursuant to Section 15.2-3108 of the Code of Virginia (1950), as amended, the County and the Town promptly shall petition the Circuit Court of Isle of Wight County to have the Town's boundary line changed as provided herein. Each party agrees to perform any additional steps required by that Code section as may be necessary to accomplish the relocation of the Town's boundary line.

3. The Parties agree that the County and the Town shall each bear its own costs of publication of the notices required by Section 15.2-3107 of the Code of Virginia (1950), as amended.

4. The new boundary line shall become effective at midnight on June 30, 2024. In the event the Circuit Court of Isle of Wight County has not entered a final order by that date, the new boundary line shall become effective at midnight on the last day of the month during which a final court order has been entered.

COUNTY OF ISLE OF WIGHT

By _____
Joel C. Acree,
Chairman, Board of Supervisors

ATTEST:

Carey Mills Storm, Clerk

TOWN OF SMITHFIELD

By _____
Steven G. Bowman, Mayor

ATTEST:

Lesley J. King, Town Clerk

Exhibit 1 to Boundary Line Adjustment Agreement

[Insert GIS Map of Boundary Adjustment Area]






Town of Smithfield

**Approximately 216.48
acres annexed**

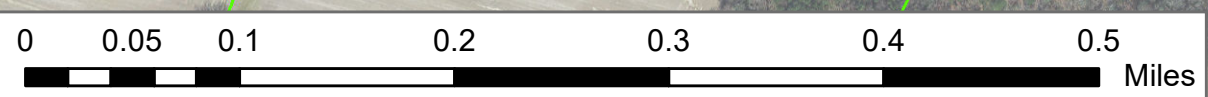
BENNS CHURCH BOULEVARD - 10/258

WHITE OAK DRIVE
WILLOW OAK DRIVE

TURNER DRIVE - 644

-  Smithfield - Current Boundary
-  Annexation
-  Tax Parcels

NAD_1983_StatePlane_Virginia_South_FIPS_4502_Feet



**ANNEXATION WAIVER AGREEMENT BETWEEN
THE COUNTY OF ISLE OF WIGHT AND THE TOWN OF SMITHFIELD**

This Agreement (the “Agreement”) is made and entered into this _____ day of _____, 2024, by and between the County of Isle of Wight, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and the Town of Smithfield, Virginia (the “Town”), a municipal corporation of the Commonwealth of Virginia (jointly, the “Parties”).

WHEREAS, the Parties hereto have entered into negotiations (i) regarding a voluntary change of the boundaries of the Town that would incorporate into the Town certain territory lying within the unincorporated portions of the County and located generally to the south of the Town’s existing corporate limits and (ii) regarding future proceedings by which the Town may seek to annex other land within the County;

WHEREAS, the Parties hereto have entered into a separate agreement (the “Boundary Line Adjustment Agreement”), pursuant to Chapter 31, Article 2 (§§ 15.2-3106 *et seq.*) of Title 15.2 of the Code of Virginia (1950), as amended, and dated _____, 2024, by which the County and the Town have agreed that the boundary line of the Town should be modified by incorporating within the Town certain territory lying within the unincorporated portions of the County and located generally to the south of the Town’s existing corporate limits;

WHEREAS, the territory to be incorporated into the Town pursuant to the Boundary Line Adjustment Agreement consists of a tract of land containing 216.48 acres adjoining State Route 644, which is also known as Turner Drive; and

WHEREAS, the County and the Town desire to resolve additional matters in this Agreement involving certain limitations on future annexation proceedings;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and in the Boundary Line Adjustment Agreement, the parties agree with each other as follows:

1. During the ten-year period following the date on which the Boundary Line Adjustment Agreement is approved by the Town and the County, the Town agrees that it will not file any annexation notice with the Commission on Local Government or institute any court action for annexation against the County, pursuant to Title 15.2, Chapter 32, Article 1 of the Code of Virginia (1950), as amended, or any successor provisions. This waiver of annexation rights shall not bar the Town from annexing any area of the County with the County's consent.

2. This Agreement shall not be effective unless and until the Town and the County adopt the Boundary Line Adjustment Agreement, in accordance with the procedures required by Chapter 31, Article 2 (§§ 15.2-3106 *et seq.*) of Title 15.2 of the Code of Virginia (1950), as amended, and unless and until the Circuit Court of Isle of Wight County has entered a final order approving the Boundary Line Adjustment Agreement, and that order no longer is subject to an appeal.

COUNTY OF ISLE OF WIGHT

By _____
Joel C. Acree
Chairman, Board of Supervisors

ATTEST:

Carey Mills Storm, Clerk

APPROVED AS TO FORM:

Robert W. Jones, Jr., County Attorney

TOWN OF SMITHFIELD

By _____
Steven G. Bowman, Mayor

ATTEST:

Lesley J. King, Town Clerk

APPROVED AS TO FORM:

William H. Riddick, Town Attorney

ISSUE:

Staff Update re: the Fire Incident at Isle of Wight Industrial Park

BACKGROUND:

On January 18, 2024, there was an incident at the Isle of Wight Industrial Park involving a significant amount of fire damage to local businesses. Garry Windley, Chief of Fire Rescue, will provide an update regarding the incident.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ISSUE:

Staff Presentation - Legislative Update of the 2024 General Assembly Session

BACKGROUND:

The 2024 Session of the General Assembly began on January 10, 2024. It is anticipated that this will be a 45-day Session.

Staff will provide an update to the Board on legislation important to the County as the Session progresses.

BUDGETARY IMPACT:

None

RECOMMENDATION:

For the Board's information.

BACKGROUND:

The matters attached to this Board report are included as a means of providing information to the Board relative to matters of interest. These items do not require any action by the Board.

BUDGETARY IMPACT:

None

RECOMMENDATION:

For the Board's information.

ATTACHMENTS:

Description	Type	Upload Date
Statement of Treasurer's Activity - December 2024	Backup Material	2/9/2024
Sales Tax Report - 5 Year History	Backup Material	2/7/2024
Incidents by Zone Map - January 2024	Backup Material	2/12/2024
Incidents by Zone Data - January 2024	Backup Material	2/12/2024
Station Activity Report - January 2024	Backup Material	2/12/2024
Museum Annual Report - 2023	Backup Material	2/12/2024

COUNTY OF ISLE OF WIGHT



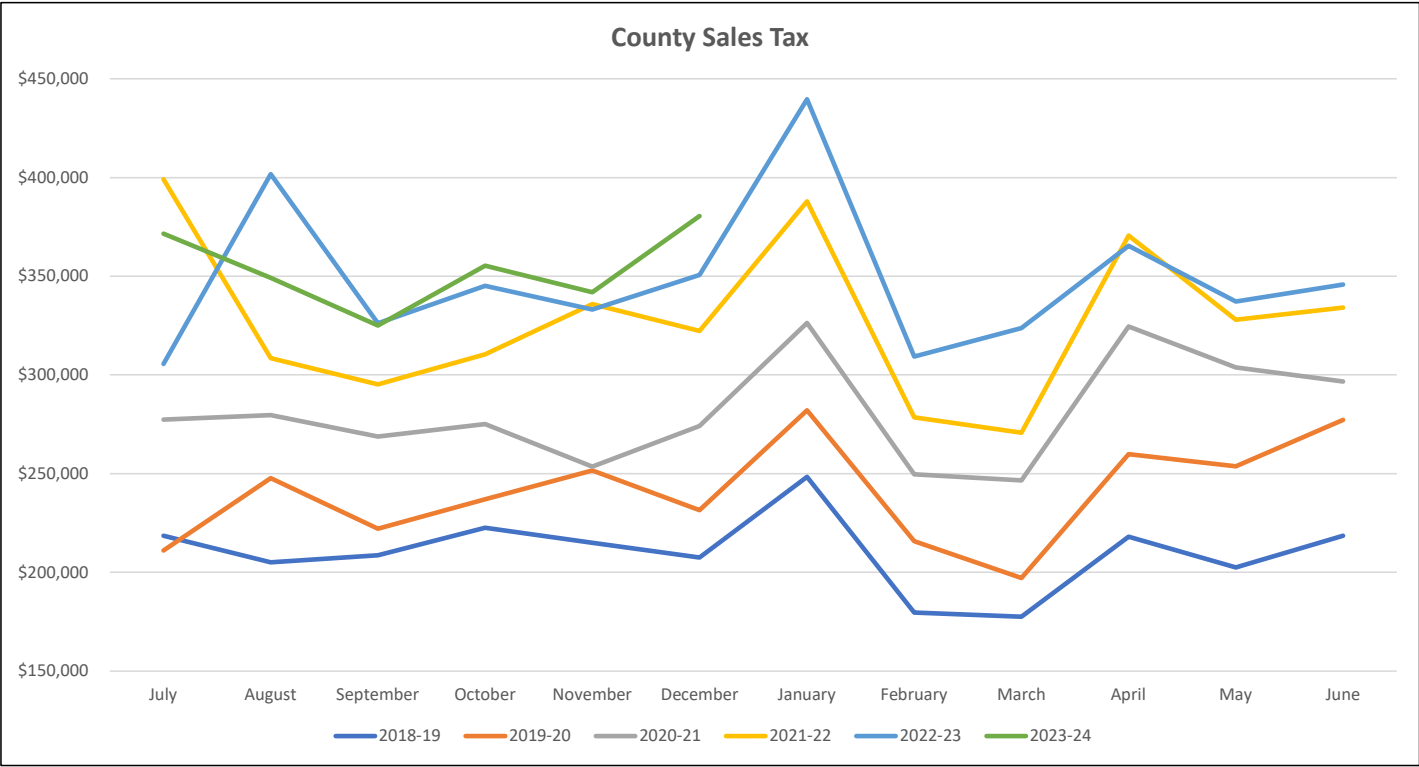
**STATEMENT OF THE CASH ACCOUNTABILITY
December 2023**

<u>Institution</u>	<u>Instrument</u>	<u>Rate</u>	<u>Balance</u>	<u>Previous Year Balance</u>
Cash				
	Petty Cash		\$2,300.00	\$1,950.00
SUB TOTAL				
Checking Accounts				
Bank of America	General Fund Checking	2.28%	\$8,895,632.77	\$6,904,549.55
Bank of America	School General Fund Checking	2.28%	\$6,061,163.54	\$6,693,696.13
Bank of America	DSS General Fund Checking	2.28%	\$2,534,625.18	\$2,334,819.67
Bank of America	County Payroll Account	2.38%	\$155,889.70	\$98,001.65
Bank of America	School Payroll Account	2.38%	\$1,269.75	\$640.09
Bank of America	DSS Payroll Account	2.38%	\$35.95	\$0.00
SUB TOTAL			<u>\$17,648,616.89</u>	<u>\$16,031,707.09</u>
Investments				
Bank of America	Emergency Fund Checking	2.38%	\$2,675.73	\$2,617.00
LGIP	General Fund Investment	5.53%	\$17,525,109.63	\$19,528,202.55
VIP	VIP Long Term	5.55%	\$81,362.36	\$78,035.32
VIP	VIP Short Term	5.55%	\$16,107,187.64	\$20,446,158.14
SUB TOTAL			<u>\$33,716,335.36</u>	<u>\$40,055,013.01</u>
Restricted Funds				
Bank of America	School Escrow Fund	2.38%	\$0.00	\$0.00
Bank of America	General Recoupment Funds	2.38%	\$11,086.59	\$13,168.50
Bank of America	Special Welfare Funds	2.38%	\$0.00	\$0.00
Bank of America	Special Welfare Donated Funds	2.38%	\$18,858.21	\$26,450.02
Bank of America	Special Welfare Child Support	2.39%	\$0.39	\$603.40
Bank of America	School's Camp Foundation	2.38%	\$25,616.36	\$25,054.05
Farmers Bank	School Food Service Funds	0.10%	Unavailable	\$1,402,170.07
BNY Mellon	Pace Funds		\$2,214,065.61	\$2,153,877.04
Bank of America	County Escrow Fund	2.38%	\$10,917.69	\$6,318.54
Bank of America	Opioid Funds	0.20%	\$106,191.77	\$0.00
SUB TOTAL			<u>\$2,386,736.62</u>	<u>\$3,627,641.62</u>
Bond Proceeds--Invested in SNAP				
	2012 Public Utility Bond	5.62%	\$0.00	\$1,873,229.55
	2012 Public Utility Bond Interest	5.62%	\$0.00	\$372,787.41
	2016 Bond	5.62%	\$236,699.44	\$334,009.58
	2016 Bond Interest	5.62%	\$236,276.77	\$210,085.17
	2020A Bond	5.62%	\$0.00	\$7,150,884.58
	2020A Bond Interest	5.62%	\$0.00	\$338,714.31
	2022 GO Bond	5.62%	\$12,042,004.60	\$18,509,158.87
	2022 GO Bond Interest	5.62%	\$1,138,239.35	\$332,342.04
SUB TOTAL			<u>\$13,653,220.16</u>	<u>\$29,121,211.51</u>
TOTAL OF ALL FUNDS			<u>\$67,407,209.03</u>	<u>\$88,837,523.23</u>

County Sales Tax

Budget Month													Total	% increase
	July	August	September	October	November	December	January	February	March	April	May	June		
2018-19	\$ 218,515	\$ 205,093	\$ 208,654	\$ 222,581	\$ 214,906	\$ 207,438	\$ 248,440	\$ 179,643	\$ 177,496	\$ 217,971	\$ 202,521	\$ 218,568	\$ 2,521,825	
2019-20	\$ 211,014	\$ 247,737	\$ 222,012	\$ 236,952	\$ 251,591	\$ 231,528	\$ 282,160	\$ 215,712	\$ 197,216	\$ 259,920	\$ 253,621	\$ 277,189	\$ 2,886,652	14.5%
2020-21	\$ 277,408	\$ 279,617	\$ 268,788	\$ 275,018	\$ 253,545	\$ 274,116	\$ 326,392	\$ 249,590	\$ 246,589	\$ 324,481	\$ 303,860	\$ 296,658	\$ 3,376,062	17.0%
2021-22	\$ 399,228	\$ 308,518	\$ 295,242	\$ 310,515	\$ 335,811	\$ 322,208	\$ 387,945	\$ 278,491	\$ 270,745	\$ 370,594	\$ 327,914	\$ 334,080	\$ 3,941,291	16.7%
2022-23	\$ 305,664	\$ 401,740	\$ 326,149	\$ 345,106	\$ 333,129	\$ 350,659	\$ 439,753	\$ 309,260	\$ 323,718	\$ 365,345	\$ 337,241	\$ 345,708	\$ 4,183,472	6.1%
2023-24	\$ 371,506	\$ 349,104	\$ 325,112	\$ 355,292	\$ 341,829	\$ 380,541							\$ 2,123,385	3.0%
% Inc. by month	21.5%	-13.1%	-0.3%	3.0%	2.6%	8.5%								

August 2019, Sales in July 2019 - Wayfair decision

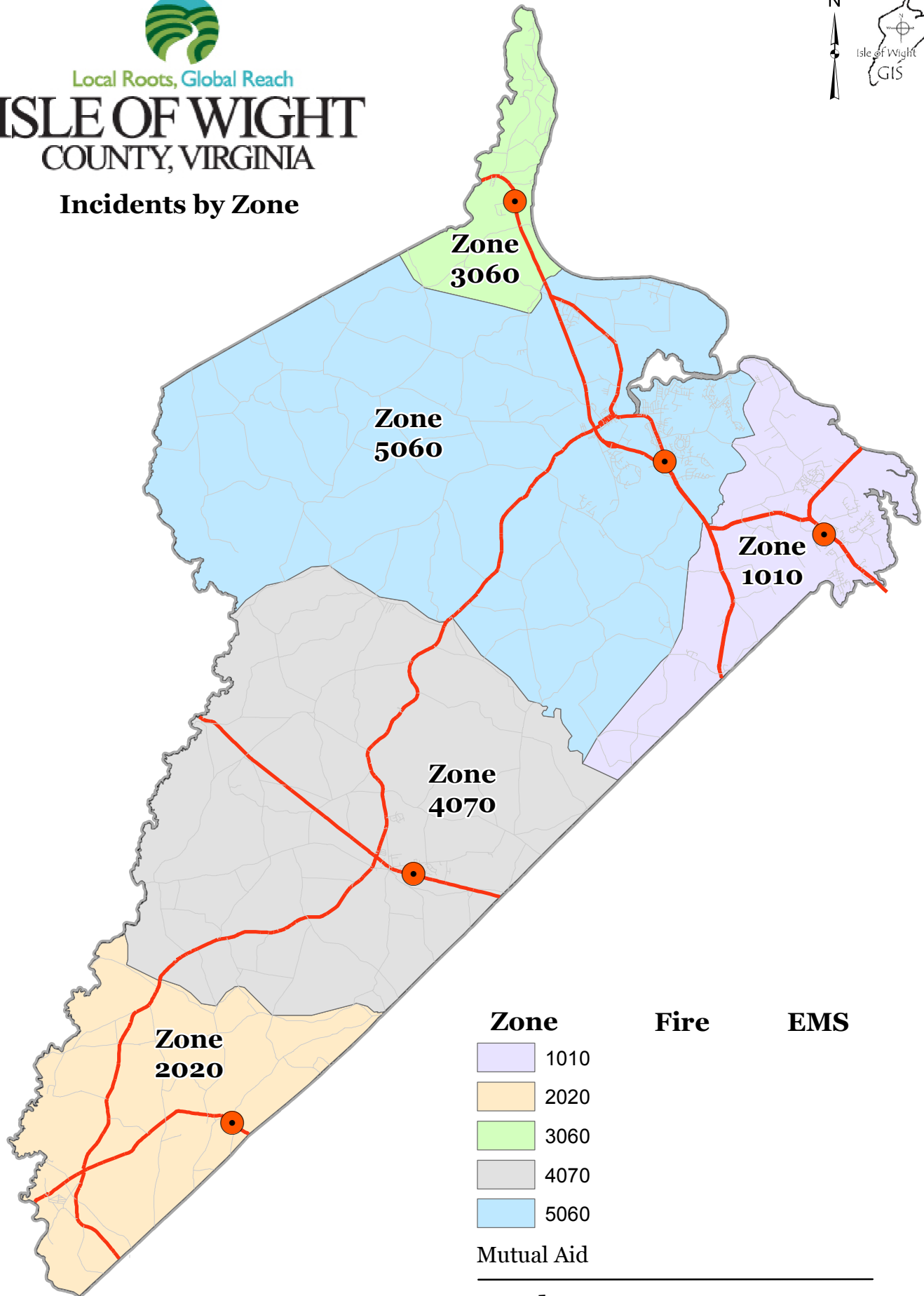
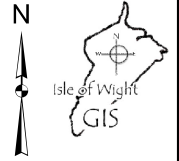




Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

Incidents by Zone



ISLE OF WIGHT

Incident by one - January 2024

Agency: IWFR, Event date/Time range: 01/01/2024 00:00:00 - 01/31/2024 23:59:59

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	ARCING WIRES DOWN POWER LINES	0	1	1	25%	0:01:07	0:16:27	0:08:27	0:26:01	0:26:01
	Subtotals for FIRE	0	1	1	25%	0:01:07	0:16:27	0:08:27	0:26:01	0:26:01
	FIRE MUTUAL AID	0	1	1	25%	0:02:54	0:26:38	1:30:46	2:00:18	2:00:18
	RESCUE MUTUAL AID	0	2	2	50%	0:02:14	0:11:58	0:30:28	2:32:41	1:16:21
	Subtotals for MUTA	0	3	3	75%	0:02:34	0:19:18	1:00:37	4:32:59	1:38:20
	Totals for	0	4	4	100%	0:02:05	0:18:21	0:43:14	4:59:00	1:14:13
1010	ABDOMINAL PAIN	0	2	2	2%	0:02:03	0:07:00	0:28:26	1:14:58	0:37:29
	ABRASIONS BRUISES ETC	0	2	2	2%	0:01:48	0:04:05	0:51:26	1:54:36	0:57:18
	ACCIDENT (FATALITY)	0	1	1	1%	0:03:01	0:03:43	0:44:30	0:51:14	0:51:14
	ACCIDENT UNKNOWN INJURIES	2	4	6	5%	0:01:43	0:04:00	0:37:53	4:10:10	0:41:42
	ACCIDENT WITH ENTRAPMENT	0	1	1	1%	0:00:40	0:03:14	2:18:40	2:22:34	2:22:34
	ACCIDENT WITH INJURIES	0	3	3	2%	0:00:38	0:05:40	0:57:01	3:09:59	1:03:20
	ALARM - MEDICAL	0	4	4	3%	0:01:55	0:08:22	0:26:22	1:54:15	0:28:34
	ASSAULT WITH INJURIES	0	2	2	2%	0:00:04	0:06:34	0:15:18	0:35:03	0:17:32
	BACK PAIN (NON TRAUMATIC)	0	1	1	1%	0:01:53	0:10:51	0:47:34	1:00:18	1:00:18
	BITE	1	0	1	1%	0:00:00	0:00:00	0:09:31	0:09:31	0:09:31
	BLEEDING/HEMORRHAGING	0	4	4	3%	0:01:32	0:06:42	0:53:01	4:05:01	1:01:15
	CARDIAC ARREST	0	1	1	1%	0:01:27	0:07:50	0:07:38	0:16:55	0:16:55
	CHEST PAIN	2	6	8	6%	0:01:45	0:08:35	0:41:18	6:32:25	0:49:03
	DIABETIC PROBLEMS	0	1	1	1%	0:02:21	0:05:14	0:46:46	0:54:21	0:54:21
	DIFFICULTY BREATHING	1	12	13	10%	0:01:34	0:07:00	0:59:53	14:50:00	1:08:28
	FALLS AND RELATED INJURIES	0	11	11	9%	0:01:22	0:09:37	0:43:44	10:02:01	0:54:44

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	FRACTURES OR BROKEN BONES	0	2	2	2%	0:01:35	0:07:02	1:16:13	2:49:40	1:24:50
	HEADACHE	0	1	1	1%	0:00:27	0:08:32	0:55:22	1:04:21	1:04:21
	HEART PROBLEMS	0	2	2	2%	0:00:58	0:07:04	0:50:00	1:56:03	0:58:02
	LIFT ASSIST	0	9	9	7%	0:01:23	0:07:05	0:24:39	4:31:21	0:30:09
	OVERDOSE	0	2	2	2%	0:03:03	0:06:09	1:03:56	2:26:16	1:13:08
	PAIN	0	3	3	2%	0:01:21	0:05:38	1:19:13	4:18:38	1:26:13
	PSYCHIATRIC PROBLEMS	0	1	1	1%	0:00:20	0:08:12	1:23:10	1:31:42	1:31:42
	SEIZURE	0	3	3	2%	0:01:20	0:08:35	1:06:56	3:50:32	1:16:51
	SICK / ILL OR RESCUE	1	17	18	14%	0:01:19	0:08:58	0:49:47	17:43:16	0:59:04
	STROKE	0	3	3	2%	0:01:43	0:06:25	0:49:02	2:51:31	0:57:10
	UNCONSCIOUS OR FAINTING	0	1	1	1%	0:01:00	0:00:00	0:00:00	0:03:29	0:03:29
	Subtotals for EMS	7	99	106	82%	0:01:28	0:06:53	0:50:17	97:10:10	0:55:32
	ARCING WIRES DOWN POWER LINES	0	2	2	2%	0:00:23	0:05:44	0:22:35	0:57:23	0:28:42
	ASSIST BOATER	0	1	1	1%	0:00:52	0:12:58	0:12:56	0:26:46	0:26:46
	BACKFILL STATION	2	0	2	2%	0:00:00	0:00:00	3:01:18	6:02:36	3:01:18
	BRUSH FIRE	0	2	2	2%	0:01:51	0:10:38	0:15:48	0:45:57	0:22:59
	CARBON MONOXIDE ALARM	0	1	1	1%	0:01:55	0:05:44	0:22:38	0:30:17	0:30:17
	FIRE ALARM	0	6	6	5%	0:01:19	0:06:29	0:37:24	4:31:13	0:45:12
	FIRE OTHER NOT LISTED	0	6	6	5%	0:00:48	0:05:26	0:13:20	1:57:25	0:19:34
	HAZARDOUS MATERIALS INCIDENT	0	1	1	1%	0:00:48	0:03:58	0:50:35	0:55:21	0:55:21
	STRUCTURE FIRE	0	2	2	2%	0:00:54	0:08:52	4:56:47	10:13:06	5:06:33
	Subtotals for FIRE	2	21	23	18%	0:01:06	0:07:29	1:12:36	26:20:04	1:19:38
	Totals for 1010	9	120	129	100%	0:01:23	0:07:02	0:56:01	123:30:14	1:01:33
2020	CHILD ABUSE OR NEGLECT	0	1	1	4%	0:00:37	0:12:41	0:52:38	1:05:56	1:05:56
	Subtotals for ASLT	0	1	1	4%	0:00:37	0:12:41	0:52:38	1:05:56	1:05:56

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	ABDOMINAL PAIN	0	1	1	4%	0:02:25	0:00:00	0:00:00	0:09:31	0:09:31
	ACCIDENT UNKNOWN INJURIES	0	1	1	4%	0:01:21	0:02:38	0:21:58	0:25:57	0:25:57
	ACCIDENT WITH INJURIES	0	2	2	7%	0:01:02	0:09:10	0:20:12	1:00:47	0:30:24
	CHEST PAIN	0	1	1	4%	0:02:06	0:09:54	1:32:04	1:44:04	1:44:04
	DIFFICULTY BREATHING	0	6	6	21%	0:01:52	0:10:08	0:42:25	5:06:15	0:51:03
	FALLS AND RELATED INJURIES	0	3	3	11%	0:01:22	0:10:58	0:48:30	3:02:30	1:00:50
	PAIN	0	2	2	7%	0:01:50	0:09:43	0:51:07	2:05:19	1:02:40
	SEIZURE	0	1	1	4%	0:01:30	0:02:34	0:37:30	0:41:34	0:41:34
	SICK / ILL OR RESCUE	0	4	4	14%	0:01:52	0:11:00	0:59:15	4:48:28	1:12:07
	UNCONSCIOUS OR FAINTING	0	2	2	7%	0:00:55	0:06:32	1:21:41	2:58:15	1:29:08
	Subtotals for EMS	0	23	23	82%	0:01:38	0:08:04	0:50:31	22:02:40	0:54:44
	ARCING WIRES DOWN POWER LINES	0	1	1	4%	0:01:53	0:08:12	0:09:12	0:19:17	0:19:17
	CAR FIRE	0	1	1	4%	0:00:21	0:08:26	0:19:20	0:28:07	0:28:07
	FIRE ALARM	0	1	1	4%	0:00:57	0:00:00	0:00:00	0:03:45	0:03:45
	FIRE OTHER NOT LISTED	0	1	1	4%	0:05:39	0:00:00	0:00:00	0:15:51	0:15:51
	Subtotals for FIRE	0	4	4	14%	0:02:12	0:08:19	0:14:16	1:07:00	0:16:45
	Totals for 2020	0	28	28	100%	0:01:43	0:08:30	0:44:39	24:15:36	0:45:21
3060	ALARM - MEDICAL	0	2	2	7%	0:02:05	0:07:49	0:14:46	0:31:33	0:15:47
	CHEST PAIN	0	2	2	7%	0:00:57	0:07:28	1:09:52	2:36:34	1:18:17
	FALLS AND RELATED INJURIES	0	1	1	4%	0:01:54	0:15:33	1:33:21	1:50:48	1:50:48
	LIFT ASSIST	0	7	7	26%	0:01:39	0:10:17	0:20:25	3:46:37	0:32:22
	PAIN	0	2	2	7%	0:01:17	0:16:39	1:10:07	2:56:06	1:28:03
	SEIZURE	0	1	1	4%	0:01:10	0:05:42	0:14:02	0:20:54	0:20:54
	SHOOTING	0	1	1	4%	0:00:09	0:03:49	2:04:12	2:08:10	2:08:10
	SICK / ILL OR RESCUE	0	7	7	26%	0:01:43	0:09:42	1:16:47	10:17:26	1:28:12
	UNCONSCIOUS OR FAINTING	0	1	1	4%	0:00:55	0:12:42	0:28:31	0:42:08	0:42:08

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	Subtotals for EMS	0	24	24	89%	0:01:19	0:09:58	0:56:54	25:10:16	1:07:11
	BRUSH FIRE	0	2	2	7%	0:01:00	0:08:43	0:20:17	1:00:00	0:30:00
	STRUCTURE FIRE	0	1	1	4%	0:01:26	0:18:37	5:53:45	6:13:48	6:13:48
	Subtotals for FIRE	0	3	3	11%	0:01:13	0:13:40	3:07:01	7:13:48	3:21:54
	Totals for 3060	0	27	27	100%	0:01:18	0:10:38	1:20:33	32:24:04	1:31:41
4070	ABDOMINAL PAIN	0	1	1	1%	0:02:06	0:16:36	1:08:42	1:27:24	1:27:24
	ACCIDENT UNKNOWN INJURIES	0	2	2	2%	0:01:17	0:05:13	0:25:57	1:04:55	0:32:28
	ACCIDENT WITH ENTRAPMENT	0	1	1	1%	0:00:26	0:09:32	0:48:55	0:58:53	0:58:53
	ALARM - MEDICAL	0	2	2	2%	0:02:25	0:08:38	0:11:19	0:44:43	0:22:22
	ASSAULT WITH INJURIES	0	1	1	1%	0:00:05	0:00:00	0:00:00	0:03:06	0:03:06
	BACK PAIN (NON TRAUMATIC)	0	3	3	3%	0:01:28	0:12:47	0:54:40	3:26:49	1:08:56
	BLEEDING/HEMORRHAGING	0	4	4	4%	0:02:28	0:14:37	1:03:54	5:23:58	1:21:00
	CARDIAC ARREST	0	2	2	2%	0:00:27	0:05:47	0:48:07	1:48:43	0:54:22
	CHEST PAIN	1	6	7	6%	0:01:00	0:07:02	0:49:28	6:35:25	0:56:29
	DIABETIC PROBLEMS	0	4	4	4%	0:01:15	0:11:52	1:25:16	6:33:31	1:38:23
	DIFFICULTY BREATHING	0	13	13	12%	0:01:35	0:11:39	1:14:07	18:55:45	1:27:22
	FALLS AND RELATED INJURIES	0	4	4	4%	0:01:20	0:10:37	0:55:33	4:19:26	1:04:52
	FRACTURES OR BROKEN BONES	0	2	2	2%	0:01:53	0:09:34	1:59:21	4:21:35	2:10:48
	HEART PROBLEMS	0	2	2	2%	0:02:06	0:12:11	0:15:48	1:00:09	0:30:05
	LIFT ASSIST	0	13	13	12%	0:01:25	0:11:37	0:22:20	7:48:01	0:36:00
	PAIN	0	7	7	6%	0:02:01	0:10:42	1:02:33	8:46:54	1:15:16
	SEIZURE	0	3	3	3%	0:01:04	0:15:36	0:58:18	3:44:54	1:14:58
	SEX OFFENSES	1	0	1	1%	0:00:11	0:05:23	0:51:31	0:57:05	0:57:05
	SICK / ILL OR RESCUE	1	19	20	18%	0:01:35	0:11:09	0:59:37	23:56:11	1:11:49

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	STROKE	0	2	2	2%	0:01:04	0:11:29	0:43:30	1:52:05	0:56:03
	UNCONSCIOUS OR FAINTING	0	3	3	3%	0:01:10	0:07:38	0:51:51	3:01:57	1:00:39
	Subtotals for EMS	3	94	97	88%	0:01:21	0:10:29	0:53:32	106:51:29	1:02:18
	ARCING WIRES DOWN POWER LINES	0	5	5	5%	0:01:19	0:05:45	0:40:19	3:31:52	0:42:22
	BRUSH FIRE	0	1	1	1%	0:01:25	0:12:52	0:08:05	0:22:22	0:22:22
	FIRE ALARM	0	3	3	3%	0:01:00	0:05:23	0:01:32	0:16:52	0:05:37
	FIRE OTHER NOT LISTED	0	1	1	1%	0:00:20	0:10:51	0:12:32	0:23:43	0:23:43
	SMELL OF GAS INSIDE/OUTSIDE	0	1	1	1%	0:03:28	0:10:54	0:09:56	0:24:18	0:24:18
	SMELL OR ODOR OF SMOKE	0	1	1	1%	0:01:25	0:00:00	0:00:00	0:07:09	0:07:09
	STRUCTURE FIRE	0	1	1	1%	0:00:31	0:00:00	0:00:00	0:03:01	0:03:01
	Subtotals for FIRE	0	13	13	12%	0:01:21	0:09:09	0:14:29	5:09:17	0:18:22
	Totals for 4070	3	107	110	100%	0:01:21	0:10:13	0:45:44	112:00:46	0:51:19

5060	ABDOMINAL PAIN	0	5	5	2%	0:01:43	0:08:41	1:01:29	5:59:22	1:11:52
	ABRASIONS BRUISES ETC	0	3	3	1%	0:00:16	0:10:19	0:40:39	1:59:51	0:39:57
	ACCIDENT UNKNOWN INJURIES	1	12	13	5%	0:00:54	0:03:56	0:19:22	4:32:20	0:22:42
	ACCIDENT WITH ENTRAPMENT	1	1	2	1%	0:00:49	0:04:33	0:51:55	1:54:34	0:57:17
	ACCIDENT WITH INJURIES	2	2	4	2%	0:00:32	0:04:34	0:29:49	2:19:42	0:34:56
	ALARM - MEDICAL	0	2	2	1%	0:01:19	0:08:45	0:01:24	0:19:49	0:09:55
	ALLERGIC REACTIONS	0	1	1	0%	0:00:52	0:12:59	1:05:51	1:19:42	1:19:42
	ATTEMPT SUICIDE	0	1	1	0%	0:01:30	0:07:55	0:38:37	0:48:02	0:48:02
	BACK PAIN (NON TRAUMATIC)	0	2	2	1%	0:01:13	0:09:29	0:39:49	1:41:02	0:50:31
	BLEEDING/HEMORRHAGING	0	8	8	3%	0:01:38	0:10:36	0:45:26	7:41:29	0:57:41
	CARDIAC ARREST	0	7	7	3%	0:00:52	0:06:51	0:44:03	6:02:24	0:51:46
	CHEST PAIN	0	13	13	5%	0:01:22	0:10:51	1:06:50	17:07:35	1:19:03
	CHOKING	0	1	1	0%	0:02:29	0:12:04	1:05:40	1:20:13	1:20:13
	DIABETIC PROBLEMS	0	3	3	1%	0:00:52	0:11:34	0:55:56	3:25:07	1:08:22

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	DIFFICULTY BREATHING	0	29	29	11%	0:01:22	0:10:29	1:01:00	35:25:46	1:13:18
	FALLS AND RELATED INJURIES	1	32	33	12%	0:01:35	0:10:56	0:58:18	38:57:04	1:10:49
	HEAD INJURY	0	1	1	0%	0:01:37	0:01:01	0:16:22	0:19:00	0:19:00
	HEADACHE	0	1	1	0%	0:00:22	0:05:42	1:17:36	1:23:40	1:23:40
	HEART PROBLEMS	0	3	3	1%	0:01:27	0:11:48	1:08:27	4:05:06	1:21:42
	LIFT ASSIST	0	16	16	6%	0:01:29	0:13:46	0:14:39	7:58:34	0:29:55
	MEDIC STANDBY	1	0	1	0%	0:00:00	0:00:00	4:39:31	4:39:31	4:39:31
	OBSTETRICS	0	1	1	0%	0:01:01	0:10:02	1:18:11	1:29:14	1:29:14
	PAIN	0	12	12	5%	0:01:57	0:11:00	0:48:38	12:19:10	1:01:36
	POSSIBLE DOA	0	3	3	1%	0:01:48	0:08:18	0:26:14	1:49:02	0:36:21
	PSYCHIATRIC PROBLEMS	0	1	1	0%	0:00:05	0:19:30	1:27:46	1:47:21	1:47:21
	SEIZURE	0	4	4	2%	0:00:33	0:06:00	1:03:57	4:42:03	1:10:31
	SICK / ILL OR RESCUE	1	41	42	16%	0:01:17	0:10:16	0:58:34	48:53:51	1:09:51
	STROKE	0	4	4	2%	0:01:27	0:11:59	1:13:53	5:49:18	1:27:20
	SUICIDE	0	1	1	0%	0:00:09	0:10:21	0:58:38	1:09:08	1:09:08
	UNCONSCIOUS OR FAINTING	2	12	14	5%	0:01:11	0:07:17	1:03:33	15:38:59	1:07:04
	Subtotals for EMS	9	222	231	87%	0:01:10	0:09:22	0:58:44	242:57:59	1:08:17
	ARCING WIRES DOWN POWER LINES	1	7	8	3%	0:01:28	0:07:33	0:14:12	3:05:45	0:23:13
	BACKFILL STATION	1	0	1	0%	0:00:00	0:00:00	2:52:35	2:52:35	2:52:35
	BRUSH FIRE	0	1	1	0%	0:01:39	0:06:34	0:12:36	0:20:49	0:20:49
	BURNING COMPLAINT	0	1	1	0%	0:01:46	0:10:58	0:09:05	0:21:49	0:21:49
	CARBON MONOXIDE ALARM	0	4	4	2%	0:01:38	0:08:25	0:13:00	1:12:42	0:18:11
	FIRE ALARM	0	11	11	4%	0:01:13	0:06:44	0:18:28	3:38:10	0:19:50
	FIRE OTHER NOT LISTED	0	2	2	1%	0:00:06	0:08:06	0:17:58	0:44:13	0:22:07
	SMELL OF GAS INSIDE/OUTSIDE	1	2	3	1%	0:01:13	0:08:33	0:12:52	0:59:21	0:19:47
	SMELL OR ODOR OF SMOKE	0	1	1	0%	0:02:19	0:03:56	0:03:14	0:09:29	0:09:29
	STRUCTURE FIRE	0	1	1	0%	0:01:41	0:07:09	0:12:04	0:20:54	0:20:54

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	Subtotals for FIRE	3	30	33	12%	0:01:27	0:07:33	0:28:36	13:45:47	0:34:52
	RESCUE MUTUAL AID	0	1	1	0%	0:02:37	0:03:04	0:05:28	0:11:09	0:11:09
	Subtotals for MUTA	0	1	1	0%	0:02:37	0:03:04	0:05:28	0:11:09	0:11:09
	Totals for 5060	12	253	265	100%	0:01:16	0:08:47	0:50:05	256:54:55	0:58:44
FRA	RESCUE MUTUAL AID	0	2	2	100%	0:01:35	0:07:19	2:18:31	2:33:33	1:16:47
	Subtotals for MUTA	0	2	2	100%	0:01:35	0:07:19	2:18:31	2:33:33	1:16:47
	Totals for FRA	0	2	2	100%	0:01:35	0:07:19	2:18:31	2:33:33	1:16:47
SOU	FIRE MUTUAL AID	0	1	1	50%	0:00:37	0:09:04	0:26:57	0:36:38	0:36:38
	RESCUE MUTUAL AID	0	1	1	50%	0:01:15	0:14:38	1:19:02	1:34:55	1:34:55
	Subtotals for MUTA	0	2	2	100%	0:00:56	0:11:51	0:53:00	2:11:33	1:05:46
	Totals for SOU	0	2	2	100%	0:00:56	0:11:51	0:53:00	2:11:33	1:05:46
SRY	RESCUE MUTUAL AID	0	4	4	100%	0:01:18	0:23:24	0:49:05	4:55:08	1:13:47
	Subtotals for MUTA	0	4	4	100%	0:01:18	0:23:24	0:49:05	4:55:08	1:13:47
	Totals for SRY	0	4	4	100%	0:01:18	0:23:24	0:49:05	4:55:08	1:13:47
SUF	RESCUE MUTUAL AID	0	2	2	100%	0:01:05	0:00:00	0:00:00	0:13:50	0:06:55
	Subtotals for MUTA	0	2	2	100%	0:01:05	0:00:00	0:00:00	0:13:50	0:06:55
	Totals for SUF	0	2	2	100%	0:01:05	0:00:00	0:00:00	0:13:50	0:06:55

ISLE OF WIGHT COUNTY

FIRE-EMS ACTIVITY REPORT 2024

STATION RESPONSES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CARROLLTON	133												133
CARRSVILLE	42												42
RUSHMERE	33												33
WINDSOR FIRE	25												25
SMITHFIELD FIRE	85												85
IOW RESCUE	279												279
WINDSOR RESCUE	107												107
TOTAL STATION RESPONSES													704

VOL. ACTIVITY HOURS	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	YTD
CARROLLTON					0
CARRSVILLE					
RUSHMERE					0
WINDSOR FIRE					0
SMITHFIELD FIRE					
IOW RESCUE					
WINDSOR RESCUE					0
TOTAL VOL. HOURS REPORTED					0

Note: 1. Station Responses- Data pulled from E911 Computer Aided Dispatch (CAD) system n/r not reported
2. VOL. Activity Hours- Information as reported by Volunteer Agencies



Isle of Wight County Museum & Isle of Wight County Historic Resources



2023 Annual Report

J.L. England, Museum Director & Isle of Wight County Historic Resources Manager

Notable

- **Ivan Selin, Ph.D.**, Founding Chairman of the Board of the Smithsonian Institution's National Museum of American History, visited the Isle of Wight County Museum in November praising the museum and its staff.
- **ISLE Inspire Award.** Isle of Wight County Schools launched a recognition program open to any member of the Isle of Wight County Schools' community - the ISLE Inspire Award. The award focuses on the four broad areas of the school division's strategic plan: Inspire, Succeed, Lead, Empower. The May recipient of the Isle Inspire Award was Museum Director Jennifer England and the team at the Isle of Wight County Museum. The nomination stated: *When the museum learned of the Farewell to Hardy Elementary School's walk-throughs, they reached out to IWCS to see if they could be at the events to document memorabilia attendees brought with them. Their efforts will help document the history of Hardy Elementary especially as it begins a new chapter in a new building.*
- **Virginia Tourism Microbusiness Marketing Leverage Grant: Find Yourself(ie) at a Hamside Attraction.** This \$5,000 grant funded a promotional campaign to include video productions, landing page and social media advertising targeting Charlotte, N.C., and Washington, D.C. Result highlights:
 - Visitation increased by 17%, but specific visitation for the time period of the grant increased by 54%. Also, occupancy tax revenue increased by more than \$57,000.
 - Visitors commented on the specifics of the marketing campaign. In May, a visitor casually remarked, "We had to come see the World's Oldest Ham. There was a really cool video we saw on Facebook, and Smithfield seemed like a really neat place to visit."
- **Storage**
 - The Isle of Wight County Museum Foundation graciously funded updates to the museum's on-site storage. The first phase included multiple filing cabinets and shelving installed in the Sprigg Wing's upstairs space, and the second phase included the installation of shelving and a rolling cart for paintings inside the museum's main gallery vault. To prepare for this, everything had



to be removed from the vault and then placed back inside once the improvements were made. It was a multi-week procedure with the end result being more professional and safer for our collection.

- **Staffing**

- No changes to department staffing in 2023.
- The entire department engages regularly with all departments within Isle of Wight County and the Town of Smithfield.

- **Volunteers**

- Volunteers donated 1,388 hours to the museum in 2023. This includes the work of two interns – one from James Madison University and one from Longwood University. The estimated hourly value of volunteer time from the Independent Sector for 2023 was \$31.80 giving the museum an estimated yearly savings of \$44,138.40.

- **Video Production and Livestreaming Events**

- Museum staff continue to augment livestreaming engagement and video production in order to connect with visitors, supporters, fans and the community. This activity is – and continues to be - **VERY SUCCESSFUL** with recognition from organizations, individuals and the community.
 - **Behind These Walls.** This video series began in 2020 and showcases the stories behind compelling structures in Isle of Wight County. Total productions: 5.
 - **LIVE at 12:05.** This bi-weekly livestreaming series has been a staple for several years. Hosted on Facebook, educational pieces are hosted inside the museum and at our multiple historic sites every Tuesday and Thursday. They remain permanently viewable on the museum's Facebook page. Total productions: 100.
 - **My ISLE: Memories & Recollections.** This video series' inaugural episode on November 22 featured Charles David Jones and Ronnie Jones and their memories of peanut farming in Isle of Wight County. It was the most popular video ever produced.
 - **Connections.** This video series highlights the connections between the Isle of Wight County Museum and its historic sites with other community organizations and institutions. Total productions: 7.
 - **Other Productions.** Select special events at the museum are recorded and turned into productions for later view. Total productions: 2.

- **Schools, Colleges & Universities**

- While we regularly offer programming in the museum and off-site to augment all grade levels in history, math, science, language, art and music, this year's engagement did include Isle of Wight County Schools, private schools, special needs organizations and homeschool groups. Programming for



colleges and universities increased this year as did our interaction with these groups via Zoom. In 2023, we saw 995 students and educators.

- **Community Involvement**

- The department worked with numerous organizations in 2023 to provide assistance, support and volunteer hours. Organizations include Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Department of Community Development, Isle of Wight County Department of Economic Development, Smithfield Police Department, Windsor Castle Foundation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, Christmas in Smithfield, Warwick County Historical Society, Ivy Hill Cemetery, City of Newport News Division of Museums & Historic Services to include the Virginia War Museum and Lee Hall Train Station, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, Tidewater Virginia Historical Society, local authors, area group homes, area churches, Old Dominion University, Peninsula Museums Forum, Isle of Wight County NAACP #7079, Genuine Merchants of Downtown Smithfield and more.

- **Other Involvement**

- We are engaged with other organizations beyond Hampton Roads to include Virginia Commonwealth University, Library of Virginia, Calvert Marine Museum, Civil War Trails, Virginia Department of Historic Resources and Virginia History Day. The U.S. Navy hosted a reenlistment ceremony in the museum as well.

- **Research and Interaction**

- Department staff members continuously care for the artifacts in the collection through conservation, preservation and cleaning. This includes evaluating items, researching and answering questions from visitors on a daily basis.

- **Collection**

- This year, the museum acquired numerous artifacts to include photographs, documents, pharmaceutical items, paintings, tools, postcards, textiles, maps and ledgers.

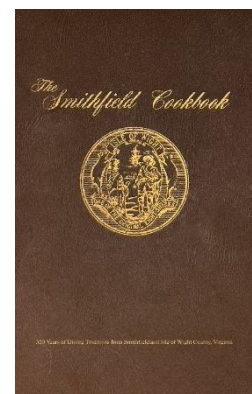
- **Other**

- Department staff members serve in varied capacities for the Town of Smithfield, Town of Windsor and Isle of Wight County to include analysis and commentary for projects submitted to Isle of Wight County Planning & Zoning and Town of Smithfield Planning and Zoning, programming for Isle of Wight County Parks and Recreation, programming for Town of Smithfield Parks and Recreation and membership on the Town of Smithfield Safety Committee.

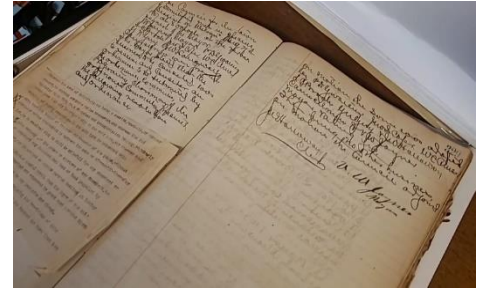


Stats and Updates

- **Museum Visitation:** 7,979
- **Special Events.** 63 events were planned for 2023 including our annual Pan Ham photo contest and the World's Oldest Ham's annual birthday party events.
- **Groups/Tours.** 45 different groups visited the museum for specialized tours/programs and 30 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern/Courthouse Complex, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 80 outreach programs to a myriad of civic and service organizations, schools, universities, churches, community partners, etc. In the spring and summer, staff hosted in-person history-themed programs for Isle of Wight County Parks and Recreation's camps at Nike Park and at Windsor Town Center.
- **Gift Shop.** Sales were down 15% from 2022.
- **Economic Study.** Three separate monthly economic studies in 2023 revealed that the museum's visitors are supporting the County's tourism industry.
 - 38% of visitors made a gift shop purchase
 - 73% of visitors indicated that they had lunch/dinner plans in Smithfield/Isle of Wight County
 - 75% of visitors indicated that they were planning to or had already shopped in Smithfield/Isle of Wight County
- **Exhibits/Displays/Books/Projects**
 - **Downtown Sign Projects with Historic Smithfield.** Colonial Epicenter, the sign across the street from the 1750 Courthouse, was rewritten and redesigned to be more reflective of the history in that location and to be more structurally sound. A ribbon-cutting was held for the sign at the base of Wharf Hill.
 - **First Residents, Blackwater River, Museum Exterior and Colonial Isle of Wight.** Improvements were made to these exhibit spaces.
 - **Temporary and Offsite Exhibits.** Spaces to include the Smithfield Center and Calico Studios' MAIN STREET SMITHFIELD VA collection.
 - **Taste of Smithfield Cookbook.** The re-publication of this 1978 cookbook – in conjunction with the Isle of Wight County Museum Foundation – was completed.
 - **Town of Smithfield Records.** The museum is digitizing early volumes of Town of Smithfield records - Town



Council meeting minutes from 1891-1912 – and will work to upload these to the Blackwater Regional Library’s online archival records.



Financials

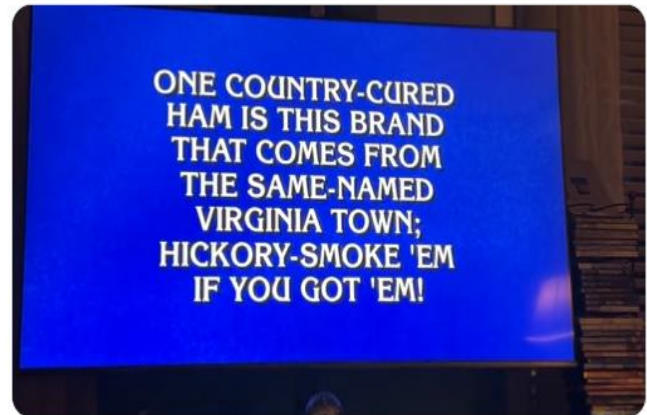
- Total Gift Shop Sales: \$ 13,482.20
- Gift Shop Sales Tax: \$ 785.29
- Admission: \$ 11,545.03
- Donations: \$ 3,060.00
- Program/Lecture Fees: \$ 100.00
- **TOTAL:** \$ **28,972.52**



World's Oldest Ham @Worldsoldestham · Mar 19
Mayim, I'll take ONE SMALL STEP FOR HAM for \$1,000, please.
[@Jeopardy](#) [@missmayim](#) #IKnowTheAnswer

Social Media/Website /Media Coverage/Promotion

- Media coverage in 2023 was positive, and the department’s social media postings reached hundreds of thousands of people. Media interest was stirred by the local publications like the *Smithfield Times* and *Daily Press* as well as local news stations, podcasts, *Atlas Obscura*.
- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World’s Oldest Ham
 - Facebook: Town of Smithfield
 - Twitter/X: @worldsoldestham
 - Instagram: @isleofwightcountymuseum
 - YouTube: @IsleOfWightCountyMuseum
- The museum interacts on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.
- **Ham Cam.** We continue to promote ourselves online through our Ham Cam, the 24/7 Dropcam above the world’s oldest ham’s exhibit case. This enables visitors to check in on the museum’s main gallery at any time of the day to see what we, and the World’s Oldest Ham, are doing. It is a marketing tool that amuses all our visitors and promotes us worldwide.
- **Museum Mascots.** On Twitter/X, numerous museums have personalized their mascots to share information. We do that through the World’s Oldest Ham. In 2023, several mascot interaction projects developed to



generate cross-promotion and interest. This year's cross-promotional projects included #MuseumWeek, #Museum30 and #CuratorBattle.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 54 guests and programming held in conjunction with Westside Elementary School's sixth grade.
- The Nike-Ajax missile's conservation and interpretation is in progress. Isle of Wight County Public Utilities is at work on the site plan for the missile. Quotes on geotech and structural design have been received by Isle of Wight County Engineering/Public Utilities. Additionally, the artifact's guidance fins were repaired; two missing radio antennae were fabricated and cracks were mended.
- Four interpretive panels regarding the former Nike-Ajax missile battery (N-75L) as well as Jones Creek (N-75C) were created, fabricated and installed.



Fort Huger 15080 Talcott Terrace, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 31 guests.
- The Captain John Smith Trail sign was replaced, and the fort's entrance sign was repaired and updated.



Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 2 guided walking tours for 23 guests.



Boykin's Tavern, 1820 Clerk's Office & Isle of Wight County Court House Complex 17146 Monument Circle, Isle of Wight County

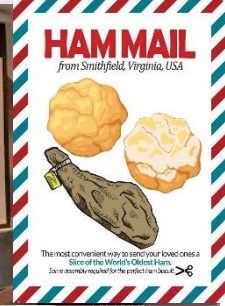
- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 33 guests and 66 visitors to Boykin's Tavern.
- Isle of Wight County Engineering and Public Works is presently renovating the 1820 Clerk's Office.
- Interpretive plaques for the Isle of Wight County Courthouse, Clerk's Office and Courthouse Wall were approved by the Historic Architectural Review Board, fabricated and installed.



Windsor Castle 705 Cedar Street, Smithfield

- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours, guided walking tours and programming held in conjunction with the Blackwater Regional Library. TOTAL: 18 specialized events for 630 guests.





World's Oldest Ham @Worldsoldestham · Oct 5
I inspire love!
My friends Sonja and Jeff stopped by for a visit today.
[#HamSmooch](#) [#love](#)



World's Oldest Ham @Worldsoldestham · Nov 23
I feel like the Macy's Thanksgiving Day Parade would be so much better if there was a World's Oldest Ham float. [#float](#) [@Macy's](#)
[#happythanksgiving2023](#)



ISSUE:

Discussion on the Proposed Formation of a Growth Management Task Force

BACKGROUND:

At the Board's regular meeting on January 16, 2024, Supervisor Rountree shared her recommendations for proposed task force to study residential growth. Her recommendations included the membership and mission of the task force.

Supervisor Rountree subsequently presented her recommendations to the Planning Commission for feedback.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion and direction.

ISSUE:

Resolution to Amend the County's Policy and Procedures Manual to Add a Dress Code Policy

BACKGROUND:

Employees of the County are required to dress appropriately for the jobs they are performing. All County employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is dress and appearance. All employees are representatives of the County and therefore dress and appearance should:

- Present a professional or identifiable appearance for external and internal customers as well as the public.
- Promote a positive working environment.
- Limit distractions caused by inappropriate dress.
- Ensure and promote safety while at work.
- Dress in a manner that is normally accepted in comparable operations.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Adopt a resolution to amend the County's Policy and Procedures Manual to add a dress code policy.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	1/19/2024

RESOLUTION TO AMEND CHAPTER 8: MISCELLANEOUS - EMPLOYEE RELATED, ARTICLE VI – DRESS POLICY OF THE COUNTY POLICY MANUAL

WHEREAS, the County has established a Dress Code Policy under Chapter 8: Miscellaneous – Employee Related of the County Policy Manual; and,

WHEREAS, the County desires to amend Chapter 8: Miscellaneous – Employee Related of the County Policy Manual to address the personal and professional standards of employees; and,

NOW, THEREFORE, BE IT RESOLVED that Chapter 8: Article VI is hereby amended as follows:

CHAPTER 8: MISCELLANEOUS - EMPLOYEE RELATED

ARTICLE VI – Dress Code Policy

(Adopted February 15, 2024)

Section 6.1 – Applicability

Employees of the County are required to dress appropriately for the jobs they are performing. All County employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is dress and appearance.

Section 6.2 – Dress and Appearance

All employees are representatives of the County and therefore dress and appearance should:

- Present a professional or identifiable appearance for external and internal customers as well as the public.
- Promote a positive working environment.
- Limit distractions caused by inappropriate dress.
- Ensure and promote safety while at work.
- Dress in a manner that is normally accepted in comparable operations.
- Practice good personal hygiene to include cleaning your body every day, washing your hands after using the restroom, and covering your mouth or nose when coughing or sneezing.

Employees may wear appropriate casual business attire on Fridays to include

jeans.

Section 6.3 – Appropriate Attire

- Neat and Well-Groomed — during working hours, employees should always appear neat and professional. Employees are expected to be suitably attired and well-groomed and ensure that their clothing is clean and not torn, ripped or stained.
- Professional Attire — Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is probably not appropriate.
- Where uniforms are required, they must be worn during work hours. The uniforms should be neat and clean when the employee arrives for work.
- Job Specific — this dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery and should wear comfortable, slip-resistant, safety shoes at all times.
- Attire and footwear must be appropriate for work setting, particularly if there is public contact.
- Department Directors have the discretion to further expand on what is considered appropriate attire within their respective departments/divisions.
- Casual Attire: Jeans (neat and clean), khakis, polo shirts, cargo pants/trousers, capris/cam diggers/cropped pants below the knee

Section 6.4 – Prohibited Attire

Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- Any clothing that contains an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way.
- Cut-offs or shorts.
- Gym wear or beachwear
- Clothing which is sheer or exposes excessive amounts of skin, including bare midriffs, bare backs or cleavage. Revealing or skin-tight attire is not acceptable.
- Ripped, dirty, wrinkled, frayed, sagging, low-riding or skin-tight denim or pants
- Mini-Skirts
- Visible undergarments

- Pajama tops and/or bottoms
- Leisure shoes-flip flops or slippers
- Tank tops, tube tops or crop/midriff tops
- Halter style tops, spaghetti strap tops or dresses, “cold shoulder” tops or dresses, or tops or dresses with bare shoulders (“off the shoulder”) unless covered by a jacket or overgarment
- Hats, bandanas, or bonnets unless part of an approved work uniform or that are required for religious purposes. Any deviation for safety or health related issues must be approved by a supervisor or director.
- Spandex, Lycra, or leggings (unless underneath a dress or sweater/tunic that extends past the hips)

If an employee comes to work in inappropriate attire, the employee may be asked to go home, change into the appropriate attire and return to work. Employees may be subject to disciplinary actions.

Adopted this 15th day of February, 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Revise the FY2023-24 Classification and Compensation Plan to Address Staffing Needs in the Utilities Department

BACKGROUND:

The County's Classification and Compensation Plan is in need of revision. The County Engineer position will be vacant as part of the transition to fill the Director of Utility position and needs to be reclassified to Assistant Director of Utility Services. The reclassification of the County Engineer allows the opportunity to create a succession plan for the department.

Additionally, the Utility Systems Worker needs to be reclassified to Cross Connection Control and FOG Program Administrator. The newly reclassified position will be responsible for administering the Cross Connection Program along with the Fats, Oils and Grease (FOG) program.

BUDGETARY IMPACT:

Funding is available in the Utilities Fund budget.

RECOMMENDATION:

Adopt a resolution to revise the FY2023-24 Classification and Compensation Plan.

ATTACHMENTS:

Description	Type	Upload Date
FY23-24 Classification and Compensation Plan	Backup Material	2/9/2024

GENERAL PAY PLAN

			Annual Salary			Hourly Rate		
Job Title	Exempt Nonexempt	Pay Grade	Min	Mid	Max	Min	Mid	Max
Athletic Clockkeeper/Bookkeeper	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Custodial Worker	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Junior Counselor	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Market Event Assistant	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Refuse and Recycling Center Attendant	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Receptionist/Switchboard Operator	N	101	\$25,958	\$34,116	\$42,274	\$12.48	\$16.40	\$20.32
Book Keeper/ Scorekeeper	N	102	\$27,256	\$35,822	\$44,388	\$13.10	\$17.22	\$21.34
Counselor	N	102	\$27,256	\$35,822	\$44,388	\$13.10	\$17.22	\$21.34
Visitor Center Advisor	N	102	\$27,256	\$35,822	\$44,388	\$13.10	\$17.22	\$21.34
Recreation Assistant	N	102	\$27,256	\$35,822	\$44,388	\$13.10	\$17.22	\$21.34
Office Assistant	N	102	\$27,256	\$35,822	\$44,388	\$13.10	\$17.22	\$21.34
		103	\$28,619	\$37,614	\$46,608	\$13.76	\$18.08	\$22.41
Parks & Grounds Attendant	N	104	\$30,050	\$39,494	\$48,938	\$14.45	\$18.99	\$23.53
Tour Coordinator	N	104	\$30,050	\$39,494	\$48,938	\$14.45	\$18.99	\$23.53
Site Supervisor	N	104	\$30,050	\$39,494	\$48,938	\$14.45	\$18.99	\$23.53
Assistant Registrar	N	105	\$31,553	\$41,469	\$51,385	\$15.17	\$19.94	\$24.70
Cashier	N	105	\$31,553	\$41,469	\$51,385	\$15.17	\$19.94	\$24.70
Utilities Account Technician	N	105	\$31,553	\$41,469	\$51,385	\$15.17	\$19.94	\$24.70
Maintenance Worker I	N	105	\$31,553	\$41,469	\$51,385	\$15.17	\$19.94	\$24.70
Treasurer-Deputy Clerk I	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Deputy Commissioner I	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Deputy Registrar I	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Administrative Assistant	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Heavy Equipment Operator I	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Maintenance Worker II	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Maintenance Worker II-Sanitation	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Utility Marking Technician	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Utility Meter Technician	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Senior Utilities Account Technician	N	106	\$33,130	\$43,542	\$53,954	\$15.93	\$20.93	\$25.94
Treasurer-Deputy Clerk II	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Deputy Commissioner II	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Deputy Registrar II/Absentee Coordinator	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Utility Systems Worker I	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Permit Technician I	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Roll Off/Grapple Truck Operator	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Bus Driver	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Medical Billing Clerk I	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Maintenance Worker III	N	107	\$34,787	\$45,719	\$56,652	\$16.72	\$21.98	\$27.24
Legal Assistant	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Clerk of the Circuit Court-Deputy Clerk II	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Human Resources Assistant	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Pump Station Mechanic I	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Permit Technician II	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Medical Billing Clerk II	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Visitor's Center Manager	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Utility System Worker II	N	108	\$36,526	\$48,005	\$59,484	\$17.56	\$23.08	\$28.60
Deputy Commissioner III	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Treasurer-Deputy Clerk III	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03

ISLE OF WIGHT COUNTY, VIRGINIA
POSITION CLASSIFICATION AND COMPENSATION PLAN
2023 - 2024 Fiscal Year effective 7/1/2023

			Annual Salary			Hourly Rate		
Job Title	Exempt Nonexempt	Pay Grade	Min	Mid	Max	Min	Mid	Max
Engineering & Environmental Technician	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Code Enforcement Officer	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Administrative Services Coordinator	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Planning Services Coordinator	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Custodial Supervisor	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Accounts Payable Technician	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Permit Technician III	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Pump Station Mechanic II	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Grounds & Landscape Supervisor	N	109	\$38,352	\$50,405	\$62,459	\$18.44	\$24.23	\$30.03
Clerk of the Circuit Court-Deputy Clerk III	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Deputy Commissioner IV	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Treasurer-Deputy Clerk IV-Junior Accountant	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Elections & Training Coordinator	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Lead Maintenance Worker	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
-Quality Assurance Technician I	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Pump Station Mechanic III	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Grounds & Landscape Supervisor	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Recreation Specialist	N	110	\$40,270	\$52,926	\$65,582	\$19.36	\$25.45	\$31.53
Chief Deputy Registrar	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Clerk of the Circuit Court-Deputy Clerk IV	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Park Maintenance Supervisor	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
IT Support Specialist	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Stormwater Technician	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Executive Assistant	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Clerk to the Board of Supervisors	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Construction Inspector	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Human Resources Generalist	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Quality Assurance Technician II	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Therapeutic Recreation Specialist	N	111	\$42,283	\$55,572	\$68,861	\$20.33	\$26.72	\$33.11
Special Projects Coordinator	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Victim Witness Manager	E	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Office Administrator	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Special Events Coordinator	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Junior Accountant	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Junior Accountant-Payroll	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Deputy Clerk IV-Junior Accountant ant								
Fair & Events Coordinator	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Quality Assurance Technician III	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Transportation Coordinator	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Electronics Technician	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Parks & Grounds Manager	N	112	\$44,398	\$58,351	\$72,305	\$21.35	\$28.05	\$34.76
Foreman	N	113	\$46,618	\$61,268	\$75,919	\$22.41	\$29.46	\$36.50
IT Support Specialist II	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Zoning Coordinator	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Recreation Manager	E	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Building Operations Supervisor	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Sr Electronics Technician	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Marketing & Public Relations Coordinator	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Information Services Specialist	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Docket Administrator	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Safety Officer	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Project Manager	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32

ISLE OF WIGHT COUNTY, VIRGINIA
POSITION CLASSIFICATION AND COMPENSATION PLAN
2023 - 2024 Fiscal Year effective 7/1/2023

			Annual Salary			Hourly Rate		
Job Title	Exempt Nonexempt	Pay Grade	Min	Mid	Max	Min	Mid	Max
Medical Billing/HIPPA Supervisor	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Code Compliance Inspector/Plan Examiner	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Master Maintenance Technician	N	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Human Resources Coordinator	E	114	\$48,948	\$64,332	\$79,715	\$23.53	\$30.93	\$38.32
Planner I	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
GIS Analyst	N	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Chief Codes Compliance Inspector	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Cross Connection Control and FOG Program Administrator	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Utility Assistant Field Operations Manager	N	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Plans Examiner	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Environmental Program Coordinator	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Senior Accountant	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Environmental Planner	E	115	\$51,396	\$67,548	\$83,700	\$24.71	\$32.48	\$40.24
Planner II	E	116	\$53,966	\$70,926	\$87,886	\$25.95	\$34.10	\$42.25
Systems Analyst I	N	117	\$56,664	\$74,472	\$92,280	\$27.24	\$35.80	\$44.37
Economic Development Coordinator	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Office Manager-Sheriff's Office	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Principal Planner	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Risk Manager	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Purchasing Agent	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Systems Analyst II	E	118	\$59,497	\$78,195	\$96,894	\$28.60	\$37.59	\$46.58
Building & Maintenance Manager	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Financial Analyst	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Capital Projects Engineer	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Network Administrator	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Cashier Manager	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Solid Waste Manager	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Construction Manager	E	119	\$62,472	\$82,105	\$101,738	\$30.03	\$39.47	\$48.91
Chief Deputy Clerk	E	120	\$65,596	\$86,210	\$106,825	\$31.54	\$41.45	\$51.36
Chief Deputy Treasurer	E	120	\$65,596	\$86,210	\$106,825	\$31.54	\$41.45	\$51.36
Chief Deputy-Commissioner of Revenue	E	120	\$65,596	\$86,210	\$106,825	\$31.54	\$41.45	\$51.36
GIS Manager	E	121	\$68,875	\$90,521	\$112,167	\$33.11	\$43.52	\$53.93
Utilities Field Operations Manager	E	121	\$68,875	\$90,521	\$112,167	\$33.11	\$43.52	\$53.93
Transportation Administrator	E	122	\$72,319	\$95,047	\$117,775	\$34.77	\$45.70	\$56.62
Assistant Director of Community Development- Inspections	E	122	\$72,319	\$95,047	\$117,775	\$34.77	\$45.70	\$56.62
Assistant Director of Community Development- Planning & Zoning	E	122	\$72,319	\$95,047	\$117,775	\$34.77	\$45.70	\$56.62
Assistant Commonwealth Attorney	E	123	\$75,935	\$99,799	\$123,664	\$36.51	\$47.98	\$59.45

ISLE OF WIGHT COUNTY, VIRGINIA
POSITION CLASSIFICATION AND COMPENSATION PLAN
2023 - 2024 Fiscal Year effective 7/1/2023

			Annual Salary			Hourly Rate		
Job Title	Exempt Nonexempt	Pay Grade	Min	Mid	Max	Min	Mid	Max
County Engineer - Assistant Director of Utility Services	E	124	\$79,732	\$104,789	\$129,847	\$38.33	\$50.38	\$62.43
Comptroller	E	124	\$79,732	\$104,789	\$129,847	\$38.33	\$50.38	\$62.43
Director of Tourism	E	125	\$83,718	\$110,029	\$136,339	\$40.25	\$52.90	\$65.55
Senior Assistant Commonwealth Attorney	E	125	\$83,718	\$110,029	\$136,339	\$40.25	\$52.90	\$65.55
	E	126	\$87,904	\$115,530	\$143,156	\$42.26	\$55.54	\$68.83
Director of Economic Development	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Finance	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Human Resources	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Information Technology	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Community Development	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Public Works	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Utility Services	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Director of Parks & Recreation	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Deputy Commonwealth Attorney	E	127	\$92,300	\$121,307	\$150,315	\$44.37	\$58.32	\$72.27
Chief Financial Officer	E	128	\$96,915	\$127,372	\$157,830	\$46.59	\$61.24	\$75.88
Assistant County Administrator	E	129	\$101,760	\$133,741	\$165,721	\$48.92	\$64.30	\$79.67
	E	130	\$106,844	\$140,428	\$174,007	\$51.37	\$67.51	\$83.66

ISSUE:

Discussion of Town of Smithfield Request to Rezone County-Owned Property

BACKGROUND:

The Town of Smithfield is requesting the Board's consideration of rezoning County-owned property within the Town from Downtown Neighborhood Residential to Community Conservation. The Town would like for the County to preserve the property as a public park and open space.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion and direction.

ATTACHMENTS:

Description	Type	Upload Date
Correspondence from the Town of Smithfield	Backup Material	2/8/2024



TOWN OF SMITHFIELD

"The Ham Capital of the World"



August 2, 2023

Mr. Randy Keaton
County Administrator
Isle of Wight County
P.O. Box 80
Isle of Wight, VA 23397

Mr. Keaton,

At the August 1, 2023 Town Council meeting, the Smithfield Town Council, upon the request of the Planning Commission, directed me to ask that Isle of Wight County request Parcel 21A-01-184, the location of Riverview Park, be rezoned to Community Conservation (CC) from its current zoning of Downtown Neighborhood Residential (DN-R). The Planning Commission and Town Council are requesting this to help preserve the property as a public park and open space for the benefit of Town and County Residents.

Please feel free to reach out with any questions or concerns you may have. My staff stands ready to work with you on this requested zoning change.

Thank You,

Michael Stallings
Town Manager

TOWN MANAGER'S OFFICE

310 Institute Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

ISSUE:

Discussion of Strategic Plan Update

BACKGROUND:

The Board's Strategic Plan provides information relative to the County's values, mission, and future direction. The current Plan needs to be updated to better reflect the Board's vision for the County.

The Board may wish to consider updating its strategic plan.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

ATTACHMENTS:

Description	Type	Upload Date
Strategic Plan	Backup Material	2/6/2024

ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS



Adopted March 21, 2013

A community of CHOICE committed to excellence.

Isle of Wight County Values Statement

To sustain Isle of Wight County's stature as a COMMUNITY OF CHOICE for people, families and businesses alike while preserving and protecting our rural heritage, our bountiful mix of natural resources and our natural beauty for present and future generations.

Isle of Wight County Mission Statement

As a COMMUNITY OF CHOICE, Isle of Wight County is committed to providing an excellent quality of life for all citizens through the provision of fiscally responsible services and programs.



Isle of Wight County's Strategic Direction/Agenda

- 1. Effective governance and community partnerships.*
- 2. Economic well-being and quality of life.*
- 3. Managing growth and change.*
- 4. Funding the future.*

1. Strategic Direction: Effective Governance and Community Partnerships

Good governance means focusing on the organization's purpose, performing defined roles and functions effectively and being accountable to the public we are privileged to serve. To be effective, government must have a positive and interactive relationship with its shareholders; its actions must be transparent; and, its commitment to fiscal accountability unquestioned.

1. Develop, in partnership with county administration, an employee staffing plan that reflects the county's fiscal and public service priorities.
2. Conduct, in partnership with the county administration, an efficiency and effectiveness audit of county sponsored programs and public service priorities.
3. Develop a memorandum of understanding with the School Board that stipulates the county's financial commitment to public education, on a fiscal year basis, the School Board can rely upon when developing the county school system budget.
4. Initiate discussions with the School board and county school system staff to secure agreement to share costs and responsibilities where practical and when county cost savings can be realized. The range of programs and services amenable to possible collaboration include the purchase of supplies and equipment, vehicle procurement and maintenance, maintenance of the school system's physical plant and assets, as well as financial management, insurance, legal and information technology services.
5. Update the Citizen's Guide to County Government; put it on the County's website and share it with government and social studies classes throughout the County School System.
6. Continue efforts focused on securing citizen feedback regarding County services and programs.
7. Sponsor a media roundtable focused on County programs and services.
8. Commit to Isle of Wight County's involvement in any discussions/studies involving the Chowan River Basin.
9. Continue discussions with Southampton County and the City of Franklin regarding the feasibility of a regional airport authority.

10. Review and refine the revenue sharing agreement involving the County and the City of Franklin.
11. In partnership with Southampton County and the City of Franklin, explore the feasibility of a regional water supply plan.
12. Continue to be active with Virginia Association of Counties (VACo) and encourage all members of the Board of Supervisors to participate in the VACo and VA Tech sponsored Certified County Supervisor Program.

2. Strategic Direction: Economic Well-Being and Quality of Life

Utilize Isle of Wight County's healthy mix of assets, heritage and resources to grow and diversify the community's economic base to enhance the economic well-being of citizens and businesses alike.

1. Refine and bring to fruition the Shirley T. Holland Intermodal Park including a work force center.
2. Enhance and expand the county's tourism program.
3. Develop and adopt a Utilities Plan for the County.

3. Strategic Direction: Managing Growth and Change

1. Establish a long-term funding strategy for the Isle of Wight County Purchase of Development Rights (PDR) Program and link with the County's Purchase of Agricultural Conservation Easement (PACE) Program.
2. Initiate a master plan process for the Route 460 corridor.
3. Develop a storm water strategy with the aid of a consultant for the County's Development Service Districts (DSD).
4. Determine the feasibility of developing and delivering water on a county-wide basis.
5. Collaborate with the Isle of Wight Planning Commission regarding the review of the County's Comprehensive Plan.
6. Identify local funding sources for road construction and road maintenance.

7. Examine the benefits of a long-term conservation strategy for the County.

4. Strategic Direction: Funding the Future

1. Examine possible sources of funding for solid waste refuse collection and disposal as a contingency per the Southeastern Public Service Authority (SPSA).
2. Consider developing a bi-annual budgeting and financial planning process.
3. Develop/refine fiscal forecast model for County programs and services.
4. Commission a study to examine County staffing needs and determine ways to enhance employee performance.
5. Commit, as funding allows, to provide County staff with training opportunities designed to improve performance.
6. Develop a Courthouse/Government Center amenity, as funding allows, such as a gazebo or sheltered area for outdoor use by staff members.
7. Examine the feasibility of bringing higher education off-campus training to the Isle of Wight County Government Center for staff development and education training opportunities.

ISSUE:

Discussion of Traffic Flow and Congestion Related to Closure of the Cypress Creek Bridge

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion and direction.