

FOLLOW UP ACTION

ITEM	KEY STAFF
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1. Invocation  
(Presented by Tom McCarthy)

Presentation to Bob Piscura

(Supervisor Cook presented to Bob Piscura a plaque in appreciation for his efforts in raising approximately \$860,000 through monetary and in-kind contributions for Randolph Park)

(Supervisor Cook reported approximately 15,490 people had attended the Randolph Park pool complex through Sunday, July 22 and gate receipts for the pool complex totaled \$45,422.96, also through July 22)

2. Additions to Agenda

3. Public Hearings:

- a. A rezoning request by Bob Harman from Conditional Industrial (I-1) for Woodworking to Conditional Industrial (I-1) for Textile Manufacturing on property owned by James W. & Loretta Webb identified by tax map no. 036-001-0000-0011, (1.315 acres), located at 6500 McGavock Rd., Cloyd District.

(Approved request – Notify applicant)

Ms. Taylor

- b. A request for Special Use Permit (SUP) by

- c. A request for Special Use Permit (SUP) by PAB, Inc. for a sign setback variance per Section 15-7.3 of the Zoning Ordinance on property identified as tax parcel 066-001-0000-018A, (1.714 acres), zoned Commercial (CM1), located at 5080 State Park Rd., Ingles District.  
(Staff advised request had been withdrawn by the applicant – No action needed)
- d. A request for Special Use Permit (SUP) by Young Investment, Company to allow a setback variance per Section 4-3 of the Zoning Ordinance for Pulaski County Welcome Center on property identified as tax parcel 065-001-0000-0143, (2.212 acres), zoned Commercial (CM1), located at 4440 Cleburne Blvd., Draper District.  
(Approved request – Notify applicant) Ms. Taylor
- e. A request for Special Use Permit (SUP) by Tara Kent Fowlkes Edwards to allow individual camping per Section 5B-3 of the Zoning Ordinance on property identified as tax parcel 099-001-0000-053A, zoned Residential (R1), located at 2524 Brown Rd., Draper District.  
(Staff advised Planning Commission had tabled action to its August meeting – Place request and Planning Commission recommendation on August 27 Board agenda) Ms. Jenkins/  
Ms. Hanks
- f. A request for Special Use Permit (SUP) by Harold W. & Rita Faye Thornton to allow a cabinet shop per Section 2-3 of the Zoning Ordinance on property identified as tax parcel 085-001-0000-033A, (.3000 acres), zoned Agricultural (A1), located at 7056 Little River Dam Rd., Ingles District.  
(Staff advised hearing advertisement noted incorrect parcel number and hearing would be readvertised for August 27 Board meeting – Readvertise hearing for August 27 Board meeting) Ms. Jenkins/  
Ms. Hanks
- g. A request for road name change for an unnamed road off of Veterans Hill Rd. (Rt. 722) to Millirons Ln. for a private road located west off Veterans Hill (Rt. 722) near Sally Ln. intersection, Robinson District.  
(Staff advised no action is required by the Board beyond that action taken by the Planning Commission)

- h. Condition of an unsafe structure owned by Ralph A. Sheffey, Jr., identified on Pulaski County Real Estate records as tax map parcel 038-001-0000-0026, Zoned Residential (R1), 0.3670 acre, located on the South side of Falling Branch Road (Rt. 798), Approximately 75 ft. east of the New River Rd. (Rt. 624) intersection, Cloyd District.

(Staff advised it had been reported in error that Mr. Ralph Sheffey had been given an extension – Further, staff advised the property owner had made some progress in improvements to the property, including roof replacement and repairs to the back porch – No action was taken to enforce demolition of the structure)

- i. Community Development Block Grant Application  
(Adopted resolution authorizing application to Dept. of Housing and Community Development – Execute appropriate documents)

Mr. Huber

- j. Assessment of Prorated Taxes on Substantially Completed Buildings and Manufactured Homes  
(Adopted ordinance to be effective January 1, 2002 – Notify Clerk of Circuit Court, Commissioner of Revenue and Treasurer)

Ms. Hanks

4. Highway Matters:

- a. Follow-up from Previous Board meeting
  - 1. Rural Addition Status Report  
(Supervisor Conner requested staff determine the reported need for 90 days to

Mr. Brugh (unless noted otherwise)

3. Request for Speed Limit Study & Signs on Valley Road  
(Formal speed study requested from VDOT -  
Place update on August agenda) Ms. Hanks
  
4. Request for Speed Study on Rt. 633, Powell Avenue  
(VDOT reported it had reviewed the road and advised  
if an informal speed study is conducted, VDOT expected the  
speed limit could be posted at 25 mph – Staff to check with  
petitioner (Mr. Dowdy) and advise him it is very likely  
that it could be lowered to 25 mph if a speed study  
is performed and ask that the petitioner contact  
neighbors to determine if this action is desired –  
Provide update, if available, at August Board mtg.) Ms. Hanks
  
5. Improvements to Drop Off of Shoulder Entering  
Cougar Trail Road from Rt. 11 and Leaving Cougar  
Trail Road onto Rt. 11  
(VDOT reported completed)
  
6. Paving Improvements on Old Rt. 100, from Dublin  
Interchange to Rt. 99, including Bridge  
(VDOT advised it would most likely not be advertised  
for improvements until next year)  
  
(Supervisor Cook advised that the recent pavement  
work done on Rt. 99 back to the Methodist Church in Draper  
had deteriorated – VDOT advised it would review and  
report back at August meeting – Place update on  
August agenda) Ms. Hanks
  
7. Request for Closure of a Section of Snyder Lane  
(VDOT advised it did not anticipate a problem with  
the requested closure; however, staff is to arrange a  
community meeting at the Jordan's Chapel United  
Methodist Church to confirm – Place update on August  
agenda, if available) Mr. Tickner  
Ms. Hanks
  
- b. Request for Speed Limit Study, Rt. 731, Cloyd Mountain Road  
(VDOT advised road is currently unposted and did not  
recommend posting due to traffic being mostly  
trucks in route to the landfill – Staff to advise resident  
making request of Board's decision to decline request,  
pending any further reasonable explanation to consider  
further) Ms. Hanks

- c. Request for Speed Limit Posting, Rt. 755, Depot Road  
 (VDOT recommended 25 mph posting for first part of road – Board requested a formal speed study be conducted – VDOT to provide update at August Board meeting – Place on August Board agenda) Ms. Hanks
- d. Guardrail Replacement – Draper Valley Road  
 (Staff to contact petitioner and ask for clarification on exact location for request of guardrail) Ms. S. King
- e. Request for Formal Speed from Rt. 114 to Rt. 600, Belspring Road  
 (Same as 4a2 above)
- f. Report on Legislative Changes Related to State Secondary System  
 (VDOT reported changes effective this year, including counties being allowed to assume any and all maintenance responsibilities for secondary system – VDOT discussed revenue sharing program which requires an investment by the county, with amount to be matched by VDOT and with \$500,000 being the maximum allotted per county)  
 (Staff to provide recommendation re: advantages/disadvantages of county taking over road maintenance responsibilities) Mr. Huber  
 (VDOT reported lighting and signage may qualify for revenue sharing funding and will confirm and report back to Board at a later date)
- g. Additions to Six Year Waiting List  
 (No action – Add to August Board meeting)  
 (Board noted Camelot Road is currently on the rural additions list - Ms. Marlene McMillan of 6701 Camelot Road, Radford had requested it be added to the six year plan)
- h. Board of Supervisors Concerns  
 (Supervisor Conner requested the portion of Hatcher Road, just past Moses Drive, be patched – VDOT will review)  
 (Supervisor Hale inquired re: Cox Hollow Road – VDOT to provide update at August meeting and further reported it expects to have road completed by the end of year – Place update on August agenda) Ms. Hanks

(Supervisor Cook presented a petition requesting a speed study for Peak Creek Road, off of Wilderness Road to Hurston Road – VDOT to conduct informal speed study – Place update on August Board agenda)

Ms. Hanks

(Supervisor Cook inquired re: Grahams Road, Rt. 652, off of Rt. 100 south towards Hillsville and reported of an unpaved section which washed out during a recent 5" rain - VDOT reported it had repaired some of the road, but is uncertain if it will remain as such – VDOT will review and report back at August Board meeting)

Ms. Hanks

(Supervisor Cook inquired re: Stilwell Road improvements – VDOT will review and report back at August Board meeting)

Ms. Hanks

(Supervisor Cook inquired re: the traffic pattern and confusion over the signage for exits on I81, south)

(Sheffey inquired re: Memorial Bridge and Parrott River Bridge schedule)

i. Citizen Concerns  
(None)

(Mr. Brugh presented bridge plaque off of Parrott River Bridge and Supervisor Sheffey suggested it be placed with courthouse exhibits)

Ms. Burchett

8:30 p.m.

5. Treasurer's Report  
(Reported)

6. Citizens' Comments

(Mr. Jeff Martin, Captain, Pulaski County Life Saving Crew (PCLSC), expressed gratitude to the Board for the Randolph Park – Mr. Martin also shared concerns regarding recent events surrounding the PSLSC, specifically at the Fairlawn site, which was the site of recent vandalism and expressed concern about current services – He further requested Mr. John Casey be terminated due to involvement in defacing of building and vandalism)

(Ms. Brenda Blackburn advised the road matter re: Rt. 655 was currently in court and the judge is expected to make a decision soon – Ms. Blackburn further asked the following questions:  
-why is Boy Scouts facility considered residential and not commercial;  
-how can they claim status of private and non profit; and  
-reported vacant building too close to the highway – It is her understanding residents have to be 35 feet from property line where a commercial building must to be 45 from property line – County staff to investigate situation re: setbacks and provide update at next Board meeting – Place update on August Board agenda)

Mr. Tickner  
Ms. Hanks

7. Reports from the County Administrator & Staff:

a. Key Activity Timetable

(Supervisor Cook inquired re: Draper Mountain Overlook ISTE grant reimbursement if all funds have been expended and expressed concerned that letters sent to VDOT will close out ability of county to expend any funds left over – Staff to confirm and check with VDOT re: timeframe – Place update on August Board agenda)

Ms. Spence  
Ms. Hanks

(Mr. Huber provided an update and explanation regarding the delay in improvements to the front of the County Administration building steps)

b. Appointments:

1. New River Valley Planning District Commission  
(Reappointed Tom Owen – Advise Mr. Owen and PDC)

Ms. Hanks

2. Workforce Investment Board  
(Contact Mr. Doug McDaniel of Ethan Allen)

Mr. Huber

3. Library Board  
(Defer to August Board meeting)

Ms. Hanks

4. New River Community Action  
(Request Mr. Ron McClanahan consider serving)

Ms. Hanks

8. Items of Consent:

a. Minutes of June 25, 2001  
(Approved)

Ms. Hanks

b. Accounts Payable  
(Approved)

Ms. Spence

- c. Appropriations and Transfers  
(Approved) Ms. Burchett
  - d. Ratification:
    - 1. Change Orders:
    - 2. Agreements, Grants, & Other
      - ◆ Grant Acceptance – DCJS - \$598,583 -  
Community Corrections  
(Approved) Ms. Burchett
  - e. Scheduling of Public Hearing(s):
    - ◆ Amendments to Animal Control Ordinance  
(Schedule public hearing for August Board meeting) Ms. Jenkins/  
Ms. Hanks
  - f. Agreement for Project Based Financing by Virginia's  
First Regional Industrial Development Authority  
(Approved agreement, subject to review by the County  
Attorney – Arrange for execution and transmittal as  
appropriate) Mr. McCarthy
  - g. Workforce Investment Act (WIA) Grant Agreement Between  
the Commonwealth of Virginia & Local Workforce  
Investment Area II  
(Approved – Transmit to Ronnie Martin) Ms. Hanks
  - h. Personnel Changes  
(Reviewed)
  - i. Acceptance of Office on Youth Funding  
(Board approved acceptance of FY 02 funding -  
Notify appropriate state agency) Mr. Akers
  - j. Pulaski Rangers Reserved Seating Program  
(Removed from items being considered for action –  
Place on April 2002 agenda for consideration in  
FY 02 season) Ms. Hanks
9. Citizen Comments  
(None)
10. Other Matters from Supervisors  
(Supervisor Conner expressed concern re: the relationship  
between REMSI and the PCLSC – Supervisor Sheffey  
advised the matter was to be discussed in the closed meeting  
session of the meeting)

11. Closed Meeting – 2.1-344.A.1.3.5.7  
(Approved staff recommendation of a \$6,215 salary increase for Office on Youth Director - In addition, the pay range for this position would be increased to \$34,608 to \$43,260 - Approved hiring an Assistant Office on Youth Director with a pay range of \$25,600 to \$32,000, contingent on continued grant funding, with the remaining \$43,169 in office-on-youth funding to be used for direct program expenses)

Ms. Burchett

12. Adjournment

July 13, 2001

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Public Hearings

- a. A rezoning request by Bob Harman from Conditional Industrial (I-1) for Woodworking to Conditional Industrial (I-1) for Textile Manufacturing on property owned by James W. & Loretta Webb identified by tax map no. 036-001-0000-0011, (1.315 acres), located at 6500 McGavock Rd., Cloyd District.

STAFF COMMENTS:

Mr. Harman is requesting rezoning to Conditional Industrial (I-1) for textile manufacturing so that he may purchase the property and utilize the existing building to weave bedding for mail order sales. Along with the application, the applicant has submitted the *enclosed* Conditional Industrial (I1) proffer eliminating all other industrial uses for this property except the manufacturing of textiles.

*Enclosed* is a survey plat titled, "*Plat for Jay and Loretta Webb*", dated January 14, 1988 indicating the area of this property to be 1.315 acres with an existing 36.4 ft. by 60.6 ft. block and frame structure. On April 25, 1994, the Board of Supervisors approved rezoning for this property from Residential (R1) to Conditional Industrial (I1) to allow a wood-working shop with the condition that the applicant met any Virginia Department of Transportation entrance requirements (Petition No. 94-7A). *Enclosed* is a letter dated April 21, 1999 indicating VDOT approval of the proposed construction of a commercial entrance off Route 759. No site plan was required since no exterior improvements were required for the wood-working shop.

The applicant has submitted a sketch of the floor plan for the existing structure and advises that the business will not be open to the public. Since the weaving business will be a small business very similar to the previous wood-working

business and no additions or exterior improvements are required for the weaving business, no site plan review has been required.

Because of the nature of the proposed business, resulting in a small traffic volume accessing the property, it appears this rezoning request will have little impact on the adjacent properties.

FUTURE LAND USE MAP:

The property is located within the North Central Planning Area of Pulaski County. *Enclosed* is a portion of the Future Land Use Map of the 2000 Comprehensive Plan projecting this area for "Public" Use.

VDOT COMMENTS:

Letter dated April 21, 1999 referenced in your summary concerning the construction of a commercial entrance on Route 759, is still valid. An entrance permit is required prior to construction. The old existing field entrance on Route 100 cannot be used for this business.

Planning Commission Recommendation:

Approval of the Rezoning request is recommended with proffered conditions.

- b. A request for Special Use Permit (SUP) by Jayam, Incorporated to allow a sign setback variance per Section 15-7.3 of the Zoning Ordinance for Hampton Inn on property identified as tax parcel 065-001-0000-0137, (2.896 acres), zoned Commercial (CM1), located at 4420 Cleburne Blvd., Draper District.

STAFF COMMENTS:

The applicant has requested a sign setback variance to allow an 83.375 sq. ft. sign with a 32 sq. ft. reader board to be constructed at 26 ft. overall height, utilizing a proposed setback of 8 ft. from the 50 ft. private road providing access to the Hampton Inn currently under construction. *Enclosed* is a 24" x 36" site plan indicating the proposed sign location and a 11" x 17" sketch indicating the dimensions of the proposed sign. The sign base and electrical conduit has been installed in the proposed location.

Also indicated on the plan is the location for a 16.76 sq. ft. directional sign to be constructed at an overall height of 6 ft. utilizing an approved setback of six (6) ft., located across the entrance driveway from the proposed 26 ft. sign.

The ordinance requires a minimum setback of five feet for all signs, and a Special Use Permit (SUP) for "signs proposed to be constructed to a height greater than the required setback". Grounds for approval shall be based on whether the sign is viewed as appropriate to the proposed location in terms of scale, compatibility with surrounding land uses, traffic, and safety (Section 15-7).

When a proposed sign meets a setback equal to the height of the sign, administrative approval is issued and the sign may be erected.

The maximum sign height for the Commercial (CM-1) District is 50 feet. The applicant is requesting a variance of 18 feet to allow construction of a 26 ft. sign utilizing a setback of 8 feet. The reason for the request is to have the sign located closer to the 50 ft. private road than generally allowed by the ordinance to provide the guest/customer a better view of the sign to attract attention to the property.

HAMPTON INN

26 ft. Pylon Sign	83.375 sq. ft.
Reader board for Pylon Sign	32.000 sq. ft.
4' Wall Letters (facing Rt. 100)	131.000 sq. ft.
2' Wall Letters (facing Shoney's)	32.500 sq. ft.
6 ft. Directional Sign	<u>16.764 sq. ft.</u>
TOTAL PROPOSED SIGNAGE	295.639 sq. ft.

The applicant has met the 300 sq. ft. maximum signage requirement for this property.

VDOT COMMENTS:

All sign information should be submitted to Ms. Brenda Manning with the Salem District Environmental office.

Planning Commission Recommendation:

Approval of the SUP is recommended.

- c. A request for Special Use Permit (SUP) by PAB, Inc. for a sign setback variance per Section 15-7.3 of the Zoning Ordinance on property identified as tax parcel 066-001-0000-018A, (1.714 acres), zoned Commercial (CM1), located at 5080 State Park Rd., Ingles District.

This request was withdrawn by the applicant.

- d. A request for Special Use Permit (SUP) by Young Investment, Company to allow a setback variance per Section 4-3 of the Zoning Ordinance for Pulaski County Welcome Center on property identified as tax parcel 065-001-0000-0143, (2.212 acres), zoned Commercial (CM1), located at 4440 Cleburne Blvd., Draper District.

STAFF COMMENTS:

The County is requesting a variance on behalf of Young Investments for the future Visitors Center site beside the new Shoney's Restaurant. The request is

to reduce the building setback from the private right-of-way from fifty (50) feet to twenty (20) feet. The dimensions of the proposed building are 36 feet by 50 feet. The request is being made for the following reasons:

- 1) The compaction rate of the soils is more suitable at the front of the site towards Cleburne Drive. A greater portion of the rear of the initial area slated for location of the building is comprised of uncompacted soils. It would be extremely difficult to compact that area for the building, given the slope of the land there.
- 2) A drainage easement towards the rear of the building site restricts access to the rear of the site. Location of the building as much as possible to the front of the site facilitates access to the rear of the lot.
- 3) The initial location of the building would limit visibility of the façade of the Shoney's building from adjoining rights-of-ways (Route 100 and Interstate 81)

The proposed variance and relocation of the building appears to have minimal impact on the project area, and adjoining properties. The Shoney's appears to benefit from the move with increased visibility. Two parking spaces will be relocated, although the site would still meet parking requirements without them. However, one of the spaces is handicapped accessible, and should be relocated somewhere close to the center. It can be moved to the other end of the building with minimal impact on anyone utilizing it. The building will be located off the drainage easement immediately to the west of the parking lot. While the structure will be closer to the right-of-way, site visibility along Cleburne Drive and the entrance to the parking lot appears to be sufficient for safety concerns. VDOT would not typically submit comments, as this is a private street. There are a few businesses along Cleburne Drive, including two hotels and another restaurant. Traffic counts would be much less than that of Route 100, giving the reduced setback of the building less impact.

VDOT COMMENTS:

Because Cleburne Blvd. Is a private street we have no jurisdiction concerning the entrance; however, if it is intended to direct the runoff onto VDOT property a Land Use Permit is required.

Planning Commission Recommendation:

Approval of the SUP is recommended.

- e. A request for Special Use Permit (SUP) by Tara Kent Fowlkes Edwards to allow individual camping per Section 5B-3 of the Zoning Ordinance on property identified as tax parcel 099-001-0000-053A, zoned Residential (R1), located at 2524 Brown Rd., Draper District.

The Planning Commission tabled consideration of this matter until the August

meeting; therefore, no action is requested of the Board at this time.

- f. A request for Special Use Permit (SUP) by Harold W. & Rita Faye Thornton to allow a cabinet shop per Section 2-3 of the Zoning Ordinance on property identified as tax parcel 085-001-0000-033A, (.3000 acres), zoned Agricultural (A1), located at 7056 Little River Dam Rd., Ingles District.

The Planning Commission advises no action was taken on this request due to an error in the parcel number referenced in the ad. The request will be readvertised for the August meetings of the Planning Commission and Board of Supervisors.

- g. A request for road name change for an unnamed road off of Veterans Hill Rd. (Rt. 722) to Millirons Ln. for a private road located west off Veterans Hill (Rt. 722) near Sally Ln. intersection, Robinson District.

Staff has determined no action is required by the Board.

- h. Condition of an unsafe structure owned by Ralph A. Sheffey, Jr., identified on Pulaski County Real Estate records as tax map parcel 038-001-0000-0026, Zoned Residential (R1), 0.3670 acre, located on the South side of Falling Branch Road (Rt. 798), Approximately 75 ft. east of the New River Rd. (Rt. 624) intersection, Cloyd District.

Staff advises Mr. Sheffey has requested, and staff granted, an extension to December, 2001.

- i. Community Development Block Grant Application- *Enclosed* is a copy of the public hearing notice explaining the block grant application as well as a suggested resolution, which will be *enclosed* if received in time.
- j. Assessment of Prorated Taxes on Substantially Completed Buildings and Manufactured Homes - Adoption of the *enclosed* ordinance is recommended.

July 13, 2001

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Highway Matters

a. Follow-up from Previous Board meeting

1. Rural Addition Status Report – An update will be provided to the Board at the meeting. Dr. Fariss has requested emphasis be placed on Adams Road, also known as Rich Hill Lane which serves five families off of Rt. 607.
2. Informal Speed Study on Parrott River Road, Route 600 Between Railroad Trestles- VDOT advised this matter had been sent to the Traffic and Safety Division of VDOT and an update would be provided at the July meeting.
3. Request for Speed Limit Study & Signs on Valley Road- VDOT advised this matter had been sent to the Traffic and Safety Division of VDOT and an update would be provided at the July meeting.
4. Request for Speed Study on Rt. 633, Powell Avenue- Following VDOT report at the June meeting that no record of a former 35 mph posting could be found, VDOT advised it would conduct an informal study and provide an update, if available, at the July meeting.
5. Improvements to Drop Off of Shoulder Entering Cougar Trail Road from Rt. 11 and Leaving Cougar Trail Road onto Rt. 11- VDOT advised an update would be provided at the July Board meeting.
6. Paving Improvements on Old Rt. 100, from Dublin Interchange to Rt. 99, including Bridge – VDOT advised an update would be provided at the July Board meeting.
7. Request for Closure of a Section of Snyder Lane – VDOT advised it would confirm procedures to be taken to obtain closure and report back to the Board at its July meeting.

- b. Request for Speed Limit Study, Rt. 731, Cloyd Mountain Road - Ms. Michelle Via of 7604 Bob Robert Lane has expressed concern regarding excessive speeding of large trucks on Cloyd Mountain Road, Rt. 731. She has requested a speed study be conducted.
- c. Request for Speed Limit Posting, Rt. 755, Depot Road – Ms. Kimberly Thomas of Belspring has requested posting of this road.
- d. Guardrail Replacement – Draper Valley Road - Mr. Mark Bower has requested placement of guardrail along Draper Valley Road in Draper Valley Estates.
- e. Request for Formal Speed from Rt. 114 to Rt. 600, Belspring Road – VDOT recommended at the June meeting that the road remain posted at 35 mph after an informal speed study. Mr. David Huddle of 7590 Belspring Road, has requested VDOT conduct a formal speed study and review this request again.
- f. Report on Legislative Changes Related to State Secondary System – Mr. Brugh plans to update the Board on new options available to county governments in the joint management of secondary roads in conjunction with VDOT. I have also asked Dan Brugh to describe use of the revenue sharing program by Giles County in which the County budgeted \$500,000 per year over the past three years for paving projects. These funds have been matched by a like amount of VDOT funds and used to address paving needs.
- g. Additions to Six-year Waiting List – Dr. Fariss has requested that the Duncan Hill on Route 693 be added at the second priority within the Ingles District and that flooding on Route 693 in Allisonia be placed as the fourth priority also within the Ingles District on the six-year plan waiting list.

PMH/gh

cc: Dan Brugh, Resident Engineer

July 13, 2001

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable – Enclosed is an updated Key Activity Timetable with changes noted in *italics* and priority items in bold.
- b. Appointments- The following appointments are requested to be considered in closed session:
  - a. New River Valley Planning District Commission – The term of Tom Owen on the Planning District Commission (PDC) expired June 30, 2001. The PDC advises he is eligible for reappointment.
  - b. Workforce Investment Board – Ethan Allen is being requested to provide a nomination.
  - c. Library Board – See enclosed notice from Library Chairman Joe Reed advising of the resignation of Library Board member Sharon Tayloy. As indicated in the enclosed letter, the Library Board has provided a suggestion of nominees.

PMH/gh

July 13, 2001

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Minutes of June 25, 2001 – See enclosed.
- b. Accounts Payable – See enclosed.
- c. Appropriations and Transfers:
  - ◆ Interoffice Transfers #1- \$19,127.77
  - ◆ General Fund Appropriations #20 FY 01 - \$188,236.00
  - ◆ Internal Service Fund Appropriations #1 FY 01 - \$2,072.00
  - ◆ Comprehensive Services Act Fund Appropriations #1 – FY 01 - \$112,633.00
  - ◆ General Fund Appropriations #1 – FY 02 - \$131,620.63
  - ◆ REMSI Fund Appropriation #1 – FY 01 - \$16,350
  - ◆ VPA Appropriation #1 – FY 02 - \$37,000; VPA Transfer #1 – FY 02 –0-
- d. Ratification:
  1. Change Orders – There are no change orders at this time.
  2. Agreements, Grants, & Other - Grant Acceptance – DCJS - \$598,583 – Community Corrections- Acceptance of the enclosed grant award is recommended.
- e. Scheduling of Public Hearing(s):
  - ◆ Amendments to Animal Control Ordinance – Scheduling of a public hearing for the August Board meeting is requested to consider amendment to the Animal Control Ordinance amending the definition of a dog kennel.
- f. Agreement for Project Based Financing by Virginia's First Regional Industrial Development Authority – Approval of the enclosed agreement is recommended. Mr.

McCarthy has some concerns with the language of the agreement which he is working out with Mr. Cornwell, Attorney for the Authority and may have additional information at the meeting.

- g. Workforce Investment Act (WIA) Grant Agreement Between the Commonwealth of Virginia & Local Workforce Investment Area II – Approval of the enclosed agreement is recommended. The agreement allows for obtaining Program Year 2001 Workforce Investment Act funds from the Virginia Employment Commission.
- h. Personnel Changes - Enclosed is an updated listing of recent personnel changes.
- i. Acceptance of Office on Youth Funding – Enclosed is official notification that the Delinquency Prevention and Youth Development Act Grant will be renewed for 2001-2002, dependent on the funds being appropriated by the General Assembly. Acceptance of the funding is recommended.
- j. Pulaski Rangers Reserved Seating Program- Supervisor Hale has suggested the county may be interested in participating in the reserved seating program for the Pulaski Ranger baseball games. The cost is \$1,250 and includes boxed seating for 10 and two tables. One suggestion would be to allow the Office on Youth to use these seats as part of their summer activities.

PMH/gh

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July 13, 2001

TO: Board of Supervisors  
FROM: Peter Huber, County Administrator  
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. Enclosed is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

1. County One-Stop Service Center – The Constitutional Officers and Social Services Director feel the residents of Fairlawn and portions of Dublin would be well served by the establishment of a one-stop service center at which residents could access various county services. Staffing alternatives range from assigning an employee to represent a particular department on specific days to hiring a person trained to represent all departments. The first option would require residents wishing to access specific services visit the center on a particular day, in effect making the center a satellite office. The second option is to staff the center with individuals capable of handling a variety of county service issues more in accordance with the one-stop concept. If the Board concurs with this proposal, it is recommended that availability of possible office space be solicited and a staffing budget developed for further consideration.
2. Selection of School Sites – Enclosed is a comparative summary of school construction costs at various sites. I have asked the School Board staff to also transmit this information to the School Board with a request for the Board to selection their first three options.
3. Library Site – Enclosed is a memo from Gary Elander offering the use of space in the Maple Shade Shopping Center for an expanded library.

## Personnel:

1. Administrator's Evaluation – In order to encourage maximum feedback from Supervisors, staff and the general public, I would like to participate in the ICMA, Performance Based Assessment. Under this program each Board member, a group of five employees and four members of the public would be asked to complete the enclosed evaluation form. The results would be confidentially mailed directly to Georgia State University for compilation. The results would then be reported to me by group ensuring I would not be able to determine who said what. I plan to share the results of the assessment with the Board and would welcome further feedback and discussion of specific issues with the Board as a group in closed session at your convenience.

As described in the enclosed summary, this evaluation procedure would be the second step in the ICMA Certificate in Management program. Enclosed are the results of the Applied Knowledge Assessment which served as the first part of this evaluation.

2. REMSI Executive Director - The REMSI Board is soliciting applications through August 10. Mr. John R. Casey has been appointed as interim director. It was evident at the July REMSI meeting that severe antagonism exists between the leadership of the Pulaski County Lifesaving Crew and the REMSI leadership and staff. Chairman Sheffey and I plan to describe further details in closed session. I have also invited REMSI Board Chairman Tom Lawhorne to meet with the Board to discuss his willingness to address these issues pending confirmation by the Board of their support.
3. Office on Youth Staffing – Following state approval of Office on Youth funding, Ms. Burchett and I recommend a \$6,215 raise for Anthony Akers from his current pay of \$35,315 to \$41,530. In addition, the pay range for this position would be increased to \$34,608 to \$43,260, matching that of other high-stress departments such as water distribution and emergency management. I also recommend hiring an assistant Office on Youth Director with a pay range of \$25,600 to \$32,000, contingent on continued grant funding. The remaining \$43,169. in office-on-youth funding is proposed to be used for direct program expenses.

## Prospective Industry:

1. Project Royal – I would like to request confirmation of the enclosed proposals provided the company over the past three weeks.

2. Existing Industry Support – I have been trying to set up a meeting with Volvo officials regarding rumors of the possible closure of the plant. Unfortunately, the facility is on a two week shutdown and local, as well as corporate managers, are on vacation until July 23. I will continue to seek a meeting on the 23 prior to the Board meeting and hope to have additional information to share. In the event we are not able to set up this meeting, it would be helpful to use the closed session to discuss support the Board is willing to offer this and other industries facing difficult business conditions.

Legal Matters:

1. Fairview Home – Ms. Burchett has been working through issues related to embezzlement of funds by the prior administrator. She is working with the Board in recruiting a replacement and may have additional information to share.
2. Community Justice Services Board – The Department of Criminal Justice Services is evaluating the legal ramifications of employment of former Court Services employees by either the Regional Jail or the County. I have encouraged employment by the Regional Jail and hope to have a determination by the date of the Board meeting.
3. Conditional Rezoning Procedures – I have asked Mr. Tickner and Mr. McCarthy to brief the Board regarding specific criteria required by state code in accepting proffers. In a related matter, Mr. Ronnie Dalton has indicated his desire to return to R-1 zoning and is not likely to provide the County with the proffer offered at the Board meeting. Finally, Mr. Tickner is working with the Planning Commission to reduce the number of special and conditional use permits required of the public.

PMH/gh

## CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the July 23, 2001 Board of Supervisors meeting:

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried, that the Board of Supervisors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.1-344(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ County One-Stop Service Center
- ◆ Selection of School Sites
- ◆ Library Site

Personnel – Pursuant to Virginia Code Section 2.1-344(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Administrator's Evaluation
- ◆ REMSI Executive Director
- ◆ Office on Youth Staffing
- ◆ Appointments

Prospective Industry – Pursuant to Virginia Code Section 2.1-344(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ Project Royal
- ◆ Existing Industry Support

Legal Matters – Pursuant to Virginia Code Section 2.1-344(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ Fairview Home
- ◆ Community Justice Services Board
- ◆ Conditional Rezoning Procedures

Voting yes: \_\_\_\_\_

Voting no: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Not present: \_\_\_\_\_