



AGENDA
POWHATAN COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
JANUARY 27, 2020
6:00 PM CALL TO ORDER

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Invocation**
- 4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 5. Formal Approval of Agenda**
- 6. Certificates of Appreciation, Special Resolutions, Proclamations and Presentations**
 - a. VDOT Residency Introduction
- 7. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)**
- 8. Consent Agenda**
 - a. Approval of December 16, 2019, Regular Board of Supervisors Meeting Page 5
 - b. Approval of January 6, 2020, Special Board of Supervisors Meeting Page 15
 - c. Approval of Tax Refund for Disabled Veteran Page 23
 - d. Resolution R-2020-02 in Support of Legislation to Improve the Process for Review of Legislation with Local Fiscal Impact Page 24
 - e. Resolution R-2020-03 Adopting the Powhatan County Emergency Operations Plan and Resolution R-2020-04 Appointing the Powhatan County Director and Coordinator of Emergency Management Page 26
 - f. Bonded Projects Update Page 109

g. Strategic Priority Scorecard Page 144

9. Appointments to Boards, Commissions, Committees, etc.

a. One Appointment to Planning Commission Page 145

b. One Appointment to the Central Virginia Waste Management Association Page 151

Upcoming Appointments:

- o Building Code Appeals/Fire Prevention Code Appeals (LBBCA/BFPCA)
- o Extension Leadership Council
- o Powhatan Community Action Agency Advisory
- o Richmond Regional Planning District Commission Board (RRPDC)
- o Social Services Board

10. Old Business

a. Review of Agricultural and Forestal Districts (AFDs) Page 155

b. ERP update Page 163

c. County Administrator Termination Agreement Page 165

d. Appointing Interim County Administrator Page 167

11. New Business

a. Commissioner of the Revenue Assessments Update

b. SMART Scale Project Selection Page 175

c. Quarterly Financial Update Page 193

12. Public Hearings

a. **O-2020-01** (Case #19-09-REZC) Richard Lee Bucher (District #4: Powhatan Courthouse/Mt. Zion) requests the rezoning of Tax Map Parcel #39-4A from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions and amendment of the zoning district map of approximately 5.66 acres of land with frontage along the north side of State Route 13 (Old Buckingham Road) approximately 0.25 miles west of State Route 620 (Mill Quarter Road) (3780 Old Buckingham Road). Proffered conditions address maximum residential densities (up to 3 single-family dwelling units), minimum lot area (1.5 acres), building design, access, and right-of-way dedication. The 2019 Page 201

Long-Range Comprehensive Plan designates the subject property as Village Residential (Courthouse Village Special Area Plan), which recommends maximum residential densities of four units per acre.

- b. **O-2020-02** (Case #20-01-AZ): The **County of Powhatan** requests the amendment and reenactment of provisions set forth in Chapter 83 (Zoning Ordinance), Article XI (Definitions) by adding definitions for the terms *attached, comprehensive plan, contractor's storage yard, detached, independent cooking facility, residential kitchen, corner lot line, pet, right-of-way, outdoor shed sales, and corner yard*; adding language to clarify differences between *duplex dwelling, three- or four-family dwelling, and townhouse dwelling*; modifying the definition for the term *private kennel*, clarifying that permitted fowl includes chickens and ducks; modifying the definition for the term *livestock*, clarifying that goats, bison, ponies, alpacas, and llamas are all considered livestock; modifying the definition for the term *flag lot* to align with the definition for that term in the subdivision ordinance; modifying the definition of *medical and dental lab* to better reflect activities associated with that use; removing the term *large lot development*; correcting grammatical errors; removing incorrect references to other portions of the zoning ordinance; and adding references to certain definitions that identify related terms

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- c. **O-2019-39.** An Ordinance Amending Chapter 74 (Traffic and Vehicles), Article 1 (In General) of the Code of the County of Powhatan appending the words "*as now or hereafter amended*" following reference to *Code of Virginia § 16.1-278 et. seq.* and *Code of Virginia § 18.2-266 et. seq.*

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13. **Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)**
14. **County Attorney Comments**
15. **County Administrator Comments**
16. **Board Comments**
17. **Adjournment**

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VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON DECEMBER 16, 2019, AT 6:00 P.M.

Board of Supervisors Present:	David T. Williams, District 1 Larry J. Nordvig, District 2 Angela Y. Cabell, District 3, Chairman William E. Melton, District 4, Vice Chairman
Board of Supervisors Absent:	Carson L. Tucker, District 5
County Staff Present:	Ted Voorhees, County Administrator Eric Lansing, Assistant County Attorney Charla Schubert, Director of Finance Bret Schardein, Assistant County Administrator Andrew Pompei, Director of Planning Ramona Carter, Director of Public Works Phil Warner, Fire and Rescue Chief Tom Nolan, Director of Public Safety Communications Jeff Searfoss, Chief Deputy
Constitutional Officers Present:	Brad Nunnally, Sheriff
Guests Present:	Representatives of Little Zion Baptist Church Sally Boese, Reynolds Community College Board Dr. Paula Pando, Reynolds Community College President Anne Genova, Brown Edwards and Company

1. Call to Order

Chairman Cabell called the meeting to order at 6:00 p.m. Chairman Cabell stated to let the record show that Supervisor Tucker is not present at the meeting.

2. Pledge of Allegiance

Chairman Cabell led the Pledge of Allegiance.

3. Invocation

Chairman Cabell read Micah, Chapter 6, Verse 8, as the invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation

Mr. Williams motioned that Item 9(c) be moved to 9(a) and all other items under Section 9 on the Agenda be moved down. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton voted AYE
Angela Y. Cabell voted NAY
Carson L. Tucker is ABSENT

VOTE 3-1
MOTION Passed

Mr. Melton motioned that an amendment be made to Mr. Williams' motion that the Audit presentation, Item 9(b) be moved to Item 9(d) immediately before the Recognition of Outgoing Board Members.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

5. Formal Approval of Agenda

Mr. Williams motioned to approve the Agenda as amended. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Cabell opened the Public Comment period.

Seeing there were no speakers, Chairman Cabell closed the Public Comment period.

7. Consent Agenda

- a. Approval of November 25, 2019, Regular Board of Supervisors Meeting
- b. Resolution R-2019-63 Authorizing the Chairman of the Powhatan County Board of Supervisors to send a Letter to Legislators Regarding State Funding for Broadband Infrastructure

- c. Resolution R-2019-64 authorizing the Conveyance of Parcel Number 026B2-1-41 at 2320 Skaggs Road, Powhatan, Virginia, from the Powhatan County School Board to Powhatan County, Virginia
- d. Resolution R-2019-65 Amending the Fiscal Year 2020 Powhatan County Operating Budget by Budgeting and Appropriating \$42,220.57 in Additional Grants, Sheriff Reimbursables, Insurance Recoveries and Contingency
- e. Resolution R-2019-66 Amending the Fiscal Year 2020 Powhatan County Operating Budget by Budgeting and Appropriating \$42,050.00 in Insurance Recoveries and Capital Maintenance Reserve
- f. Bonded Projects Update
- g. Strategic Priority Scorecard

Mr. Melton motioned to approve the Consent Agenda as presented. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

8. Appointments to Boards, Commissions, Committees, etc.

- a. One Recommendation for Appointment/Reappointment to Goochland-Powhatan Community Services

Mr. Nordvig motioned to appoint Erin Harnage to the Goochland-Powhatan Community Services for a three-year term commencing December 1, 2019, and expiring November 30, 2022. Chairman Cabell seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

9. Certificates of Appreciation, Special Resolutions, Proclamations and Presentations

- a. Proclamation P-2019-24 Recognizing Dr. Martin Luther King, Jr., Youth Day and National Mentoring Day

Chairman Cabell read Proclamation P-2019-24 aloud in the form of a motion. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

Mr. Melton stated that he has been blessed to be able to attend Dr. Martin Luther King, Jr., Youth Day since its second year and it is an event that any community would be proud of. Mr. Melton added that he encourages the incoming Board and returning Board members to continue the current scholarship program for the organization.

Mr. Williams commented on the outstanding job the members of Little Zion Baptist Church have done to serve all walks of life with the organization of this event and thanked the representatives of the Church for what they do for the community.

c. Reynolds Community College Annual Update

This item was moved by motion, second, and 4/0 vote.

Mrs. Boese introduced Dr. Pando, who provided an update on Reynolds Community College students, activities, and programs.

Mr. Williams thanked Dr. Pando for the outstanding work that she has done for Reynolds and stated that the Board has heard nothing but good things about her leadership.

Mr. Melton also thanked Dr. Pando for her dedication to the students and programs at Reynolds and for her leadership.

d. Proclamation P-2019-26 designating January 20 - 24, 2020, as
Constitutional Officer Week

This item was moved by motion, second, and 4/0 vote.

Mr. Williams read Proclamation P-2019-26 aloud in the form of a motion. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

Mr. Nordvig thanked Sheriff Nunnally for his service to the County and representation of the County's Constitutional Officers at this meeting, adding that the election of Constitutional Officers is a firewall against corruption. Mr. Nordvig thanked the Constitutional Officers of Powhatan County for their service.

Sheriff Nunnally addressed the Board stating that not all citizens in the County understand the autonomy that the system affords Constitutional Officers; and that elected Constitutional Officers need to be respectful of the fact that Powhatan County personnel and Officers work well together.

- b. Presentation of the June 30, 2019 Comprehensive Annual Financial Report (CAFR) by Brown Edwards & Company, LLP

This item was moved by motion, second, and 4/0 vote.

Mrs. Schubert introduced Ms. Genova, who presented the June 30, 2019, Comprehensive Annual Financial Report (CAFR).

Mr. Melton requested clarification on whether one of the items mentioned was that of the initial inventory at the joint transportation facility and that there is currently no Purchasing Order system in place; and Ms. Genova confirmed that those items were included and addressed in one of the letters submitted with the CAFR.

Mr. Melton congratulated Mrs. Schubert for another quality audit and thanked her and the Audit Committee for the effort that went into the completed document.

Mr. Nordvig asked whether the CAFR is also presented to the School Board and whether it is common to present the CAFR to both Boards simultaneously. Ms. Genova responded that she has not personally presented to the School Board and will get back with Mr. Nordvig regarding what common practices in presentation are.

Mr. Williams also thanked Mrs. Schubert for another good audit.

Mr. Voorhees pointed out that Powhatan County is blessed with Mrs. Schubert's increased level of audit training and ability and the Powhatan is one of the few jurisdictions of similar size where we produce our own CAFR.

Mrs. Schubert named the five members of the Audit/Finance Committee: Mr. Melton and Mr. Nordvig (representatives of the Board of Supervisors); Ms. Ayers and Mr. Kunka (representatives of the School Board); and citizen representative Jim Carver.

- e. Recognition of Outgoing Board Members

Mr. Voorhees presented plaques to each of the outgoing Board of Supervisors members -- Mrs. Cabell, Mr. Melton, and Mr. Tucker -- and thanked them for their service and dedication to Powhatan County.

Mr. Williams thanked Mrs. Cabell, Mr. Melton, and Mr. Tucker for their years of service and what they have done for the County and wished them all the best in their future endeavors.

Representatives of Little Mount Zion Baptist Church, on behalf of the MLK Jr. Youth Day Community Breakfast Planning Committee, also thanked the outgoing Board members for their service and support; presented them with plaques of appreciation; and stated that they are proud to be represented by the Board.

10. New Business

a. Review of Agricultural and Forestal Districts (AFDs)

Mr. Pompei presented and the Board of Supervisors discussed a review of Agricultural and Forestal Districts (AFDs) in Powhatan County.

Mr. Pompei reported that the AFDs will expire on April 12, 2020; and the Code of Virginia states that the Board of Supervisors may choose to review AFDs every four to ten years. Staff is seeking guidance as to whether the Board prefers a thorough review of the existing AFDs be conducted by staff.

Mr. Nordvig asked Mr. Pompei whether the decision by the Board can be postponed until the January, 2020, meeting so the incoming Board members could offer input. Mr. Pompei responded that State Code states that, if a review is conducted, it must begin 90 days prior to AFD expiration adding that by considering the issue at this meeting, the review can be considered “begun.”

After continued discussion regarding the sizes and locations of the AFD lots in question, Mr. Pompei stated that staff will come back before the Board in January with additional information.

b. Change Order Agreement with L3Harris for the Land Mobile Radio (LMR) Replacement project

Mr. Nolan presented and the Board of Supervisors discussed a Change Order Agreement with L3Harris for the Land Mobile Radio (LMR) Replacement Project. Mr. Nolan explained that there is a system discount on the radio purchases that is a one-time offer that will expire at the end of this year and will result in a discount of over \$93,000 if the radios are ordered by December 31.

Staff and the Board discussed purchasing, leasing, and financing options for the radio purchases.

Mr. Williams motioned to move forward with the discounted purchase agreement that has been proposed. Chairman Cabell seconded the motion.

Mr. Melton expressed the importance of purchasing the new radios and the need for enhanced emergency communication within the County.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

11. Public Hearings

O-2019-40 An Ordinance amending and re-enacting **Chapter 80 (“Water and Wastewater”) of the Code of the County of Powhatan**, for the purpose of updating information, and to clarify policies and procedures. Proposed amendments pertain to provisions of the following sections: Sec. 80-1 (“Definitions”), Sec. 80-67 (“Water meters for outside use”), and Sec. 80-106 (“Off-site and oversized mains credit policy”)

Ms. Carter presented and the Board of Supervisors discussed Ordinance O-2019-40 amending and re-enacting Chapter 80 of the Code of the County of Powhatan; Sec. 80-1 (“Definitions”), Sec. 80-67 (“Water meters for outside use”), and Sec. 80-106 (“Off-site and oversized mains credit policy”).

Staff and the Board discussed the wording of the current Code Sections and whether different wording could more clearly define what the County is proposing while still encouraging commercial development.

Chairman Cabell opened the Public Hearing on Ordinance O-2019-40. Seeing there were no speakers, Chairman Cabell closed the Public Hearing.

Mr. Melton asked whether it is necessary that the Board vote on the Ordinance at this meeting. Ms. Carter responded that, even though there are currently no residential irrigation systems connected, there are several rezoning cases that may come into play if they are approved.

Mr. Williams motioned that the proposed Ordinance be adopted at this meeting with the caveat that economic incentives be again be brought before the incoming Board after Ms. Carter further discusses options with the County Administrator, Mr. Schardein, and Mr. Pompei. Mr. Melton seconded the motion.

David T. Williams, Larry J. Nordvig, William E. Melton, Angela Y. Cabell voted AYE
Carson L. Tucker is ABSENT

VOTE 4-0
MOTION Passed

12. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Cabell opened the Public Comment period.

Sheriff Nunnally addressed the Board, specifically Chairman Cabell, Mr. Melton, and Mr. Tucker, stating that it has been a pleasure to work with them and expressed his appreciation to the entire Board for how much the Sheriff's Office has benefitted from their service.

Seeing there were no other speakers, Chairman Cabell closed the Public Comment period.

13. County Attorney Comments

Mr. Lansing wished the Board and staff a Merry Christmas and Happy New Year.

14. County Administrator Comments

Mr. Voorhees thanked Chairman Cabell, Mr. Melton, and Mr. Tucker for their service; thanked Mr. Nordvig and Mr. Williams for their continued service and their work with staff; thanked staff for working to deliver expectations to the citizens of Powhatan; and wished everyone a Merry Christmas and Happy New Year.

15. Board Comments

Chairman Cabell read a prepared statement of comments from Mr. Tucker, who was unable to attend the meeting and asked that she deliver his message.

Mr. Williams commented that this is a special time of the year and that he appreciates what he has in Powhatan County.

Mr. Williams wished Chairman Cabell and Mr. Melton the best as they go forward.

Mr. Melton referenced an email he received from a citizen asking that the meeting regarding the Second Amendment Resolution that was spoken of at a previous meeting take place with the new Board.

Mr. Melton stated that it has been an honor and a privilege to serve the citizens of Powhatan County for the last eight years; and thanked current and incoming Board members for their sacrifice.

Mr. Melton spoke regarding upcoming projects in the County; thanked current and past Boards for their service to Powhatan; and thanked County staff and Constitutional Officers for their knowledge and work ethic.

Chairman Cabell commented on the many aspect of the role of Board of Supervisors member that are joyous, some of the most notable being the collaborative, respectful, and exemplary work of staff, Board members, and Constitutional Officers.

16. Adjournment

There being no further business, Chairman Cabell adjourned the meeting at 7:49 p.m.

Bret Schardein, Interim Clerk Date
Powhatan County Board of Supervisors

Angela Y. Cabell, Chairman Date
Powhatan County Board of Supervisors

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**VIRGINIA: AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS
HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD
BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON JANUARY 6,
2020, AT 6:00 P.M.**

Board of Supervisors Present:	David T. Williams, District 1, Chairman Larry J. Nordvig, District 2 Michael W. Byerly, District 3 Bill L. Cox, District 4 Karin M. Carmack, District 5, Vice Chairman
Board of Supervisors Absent:	None
County Staff Present:	Bret Schardein, Interim County Administrator Tom Lacheney, County Attorney Ed Howland, Principal Planner Ramona Carter, Director of Public Works
Constitutional Officers Present:	Brad Nunnally, Sheriff
Guests Present:	None

1. Call to Order

Interim County Administrator called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Mr. Schardein led the Pledge of Allegiance.

3. Invocation

Mr. Nordvig provided the invocation.

**4. Requests to Postpone Agenda Items and Additions, Deletions or
Changes in the Order of Presentation**

Mr. Williams motioned to add an item following Item 13 on the Agenda -- a Powhatan County Press Release. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

5. Formal Approval of Agenda

Mr. Williams motioned to approve the Agenda as amended. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

6. Election of Chairman

Mr. Schardein opened the floor for nominations for Chairman.

Ms. Carmack nominated Mr. Williams for the position of Chairman. Mr. Nordvig seconded the motion.

Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE
David T. Williams ABSTAINED

**VOTE 4-0-1
MOTION Passed**

7. Election of Vice Chairman

Chairman Williams opened the floor for nominations for Vice Chairman.

Mr. Cox nominated Mrs. Carmack for the position of Vice Chairman.

Mr. Nordvig nominated Mr. Byerly for the position of Vice Chairman.

Mr. Byerly withdrew his nomination.

David T. Williams, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE
Larry J. Nordvig ABSTAINED

**VOTE 4-0-1
MOTION Passed**

**8. Resolution R-2020-01 Setting the Board of Supervisors 2020
Regular Meeting Schedule**

Chairman Williams presented and the Board of Supervisors discussed Resolution R-2020-01 setting the Board of Supervisors 2020 Regular Meeting schedule.

Mr. Cox noted that the Resolution does not reflect the meeting on January 15; however it is noted on the Calendar. In light of this, Mr. Cox motioned to amend the Calendar to delete the January 15 meeting. Chairman Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

VOTE 5-0
MOTION Passed

Mr. Cox motioned to approve the Calendar as amended.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

VOTE 5-0
MOTION Passed

Chairman Williams asked the Board to closely review the Calendar and make suggestions, if necessary, on date and time changes.

9. Bylaws

Chairman Williams presented the proposed Board of Supervisors Bylaws, noting that stated changes are that the order of the Pledge of Allegiance and the Invocation (# 2 and #3) have been switched and that Certificates of Appreciation, Special Resolutions, Proclamations, and Presentations has been moved up in the Agenda order (from #9 to #6) to immediately follow Formal Approval of the Agenda.

Mrs. Carmack questioned whether members of the Board may request to have an item removed from the Consent Agenda at the beginning of a meeting. Mr. Lacheney stated that the Board may request that an item be removed from Consent in two ways: by email to the Chairman by noon on the day of the meeting (who will notify the County Administrator) or at the meeting, which will require a vote from the Board.

Mr. Cox asked for clarification of two places in the Bylaws that state the need for a 75% vote of Board members. Mr. Lacheney responded that if a Board member is absent for the meeting, the 75% vote could still be attained.

Mr. Cox also asked about the requirement stated in the Bylaws that the transcripts of the meeting be made available on the County web site and at the administration building for a period of 12 months, adding that the transcripts are being kept for a longer period of time. Mr. Lacheney explained that FOIA law does not require that audio and video are kept; however, the Bylaws state the 12-month period. Mr. Lacheney stated that the 12-month period requirement language can be replaced with “indefinitely or upon action of the Board.”

Mrs. Carmack motioned to accept the Bylaws as slightly amended with the transcript retention language. Mr. Cox seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

VOTE 5-0
MOTION Passed

10. Code of Ethics and Rules of Engagement

The Board and Mr. Lacheny discussed whether the Board of Supervisors has a requirement to adopt a Code of Ethics. Mr. Lacheny reported that the documents are not required by State Law and has no legal or binding affect, unlike the Board's Bylaws. The proposed Code of Ethics signed by a previous Board does not have to be adopted by this Board and will dissolve.

The Board and Mr. Lacheny discussed whether the Board of Supervisors has a requirement to adopt Rules of Engagement. Mr. Lacheny stated that Roberts Rules of Order are the real rules of engagement for the Board meetings, which were adopted as a section of the Bylaws. The proposed Rules of Engagement will dissolve.

11. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the Public Comment period.

Seeing there were no speakers, Chairman Williams closed the Public Comment period.

12. Board of Supervisors Appointments to Boards, Commissions, Committees, etc.

- a. Agricultural and Forestal Districts Advisory Committee

Mr. Cox was appointed to serve on the Agricultural and Forestal Districts Advisory Committee for a four-year term coinciding with his term of office.

- b. Audit Committee

Mr. Byerly and Mr. Cox were appointed to the Audit Committee for one-year terms commencing January 1, 2020, and expiring December 31, 2020.

- c. Capital Region Workforce Partnership Chief Local Elected Officials Consortium

Mrs. Carmack was appointed to the Capital Region Workforce Partnership Chief Local Elected Officials Consortium (CLEO) for a one-year term commencing January 1, 2020, and expiring December 31, 2020.

- d. Richmond Area Transportation Planning Organization (TPO)
(2 BOS) - one of whom shall serve on the Executive Committee

Chairman Williams and Mr. Nordvig were appointed to the Richmond Area Transportation Planning Organization (TPO) for four-year terms coinciding with their terms of office. Chairman Williams will serve on the Executive Committee.

- e. Richmond Regional Planning District Commission Board
(2 BOS, one alternate)

Mr. Nordvig and Mr. Byerly were appointed to the Richmond Regional Planning District Commission Board (Plan RVa) for four-year terms coinciding with their terms of office.

The appointment of an alternate was postponed until the next regular Board of Supervisors meeting.

- f. Richmond Regional Tourism Board

Mr. Cox was appointed to the Richmond Regional Tourism Board for a four-year term commencing January 1, 2020, and expiring December 31, 2023.

- g. Social Services Board

Mrs. Carmack was appointed to the Social Services Board for a four-year term commencing January 1, 2020, and expiring December 31, 2023.

13. Citizen Appointments to Boards, Commissions, Committees, etc.

- a. Agricultural and Forestal Districts Advisory Committee

Carson Tucker was appointed to the Agricultural and Forestal Districts Advisory Committee for a three-year term commencing January 1, 2020, and expiring December 31, 2022.

- b. Anti-Litter Council

Veronica Pilkenton was appointed to the Anti-Litter Council for a three-year term commencing January 1, 2020, and expiring December 31, 2022.

- c. Audit Committee

Jim Carver was reappointed to the Audit Committee for a one-year term commencing January 1, 2020, and expiring December 31, 2020.

- d. Capital Area Agency on Aging (1 Citizen)

This appointment was postponed until the January 27, 2020, meeting.

- e. Central Virginia Waste Management Authority (1 Citizen)

This appointment was postponed until the January 27, 2020, meeting.

- f. Extension Leadership Council (3 Citizens - Dist 1, 2, and 5)

These appointments were postponed until the January 27, 2020, meeting.

- g. Local Board of Building Code Appeals (LBBCA) Board of Fire Prevention Code Appeals (BFPCA) (2 Citizens)

These appointments were postponed until the January 27, 2020, meeting.

- h. Planning Commission (5 Citizens)

Four of five appointments were made to the Planning Commission for four-year terms commencing February 1, 2020, and expiring January 31, 2024.

The appointments were made to Amy Kingery (District 2); Robert Hall (District 3); Jane Pendergast (District 4); and Barbara Brown (District 5).

The appointment of the fifth Commissioner is scheduled for the January 27, 2020, meeting.

Mrs. Carmack will continue to serve for an additional month with an expiring term on February 29, 2020.

- i. Powhatan Community Action Agency Advisory Board (2 Citizens) - optionally, BOS may themselves serve

Carol Krumpter was appointed to serve on the Powhatan Community Action Agency Advisory Board for a four-year term commencing January 1, 2020, and expiring December 30, 2023.

- j. Richmond Area Transportation Planning Organization (TPO) Citizens Transportation Advisory Committee (CTAC) (1 Citizen)

This appointment was postponed until the January 27, 2020, meeting.

Mr. Nordvig stated that Professor Chandler, lead instructor for VACo, has offered to play a significant role in Powhatan and asked the Board to consider how to best utilize his knowledge, experience, and talents to the betterment of the County.

14. Powhatan County Press Release

This item was added by motion, second, and 5/0 vote.

Mr. Williams read the following Press Release dated January 6, 2020:

Powhatan, VA - In the November election, the citizens of Powhatan made it clear they wanted a change of leadership for the County. As part of that transition, the newly elected Powhatan Board of Supervisors has requested and accepted the resignation of the County Administrator, Mr. Ted Voorhees, effective today, January 6.

Mr. Bret Schardein, Assistant County Administrator, will assume the duties as County Administrator until a replacement for Mr. Voorhees is in place.

15. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the Public Comment period.

Keith Buch, 2246 Branch Forest Way, stated that he submitted an application for the Central Virginia Waste Management Authority appointment and asked the Board why his application was not considered for appointment at this meeting.

Seeing there were no other speakers, Chairman Williams closed the Public Comment period.

With the Board having not responded to Mr. Buch's inquiry, Mr. Lacheney explained that the Public Comment period is an opportunity for the public to address the Board, but no dialogue takes place.

Mr. Nordvig offered to meet with Mr. Buch after the meeting to address his concerns.

16. County Attorney Comments

Mr. Lacheney had no comments.

17. County Administrator Comments

Mr. Schardein had no comments.

18. Board Comments

Mrs. Carmack stated that she was looking forward to working with the Board for the next four years.

Mr. Cox stated that it was a beautiful day in Powhatan; and he thinks there will be a few more.

Mr. Byerly stated that it was a great day to be in Powhatan; and he is looking forward to working with the Board of Supervisors, staff, and the citizens of Powhatan County.

Mr. Williams congratulated the newly-elected members of the Board and stated that he is looking forward to working with them.

19. Adjournment

There being no further business, Chairman Williams adjourned the meeting at 6:36 p.m.

Bret Schardein, Interim Clerk Date
Powhatan County Board of Supervisors

David T. Williams, Chairman Date
Powhatan County Board of Supervisors

DRAFT



COMMISSIONER OF THE REVENUE

3834 Old Buckingham Rd. Ste. C
Powhatan, Virginia 23139
(804) 598-5616

Commissioner
James B. Timberlake, II

Deputies
Cherl L. Jessie
Susan L. Blankenship
Tina H. Durr
Andrea H. Ross
Latoya C. Turner
Latasha C. Bouldin
Travis Delaney

January 3, 2020

Powhatan County Board of Supervisors
3834 Old Buckingham Rd.
Powhatan, VA 23139

Board Members:

Mr. Van Wilkins has applied for tax relief as a 100% disabled veteran. His application was made October 20, 2019. He received his designation October 16, 2019 but his effective date of the determination was backdated to August 30, 2016. Due to a long appeal process, this resulted in a tax refund of \$6,781.78. The abatement is over the \$2,500 threshold set by State Code therefore the Board of Supervisors must authorize payment before the Treasurer can issue the refund.

I would appreciate it if you would direct Mrs. Faye Barton, the Treasurer of Powhatan, to issue a refund to Mr. Wilkins for the amount referenced above.

Thank you for your consideration to this request. I am available to answer any questions on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "JB Timberlake".

James B. Timberlake, II
Commissioner of Revenue
Powhatan, VA

**RESOLUTION
IN SUPPORT OF LEGISLATION TO IMPROVE THE PROCESS
FOR REVIEW OF LEGISLATION WITH LOCAL FISCAL IMPACT**

WHEREAS, each year the General Assembly considers thousands of pieces of legislation, many of which have a significant impact on local governments; and

WHEREAS, in recognition of the need for localities to have an opportunity to review and analyze legislation that may require additional expenditures of local funds or reduce local revenues, Virginia Code sets out a process for the Commission on Local Government to develop local fiscal impact statements for such bills, with the assistance of local volunteers; and

WHEREAS, under the current process, the large volume of bills and the rapid pace of the legislative session limit the time that is available for the review of bills with implications for local government finances; and

WHEREAS, the local volunteers who assist with the fiscal impact review process take on this responsibility in addition to their regular duties, often during the same time as local budgets are being finalized; and

WHEREAS, prior to 2010, legislation that had a local fiscal impact was required to be introduced by the first day of the General Assembly session, which allowed some additional time for the legislation to be reviewed by the Commission on Local Government and local staff, but this requirement was eliminated in the 2010 session, compressing the opportunity for review of legislation in subsequent General Assembly sessions; and

WHEREAS, additional time to review legislation would allow for a more thorough understanding of the potential ramifications of bills affecting local finances; and

WHEREAS, a robust analysis of legislation affecting local governments benefits policymakers, as localities work in partnership with the state to deliver critical services to Virginia residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Powhatan County expresses its support for legislation that would provide additional time for review and analysis of legislation with a fiscal impact on localities, as well as direct further consideration of additional ways to improve the review process.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON
JANUARY 27, 2020.**

**David T. Williams, Chairman
Powhatan County Board of Supervisors**

ATTEST:

**Bret Schardein, Interim Clerk
Powhatan County Board of Supervisors**

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
Bill L. Cox _____
Karin M. Carmack _____



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: Emergency Operations Plan (R-2020-03, R-2020-04)

Motion: Motion to approve and adopt Resolutions R-2020-03 and R-2020-04 as presented.

Dates Previously
Considered by Board: N/A

Summary of Item: **R-2020-03:** The Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2019 Edition section 44-146.19 E), requires local governments to update and adopt their Emergency Operations Plan every four years. Emergency Management times this re-adoption every four years to coincide with the election of a new Board.

R-2020-04: The Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2019 Edition section 44-146.19 B, 2.), requires local governments to adopt a Director and Coordinator of Emergency Management. This action ensures that the County is in compliance with Virginia Code.

Staff: X (PW) Approve ___ Disapprove ___ See Comments

Commission/Board: N/A Approve ___ Disapprove ___ See Comments

County Administrator: X Approve ___ Disapprove ___ See Comments

Comments: None

Budget/Fiscal Impact:

Attachments: Resolutions R-2020-03 and R-2020-04

Staff/Contact: Curt M. Nellis, Emergency Management Coordinator; 804.598.5677;
cnellis@powhatanva.gov

RESOLUTION ADOPTING THE POWHATAN COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, the Board of Supervisors of Powhatan Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters;

WHEREAS, Powhatan County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, Powhatan County has established and appointed a Director and Coordinator of Emergency Management; and

WHEREAS, the Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2019 Edition section 44-146.19 E), requires local governments to update and adopt their Emergency Operations Plan every four years.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the updated Powhatan County Emergency Operations Plan entitled “*Volume I – Emergency Operations Plan – VI.0 2020*” is hereby approved and adopted for the County of Powhatan.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 27, 2020.

David T. Williams, Chairman
Powhatan County Board of Supervisors

ATTEST:

Bret Schardein, Interim Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
Bill L. Cox _____
Karin M. Carmack _____

RESOLUTION APPOINTING THE POWHATAN COUNTY DIRECTOR AND COORDINATOR OF EMERGENCY MANAGEMENT

WHEREAS, the Board of Supervisors of Powhatan Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, Powhatan County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2019 Edition section 44-146.19 B, 2.), requires local governments to appoint a Director and Coordinator of Emergency Management.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the Interim County Administrator (Mr. Bret Schardein) is hereby appointed as the Director of Emergency Management, and Mr. Curt M. Nellis is hereby appointed as the Coordinator of Emergency Management, respectively.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 27, 2020.

David T. Williams, Chairman
Powhatan County Board of Supervisors

ATTEST:

Bret Schardein, Interim Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
Bill L. Cox _____
Karin M. Carmack _____



Volume I

2020

Emergency Operations Plan



Powhatan County, VA



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Preface

The Powhatan County Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the County. The EOP is implemented when it becomes necessary to mobilize community resources to save lives and protect property and infrastructure. The EOP incorporates the National Incident Management System as the County-wide standard for incident management and reflects other changes resulting from the adoption of the National Response Framework and National Disaster Recovery Framework.

The plan outlines the roles and responsibilities assigned to County departments and agencies for response to disasters and emergencies. The EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet County response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the County and all stakeholders that constitute its Emergency Management Program, including other public agencies, private entities, non-governmental organizations, and the public. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations, as applicable.



Promulgation Document

The Emergency Operations Plan (EOP), and contents within, is a guide to how the County Of Powhatan conducts an all-hazards response and recovery to natural and man-caused disasters or emergencies.

The EOP is written in support of emergency management and is built upon the National Response Framework as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and contents within shall apply to all county personnel participating in mitigation, preparedness, response, and recovery efforts.

Furthermore, tasked organizations supporting EOP guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan. The EOP is intended to capture specific authorities and best practices for managing incidents of any size or scope.

This EOP was prepared by Emergency Management staff and approved by executive management, thereby enabling activities contained within this document to be performed within the County's capability. Furthermore, this EOP has been made available to County departments and divisions and with external agencies that may be affected by its implementation.

Board of Supervisors Resolution of Adoption

[See Tab # 1](#)

(Once adopted, insert the Board of Supervisors Resolution, in the Tab prior to printing)



Record of Changes

Version #	Change #	Date	Page(s)	Summary Of Change	Authority
V1.0				Initial adoption of the plan	BOS



Record of Distribution

Electronic Copies (.PDF)

Department/Agency	Title	Electronic Copies
Board of Supervisors	Each member and clerk	6
Building Inspections	Building Official	1
Commissioner of Revenue	Commissioner	1
Community Development	Director	1
County Administration	County Administrator	1
County Attorney	County Attorney	1
County Extension	Agent	1
Emergency Communications	Director	1
Finance Department	Director	1
Fire and Rescue	Fire Chief	1
Health Department	Director	1
Library	Director	1
Planning Department	Director	1
Planning Department	Information Technology	1
Planning Department	GIS	1
Public Schools	Superintendent	1
Public Works	Director	1
Sheriff's Department	Sheriff	1
Social Services	Director	1
VDEM – Region 1	Chief Regional Coordinator	1
VDOT – Powhatan Area HQ	Area HQ Superintendent	1
VSP – Powhatan Area 6	First Sergeant	1

Printed Copies

Department/Agency	Title	# Of Copies
Emergency Management	Office working copy	1
Emergency Management	EOC	1
Emergency Management	Mobile Command Center	1



Plan Format

Plans and documents that encompass the County's Emergency Management Program (EMP) consists of the following volumes and supporting sections:

Volume I: Basic Plan (*this plan*), this is the main operational framework of the County's Emergency Management program that provides overarching policy and guidance for emergency response and short-term recovery operations. This volume is ratified by the County Board of Supervisors and is supported by the other volumes of the EAP. It also provides references and guidance by providing all applicable State and Federal statutes and planning guidance, as well as County ordinances that pertain to emergency response and recovery. Statewide Mutual Aid and Emergency Management Assistance Compact provisions are included in this section.

Volume II: Emergency Support Functions (ESF's) identify the primary and support agencies for each supporting function, describe expected mission execution, and identify tasks assigned to members of the ESF including non-governmental and private sector partners. They describe the framework through which departments and agencies, the private sector, not-for-profit and voluntary organizations, and other nongovernmental organizations coordinate and execute the common strategies. These functions are operational and tactical in nature and provide specific instructions on what tasks need to be accomplished in order to accomplish the support function.

General Operating Instructions (GOI) describe the policies, situation, concept of operations, and responsibilities for particular hazards or unique incidents. These are check-list style instructions intended to be used to provide step-by-step guidance for a specific event. The instructions will guide the user as to which ESF to activate and what essential elements of information (EEI) are needed to be collected for the specific hazard or event.

Specialty Plans (SP) identify the primary and support agencies for a unique facility or operation, describe expected mission execution, and identify tasks assigned to members of the plan including non-governmental and private sector partners.

Volume III: Recovery Operations Plan (ROP) describes the main operational framework of the County's Emergency Management recovery program. It provides overarching policy and guidance for long and short-term recovery operations. As with Volume I, it too has supporting functions (RSFs).

Volume IV: Continuity of Operations/Government Plan (COOP/COG)

Volume V: Hazard Mitigation Plan (HMP)

Volume VI: Standard Operating Procedures (SOP's) describe specific check-list style instructions on the use and operation of equipment that support the Emergency Management program and mission.



Purpose

The mission of *Powhatan County* is to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens and visitors. To this end, the County's Emergency Management Program (EMP) establishes the organizational framework thru various plans and other operational documents for County leadership, departments, citizens, private sector and non-governmental partners, and other stakeholders to effectively prevent and mitigate against, prepare for, respond to, and recover from all-hazards incidents, emergencies, and events that impact this mission in a coordinated manner. Key goals and concepts established through this Emergency Operations Plan (EOP) are as follows:

- Systematic organization of interagency efforts to minimize damage, restore impacted areas, and implement programs to mitigate vulnerability to future events,
- Proactive identification and deployment of resources in anticipation of or in response to a disaster event,
- Coordinated mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents,
- Establishment of fundamental agreements that are the basis for interagency and intergovernmental planning, training, exercising, assessment and coordination, and information exchange.

The EOP addresses the immediate requirements for an emergency in which normal operations are interrupted and special measures must be taken to:

- Save lives and protect the health and safety of the public, responders, and recovery workers,
- Ensure security of the County,
- Provide and analyze information to support decision-making and action plans,
- Manage County resources effectively in the emergency response,
- Protect and restore critical infrastructure and key resources,
- Ensure local government continues to function throughout the incident,
- Manage communication regarding emergency response and recovery operations,
- Communicate critical information to citizens,
- Protect property and mitigate damages and impacts to individuals, communities, and the environment,
- Track response resources immediately and throughout response and recovery,
- Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place in the County. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.



Scope and Applicability

The EOP:

- Applies to all natural or human-caused hazards that threaten the well-being of the residents and visitors, including populations with medical, access and functional needs, within the geographic boundary of Powhatan County. The plan, or portions thereof, may also apply when the County and other jurisdictions provide mutual aid support to emergency situations.
- Establishes a fundamental concept of operations for the comprehensive management of emergencies scalable to the size and scope of the incident.
- Defines the mechanisms to facilitate the delivery of immediate assistance, including the direction and control of local, intrastate, interstate, and federal response and recovery assets.
- Establishes lines of authority and organizational relationships for direction and control of emergency operations and shows how all actions will be coordinated.
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- Defines and assigns specific emergency roles and responsibilities to County departments and partner organizations.
- Describes how emergency operations will be conducted within the County and coordinated with neighboring and regional jurisdictions, the Commonwealth of Virginia, and the Federal Government.
- Outlines methods to coordinate with the private sector and voluntary organizations.
- Applies to all County departments that are tasked with roles and responsibilities within the EOP and recognizes the responsibility of each County department to respond when the size and scope of the incident requires it.
- Describes protection of people (including unaccompanied minors, individuals with limited English proficiency, individuals with disabilities, and others with accessibility requirements and medical and functional needs) and property.
- Establishes the framework and general concept of emergency operations but must be supplemented with additional detailed planning efforts and documents. All County departments are required to develop and maintain administrative policies and procedures; preparedness, continuity, mitigation, and recovery plans; and job aids and tools necessary to effectively execute the assigned responsibilities.



Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities regarding incident management. Nothing in this EOP alters the existing authorities of County departments or cooperating agencies. The plan establishes the coordinating structures to integrate the specific regulatory authorities of the spectrum of participating agencies in a collective framework for action to include mitigation, prevention, preparedness, response and recovery.

Federal

- Robert T. Stafford Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707
- Disaster Recovery Reform Act (DRRA) of 2018
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135
- The Disaster Mitigation Act of 2000, Public Law 106-390
- National Response Framework (NRF), May 2013
- National Disaster Recovery Framework (NDRF), September 2011
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- National Incident Management System (NIMS), December 2008
- Americans with Disabilities Act of 2010
- Emergency Management and Assistance 44 CFR Chapter 1 (October 1, 2010)
- Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorizations Act (SARA)

Commonwealth Of Virginia

- Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended
- The Commonwealth of Virginia Emergency Operations Plan, 2012
- Virginia Post Disaster Anti-Price Gouging Act, Sections 59.1-525 to 59.1-529 Code of Virginia
- The Code of Virginia, Title 32.1, Section 48.05 to 48.017
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Six (2006), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters When the Governor is Out of the Commonwealth of Virginia and Cannot Be Reached
- Commonwealth of Virginia, Office of the Governor, Executive Order One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth.
- Commonwealth of Virginia, Office of the Governor, Executive Order Number 41 (2011), Continuing Preparedness Initiatives In State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan



References

- FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November 2010
- FEMA Lifelines Construct, version 2.0, August 2019
- Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, version 1.0, Department of Homeland Security
- Emergency Management Accreditation Program (EMAP) Standard, September 2013
- Commonwealth of Virginia Emergency Operations Plan, as updated
- Central Virginia Regional Hazard Mitigation Plan,

Planning Assumptions

- Nothing in this EOP alters or impedes the ability of Federal, State, or local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive Orders, and directives.
- Emergencies of various type, size, intensity, and duration may occur within or near the jurisdictional boundaries of Powhatan County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property as well as the environment.
- Incidents are typically managed at the lowest possible level of government.
- Emergency operations will be managed in accordance with the National Incident Management System (NIMS) and utilize all elements of the Incident Command System (ICS).
- County government must continue to function throughout a disaster or emergency situation. Depending upon the scope and magnitude of the incident, concurrent implementation of the Continuity of Operation/Government (COOP/COG) Plan may be necessary.
- Large-scale emergencies are managed from the Emergency Operations Center (EOC), a centralized operation. An alternate EOC has been designated, and a mobile EOC is available to establish an EOC at an outlying site.
- County departments may be required to respond on short notice and at any time of the day or night to provide effective and timely assistance. It is the responsibility of each department to ensure staff are trained, prepared, and available to respond.
- Response personnel and other employees may be impacted by and potentially become a casualty of the emergency situation, affecting their availability to execute their emergency responsibilities.
- In the event the emergency situation exceeds local emergency response capabilities, outside assistance may be requested, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or through the Virginia EOC.
- Widespread power and communications outages may require the use of alternate methods of communication to deliver essential services and public information.
- Communications may be problematic due to demands exceeding capacities.
- Powhatan County has a limited number of full and part-time staff employees. Additional resources will need to be requested from the VEOC or through Mutual Aid agreements in order to staff components of the EOC and/or supporting ESF's.
- Emergency preparedness is everyone's responsibility – residents and government employees should be informed of their personal preparedness responsibilities and educated on how to appropriately prepare for maintaining self-sufficiency in an emergency situation.



Delegation of Authority

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, designate the County Administrator as the Director of Emergency Management. The Chief of the Department of Fire and Rescue serves as the Deputy Director of Emergency Management. The Director of Emergency Management shall have authority to appoint an Emergency Services Coordinator with the consent of the Board of Supervisors.

The Director of Emergency Management, or designee, is responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure, and using equipment, supplies, and facilities of existing departments and organizations of the County to the maximum extent practicable.

The Director shall prepare or appoint someone to prepare and update a County comprehensive emergency management plan. The Director may, in collaboration with other public and private agencies within the Commonwealth or other States or localities, develop or oversee the development of mutual aid agreements or reciprocal assistance in the case of an emergency or disaster too great to be handled unassisted.

When a local emergency is declared, the Director of Emergency Management, or designee, is authorized to:

- Control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that do not impact systems affecting adjoining political subdivisions.
- Enter into contracts and incur obligations on behalf of the County necessary to combat such threatened or actual disaster, protect the health and safety of persons or property, and provide emergency assistance to the survivors of such disaster.
- In exercising these powers, proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work; entering into contracts, incurring obligations, employing temporary workers, renting equipment, purchasing supplies and materials, and expending public funds, provided such funds, in excess of appropriations in the current approved budget, are unobligated and available.

The Director of Emergency Management will delegate authority to specific individuals in the event that he or she is unavailable or otherwise delegates his/her authority.

The Director and/or Emergency Management Coordinator may designate a Deputy Coordinator(s) who shall be responsible to them, and shall carry out such tasks as designated by the Director and/or Coordinator. The Director of Emergency Management may designate other personnel when the nature of the emergency is such that a specific level or field of expertise is essential to direct operations.



Authority of On-Scene Commanders

The Director of Emergency Management delegate's authority to operational department heads to appoint on-scene incident commanders using ICS in accordance with NIMS, and establish standard operating procedures (SOPs) to guide the management of emergency operations depending upon the type of incident.

Upon arrival at an emergency, the senior responsible official on scene will establish incident command and designate a command post location in order to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs.

On-scene Incident Commanders shall regularly report information to the Emergency Operations Center (if activated). Any on-scene requests for resources are directed through the EOC, once it is activated and operational.

Authority of the County Emergency Manager

The Director of Emergency Management or designee delegate's authority to the Emergency Management Coordinator or designee to activate, staff, and manage the EOC. In the absence of the Coordinator, a Deputy Coordinator can be appointed and will have the responsibility and authority to carry out the assigned duties of the Emergency Manager.

Authority of County Department Directors

The County Administrator delegate's authority to each County Department Director to carry out his/her assigned duties and responsibilities. In the absence of the Department Director, an Acting Director or Deputy will be appointed to carry out the assigned duties and responsibilities.

It is expected that officers and personnel of all County departments, offices and agencies to cooperate with and extend any services and facilities to the Director of Emergency Management upon request.



Concept of Operations

This Concept of Operations outlines Powhatan County's general framework for managing incidents, emergencies, and events throughout the emergency management cycle. In summary, the EOP will be activated to quickly assess and respond to the impacts of an incident. Local resources will be fully committed before State or Federal assistance is requested. If the incident exceeds the County's emergency response capabilities, assistance will be requested through the Virginia Emergency Operations Center (VEOC).

National Incident Management System

The County Board of Supervisors adopted the National Incident Management System (NIMS) as the standard for incident, emergency, and event management throughout the jurisdiction on January 10, 2005. (*See Tab 5: BOS Resolution adopting NIMS*) The Emergency Management Coordinator or designee is the single point of contact responsible for coordinating the ongoing implementation and maintenance of NIMS program activities throughout the County. As both a national best practice and a state compliance requirement, NIMS sets common goals across all fundamental incident management components, including a flexible, scalable, and modular organization; unified command wherever possible; Multi-Agency Coordination Systems; common terminology; standardized incident action planning; comprehensive resource management; integrated communications systems; and pre-designated facilities.

The County's emergency response organization will implement a unified incident management strategy that aligns Emergency Support Functions (ESF's) within the Incident Command System to manage, coordinate, and direct resources committed to an incident. This structure supports effective coordination across personnel, facilities, equipment, and systems by maintaining a manageable span of control, staffing functional positions only when needed, and ensuring personnel safety and accountability.



Direction, Control and Coordination

General:

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, stipulates that emergency services organizations and operations will be structured around existing constitutional government. The Powhatan County organization for emergency operations consists of existing government departments and private emergency response organizations.

Direction and control of emergency management is the responsibility of the County Administrator as the designated Director of Emergency Management. The day-to-day emergency preparedness program has been delegated to the Emergency Management Coordinator. The Director, in conjunction with the Coordinator, will control emergency operations in time of emergency and issue instructions to other services and organizations concerning disaster response.

The Director of Emergency Management, or designee, has the constituted legal authority for implementing the Emergency Operations Plan and declaring a local emergency. A local emergency may be declared by the Director in consultation with the Emergency Management Coordinator. The declaration of a local emergency activates the EOP or parts thereof. The Director of Emergency Management, or designee, or the Emergency Management Coordinator will notify the Virginia Department of Emergency Management (VDEM) immediately upon the declaration of a local emergency.

The Emergency Management Coordinator, or designee, monitors developing or threatening situations and determines when to recommend activation of the Emergency Operations Center (EOC). Any emergency situation requiring more than routine coordination and assistance and involving multiple departments and organizations may result in an activation of the EOC.

The Director of Emergency Management, or designee, has the authority to order a full activation of the EOC whenever it is appropriate to coordinate the County departments' response to the incident. These circumstances may result in the Declaration of a Local Emergency. Departments and organizations will either be directed to provide a representative to the EOC or placed on alert. ESFs may be selectively activated by the Emergency Management Coordinator, or designee, to meet actual or anticipated requirements. Representatives must have the authority to make decisions and commit resources on behalf of their department or organization.

The Director of Emergency Management, or designee, in coordination with the Policy Group and the County Attorney when necessary, will make policy decisions and actions necessary to ensure an effective and efficient response to emergency incidents.



Incident Command System

Powhatan County utilizes the Incident Command System (ICS, a NIMS component) for incident, emergency, and event management throughout the County. ICS is an emergency management system designed to enable effective and efficient management of incidents by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is widely applicable to organize both short-term and long-term field operations for the full spectrum of emergencies.

Unified Command

Unified Command (UC) will be used when there is more than one County department or organization with incident jurisdiction, or when incidents cross political jurisdictions. Departments will work together through the designated members of the UC to establish common objectives and strategies under a single Incident Action Plan (IAP).

In large-scale emergencies, Fire Department Officers, Sheriff Commanders, may establish a Unified Command Post (UCP) at or near the incident site. They will notify other agencies that need to be present at the UCP. They will jointly appoint command and general staff as necessary to carry out incident objectives.

Area Command

When a single incident covers a large geographical area or there are multiple incidents, multiple local ICS organizations may be required. When multiple organizations are operational, it may be necessary to establish an Area Command (AC) organization. An AC is an organization established to oversee the management of multiple incidents that are being handled by an ICS organization or to oversee the management of large or multiple incidents.

AC has the responsibility to set the overall strategy and priority, allocate critical resources according to the priorities, and to ensure that all incidents are properly managed and established objectives are achieved. In the event an AC is needed, the Sheriff, Chief of the Department of Fire and Rescue, will ensure that appropriate coordination and consultation with the Emergency Management Coordinator is accomplished.

Multi-Agency Coordination System (MACS)

The primary function of multi-agency coordination is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources, thereby assisting the coordination of the operations in the field.

The Multi-Agency Coordination System (MACS) consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. For the purpose of coordinating resources and support among multiple jurisdictions, MACS can be implemented from a fixed facility or by other arrangements outlined within the system.



Emergency Operations Center (EOC)

One of the most commonly used elements of the MACS is the EOC. In emergency situations that require additional resource and coordination support, the County EOC will be used. In some cases (but not normally) the EOC may also manage direction and control of the incident.

Upon activation, communications and coordination will be established between Incident Command and the EOC. Additionally, the EOC will establish communication and coordination with neighboring jurisdiction EOCs and the Virginia EOC to coordinate response and recovery activities. The County's EOC organization will be discussed in detail later in this Plan.

Department Operations Center (DOC)

A department operations center (DOC) is a coordination point that focuses on a single department's internal incident management and response. An example would be a DOC set up by Public Works to manage a debris operation.

County departments may choose to establish a DOC to coordinate their emergency management activities. The DOC will be linked to the EOC and actions will be coordinated through the departmental representatives in the EOC.



Organization

On-Scene Incident Commander(s)

Most emergency situations are handled routinely by the Fire and Rescue Department, and/or the Sheriff's Department, with response activities conducted at the field level. ICS is routinely implemented to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (unified command, action planning, span of control, hierarchy of command). Once an emergency or disaster has occurred or is imminent, the responding department establishes on-scene incident command, including the designation of an Incident Commander (IC) and establishment of an Incident Command Post (ICP). The IC provides command and control, which includes planning, accountability, and carrying out a plan to mitigate the situation. The IC allocates resources assigned to the incident, including those activated through local mutual aid agreements. In the event that multiple locations within the County are affected, an on-scene IC may be present at each of several separate incidents. Depending on the scope of the emergency or disaster, resources needed, and coordination necessary within and outside the County, the Emergency Operations Center (EOC) may be activated to provide support for IC field operations.

Emergency Operations Center

The EOC is a facility where County and select other personnel work collaboratively to define emergency priorities, establish policies, assign resources, and coordinate requests for assistance. Upon activation of the EOP, the EOC may be partially or fully staffed (physically or virtually) depending on type and scope of the emergency. Available warning time will be used to implement increased readiness measures, which will ensure maximum protection of the population, property, and supplies from the effects of threatened disasters.

EOC Policy Group: Provides executive level policy direction during an incident, relying on the On-Scene Incident Commander(s), the EOC Manager, and the functional units to execute the plan. The Policy Group is comprised of senior leadership from the County and has the following responsibilities:

- Provide policy (*not operational*) decisions and guidance as required by the incident response and recovery actions,
- Delegate necessary authorities for incident stabilization and protection of life and property,
- Negotiate resolutions to conflicting incident priorities,
- Allocate financial resources required to accomplish the incident management priorities,
- Ensure coordination with external agencies and resource providers,
- Negotiate critical business function maintenance and restoration,
- Monitor the recovery process to ensure recovery is proceeding according to plan and to provide guidance as needed.

The County Attorney advises the Policy Group as needed.



EOC Coordination Group: Supports the field response during the implementation of the EOP. Depending on the specific situation or event, the Coordination Group is staffed by personnel representing functional departments of the County that are designated as Emergency Support Function (ESF) primary agencies (see *Volume II: Emergency Support Functions* for more information). Coordination Group members are responsible for ensuring their functional area has standard operating procedures and resources necessary to execute their plan. The Coordination Group is augmented by supporting departments and agencies from across the County and region, as applicable. All primary and supporting agencies must be knowledgeable of overall EOP operations. The composition of the activated Coordination Group may vary depending on the type of emergency.

The major functions of the EOC are:

Situational Assessment: This assessment includes the collection, processing, and display of all information needed. This may take the form of consolidating situation reports, obtaining essential elements of information, and preparing maps and status boards.

Incident Priority Determination: The EOC will establish the priorities among ongoing incidents within the County. Processes and procedures will be established to coordinate with Area or Incident Commands to prioritize the incident demands for critical resources. Additional considerations for determining priorities will include:

- life-threatening situations,
- threat to property,
- high damage potential,
- incident complexity,
- environmental impact,
- economic impact,
- and, other criteria established by the EOC.

Critical Resource Acquisition and Allocation: Critical resources will be acquired, when possible, from County departments. Resources may need to be shifted to match the incident needs as a result of incident priority decisions. Resources available from incidents in the process of demobilization may be shifted, for example, to higher priority incidents. Resources may also be acquired from outside the affected area.

Support for Relevant Incident Management Policies and Interagency Activities: The EOC will coordinate, support, and assist with policy-level decisions and interagency activities relevant to incident management activities, policies, priorities, and strategies.

Coordination with Others: A critical part of the EOC process is establishing communication and coordination with surrounding jurisdictions, the State and Federal governments, partner organizations, and public and private sector resources.



Coordination with Elected and Appointed Officials: The EOC will have established policies and procedures to keep elected and appointed officials at all levels of government informed. Providing support and awareness for the officials is extremely important.

Coordination of Data: Through situation assessment department personnel implementing the multiagency coordination procedures may collect, collate, and disseminate incident and operational related information within their area of responsibility as well as provide agency/jurisdictional contacts for media and other interested agencies.

The EOC Facility:

The primary EOC is located in the administrative conference room of the Department of Fire and Rescue (Village Building, 3910 Old Buckingham Road) The EOC is the traditional setting for centralized emergency coordination. The decision to activate the EOC will be made after consultation with the Director of Emergency Management. When activated, the EOC will become the primary operational point of contact to key officials.

The EOC is managed by the Emergency Management Coordinator or designee. The Emergency Management Coordinator may request additional staff and support positions as necessary depending upon the nature, scope, and complexity of the incident or the requirements. Some departments and agencies represented at the EOC may have a department operations center. In these circumstances, the individual at the EOC serves as a liaison to the department operations center. As missions are assigned at the EOC, this information is conveyed to the department operations center for implementation. Department operations centers will coordinate their activities with the EOC, to maintain shared situational awareness and reduce duplication of effort.

If it becomes necessary to relocate, an alternative to the primary EOC, the Emergency Management Coordinator may formalize the emergency management organization by coordinating response from the training room of the Public Safety Building (Huguenot Volunteer Fire Company, 1921 Urbine Road). Emergency Management will announce the activation of the alternate EOC and provide information on key points of contact.

Additional EOC redundancies include the capability to operate virtually through various web-based applications for information sharing and response coordination, and the availability of a mobile command center for field incidents of limited scope. The mobile command center could be used to provide some EOC functionality in a field location; however its primary role will be to support the Incident Commander with field operations.



Sequence of Actions within the Emergency Management Cycle

Mitigation

The County will take actions to reduce or eliminate long-term risk to people and property from recognized hazards and their side effects. Mitigation measures will be incorporated in the rebuilding of infrastructure damaged in the event. The Greater Richmond Regional Hazard Mitigation Plan will be reviewed and updated as necessary, adding County-specific mitigation actions that could be of value in preventing similar impacts for a future disaster. The Emergency Management Coordinator will work with the Virginia Department of Emergency Management's Mitigation Program to develop mitigation grant projects to address the most at-risk areas.

Prevention, Protection, and Preparedness

The County champions a strong commitment to preparedness, focusing on educating community members on mitigation, prevention, protection, preparedness, response, and recovery strategies. The Emergency Management Coordinator assesses the County's preparedness for natural, epidemic, and terrorist emergencies and then develops and communicates the County-wide strategies, plans, and procedures to address these hazards. Key personnel from across the County are engaged in planning as well as training and exercising emergency response plans. These efforts are complemented through collaboration with representatives from surrounding jurisdictions and regional, State, and Federal agencies on emergency planning.

Incident Recognition

Local and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The Emergency Management Coordinator is alerted and an immediate incident assessment is conducted to determine the scope and impact of the incident, using information provided by emergency responders, situational awareness tools, and the Emergency Communications Center as appropriate. This assessment leads to a recommendation to activate the EOP and mobilize the Emergency Operations Center to handle the crisis situation. The Emergency Management Coordinator advises the Director of Emergency Management on the situation and the need to request a local emergency declaration and EOP activation. The Director of Emergency Management can make the determination to activate the EOP to begin the coordination of information-sharing and incident management activities within and outside the County.



Internal Incident Notification and Warning

All department point of contacts will be notified of the EOC activation by the Emergency Management Coordinator, or designee, through electronic messaging (Text, Pager, or CodeRED®), email, the County website, social media and/or other available resources. County departments and organizations will notify their EOC representative(s) and other staff as appropriate through their internal notification process.

Additionally, the following notifications will take place:

- The Director of Emergency Management, or designee, will notify the Board of Supervisors of the activation of the EOC.
- Each department/agency will be responsible for additional notifications necessary for emergency operations.
- The Emergency Management Coordinator or designee will advise the Virginia Department of Emergency Management of EOP implementation and EOC activation through the Virginia EOC.

Upon notification, identified EOC representatives shall report to the EOC at the appointed time and be prepared to carry out their assigned roles and responsibilities. Departments will provide appropriate representation to the EOC based upon the level of activation. Department representatives will be prepared to staff the EOC until they are relieved by other department personnel or the incident is terminated.

Activation of the Emergency Operations Plan/Emergency Operations Center

The implementation of the EOP and activation of the EOC may or may not occur simultaneously. The level of EOC and EOP activation will be based upon the severity and scope of the incident. The ESFs established by this plan and the Hazard- or Incident-Specific Operating Instructions, may be selectively activated based upon initial or anticipated requirements.

The EOP may be implemented by the Director of Emergency Management or the Emergency Management Coordinator or designee. Activation may be based upon weather warnings issued through the National Weather Service (NWS) or other sources. Any department head may request that the EOC be activated to support emergencies being managed by their organization.

If EOC staff is required to convene in person, the Emergency Management Coordinator or designee will activate the EOC. As applicable activities include transporting equipment and supplies to the selected location, setting up workspaces, and associated technology support. EOC staff members are expected to sign in and out of the EOC to assist in resource tracking. All departments and partner organizations are expected to provide a trained representative to the EOC with authority to make decisions and commit resources when requested.



The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 12 hours long (e.g. 8:00 a.m. to 8:00 p.m. and 8:00 p.m. to 8:00 a.m. during 24-hour operations). The planning process (using the Planning P) is designed around identifying and achieving objectives over the next operational period. An EOC IAP will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the EOC IAP and are aware of the objectives that are expected to be accomplished. Operations within the EOC will be organized and conducted in accordance with established operational procedures, checklists, and job aids. For more information, see: *ESF08 and SOP01 "Emergency Operations Center"*.

EOC Levels of Activation

The EOC has three levels of activation: monitoring, partial, and full.

Level 1: Monitoring - EOC operations are decentralized. Normal emergency response, communication, and resource management protocols are in place.

Level 2: Partial Activation - Through physical or virtual activation, certain key designated departments and agencies report to the EOC per EM's request. Partial EOC activations normally take place within regular business hours but may include after-hours or weekend operations. Normal information sharing platforms are used for situational awareness and resource coordination. Examples of events necessitating a partial EOC activation include planned events, emergencies of limited scope involving multiple departments, or ramp-up operations ahead of a large-scale anticipated or forecasted emergency (e.g. a hurricane).

Level 3: Full Activation - All designated EOC positions and support staff are staffed on up to a 24-hour rotational basis. A County declaration of emergency may be pending. Normal information sharing platforms, and coordination with external partners (VDEM, Virginia Fusion Center, state/federal law enforcement) for intelligence gathering may be required. Examples of events warranting a full EOC activation include major disasters affecting large parts of the County, regional emergencies, terrorist events, etc.



Response

Once an incident occurs, priorities shift from prevention, protection, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, and the environment. Response actions, managed through the previously defined incident management structure, will be prioritized and swiftly implemented. These actions may include, but are not limited to:

- Immediate law enforcement, fire, and/or emergency medical services
- Evacuations
- Transportation system detours
- Emergency public information
- Rapid needs assessment
- Actions to minimize additional damage
- Urban search and rescue
- Provision of public health and medical services, food, ice, water, and other emergency essentials
- Emergency debris clearance
- Emergency restoration of critical infrastructure
- Control, containment, and removal of environmental contamination
- Protection of responder health and safety

Response activities will be coordinated and supported by the EOC and County employees associated within the needed Emergency Support Functions. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation efforts.

Declarations

Non-Declared Disasters

The Director of Emergency Management, or designee, may direct County departments to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested.

The Director of Emergency Management, or designee, may redirect and deploy County resources and assets as necessary to prepare for, adequately respond to, and quickly recover from an emergency incident. For significant events, the EOC may be activated to monitor the situation, coordinate activities among departments, and to ensure that the County is positioned to rapidly respond to the incident.



Types of Disaster Declarations

There are three types of emergency declarations that may apply to a disaster or emergency within the Powhatan County, depending upon the scope and magnitude of the event: local, Commonwealth, and Federal.

- **Local Declaration:** A local emergency declaration activates the Emergency Operations Plan, eliminates time-consuming procurement processes, eases procurement restrictions, and provides for the expeditious mobilization of County resources in responding to a major incident.
- **Commonwealth Declaration:** A declaration of an emergency by the Governor of Virginia that includes Powhatan County provides the County access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs.
- **Federal Declaration:** The Governor of Virginia may request a Federal emergency declaration. In the event that Powhatan County is included in the Federal declaration, the resources of Federal departments and agencies are available to provide resources and assistance to augment those of the County and the Commonwealth. (This is different from a Federal Major Disaster Declaration), ([See: “Federal Major Disaster Declaration”](#))

Local Emergency Declaration

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Sections 44-146.17 to 44-146.19c Code of Virginia, as amended, prescribes the authorities pertaining to the declaration of local emergencies.

“Local emergency” as defined by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 means the condition declared by the local governing body when in its judgment the threat or actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby; provided, however, that a local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body, when he deems the threat or actual occurrence of such an emergency or disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby; provided, however, nothing in this chapter shall be construed as prohibiting a local governing body from the prudent management of its water supply to prevent or manage a water shortage.



The Director of Emergency Management, or designee, may (verbally or in writing) declare a local emergency ([See Tab 2: Sample Declaration of Local Emergency](#)) subject to later ratification, (**within 45 days** of the declaration), by the County Board of Supervisors. ([See Tab 3: Sample BOS resolution confirming the existence a Local Emergency](#)) A local emergency is declared when, in the judgment of the Director of Emergency Management, or designee, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused by the situation.

Whenever a local emergency has been declared, the Director of Emergency Management may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the survivors of such disaster, and proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and other expenditures of public funds, provided such funds in excess of appropriations in the current approved budget, unobligated, are available.

The declaration of a local emergency activates the EOP and applicable provisions of the plan. When, in its judgment, all emergency activities have been completed, the Board of Supervisors will take action to terminate the declared emergency. All County departments and partner organizations will receive notification of emergency declarations and terminations through established notification procedures.

Once the local emergency no longer exists, and recovery operations have begun, the Powhatan County Board of Supervisors will declare that a Local Emergency has ended thru another resolution. ([See Tab 4: Sample BOS resolution ending the existence of a Local Emergency](#))

Commonwealth State of Emergency Declarations

A “State of Emergency” as defined by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, means the condition declared by the Governor when in his judgment, the threat or actual occurrence of an emergency or a disaster in any part of the Commonwealth is of sufficient severity and magnitude to warrant disaster assistance by the Commonwealth to supplement the efforts and available resources of the several localities, and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him.

The Governor may declare a state of emergency to exist whenever, in his or her opinion, the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster.



The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Sections 44-146.17 to 44-146.19c Code of Virginia, as amended, prescribes the authority and implications of a declaration of a state of emergency by the Governor. The Governor’s Declaration of a State of Emergency provides for the expeditious provision of assistance to local jurisdictions, including use of the Virginia Army and Air National Guard.

Federal Emergency and Major Disaster Declarations

Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the State and local jurisdictions to effectively respond. The Major Disaster or Emergency Declaration designates the specific political subdivisions within the State (normally counties and independent cities) that are eligible for assistance.

Federal Emergency Declaration: “Emergency,” as defined by the Robert T. Stafford Act, means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. An Emergency Declaration is more limited in scope and without the long-term Federal recovery programs of a Major Disaster Declaration. Generally, Federal assistance and funding are provided to meet specific emergency needs or to help prevent a major disaster from occurring.

Federal Major Disaster Declaration: “Major disaster,” as defined by the Robert T. Stafford Act, means any natural catastrophe, including any: hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President of the United States is, or thereafter determined to be, of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act (P.L. 93-288 as amended) to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him. A Presidential Major Disaster Declaration puts into motion long-term Federal recovery programs, some of which are matched by State programs, designed to help disaster survivors, businesses, and public entities. For information, see the Disaster Assistance Programs section later in this document.



Public Information, Notifications, and Warnings

(External Communications)

In “blue sky” conditions, various County departments and agencies maintain seasonal pre-incident public education awareness and education programs (e.g. hurricanes, fire safety, winter storms, etc.), which generally align with national and local educational initiatives. Methods used to disseminate information include the County website, social media, television and radio commercials, and outreach events, among others.

During an emergency situation, it is essential that the public be provided with timely, accurate, and easily understood information on any protective measures that need to be taken to save lives and protect property. An emergency situation may occur with little or no warning.

When a local emergency is declared and/or upon activation of the EOC, a representative from County Administration will serve as the Public Information Officer (PIO), and will be the primary point of contact for release of information to the media.

Through an established Joint Information Center (JIC), the PIO will coordinate with the EOC and will assume responsibility for public information. Any request for information by the media shall be referred to the EOC and/or the PIO/JIC. This does not preclude public safety PIOs from responding to media inquiries on the scene, however, any release of information by a department or agency should be coordinated with the PIO in the EOC.

Other departments with technical expertise will provide assistance to the PIO to prepare appropriate protective action guidance and other emergency related information. The PIO will coordinate the release of information through the appropriate outlets. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location.

The County website and social media resources will be used to provide emergency information to residents. Powhatan County maintains an electronic messaging alert system (CodeRED®) that provides the capability to distribute notifications and emergency alerts to residents that have registered with the system via email, cellular phone, or pager using a text messaging system as well as through reverse 9-1-1 phone calls, WEA (wireless emergency alert) and IPAWS (Integrated Public Alert and Warning System). The County uses other media available to the general public (including social media) for public notification.

The Virginia EOC has the primary responsibility of keeping the public informed when an emergency affects a widespread area. State-level emergency public information will be broadcast through IPAWS. IPAWS is a modernization and integration of the nation’s alert and warning infrastructure that will save time when time matters, protecting life and property. It provides an internet-based capability for Federal, State, territorial, tribal, and local authorities to use in order to issue critical public alerts and warnings.



It improves alert and warning capabilities by allowing alerting authorities to deliver their message from a single portal to multiple communication pathways including the Emergency Alert System (EAS), the Commercial Mobile Alert System (CMAS), National Weather Service Dissemination Systems (including NOAA Weather Radio) and other unique and future communication systems. IPAWS is not mandatory and does not replace existing alert methods, but instead offers new capabilities.

The EAS is a national system jointly administered by the Federal Communications Commission, the Federal Emergency Management Agency, and the National Weather Service. It is designed to provide the President of the United States automatic access to U.S. broadcast and cable systems to speak directly to the nation in times of national disaster. The EAS system will be used as necessary within Powhatan County to disseminate appropriate emergency information.

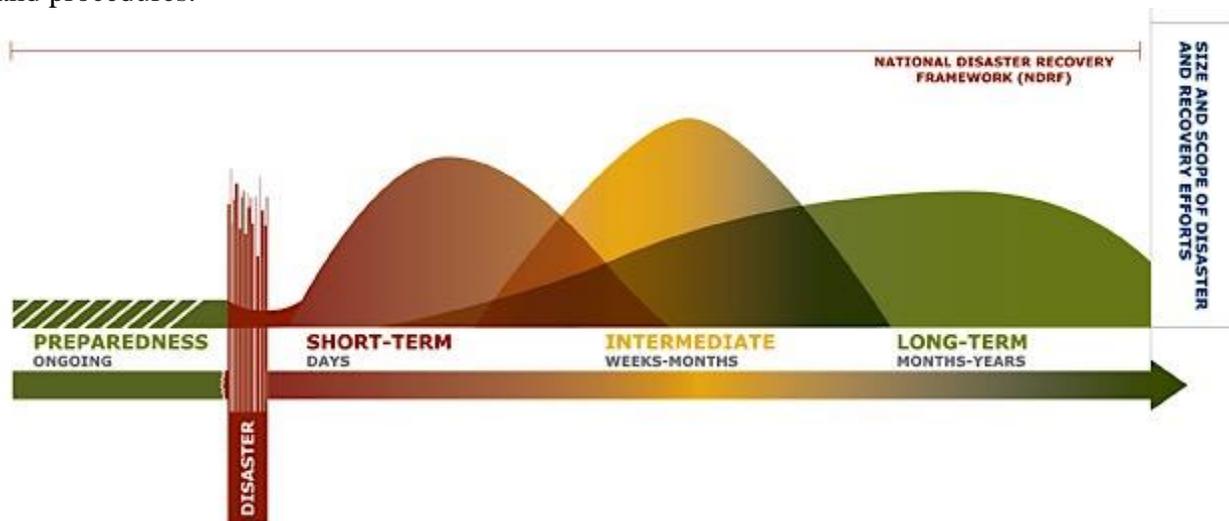
The National Weather Service issues watches and warnings regarding weather related threats that are disseminated through a variety of sources.

Post-incident outreach initiatives focus on mitigation and preparedness actions ahead of the next emergency; these are conveyed in similar fashion as pre-incident outreach.

Recovery

Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster survivors transitions from immediate needs to a more deliberate process of program delivery. Recovery activities may include coordination with the State and Federal government for administering State and Federal assistance.

Generally, the termination of the local declaration of emergency and/or the closing of the EOC will signal the formal transition to the recovery phase. EM is the lead for coordinating the activities of the Recovery Operations Center (ROC) and developing a plan for long-term recovery. EM will assume command of the ROC upon the approval of the Director of Emergency Management or designee. The formal transition from response and recovery and the transfer of incident command to EM will be announced to all departments and organizations using existing notification protocols and procedures.



Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during the response phase and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the existing command and ESF structures established by *Volume III: “Recovery Operations Plan”* will be used to manage recovery.

Long-term recovery includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The objective of long-term recovery, guided by County strategic land use goals and its comprehensive plan, is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and recovery of disaster response costs. The major objectives of long-term recovery include:



- Coordinating delivery of social and health services;
- Improving land use planning;
- Restoring local economy to pre-disaster levels;
- Recovering disaster response costs; and
- Effectively integrating mitigation strategies into recovery planning and operations.

Powhatan County may be eligible to apply for reimbursement of disaster-related expenses either through the Commonwealth of Virginia or the Federal government. Recovery assistance that will be available will depend upon whether or not the County is included in a State and/or Federal emergency or disaster declaration. In the event there is no State or Federal declaration, recovery assistance will include what is provided through County departments and various voluntary organizations. In the event of a Federal disaster or emergency declaration, Federal and State officials will establish and co-locate at a Joint Field Office (JFO) that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the Commonwealth for all declared jurisdictions.

EM as the lead for Long-Term Recovery will provide coordination with VDEM on implementation and management of the recovery programs. Other County departments will provide support as appropriate.

The disaster recovery process may continue for an extended period of time depending upon the scope and magnitude of the incident and the complexity of the recovery process. The Director of Emergency Management, or designee, may establish a Recovery and Restoration Task Force to serve as an advisory group on long-term recovery and restoration issues, policies, and activities.

Debris Management

A major initial recovery function is the management, collection, and disposal of debris. The Department of Public Works serves as lead agency in the coordination of debris collection and disposal. Debris must be removed to restore transportation access, ensure delivery of services to the community, and facilitate short-term recovery. Debris management issues also involve distinctions between deciduous, non-deciduous, and hazardous materials. (See *RSF05: "Debris Management"*)

Damage Assessment

Damage assessment is a critical element of recovery operations (*See RSF04: Damage Assessment*); it determines the impact of the disaster, identifies resource needs, and, as appropriate, justifies requests for State and Federal assistance. The damage assessment also provides a basis for determining priorities for repair and restoration of essential facilities.

The Emergency Management Coordinator, with assistance from other County departments, is responsible for the overall coordination damage assessment. Department heads (as well as the School Superintendent) are responsible for assessing damage to their resources and in their area of



expertise. Within the EOC, the Planning Section is responsible for the collection, analysis, and distribution of damage assessment information.

Damage assessment includes the collection of information on the status of critical infrastructure, such as electric power generation and distribution, telecommunications, transportation, medical services, water supply and distribution, sanitary services, and information on the number and types of residential, commercial, and/or industrial structures that have been damaged or destroyed. The collection of this information requires the support of multiple County departments and agencies.

The damage assessment process begins with the on-scene County personnel (e.g. Public Safety, Public Works, etc.). Responders will immediately begin collecting damage information on the numbers and types of injuries and fatalities, environmental hazards, street and bridge access, damage to buildings, downed power lines, and damage to critical infrastructure. This information will be provided to the Incident Commander or his/her designee for use in managing the incident, establishing priorities, and determining the need to request additional resources.

There are three types of damage assessments that will be conducted as needed throughout the incident: rapid assessment, initial damage assessment, and preliminary damage assessment.

Rapid Assessment (RA): also referred to as Windshield Survey: A quick survey of the area impacted by a disaster or emergency to ascertain the scope of the event and to determine immediate life-threatening situations and imminent hazards. The RA is typically conducted by the Sheriff's Department and supported by Fire and Rescue as well as other on-scene public safety personnel and County departments, as needed. A Rapid Assessment is normally accomplished within 24 hours of the incident.

Initial Damage Assessment (IDA): An initial and/or detailed evaluation and inspection of residential and commercial structures damaged by the incident. IDAs are conducted by County departments for their respective areas of responsibilities and by a Damage Assessment Team, if mobilized. An IDA normally will commence within 12 to 24 hours following an incident. The information will be collected by the ROC and transmitted to the Virginia EOC via their WebEOC system. If an IDA identifies significant damage, State and Federal support will be summoned to perform a Preliminary Damage Assessment.

County facility and systems assessment: County Departments and the School Division will be responsible for assessing and providing a consistent and comprehensive survey of County facilities and structures to identify the current status of the buildings and their components, and report on building systems and major damage that has occurred, if any. The systems that will need to be assessed include, but are not limited to:

- Civil/site systems
- Architectural/general building systems
- Mechanical/electrical systems
- Structural systems



The Department of Public Works in concert with the Facilities Department of the School Division, are responsible for collecting, collating and reporting their respective assessment information to the Recovery Operations Center (ROC).

Preliminary Damage Assessment (PDA): A survey of the affected area(s) by Federal and State officials to assess the scope and magnitude of damage to determine if Federal assistance may be required. A PDA is initiated by a request from the State to FEMA. Generally, a PDA is conducted prior to an official request by the Governor for the declaration of an emergency or major disaster by the President. Depending upon the types of damages, State/Federal PDA teams will be organized to assess damage to private property (Individual Assistance – the Federal program that provides disaster housing, grants and loans to aid individuals and households) or public property (Public Assistance – the Federal program that provides aid to local and state governments to help pay the cost of rebuilding a community’s damaged infrastructure), or separate teams to assess both.

The County, through the ROC, will provide administrative and logistical support for the PDA process. Data collected by the County damage assessment process will be provided as appropriate to the joint State and Federal PDA teams.

The objectives of damage assessments are as follows:

- Determine the immediate needs and priorities of disaster survivors.
- Evaluate the damage to housing, businesses, lifelines, and critical facilities.
- Develop initial cost estimates of damage to housing, businesses, lifelines, and critical facilities.
- Identify obstacles or interruptions to emergency operations or impediments to relief efforts.
- Identify secondary threats such as unsafe buildings still occupied or areas at risk to rising floodwaters.
- Estimate the economic impact of the disaster including damages to commerce and industry.
- Monitor public health.
- Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from outside sources.

The departments with assigned damage assessment responsibilities will develop appropriate internal procedures to accomplish their assigned tasks. County departments will work together at the ROC to gather and share information regarding the status of critical infrastructure to maximize the use of specialized resources and to provide a basis for requesting assistance. Information will be provided to the Planning Section at the ROC for consolidation and analysis.



Disaster Assistance Programs

The types of disaster assistance will vary depending upon the level of emergency and/or disaster declarations. Disaster assistance programs are designed to meet the needs of four distinct groups: individuals and families, businesses, government, and nonprofit organizations.

- Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending upon the extent of the damage. The State Recovery Task Force program assists the local government to ensure that needed assistance is provided to disaster survivors.
- The Small Business Administration (SBA) provides low-interest loans and can provide assistance with both physical and economic losses as the result of a disaster or emergency.
- Funds and grants are available to government and certain nonprofit organizations to repair, reconstruct, and mitigate the risk of future damage. The Commonwealth Emergency Relief for Localities program is designed to assist local governments that suffer uninsured damages to public property.

Under a Presidential Major Disaster Declaration, individuals, businesses, and the County may be eligible for a variety of Federal disaster assistance programs under three separate umbrellas: individual assistance, public assistance, and hazard mitigation.

- The **Individual Assistance Program** is jointly administered by VDEM and FEMA, and serves individuals and families affected by the disaster. This program requires that a Federal major disaster declaration is in effect, and that the Individual Assistance Program has been authorized for the County. This Program is designed as a supplement to other assistance that may be available, such as private insurance or disaster assistance loans offered through SBA. Individual Assistance may be available to individuals and households, and can be in the form of a grant, temporary housing (such as travel trailers), low interest loans, services (such as crisis counseling), and eligibility for programs not normally available unless there is a Federal disaster declaration. Individuals register to receive Federal disaster assistance by calling the FEMA toll-free “tele-registration” number. A wide variety of voluntary relief organizations also provide assistance for individuals and families including, among others, the American Red Cross and the Salvation Army.
- The FEMA **Public Assistance Program** requires a state of emergency proclamation, and a Federal declaration of a major disaster that specifically authorizes public assistance for Powhatan County. This program provides public assistance to state agencies, local governments, political subdivisions of local governments, and certain private nonprofit organizations. This assistance can cover debris removal and/or emergency protective measures taken during the response phase, as well as repair and restoration of damaged facilities. It also includes certain mitigation actions.



- Implementation of the **Hazard Mitigation Grant Program** (HMGP) requires a Federal disaster declaration. Up to 75 percent of the cost of measures designed to reduce future risk and losses to people and property from natural hazards and their effects can be paid by the Federal government.

Unmet Needs

Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the County, State, or Federal agencies due to the victim's ineligibility for such services or goods. During the recovery phase, a collaborative effort is established between the government and the private nonprofit community (and local Volunteer Organizations Active in Disaster, as applicable) to address the issue of unmet needs. During the recovery phase, the Recovery Operations Center may establish a **Disaster Recovery Task Force** (DRTF) to address this issue. The purpose of this task force will be to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources. *(See RFP16: Disaster Recovery Task Force)*

Continuity of Government

A major incident or emergency could include death or injury of key County officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved and government services maintained.

Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under the Commonwealth of Virginia's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, State, or Federal sources. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

To ensure continuity of government (COG), **Volume IV: Continuity of Operations/Government (COOP/COG)** Plan addresses how the County's governance and local ordinances will be preserved, maintained, or reconstituted. The COG addresses the following elements using guidance provided by the Emergency Management Coordinator, the Virginia Department of Emergency Management, and business continuity best practices:

- Line of succession (minimum of three backups/ successors or three qualified individuals trained for essential department positions).
- Pre-delegation (in writing) of emergency authorities to key officials.
- Command and control.

Key operational departments that constitute the Emergency Management Program have continuity of operation plans that identify:

- Processes and functions that must be maintained
- Essential positions
- Lines of succession
- Priorities for recovery of processes, functions, critical applications, and vital records
- Provision for the safeguarding of vital records and critical applications
- Provision for alternate operating capability and facilities
- Communication resources



Special Considerations

The Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws, mandate integration, and equal opportunity for people with disabilities. Powhatan County recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act of 1990).

This plan is developed on the premise of non-discrimination and recognizes the need for reasonable modifications of policies, practices, and procedures to ensure nondiscrimination, with reasonableness judged in light of nondiscrimination principles applied in emergent circumstances.

The following hallmark tenets of nondiscrimination laws are observed in all phases of emergency management:

- **Self-Determination.** People with disabilities are the most knowledgeable about their own needs.
- **No “One-Size-Fits-All” Policy.** People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in different ways. Preparations should be made for people with a variety of functional needs, including people who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats, or rely on a caregiver.
- **Equal Opportunity.** People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for people without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.
- **Reasonable Accommodation.** Within reason, people with disabilities have the right to have alterations made to their environment or the way things are customarily in order to facilitate equal access opportunities.

- **Inclusion.** People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that all people are given appropriate consideration during emergencies.
- **Integration.** Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps people connected to their support system and caregivers, and avoids the need for disparate service facilities.
- **Physical Access.** Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, bathrooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and from and between these areas.
- **Equal Access.** People with disabilities must be able to access and benefit from emergency programs, services, and activities equal to the general population. Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits.
- **Effective Communication.** People with disabilities must be given information that is comparable in content and detail to that given to the general public. It must also be accessible, understandable, and timely. Auxiliary aids and services may be needed to ensure effective communication. These resources may include pen and paper; sign language interpreters through on-site or video; and interpretation aids for people who are deaf, deaf-blind, hard of hearing, or have speech impairments. People who are blind, deaf-blind, or have low vision or cognitive disabilities may need large print information or people to assist with reading and filling out forms.
- **Program Modifications.** People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.



- **No Charge.** People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps; cots modified to address disability-related needs; a visual alarm; grab bars; additional storage space for medical equipment; lowered counters or shelves; Braille and raised letter signage; a sign language interpreter; a message board; assistance in completing forms or documents in Braille, large print or audio recording.

The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims.



Medical, Functional, and Access Needs

Residents or visitors with medical, access and functional needs may include the elderly, children, persons with disabilities (e.g. mobility/vision/hearing/speaking impairments, among others), as well as those who live in institutional settings, are from diverse cultures, have limited or no English proficiency, or are public transportation-dependent.

People with medical, access and functional needs may require assistance in one or more functions including, but not limited to, maintaining independence, communications, transportation, supervision, and medical care.

Residents or visitors with medical needs are those who have a health condition and cannot manage independently and require assistance in performing activities of daily living and/or require care for the monitoring of a health condition. Physical conditions that require equipment that uses electricity may come under this definition, although the individuals may regularly perform activities of daily living without human help.

The Department of Fire and Rescue, as the primary agency responsible for emergency medical care and services; the Health Department, as the primary agency for Public Health; and the Department of Social Services, as the primary agency for behavioral health, will be responsible for establishing procedures to address the needs of those with medical conditions. Functional and access needs planning will be addressed through the Department of Social Services, with assistance from other County departments, as appropriate.

The County will develop and maintain policies and procedures to serve these populations to facilitate the delivery of service during an emergency or disaster.

For more information, see ESF11: Mass Care and Sheltering and RFP07: Health and Social Services.

Children

Powhatan County recognizes the varying and special requirements of children and is committed to ensuring that their physical and mental health needs will be appropriately addressed. Children will stay with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services in emergency situations.



Animals

The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. A companion animal is generally defined as “any dog, cat, or other domesticated animal normally residing and cared for in or near the household of the owner of that animal.”

County public education campaigns exist to inform owners of pocket pets, household pets/companion animals, exotic animals, and livestock what preparedness and response actions should be taken before, during, and after an emergency. Only service animals covered under current Americans with Disabilities Act (ADA) regulations are allowed in County emergency shelters.

ESF11: Mass Care and Sheltering, addresses emergency animal care, sheltering, and evacuation provisions in compliance with the PETS Act.



Organization and Assignment of Roles/Responsibilities

Individuals, Families, and Households

Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness and response. By reducing hazards in and around their homes, individuals reduce potential emergency response requirements.

Individuals, families, and households should also prepare emergency supply kits and emergency plans so they can take care of themselves, their pets, the elderly, and their neighbors for at least 72 hours following a significant event.

Individuals can also contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses.

Individuals, families, and households should make preparations with family members who have access and functional needs or medical needs. Their plans should also include provisions for their animals, including household pets or service animals.

During an actual disaster, emergency, or threat, individuals, households, and families should monitor emergency communications and follow guidance and instructions provided by local authorities.

Communities

Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. Communities bring people together in different ways for different reasons, and can contribute to preparedness and resilience by sharing information and promoting collective action. Engaging in local emergency planning efforts is important to identifying needs and potential contributions to local planners.

Non-Governmental, Partner, and Volunteer Organizations

Non-governmental organizations play vital roles in delivering important services, including core response capabilities. Non-governmental organizations, including racial and ethnic, faith-based, veteran-based, voluntary, and nonprofit organizations, provide sheltering, emergency food supplies, and other essential support services.

Non-governmental organizations are inherently independent and committed to specific interests and values, which drive the groups' operational priorities and shape the resources they provide.



Non-governmental organizations bolster government efforts and often provide specialized services to the whole community, as well as to certain members of the population including children; individuals with disabilities and others with access and functional needs; those from diverse religious, racial, and ethnic backgrounds; and people with limited English proficiency.

Non-governmental organizations are key partners in preparedness activities and response operations.

Powhatan County has established relationships with organizations that provide support services to the government and residents of the County either on a daily or as-needed basis. During emergency operations it may be necessary to coordinate with these organizations for information sharing or the provision of services.

Roles and responsibilities of key partner organizations have been identified in ESF's and other documents/guidance where necessary. Other organizations will be engaged on an as-needed basis depending on the type, scope, and needs of the incident.

Private Sector

Private sector organizations play key roles before, during, and after incidents. Private sector entities include large, medium, and small businesses; commerce, private cultural and educational institutions; and industry, as well as public/private partnerships that have been established specifically for emergency management purposes.

A fundamental responsibility of private sector organizations is to provide for the welfare of their employees in the workplace.

In addition, some businesses play an essential role in protecting critical infrastructure systems and implementing plans for the rapid reestablishment of critical infrastructure operations following a disruption. Others are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of the cause.

In many cases, private sector organizations have immediate access to commodities and services that can support incident response.

During an incident, key private sector partners have a direct link to emergency management operations.

EM, and others as appropriate, will engage the private sector to develop and apply processes, procedures, and communications protocols that support the sharing of operational information and situational awareness relative to potential or actual incidents.

Critical Infrastructure/Key Resources organizations will be encouraged to organize sector-coordinating and information-sharing mechanisms suitable for their sectors or areas of concern.



Powhatan County will encourage, and when possible provide support to, owners and operators of critical infrastructure whose disruption may have local or regional impact to develop appropriate emergency response plans and information- sharing processes and protocols tailored to the unique requirements of their respective sectors including integration with local, State, and Federal government operations. These entities should validate, exercise, and implement security and business continuity plans to enhance their capability to maintain services.

Private sector involvement with Powhatan County during an incident is determined by the nature, scope, and magnitude of the incident. In some circumstances, priorities of incident management actions are developed through a partnership of local, State, and private-sector entities.

Private sector entities are responsible for the repair, restoration, and security of their property, and will first seek reimbursement for disaster losses from insurance or other sources. Federal disaster assistance may be available, primarily in the form of low-interest loans.

Local Government

Chairman – Board of Supervisors

- Receives regular situation status updates from the Director of Emergency Management and is briefed as appropriate on policy issues related to the response and recovery operations.
- Coordinates with other elected officials at the local, regional and State level, including the Congressional Delegation.

County Board of Supervisors

- Adopts Volume I of the County’s Emergency Operations Plan.
- Establishes policy and provides guidance to the County Administrator.
- Reviews and ratifies local declarations of emergency.
- Receives regular situation status updates from the Director of Emergency Management and is briefed as appropriate on policy issues related to the response and recovery operations.
- Hosts community meetings to ensure needs are being addressed and information is provided to residents.
- Promulgates the codes, regulations, and ordinances of the County, and appropriates the funds required to implement and enforce an effective response, recovery, and mitigation program.



County Administrator (Director of Emergency Management)

- Serves as the designated Director of Emergency Management for Powhatan County and performs the functions identified in the Code of Virginia, and this Plan.
- Appoints, with the consent of the County Board of Supervisors, the Emergency Management Coordinator to manage the day-to-day functions of emergency management.
- Directs activation of the County's Continuity of Operations Plan, as necessary, in order to maintain essential County operations.
- Organizes and directs emergency operations through the regularly constituted County government using equipment, supplies, and facilities of existing departments and organizations to the maximum extent practicable.
- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the Commonwealth, other States, or localities within other States, as necessary.
- Directs and reallocates, when necessary, County physical and financial assets and resources during an emergency.
- The Director of Emergency Management may assume command of an incident or appoint incident commanders to carry out his or her directives.

Assistant County Administrator

- Will assume responsibilities of County Administrator as required by succession or assignment.

Emergency Management Coordinator

- The Emergency Management Coordinator is appointed by the County Administrator and approved by the Board of Supervisors.
- Develops and coordinates emergency management plans governing the immediate use of all facilities, equipment, staff, and other resources of the County for the purposes of minimizing or preventing damage to persons and property, and for restoring government services and public utilities necessary for public health, safety, and welfare.
- Ensures the timely activation, staffing, and management of the Emergency Operations Center.
- Coordinates with State and Federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.
- Coordinates the recruitment of volunteer personnel to provide assistance during disasters and emergencies.
- Coordinates with other public and private agencies engaged in emergency management activities.
- Develops and maintains the Powhatan County Continuity of Operations/Government Plan in cooperation with all County departments.
- Coordinates County participation in the development and maintenance of the Hazard Mitigation Plan in cooperation with all County departments.



- Develops and maintains the County’s Emergency Operations Plan and ensures it establishes a chain of command and delineates responsibilities of County departments.
- Coordinates damage assessment activities within the County and submission of required reports to VDEM.
- Coordinates with State and Federal authorities in the aftermath of an emergency or disaster to ensure the maximum available support for recovery and assistance for persons and businesses.
- Coordinates the submission of all requests for statewide mutual aid.
- Negotiates and enters into, in coordination with the Director of Emergency Management, mutual aid agreements dealing with adjacent jurisdictions and relief organizations.
- Facilitates an after-action assessment of the disaster/emergency incident and/or exercises to determine what actions can be taken to mitigate future disaster effects and to identify areas for improvement. Maintains a corrective action program that records and monitors “lessons learned” and “corrective actions.”
- Develops a schedule for and conducts training to ensure that all persons with specific responsibilities under the EOP understand their duties and are capable of performing their duties.
- Coordinates resources for the Director of Emergency Management and performs all other duties assigned by the Director in the response to an emergency or disaster.
- Works with the County Board of Supervisors to ensure that requirements for infrastructure replacement are consistent with current best practices to ensure the maximum assistance from the Federal government in the event that public facilities must be reconstructed or replaced in the aftermath of a disaster or emergency.
- Provides an annually updated Local Capability Assessment Report (LCAR) to the State Emergency Management Coordinator on or before July 1 of each year.

County Departments and Organizations

County department heads are responsible for managing their departments and organizations on a day-to-day basis in accordance with the authority granted to them by the Board of Supervisors, County Administrator, or Commonwealth law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP Basic Plan, ESF’s, and General Operating Instructions..

The general emergency preparedness responsibilities of all County government organizations and non-government organizations include:

- Perform assigned roles and responsibilities identified in this plan.
- Implement the Emergency Operations Plan concepts, processes, and structures when carrying out assigned roles and functional responsibilities.
- Conduct operations in accordance with the National Incident Management System, applicable Homeland Security Directives, the Commonwealth of Virginia Emergency Operations Plan, and the National Response Framework.
- Conduct planning and preparedness activities designed to prepare department staff to accomplish assigned emergency preparedness, response, and recovery responsibilities.



- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
- Develop and maintain supporting plans, operational procedures, functional documents, and checklists to accomplish assigned responsibilities.
- Conduct and participate in planning and training in cooperation with identified primary and support agencies and EM.
- Maintain financial records in accordance with guidance from the Finance Department, EM, and other applicable County procedures.
- Establish, maintain, and exercise emergency notification procedures.
- Develop and maintain an inventory of department resources applicable to accomplishing assigned emergency functions.
- Provide senior representatives to the Emergency Operations Center, command post, or other identified emergency locations when activated and requested with appropriate authority to commit personnel and resources on behalf of the department.
- Participate in approved drills, tests, and exercises.
- Maintain a three-tier (or greater) line of succession for the department's senior position(s) with authority to make decisions for committing organizational resources.
- Safeguard vital records including computer digital data at all times.
- Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry in consultation with the Finance Department.
- Establish mutual aid agreements to maintain liaison with surrounding municipal, county, nonprofit, and private sector counterparts as appropriate.
- Periodically review and update all emergency plans, policies, and procedures.

The roles of each lead and supporting department are identified in the ESF's and General Instructions to this Plan. In addition, other responsibilities for departments during emergency operations in Powhatan County may be assigned depending on the type, scope, and needs of the incident.

Regional

Given the unique geography, transportation interdependencies, and socio-economic characteristics of the Central Virginia region, coordination of preparedness with neighboring jurisdictions is essential before, during, and after emergencies. Powhatan County maintains partnerships with all regional emergency planning entities through plan-sharing, joint training and exercises, and preparedness committee (e.g. Central Virginia Emergency Management Alliance - CVEMA) attendance. Due to immediate adjacency to the Powhatan County, close collaboration is observed in particular with the Counties of Chesterfield, Amelia, Goochland, Henrico, and Cumberland.



Commonwealth of Virginia

The public safety and welfare of a state's residents are the fundamental responsibilities of every Governor. The Governor coordinates state resources and provides the strategic guidance for response to all types of incidents. This includes supporting local governments as needed and coordinating assistance with other states and the federal government. The governor also:

- In accordance with state law, may make, amend, or suspend certain orders or regulations associated with response,
- Communicates to the public, in an accessible manner, and helps people, businesses, and organizations cope with the consequences of any type of incident,
- Commands the state military forces (National Guard personnel not in federal service and state militias),
- Coordinates assistance from other states through interstate mutual aid and assistance agreements, such as the Emergency Management Assistance Compact (EMAC),
- Requests federal assistance including, if appropriate, a Stafford Act declaration of an emergency or major disaster.

Federal Government

The Federal government maintains a wide range of capabilities and resources to respond to domestic incidents. Although federal disaster assistance is often considered synonymous with presidential declarations under the Stafford Act, Federal assistance can be provided to state and local jurisdictions through a number of different mechanisms and authorities. For incidents in which Federal assistance is provided under the Stafford Act, the Federal Emergency Management Agency (FEMA) coordinates the assistance. For non-Stafford Act incidents, Federal response or assistance may be led or coordinated by various Federal departments and agencies consistent with their authorities. Requests for Federal resources is accomplished thru the VEOC.



Information Collection, Analysis, and Dissemination

Incident situational awareness (SA) and a common operating picture (COP) is achieved through the use of multiple methods, including email, local and VDOT traffic cameras, VDEM's WebEOC, local media, and other sources. On an as-needed basis, the County coordinates with the Virginia Fusion Center (VFC), Department of Homeland Security (DHS), and other State and Federal partners to support intelligence-gathering efforts prior to, during, or after planned events and/or emergencies.

The Planning Section in the EOC will be responsible for collection, analysis, and dissemination of incident-specific information through a variety of mechanisms including situation status reports, briefings, email communication, maps, and graphics. The Planning Section will establish the essential elements of the information and reporting schedule.

All departments and agencies will be responsible for maintaining current situational awareness and reporting requested information accurately and in a timely manner. Critical information will be disseminated in a timely manner independent of reporting schedules. Each department or agency will be responsible for establishing the necessary communication and coordination mechanisms with supporting and partner organizations for information sharing and situational awareness.

Information related to the incident and other information such as personal protective actions or recovery activities will be coordinated with the PIO and disseminated to the public.

Community Lifelines

Decision-makers must rapidly determine the scope, complexity, and interdependent impacts of an incident. The EOC Planning Section will utilize the **Community Lifelines** construct for information collection, situational awareness, and common operating picture. This analysis and decision-making process allows decision-makers to:

- Rapidly determine whether an incident is large (complicated) or complex,
- Prioritize and focus response efforts to maintain or restore the most critical services and infrastructure,
- Ensure limited resources can go toward a common goal that requires involvement across the whole community (root cause analysis vs. cascading impacts), and
- Promote a response that fosters better integration and communication across the whole community since lifeline management transcends public and private sector boundaries.

Community lifelines reframe incident information to provide decision-makers with impact statements and root causes. This construct maximizes the effectiveness of federally supported, state managed, and locally executed response.

Lifelines primarily impacts how essential elements of incident information is organized and reported during response and recovery.

- Response operational procedures such as NIMS and ICS remain fundamentally the same
- Some changes may include:
 - How we understand, prioritize, and communicate incident impacts,
 - The structure and format of decision-making support products (e.g., briefings, forms)
 - The ability to plan for incident impacts and stabilization methods/resources both prior to and during incidents.

A lifeline enables the continuous operation of government functions and critical business, and is essential to human health and safety or economic security.

Lifelines are designed to:

- highlight priority areas and interdependencies,
- focus attention on actions being taken,
- communicate coordination efforts towards stabilization, and integrate information

Lifeline Components and Essential Elements of Information

There are seven basic lifelines. Each lifeline is comprised of multiple components and essential elements of information needed to stabilize the incident.



Each lifeline is comprised of several components that represent the bucketing of critical Essential Elements of Information (EEIs)

- The EEIs are the common themes across incidents and indicate overall lifeline status
- Components includes key capabilities or services that are essential to stabilizing an incident and in providing resources to survivors
- Components are assessed individually to determine the seven lifelines’ status and overall progress of incident response

Note that not every incident will impact all of the lifelines or components.

Multiple components establish the parameters of and key assessment elements for each of the lifelines. Component-level analysis is required to determine if each lifeline is stable.

For more information on the use of the Lifelines Construct, see ESF09 “Situational Awareness and Common Operating Picture” and ESF10 “Information collection, analysis and dissemination”.



Communications

The communications infrastructure may be impacted by the emergency situation. Additionally, communications may be problematic due to demands exceeding capacities. It can be anticipated that normal means of communication in the affected areas will either be disrupted or incapacitated. This will require the use of alternate methods of communication to deliver essential services and public information.

ESF02 – Communications in the EOC will be responsible for establishing and maintaining internal County communications systems. The EM Coordinator and Department of Information Technology will be responsible for establishing communications with surrounding jurisdictions, the Virginia EOC, and Federal agencies as appropriate.

Between the Incident Commander and the EOC

Timely communication amongst first responders and local government officials working within the EOC is critical during an event. Powhatan County has a wide variety of emergency communications equipment available to communicate internally and externally including, public safety radio channels, amateur radio, pagers, telephones, cell phones, fax machines, email, etc.

First responders will maintain operational communication throughout incident response and recovery operations using available public safety communication radio channels.

All functions operating outside of the EOC will maintain contact with the EOC through redundant communications such as amateur radio, telephone, alternate radio channels, fax, etc.

Public Information Officer (PIO)

The Public Information Officer ensures that all official information coming from Powhatan County during an emergency, is timely and reliable.

PIOs get their message out by communicating directly with the public, working through the traditional news media and through social media. PIOs serve an important role in communicating routine emergency information during non-emergency times and emergency public information during an incident.

During an incident the PIO is also responsible for monitoring local news media and social media for rumors. If the various outlets are spreading rumors regarding the incident, the PIO should make every attempt to set the record straight and dispel the rumors.



Communications to the Public

During emergencies and disasters the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites (e.g. Facebook and Twitter) and the county's Webpage.

For situations that require the public to take immediate action, the county will utilize an appropriate Alert and Warning system(s) that are available, i.e. CodeRED® Alert and Warning System, Integrated Public Alert and Warning System (IPAWS), Wireless Emergency Alerting (WEA), and the National Weather Service, Weather Alert Radio.

Joint Information Center (JIC)

The JIC is a physical location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. *(See ESF#25: External Affairs/Public Information)* The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The county JIC is located in the auditorium of the Village Building, 3910 Old Buckingham Road.

Communications with the VEOC

The county's EOC integrates into the larger emergency management network at the state-level by using WebEOC and telephone communications with regional liaisons. VDEM regional staff facilitates communications between Powhatan and the VEOC.

Communications with surrounding jurisdictions

Communications with surrounding jurisdictions will be accomplished through existing systems and resources, i.e. phone, email, fax, cellular. There does not currently exist a private or dedicated communications pathway between EOC's that can be utilized during a disaster or emergency.



Administration, Finance, and Logistics

Reporting and Documentation

Documenting actions taken during response and recovery is important to create a historical record of the event, recover reimbursable costs, document when and why decisions were made, under what circumstances, and what actions were taken, and provide data for after action reviews, planning, mitigation and preparedness purposes.

Each EOC representative and each department is responsible for documenting actions and expenditures for the duration of the incident. Every county employee, organization, or agency **MUST** document their activities and action on the **ICS-214 Form** for each operational period. The Planning Section in the EOC is responsible for collecting and collating all reports and ICS forms. The Finance and Administration Section of the EOC is responsible for collecting and collating all financial documentation and timesheets.

Periodic Situation Reports and Incident Action Plans will be created when the EOC is activated. Each ESF will be required to provide requested information in accordance with the established reporting schedule.

After Action Reporting

After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. For issues to be addressed, they need to be identified and documented.

All departments and partner organizations will participate in the after-action review process and submit issues and recommended solutions to the Emergency Management Coordinator for review and consolidation. The Emergency Management Coordinator or designee may schedule and facilitate an after-action review meeting to verify and document issues for further review and corrective action. Primary ESF agencies should conduct after-action reviews with their support agencies to identify ESF-specific issues or concerns that will be monitored through the corrective actions process.

A formal after-action report may be developed for significant incidents, planned events, or exercises. Corrective actions for the identified deficiencies or areas for improvement will be developed. Departments will be assigned responsibility for developing recommended solutions, identifying a timeline for completion, and implementing the corrective actions.

The Emergency Management Coordinator will be responsible for managing the corrective action program by documenting issues and tracking the status of resolutions. Open actions will be reviewed as determined appropriate.



Finance

All agencies participating in response and recovery operations will maintain accurate records that substantiate their response and recovery actions, to include costs and obligations for resources utilized. Powhatan County may be able to apply for reimbursement of eligible disaster-related expenses either through the State or the Federal government. It is important that accurate records are readily available to support requests for recovery assistance from the State or Federal government.

Specific guidance for documentation will be provided through the Finance and Administration Section in the EOC. Information that may be required includes, but is not limited to:

- Purchase orders
- Invoices
- Vouchers
- Payroll information (timesheets)
- Hours worked, job function, and work locations

Resource Ordering and Management

In a disaster or emergency situation, any resources or assets in control of the County will be made available to resolve the situation. Requests will be made by the Incident Commander (IC) to the EOC. If additional outside resources are required, procurement will be processed by the Logistics Section in the EOC. The following are sources or potential sources for resources that may be available to the County in responding to disasters and emergencies:

- Personnel, staff, equipment, and facilities belonging to the County.
- Resources available from neighboring jurisdictions through local mutual aid agreements.
- Resources available from the private sector through acquisition/purchasing.
- Resources of the Commonwealth of Virginia including the National Guard.
- Mutual aid resources from other States through the Emergency Management Assistance Compact (EMAC).
- Mutual aid available through the Statewide Mutual Aid Program.
- Resources available from the Federal government under the National Response Framework.

If County resources are exhausted, the EOC will submit the request to the State or request mutual aid assistance other local jurisdictions within the Central Virginia region or from outside jurisdictions within the State. Note that this provision does not apply to existing “automatic” aid/mutual aid agreements.



Unique and specialized resources will be requested from local vendors or the State to resolve the situation. All costs associated with resource procurement will be documented for recovery of expenses incurred, regardless of the source. All requests for outside assistance must be made to the EOC when a declared “Local State of Emergency” exists, so that County-wide requests can be tracked and prioritized. The Logistics Section in the EOC is responsible for tracking resource requests and allocations on behalf of the EOC.

If State resources are exhausted, VDEM will request outside assistance from the Federal government provided that a Federal declaration of an emergency or major disaster is in place. Support by military units may be requested through State EOC provided that a State of Emergency Declaration including the Powhatan County is in place. Military forces, when made available, will support and assist local agencies, and may receive mission-type requests from the County Manager or his or her designated representative to include objectives, priorities, and other information necessary to accomplish missions.

Mutual Aid

The Virginia Emergency Services and Disaster Law of 2000, as amended, authorizes the County Manager, as the Director of Emergency Management, in collaboration with other public and private agencies within the Commonwealth of Virginia or other States or localities within other States, to develop mutual aid or reciprocal assistance agreements in case of a disaster that is too great to be handled unassisted. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency resources may be sent from Powhatan County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, as directed by the County Manager, or designee, when it is determined that such assistance is necessary and feasible.

The County coordinates the deployment of fire and rescue resources with neighboring jurisdictions through written mutual aid agreements.

The County has also adopted the Virginia Statewide Mutual Aid Agreement (SMA) operated by the Virginia Department of Emergency Management as a supplement to day-to-day local mutual aid agreements. Requests for statewide mutual aid will be coordinated by Emergency Management in accordance with the Statewide Mutual Assistance Manual.

Mutual aid assistance from other States is available through the Emergency Management Assistance Compact (EMAC). A Governor’s Proclamation of a State of Emergency must be in place to request EMAC assistance. The EOC Manager at the EOC will process and manage requests for EMAC assistance in accordance with procedures established by VDEM.

County Departments may establish additional local mutual aid agreements as necessary to carry out their assigned roles and responsibilities following a disaster or emergency.



Plan Development and Maintenance

The development, maintenance, and implementation of the County's Basic Emergency Operations Plan (EOP) is the responsibility of EM. The County's approach to emergency planning is that it is a continuous process. EM will coordinate planning needs by involving those agencies and individuals who have responsibility and interest in the plans. The goal of the EOP is to provide a sound working document complementing the County's Emergency Management Program.

Secondary goals identify and address the emergency management functions in an aggressive and progressive manner as time and resources allow. This will ensure that comprehensive consideration of emergency management issues are incorporated in the EOP.

Maintenance

Code of Virginia, §44-146.19E, requires each jurisdiction to prepare and keep current a local emergency operations plan. The Emergency Management Director, assisted by the Emergency Management Coordinator, have overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned and republished following an actual or threatened emergency situation.

The Coordinator will have the EOP readopted every four (4) years by the Board of Supervisors. Guidance and assistance is provided by the Virginia Department of Emergency Management.

Powhatan County shall conduct a comprehensive plan review, revision, and exercises prior to formal adoption to ensure the plan remains current. Guidance and assistance is provided by the Virginia Department of Emergency Management.

The EOP should also be updated and republished following an actual or threatened emergency situation to reflect lessons learned. It is also suggested that plans be updated and reviewed following training, exercises and/or drills, changes in government structure, or if individuals and officials recommend improvements and changes as needed through the Emergency Management Directors or Coordinators.



Training and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of the EOP. The Emergency Management Coordinator will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Powhatan County EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs and resources of the county. This program will be designed to attain an acceptable level of emergency preparedness.

All training and exercises conducted in will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator will develop, plan, and conduct at least one tabletop, functional, and/or full-scale exercises annually. These exercises will be designed to not only test the EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Powhatan County.

Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The county may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

- A Training and Exercise Plan will include priorities based on the goals and objectives of the training program, the core capabilities that the County will train and exercise, and a multi-year schedule.
- Each department with assigned roles and responsibilities in this Plan will ensure that staff members are trained and provided the opportunity to participate in exercises. Departments will maintain a roster of trained staff.
- The County, as a Local/Commonwealth Performance Partnership Agreement (LPPA) jurisdiction, is required to hold annual exercises unless an actual emergency occurs that meets the exercise requirement. In addition to department level exercises, the County may also participate in various Federal and State exercises. Such exercises are encouraged to support planning and operational readiness.
- Exercises will be evaluated so that shortcomings in the plans, training, coordination, and operational procedures can be identified and corrected through a Corrective Action Program.



After Action Reports (AARs)

After any major disaster response or exercise of the EOP, an AAR should be developed in compliance with the procedures outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).

An AAR results from an administrative process used by the county to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program. The AAR should:

- Review actions taken;
- Identify equipment shortcomings;
- Improve operational readiness;
- Highlight strengths/initiatives; and
- Identify areas for improvement.

Corrective Actions

AARs are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. Emergency Management will coordinate AARs, as appropriate, and provide documentation, disseminations, and archiving of findings. The results of the AAR will be provided to the Director of Emergency Management for documenting, tracking, and corrective action processes.

Through a collaborative and objective process with incident organizations a corrective action plan will be developed and established for further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

NIMS Training Requirements

All provided training will be compliant with current NIMS guidance. (See the table below). Specialized training based on the County’s hazards are also addressed in the training program.

	Personnel	Required Training
ICS-400 (Command)	Command and General Staff Department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, MACC/EOC managers	<i>FEMA IS-700.A: NIMS, An Intro</i> <i>FEMA IS-800.B: NRF</i> <i>ICS-100: Intro to ICS</i> <i>ICS-200: Basic ICS</i> <i>ICS-300: Intermediate ICS</i> <i>ICS-400: Advanced ICS</i>
ICS-300/IS-800 (Managers)	Middle Management Strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and MACC/EOC staff	<i>FEMA IS-700.A: NIMS, An Intro</i> <i>FEMA IS-800.B: NRF</i> <i>ICS-100: Intro to ICS</i> <i>ICS-200: Basic ICS</i> <i>ICS-300: Intermediate ICS</i>
ICS-200 (Supervisors)	First Line Supervisors Single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of NIMS training	<i>FEMA IS-700.A: NIMS, An Intro</i> <i>ICS-100: Intro to ICS</i> <i>ICS-200: Basic ICS</i>
ICS-100/IS-700 (Responders)	Entry Level Responders & Disaster Workers EMS, fire, police, hospital, public health, public works/utilities, skilled support and other emergency management response, support, and volunteer personnel at all levels	<i>FEMA IS-700.A: NIMS, An Intro</i> <i>ICS-100: Intro to ICS</i>



Exercises

Exercises will be compliant with Homeland Security Exercise and Evaluation Program (HSEEP) guidance, including the building-block concept of exercise design, planning, and execution.

Seminar: A seminar involves brief discussions of preparedness strategies and goals. It helps orient participants to new plans, policies or procedures, research, assess interagency capabilities, and construct a common framework.

Workshop: A workshop involves more participants and often includes breakout sessions to develop new ideas, processes or procedures, and can be used to develop and obtain consensus for written plans.

Tabletop Exercise: A tabletop exercise gathers participants with an experienced facilitator to identify areas for sustainability and improvement in existing plans, present new concepts, and features a slower-paced problem solving process.

Game: A game features a realistic scenario in a tabletop exercise to test existing and potential strategies, and prepare for more complex exercises.

Drill: A drill is a supervised activity that tests a specific operation or function or maintains a specific operations or emergency response capability.

Functional Exercise: A functional exercise is a single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. It can be used to evaluate management of EOCs, command posts, and headquarters, and assess the adequacy of response plans and resources.

Full-Scale Exercise: A full-scale exercise is a high-stress, multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response. It includes mobilization of units, personnel, and equipment and scripted exercise scenarios.



Emergency Support Functions (ESFs)

The Emergency Support Function (ESF) format, which is an element of the National Incident Management System (NIMS), is used in planning documents of all levels of government including the National Response Framework (NRF), Commonwealth of Virginia Emergency Operations Plan (COVEOP), and numerous Local Emergency Operations Plans (LEOP) throughout the state.

ESFs represent groups of functions most frequently used to provide response for disasters and emergencies and provide the structure for coordinating interdepartmental and intergovernmental support for response to an incident occurring in Powhatan County. While it is not a requirement of local government to adopt the Emergency Support Function (ESF) format in order to be NIMS compliant, this format facilitates communications between various levels of government during large-scale emergencies.

The Powhatan County EOP utilizes several Emergency Support Functions (ESFs) to provide support and additional guidance for response to disasters or emergencies. See ***Volume II: “Emergency Support Functions”*** for additional guidance. The volume also includes hazard specific “General Operating Instructions” as well as “Specialty Plans”.



Primary Responsible Department/Agency

Emergency Support Function

ESF	Function	Primary Department/Agency
ESF01	Transportation	Public Works
ESF02	Communications	Emergency Communications
ESF03	Public Works and Engineering	Public Works
ESF04	Firefighting/Fire Protection	Fire and Rescue
ESF05	Emergency Management	Emergency Management
ESF06	Mass Care and Sheltering	Social Services
ESF07	Resource Management & Logistics	Emergency Management
ESF08	Emergency Medical Services	Fire and Rescue
ESF09	Search and Rescue	Sheriff's Department
ESF10	Oil and Hazardous Materials Response	Fire and Rescue
ESF11	Agriculture and Natural Resources	Cooperative Extension
ESF12	Energy & Critical Power	Public Works
ESF13	Public Safety and Security	Sheriff's Department
ESF14	-reserved-	----
ESF15	External Affairs/Public Information/JIC	Public Information Officer
ESF16	-reserved-	----
ESF17	Volunteer and Donations Management	Emergency Management
ESF18	Situational Awareness, Common Operating Picture	Emergency Management
ESF19	Information collection, analysis and dissemination	Emergency Management
ESF20	Population Protection (Evacuation)	Sheriff's Department
ESF21	Mutual Aid, SMA, & EMAC	Emergency Management
ESF22	Mass Casualty Incident	Fire and Rescue
ESF23	Mass Fatality and Mortuary Services	Fire and Rescue
ESF24	Alert, Warning and Notification	Emergency Management
ESF25	Severe Weather Warning and Notification	Emergency Communications

Specialty Plan

SP	Plan	Primary Department/Agency
SP01	Radiological Ingestion Pathway Plan (North Anna NPS)	Health Department
SP02	Colonial Pipeline Emergency Response Plan	Emergency Management
SP03	Railroad Incident Emergency Response Plan	Emergency Management
SP04	Special Events and Festivals	Emergency Management
SP05	PCPS School Crisis Response Plan (CONFIDENTIAL)	Schools
SP06	Amateur Radio Support	Emergency Management
SP07	UAS (Drone) Program	Emergency Management
SP08	Family Assistance Center (FAC) Plan	Social Services
SP09	Mass Prophylaxis (VDH Plan)	Health Department
SP10	Active Shooter, Hostile Event Response (CONFIDENTIAL)	Sheriff's Department

Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EEI	Essential Element of Information
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VEOC	Virginia Emergency Operations Center
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction



Glossary

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

Command Post

That location at which primary command functions are executed; usually co-located with the Incident Base, also referred to as the Incident Command Post.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.



Emergency Operations Center (EOC)

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

Hazardous Materials

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials that are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards.



Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Field Office

The central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.



Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal critical incident stress debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

Is a guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including weapons of mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the jurisdiction with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via WebEOC or fax.

Span of Control

As defined in the Incident Command System, span of control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.



Special Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Victim

A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated in violation (Source [§19.2-11.01B](#)).

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).



Tabs

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5	BOS adoption of NIMS, 1/10/2005
6	List of Emergency Support Functions (ESFs)
7	List of Specialty Plans (SPs)
8	List of General Operating Instructions (GOIs)
9	List of Standard Operating Procedures (SOPs)



Tab 1: Board of Supervisors EOP adoption Resolution

[SAMPLE] Insert the current adoption BOS resolution here

Board of Supervisors: Barry C. Hodge William E. Melton Jason Moore Carson L. Tucker David T. Williams	THE COUNTY OF POWHATAN VIRGINIA	3834 Old Buckingham Road, Suite A Powhatan, Virginia 23139 Tel 804-598-5612 Fax 804-598-7835 Website: www.powhatanva.gov
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RESOLUTION ADOPTING THE UPDATED POWHATAN EMERGENCY OPERATIONS PLAN

WHEREAS, the Board of Supervisors of Powhatan Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters;

WHEREAS, Powhatan County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, Powhatan County has established and appointed a Director and Coordinator of Emergency Management; and

WHEREAS, the Commonwealth of Virginia Emergency Services and Disaster Law 2000, as amended (2008 Edition section 44-146.19 E), requires local governments to update and adopt their Emergency Operations Plan every four years.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Powhatan County that the updated Powhatan County Emergency Operations Plan dated January 9, 2012 is hereby approved and adopted for the County of Powhatan.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 9, 2012.



 Chairman
 Powhatan County Board of Supervisors

ATTEST:


 Clerk
 Powhatan County Board Of Supervisors

Recorded Vote:

Barry Hodge	A/E
William E. Melton	A/E
Jason Moore	A/E
Carson L. Tucker	A/E
David T. Williams	A/E



Tab 2: SAMPLE Declaration of a Local Emergency

DECLARATION OF A LOCAL EMERGENCY FOR THE COUNTY OF POWHATAN, VIRGINIA

WHEREAS, pursuant to the County’s Emergency Operations Plan (EOP) dated: [Insert EOP Adoption Date here]; and,

WHEREAS, due to [Insert the situation or condition that will impact the county];

1. The County of Powhatan is [or will be] in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County; and
2. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril; and
3. The Board of Supervisors is unable to convene in a timely manner to address this occurrence due to the disaster or other exigent circumstances; and

NOW, THEREFORE, IT IS HEREBY DECLARED pursuant to authority granted under § 44-146.21(a) of the *Code of Virginia*, that an emergency presently exists throughout the County of Powhatan; and

IT IS FURTHER DECLARED AND ORDERED that during the existence of this emergency, the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization and functions of the County of Powhatan, shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved Emergency Operations Plan of the County of Powhatan, in order to prepare, respond, recover, and mitigate the effects and dangers posed by this emergency;

DECLARED By: _____ Date: [Insert Date]
[Insert Name], County Administrator – Director of Emergency Management

DECLARED By: _____ Date: [Insert Date]
[Insert Name], Deputy Director of Emergency Management



Tab 3: SAMPLE BOS resolution confirming the existence of a Local Emergency

**RESOLUTION
CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, on [Insert event date], the county experienced [Insert the event or conditions experienced by the County].

WHEREAS, due to this occurrence the County of Powhatan was in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County, and,

WHEREAS, as a result of this extreme peril, a declaration of the existence of an emergency was necessary to permit the full powers of government to deal effectively with this condition of peril; and,

WHEREAS, in accordance with § 44-146.21 Code of Virginia and the County of Powhatan Emergency Operations Plan, adopted on [Insert EOP adoption date], a Local Emergency was declared to exist by [Insert who declared the Local Emergency – Name and title]; and,

WHEREAS, pursuant to the declaration of a local emergency, the County’s Emergency Operations Plan was activated;

NOW, THEREFORE, BE IS RESOLVED, that a local emergency was declared on [Insert date of Local Declaration] and is confirmed by Powhatan County Board of Supervisors on this date.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON: [Insert date]

[Insert name], Chairman
Powhatan County Board of Supervisors

ATTEST:

_____, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

- District 1 Supervisor [Insert name] vote ____
- District 2 Supervisor [Insert name] vote ____
- District 3 Supervisor [Insert name] vote ____
- District 4 Supervisor [Insert name] vote ____
- District 5 Supervisor [Insert name] vote ____



Tab 4: SAMPLE BOS resolution confirming the ending of a Local Emergency

**RESOLUTION
ENDING THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, on [Insert event date], the county experienced [Insert the event or conditions experienced by the County].

WHEREAS, due to this occurrence the County of Powhatan was in a state of extreme peril to the lives, health, safety, welfare, and property of the residents of Powhatan County, and,

WHEREAS, as a result of this extreme peril, a declaration of the existence of an emergency was necessary to permit the full powers of government to deal effectively with this condition of peril; and,

WHEREAS, in accordance with § 44-146.21 Code of Virginia and the County of Powhatan Emergency Operations Plan, on [Insert EOP adoption date] a Local Emergency was declared to exist by [Insert who declared the Local Emergency – Name and title]; and,

WHEREAS, on [Insert meeting date] the Powhatan County Board of Supervisors met and confirmed by resolution that a Local Emergency did exist, and,

WHEREAS, pursuant to the declaration of a local emergency, the County’s Emergency Operations Plan was activated;

NOW, THEREFORE, BE IS RESOLVED, that the local emergency that was declared on [Insert event date] and confirmed by Powhatan County Board of Supervisors by resolution adopted on [Insert adoption date], no longer exists and is therefore declared to be ended.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON: [Insert date]

[Insert name], Chairman
Powhatan County Board of Supervisors

ATTEST:

_____, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

- District 1 Supervisor [Insert name] vote ____
- District 2 Supervisor [Insert name] vote ____
- District 3 Supervisor [Insert name] vote ____
- District 4 Supervisor [Insert name] vote ____
- District 5 Supervisor [Insert name] vote ____



Tab 5: BOS adoption of NIMS

COUNTY OF POWHATAN

BOARD OF SUPERVISORS:
ROBERT R. COSBY, CHAIRMAN
RUSSELL E. HOLLAND, VICE CHAIRMAN
T.J. BISE
C. SCOTT DANIEL
R. KENNETH HATCHER



COUNTY ADMINISTRATOR
CAROLYN CIOS

RESOLUTION THE NATIONAL INCIDENT MANAGEMENT SYSTEM

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

WHEREAS, the President of Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various Powhatan County incident management activities, including current emergency management training programs; and



WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of Powhatan County that the National Incident Management System (NIMS) is established as the Powhatan County standard for incident management.

Passed this 10th day of January 2005.

Robert R. Cosby
Robert R. Cosby, Chairman
Powhatan County Board of Supervisors

Attest:

Carolyn L. Cios
Carolyn L. Cios, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

Robert R. Cosby	<u>AYE</u>
T. J. Bise	<u>AYE</u>
Russell Holland	<u>AYE</u>
Kenneth Hatcher	<u>AYE</u>
C. Scott Daniel	<u>AYE</u>

Tab 6: List of Emergency Support Functions (ESFs)

Emergency Support Functions (ESF)

ESF01	Transportation
ESF02	Communications
ESF03	Public Works and Engineering
ESF04	Firefighting/Fire Protection
ESF05	Emergency Management
ESF06	Mass Care and Sheltering
ESF07	Resource Management & Logistics
ESF08	Emergency Medical Services
ESF09	Search and Rescue
ESF10	Oil and Hazardous Materials Response
ESF11	Agriculture and Natural Resources
ESF12	Energy & Critical Power
ESF13	Public Safety and Security
ESF14	-reserved-
ESF15	External Affairs/Public Information/JIC
ESF16	-reserved-
ESF17	Volunteer and Donations Management
ESF18	Situational Awareness, Common Operating Picture
ESF19	Information collection, analysis and dissemination
ESF20	Population Protection (Evacuation)
ESF21	Mutual Aid, SMA, & EMAC
ESF22	Mass Casualty Incident
ESF23	Mass Fatality and Mortuary Services
ESF24	Alert, Warning and Notification
ESF25	Severe Weather Warning and Notification

Tab 7: List of Specialty Plans (SPs)

Specialty Plans (SPs)

SP01	Radiological Ingestion Pathway Plan (North Anna NPS)
SP02	Colonial Pipeline Emergency Response Plan
SP03	Railroad Incident Emergency Response Plan
SP04	Special Events and Festivals
SP05	PCPS School Crisis Response Plan (CONFIDENTIAL)
SP06	Amateur Radio Support
SP07	UAS (Drone) Program
SP08	Family Assistance Center (FAC) Plan
SP09	Mass Prophylaxis (VDH Plan)
SP10	Active Shooter, Hostile Event Response (CONFIDENTIAL)

Tab 8: List of Hazard Specific General Operating Instructions (GOIs)

Hazard Specific General Operating Instructions (GOIs)

GOI01	Severe Storms
GOI02	Hazardous Materials Spill or Leak
GOI03	Winter Storm
GOI04	Flooding
GOI05	Tornado
GOI06	Tropical Storm/Hurricane
GOI07	Dam Failure
GOI08	Earthquake
GOI09	Search and Rescue

Tab 9: List of Standard Operating Procedures (SOPs)

Standard Operating Procedures (SOPs)

SOP01	Operation of the Emergency Operations Center (EOC)
SOP02	Operation of the Recovery Operations Center (ROC)
SOP03	Operation of the Backup Emergency Operations Center
SOP04	Operation of the Mobile Command Center (MCC)
SOP05	Operation of the Mobile Light Tower & Generator Trailer
SOP06	Operation of the Shelter Supply Trailer
SOP07	Operation of the Amateur Radio Repeater Equipment
SOP08	Operation of the Mobile Support Unit (MSU)
SOP09	Operation of the CodeRED® Alert and Notification System



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: Status Report on Bonded Projects

Motion: Informational Item Only, No Action Required

Dates Previously Considered by Board: Monthly Status Reports provided at Board of Supervisors Meetings

Summary of Item: The County issued Bonds on July 19, 2016 for the listed projects. Staff will present a status of the projects.

Project Name	Total Project (\$ in thousands)	Proffers Grants Other	General Fund	2016 Bonds
Public Safety Radio System	9,420	-	90	9,330
PS Radio Towers / Broadband Initiative	1,035	-	-	1,035
Courthouse Expansion	3,923	-	783	3,140
Computer Aided Dispatch	962	150	212	600
Field Improvements	710	-	42	668
Water Tower - Village Area	2,260	-	-	2,260
Subtotal County	18,310	150	1,127	17,033
PCPS Middle School	35,327	751	715	33,861
Joint Vehicle Maintenance Facility	4,649	367	626	3,656
Subtotal PCPS	39,976	1,118	1,341	37,517
Total (in thousands of \$)	58,286	1,268	2,468	54,550

Staff/Contact: Tom Nolan, Director of Public Safety Communications, 804-598-5646; tnolan@powhatanva.gov
 Ramona Carter, Director of Public Works, 804-598-5764; rcarter@powhatanva.gov
 Charla W. Schubert, Director of Finance, 804-598-5780; cshubert@powhatanva.gov

Project:	LMR-Radio
Total Project Budget	\$10,360,000
Projected funds expended	\$1,832,813.77
Radio System Budget	\$9,235,000
Towers Budget	\$1,025,000
A&E Contract	8/7/2015
Terminated A&E Contract	2/6/2017
Specifications Development 2.1 Detailed Desinged	100% Complete
County -RFP-Release	12/15/2017
County to obtain, final RFP pricing	3/19/2019
County -contract approval	6/12/2019
Detailed Designed Reivew	2/1/2020
Phase 3-Impelmentation -DDR Total Project	7% 44%
Estimated Completion Date	TBD

Report date: Tuesday, January 21, 2020

Project:	Courthouse Parking Expansion
Project Budget	\$430,000.00
Bonds	\$400,000.00
General Fund	\$30,000.00
A&E	\$61,231.90
Design Development	80%
Plans Submitted for Approval	Three large UST (Fuel) removed 01/20/20
Anticipated Construction	March/April 2020
Date of Report	22-Jan-20



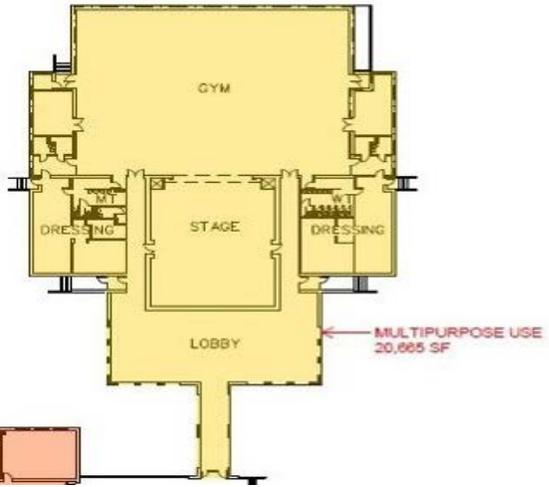
Project:	East Convenience Center
Project Budget	\$1,750,000.00
A&E (Site Selection)	\$22,000.00
Design Development	5%
Project Site Selected	5 sites to evaluate
Plans Submitted to Owner	
Next Steps	1) Land Owner Approval 2) Negotiate Land purchase 3) Hire A&E Firm to design 4) Bid Project 5) Construction
Date of Report	22-Jan-20



Project:	Sports Field Lighting
Project Budget	\$1,258,000.00
Additional Funds-FCP Controls	\$100,000.00
Musco Collaborative Contract	\$1,291,094
Paid to Date	\$1,289,410
Design Development	100% Complete
Plans Submitted for Review	100% Complete
Easement Signed	24-Apr-19
Administration-poles and foundations in place, conduit and wire pulled, CT cabinets in, Dominion connection	Administration online, Dominion still has to connect Skaggs rd, then demolition can begin of old poles/fixtures
Skaggs rd poles and foundations in place, conduit being pulled beginning of Sept. hookup in October	Waiting on Demolition and removal of old poles, all new lights and controls are operational
Change Orders-LED FCP parking lot lights, basketball push-button	\$20,250
Fighting Creek Controls	Complete
Date of Report	22-Jan-20



Project:	Pocahontas Gymnasium &
Project Budget	\$280,000.00
Bonds	\$280,000.00
General Fund	\$0.00
Construction	5%-Field Repairs
	Waiting on Roof Repairs by Schools
Anticipated Interior Construction	1-Feb-20
Date of Report	22-Jan-20



Powhatan County
 2016 Bond Funded Projects
 Total All Projects

as of 12/31/2019

	<u>Grant Funded</u>	<u>Cash Proffers Funded</u>	<u>General Fund Funded</u>	<u>Bond Funded</u>	<u>Total Budget</u>
Budget	150,000.00	367,396.00	3,218,704.47	54,841,139.25	58,577,239.72
Spent	(150,000.00)	(367,396.00)	(3,218,704.47)	(45,048,715.49)	(48,784,815.96)
Total remaining	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,792,423.76</u>	<u>9,792,423.76</u>

Powhatan County
 2016 Bond Funded Projects
 New Middle School
 4-301-062100-8302

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
10.29.19	BT# 0000366	R-2019-50	1,466,120.00	33,861,000.00 (426,124.48)	35,327,120.00 34,900,995.52
PAYMENTS					
Date	Vendor	Amount			
11.20.15	Moseley Architects	108,423.20	(108,423.20)	-	(108,423.20)
12.18.15	Moseley Architects	100,823.20	(100,823.20)	-	(100,823.20)
1.14.16	Moseley Architects	92,423.20	(92,423.20)	-	(92,423.20)
2.12.16	Moseley Architects	103,672.80	(103,672.80)	-	(103,672.80)
3.14.16	Moseley Architects	113,097.60	(113,097.60)	-	(113,097.60)
3.24.16	ECS Mid Atlantic	900.00	(900.00)	-	(900.00)
4.15.16	Moseley Architects	115,128.00	(115,128.00)	-	(115,128.00)
4.29.16	Work Environment	3,695.00	(3,695.00)	-	(3,695.00)
5.15.16	Moseley Architects	136,482.20	(136,482.20)	-	(136,482.20)
5.31.16	ECS Mid Atlantic	725.00	(725.00)	-	(725.00)
6.21.16	Moseley Architects	71,008.40	(71,008.40)	-	(71,008.40)
6.21.16	Treasurer of VA	4,500.00	(4,500.00)	-	(4,500.00)
6.21.16	RTD	214.80	(214.80)	-	(214.80)
7.29.16	Moseley Architects	213,025.20	(213,025.20)	-	(213,025.20)
8.19.16	Moseley Architects	222,865.20	(222,865.20)	-	(222,865.20)
9.15.16	Moseley Architects	146,966.80	(146,966.80)	-	(146,966.80)
9.15.16	Work Environment	5,390.00	(5,390.00)	-	(5,390.00)
9.27.16	S.B. Cox #1	219,141.00	-	(219,141.00)	(219,141.00)
10.14.16	Moseley Architects	164,589.72	(26,779.40)	(137,810.32)	(164,589.72)
10.14.16	Richmond Times	198.80	-	(198.80)	(198.80)
11.8.16	Moseley Architects	23,265.66	-	(23,265.66)	(23,265.66)
11.8.16	S.B. Cox #2	406,357.60	-	(406,357.60)	(406,357.60)
11.8.16	S.B. Cox #3	114,106.40	-	(114,106.40)	(114,106.40)
12.16.16	Moseley Architects	7,814.02	-	(7,814.02)	(7,814.02)
1.20.17	Moseley Architects	15,079.68	-	(15,079.68)	(15,079.68)
1.20.17	Work Environment	6,385.00	-	(6,385.00)	(6,385.00)
1.31.17	Kenbridge Construction	929,697.00	-	(929,697.00)	(929,697.00)
2.13.17	Moseley Architects	14,869.73	-	(14,869.73)	(14,869.73)
3.3.17	Kenbridge Construction	539,630.00	-	(539,630.00)	(539,630.00)
3.24.17	S.B. Cox	34,375.00	-	(34,375.00)	(34,375.00)
3.24.17	Moseley Architects	20,349.60	-	(20,349.60)	(20,349.60)
3.24.17	Kenbridge Construction	913,299.27	-	(913,299.27)	(913,299.27)
4.20.17	Moseley Architects	36,018.56	-	(36,018.56)	(36,018.56)
4.28.17	Kenbridge Construction	2,090,145.88	-	(2,090,145.88)	(2,090,145.88)
5.15.17	Kenbridge Construction	1,222,790.27	-	(1,222,790.27)	(1,222,790.27)
5.25.17	Moseley Architects	12,809.76	-	(12,809.76)	(12,809.76)
6.9.17	Moseley Architects	63,799.27	-	(63,799.27)	(63,799.27)
6.14.17	Kenbridge Construction	1,669,150.19	-	(1,669,150.19)	(1,669,150.19)

Powhatan County
 2016 Bond Funded Projects
 New Middle School
 4-301-062100-8302

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
			1,466,120.00	33,861,000.00	35,327,120.00
10.29.19	BT# 0000366	R-2019-50		(426,124.48)	34,900,995.52
PAYMENTS					
Date	Vendor	Amount			
7.21.17	Kenbridge Construction	2,607,880.19	-	(2,607,880.19)	(2,607,880.19)
7.21.17	Moseley Architects	35,839.25	-	(35,839.25)	(35,839.25)
8.11.17	Moseley Architects	27,114.68	-	(27,114.68)	(27,114.68)
8.11.17	Kenbridge Construction	1,825,786.31	-	(1,825,786.31)	(1,825,786.31)
9.15.17	Kenbridge Construction	1,902,894.80	-	(1,902,894.80)	(1,902,894.80)
10.6.17	Moseley Architects	18,849.60	-	(18,849.60)	(18,849.60)
10.6.17	Absolute Pest Control	5,346.00	-	(5,346.00)	(5,346.00)
10.13.17	Kenbridge Construction	1,573,338.00	-	(1,573,338.00)	(1,573,338.00)
11.17.17	Moseley Architects	23,833.60	-	(23,833.60)	(23,833.60)
11.17.17	Kenbridge Construction	1,711,175.73	-	(1,711,175.73)	(1,711,175.73)
12.14.17	Kenbridge Construction	1,858,048.18	-	(1,858,048.18)	(1,858,048.18)
12.14.17	Moseley Architects	21,982.40	-	(21,982.40)	(21,982.40)
1.19.18	Kenbridge Construction	1,616,307.53	-	(1,616,307.53)	(1,616,307.53)
1.19.18	Moseley Architects	21,412.80	-	(21,412.80)	(21,412.80)
2.9.18	Kenbridge Construction	1,780,019.14	-	(1,780,019.14)	(1,780,019.14)
2.16.18	Moseley Architects	41,537.38	-	(41,537.38)	(41,537.38)
3.2.18	Hurricane Fence	5,274.00	-	(5,274.00)	(5,274.00)
3.16.18	Kenbridge Construction	1,708,653.27	-	(1,708,653.27)	(1,708,653.27)
3.16.18	Moseley Architects	25,818.00	-	(25,818.00)	(25,818.00)
4.19.18	Moseley Architects	19,424.92	-	(19,424.92)	(19,424.92)
4.19.18	Kenbridge Construction	2,238,295.78	-	(2,238,295.78)	(2,238,295.78)
6.1.18	Kenbridge Construction	1,626,888.67	-	(1,626,888.67)	(1,626,888.67)
6.1.18	Moseley Architects	22,619.52	-	(22,619.52)	(22,619.52)
6.21.18	Kenbridge Construction	1,599,847.50	-	(1,599,847.50)	(1,599,847.50)
6.21.18	C&W-Tesco, Inc	10,300.00	-	(10,300.00)	(10,300.00)
6.21.18	Moseley Architects	20,829.60	-	(20,829.60)	(20,829.60)
7.5.18	CDW Government	35,699.00	-	(35,699.00)	(35,699.00)
7.5.18	CDW Government	306.00	-	(306.00)	(306.00)
7.5.18	CDW Government	1,700.00	-	(1,700.00)	(1,700.00)
7.5.18	CDW Government	6,443.00	-	(6,443.00)	(6,443.00)
7.23.18	Atlantic Geotechnical	4,653.75	-	(4,653.75)	(4,653.75)
7.23.18	Dell Marketing	108,407.28	-	(108,407.28)	(108,407.28)
7.23.18	Moseley Architects	19,674.60	-	(19,674.60)	(19,674.60)
7.26.18	Kenbridge Construction	828,635.36	-	(828,635.36)	(828,635.36)
8.1.18	Ball Office products	53,705.01	-	(53,705.01)	(53,705.01)
8.1.18	Atlantic Geotechnical	464.00	-	(464.00)	(464.00)
8.1.18	Ball Office products	250,735.52	-	(250,735.52)	(250,735.52)
8.29.18	C&W-Tesco, Inc	1,800.00	-	(1,800.00)	(1,800.00)

Powhatan County
 2016 Bond Funded Projects
 New Middle School
 4-301-062100-8302

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
10.29.19	BT# 0000366	R-2019-50	1,466,120.00	33,861,000.00 (426,124.48)	35,327,120.00 34,900,995.52
PAYMENTS					
Date	Vendor	Amount			
8.29.18	Dominion Energy	16,123.76		(16,123.76)	(16,123.76)
8.29.18	Hy-Tech	12,250.00		(12,250.00)	(12,250.00)
8.29.18	Kenbridge Construction	191,503.49		(191,503.49)	(191,503.49)
9.12.18	CDW Government	5,491.00		(5,491.00)	(5,491.00)
9.12.18	Supply Room Companies	151,945.22		(151,945.22)	(151,945.22)
9.14.18	Creative office	87,673.90		(87,673.90)	(87,673.90)
9.14.18	Diversified Education	67,984.40		(67,984.40)	(67,984.40)
9.14.18	JMJ Corporation	1,752.00		(1,752.00)	(1,752.00)
9.14.18	JMJ Corporation	39,508.22		(39,508.22)	(39,508.22)
9.21.18	School Specialty	100,016.50		(100,016.50)	(100,016.50)
9.27.18	Atlantic Geotechnical	766.00		(766.00)	(766.00)
9.27.18	C&W-Tesco, Inc	19,200.00		(19,200.00)	(19,200.00)
10.4.18	Hy-Tech	1,050.00		(1,050.00)	(1,050.00)
10.11.18	Supply Room Companies	2,795.36		(2,795.36)	(2,795.36)
10.11.18	Kenbridge Construction	114,584.57		(114,584.57)	(114,584.57)
10.11.18	Kenbridge Construction	114,537.05		(114,537.05)	(114,537.05)
10.19.18	Kenbridge Construction	200.00		(200.00)	(200.00)
10.19.18	Interiors by Guernsey	5,592.00		(5,592.00)	(5,592.00)
10.19.18	Interiors by Guernsey	15,710.04		(15,710.04)	(15,710.04)
10.19.18	Proseal Services	38,760.00		(38,760.00)	(38,760.00)
11.9.18	C&W-Tesco, Inc	9,000.00		(9,000.00)	(9,000.00)
11.9.18	Wenger	4,048.00		(4,048.00)	(4,048.00)
11.9.18	Kenbridge Construction	134,201.93		(134,201.93)	(134,201.93)
11.16.18	Lowe's	853.10		(853.10)	(853.10)
11.20.18	Moseley Architects	20,597.68		(20,597.68)	(20,597.68)
11.20.18	Solarfilm	1,694.00		(1,694.00)	(1,694.00)
12.7.18	CDW Government	1,615.00		(1,615.00)	(1,615.00)
12.7.18	Communications Specialist	2,463.06		(2,463.06)	(2,463.06)
12.27.18	Commtronics	12,744.07		(12,744.07)	(12,744.07)
1.10.19	Hurricane Fence	10,631.00		(10,631.00)	(10,631.00)
2.7.19	Supply Room Companies	8,703.88		(8,703.88)	(8,703.88)
2.14.19	Moseley Architects	3,597.15		(3,597.15)	(3,597.15)
2.14.19	Moseley Architects	15,079.68		(15,079.68)	(15,079.68)
2.14.19	Moseley Architects	18,556.47		(18,556.47)	(18,556.47)
2.22.19	Royalwood Assoc.	17,977.00		(17,977.00)	(17,977.00)
4.17.19	Kenbridge Construction	14,512.49		(14,512.49)	(14,512.49)
5.9.19	Radio Communications	8,543.00		(8,543.00)	(8,543.00)
5.9.19	CTSI	15,260.33		(15,260.33)	(15,260.33)

Powhatan County
 2016 Bond Funded Projects
 New Middle School
 4-301-062100-8302

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
10.29.19	BT# 0000366	R-2019-50	1,466,120.00	33,861,000.00 (426,124.48)	35,327,120.00 34,900,995.52
PAYMENTS					
Date	Vendor	Amount			
5.9.19	Clerk of Works	8,720.79		(8,720.79)	(8,720.79)
		-	-	-	-
Total Spent		34,900,995.52	(1,466,120.00)	(33,434,875.52)	(34,900,995.52)
Total Budget Remaining			-	0.00	0.00

Powhatan County
 2016 Bond Funded Projects
 Village Water Tower
 4-301-046000-8301

as of 12/31/2019

			<u>FUNDING SOURCE</u>	<u>Total</u>
			<u>Bonds</u>	<u>Budget</u>
R-2017-73	10.23.17		3,000,000.00	3,000,000.00
			(740,000.00)	2,260,000.00
10.29.19	BT# 0000366	R-2019-50	(260,441.79)	1,999,558.21

PAYMENTS

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>		
9.15.16	Moseley Architects	30,334.22	(30,334.22)	(30,334.22)
10.14.16	Moseley Architects	10,833.65	(10,833.65)	(10,833.65)
11.8.16	Moseley Architects	4,333.46	(4,333.46)	(4,333.46)
12.16.16	Moseley Architects	8,666.92	(8,666.92)	(8,666.92)
1.20.17	Moseley Architects	30,334.22	(30,334.22)	(30,334.22)
2.13.17	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
4.20.17	Moseley Architects	26,000.76	(26,000.76)	(26,000.76)
5.25.17	Moseley Architects	15,167.11	(15,167.11)	(15,167.11)
6.9.17	Moseley Architects	13,000.38	(13,000.38)	(13,000.38)
6.14.17	Kenbridge Construction	121,950.00	(121,950.00)	(121,950.00)
7.21.17	Kenbridge Construction	33,080.00	(33,080.00)	(33,080.00)
7.21.17	Moseley Architects	8,666.92	(8,666.92)	(8,666.92)
9.8.17	Phoenix Fabricators	434,762.00	(434,762.00)	(434,762.00)
9.15.17	Kenbridge Construction	6,900.11	(6,900.11)	(6,900.11)
10.6.17	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
10.13.17	Phoenix Fabricators	441,612.00	(441,612.00)	(441,612.00)
10.27.17	Quinn Consulting	1,052.38	(1,052.38)	(1,052.38)
11.9.17	Phoenix Fabricators	178,750.00	(178,750.00)	(178,750.00)
12.1.17	Quinn Consulting	2,104.76	(2,104.76)	(2,104.76)
12.8.17	Phoenix Fabricators	45,500.00	(45,500.00)	(45,500.00)
12.21.17	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
1.19.18	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
1.19.18	Phoenix Fabricators	15,000.00	(15,000.00)	(15,000.00)
1.19.18	Quinn Consulting	2,508.72	(2,508.72)	(2,508.72)
3.16.18	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
3.22.18	Daniel & Company	79,735.00	(79,735.00)	(79,735.00)
4.12.18	Phoenix Fabricators	51,023.00	(51,023.00)	(51,023.00)
4.19.18	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
6.1.18	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
6.14.18	Phoenix Fabricators	55,681.50	(55,681.50)	(55,681.50)
6.14.18	Quinn Consulting	1,421.10	(1,421.10)	(1,421.10)
6.21.18	Moseley Architects	4,333.46	(4,333.46)	(4,333.46)
7.5.18	Quinn Consulting	17,604.22	(17,604.22)	(17,604.22)
7.10.18	Phoenix Fabricators	67,518.79	(67,518.79)	(67,518.79)
7.23.18	Moseley Architects	2,166.73	(2,166.73)	(2,166.73)
8.29.18	FDM Testing	4,940.00	(4,940.00)	(4,940.00)
8.29.18	Phoenix Fabricators	162,549.69	(162,549.69)	(162,549.69)

Powhatan County
 2016 Bond Funded Projects
 Village Water Tower
 4-301-046000-8301

as of 12/31/2019

			<u>FUNDING SOURCE</u>	<u>Total</u>
			<u>Bonds</u>	<u>Budget</u>
R-2017-73	10.23.17		3,000,000.00	3,000,000.00
			(740,000.00)	2,260,000.00
10.29.19	BT# 0000366	R-2019-50	(260,441.79)	1,999,558.21

<u>PAYMENTS</u>				
<u>Date</u>	<u>Vendor</u>	<u>Amount</u>		
9.6.18	Quinn Consulting	34,468.52	(34,468.52)	(34,468.52)
11.9.18	Phoenix Fabricators	26,151.02	(26,151.02)	(26,151.02)
11.20.18	Quinn Consulting	912.40	(912.40)	(912.40)
11.20.18	Moseley Architects	4,333.46	(4,333.46)	(4,333.46)
1.10.19	Moseley Architects	3,250.09	(3,250.09)	(3,250.09)
2.14.19	Moseley Architects	6,500.19	(6,500.19)	(6,500.19)
2.14.19	Moseley Architects	3,250.10	(3,250.10)	(3,250.10)
2.25.19	Phoenix Fabricators	(6,140.00)	6,140.00	6,140.00
5.8.19	Village Building Comp	3,800.00	(3,800.00)	(3,800.00)
			-	-
Total spent		<u>1,999,558.21</u>	<u>(1,999,558.21)</u>	<u>(1,999,558.21)</u>
Total Budget Remaining			<u>0.00</u>	<u>-</u>

Powhatan County
2016 Bond Funded Projects
Public Radio System
4-301-031200-6001

as of **12/31/2019**

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
			90,000.00	9,235,000.00	9,325,000.00
R-2017-12 3.27.17				5,300.19	9,330,300.19
9.22.17 - interest earned on bonds				89,779.20	9,420,079.39
7.31.18 - interest earned on bonds	R-2018-35			291,059.86	9,711,139.25
8.1.19 - interest earned on Bonds	R-2019-39			233,546.37	9,944,685.62
10.29.19 BT# 0000366	R-2019-50			726,013.88	10,670,699.50

PAYMENTS					
Date	Vendor	Amount			
7.29.16	CDI	50,912.15	(50,912.15)	-	(50,912.15)
8.19.16	CDI	1,071.24	(1,071.24)	-	(1,071.24)
9.15.16	CDI	731.16	(731.16)	-	(731.16)
7.12.17	Altairis	18,287.50	(18,287.50)	-	(18,287.50)
7.28.17	Altairis	25,856.25	(18,997.95)	(6,858.30)	(25,856.25)
9.1.17	Altairis	15,787.80	-	(15,787.80)	(15,787.80)
9.15.17	Altairis	18,258.00	-	(18,258.00)	(18,258.00)
10.27.17	Altairis	11,590.25	-	(11,590.25)	(11,590.25)
11.17.17	Altairis	11,482.85	-	(11,482.85)	(11,482.85)
1.19.18	Altairis	26,862.25	-	(26,862.25)	(26,862.25)
1.25.18	Altairis	18,974.00	-	(18,974.00)	(18,974.00)
2.23.18	CDI	3,750.00	-	(3,750.00)	(3,750.00)
3.2.18	Altairis	13,181.75	-	(13,181.75)	(13,181.75)
3.16.18	Altairis	5,459.50	-	(5,459.50)	(5,459.50)
5.22.18	Altairis	16,782.25	-	(16,782.25)	(16,782.25)
6.14.18	Altairis	9,666.00	-	(9,666.00)	(9,666.00)
6.21.18	Altairis	23,912.25	-	(23,912.25)	(23,912.25)
7.23.18	Altairis	21,166.75	-	(21,166.75)	(21,166.75)
8.10.18	Carolina Recording	42,168.44	-	(42,168.44)	(42,168.44)
8.24.18	Altairis	37,030.63	-	(37,030.63)	(37,030.63)
9.6.18	Floyd Greene	105.00	-	(105.00)	(105.00)
10.24.18	Altairis	35,583.19	-	(35,583.19)	(35,583.19)
10.24.18	Altairis	23,000.00	-	(23,000.00)	(23,000.00)
11.20.18	Altairis	30,268.00	-	(30,268.00)	(30,268.00)
11.20.18	Floyd Greene	120.00	-	(120.00)	(120.00)
12.19.18	Floyd Greene	135.00	-	(135.00)	(135.00)
12.27.18	Altairis	28,556.80	-	(28,556.80)	(28,556.80)
1.10.19	Floyd Greene	165.00	-	(165.00)	(165.00)
1.24.19	Altairis	16,468.00	-	(16,468.00)	(16,468.00)
2.22.19	Floyd Greene	150.00	-	(150.00)	(150.00)
2.26.19	Amazon	13.14	-	(13.14)	(13.14)
2.26.19	Amazon	13.47	-	(13.47)	(13.47)
2.26.19	Amazon	17.33	-	(17.33)	(17.33)
2.26.19	Amazon	76.21	-	(76.21)	(76.21)

Powhatan County
 2016 Bond Funded Projects
 Public Radio System
 4-301-031200-6001

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
			90,000.00	9,235,000.00	9,325,000.00
R-2017-12 3.27.17				5,300.19	9,330,300.19
9.22.17 - interest earned on bonds				89,779.20	9,420,079.39
7.31.18 - interest earned on bonds	R-2018-35			291,059.86	9,711,139.25
8.1.19 - interest earned on Bonds	R-2019-39			233,546.37	9,944,685.62
10.29.19	BT# 0000366	R-2019-50		726,013.88	10,670,699.50

PAYMENTS					
Date	Vendor	Amount			
2.26.19	Amazon	97.30	(97.30)		(97.30)
2.27.19	Altairis	45,632.00	(45,632.00)		(45,632.00)
3.28.19	Floyd Greene	150.00	(150.00)		(150.00)
3.28.19	Altairis	42,625.91	(42,625.91)		(42,625.91)
4.24.19	Altairis	51,796.00	(51,796.00)		(51,796.00)
4.26.19	Commonwealth Spectrum	8,400.00	(8,400.00)		(8,400.00)
5.1.19	Floyd Greene	135.00	(135.00)		(135.00)
5.22.19	Commonwealth Spectrum	8,900.00	(8,900.00)		(8,900.00)
5.22.19	Floyd Greene	150.00	(150.00)		(150.00)
6.20.19	Altairis	34,270.00	(34,270.00)		(34,270.00)
6.20.19	Altairis	36,731.00	(36,731.00)		(36,731.00)
6.20.19	Floyd Greene	150.00	(150.00)		(150.00)
7.18.19	Altairis	17,204.00	(17,204.00)		(17,204.00)
7.18.19	Floyd Greene	135.00	(135.00)		(135.00)
8.7.19	Harris Corporation	970,000.00	(970,000.00)		(970,000.00)
8.7.19	Apex Towers	4,500.00	(4,500.00)		(4,500.00)
8.14.19	Christopher Martin	1,000.00	(1,000.00)		(1,000.00)
8.20.19	Floyd Greene	135.00	(135.00)		(135.00)
9.4.19	Commonwealth Spectrum	16,800.00	(16,800.00)		(16,800.00)
9.11.19	Altairis	5,821.60	(5,821.60)		(5,821.60)
9.25.19	Floyd Greene	210.00	(210.00)		(210.00)
10.29.19	Floyd Greene	150.00	(150.00)		(150.00)
11.13.19	Altairis	6,915.40	(6,915.40)		(6,915.40)
11.13.19	Altairis	7,003.00	(7,003.00)		(7,003.00)
11.19.19	Crown Castle	250.00	(250.00)		(250.00)
11.26.19	Crown Castle	2,500.00	(2,500.00)		(2,500.00)
11.26.19	Floyd Greene	150.00	(150.00)		(150.00)
11.26.19	Crown Castle	250.00	(250.00)		(250.00)
12.3.19	Capital Lighting	39.98	(39.98)		(39.98)
12.11.19	Altairis	25,850.00	(25,850.00)		(25,850.00)
-					
Total Spent		1,795,553.35	(90,000.00)	(1,705,553.35)	(1,795,553.35)

Powhatan County
 2016 Bond Funded Projects
 Public Radio System
 4-301-031200-6001

as of 12/31/2019

			<u>FUNDING SOURCES</u>		<u>Total</u>
			<u>General Fund</u>	<u>Bonds</u>	<u>Budget</u>
			90,000.00	9,235,000.00	9,325,000.00
R-2017-12	3.27.17			5,300.19	9,330,300.19
9.22.17	- interest earned on bonds			89,779.20	9,420,079.39
7.31.18	- interest earned on bonds		R-2018-35	291,059.86	9,711,139.25
8.1.19	- interest earned on Bonds		R-2019-39	233,546.37	9,944,685.62
10.29.19	BT# 0000366		R-2019-50	726,013.88	10,670,699.50
 PAYMENTS 					
<u>Date</u>	<u>Vendor</u>	<u>Amount</u>			
Total Budget Remaining			-	8,875,146.15	8,875,146.15

Powhatan County
 2016 Bond Funded Projects
 CAD System
 4-301-032200-0005

as of 12/31/2019

	FUNDING SOURCES			Total Budget
	General Fund	Grant	Bonds	
		150,000.00	600,000.00	750,000.00
R-2017-43 6.26.17	212,000.00			962,000.00

PAYMENTS						
Date	Vendor	Amount				
				-	-	-
10.27.17	CDW Government	15,176.50	-	(15,176.50)	-	(15,176.50)
11.9.17	Spillman Technologies	86,554.00	-	(86,554.00)	-	(86,554.00)
11.9.17	Spillman Technologies	173,107.00	-	(48,269.50)	(124,837.50)	(173,107.00)
11.9.17	Spillman Technologies	86,553.00	-	-	(86,553.00)	(86,553.00)
11.9.17	Cas Severn	5,883.57	(5,883.57)	-	-	(5,883.57)
11.9.17	Carahsoft Technology	9,873.62	(9,873.62)	-	-	(9,873.62)
12.1.17	CDW Government	54,600.00	(54,600.00)	-	-	(54,600.00)
12.1.17	Radio Communications	2,979.00	(2,979.00)	-	-	(2,979.00)
12.1.17	Radio Communications	59,500.00	(59,500.00)	-	-	(59,500.00)
12.21.17	CDW Government	19,226.48	(19,226.48)	-	-	(19,226.48)
2.16.18	Marcus Buckland	665.00	(665.00)	-	-	(665.00)
3.29.18	Marcus Buckland	1,400.00	(1,400.00)	-	-	(1,400.00)
3.29.18	Radio Communications	10,800.00	(10,800.00)	-	-	(10,800.00)
3.29.18	Radio Communications	1,280.00	(1,280.00)	-	-	(1,280.00)
3.29.18	Radio Communications	20,750.00	(20,750.00)	-	-	(20,750.00)
4.26.18	Marcus Buckland	1,610.00	(1,610.00)	-	-	(1,610.00)
5.18.18	Red Hat, Inc	799.00	(799.00)	-	-	(799.00)
5.22.18	Marcus Buckland	840.00	(840.00)	-	-	(840.00)
5.22.18	Marcus Buckland	1,540.00	(1,540.00)	-	-	(1,540.00)
6.6.18	Spillman Technologies	86,554.00	-	-	(86,554.00)	(86,554.00)
6.27.18	Dell Marketing	2,704.83	(2,704.83)			(2,704.83)
7.5.18	Marcus Buckland	1,575.00	-		(1,575.00)	(1,575.00)
7.5.18	Marcus Buckland	1,120.00	-		(1,120.00)	(1,120.00)
7.26.18	Dell Marketing	5,470.66	(5,470.66)			(5,470.66)
8.16.18	Marcus Buckland	1,680.00			(1,680.00)	(1,680.00)
8.16.18	Marcus Buckland	1,225.00			(1,225.00)	(1,225.00)
8.24.18	AT&T	1,201.25	(1,201.25)			(1,201.25)
9.6.18	Spillman Technologies	57,702.00			(57,702.00)	(57,702.00)
9.6.18	Spillman Technologies	57,702.00			(57,702.00)	(57,702.00)
10.11.18	Marcus Buckland	1,190.00			(1,190.00)	(1,190.00)
10.11.18	Marcus Buckland	980.00			(980.00)	(980.00)
11.20.18	AT&T	3.75	(3.75)			(3.75)
12.14.18	AT&T	5.00	(5.00)			(5.00)
12.27.18	Marcus Buckland	2,100.00			(2,100.00)	(2,100.00)
12.27.18	Marcus Buckland	1,470.00			(1,470.00)	(1,470.00)
2.14.19	Marcus Buckland	1,330.00			(1,330.00)	(1,330.00)
2.14.19	Marcus Buckland	980.00			(980.00)	(980.00)
3.28.19	Marcus Buckland	1,470.00			(1,470.00)	(1,470.00)
4.17.19	Dell Marketing	4,300.00	(4,300.00)			(4,300.00)
4.17.19	Dell Marketing	1,100.00	(1,100.00)			(1,100.00)
4.17.19	Dell Marketing	(2,681.45)	2,681.45			2,681.45

Powhatan County
 2016 Bond Funded Projects
 CAD System
 4-301-032200-0005

as of 12/31/2019

			FUNDING SOURCES			Total
			General Fund	Grant	Bonds	Budget
R-2017-43 6.26.17			212,000.00	150,000.00	600,000.00	750,000.00
						962,000.00
PAYMENTS						
Date	Vendor	Amount				
5.8.19	Cas Severn	15,824.56			(15,824.56)	(15,824.56)
6.13.19	Marcus Buckland	1,435.00			(1,435.00)	(1,435.00)
7.12.19	Marcus Buckland	840.00			(840.00)	(840.00)
9.4.19	Commsys	5,000.00			(5,000.00)	(5,000.00)
10.8.19	Marcus Buckland	425.00			(425.00)	(425.00)
10.8.19	Marcus Buckland	875.00			(875.00)	(875.00)
11.7.19	Dell Marketing	17,100.00	(8,149.29)		(8,950.71)	(17,100.00)
11.7.19	Dell Marketing	3,975.00			(3,975.00)	(3,975.00)
11.7.19	Marcus Buckland	840.00			(840.00)	(840.00)
11.13.19	Radio Communications	1,174.00			(1,174.00)	(1,174.00)
11.13.19	Radio Communications	7,058.25			(7,058.25)	(7,058.25)
Total Spent		836,866.02	(212,000.00)	(150,000.00)	(474,866.02)	(836,866.02)
Total Budget Remaining			-	-	125,133.98	125,133.98

Powhatan County
 2016 Bond Funded Projects
 Radio Towers
 4-301-012510-0001

as of 12/31/2019

			<u>FUNDING SOURCE</u>	<u>Total</u>
			<u>Bonds</u>	<u>Budget</u>
			1,035,000.00	1,035,000.00
PAYMENTS				
<u>Date</u>	<u>Vendor</u>	<u>Amount</u>		
			-	-
4.20.17	Malouf Engineering	2,500.00	(2,500.00)	(2,500.00)
5.5.17	Malouf Engineering	1,000.00	(1,000.00)	(1,000.00)
6.14.17	Duley's Electric	5,810.00	(5,810.00)	(5,810.00)
			-	-
			-	-
Total Spent		<u>9,310.00</u>	<u>(9,310.00)</u>	<u>(9,310.00)</u>
Total Budget Remaining			<u>1,025,690.00</u>	<u>1,025,690.00</u>

Powhatan County
2016 Bond Funded Projects
Courthouse Expansion
4-301-031200-6002

as of **12/31/2019**

	FUNDING SOURCES		Total
	General Fund	Bonds	Budget
	300,000.00	2,400,000.00	2,700,000.00
R-2017-43 6.26.17	283,000.00		2,983,000.00
R-2017-73 10.23.17		740,000.00	3,723,000.00
R-2017-76 10.23.17	200,000.00		3,923,000.00

PAYMENTS

Date	Vendor	Amount Paid			
12.18.15	Moseley Architects	10,220.00	(10,220.00)	-	(10,220.00)
1.26.16	Moseley Architects	1,110.00	(1,110.00)	-	(1,110.00)
2.12.16	Moseley Architects	11,260.00	(11,260.00)	-	(11,260.00)
3.14.16	Moseley Architects	1,745.00	(1,745.00)	-	(1,745.00)
4.8.16	Moseley Architects	12,215.00	(12,215.00)	-	(12,215.00)
5.13.16	Moseley Architects	17,470.00	(17,470.00)	-	(17,470.00)
7.12.16	Moseley Architects	6,980.00	(6,980.00)	-	(6,980.00)
7.14.16	Moseley Architects	34,725.00	(34,725.00)	-	(34,725.00)
8.12.16	Moseley Architects	11,575.00	(11,575.00)	-	(11,575.00)
2.3.17	Moseley Architects	34,047.74	(34,047.74)	-	(34,047.74)
2.13.17	Moseley Architects	37,240.00	(37,240.00)	-	(37,240.00)
3.10.17	Moseley Architects	45,101.00	(45,101.00)	-	(45,101.00)
4.6.17	Moseley Architects	2,793.00	(2,793.00)	-	(2,793.00)
5.5.17	Moseley Architects	4,040.48	(4,040.48)	-	(4,040.48)
6.9.17	Moseley Architects	11,825.94	(11,825.94)	-	(11,825.94)
9.8.17	Moseley Architects	2,000.00	(2,000.00)	-	(2,000.00)
10.6.17	Moseley Architects	2,500.00	(2,500.00)	-	(2,500.00)
10.27.17	RC Goodwyn	54.81	(54.81)	-	(54.81)
11.9.17	Moseley Architects	5,000.00	(5,000.00)	-	(5,000.00)
11.9.17	Daniel & Co	334,172.00	-	(334,172.00)	(334,172.00)
11.17.17	ECS Mid Atlantic	809.87	-	(809.87)	(809.87)
12.8.17	Moseley Architects	8,840.00	(8,840.00)	-	(8,840.00)
12.14.17	Daniel & Co	358,439.00	-	(358,439.00)	(358,439.00)
1.19.18	Daniel & Co	113,110.00	-	(113,110.00)	(113,110.00)
1.19.18	Moseley Architects	8,840.00	(8,840.00)	-	(8,840.00)
2.2.18	ECS Mid Atlantic	2,092.59	-	(2,092.59)	(2,092.59)
2.9.18	Daniel & Co	215,815.00	-	(215,815.00)	(215,815.00)
2.9.18	J&W Tree Service	600.00	-	(600.00)	(600.00)
2.16.18	ECS Mid Atlantic	4,404.78	-	(4,404.78)	(4,404.78)
3.7.18	Moseley Architects	11,840.00	-	(11,840.00)	(11,840.00)
3.16.18	Daniel & Co	144,455.00	-	(144,455.00)	(144,455.00)
3.22.18	ECS Mid Atlantic	1,855.86	-	(1,855.86)	(1,855.86)
4.26.18	ECS Mid Atlantic	690.56	-	(690.56)	(690.56)

Powhatan County
2016 Bond Funded Projects
Courthouse Expansion
4-301-031200-6002

as of **12/31/2019**

	FUNDING SOURCES		Total
	General Fund	Bonds	Budget
	300,000.00	2,400,000.00	2,700,000.00
R-2017-43 6.26.17	283,000.00		2,983,000.00
R-2017-73 10.23.17		740,000.00	3,723,000.00
R-2017-76 10.23.17	200,000.00		3,923,000.00

PAYMENTS

Date	Vendor	Amount Paid			
4.26.18	Moseley Architects	8,000.00	-	(8,000.00)	(8,000.00)
4.26.18	Moseley Architects	8,840.00	-	(8,840.00)	(8,840.00)
5.10.18	Daniel & Co	173,843.00		(173,843.00)	(173,843.00)
5.10.18	Daniel & Co	224,835.00		(224,835.00)	(224,835.00)
5.10.18	Moseley Architects	5,000.00	(5,000.00)	-	(5,000.00)
5.18.18	ECS Mid Atlantic	690.12	(690.12)	-	(690.12)
6.6.18	Moseley Architects	7,250.00	(7,250.00)	-	(7,250.00)
6.21.18	Daniel & Co	192,471.00	-	(192,471.00)	(192,471.00)
7.23.18	Daniel & Co	234,998.00		(234,998.00)	(234,998.00)
7.23.18	ECS Mid Atlantic	318.06		(318.06)	(318.06)
8.10.18	JE#5111 correction	100.00	(100.00)		(100.00)
8.16.18	Daniel & Co	175,293.00		(175,293.00)	(175,293.00)
9.6.18	ECS Mid Atlantic	467.37	(467.37)		(467.37)
9.12.18	Daniel & Co	344,142.00		(344,142.00)	(344,142.00)
9.12.18	ECS Mid Atlantic	1,421.86		(1,421.86)	(1,421.86)
10.4.18	Moseley Architects	2,310.00	(2,310.00)	-	(2,310.00)
10.4.18	Moseley Architects	2,750.72	(2,750.72)	-	(2,750.72)
10.11.18	Daniel & Co	164,367.00		(164,367.00)	(164,367.00)
11.9.18	Moseley Architects	646.64	(646.64)		(646.64)
11.16.18	Daniel & Co	97,739.00		(97,739.00)	(97,739.00)
12.19.18	Adams Oil	864.16		(864.16)	(864.16)
12.19.18	Daniel & Co	214,906.00		(214,906.00)	(214,906.00)
12.19.18	Monarch Consulting	2,062.50		(2,062.50)	(2,062.50)
12.19.18	Staples Business	1,718.18		(1,718.18)	(1,718.18)
1.10.19	Moseley Architects	800.00	(800.00)		(800.00)
1.10.19	Russ Bassett Corp	71,990.00	(71,990.00)		(71,990.00)
1.10.19	Amazon	209.97	(209.97)		(209.97)
1.10.19	Amazon	69.99	(69.99)		(69.99)
1.10.19	Amazon	466.90	(466.90)		(466.90)
1.10.19	Amazon	1,897.98	(1,897.98)		(1,897.98)
1.10.19	Amazon	449.24	(449.24)		(449.24)
1.11.19	Russ Bassett Corp	525.00	(525.00)		(525.00)
1.11.19	Atlantic Corporate	5,101.39	(5,101.39)		(5,101.39)
1.11.19	Daniel & Co	123,456.00	(17,559.42)	(105,896.58)	(123,456.00)
1.11.19	Virginia Correctional	6,684.36	(6,684.36)		(6,684.36)
2.7.19	Arhitectural product	96.00	(96.00)		(96.00)

Powhatan County
2016 Bond Funded Projects
Courthouse Expansion
4-301-031200-6002

as of **12/31/2019**

	FUNDING SOURCES		Total
	General Fund	Bonds	Budget
	300,000.00	2,400,000.00	2,700,000.00
R-2017-43 6.26.17	283,000.00		2,983,000.00
R-2017-73 10.23.17		740,000.00	3,723,000.00
R-2017-76 10.23.17	200,000.00		3,923,000.00

PAYMENTS

Date	Vendor	Amount Paid		
2.7.19	Capital Tristate	142.97	(142.97)	(142.97)
2.14.19	Daniel & Co	136,735.00	(136,735.00)	(136,735.00)
2.14.19	Radio Communications	2,774.00	(2,774.00)	(2,774.00)
2.22.19	ECS Mid Atlantic	699.87	(699.87)	(699.87)
2.27.19	Farmville Wholesale	100.00	(100.00)	(100.00)
3.14.19	Farmville Wholesale	25.00	(25.00)	(25.00)
3.20.19	Radio Communications	31,903.00	(31,903.00)	(31,903.00)
3.20.19	Communications Specialist	850.07	(850.07)	(850.07)
3.20.19	Daniel & Co	22,270.00	(22,270.00)	(22,270.00)
3.28.19	Farmville Wholesale	50.00	(50.00)	(50.00)
3.28.19	Farmville Wholesale	25.00	(25.00)	(25.00)
4.3.19	ECS Mid Atlantic	482.62	(482.62)	(482.62)
4.11.19	Daniel & Co	29,705.00	(29,705.00)	(29,705.00)
4.11.19	Eagle Fire	566.00	(566.00)	(566.00)
4.11.19	R.C. Goodwyn	103.96	(103.96)	(103.96)
4.11.19	R.C. Goodwyn	11.98	(11.98)	(11.98)
4.17.19	ECS Mid Atlantic	532.56	(532.56)	(532.56)
4.11.19	Russ Bassett Corp	495.00	(495.00)	(495.00)
4.17.19	Russ Bassett Corp	525.00	(525.00)	(525.00)
4.11.19	Staples Business	46,084.20	(46,084.20)	(46,084.20)
4.11.19	Lowe's	1,541.58	(1,541.58)	(1,541.58)
5.1.19	Radio Communications	80,782.88	(80,782.88)	(80,782.88)
5.1.19	Yard works	112.00	(112.00)	(112.00)
5.1.19	Yard works	112.00	(112.00)	(112.00)
5.8.19	Bound Tree Medical	1,330.00	(1,330.00)	(1,330.00)
5.16.19	Daniel & Co	14,732.00	(14,732.00)	(14,732.00)
5.16.19	Grainger	51.29	(51.29)	(51.29)
5.16.19	Courtois	15.00	(15.00)	(15.00)
5.16.19	RC Goodwyn	131.54	(131.54)	(131.54)
5.22.19	Amazon	2,061.44	(2,061.44)	(2,061.44)
5.29.19	Russ Bassett Corp	30.00	(30.00)	(30.00)
6.5.19	Farmville Wholesale	79.56	(79.56)	(79.56)
6.5.19	Eagle Fire	1,625.00	(1,625.00)	(1,625.00)
6.5.19	Eagle Fire	300.00	(300.00)	(300.00)
6.5.19	First Witness Security	234.50	(234.50)	(234.50)
6.5.19	CTSI	4,220.33	(4,220.33)	(4,220.33)

Powhatan County
 2016 Bond Funded Projects
 Courthouse Expansion
 4-301-031200-6002

as of 12/31/2019

	FUNDING SOURCES		Total
	General Fund	Bonds	Budget
R-2017-43 6.26.17	300,000.00	2,400,000.00	2,700,000.00
R-2017-73 10.23.17	283,000.00		2,983,000.00
R-2017-76 10.23.17		740,000.00	3,723,000.00
	200,000.00		3,923,000.00

PAYMENTS			
Date	Vendor	Amount Paid	
6.5.19	Price Supply	33.97	(33.97)
6.5.19	R.E.M. Concrete	800.00	(800.00)
6.13.19	Monarch Consulting	1,125.00	(1,125.00)
7.1.19	CTSI	1,526.44	(1,526.44)
8.28.19	Powhatan Lock Services	300.57	(300.57)
12.3.19	Daniel & Co	3,125.60	(3,125.60)
		-	-
Total spent		<u>3,923,000.00</u>	<u>(783,000.00)</u>
			<u>(3,140,000.00)</u>
			<u>(3,923,000.00)</u>
Total Budget Remaining		<u>0.00</u>	<u>-</u>

Powhatan County
 2016 Bond Funded Projects
 Field Improvements
 4-301-071120-8301
 4-301-071120-8303

as of 12/31/2019

	FUNDING SOURCES		Total
	General Fund	Bonds	Budget
	42,000.00	668,000.00	710,000.00
BT 6.19.18	(123.53)		709,876.47

PAYMENTS					
Date	Vendor	Amount			
8.12.16	Innovative Turf	39,180.00	(39,180.00)	-	(39,180.00)
8.19.16	RC Goodwyn	47.35	(47.35)	-	(47.35)
9.2.16	Gulfstream Whirlpool	2,555.00	(2,555.00)	-	(2,555.00)
10.28.16	Musco Lighting	327,406.00	-	(327,406.00)	(327,406.00)
11.4.16	RC Goodwyn	62.50	(62.50)		(62.50)
11.16.16	Hercules Fence	36,700.00	-	(36,700.00)	(36,700.00)
11.16.16	Home Depot	31.62	(31.62)		(31.62)
12.16.16	Hercules Fence	15,800.00	-	(15,800.00)	(15,800.00)
12.16.16	Musco Lighting	243,382.00	-	(243,382.00)	(243,382.00)
1.20.17	R.C. Goodwyn	107.64	-	(107.64)	(107.64)
1.31.17	Merchant Metals	406.80	-	(406.80)	(406.80)
2.3.17	BSN Sports, LLC	1,370.00	-	(1,370.00)	(1,370.00)
2.22.17	Village Building Co.	5,875.00	-	(5,875.00)	(5,875.00)
3.3.17	Merchant Metals	59.99	-	(59.99)	(59.99)
3.3.17	Luck Stone	70.68	-	(70.68)	(70.68)
3.10.17	Fens Land Services	2,395.00	-	(2,395.00)	(2,395.00)
3.10.17	R.C Goodwyn	242.56	-	(242.56)	(242.56)
3.10.17	Icon Sign	4,892.00	-	(4,892.00)	(4,892.00)
4.6.17	R.C. Goodwyn	755.69	-	(755.69)	(755.69)
6.14.17	Time Technologies	8,708.75	-	(8,708.75)	(8,708.75)
12.14.17	Innovative Turf	8,500.00	-	(8,500.00)	(8,500.00)
12.14.17	Innovative Turf	6,480.00	-	(6,480.00)	(6,480.00)
11.29.18	BSN Sports, LLC	3,387.00	-	(3,387.00)	(3,387.00)
12.20.19	Icon Sign	1,460.89	-	(1,460.89)	(1,460.89)
			-		-
Total spent		709,876.47	(41,876.47)	(668,000.00)	(709,876.47)
Total Budget Remaining			-	-	-

Powhatan County
 2016 Bond Funded Projects
 Joint Transportation Facility
 4-301-042000-8301

as of 12/31/2019

Resolutions	FUNDING SOURCES			Total Budget
	Cash Proffers	General Fund	Bonds	
		500,000.00	3,656,000.00	4,156,000.00
R-2016-98 12.19.16	367,396.00	125,708.00		4,649,104.00
10.29.19 BT# 0000366 R-2019-50			(39,447.61)	4,609,656.39

PAYMENTS						
Date	Vendor	Amount				
7.2.15	Powhatan RE	211,264.78	-	(211,264.78)	-	(211,264.78)
11.20.15	BCWH Inc	11,505.65	-	(11,505.65)	-	(11,505.65)
12.18.15	BCWH Inc	36,402.45	-	(36,402.45)	-	(36,402.45)
1.14.16	BCWH Inc	34,202.05	-	(34,202.05)	-	(34,202.05)
2.5.16	BCWH Inc	39,667.60	-	(39,667.60)	-	(39,667.60)
3.18.16	BCWH Inc	33,833.20	-	(33,833.20)	-	(33,833.20)
4.15.16	BCWH Inc	42,126.48	-	(42,126.48)	-	(42,126.48)
5.19.16	BCWH Inc	22,279.92	-	(22,279.92)	-	(22,279.92)
6.9.16	BCWH Inc	9,725.65	-	(9,725.65)	-	(9,725.65)
6.21.16	Treasurer of VA	2,700.00	-	(2,700.00)	-	(2,700.00)
7.29.16	Work Environment	3,495.00	-	(3,495.00)	-	(3,495.00)
8.12.16	Powhatan RE	748.33	-	(748.33)	-	(748.33)
9.30.16	BCWH Inc	7,823.09	-	(7,823.09)	-	(7,823.09)
11.18.16	BCWH Inc	4,088.11	-	(4,088.11)	-	(4,088.11)
12.16.16	BCWH Inc	6,448.96	-	(6,448.96)	-	(6,448.96)
1.20.17	BCWH Inc	6,455.34	-	(6,455.34)	-	(6,455.34)
2.3.17	BCWH Inc	6,698.96	-	(6,698.96)	-	(6,698.96)
2.3.17	Daniel & Co	291,595.00	(145,352.57)	(146,242.43)	-	(291,595.00)
2.3.17	Dominion Va Power	228.50	(228.50)	-	-	(228.50)
2.22.17	Southside Electric	5,135.76	(5,135.76)	-	-	(5,135.76)
3.16.17	BCWH, Inc	6,115.34	(6,115.34)	-	-	(6,115.34)
3.16.17	Daniel & Company	317,332.00	(210,563.83)	-	(106,768.17)	(317,332.00)
4.6.17	BCWH, Inc	9,817.58	-	-	(9,817.58)	(9,817.58)
4.6.17	Daniel & Company	279,883.00	-	-	(279,883.00)	(279,883.00)
5.5.17	Daniel & Company	511,571.00	-	-	(511,571.00)	(511,571.00)
5.18.17	BCWH, Inc	12,142.15	-	-	(12,142.15)	(12,142.15)
6.2.17	Rotary Lift Vehicle	47,482.05	-	-	(47,482.05)	(47,482.05)
6.9.17	Daniel & Company	235,695.00	-	-	(235,695.00)	(235,695.00)
6.9.17	BCWH, Inc	9,348.96	-	-	(9,348.96)	(9,348.96)
7.21.17	BCWH, Inc	5,948.96	-	-	(5,948.96)	(5,948.96)
7.21.17	Daniel & Company	282,523.00	-	-	(282,523.00)	(282,523.00)
8.11.17	BCWH, Inc	5,577.15	-	-	(5,577.15)	(5,577.15)
8.11.17	Daniel & Company	245,992.00	-	-	(245,992.00)	(245,992.00)
9.15.17	Daniel & Company	227,380.00	-	-	(227,380.00)	(227,380.00)
9.29.17	BCWH, Inc	5,948.96	-	-	(5,948.96)	(5,948.96)
10.13.17	Victor Products	2,199.31	-	-	(2,199.31)	(2,199.31)
10.27.17	Daniel & Company	181,872.00	-	-	(181,872.00)	(181,872.00)
10.27.17	HIKO Inc	20,520.00	-	-	(20,520.00)	(20,520.00)
10.27.17	CDW Government	7,862.22	-	-	(7,862.22)	(7,862.22)
11.9.17	Ohio Rack Inc	565.00	-	-	(565.00)	(565.00)
11.17.17	Supply Room	10,073.73	-	-	(10,073.73)	(10,073.73)

Powhatan County
 2016 Bond Funded Projects
 Joint Transportation Facility
 4-301-042000-8301

as of 12/31/2019

Resolutions	FUNDING SOURCES			Total Budget
	Cash Proffers	General Fund	Bonds	
		500,000.00	3,656,000.00	4,156,000.00
R-2016-98 12.19.16	367,396.00	125,708.00		4,649,104.00
10.29.19 BT# 0000366 R-2019-50			(39,447.61)	4,609,656.39

PAYMENTS				
Date	Vendor	Amount		
11.17.17	JMS Group	6,227.94	-	(6,227.94)
11.17.17	Ingersol Rand	7,391.25	-	(7,391.25)
11.17.17	Daniel & Company	284,396.00	-	(284,396.00)
11.17.17	Grainger	3,592.26	-	(3,592.26)
12.1.17	HIKO Inc	45,081.02	-	(45,081.02)
12.1.17	Ingersol Rand	2,365.00	-	(2,365.00)
12.8.17	Grainger	7,545.60	-	(7,545.60)
12.8.17	Ingersol Rand	650.00	-	(650.00)
12.8.17	Lyon	13,716.46	-	(13,716.46)
12.8.17	Supply Room	1,355.10	-	(1,355.10)
12.14.17	BCWH, Inc	12,580.34	-	(12,580.34)
12.14.17	JMS Group	1,679.25	-	(1,679.25)
12.14.17	Rental Works	404.95	-	(404.95)
12.14.17	Richmond Alarm	19,791.25	-	(19,791.25)
12.21.17	Cummins-Wagner	5,200.00	-	(5,200.00)
12.21.17	JH Pence Company	400.00	-	(400.00)
1.19.18	Daniel & Company	74,354.00	-	(74,354.00)
1.19.18	Daniel & Company	102,014.00	-	(102,014.00)
1.19.18	Ingersol Rand	300.00	-	(300.00)
1.19.18	Rental Works	404.95	-	(404.95)
1.19.18	Richmond Alarm	8,513.24	-	(8,513.24)
1.19.18	Richmond Alarm	2,199.03	-	(2,199.03)
1.19.18	Seacomm	2,019.17	-	(2,019.17)
1.25.18	Void check	(404.95)	-	404.95
2.9.18	AM Davis	20,823.00	-	(20,823.00)
2.9.18	ACE Signs	651.00	-	(651.00)
2.9.18	Daniel & Co	64,129.00	-	(64,129.00)
2.16.18	Baird Petroleum	4,000.00	-	(4,000.00)
2.16.18	HIKO Inc	50,116.40	-	(50,116.40)
2.16.18	J.H. Pence	1,277.00	-	(1,277.00)
2.16.18	JMS Group LLC	717.96	-	(717.96)
2.16.18	Tire-Rack	7,492.00	-	(7,492.00)
3.16.18	Baird Petroleum	2,475.00	-	(2,475.00)
3.22.18	Daniel & Co	73,393.00	-	(73,393.00)
4.12.18	Blossman Gas	1,341.00	-	(1,341.00)
4.12.18	Daniel & Co	161,768.00	-	(161,768.00)
4.12.18	Grainger	4,198.50	-	(4,198.50)
4.19.18	Tate & Hill	1,500.00	-	(1,500.00)
4.19.18	Supply Room	6,586.18	-	(6,586.18)
4.26.18	Baird Petroleum	4,960.00	-	(4,960.00)

Powhatan County
 2016 Bond Funded Projects
 Joint Transportation Facility
 4-301-042000-8301

as of 12/31/2019

Resolutions			FUNDING SOURCES			Total Budget
			Cash Proffers	General Fund	Bonds	
				500,000.00	3,656,000.00	4,156,000.00
R-2016-98	12.19.16		367,396.00	125,708.00		4,649,104.00
10.29.19	BT# 0000366	R-2019-50			(39,447.61)	4,609,656.39
PAYMENTS						
Date	Vendor	Amount				
4.26.18	Spatco Energy	12,972.00	-	-	(12,972.00)	(12,972.00)
5.22.18	Baird Petroleum	2,695.99	-	-	(2,695.99)	(2,695.99)
5.22.18	Daniel & Co	195,343.00	-	-	(195,343.00)	(195,343.00)
6.1.18	BCWH, Inc	5,921.55	-	-	(5,921.55)	(5,921.55)
6.1.18	Spatco Energy	31,741.64	-	-	(31,741.64)	(31,741.64)
6.1.18	Tate & Hill	536.00	-	-	(536.00)	(536.00)
6.6.18	Grainger	1,661.18	-	-	(1,661.18)	(1,661.18)
6.6.18	Spatco Energy	5,329.00	-	-	(5,329.00)	(5,329.00)
7.31.18	Clerk Salary	57,521.53	-	-	(57,521.53)	(57,521.53)
7.5.18	Baird Petroleum	1,181.95			(1,181.95)	(1,181.95)
7.5.18	Richmond Alarm	4,281.08			(4,281.08)	(4,281.08)
7.26.18	Daniel & Co	12,005.00			(12,005.00)	(12,005.00)
8.1.18	Daniel & Co	10,906.00			(10,906.00)	(10,906.00)
3.28.19	BCWH, Inc	5,921.55			(5,921.55)	(5,921.55)
4.24.19	Lyon	4,569.28			(4,569.28)	(4,569.28)
8.20.19	Daniel & Co	42,666.00			(42,666.00)	(42,666.00)
8.20.19	Quinn Evans	3,664.00			(3,664.00)	(3,664.00)
9.26.19	Russell Wilson	1,261.50			(1,261.50)	(1,261.50)
		-	-	-	-	-
Total spent		4,609,656.39	(367,396.00)	(625,708.00)	(3,616,552.39)	(4,609,656.39)
Total Budget Remaining			-	-	(0.00)	-

Powhatan County
2018 Bond Funded Projects
Total All Projects

as of 12/31/2019

	<u>General Fund Funded</u>	<u>Bond Funded</u>	<u>Total Budget</u>
Budget	530,000.00	9,543,117.04	10,073,117.04
Spent	(14,050.82)	(5,076,175.35)	(5,090,226.17)
Total remaining	<u>515,949.18</u>	<u>4,466,941.69</u>	<u>4,982,890.87</u>

Powhatan County
 2018 Bond Funded Projects
 PMS Repurpose
 4-301-062100-8304

as of 12/31/2019

FUNDING SOURCES		Total
General Fund	Bonds	Budget
-	1,284,000.00	1,284,000.00
		1,284,000.00

PAYMENTS

Date	Vendor	Amount		
3.20.19	Roof Consulting Svc	8,125.00	(8,125.00)	(8,125.00)
3.20.19	Roof Consulting Svc	7,125.00	(7,125.00)	(7,125.00)
3.20.19	Quinn Evans	3,399.00	(3,399.00)	(3,399.00)
3.20.19	Quinn Evans	2,163.00	(2,163.00)	(2,163.00)
5.29.19	Quinn Evans	7,048.00	(7,048.00)	(7,048.00)
5.29.19	Roof Consulting Svc	2,000.00	(2,000.00)	(2,000.00)
7.17.19	Lot Scapes	2,800.00	(2,800.00)	(2,800.00)
7.17.19	Village Building	63,019.50	(63,019.50)	(63,019.50)
7.31.19	Roof Systems of VA	288,100.00	(288,100.00)	(288,100.00)
8.28.19	Global Equipment	290.95	(290.95)	(290.95)
8.28.19	Global Equipment	395.03	(395.03)	(395.03)
8.28.19	Global Equipment	180.00	(180.00)	(180.00)
8.28.19	Global Equipment	1,307.66	(1,307.66)	(1,307.66)
8.28.19	Budget Blinds	4,668.05	(4,668.05)	(4,668.05)
8.28.19	Roof Systems of VA	59,140.00	(59,140.00)	(59,140.00)
9.18.19	Bronson Contractors	29,700.00	(29,700.00)	(29,700.00)
9.25.19	JMS Group	11,326.00	(11,326.00)	(11,326.00)
10.3.19	Bronson Contractors	2,340.00	(2,340.00)	(2,340.00)
10.3.19	Bronson Contractors	6,445.00	(6,445.00)	(6,445.00)
10.3.19	Servpro	6,440.00	(6,440.00)	(6,440.00)
11.7.19	DMA Floors	26,950.00	(26,950.00)	(26,950.00)
11.7.19	Watkins Nurseries	2,728.20	(2,728.20)	(2,728.20)
11.7.19	Watkins Nurseries	375.50	(375.50)	(375.50)
11.7.19	Supply Room Co	33,472.27	(33,472.27)	(33,472.27)
11.7.19	Proseal Services	16,800.00	(16,800.00)	(16,800.00)
11.13.19	DMA Floors	22,729.00	(22,729.00)	(22,729.00)
11.13.19	Village Building	28,180.50	(28,180.50)	(28,180.50)
11.13.19	Village Building	10,826.07	(10,826.07)	(10,826.07)
11.19.19	Ferguson Enterprises	483.00	(483.00)	(483.00)
11.19.19	Ferguson Enterprises	5,501.42	(5,501.42)	(5,501.42)
11.19.19	Roof Systems of VA	51,620.00	(51,620.00)	(51,620.00)
12.17.19	Roof Consulting Svc	1,500.00	(1,500.00)	(1,500.00)
				-
Total Spent		707,178.15	(707,178.15)	(707,178.15)
Total Budget Remaining			576,821.85	576,821.85

Powhatan County
 2018 Bond Funded Projects
 Athletic Field Improvements
 4-301-071120-8304

as of 12/31/2019

			FUNDING SOURCES		Total
			General Fund	Bonds	Budget
				1,258,000.00	1,258,000.00
PAYMENTS					
Date	Vendor	Amount			
3.28.19	Balzer	500.00	-	(500.00)	(500.00)
7.31.19	Musco Lighting	739,759.00	-	(739,759.00)	(739,759.00)
7.31.19	Luck Stone	339.84	-	(339.84)	(339.84)
7.31.19	Luck Stone	343.58	-	(343.58)	(343.58)
7.31.19	Luck Stone	334.23	-	(334.23)	(334.23)
7.31.19	Luck Stone	343.16	-	(343.16)	(343.16)
7.31.19	Luck Stone	333.94	-	(333.94)	(333.94)
7.31.19	Luck Stone	342.29	-	(342.29)	(342.29)
7.31.19	Luck Stone	41.79	-	(41.79)	(41.79)
7.31.19	Luck Stone	39.27	-	(39.27)	(39.27)
7.31.19	Luck Stone	42.84	-	(42.84)	(42.84)
7.31.19	Luck Stone	40.53	-	(40.53)	(40.53)
8.20.19	Draper Aden	1,190.00		(1,190.00)	(1,190.00)
8.20.19	Draper Aden	765.00		(765.00)	(765.00)
9.25.19	R.C. Goodwyn	74.71		(74.71)	(74.71)
10.3.19	Hurricane Fence	8,656.00		(8,656.00)	(8,656.00)
10.3.19	Musco Lighting	251,017.50		(251,017.50)	(251,017.50)
10.3.19	Musco Lighting	24,650.00		(24,650.00)	(24,650.00)
11.7.19	Musco Lighting	228,941.08		(228,941.08)	(228,941.08)
11.26.19	Luck Stone	245.24		(245.24)	(245.24)
Total Spent		1,258,000.00	-	(1,258,000.00)	(1,258,000.00)
Total Budget Remaining			-	-	-

Powhatan County
 2018 Bond Funded Projects
 Powhatan and Pocahontas EPC
 4-301-062100-8305

as of 12/31/2019

			<u>FUNDING SOURCE</u>		<u>Total</u>
			<u>General Fund</u>	<u>Bonds</u>	<u>Budget</u>
2.27.19	BA #415		500,000.00	2,945,000.00	3,445,000.00
<u>PAYMENTS</u>					
<u>Date</u>	<u>Vendor</u>	<u>Amount</u>			
12.27.18	TRANE	327,889.00		(327,889.00)	(327,889.00)
3.20.19	TRANE	287,028.80		(287,028.80)	(287,028.80)
4.17.19	TRANE	606,621.55		(606,621.55)	(606,621.55)
5.8.19	TRANE	179,529.55		(179,529.55)	(179,529.55)
7.12.29	TRANE	587,583.95		(587,583.95)	(587,583.95)
7.23.19	TRANE	466,064.75		(466,064.75)	(466,064.75)
8.28.19	TRANE	296,818.75		(296,818.75)	(296,818.75)
10.3.19	TRANE	22,000.45		(22,000.45)	(22,000.45)
11.19.19	TRANE	135,439.68		(135,439.68)	(135,439.68)
12.17.19	TRANE	142,900.72		(142,900.72)	(142,900.72)
Total Spent		<u>3,051,877.20</u>	<u>-</u>	<u>(3,051,877.20)</u>	<u>(3,051,877.20)</u>
Total Budget Remaining			<u>500,000.00</u>	<u>(106,877.20)</u>	<u>393,122.80</u>

**Powhatan County
Board Priority Scorecard**



MISSION Cultivating our caring, connected community by proudly providing exceptional public services
VISION: Powhatan County is a welcoming, vibrant and distinctive community in which to enjoy a lifetime

PRIORITY 1: Implement an economic development program	Current Measure
M1.1: Ratio of commercial/residential tax base	8% commercial / 92 % residential
M1.2: Business retention rate	Pending
M1.3: Increase in jobs	7644
M1.4: Non-residential Capital Investments	Pending

PRIORITY 2: Expand access to broadband	Current Measure
M2.1: Residential areas (houses) with access to broadband	Percentage of population with 1 or more providers - County - 82.63% - State - 89.055% - Nation - 88.96%
M2.2: Virginia Broadband Availability Map Coverage Data as provided by the Center for Innovative Technology https://broadband.cgit.vt.edu/IntegratedToolbox/	N/A
M2.3: Number of providers	17.37% - No Provider 82.63% - 1 or more 03.90% - 2 or more 00.00% - 3 or more

PRIORITY 3: Expand access to quality of life services (Fire & Rescue, Library, Recreation)	Current Measure
M3.1: % High impact/priority 1 events total processing (enter-dispatch) time will completed at 90 Seconds at 90th Percentile	November 2019 PSO P1 (116.3), PSO P2 (94), FR P1 (113.8), FR P2 (156) QA Average - 91%
M3.2: Mutual aid calls	N/A
M3.3: Library visitation	2QFY20 total visitation = 21,902
M3.4: Parks and recreation participation and utilization rates	1,799 Participants / 410 Total Hours of Utilization (326 County Facilities/ 84 School Facilities)
M3.5: Quality of life data from citizen satisfaction survey	91% Positive

PRIORITY 4: Diversity in housing choices	Current Measure
M4.1: Data on housing type	Total units 10,416, SFD detached 9,722 (93.3%), SFD attached 151 (1.4%), duplex 98 (0.9%), multifamily 56 (0.6%), mobile home 389 (3.7%)
M4.2: Data on housing affordability	80% of Median Income (29.5%), 60% (39.3%), 50% (44.2%), 30%(73.6%) (2018 Q3)
M4.3: Data on housing location	Pending



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: One Recommendation for Appointment to the Powhatan County Planning Commission

Motion: Move to appoint _____ to the Planning Commission for a five-year term commencing February 1, 2020, and expiring January 31, 2024.

Dates Previously Considered by Board: N/A

Summary of Item: The Planning Commission is composed of five (5) members that are appointed by the Board of Supervisors. Members must be citizens of Powhatan and qualified by knowledge and experience to make decisions on questions of community growth and development. Members are not required by the County Code to be appointed by electoral district, but it has been the practice of the Board of Supervisors to designate one (1) member per district. Of the five members, one (1) member may also be a member of the Board of Supervisors. The Commission elects a Chairman and a Vice-Chairman at the February organizational meeting of each calendar year to serve a one-year term with re-election permitted.

Staff: N/A Approve _____ Disapprove _____ See Comments

Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: NONE

Budget/Fiscal Impact: NONE

Attachments: Matrix

Staff/Contact: Bret Schardein, Interim County Administrator, 804-598-5612
bschardein@powhatanva.gov.



COUNTY OF POWHATAN, VIRGINIA
APPLICATION FOR
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety.

Print and return the application by fax to (804)598-7835, by e-mail to bgallion@powhatanva.gov or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan, VA 23139. For additional information regarding this application, contact Bonni Gallion at (804)598-5612.

DISTRICT:	District 1	CURRENT DATE:	1/20/2020
NAME:	Vicki R Hurt	EMAIL ADDRESS:	vhurt5656@aol.com
ADDRESS:	482 Bel Bridge Circle	DAY PHONE:	804-869-8920
CITY/ST/ZIP:	Midlothian VA 23113	EVENING PHONE:	804-869-8920

Please indicate which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Planning Commission
EDUCATION	see attached resume
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	see attached resume
INVOLVEMENT	Fund Raising for Academic Institutions Coached Robotic Teams Served on Church / Nonprofit boards Ran for School Board District 4
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	Well developed research skills

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

Vicki R Hurt
Signature

1/20/2020
Date

Vicki R. Hurt
482 Bel Bridge Circle
Midlothian, Virginia 23113
804-869-8920

PROFESSIONAL EXPERIENCE:

2004-present St. Christopher's School, Richmond, VA (currently part time)
Teacher – Upper School Chemistry & Physics
Coach – FTC Robotics, Department of Energy Science Bowl
Recipient of Andrew Jackson Bolling III Faculty Award

2002-2004 St. Michael's Episcopal School, Richmond, VA
Teacher – Middle School Science

1997-2002 The Bolles School, Jacksonville, FL
Teacher - Upper School Chemistry & Physical Science

1992-1994 Medical College of Virginia, Richmond, VA
Dr. G. C. Van Tuyle's Biochemistry Laboratory
Research assistant

1988-1991 St. Michael's Episcopal School, Richmond, VA
Part-time faculty – Computer Sciences

1980-1992 J. S. Reynolds Community College, Richmond, VA
Adjunct faculty – Business Management

1977-1980 Bell Atlantic, Richmond, VA
Data Processing Manager

EDUCATION:

High School Diploma, 1974 – Douglas Freeman High School, Henrico County, VA
B. S. Business, 1977 – University of Richmond
M.B.A. , 1979 – Virginia Commonwealth University
Post baccalaureate (Biology, Chemistry, Physics), 1990-1992, Virginia
Commonwealth University
Graduate School (Biochemistry), 1992-1993, Medical College of Virginia
Pharmacy School, 1994, Medical College of Virginia
Pharmacy School, 1995-1996, University of Florida

Planning Commission					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Donna Moore 2818 Maidens Road Powhatan, VA 23139 818-919-5095 dcm9165@gmail.com	Board of Supervisors District 3	4	October 22, 2018	October 22, 2018	January 31, 2020
Karin Carmack, Chair 4111 Old River Trail Powhatan, VA 23139 804-598-0632	Board of Supervisors District 1	4	February 8, 2007	February 1, 2016	January 31, 2020
Bill Cox 1405 Giles Bridge Road Powhatan, VA 23139 804-598-2457	Board of Supervisors District 4	4	January 9, 2012	February 1, 2016	January 31, 2020
Amy Kingery 1430 Dorset Road Powhatan, VA 23139 951-751-4727 alkmetro@verizon.net	Board of Supervisors District 2	Unexp	October 28, 2019	October 28, 2019	January 31, 2020
David Van Gelder, Vice Chair 3430 Lake Randolph Cir. Powhatan, VA 23139 804-598-1108	Board of Supervisors District 5	4	February 6, 2012	February 1, 2016	January 31, 2020

Staff Coordinator:

Department of Planning & Community Development

Planning Commission

Composition:

The Planning Commission is composed of five (5) members that are appointed by the Board of Supervisors. Members must be freeholders and qualified by knowledge and experience to make decisions on questions of community growth and development. Members are not required by the County Code to be appointed by electoral district, but it has been the practice of the Board of Supervisors to designate one (1) member per district. Of the five members, one (1) member may also be a member of the Board of Supervisors. The Commission elects a Chairman and a Vice-Chairman at the February organizational meeting of each calendar year to serve a one-year term with re-election permitted.

Term:

The members serve for four-year terms that expire on January 31st following a local election year. Terms of members who are also Board of Supervisors members shall run concurrently with their term of office. Appointments to fill vacancies shall be made by the Board of Supervisors and shall only be for the unexpired portion of the term.

Sworn In:

All members must take an oath of office, given by the Clerk of the Circuit Court, to qualify. Oath is required after every reappointment.

Mission:

The Powhatan County Planning Commission is formed under the authority of Chapter 62 of the Powhatan County Code and Code of Virginia §15.2-2200 – 15.2-2204 and §15.2-2212 – 15.2-2239. The Planning Commission is charged with making recommendations on planning activities that best promote the health, safety, convenience, and general welfare of the County's citizens.

Specific responsibilities of the Planning Commission include:

1. Preparation of a Comprehensive Plan and amendments to the Plan, subject to approval by the Board of Supervisors.
2. Advising the Board of Supervisors on rezoning requests, requests for conditional use permits, and proposed amendments to the Zoning and Subdivision Ordinances.
3. Advising the Board of Supervisors on a variety of topics pertaining to planning and the future growth and development of the County.
4. Developing and presenting the annual Capital Improvement Program to the Board of Supervisors.
5. Submitting an annual report to the Board of Supervisors.

Planning Commission

Where/When Meet:

The Planning Commission meets the first Tuesday of every month at 7:00 p.m. in the Powhatan Village Building, 3910 Old Buckingham Road, Powhatan, VA, 23139, or as otherwise established by the Planning Commission. The Commission also schedules regular workshop meetings that are held in the County Administration Building Conference Room or as otherwise established by the Planning Commission. Dates and Times for meetings are established at the Commission's annual organizational meeting February.

Notification:

Regular meetings that contain public hearings for zoning map amendments, conditional use permit requests, or ordinance amendments must be advertised for two successive weeks in a local newspaper of record. Advertisements must run no sooner than five (5) days before the meeting date, and no later than twenty-one (21) days before the meeting date. Closed meetings may be held, but must be held in accordance with the Virginia Freedom of Information Act (FOIA).

Regular and special workshop dates and times are posted to the County website and workshops are open to the public. The news media is also notified of the workshop dates and times.

Compensation:

Members are paid \$175 per regular meeting attended. The Chairman is paid \$250 per meeting attended.



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: Appointment to the Central Virginia Waste Management Authority.

Motion: Move to appoint _____ to the Central Virginia Waste Management Authority for a 3-year term commencing January 1, 2020, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Central Virginia Waste Management Authority (CVWMA) is a public service authority that implements solid waste management and recycling programs for 13 local governments. Since its formation in 1990, the CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its member jurisdictions.

The CVWMA serves the Cities of Colonial Heights, Hopewell, Petersburg, Richmond; the Town of Ashland; and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan & Prince George.

The CVWMA was created in December 1990 to assist member localities with satisfying Virginia's recycling requirement. A Board of Directors consisting of one or more representatives appointed by each of the member jurisdictions governs the operations of the CVWMA. The Authority may contract for and maintain any garbage and refuse collection, transfer and disposal program or system within the cities, counties or town that are members of the CVWMA. This can include waste reduction, waste material recovery, recycling as mandated by law or otherwise, landfill operation, household hazardous waste management and disposal, and similar programs or systems.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix

Staff/Contact: Bret Schardein, Interim County Administrator, (804) 598-5612, bschardein@powhatanva.gov

Central Virginia Waste Management Authority					
Appointee	Appointed By	Term (Yrs)	First Appointment Date	Date Appointed	Expiration
Need a new one	Board of Supervisors	3			
Johnny Melis 3849 Old Buckingham Road Powhatan, Virginia 23139 (804) 598-2960 jmelis@powhatanva.gov Alternate	Board of Supervisors	3	February 2, 2015	September 26, 2016	September 30, 2019

NOTE: The appointee should be knowledgeable on recycling or solid waste. Meets in the middle of the day usually second Friday in Richmond, Petersburg, or Prince George. We can put Ted in the position and then Johnny goes and votes.

The Central Virginia Waste Management Authority (CVWMA) is a public service authority that implements solid waste management and recycling programs for 13 local governments. Since its formation in 1990, the CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its member jurisdictions.

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The CVWMA was created in December 1990 to assist member localities with satisfying Virginia’s recycling requirement. A Board of Directors consisting of one or more representatives appointed by each of the member jurisdictions governs the operations of the CVWMA. The Authority may contract for and maintain any garbage and refuse collection, transfer and disposal program or system within the cities, counties or town that are members of the CVWMA. This can include waste reduction, waste material recovery, recycling as mandated by law or otherwise, landfill operation, household hazardous waste management and disposal, and similar programs or systems.

[See appendix B, Section 3 of the Powhatan County Code.](#)

Central Virginia Waste Management Authority

Board of Directors Composition:

The Board of Supervisors appoints one at-large member and one at-large alternate to the Central Virginia Waste Management Authority Board of Directors. They should be employed or knowledgeable in the area of solid waste and/or recycling for their respective jurisdiction so that they can provide input regarding their respective locality's viewpoint on various solid waste issues.

Mission:

To foster and carry out the purpose of the Authority, which is: To plan, acquire, construct, reconstruct, improve, extend, operate, contract for and maintain any garbage and refuse collection, transfer and disposal program or system including waste reduction, waste material recovery, recycling as mandated by law or otherwise, resource recovery, waste incineration, landfill operation, ash management, sludge disposal from water and wastewater treatment facilities, household hazardous waste management and disposal and similar programs or systems, within one or more of the Member Localities.

Term:

The terms for the Board of Directors are three years. CVWMA mandates 1-4 year terms for Board of Director Members. There is no CVWMA limit on the number of consecutive terms an appointee may serve.

Sworn In:

There is no swearing in process.

Where/When Meet:

The Board of Directors Meetings are held on the third Friday of every month at 9:00 a.m. at the CVWMA offices at 2100 West Laburnum Avenue, #105, Richmond, VA 23227. Once a quarter it meets at the Crater Planning District Commission office at 1964 Wakefield Street, Petersburg, VA 23803.

Central Virginia Waste Management Authority

Notification Requirements:

CVWMA handles the notification of meetings. Contact CVWMA with appointment updates (804) 612-0549; elong@cvwma.com, Erica Long.

Compensation:

None.



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: Review of Agricultural and Forestal Districts (AFDs)

Motion: Motion to approve Resolution #R-2020-05, temporarily continuing existing AFDs through July 31, 2020.

Dates Previously Considered by Board: December 16, 2019

Summary of Item: On December 16, 2019, the Board of Supervisors discussed a possible review of the AFD program as required (no action taken). Staff suggest the review be deferred until after July, allowing staff and the Board to concentrate on other high-priority projects (including the FY21 budget, recruitment of County Administrator, strategic plan, etc.).

Staff: Approve Disapprove See Comments

Commission/Board: N/A Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: n/a

Budget/Fiscal Impact: Properties enrolled within an AFD automatically qualify for an agricultural or forestal use-value tax assessment.

Attachments: Memo
Map and List of Enrolled Properties

Staff/Contact: Andrew Pompei
Planning Director
(804) 598-5621 x2006
apompei@powhatanva.gov.

Board of Supervisors
David T. Williams
Larry J. Nordvig
Michael W. Byerly
William L. Cox
Karin M. Carmack



Planning Director
Andrew J. Pompei, CZA, AICP

The County Of
Powhatan

TO: Powhatan County Board of Supervisors
FROM: Andrew Pompei (Planning Director)
DATE: January 16, 2020
SUBJECT: Review of Agricultural and Forestal Districts (AFDs)

Background

Chapter 43 (Agricultural and Forestal Districts Act) of the Code of Virginia allows localities to create *Agricultural and Forestal Districts (AFDs)*. The AFD designation is a temporary and voluntary restriction to development placed on properties by the consent of the property owner and Powhatan County. This program temporarily reduces the tax valuation for the enrolled properties, in exchange for the temporary relinquishment of development rights. This program is a tool used by localities throughout Virginia to help preserve rural landscapes.

Powhatan County created its first AFDs in 1991, which have been renewed/continued several times since then.

Current Situation

More than 6,000 acres of land in Powhatan County are enrolled within ten separate AFDs:

Branch Creek AFD	James River AFD	Giles Bridge AFD
Trenholm AFD	Old Timbers AFD	Roseneath AFD
Appomattox River AFD	Pine AFD	
Pineview AFD	Skinquarter AFD	

All AFDs will expire on April 12, 2020 (ten years after the last renewal). §15.2-4311 of the Code of Virginia states that the Board of Supervisors may choose to review AFDs every four to ten years. If the Board of Supervisors chooses to conduct a formal review of its AFDs, the review must begin at least ninety days prior to the expiration date of the AFD. In this case, a review (if requested by the Board of Supervisors) must begin by January 13, 2020.

On December 19, 2019, the Board of Supervisors began discussing the potential review process for AFDs.

Review Process

If a review is deemed necessary, the following actions would be required:

- *Notice to Property Owners*

The owners of properties enrolled within an AFD will be contacted and asked whether they would like their properties to remain enrolled in the program.

- *Staff Review*

The Department of Community Development will review all parcels being renewed to ensure that they are (1) geographically eligible to be part of an AFD, as described by the Code of Virginia and (2) are still being used as part of a bona fide agricultural and/or forestal operation.

- *AFD Advisory Committee: Review*

Each AFD (and its associated parcels) will be reviewed by the Agricultural and Forestal District (AFD) Advisory Committee, which will make a recommendation to the Planning Commission as to whether properties should remain enrolled in the program.

- *Planning Commission: Public Hearing and Review*

The Planning Commission will hold a public hearing and review each AFD (and its associated parcels). After discussion, the Planning Commission may recommend that the AFDs be continued, modified, or terminated. This recommendation is forwarded to the Board of Supervisors.

- *Board of Supervisors: Public Hearing and Decision*

Each AFD (and its associated parcels) will be reviewed by the Board of Supervisors, which will decide whether to continue, modify, or terminate the AFD (after holding a public hearing).

If no review is conducted, the AFDs would continue as originally approved on April 12, 2010. Property owners would receive notice that the AFDs will continue. If a property owner would like a parcel(s) removed from an existing AFD, he/she would have to file an individual withdrawal application that would be reviewed by the AFD Advisory Committee, Planning Commission, and Board of Supervisors.

Effect of Districts

- Properties enrolled within an AFD automatically qualify for an agricultural or forestal use-value tax assessment.
- Properties enrolled within an AFD may not be developed to a more intensive use without prior approval by the governing body.
- The existence of an AFD must be considered when creating ordinances and making land use planning decisions.

Requested Action

The Board of Supervisors may choose to:

- Initiate a formal review of all existing AFDs;
- Reconvene the AFD Advisory Committee in February 2020, which may provide a recommendation as to whether a formal review should be conducted; OR
- Continue the existing AFDs as last renewed on April 12, 2010 (conducting the next review by April 12, 2030).

If the Board of Supervisors is interested in initiating a formal review of all existing AFDs, but would like to delay the review process until later in the year, it may choose to pass a resolution stating that all AFDs will remain in effect until the review process is completed by the AFD Advisory Committee, Planning Commission, and Board of Supervisors.

Considerations

- *Resources Required*

Conducting a full review of all AFDs will require a significant amount of staff resources. Every impacted landowner will be contacted by mail. Each AFD (and its associated parcels) must be analyzed and reports compiled for the AFD Advisory Committee, Planning Commission, and Board of

Supervisors.¹ Public hearings must be scheduled and advertised before each of the aforementioned bodies.

- *Property Owner Notice and Involvement*

Conducting a full review would facilitate greater involvement from affected landowners.

Since the Board of Supervisors discussed this item on December 16, 2019, one property owner has expressed interest in withdrawing his properties from an existing AFD. If a full review is conducted, property owners can withdraw their properties from an AFD at any time at no cost. Otherwise, property owners would have to submit individual requests to withdraw their properties from an AFD, which must be reviewed by the AFD Advisory Committee and Planning Commission and approved by the Board of Supervisors.

- *Record Keeping*

Conducting a full review will provide an additional opportunity to accurately analyze and record properties enrolled in AFDs, which have not been thoroughly reviewed since 2010. New reports and ordinances would provide clarity regarding the renewal process.

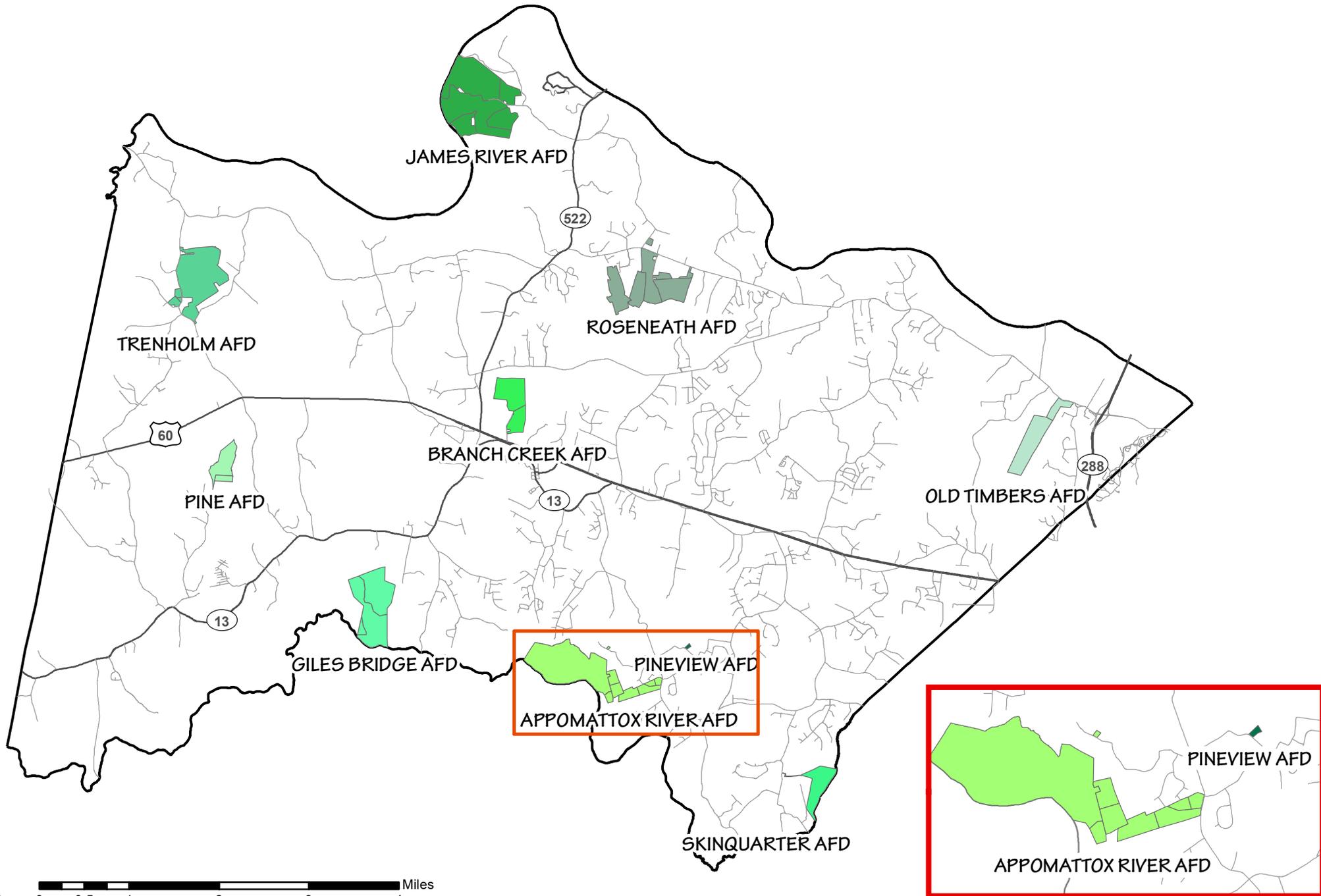
Attachments

- Map of Properties Currently Enrolled within the AFD Program
- List of Properties Currently Enrolled within the AFD Program

¹ Based on records, the AFD Advisory Committee has not met since early 2010.

Existing Agricultural Forestal Districts (AFD) in Powhatan County

January 2020



AFD Name	AFD Case Number	AFD Applicant	Tax Map Number	Acreage	Board of Supervisors Approval	Renewal Date
BRANCH CREEK AFD	91-1A-AFD	R. F. Ranson	26-104	248.687	6/10/1991	4/12/2020
		R. F. Ranson	26-108	111.478	6/10/1991	4/12/2020
TRENHOLM AFD	91-2-AFD	James R. Willis, Jr.	12-54	729.39	6/10/1991	4/12/2020
	91-2A-AFD	Robert H. Burts	12-34	21.75	6/10/1991	4/12/2020
		Robert H. Burts	12-35	4.82	6/10/1991	4/12/2020
APPOMATTOX RIVER AFD	91-3-AFD	V. C. Adamson ET ALS	51-3	821.25	6/10/1991	4/12/2020
	91-3A-AFD	Raymond & Joyce Hooper	51-12A	17	6/10/1991	4/12/2020
	91-3B-AFD	Leslie C. & Rebecca L. Wells, Jr.	52-6A	15.18	6/10/1991	4/12/2020
		Betty Jane Osborne Walters	52-6D	47.98	6/10/1991	4/12/2020
		Patricia Arlene Osborne Tomlin	52-6E	15.18	6/10/1991	4/12/2020
	91-3C-AFD	Bobby O. & Mary A. Stockner	51-10	44.89	6/10/1991	4/12/2020
	91-3D-AFD	Debra O. Frame	51-12	48.647	6/10/1991	4/12/2020
	91-3E-AFD	Donald & Lynne Moore	51-10A	44.88	6/10/1991	4/12/2020
James E. & Elizabeth Cave		51-17A	3.607	11/18/1991	4/12/2020	
GILES BRIDGE AFD	91-4-AFD	Danny L. & Lisa M. Emory	51-6B	2.166	11/18/1991	4/12/2020
		Joseph Anderson	49-2	29.8	6/10/1991	4/12/2020
		Joseph Anderson	49-3	336.4	6/10/1991	4/12/2020
OLD TIMBERS AFD	91-5B-AFD	Virginia Anderson	49-3A	380.43	6/10/1991	4/12/2020
		Huguenot Society	31-35	325	8/12/1991	4/12/2020
PINEVIEW AFD	91-6-AFD	Huguenot Society	32-9	78.157	8/12/1991	4/12/2020
		John & Jane Simpson III	52-1A	5	8/12/1991	4/12/2020
JAMES RIVER AFD	91-9A-AFD	Moyer Family Land Trust	7-1E	140.29	12/9/1991	4/12/2020
		Milton & Barbara Moyer	7-1F	101.738	12/9/1991	4/12/2020
	91-9B-AFD	David Moyer	7-1B	513.45	12/9/1991	4/12/2020
	91-9C-AFD	Raymond Moyer	7-1	517.9	12/9/1991	4/12/2020
	91-9D-AFD	Milton Moyer	7-1D	121.12	12/9/1991	4/12/2020
PINE AFD	91-11-AFD	Scott Timberland	23-46	187	12/9/1991	4/12/2020
		Scott Timberland	35-52	60	12/9/1991	4/12/2020
SKINQUARTER AFD	91-12-AFD	Aubrey Anderson	61-33	244.5	4/13/2012	4/12/2020
ROSENEATH AFD	91-1B-AFD	Anne Lewis	16-66	200.53	6/10/1991	4/12/2020
	91-13-AFD	F. D. & Helen Graham	16-63	232.4	4/13/1992	4/12/2020
		F. D. & Helen Graham	17-21	105	4/13/1992	4/12/2020
		F. D. & Helen Graham	17-6	22.206	4/13/1992	4/12/2020
		F. D. & Helen Graham	17-22	217	4/13/1992	4/12/2020
	91-13B-AFD	Dr. Glen Crawford	17-22	217	4/13/1992	4/12/2020
		Dr. Glen Crawford	17-2-A	15.56	4/13/1992	4/12/2020
Dr. Glen Crawford	17-2-B	31.33	4/13/1992	4/12/2020		

RESOLUTION #R-2020-05

**A RESOLUTION TEMPORARILY CONTINUING EXISTING
AGRICULTURAL AND FORESTAL DISTRICTS (AFDS) THROUGH JULY 31, 2020**

WHEREAS, localities throughout Virginia have organized local AFD programs to help preserve working rural landscapes; and

WHEREAS, Powhatan County has organized a local AFD program under Title 15.2 (Counties, Cities, and Towns): Chapter 43 (Agricultural and Forestal Districts Act) of the Code of Virginia;

WHEREAS, the first AFDs were created by the Board of Supervisors in 1991;

WHEREAS, on April 12, 2010, the Board of Supervisors held a public hearing, and, after hearing no public comments and considering recommendations made by the AFD Advisory Committee and Planning Commission, voted (5-0) to continue all AFDs with two modifications until April 12, 2020; and

WHEREAS, the properties listed in the table below, are enrolled in one of ten existing AFDs; and

WHEREAS, §15.2-4311 states that the Board of Supervisors may choose to review AFDs every four to ten years; and

WHEREAS, the Board of Supervisors wishes to temporarily continue the existing AFDs through July 31, 2020, providing additional time to determine whether a full review of all existing AFDs is necessary.

NOW, THEREFORE, BE IT RESOLVED, that the existing AFDs, as listed below, will continue through July 31, 2020 (and not expire on April 12, 2020), providing additional time to determine whether a full review of all existing AFDs is necessary.

Agricultural and Forestal District	Parcels (Case #: Original Board of Supervisors Approval)
Branch Creek AFD	Tax Map #26-104 (91-1A-AFD: June 10, 1991) Tax Map #26-108 (91-1A-AFD: June 10, 1991)
Trenholm AFD	Tax Map #12-54 (91-2-AFD: June 10, 1991) Tax Map #12-34 (91-2A-AFD: June 10, 1991) Tax Map #12-35 (91-2A-AFD: June 10, 1991)
Appomattox River AFD	Tax Map #51-3 (91-3-AFD: June 10, 1991) Tax Map #51-12A (91-3A-AFD: November 18, 1991) Tax Map #52-6A (91-3B-AFD: November 18, 1991) Tax Map #52-6D (91-3B-AFD: November 18, 1991) Tax Map #52-6E (91-3B-AFD: November 18, 1991) Tax Map #51-10 (91-3C-AFD: November 18, 1991) Tax Map #51-12 (91-3D-AFD: November 18, 1991) Tax Map #51-10A (91-3E-AFD: November 18, 1991) Tax Map #51-6B (91-3F-AFD: November 18, 1991) Tax Map #51-17A (91-3F-AFD: November 18, 1991)
Pineview AFD	Tax Map #52-1A (91-6-AFD: August 12, 1991)

James River AFD	Tax Map #7-1E (91-9A-AFD: December 9, 1991) Tax Map #7-1F (91-9A-AFD: December 9, 1991) Tax Map #7-1B (91-9B-AFD: December 9, 1991) Tax Map #7-1 (91-9C-AFD: December 9, 1991) Tax Map #7-1D (91-9D-AFD: December 9, 1991)
Old Timbers AFD	Tax Map #31-35 (91-5B-AFD: August 12, 1991) Tax Map #32-9 (91-5B-AFD: August 12, 1991)
Pine AFD	Tax Map #35-52 (91-11-AFD: December 9, 1991) Tax Map #23-46 (91-11-AFD: December 9, 1991)
Skinquarter AFD	Tax Map #61-33 (91-12-AFD: April 13, 1992)
Giles Bridge AFD	Tax Map #49-2 (91-4-AFD: June 10, 1991) Tax Map #49-3 (91-4-AFD: June 10, 1991) Tax Map #49-3A (91-4-AFD: June 10, 1991)
Roseneath AFD	Tax Map #16-63 (91-13-AFD: April 13, 1992) Tax Map #17-6 (91-13-AFD: April 13, 1992) Tax Map #17-21 (91-13-AFD: April 13, 1992) Tax Map #17-22 (91-13B-AFD: April 13, 1992) Tax Map #17-2-A (91-13B-AFD: April 13, 1992) Tax Map #17-2-B (91-13B-AFD: April 13, 1992) Tax Map #16-66 (91-1B-AFD: June 10, 1991)

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 27, 2020.

David T. Williams, Chairman
Powhatan County Board of Supervisors

ATTEST:

Bret Schardein, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
William L. Cox _____
Karin M. Carmack _____



MEMORANDUM

To: Board of Supervisors
Fr: Charla Schubert, Director of Finance
Re: Status Update on the ERP Selection Process

The Board of Supervisors approved Resolution R-2018-50 on November 26, 2018 appropriate the funds for the FY 2019 Capital Improvement Plan. In this resolution was the appropriation of \$1,500,000 for a new Enterprise Resource Planning software (ERP). **Enterprise resource planning (ERP)** is a business process management software that allows an organization to use a **system** of integrated applications to manage the business and automate many back office functions related to technology, services and human resources, etc. The current system we are using is Bright and Associates. The system has been in place since 1994. The current system has had upgrades, but does keep up with current automation and growing needs of localities. The County hired a consultant BerryDunn to assist in the Request for Proposal (RFP) process. The following is a timeline of the process so far as well as future timeline:

- Project Planning Teleconference: May 2019
 - This kicked off the project and was followed by a request for documents and a web survey for all staff.
- Fact-Finding: June 2019
 - BerryDunn facilitated meetings with all staff by functional area to explore challenges and areas for opportunities in relation to the existing system.
- System Planning Memo: August 2019
 - This Memo provided a high-level summary of BerryDunn's findings to include gaps in current systems functionality, anticipated needs of a future system, and recommended options for consideration related to modernizing the County's applications environment.
- Joint Requirements Planning (JRP): September 2019
 - BerryDunn facilitated sessions by functional area to define and confirm requirements for a new system(s). These requirements were included in the Request for Proposal (RFP).
- RFP Posted: November 2019
- Round 1 Scoring: December 2019
 - Evaluation committee scored each vendor proposal to determine the short-list of vendors to invite to demonstrate their software solution.
- Vendor Demos: January 2020
- Round 2 scoring: January 2020
 - The evaluation committee will score the vendors to identify the vendor or vendors for which the County should perform its reference checks/site visits.

- Vendor reference checks and preferred vendor identification: January/February 2020
 - County's evaluation committee will perform reference checks and site visits for the vendors that progressed through Round 2 scoring. The evaluation committee will then determine the preferred vendor(s) in which to enter into contract negotiations.
- Contract Negotiations: February/March 2020
- Implementation start: April/May 2020
 - Implementation timeline will be based on the vendor(s) chosen, if the schools participate, and the functional areas included in the contract. This would be a multiple phase implementation which could take up to three years.

The evaluation committee is made up of John Wood, County IT Director; Charla Schubert, County Finance Director; Faye Barton, Treasurer; Jamie Timberlake, COR; Melissa Lowe, HR Manager; Ramona Carter, Public Works Director; Bret Schardein, Interim County Administrator; Larry Johns, Assistant Superintendent for Finance and Business Operations; Jeff Durrett, Director of Administrative Technology (Schools); Dr. Meredith Parker, Director of Human Services and Dr. Jason Tibbs, Director of Facilities and CTE Coordinator. Employees of various departments have been included in the software demonstrations in order to supply feedback to the committee, as they would be everyday users of the software.

The vendors were to give price proposals during the RFP process, but they will be asked to give best and final offers as prepare to award. Once awarded there will be a negotiation period. We did ask that the vendors bid on all functional capabilities, so the County could see all functionality and decide what best meets our needs. These may and will likely be scaled back as we continue through the process.

TERMINATION AGREEMENT

THIS TERMINATION AGREEMENT, made and entered into in duplicate this ____ day of January, 2020, by and between the Board of Supervisors of Powhatan County, Commonwealth of Virginia, a political subdivision, hereinafter called "Employer", as party of the first part, and Theodore L. Voorhees, hereinafter called the "Employee", as party of the second part, both of whom understand as follows:

WITNESSETH:

WHEREAS, In March of 2017 Employer did employ the services of Theodore L. Voorhees as County Administrator of Powhatan County as provided by the Code of Virginia, as amended; and,

WHEREAS, the parties did enter into a written "Employment Agreement"; and,

WHEREAS, it is the desire of the Employer, to end its employment relationship with Employee effective January 6, 2020; and,

WHEREAS, the Employee remains ready, willing and able to continue the employment relationship and to fulfil his duties under the Employment Agreement; and

WHEREAS, Employee has agreed to resign his employment, but said resignation is being made by the "mutual agreement of a majority of the Board of Supervisors and the Employee" as referenced in Section 6 of the Employment Agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Employee's last day as an employee of Employer will be January 6, 2020.
2. Employer shall provide severance payments to Employee of:
 - (a) a sum equal to six (6) months of salary at the current rate of pay, plus
 - (b) a sum equal to six (6) months of the Employer's share of retirement payments paid on behalf of the Employee, plus
 - (c) nine (9) months of health plan coverage, life insurance, and disability coverage.
 - (d) the outstanding remainder of the annual vehicle allowance as defined in the Employment Agreement
 - (e) unused accrued sick and annual leave
3. Such severance payments shall be in a lump sum payment made on the next payday following the termination of employment or upon a date agreed upon by the Parties but in no case shall such payment date be later than three (3) months following the date of separation. Employee, at his option and in the alternative to a lump sum payment representing health plan coverage benefits portion of the severance pay, may elect to have the Employer continue health plan coverage benefits for the Employee and all dependents and the Employer shall continue to pay such costs

4. The text herein, including the recitals, shall constitute the entire agreement between the parties. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
5. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
6. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of the agreement or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the County of Powhatan has caused this agreement to be signed and executed in its behalf by its Chairman and the Employee has signed and executed this agreement, both in duplicate, on the date shown below.

Signed: _____
Chairman

Date: _____

Signed: _____
Theodore L. Voorhees,
Employee

Date: _____

RESOLUTION #R-2020-06
A RESOLUTION APPOINTING AN ACTING COUNTY ADMINISTRATOR

WHEREAS, Therefore Voorhees resigned as the County Administrator on January 6, 2020 and;

WHEREAS, Bret Schardein has been serving as the Assistant County Administrator; and

WHEREAS, the County and Bret Schardein have agreed that Bret shall serve as the Acting County Administrator for Powhatan;

NOW, THEREFOR, be it Resolved that Bret Schardein is appointed as the Acting County Administrator for Powhatan County and during his term as Acting County Administrator he is expected to perform the duties: (I) found in Va. Code §§ 15.2-1540 and 15.2-1541 (ii) described in the County Administrator's job description attached as Exhibit A hereto.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 27, 2020.

David T. Williams, Chairman
Powhatan County Board of Supervisors

ATTEST:

Bret Schardein, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams	_____
Larry J. Nordvig	_____
Michael W. Byerly	_____
William L. Cox	_____
Karin M. Carmack	_____

CODE: 12100

**POWHATAN COUNTY, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: COUNTY ADMINISTRATOR
COUNTY ADMINISTRATION**

GENERAL STATEMENT OF JOB

Under minimal supervision, performs supervisory, administrative and managerial work in the administration of the County government. Work involves serving as the chief administrative officer of County government, coordinating and directing County operations; managing department heads and subordinate staff. Work also involves advising the Board of Supervisors and preparing policy recommendations for consideration. Employee is responsible for receiving, investigating and resolving complaints/concerns from Board members, County staff, and the general public. Employee must exercise considerable initiative and independent judgment in all phases of work and tact and courtesy in frequent contact with County employees, community groups, businesses, contractors, and the general public. Reports to the Board of Supervisors.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as chief administrative officer for the County; directs daily operations of the government; receives and responds to directives and initiatives from the Board of Supervisors; prepares policy recommendations for Board consideration and approval; represents Board before State and Federal legislative bodies.

Manages and supervises all departments, agencies and offices of the county to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the Board of Supervisors and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints and removes all department heads, officers, and employees of the county, except members of the Board of Supervisors of Supervisors and Constitutional Officers.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual County budget. Administers the adopted budget of the County.

Advises the Board of Supervisors of financial conditions and current and future county needs.

ADDITIONAL JOB FUNCTIONS

Recommends for adoption by the Board of Supervisors such measures, as County administrator may deem necessary or expedient.

Prepares and submits to the Board of Supervisors such reports as may be required by that body or as County Administrator may deem it advisable to submit.

Serves as chief administrative officer for the County; directs daily operations of the government; receives and responds to directives and initiatives from the Board of Supervisors; prepares policy recommendations for Board consideration and approval; represents Board before State and Federal legislative bodies.

Recruits, interviews, hires and manages department's professional and clerical staff; delegates responsibility for program activities to the appropriate department head or other employee; supervises and evaluates work of subordinate employees; ensures employees receive proper training and orientation.

Serves as Emergency Services Coordinator.

Represents the County at conferences, local meetings and public hearings; conducts interviews with television, radio and print media.

Oversees the construction of new facilities; manages the Capital Improvement Plan; reviews capital projects with developers, consultants, and agency officials; advises on pertinent County policies and guidelines.

Represents the County in a variety of situations including state, federal and community forums, interacting with citizens and local, state and federal elected and appointed officials.

Regularly attends meetings of the County Board of Supervisors, and of a number of regional boards and commissions to which the incumbent may be appointed by the Board of Supervisors.

Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to appropriate departments, follows up on the corrective actions, and sees that replies to inquiries are given.

Analyzes jobs to delineate position responsibilities for use in wage and salary adjustments, promotion, and evaluation of workflow; studies methods of improving work measurements or performance standards.

Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions; analyzes unit operating practices, forms control, office layout, suggestion systems, personnel requirements, and performance standards, to create new systems or revise established procedures.

Prepares reports including conclusions and recommendations for solution of administrative problems; upon direction of the Board of Supervisors and with general policy guidance, prepares directives to department heads.

Coordinates collection and preparation of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.

Prepares and submits to the Board of Supervisors an annual budget together with a complete report on the finances and activities of the county for the preceding year; delineates and justifies requests for expenditures for new programs.

Makes and executes all lawful contracts on behalf of the County as to matters within his or her jurisdiction, except such as may be otherwise provided by law or ordinance or resolution by the Board of Supervisors

Performs such other legally permissible and proper duties and functions as the Board of Supervisors shall from time to time assign.

Plans Board of Supervisors meetings including preparation of advertisements and agenda, determination of topics and persons placed on agenda, obtaining and researching required information to submit for Board action; reviews submitted information to determine need for further research or Board explanation, etc.; advises Board, as needed; attends all Board of Supervisors meetings.

Supervises Department Chairmen and County personnel under direct supervision of County Administrator; handles personnel problems; hires, approves hiring and personnel actions of department chairs, advises the Board on personnel matters and policies and makes recommendations to the Board of Supervisors regarding new positions and personnel.

Represents the Board of Supervisors to the public, other governmental agencies, including state and federal agencies and elected and appointed officials, various commissions and boards, etc.; attends numerous governmental, civic and social meetings and events to represent the interest of the Board of Supervisors and the County; attends, professional conferences, workshops, seminars, etc. as appropriate to maintain professional standards and keep abreast of changes.

Regularly attends meetings of the County Board of Supervisors, and of a number of regional boards and commissions to which the incumbent may be appointed by the Board of Supervisors.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in public or business administration, or a closely related field, and 6 to 9 years experience at a high management level with local government; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with Board of Supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with employees, and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, Board of Supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the County and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the office and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving office and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the office and County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other County officials to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and County. Directs the development and training of County personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls human and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet County goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the County. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the office and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of federal, state, and county policies regarding County administration. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department and County policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

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Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: SMART Scale project selection.

Motion: n/a

Dates Previously
Considered by Board: n/a

Summary of Item: Staff requests the Board provide feedback on potential projects to present at the SMART Scale Open House meeting to be held on February 3rd 2020.

Staff: Approve Disapprove See Comments

Commission/Board: N/A Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: n/a

Budget/Fiscal Impact: N/A

Attachments: Staff Report, VDOT SMART Scale Policy Guide

Staff/Contact: Bret Schardein, Interim County Administrator, (804) 598-3639,
bschardein@powhatanva.gov



VDOT Smart Scale 2020 Review of Possible Applications

Staff Report prepared for the Board of Supervisors

I. SMART SCALE PROCESS:

Virginia's SMART SCALE is about picking the right transportation projects for funding and ensuring the best use of limited tax dollars. Transportation projects are scored based on an objective process that is transparent to the public and allows decision-makers to be held accountable to taxpayers. Once projects are scored and prioritized, the Commonwealth Transportation Board (CTB) has the best information possible to select the right projects for funding.

More information about the SMART SCALE project prioritization process is available at www.vasmartscale.org and two guides are attached to this report.

Based on population size, Powhatan may submit up to 5 projects for initial pre-screening, and ultimately may select 4 as their final applications. In working with VDOT, staff has compiled a list of projects that we believe could be viable applications. Staff requests the Board review these, provide feedback, and narrow them down so that County staff can present the highest priority projects for public review and feedback at an Open House meeting to be held on Monday February 3rd in the Powhatan Library's conference room. Staff will then summarize the public feedback received to the Board at their March 23rd regular meeting, at which time the Board will pass a resolution selecting up to 5 projects for pre-screening. Staff will then submit those projects prior to the screening deadline of April 1st. VDOT will spend the spring/summer analyzing all projects to determine eligibility. Once we receive confirmation that our projects are eligible, we will submit the full applications for the top 4 projects prior to the August 3rd deadline.

II. Potential applications

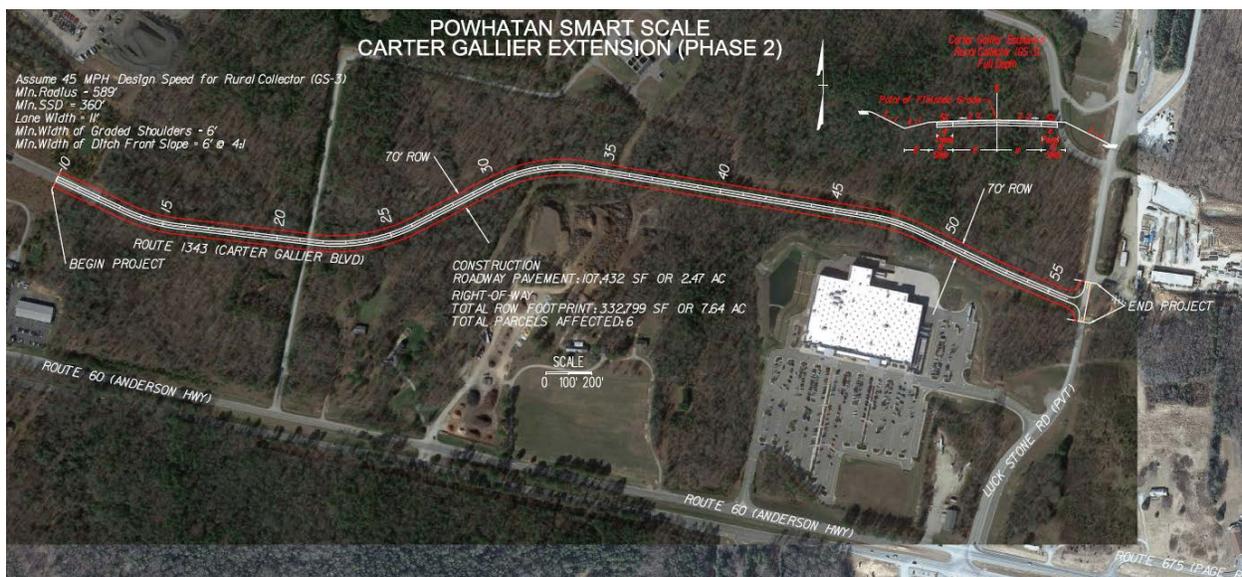
The following projects have been reviewed by County and VDOT staff as potential projects for the SMART Scale program. Projects are listed in no particular order.

Carter Gallier extension Phase 2

Purpose: To complete the work started with Carter Gallier extension currently underway, to connect Southcreek with Luckstone and Page Roads, creating a parallel network to Route 60. This project was submitted last round, and while its benefit score was relatively good, the high cost of the project brought down the score and it was not selected for funding. As each round is different, staff believes this application is worth re-visiting this round.

Eligibility: within a UDA-like area (Rt. 60 East SAP)

Projected Cost: \$7,641,557

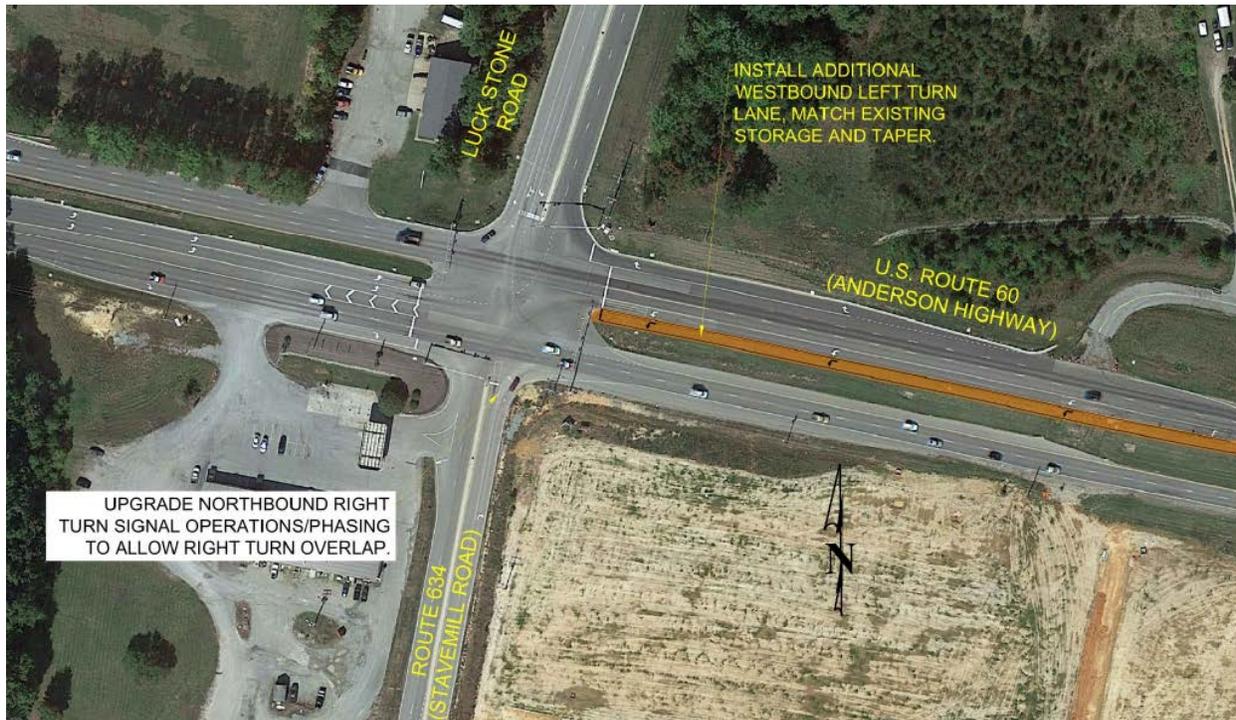


Stavemill Road & Route 60

Purpose: Originally proposed in the 2016 Route 60 study, this project would install a second westbound left turn lane; add an overlap phase for the northbound right turn lane; restrict westbound U-turns; and modify the traffic signal to facilitate the above improvements.

Eligibility: within a UDA-like area (Rt. 60 East SAP)

Projected Cost: \$1,054,000



Red Lane Road & Route 60

Purpose: Proposed in the draft Route 60 Corridor Preservation Study, this would construct a Continuous Green T (CGT) intersection, consisting of a protected acceleration lane for traffic turning from Red Lane, heading east on 60. This would allow the eastbound traffic on 60 to pass through the intersection continuously, without the need for a red light in that direction.

Eligibility: Currently being reviewed by VDOT. The project is not within a UDA-like area, but is directly between two (Courthouse Village and Rt. 60 East SAPs).

Projected Cost: \$1,000,000-\$2,000,000



Village sidewalks

Purpose: This proposal would involve constructing sidewalks and associated crosswalks along one side of Old Buckingham Road between Powhatan Middle School and Mann Road which is approximately 0.7 miles. The proposed sidewalks would connect to existing sidewalks to the Courthouse Village, as well as an existing sidewalk along Mann Road. The proposed sidewalks would connect Powhatan Middle School and Powhatan Elementary School to Fighting Creek Park, Powhatan County Public Library, Powhatan YMCA, and other destinations in the mixed-use Courthouse Village.

Eligibility: UDA-like area (Courthouse Village SAP)

Projected Cost: \$1,900,000



Other potential projects considered:

Rt. 60/13/Academy – in 2019 VDOT conducted a study of this intersection, recommending an R-CUT at Rt. 13 & 60 and additional turn lanes at Academy Road/60 at a cost of \$1.7M. Given the study was only recently completed, an application at this time may be pre-mature, however feedback from the Board and the public on how to best address this intersection could lead to a SMART Scale application in the future, if not this round.

The Route 60 Corridor Preservation plan - will look at the potential to implement innovative intersection designs, such as R-CUTS, at numerous intersections in the County. The consultant was able to expedite the design of the Red Lane Road Continuous Green T for consideration during this SMART Scale round, but the bulk of the study will not be finalized in time for this round. A public meeting where citizens can review and comment on the draft plan will be held sometime in February or March, and the results of that plan will likely lead to applications in future SMART Scale rounds.

Past SMART Scale applications – while we secured funding for the Jude’s Ferry/Rt. 60 improvements in the last round, other projects did not receive funding. These included improvements to Jude’s Ferry/Rt. 711. That project did not score well in SMART Scale, but is an important intersection which may be better funded through other methods. Dorset/Rt. 60 also did not score high enough to receive funding. The Route 60 Corridor Preservation plan will examine this intersection and make additional recommendations, thus staff recommends waiting for the results of that plan and consider a comprehensive application in a future round.

Page Rd/60 – re-alignment was considered in the last round, but feedback from the public was generally unfavorable and it did not move forward as an application. An R-CUT was proposed as part of a rezoning application in 2019. In 2019 the west bound turn lane onto Page Road was extended, and construction of nearby improvements will likely begin as part of the Classic Granite & Marble project in 2020. This will be an intersection to continue to monitor and have dialogue with the public on.

Various turn lane improvements – adding or extending turn lanes on Route 60 at Holly Hills, Oakbridge or Dogwood could address existing back-ups, but these projects might be better accomplished through other funding sources.

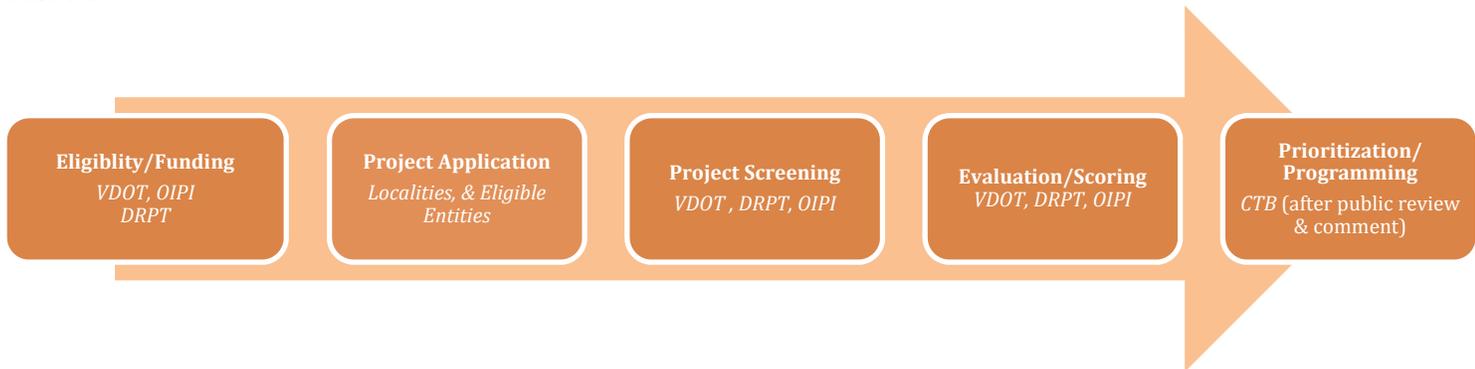
What is SMART SCALE?

Virginia’s SMART SCALE (§33.2-21.4) is about picking the right transportation projects for funding and ensuring the best use of limited tax dollars. It is the method of scoring planned projects included in VTrans that are funded by HB 1887. Transportation projects are scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers. Once projects are scored and prioritized, the Commonwealth Transportation Board (CTB) has the best information possible to select the right projects for funding.

More information about the SMART SCALE project prioritization process, including a technical guide for applicants, is available at www.vasmartscale.org.

SMART SCALE Process

Virginia’s SMART SCALE Process includes five overarching steps, as identified in the figure below. The preliminary step requires project sponsors to determine their eligibility prior to beginning the SMART SCALE applications process. The final step in the prioritization process includes programming of selected projects. The responsible agency for each process step is identified in italics in the figure below.



Program Funding

Funding for project prioritization comes from two main pathways —the construction District Grants Program (DGP) and the High-Priority Projects Program (HPPP) – both established in 2015 under the Code of Virginia §33.2-358. The DGP is open only to localities. Projects applying for the DGP funds compete with other projects from the same construction district. Projects applying for HPPP funds compete with projects from across the Commonwealth. A project sponsor may request funding under both programs.

	High Priority Projects Program	Construction District Grant Program*
Capacity Need on Corridors of Statewide Significance	Yes	Yes
Capacity Need on Regional Networks	Yes	Yes
Improvement to Support Urban Development Areas	No	Yes
Improvements for Identified Safety Need	No	Yes

*Only projects submitted by localities are eligible.

Certain fund types are not distributed through the project prioritization process, but may be used as a matching fund to the project, reducing the amount of SMART SCALE funds needed, including but not limited to: Congestion Mitigation and Air Quality Funding (CMAQ), Surface Transportation Block Grant Program (STBG), Revenue Sharing, Transportation Alternatives (TA) Set-Aside funds, Highway Safety Improvement Program (HSIP) and Other Safety Program Funds, Northern Virginia and Hampton Roads Regional Funding, Tele-fees and Unpaved Road related Funds, Dedicated Bridge Program Funds (through FY2020), and State of Good Repair.

Project Eligibility & Eligible Applicants

SMART SCALE projects may be submitted by regional entities, including Metropolitan Planning Organizations (MPOs), Planning District Commissions (PDCs), and public transit agencies; counties, cities and towns that maintain their own infrastructure and qualify to receive maintenance payments, pursuant to §33.2-319, may also submit SMART SCALE projects. Though all of these entities may submit projects, there are limitations on the grant program for which they can apply, the types of projects they can submit, and the number of projects they can apply for, detailed in the tables below.

Applications for funding through SMART SCALE must be related to projects located within boundaries of the qualifying entity. However, localities and regional planning bodies may submit joint applications for projects that cross boundaries, or a town that is not eligible to submit may request the county to submit a project.

By majority vote of the CTB, the CTB may choose to submit up to two projects for evaluation each application cycle.

Project Type	Regional Entity (MPOs, PDCs)	Locality** (Counties, Cities, and Towns)	Public Transit Agencies
Corridor of Statewide Significance	Yes	Yes, with a resolution of support from relevant regional entity	Yes, with a resolution of support from relevant regional entity
Regional Network	Yes	Yes, with a resolution of support from the MPO*	Yes, with a resolution of support from relevant regional entity
Urban Development Area	No	Yes, with a resolution of support from the MPO*	No
Safety	No	Yes, with a resolution of support from the MPO*	No

* Projects within established MPO study areas that are not identified in or consistent with the regionally adopted Constrained Long Range Plan (CLRP) must include a resolution of support from the respective MPO Policy Board.

Project Types Included within SMART SCALE (Capacity and Operational Improvements only)	Project Types Excluded from SMART SCALE
Highway Improvements (Widening, Operational Improvements, Access Management, Intelligent Transportation Systems, Technology Operational Improvements)	Asset Management (Bridge repair/replacement, Pavement repair/replacement, Guardrail replacement)*
Transit And Rail Capacity Expansion	
Bicycle and Pedestrian Improvements	
Transportation Demand Management (Park & Ride facilities)	

* Asset Management projects excluded from SMART SCALE may be eligible for funding under the state of good repair program as required by the Code of Virginia §33.2-369.

Applicants are limited in the number of applications they may submit for evaluation and scoring, based on population thresholds as defined in the table below.

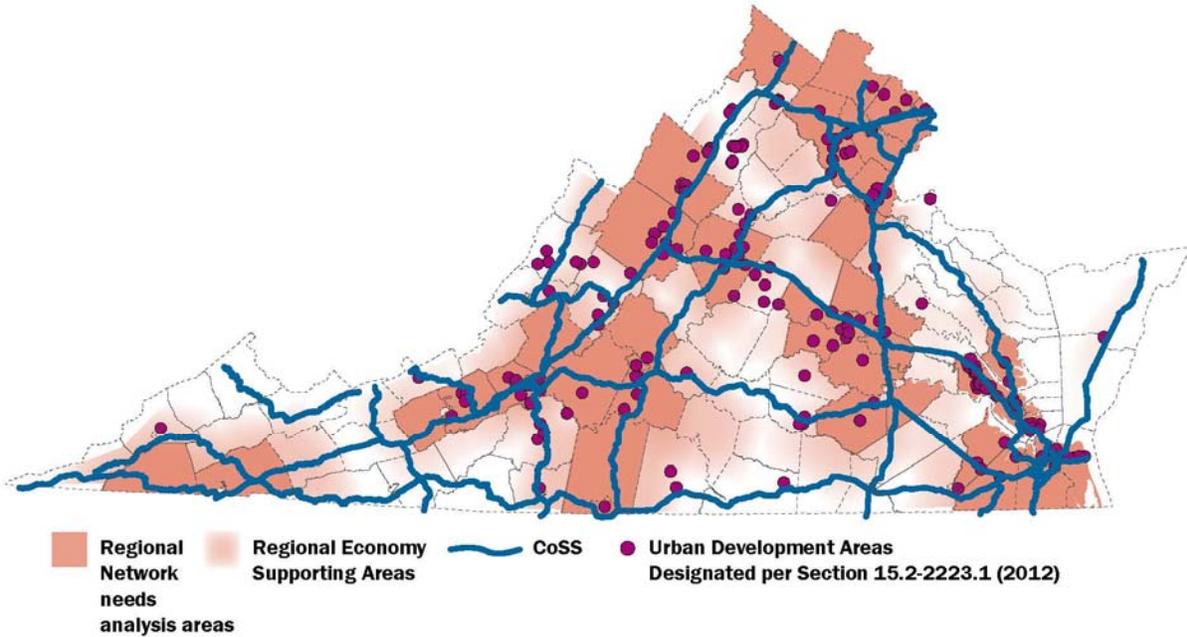
Tier	Localities	MPOs/PDCs/Transit Agencies	Maximum Number of Applications
1	Less than 200K	Less than 500K	4
2	Greater than 200K	Greater than 500K	10

The listing of eligible entities, population data and tier/maximum number of applications is located on line at http://vasmartscale.org/documents/smart_scale_application_limitations.xlsx.

Project Screening

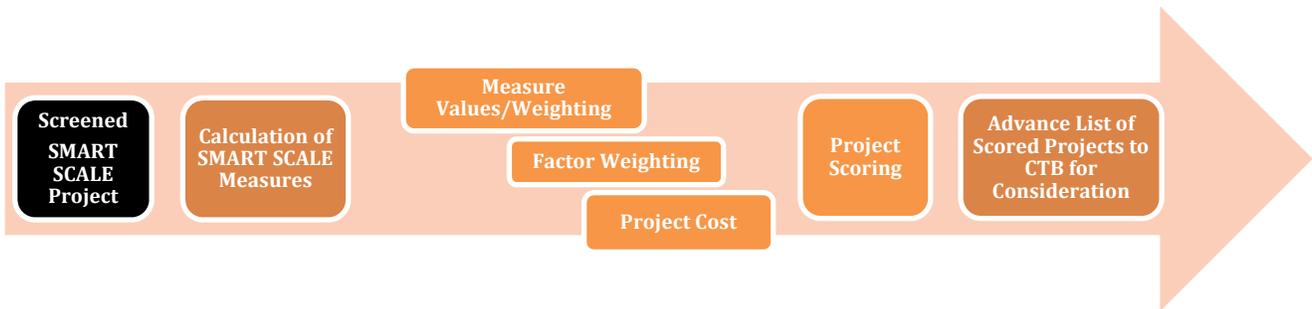
A project application for funds from the HPPP or the DGP must meet an identified need in the Commonwealth’s long-range transportation plan – VTrans2040. This plan evaluates the Commonwealth’s needs at four scales focused on key travel markets and safety needs. Submitted projects must meet a need identified under one or more of the following categories:

1. Corridors of Statewide Significance (CoSS) – Key multimodal travel corridors that move people and goods within and through Virginia, serving primarily long-distance /inter-regional travel markets
2. Regional Networks (RN) – Multimodal networks that facilitate travel within urbanized areas/intra-regional travel markets
3. Urban Development Areas (UDA) – Areas where jurisdictions intend to concentrate future population growth and development consistent with the UDA section within the Code of Virginia (§ 15.2-2223.1); local activity center markets
4. Transportation Safety Needs – Statewide safety needs identified in VTrans2040



Project Evaluation and Scoring

Once it has been determined that a project meets an identified need, the project is evaluated and scored. A scoring evaluation team takes the project and begins collecting additional data required for evaluating each of the five factors required by (§33.1-23.5:5) Chapter 726 of 2014 Virginia Acts of Assembly, and a sixth factor in areas greater than 200,000 in population. After the data has been collected for each project sufficient to evaluate each factor, measure values are calculated and weighted according to the area type where the project is located. After factor totals have been weighted and summed, the Final Score is determined by dividing the total factor score by the SMART SCALE cost. Projects are then ranked and provided to the CTB for funding consideration.

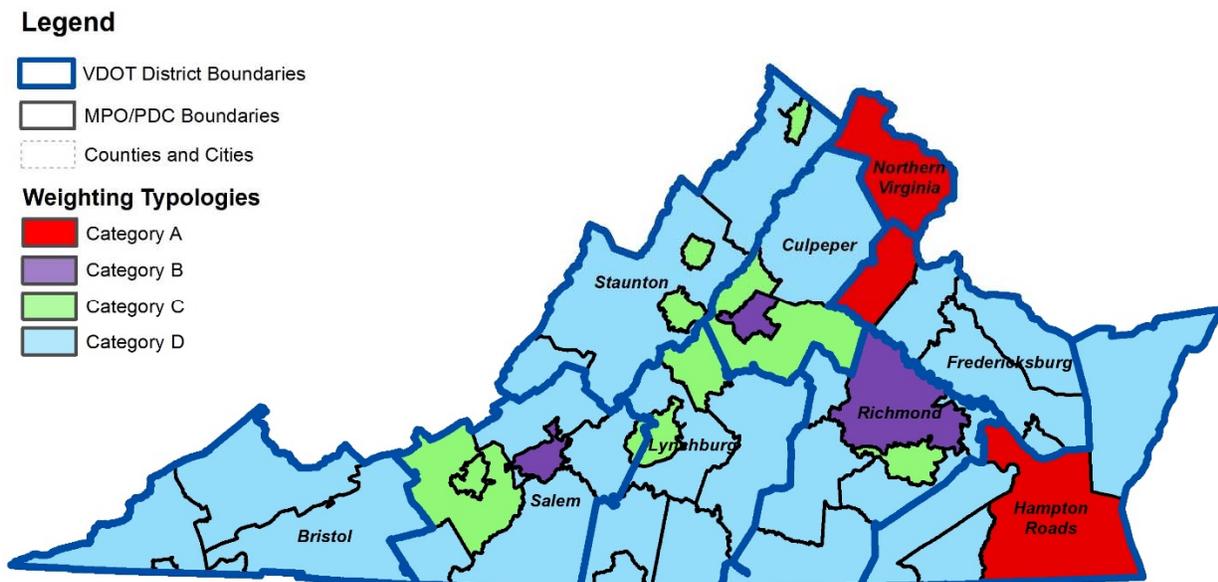


SMART SCALE utilizes evaluation measures that quantify the benefits of each project for six factor areas, detailed in the table below.

Factor Areas	Measure ID	Measure Name	Measure Weight
Safety	S.1	Equivalent property damage only (EPDO) of Fatal and Injury Crashes*	50%
	S.2	EPDO Rate of Fatal and Injury Crashes	50%
Congestion Mitigation	C.1	Person Throughput	50%
	C.2	Person Hours of Delay	50%
Accessibility	A.1	Access to Jobs	60%
	A.2	Access to Jobs for Disadvantaged Persons	20%
	A.3	Access to Multimodal Choices	20%
Environmental Quality	E.1	Air Quality and Environmental Effect	50%
	E.2	Impact to Natural and Cultural Resources	50%
Economic Development	ED.1	Project Support for Economic Development	60%
	ED.2	Intermodal Access and Efficiency	20%
	ED.3	Travel Time Reliability	20%
Land Use	L.1	Transportation-Efficient Land Use	70%
	L.2	Increase in Transportation Efficient Land Use	30%

* 100% for Transit and Transportation Demand Management projects

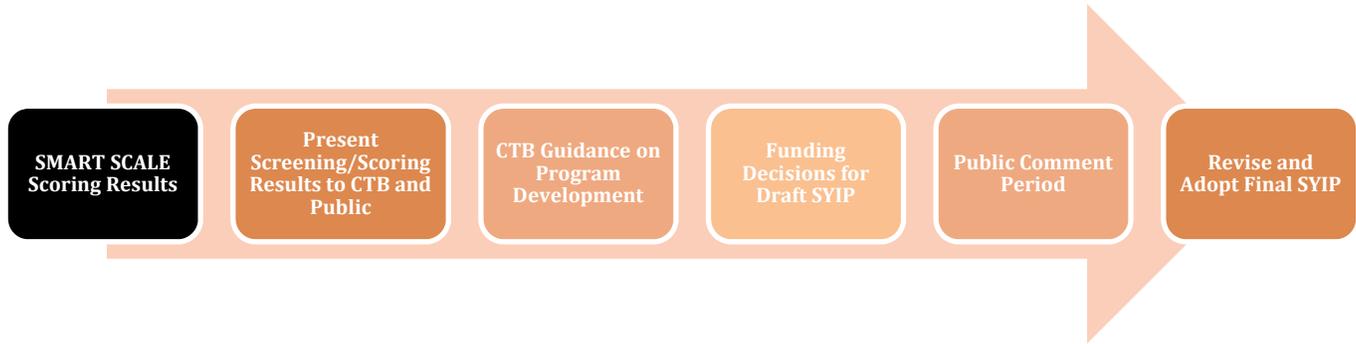
Four area weighting typologies were established based on an analysis of transportation, land use, demographic indicators, and public input to facilitate evaluation of each project’s benefit on a scale relative to the needs of that region as compared across the Commonwealth. The weighting typologies are shown below.



Factor	Congestion Mitigation	Economic Development	Accessibility	Safety	Environmental Quality	Land Use
Category A	45%	5%	15%	5%	10%	20%
Category B	15%	20%	25%	20%	10%	10%
Category C	15%	25%	25%	25%	10%	-
Category D	10%	35%	15%	30%	10%	-

CTB Prioritization and Programming

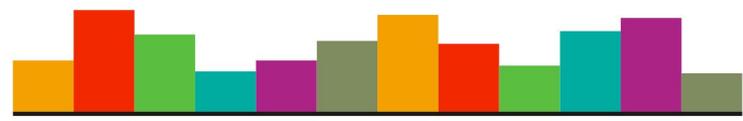
For each SMART SCALE cycle, the screening and scoring results are presented to the CTB and the public. The CTB provides guidance on program development, and staff develop a draft SYIP based CTB direction and the SMART SCALE scoring results. A public comment period allows the public to comment on the draft SYIP, including the scoring results for individual projects. The CTB takes into account public comments regarding the draft SYIP, ultimately approving the final SYIP for implementation in June.



In general, once a project has been screened, scored, and selected for funding by the CTB, it will remain in the SYIP as a funding priority. Re-evaluation of a project score and funding decision may be needed if there are significant changes in the scope or cost (exceeding a sliding scale, below) to ensure the original intent/benefit of the scored projects and the CTB’s allocation decision. A project may also be re-evaluated if there is a significant reduction in the locally / regionally leveraged funds available for the project. In such cases, CTB action is required to confirm the commitment to funding the project.

Total Cost Estimate	Threshold
<\$5 million	up to a 20% increase in total allocations
\$5 million to \$10 million	up to a \$1 million increase in total allocations
>\$10 million	up to a 10% increase in total allocations up to a maximum of \$5 million increase in total allocations

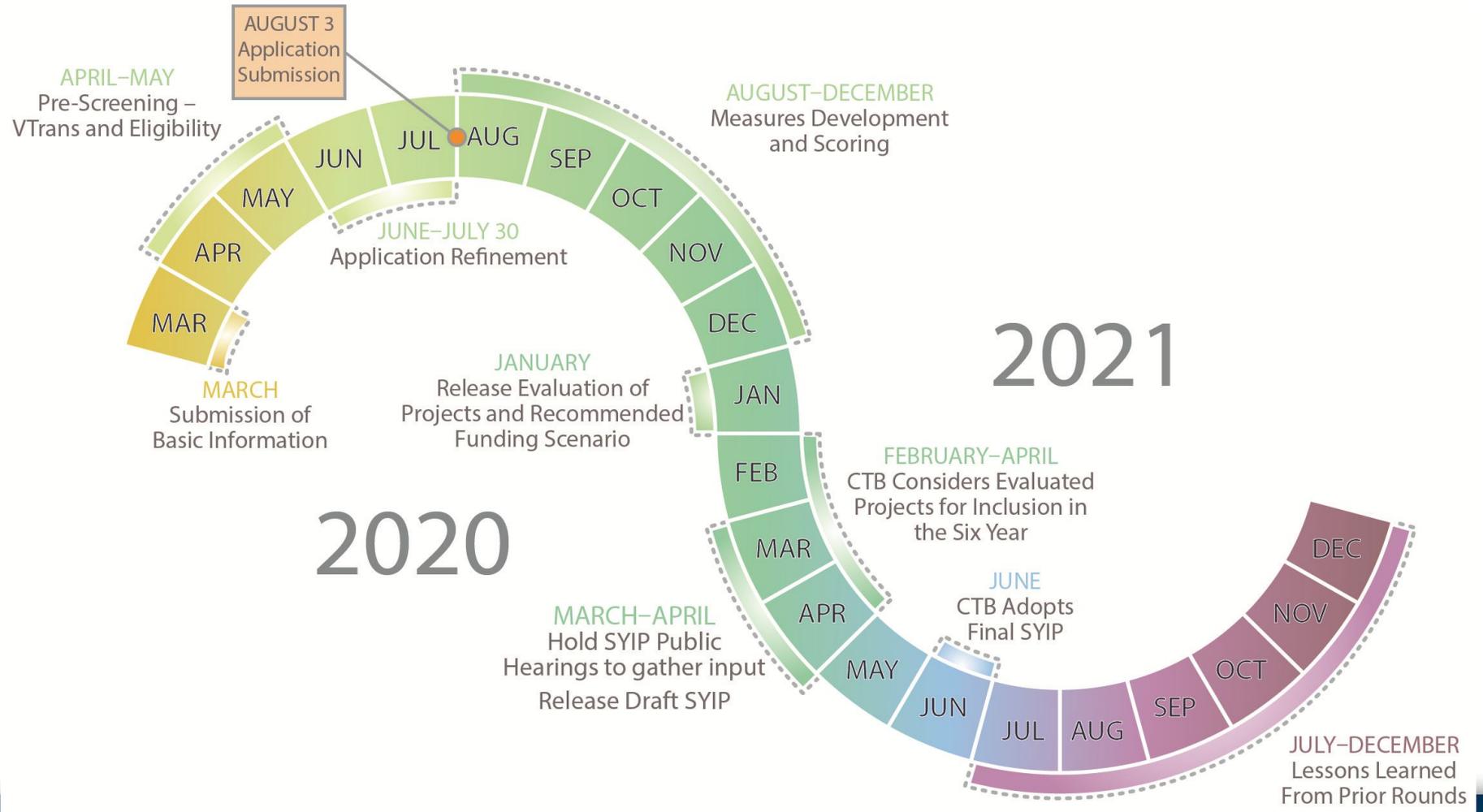
If the project scope is increased then the applicant is responsible for the additional cost attributable to the increase in scope, regardless of budget impact. In the cases where a project has been selected for funding which identified other sources of funding, the qualifying entity is committed to pay the difference if other sources of funding are not provided.

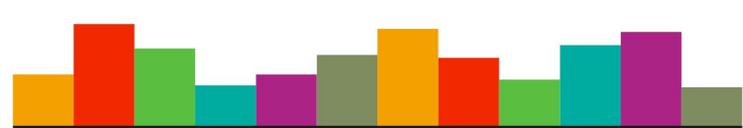


SMART SCALE

*Funding the Right
Transportation Projects
in Virginia*

Round 4 Timeline

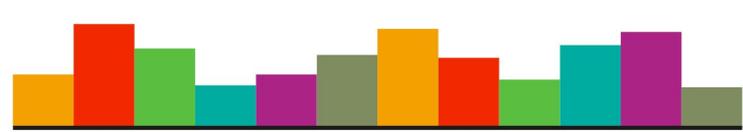




Changes to Timeline

- **Pre-App**
 - Intake window reduced from **3 months to 1 month**
 - NEW - Pre-apps that can be submitted will be based on cap limits
 - Cap limit of 10: will be allowed to submit 12 pre-apps (10+2)
 - Cap limit of 4: will be allowed to submit 5 pre-apps (4+1)
 - Pre-application cap limits prevent VDOT/DRPT staff from reviewing applications that will not be submitted while providing cushion in case a project screens out

Localities	MPOs/PDCs/Transit Agencies	Pre-Application Cap	Final Application Cap
Less than 200K	Less than 500K	5	4
Greater than 200K	Greater than 500K	12	10



SMART SCALE

*Funding the Right
Transportation Projects
in Virginia*

Changes to Timeline

- **Screening Applications**
 - 2-month window - VTrans need, eligibility and project readiness
 - Address challenge in Round 3 of major project changes occurring during pre-screening
- **Final Full Application**
 - 2-month window
 - Applicant provides economic development sites and refines final cost estimate and supporting documents
 - Applicant must receive approval from Commonwealth to change scope of work - this is to ensure project still meets VTrans need, readiness and eligibility
 - Can only submit up to their cap limit: 10 or 4 depending on population

Project Eligibility



- Two areas to clarify/limit eligibility:
 - Transit Maintenance Facilities - propose that stand-alone maintenance facilities not be eligible - must include capacity expansion of transit system
 - Systemwide Investments - improvements that do not have a typical from/to and often cover a larger geographic area
 - **Examples**
 - Jurisdiction-wide implementation of adaptive signal controllers
 - Countywide bus stop upgrades
 - Prohibit project applications that include improvements that are jurisdiction-wide
 - Expansive scope and multi-faceted nature of improvements present considerable challenges for scoring and validation

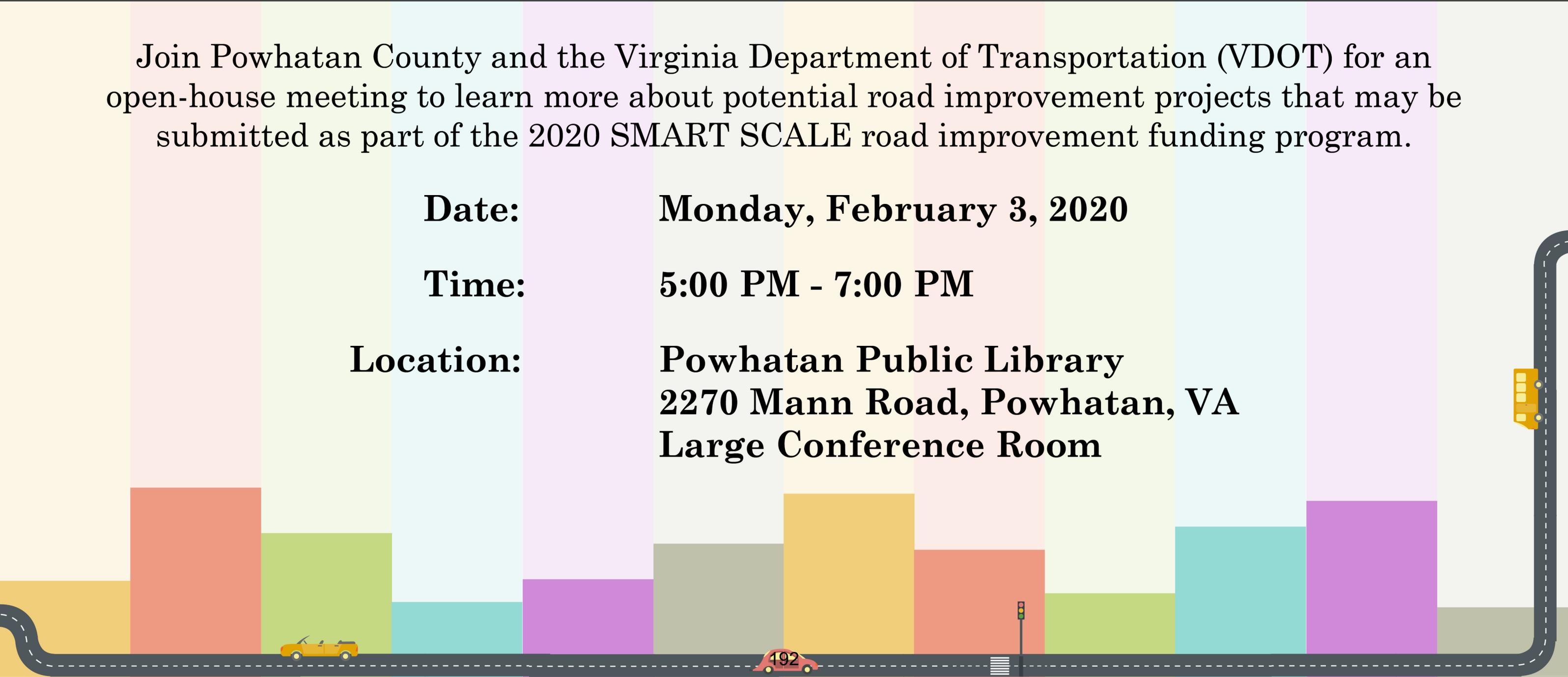
SMART Scale Open House Meeting

Join Powhatan County and the Virginia Department of Transportation (VDOT) for an open-house meeting to learn more about potential road improvement projects that may be submitted as part of the 2020 SMART SCALE road improvement funding program.

Date: Monday, February 3, 2020

Time: 5:00 PM - 7:00 PM

Location: Powhatan Public Library
2270 Mann Road, Powhatan, VA
Large Conference Room





Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: Quarterly Financial Report as of December 31, 2019

Motion: Informational Item Only, No Action Required

Dates Previously Considered by Board: Presented quarterly – last presented October 28, 2019

Summary of Item: In continued efforts for transparency and open government, the Department of Finance will provide the Board of Supervisors and post on the County web site quarterly budget-to-actual reports.

The report for December 31, 2019 is attached.

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Quarterly financial report as of December 31, 2019

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780; cschubert@powhatanva.gov

Powhatan County							
Revenue Summary							
As of December 31, 2019							
			FY 2020	Amount	%	Bench-	
			YTD	Collected	over	mark	
	FY 2020	FY 2020	Collected	over (under)	(under)	%	
	Adopted	Amended	12.31.19	Budget	Budget	remaining	Comments
General Fund							
Real Estate Property Taxes	\$ 32,032,300	\$ 32,032,300	\$ 16,378,954	\$ (15,653,346)	-49%		
Personal Property Taxes	9,243,750	9,243,750	4,622,731	(4,621,019)	-50%		
Penalties & Interest	525,000	525,000	247,273	(277,727)	-53%		
Property Taxes	41,801,050	41,801,050	21,248,958	(20,552,092)	-49%	50%	Second half due 6.5.20
Local Sales Tax	3,400,000	3,400,000	1,227,254	(2,172,746)	-64%		
All Other	2,500,500	2,500,500	714,733	(1,785,767)	-71%		
Other Local Taxes	5,900,500	5,900,500	1,941,987	(3,958,513)	-67%	67%	MV License due 6.5.20
Planning & Zoning Fees	99,000	99,000	47,171	(51,829)	-52%		
Building Permits	560,100	560,100	379,928	(180,172)	-32%		
All Other	14,000	14,000	7,406	(6,594)	-47%		
Permits, Fees, Licenses	673,100	673,100	434,505	(238,595)	-35%		varies based on activity
Fines and Forfeiture	148,000	148,000	56,986	(91,014)	-61%		
Use of Money & Property	173,521	173,521	100,081	(73,440)	-42%		
Charges for Services	180,850	188,747	91,473	(97,274)	-52%		
Other	72,000	134,149	95,836	(38,313)	-29%		
PPTRA	3,022,470	3,022,470	2,417,977	(604,493)	-20%		
All Other	1,004,500	1,004,500	372,453	(632,047)	-63%		
State Non-Categorical	4,026,970	4,026,970	2,790,430	(1,236,540)	-31%		
State Shared Expenses	2,054,551	2,059,941	817,968	(1,241,973)	-60%		Registrar is reimbursed at year end
State Categorical Aid	225,540	231,688	102,357	(129,331)	-56%		
Federal	96,938	339,672	170,485	(169,187)	-50%		reimbursed based on expd
Transfers	-	-	-	-			
Bond Proceeds	-	-	597,510	(597,510)			
Use of Fund Balance	1,013,000	2,112,954	-	-			
Total General Fund	56,366,020	57,790,292	28,448,576	(28,423,782)	-49%		

Powhatan County							
Revenue Summary							50% remaining in the fiscal year
As of December 31, 2019							
			FY 2020	Amount	%	Bench-	
			YTD	Collected	over	mark	
	FY 2020	FY 2020	Collected	over (under)	(under)	%	
	Adopted	Amended	12.31.19	Budget	Budget	remaining	Comments
Social Services	1,763,874	1,767,142	590,987	(1,176,155)	-67%		transfer from GF has not been made
CSA	1,827,846	1,827,846	93,164	(1,734,682)	-95%		transfer from GF has not been made
PEG fund	-	-	14,914	14,914			
Tourism	-	-	9,595	9,595			
Law Library	3,500	3,500	1,935	(1,565)	-45%		
Fire Rescue	687,275	692,347	282,238	(410,109)	-59%	67%	
Capital Projects	899,000	1,797,050	1,769,050	(28,000)	-2%		
Utilities	2,667,712	2,668,553	295,963	(2,372,590)	-89%		GF transfer not made
Utilities Capital Projects	188,000	323,000	260,500	(62,500)	-19%		
Total Other Funds	8,037,207	9,079,438	3,318,346	(5,761,092)	-63%		
Total County	64,403,227	66,869,730	31,766,922	(34,184,874)	-51%		
School Operating	48,206,597	48,206,597	10,992,939	(37,213,658)	-77%		transfer from GF has not been made
School Food Service	1,413,121	1,413,121	392,481	(1,020,640)	-72%	75.00%	School started 9.3.19/ school transfer not made
Total School	49,619,718	49,619,718	11,385,420	(38,234,298)	-77%		
Total Revenue and Transfers	114,022,945	116,489,448	43,152,342	(72,419,172)	-62%		
Less Transfers	(28,066,881)	(29,087,490)	(1,909,000)	27,178,490	-93%		
Total Revenue less Transfers	85,956,064	87,401,958	41,243,342	(45,240,682)	-52%		

Powhatan County						
Expenditure Summary						
As of December 31, 2019						
	FY 2020 Adopted	FY 2020 Amended	FY 2020 YTD Spent 12.31.19	Amount of Budget Remaining	% Remaining	Comments
Administration						
Board of Supervisors	\$ 87,594	\$ 102,094	\$ 38,938	\$ 63,156	62%	
County Attorney	121,800	121,800	50,401	71,399	59%	
County Administrator	364,553	366,184	173,467	192,717	53%	
Human Resources	233,188	234,268	120,017	114,251	49%	
Finance	427,356	427,356	235,906	191,450	45%	
Information Technology	585,824	586,257	224,283	361,974	62%	
Commissioner of Revenue	553,859	554,720	271,406	283,314	51%	
Reassessment	223,000	223,000	188,951	34,049	15%	majority of contract paid
Tax Relief for the Elderly	410,000	410,000	-	410,000	100%	recorded at year end
Treasurer	592,656	593,608	291,562	302,046	51%	
Electoral Board/Registrar	251,300	251,300	97,423	153,877	61%	
Risk Management	166,500	166,500	163,602	2,898	2%	insurance paid in July
Subtotal	4,017,630	4,037,087	1,855,956	2,181,131	54%	
Judicial						
Circuit Court	16,600	16,600	3,584	13,016	78%	
General District Court	17,000	17,000	3,968	13,032	77%	
Clerk of the Circuit Court	451,266	472,094	233,341	238,753	51%	
Commonwealth's Attorney	501,761	501,761	250,516	251,245	50%	
Juvenile Court Services	21,949	21,949	6,422	15,527	71%	
Detention	714,120	714,120	307,271	406,849	57%	
Subtotal	1,722,696	1,743,524	805,102	938,422	54%	

Powhatan County							
Expenditure Summary		50% remaining in the fiscal year					
As of December 31, 2019							
	FY 2020 Adopted	FY 2020 Amended	FY 2020 YTD Spent 12.31.19	Amount of Budget Remaining	% Remaining	Comments	
Public Safety							
Sheriff's Office	3,893,354	4,034,288	1,955,597	2,078,691	52%		
E911 Dispatch	1,254,086	1,273,579	640,365	633,214	50%		
Victim Witness Grant	87,645	87,645	40,289	47,356	54%		
Animal Control	347,725	348,190	183,064	165,126	47%		
Medical Examiner	2,000	2,000	60	1,940	97%		
Fire & Rescue	1,896,829	1,914,465	957,985	956,480	50%		
Emergency Management	46,143	52,061	27,907	24,154	46%		
Subtotal	7,527,782	7,712,228	3,805,267	3,906,961	51%		
Public Works							
Administration	433,077	433,077	211,595	221,482	51%		
Facilities	787,338	805,279	341,704	463,575	58%		
Grounds/Parks	351,067	353,195	154,435	198,760	56%		
Athletic Fields	171,000	171,000	61,485	109,515	64%		
Company 1 Fire Station	41,630	41,630	16,393	25,237	61%		
Huguenot Public Safety Building	73,700	73,700	30,093	43,607	59%		
Convenience Center	626,542	628,036	323,064	304,972	49%		
Subtotal	2,484,354	2,505,917	1,138,769	1,367,148	55%		
Health and Welfare							
Health Department	215,520	215,520	107,587	107,933	50%		
Free Clinic Nurse	-	-	141	(141)	-100%		
CSB	281,860	281,860	138,777	143,083	51%		
Social Services Board	5,160	5,160	1,077	4,083	79%		
PCAA	51,242	293,976	189,922	104,054	35%		
Subtotal	553,782	796,516	437,504	359,012	45%		

Powhatan County						
Expenditure Summary		50% remaining in the fiscal year				
As of December 31, 2019						
	FY 2020 Adopted	FY 2020 Amended	FY 2020 YTD Spent 12.31.19	Amount of Budget Remaining	% Remaining	Comments
Community Development						
Economic Development	277,641	277,641	150,602	127,039	46%	
Planning and Zoning	522,591	522,591	249,638	272,953	52%	
Building Inspections	371,801	374,074	180,049	194,025	52%	
Code Enforcement	15,000	15,000	-	15,000	100%	
GIS	150,126	150,126	75,722	74,404	50%	
Recreation	120,127	120,323	48,736	71,587	59%	
Subtotal	1,457,286	1,459,755	704,747	755,008	52%	
Cultural / Other						
Library	486,125	497,834	217,633	280,201	56%	
Extension Service	86,355	86,355	21,088	65,267	76%	
Memberships/Joint Services	168,830	168,830	92,076	76,754	45%	most are paid in July
Contributions	33,000	33,000	30,500	2,500	8%	most are paid in July
Debt Service	9,711,771	9,711,771	7,316,440	2,395,331	25%	majority of debt service paid
Contingency Fund	250,528	150,986	-	150,986	100%	
Subtotal	10,736,609	10,648,776	7,677,737	2,971,039	28%	
Total expenditures	28,500,139	28,903,803	16,425,082	12,478,721	43%	
Total Transfers	27,865,881	28,886,489	1,909,000	26,977,489	93%	
Total General Fund	56,366,020	57,790,292	18,334,082	39,456,210	68%	

Powhatan County							
Expenditure Summary		50% remaining in the fiscal year					
As of December 31, 2019							
	FY 2020 Adopted	FY 2020 Amended	FY 2020 YTD Spent 12.31.19	Amount of Budget Remaining	% Remaining	Comments	
Other Funds							
Social Services	1,763,874	1,737,142	872,149	864,993	50%		
CSA	1,827,846	1,827,846	209,244	1,618,602	89%		
PEG fund	-	-	98,033	(98,033)	-100%		
Law Library	3,500	665	2,284	(1,619)	-243%		
Fire Rescue	687,275	770,525	277,370	493,155	64%		
Capital Projects	899,000	22,563,918	4,954,220	17,609,698	78%		
Utilities Capital Projects	188,000	733,144	55,275	677,869	92%		
Utilities	2,667,712	2,668,553	1,572,566	1,095,987	41%	debt service paid	
Total Other Funds	8,037,207	30,301,793	8,041,141	22,260,652	73%		
Total County	64,403,227	88,092,085	26,375,223	61,716,862	70%		
School Operating	48,206,597	48,206,597	18,332,352	29,874,245	62%		
School Food Service	1,413,121	1,413,121	435,941	977,180	69%		
Total School	49,619,718	49,619,718	18,768,293	30,851,425	62%		
Total Expenditures and Transfers	114,022,945	137,711,803	45,143,516	92,568,287	67%		
Less Transfers	(28,066,881)	(29,087,490)	(1,909,000)	(27,178,490)	93%		
Total Expenditures Less Transfers	85,956,064	108,624,313	43,234,516	65,389,797	60%		

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Powhatan County Board of Supervisors Agenda Item

Meeting Date:

Agenda Item Title: **O-2020-01** (Case #19-09-REZC) Richard Lee Bucher (District #4: Powhatan Courthouse/Mt. Zion) requests the rezoning of Tax Map Parcel #39-4A from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions and amendment of the zoning district map of approximately 5.66 acres of land with frontage along the north side of State Route 13 (Old Buckingham Road) approximately 0.25 miles west of State Route 620 (Mill Quarter Road) (3780 Old Buckingham Road). Proffered conditions address maximum residential densities (up to 3 single-family dwelling units), minimum lot area (1.5 acres), building design, access, and right-of-way dedication. The 2019 Long-Range Comprehensive Plan designates the subject property as Village Residential (Courthouse Village Special Area Plan), which recommends maximum residential densities of four units per acre.

Motion: In accordance with public necessity, convenience, general welfare and good zoning practice, move to approve/deny/defer Ordinance O-2020-01.

Dates Previously
Considered by Board: N/A

Summary of Item: The applicant is requesting approval to rezone approximately 5.66 acres along State Route 13 (Old Buckingham Road) near the Courthouse Village from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions. If this request is approved, the applicant would divide the property into three lots, accommodating construction of three single-family dwellings (Maximum Density: 0.53 units per acre).

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Draft Ordinance, Staff Report

Staff/Contact: Andrew J. Pompei, AICP, CZA: Planning Director, (804) 598-5621 x2006
apompei@powhatanva.gov

ORDINANCE O-2020-01

AN ORDINANCE TO CONDITIONALLY REZONE APPROXIMATELY 5.66 ACRES OF LAND, BEING TAX MAP PARCEL #39-4A OWNED BY RICHARD LEE BUCHER, FROM AGRICULTURAL-10 (A-10) TO VILLAGE RESIDENTIAL (VR) WITH PROFFERED CONDITIONS.

WHEREAS, the applicant, Richard Lee Bucher, submitted a request (Case #19-09-REZC) to the Powhatan County Board of Supervisors to rezone approximately 5.66 acres of land, being Tax Map Parcel #39-4A owned by the applicant, from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions;

WHEREAS, §15.2-1427 and §15.2-1433 of the *Code of Virginia*, 1950, as may be amended from time to time, enable a local governing body to adopt, amend and codify ordinances or portions thereof; and

WHEREAS, §15.2-2280, §15.2-2285 and §15.2-2286 of the *Code of Virginia*, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, the Planning Commission advertised and held a public hearing on the proposed rezoning on December 3, 2019, and all of those who spoke on this topic were heard; and

WHEREAS, the Planning Commission voted to recommend denial of this request at its meeting on December 3, 2019; and

WHEREAS, public necessity, convenience, general welfare, and/or good zoning practice support approval of this rezoning; and

WHEREAS, the Powhatan County Board of Supervisors caused to be published a notice of public hearing on this matter in *Powhatan Today* on January 15, 2020 and January 22, 2020; and

WHEREAS, the full text of this request was available for public inspection in the Powhatan County Administrator's Office, County Administration Building, 3834 Old Buckingham Road, Powhatan, Virginia 23139; and

WHEREAS, on January 27, 2020, the Powhatan County Board of Supervisors held a public hearing on this matter and all of those who spoke on this topic were heard.

NOW, THEREFORE, BE IT ORDAINED, that the Powhatan County Board of Supervisors hereby approves Ordinance O-2020-01 to conditionally rezone approximately 5.66 acres of land, being Tax Map Parcel #39-4A owned by Richard Lee Bucher, from Agricultural-10 (A-10) to Village Residential (VR) with the following proffered conditions (signed and dated November 13, 2019):

Proffered Condition #1

Maximum Density: There shall be no more than three (3) lots for single-family detached dwellings on the property.

Proffered Condition #2

Minimum Lot Area: The minimum lot area shall be 1.5 acres.

Proffered Condition #3

Foundations: Exterior portions of all foundations below the first-floor level that are visible above grade shall be finished with brick or stone.

Proffered Condition #4

Garages: No front-loading attached garages are permitted. Attached garages shall be designed as either side-loading or rear-loading garages.

Proffered Condition #5

Porches: Each single-family dwelling shall have a covered porch on the street-facing façade with a minimum depth of five feet (5') and a minimum width of five feet (5').

Proffered Condition #6

Shared Driveways: Two of the three proposed lots shall share an entrance from State Route 13 (Old Buckingham Road).

Proffered Condition #7

Right-of-Way Dedication: Prior to issuance of the first building permit for a single-family dwelling, the property owner shall dedicate at least twenty-five feet (25') of right-of-way from the existing centerline of State Route 13 (Old Buckingham Road) to Powhatan County for future transportation improvements.

APPROVED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JANUARY 27, 2020.

David T. Williams, Chairman
Powhatan County Board of Supervisors

ATTEST:

Bret Schardein, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
William L. Cox _____
Karin M. Carmack _____



19-09-REZC Bucher

Request to Rezone Tax Map Parcel #39-4A
from Agricultural-10 (A-10) to
Village Residential (VR) with Proffered Conditions
Staff Report Prepared for the Board of Supervisors
January 27, 2020

I. PUBLIC MEETINGS

Neighborhood Meeting	October 29, 2019	
Planning Commission	December 3, 2019	Public Hearing (Recommended Denial: 5 – 0)
Board of Supervisors	January 27, 2020	Public Hearing

II. GENERAL INFORMATION

Request	Rezone to Village Residential (VR) with Proffered Conditions
Existing Zoning	Agricultural-10 (A-10)
Parcel ID#	39-4A
Total Area	5.66
Proposed Density	3 Residential Units Maximum (0.53 units per acre)
Applicant	Richard Lee Bucher
Owner	Richard Lee Bucher
Location of Property	3780 Old Buckingham Road North side of State Route 13 (Old Buckingham Road) approximately 0.25 miles west of State Route 620 (Mill Quarter Road)
Electoral District	(4) Powhatan Courthouse/Mt. Zion
2019 Land Use Plan Recommendation	Village Residential (Courthouse Village Special Area Plan)

III. EXECUTIVE SUMMARY

The applicant is requesting approval to rezone approximately 5.66 acres along State Route 13 (Old Buckingham Road) near the Courthouse Village from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions. If this request is approved, the applicant would divide the property into three lots, accommodating construction of three single-family dwellings (Maximum Density: 0.53 units per acre).

IV. PROPERTY DESCRIPTION

Location

The proposed project is located near the Courthouse Village in central Powhatan County. The subject property has frontage along the north side of State Route 13 (Old Buckingham Road) approximately 0.25 miles west of State Route 620 (Mill Quarter Road).

Existing Conditions

The subject property is currently vacant.¹ An open field is located along State Route 13 (Old Buckingham Road), with the rear of the subject property heavily wooded.



View of Subject Property from Existing Driveway/State Route 13 (Old Buckingham Road)

Surrounding Properties

Direction	Zoning	Uses
North	Agricultural-10 (A-10)	<ul style="list-style-type: none"> • Vacant Properties
South	Agricultural-10 (A-10)	<ul style="list-style-type: none"> • Single-Family Dwellings along State Route 13 (Old Buckingham Road)
East	Agricultural-10 (A-10)	<ul style="list-style-type: none"> • Vacant Properties
West	Agricultural-10 (A-10)	<ul style="list-style-type: none"> • Vacant Properties • Single-Family Dwellings along State Route 13 (Old Buckingham Road)

Community Character

The subject property is located along State Route 13 (Old Buckingham Road) southeast of the Courthouse Village.

Along State Route 13 (Old Buckingham Road), there is existing low-density residential development. There are existing single-family dwellings on lots ranging from less than one acre to ten acres, with many of these homes fronting directly on the roadway. There are some larger, undeveloped parcels immediately adjacent to the subject property on the north side of State Route 13 (Old Buckingham Road).

¹ There was a single-family dwelling on the subject property, which was demolished in 2013.

V. PROJECT ANALYSIS

Current Zoning

The subject property is currently zoned Agricultural-10 (A-10).

The minimum lot area within the A-10 zoning district is currently ten (10) acres.

Requested Zoning

The applicant is proposing to rezone the property to Village Residential (VR) with proffered conditions. The intent of the VR zoning district is as follows [Sec. 83-220(A)]:

The purpose of the Village Residential (VR) District is to accommodate moderate-density residential development of walkable neighborhoods that include single-family detached, duplex, and townhouse dwellings, as well as small (1- to 4-unit) multifamily dwellings that look like large single-family homes. District standards are intended to encourage traditional style homes that relate to the street, with front porches and detached or side- or rear-loading garages. VR districts shall be located in areas designated village residential by the comprehensive plan, relatively close to village centers or retail and service uses in commerce centers. Development is also intended to provide transitions to surrounding low-density residential neighborhoods through buffers or larger perimeter lots.

The dimensional standards for the VR zoning district are as follows [Sec. 83-220(B)]:

Table 1: VR Intensity and Dimensional Standards [Sec. 83-220(C)]		
Lot Area (Minimum)		10,000 sq. ft.
Lot Width (Minimum)		60 ft.
Density (Maximum)		4 dwelling units/acre
Lot Coverage (Maximum)		60%
Structure Height (Maximum)		35 ft.
Front Yard Depth (Minimum)	Along Major Arterials (Excluding Limited Access Roads)	75 ft.
	Along Minor Arterials ²	50 ft.
	Along Rural Collector Roads	35 ft.
	Abutting Internal/Local Roads	10 ft.
Side Yard Depth (Minimum)		5 ft.
Rear Yard Depth (Minimum)		25 ft.
Corner Lot Yard Depth (Minimum)		10 ft.

Currently, no properties in Powhatan County are zoned VR. VR is classified as a *Village Growth Area District*, which is intended to be applied within designated growth areas (including the Courthouse Village area).

² In the 2019 Long-Range Comprehensive Plan: Major Thoroughfare Plan, the adjacent segment of State Route 13 (Old Buckingham Road) is classified as a *Minor Arterial (Existing)*.

The conceptual plan adheres to the intensity and dimensional standards required within the VR zoning district. Its design exemplifies some, but not all of the features identified in the purpose of the zoning district [Sec. 83-220(A)]:

- Proffered conditions require homes to have a front porch/stoop and side- or rear-loaded garages, which helps create a more attractive development.
- The layout does not create a walkable neighborhood with pedestrian connections to existing commercial or institutional uses. No pedestrian infrastructure is proposed along State Route 13 (Old Buckingham Road).
- The subject property is designated *Village Residential* in the *2019 Long-Range Comprehensive Plan*.

Environment/Natural Resources

Agency Comments: Environmental Review (Powhatan County)

There are no concerns or additional comments at this time.

On-Site Natural Resources

Portions of the property adjacent to State Route 13 (Old Buckingham Road) are generally open and level, with forested areas and steeper slopes on the northern half of the property.

The subject property has varied topography. Per GIS, elevations range from approximately 360 feet near State Route 13 (Old Buckingham Road) to 328 feet in the northwestern portion of the subject property. Based on analysis of public GIS data, 12.95% percent of the total area has steep slopes.

Transportation

Agency Comments: Virginia Department of Transportation (VDOT)

VDOT provided the following comments (letter dated November 14, 2019):

- The applicant is proposing to create three lots that are approximately 1.5 to 2.5 acres in area. Lot 1 is proposed to use the existing driveway and Lots 2 and 3 shall have a shared entrance. The 3 Single Family Residencies shall have PE-1 entrances.
- The Traffic Generation Statement submitted by the Traffic Impact Group, dated 10/24/19, utilizing the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th Edition is acceptable for Trip Generation and the Auxiliary Lane Analysis.
- Access Management does not apply.
- While the Right of Way dedication proffer of 15' from Center Line is acceptable in this instance, VDOT normally request sufficient dedication of 35 feet from Center Line to include the clear zone for maintenance purposes and/or future road improvements where future road improvements are anticipated.

The Virginia Department of Transportation takes no exception to this request for the identified proposed use of this property.

Local Road Network

The subject property has frontage on State Route 13 (Old Buckingham Road):

Roadway Characteristic	State Route 13 (Old Buckingham Road)
Functional Classification: VDOT	Major Collector
Functional Classification: Powhatan Co. Major Thoroughfare Plan	Minor Arterial (Existing)
Traffic Volume Estimates	2,600 ³

Traffic Analysis

A traffic generation statement (Traffic Impact Group, LLC: Dated October 24, 2019) was prepared and estimates that the proposed project will generate 28 daily trips (AM Peak Hour: 2 trips and PM Peak Hour: 3 trips). Based on the proposed trip generation and traffic volumes along State Route 13 (Old Buckingham Road), this report determines that the “proposed residential development . . . will have a negligible impact to the surrounding roadways” (p. 2).

Site Entrances

Proposed lots will have direct access to State Route 13 (Old Buckingham Road). No internal street network is proposed.

Proffered Condition #6 states that “two of the three proposed lots shall share an entrance from State Route 13 (Old Buckingham Road).”

Major Thoroughfare Plan

The Major Thoroughfare Plan (2019 Long-Range Comprehensive Plan: Chapter 9), establishes guidance regarding long-term development of the local transportation network. Per that plan, the adjacent segment of State Route 13 (Old Buckingham Road) is classified as a *Minor Arterial (Existing)*.

The Major Thoroughfare Plan recommends that, along the entire segment of State Route 13 (Old Buckingham Road) in Powhatan County, the pavement be widened, curves straightened, and intersections improved. The applicant is not proposing any roadway improvements, but Proffered Condition #7 states that right-of-way along State Route 13 (Old Buckingham Road) will be dedicated to Powhatan County.⁴

Pedestrian/Bicycle Circulation

No pedestrian- or bicycle-related improvements are proposed along State Route 13 (Old Buckingham Road).

³ Traffic volumes are from VDOT (2018) and represent the segment of State Route 13 (Old Buckingham Road) between U.S. Route 60 (Anderson Highway) and State Route 300 (Courthouse Tavern Lane).

⁴ The existing right-of-way along State Route 13 (Old Buckingham Road) is 30 feet in width (15 feet from the existing centerline). The applicant is proposing to dedicate at least 25 feet of right-of-way from the existing centerline of the roadway. VDOT recommends that at least 35 feet of right-of-way be dedicated from the centerline of the existing roadway (per letter dated November 14, 2019).

Utilities and Public Infrastructure

Agency Comments: Department of Public Works (Powhatan County)

The subject property is located within the County's Water and Wastewater Service District and is not required to connect to the public sanitary system, due to the proximity from the existing sanitary sewer system.

Agency Comments: Virginia Department of Health

No comments received.

Utilities

The proposed project will be served by on-site individual wells and septic systems. Permits for each on-site well and septic system must be approved by the Health Department prior to issuance of a building permit for each lot.

Public Safety

Agency Comments: Sheriff's Office (Powhatan County)

No comments at this time.

Agency Comments: Fire Department (Powhatan County)

Reviewed and there are no concerns with this proposal.

Fire/Rescue

The nearest fire station/rescue squad is Powhatan Volunteer Fire Department (Company #1), which is located approximately 1.4 miles away. Currently, that facility has three career employees, who are supplemented by volunteers. In ideal conditions, response time would be approximately nine (9) minutes.

Based on an average of 0.28 calls per dwelling per year, it is estimated that this development will generate one call for Fire/EMS services annually:

- Approximately 80% of calls are for EMS services, with Powhatan County recouping most of these costs from insurance providers.
- Due to the time and resources necessary to adequately respond, structure fires are generally more costly to respond to than other types of emergencies. Each year, 10 to 20 structure fires occur countywide (0.001 per dwelling). Based on the anticipated number of dwellings, it is unlikely that Powhatan County will respond to a structure fire in the near future at this location (if this request is approved).

Public Schools

Upon full buildout (three dwelling units), the proposed project is expected to generate a maximum of three students as follows:

School Level	Anticipated Generation Rate	Estimated Number of Students
Elementary	0.2 students per dwelling unit	1
Middle	0.15 students per dwelling unit	1
High	0.15 students per dwelling unit	1

*When the calculations result in a fraction, the estimate is rounded to the next whole number.

The enrollment and capacity for each school in Powhatan County (as of June 1, 2019) is as follows:

School	Current Enrollment	Total Capacity	% of Capacity	No. of Students Below Capacity
Powhatan Elementary	484	575	84	91
Pocahontas Elementary	723	850	85	127
Flat Rock Elementary	612	760	81	148
Powhatan Middle	1,027	1,200	86	173
Powhatan High	1,385	1,500	92	115

Any students living within the proposed development would attend Powhatan Elementary School, Powhatan Middle School, or Powhatan High School.

Development Requirements and Standards

Agency Comments: Building Inspections Department (Powhatan County)

A portion of the property is shown as having high shrink/swell soil per the County GIS. Any new structures in this area that are not exempt under the current Uniform Statewide Building Code will be required to have a soil analysis with an engineered footing design.

Development Review: Next Steps

If this rezoning request is approved, the development will be required to undergo additional administrative review.

A final subdivision plat must be submitted to Powhatan County for review and approval prior to recordation at the Office of the Clerk of the Circuit Court [Sec. 68-110(c)]. Final plats are reviewed by the Department of Community Development to ensure compliance with provisions set forth in the zoning and subdivision ordinances.

VI. COMPREHENSIVE PLAN ANALYSIS

Countywide Future Land Use Plan

The *2019 Long-Range Comprehensive Plan* designates the subject property as *Village Residential*. The subject property is within the Courthouse Village Special Area Plan (p. 120 – 121) (Attachment #6).

Land Use: Village Residential

The *Village Residential* land use designation is described as follows (p. 84):

Village Residential generally applies to large areas of land that could be developed under a unified planned development. Village Residential recommends thoughtful design to provide a variety of housing options in a layout that respects the low-intensity, single-family character of adjacent rural areas, while providing slightly more intense development. The gross density in these areas may vary within each growth area (special area plan) between one-half and four units per acre and could include single-family detached, single-family attached, and three- to four-unit multi-family buildings. The average lot size would range between one-fourth acre and two acres.

The primary location for Village Residential is near the courthouse in the Courthouse Village, Route 711 Village, and along eastern portions of the Route 60 Corridor. Village Residential represents the residential-only neighborhood component of a complete village and is often developed near a Village Center.

The following uses are recommended within areas designated *Village Residential* (p. 84):

- Single-Family Detached Residential with Accessory Residential Structures
- Two- to Four-Family Residential Structures
(Examples: Apartments, Condominiums, Townhouses)
- Bed and Breakfasts
- Public and Institutional Uses
(Examples: Schools, Churches, and Community Centers)
- Parks and Recreation
- Village Center uses may be appropriate as part of a master plan.

The applicant is proposing residential development at a density of 0.53 units per acre.

VR is as an appropriate zoning district within areas designated *Village Residential*.

Below is an analysis of how the proposed project relates to recommended design elements for areas designated *Village Residential*:

Design Element	Adherence to Design Recommendations (Yes/No)	Analysis
Min. Project Size	No	The comprehensive plan recommends that projects within areas designated <i>Village Residential</i> be at least 20 acres in area. The proposed project is 5.66 acres.

Design Element	Adherence to Design Recommendations (Yes/No)	Analysis
Residential Densities	Yes	Recommended residential densities for projects within areas designated <i>Village Residential</i> are 0.5 units/acre to 4 units/acre. This development will have 0.53 units/acre.
Mix of Uses	Yes	Only detached single-family dwellings are proposed.
Minimum Open Space	Yes	Per the application, at least 20% of the site will be dedicated to open space, with the rear portions of the proposed lots preserved as open space encumbered with an easement. Per Sec. 83-470(c) of the zoning ordinance, at least 20% of the site must be preserved as open space.
Open Space Features	Some Recommendations (Not All)	The applicant has proposed providing trails accessible to residents within the required open space. No sidewalks are proposed along State Route 13 (Old Buckingham Road).
Landscaping and Buffers	Some Recommendations (Not All)	No perimeter buffers are proposed adjacent to the side property lines or along State Route 13 (Old Buckingham Road). Preserved open space is proposed along the rear of the property, where there is existing mature vegetation.
Environmental Design	No	There is no indication that exceptional environmentally-friendly features will be incorporated into the development.
Transportation Network	No	No new streets are proposed. Proposed lots would have direct access to State Route 13 (Old Buckingham Road). No sidewalks are proposed along State Route 13 (Old Buckingham Road).
Utilities and Infrastructure	No	The project will be served by individual wells and septic systems on each lot. Proffered conditions do not address potential impacts the project may have on public schools, parks, and/or public safety.

Design Element	Adherence to Design Recommendations (Yes/No)	Analysis
Community Character	Yes	Proffered conditions help create a more attractive development: <ul style="list-style-type: none"> • Covered porches/stoops will be required (Proffered Condition #5). • Attached garages must have side-facing or rear-facing doors (Proffered Condition #4). • Foundations must be faced with brick or stone (Proffered Condition #3).
Other Components	No	The proposed project will not be developed in accord with a master plan. Residential units will be more than ¼ mile from commercial uses (and there are no pedestrian connections to these uses).

While the proposed zoning district, density, and uses reflect recommendations in the *2019 Long-Range Comprehensive Plan*, the overall project does not align with the intent of this land use designation, which recommends “walkable neighborhoods with diverse housing options and integrated parks and public uses” (p. 84).

VII. PROFFERED CONDITIONS

The applicant has voluntarily proffered the following seven conditions (latest version dated November 13, 2019) (Attachment #2):

- *Proffered Condition #1*
Maximum Density: *There shall be no more than three (3) lots for single-family detached dwellings on the property.*

Analysis: This language is generally acceptable. With three lots on the property, the total density would be 0.53 units per acre. The maximum density permitted within the VR zoning district is four units per acre.
- *Proffered Condition #2*
Minimum Lot Area: *The minimum lot area shall be 1.5 acres.*

Analysis: This language is generally acceptable. The minimum lot area within the VR zoning district is 10,000 square feet.
- *Proffered Condition #3*
Foundations: *Exterior portions of all foundations below the first-floor level that are visible above grade shall be finished with brick or stone.*

Analysis: This language is generally acceptable. The zoning ordinance does not establish any requirements regarding materials for single-family dwellings.

- *Proffered Condition #4*
Garages: No front-loading attached garages are permitted. Attached garages shall be designed as either side-loading or rear-loading garages.
Analysis: This language is generally acceptable. The zoning ordinance does not establish requirements regarding the placement of attached garages for single-family dwellings, but the *2019 Long-Range Comprehensive Plan* states that “detached, side-loading, or rear-loading garages are preferred” (p. 87).
- *Proffered Condition #5*
Porches: Each single-family dwelling shall have a covered porch on the street-facing façade with a minimum depth of five feet (5’) and a minimum width of five feet (5’).
Analysis: This language is generally acceptable. The zoning ordinance does not require that single-family dwellings have front porches, but the *2019 Long-Range Comprehensive Plan* states that “front porches are encouraged.”
- *Proffered Condition #6*
Shared Driveways: Two of the three proposed lots shall share an entrance from State Route 13 (Old Buckingham Road).
Analysis: This language is generally acceptable.
- *Proffered Condition #7*
Right-of-Way Dedication: Prior to issuance of the first building permit for a single-family dwelling, the property owner shall dedicate at least twenty-five feet (25’) of right-of-way from the existing centerline of State Route 13 (Old Buckingham Road) to Powhatan County for future transportation improvements.
Analysis: This language is generally acceptable.

VIII. PUBLIC COMMENTS

Comments provided at the neighborhood meeting (October 29, 2019) are included as Attachment #7. In general, attendees commented on potential transportation-related impacts and negative impacts to the area’s character.

One member of the public submitted a letter expressing opposition to this request (Attachment #8).

On December 3, 2019, the Planning Commission held a public hearing regarding this request. No members of the public spoke during the public hearing.

IX. PLANNING COMMISSION REVIEW

On December 3, 2019, the Planning Commission held a public hearing regarding this request. No members of the public spoke during the public hearing.

The Planning Commission **recommended denial** of this request (Vote: 5 – 0).

VI. STAFF RECOMMENDATION

Rezoning Request

Favorable Attributes of Request

- The proposed project is generally compatible with existing development in the surrounding area.
- The proposed project is located within a designated growth area (Courthouse Village Special Area Plan) in an area recommended for residential development.
- Proffered conditions related to building design (covered porches/stoops, side- and rear-loading garages, brick/stone foundations, etc.) help create a more attractive development.
- The project will have limited impacts on the local transportation network and other public infrastructure.

Unfavorable Attributes of Request

- While the proposed zoning district, density, and uses reflect recommendations in the *2019 Long-Range Comprehensive Plan* for areas designated *Village Residential*, the overall project does not align with the intent of this land use designation, which recommends “walkable neighborhoods with diverse housing options and integrated parks and public uses” (p. 84).
- The overall project does not align with the intent of the Village Residential (VR) zoning district, which is intended “to accommodate moderate-density residential development of walkable neighborhoods” [Sec. 83-220(A)]. With proposed lots stripped along an existing roadway with no internal street network or pedestrian amenities, the proposed project (if approved as currently presented) does not create a walkable neighborhood.

The Department of Community Development recommends **denial** of this rezoning request.

VII. PROPOSED RESOLUTION

In accordance with Article II of the Powhatan County Zoning Ordinance and public necessity, convenience, general welfare, and good zoning practice, the Powhatan County Board of Supervisors (*approves / denies / defers*) the request submitted by Richard Lee Bucher to rezone approximately 5.66 acres of land from Agricultural-10 (A-10) and Village Residential (VR) with proffered conditions.

Attachment(s)

1. Application
2. Proffer Statement (Dated November 13, 2019)
3. Traffic Generation Statement (Dated October 24, 2019)
4. Vicinity Map
5. Zoning Map
6. Countywide Future Land Use Map
7. Neighborhood Meeting Comments
8. Letter from Dorothy Cash (Dated December 3, 2019)

Attachment #1
Application



**County of Powhatan,
Virginia**
Rezoning Application

For Office Use Only

Case Number

19-09-REZC

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Applicant	Richard Lee Bucher
Mailing Address	1803 Cook Road Powhatan, Virginia 23139
Phone Number	804-387-0327 cell, 804-598-2382 home
Email Address	chbucher@aol.com

Owner Information (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Request Rezoning*).

If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled *Ownership Disclosure*).

Applicant Representative (Complete this section if correspondence should be directed to someone other than the applicant)	
Name of Representative	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	039-4A
Physical Address	3780 Old Buckingham Road Powhatan, VA 23139
General Description of Property Location	Route 13 East of Powhatan Village
Election District	PS
Total Acreage	5.66
Current Zoning	A-10
Requested Zoning	Village Residential
Acreage to Be Rezoned	5.66
Countywide Future Land Use: Land Use Designation	Village Residential

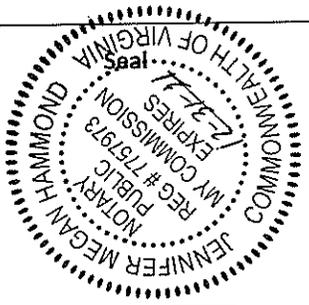
Proposed Use	
Describe Proposed Use	3 residential lots ranging in size from 1.5 acres to 2.42 acres
Amount of Dedicated Open Space (Acreage + % of Site)	20% 1.13 acres
If this request is approved, will new lots be created?	Yes
If this request is approved, will new structures be constructed?	Yes,
Are there existing structures on the subject property?	No
Will the proposed use connect to public water and/or sewer?	no

A conceptual plan that shows the general configuration of the proposed development, including land uses, general building types, density/intensity, resource protection areas, pedestrian and vehicular circulation, open space, public facilities, and phasing, should be submitted with the application.

List of Adjacent Property Owners

Tax Map No.	Owner Name	Mailing Address
026B3-1-25	Michael W. & Amy B. Potter	P.O. Box 24 Powhatan, VA 23139
039-3	F.W. Boatwright & Gerald L. Hagen	3511 Trenholm Rd. Powhatan, VA 23139
039-7	Lonnie & Pamela Combs	3777 Old Buckingham Road Powhatan, VA 23139
039-4B	Norman A Development LLC	3301 Duke Rd. Powhatan, VA 23139
039-7D	Rebecca J. Wilkinson	3747 Old Buckingham Road Powhatan, VA 23139

Note: Adjacent properties include those across roadways, waterways, railroads, and municipal boundaries.

Proffer Statement	
<p>In accordance with § 15.2-2303 and Article II of the Powhatan County Zoning Ordinance, I do hereby voluntarily proffer, as the owner of record of the property or the applicant of this rezoning request, the conditions listed below. I hereby acknowledge that the rezoning of the subject property gives rise to the need for these conditions.</p> <p>(Note: If text for all proffered conditions does not fit on this page, additional proffered conditions may be attached to the application as separate pages.)</p>	
Proffer #1	<i>see attached proffers</i>
Proffer #2	
Proffer #3	
Proffer #4	
Signature of Applicant	<i>Richard Lee Bucher</i>
Name of Applicant (Printed)	Richard Lee Bucher
<p>Commonwealth of Virginia County of <u>Powhatan</u>, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by <u>Richard Lee Bucher</u>, whose name is signed to the above, on this <u>30</u> day of <u>October</u> 20<u>19</u>.</p>	
Notary Public	<i>Jennifer M. Hammond</i>
Commission Expires	12-31-21
Notary Number	7759973
	

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.

If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address
Richard L. Bucher	1803 Cook Rd. Powhatan, VA 23139

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting rezoning for Tax Map _____.

If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant	<i>Richard Lee Bucher</i>
Name of Applicant (Printed)	Richard Lee Bucher

Commonwealth of Virginia
County of Powhatan, to wit:

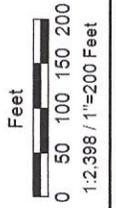
Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by Richard Lee Bucher, whose name is signed to the above, on this 30 day of October 20 19.

Notary Public	<i>[Signature]</i>	
Commission Expires	12-31-21	
Notary Number	7752973	

Powhatan, Virginia

Legend

- Places
- Parcels



Title: Settle Farm

Date: 3/9/2016

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Waynesboro is not responsible for its accuracy or how current it may be.

Attachment #2
Proffer Statement
(Dated November 13, 2019)

Proffered Conditions

Case #19-09-REZC: Dated November 13, 2019

1. Maximum Density: There shall be no more than three (3) lots for single-family detached dwellings on the property.
2. Minimum Lot Area: The minimum lot area shall be 1.5 acres.
3. Foundations: Exterior portions of all foundations below the first-floor level that are visible above grade shall be finished with brick or stone.
4. Garages: No front-loading attached garages are permitted. Attached garages shall be designed as either side-loading or rear-loading garages.
5. Porches: Each single-family dwelling shall have a covered porch on the street-facing façade with a minimum depth of five feet (5') and a minimum width of five feet (5').
6. Shared Driveways: Two of the three proposed lots shall share an entrance from State Route 13 (Old Buckingham Road).
7. Right-of-Way Dedication: Prior to issuance of the first building permit for a single-family dwelling, the property owner shall dedicate at least twenty-five feet (25') of right-of-way from the existing centerline of State Route 13 (Old Buckingham Road) to Powhatan County for future transportation improvements.

Signature

Richard Lee Buckee 11/13/19

Attachment #3
Traffic Generation Statement
(Dated October 24, 2019)

TO: Rick Bucher

FROM: Scott Israelson, P.E., PTOE

DATE: 24 October 2019

RE: **Traffic Generation Statement
Proposed Residential Development
Powhatan County, VA**

Traffic Impact Group, LLC has been retained to prepare a traffic impact statement for the proposed development located on the north side of SR 13 (Old Buckingham Road), east of its intersection with Little Fighting Creek Road. See Figure 1 for a concept plan, Figure 2 for the vicinity map. Also attached is the transportation review worksheet.

The existing parcel is vacant. The development proposes to divide the parcel into three single-family homes. Access to the homes is provided by an existing driveway and a proposed new shared driveway.

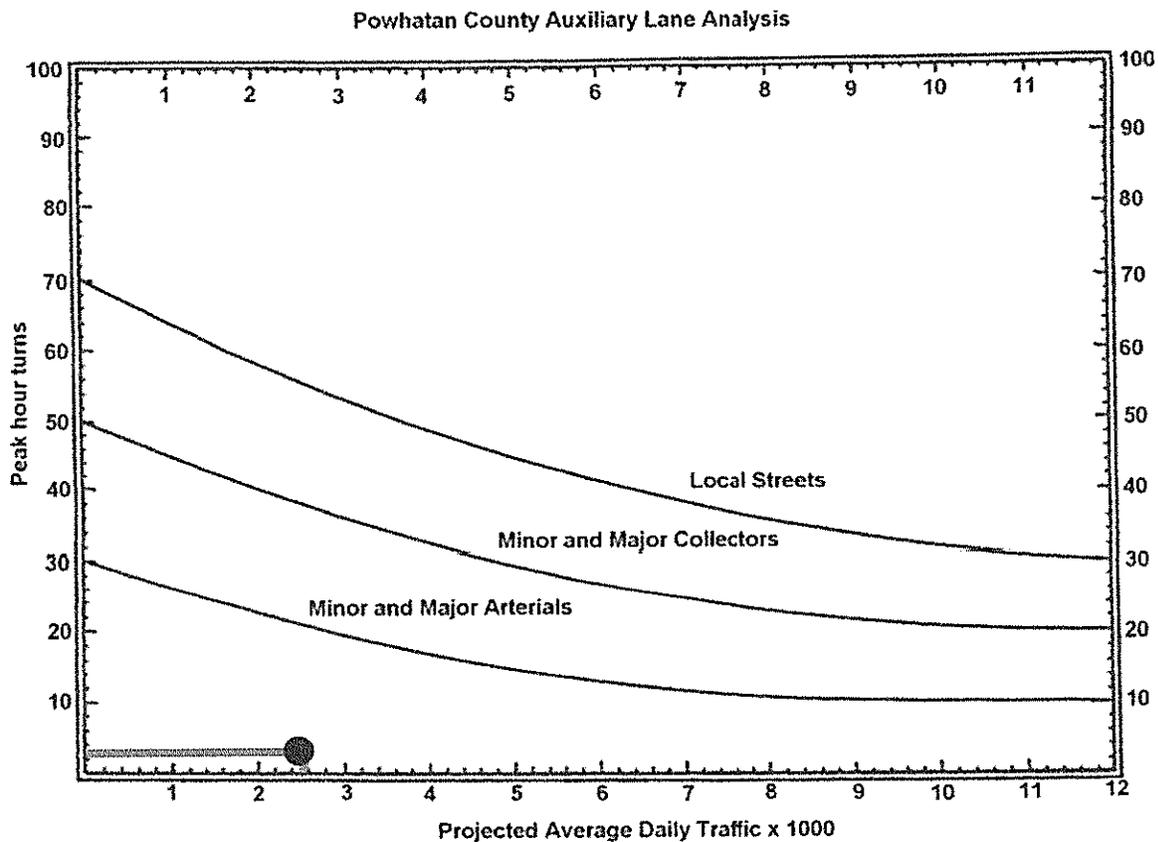
SR 13 (Old Buckingham Road) is classified by VDOT as a Major Collector. It has an AADT of 2,600 vehicles per day between US 60 and Courthouse Tavern Lane.

A trip generation analysis has been prepared in accordance with the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 10th Edition*. Table 1 summarizes the trip generation estimate.

Average Weekday Driveway Volumes				AM Peak Hour		PM Peak Hour	
Land Use	ITE Code	Size	Daily Trips	Enter	Exit	Enter	Exit
Single-Family Detached Housing	210	3 Dwelling Units	28	1	1	2	1

Auxiliary Lane Analysis for eastbound SR 13 (Old Buckingham Road) was performed using the County's Auxiliary Lane Analysis graph.

Figure 1 below shows the graph point for the site. SR 13 (Old Buckingham Road) has an AADT of 2,600 vpd, and the peak hour turns are assumed to be 1 vehicle in either direction.



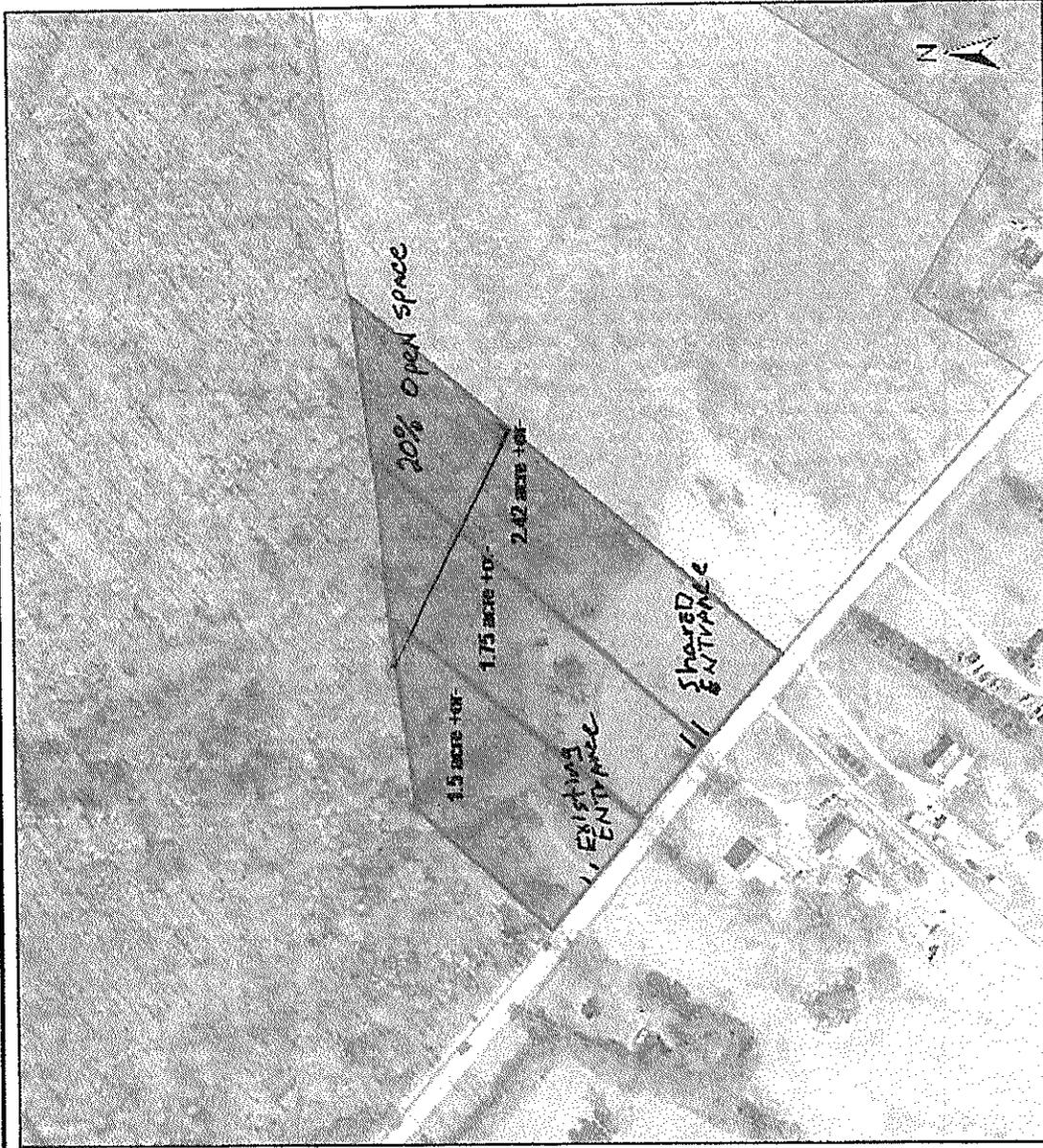
Analysis shows that the projected peak hour turning trips does not meet the threshold for a turn lane. The proposed residential development at SR 13 (Old Buckingham Road) will have a negligible impact to the surrounding roadways and intersections. If you have any questions, please feel free to contact me at 407.607.6985.

Scott P. Israelson, P.E., PTOE
PE #043491

Powhatan, Virginia

Legend

- Places
- ▭ Parcels



Title: Settle Farm

Date: 3/9/2016

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of recent information, and has been obtained from various sources, and Wayssboro is not responsible for its accuracy or how current it may be.

Site Plan

Figure 1

Residential - Powhatan County

Project No: 19-VA8057-1

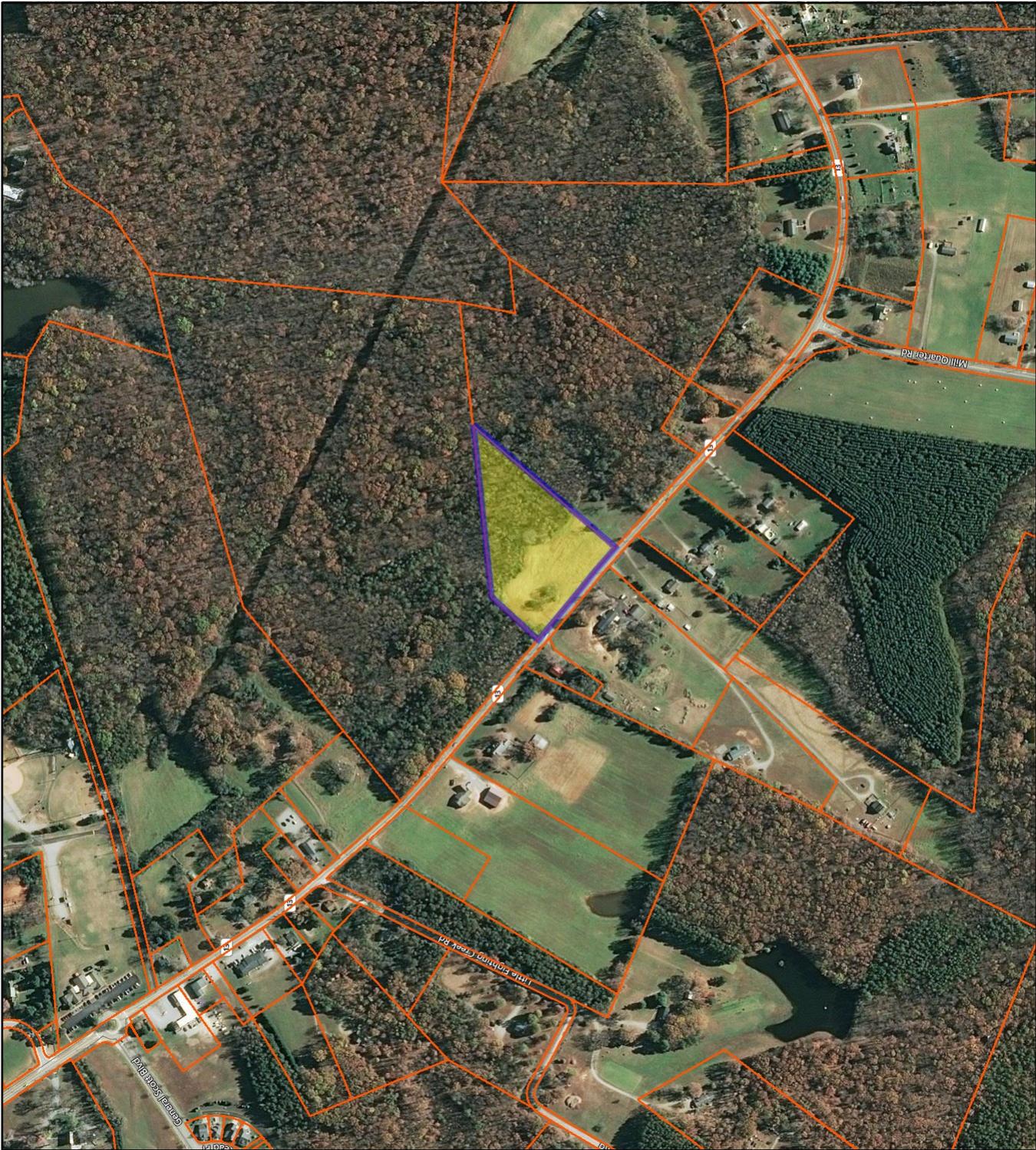
Date: 23 October 2019

TRAFFIC IMPACT
GROUP LLC

Powhatan County, Virginia

Legend

-  County Boundary
- Parcels



Case #19-09-REZC: Vicinity Map



Powhatan County, Virginia

Legend

- County Boundary
- Parcels
- Zoning
 - Agriculture A-10
 - Agricultural/Animal Confinement
 - Commerce Center Planned Development
 - Commerce Center
 - Commercial
 - Courthouse Square Center
 - Industrial - 1
 - Industrial - 2
 - Mining
 - Office
 - Residential - 2
 - Rural Residential 5
 - Residential Commercial
 - Residential Utility
 - Rural Residential
 - Village Center Planned Development
 - Village Center



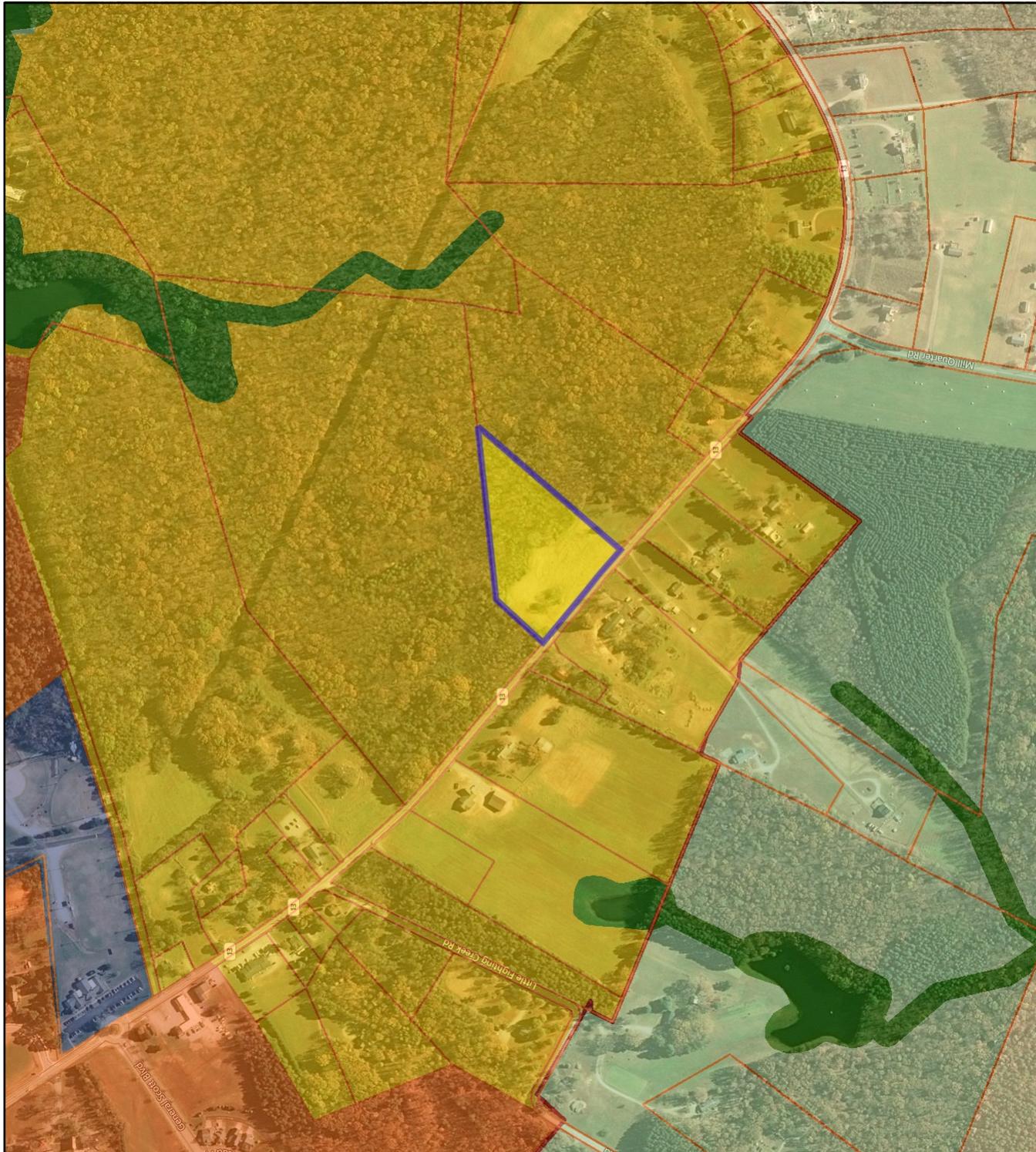
Case #19-09-REZC: Zoning Map



Powhatan County, Virginia

Legend

- County Boundary
- Parcels
- Crossroads
- Growth Area Boundaries
- Rural Enterprise Zone Boundary
- Future Land Use
- Public Lands
- Natural Conservation
- Rural Preservation
- Rural Residential
- Low Density Residential
- Village Residential
- Village Center
- Commerce Center
- Economic Opportunity
- Industrial



Case #19-09-REZC: Countywide Future Land Use Plan



Attachment #7
Neighborhood Meeting Comments

PLEASE SIGN IN 10/29/19

NAME

Dorothy Cash

1. ADDRESS

3795 OLD Buckingham Rd, Powhatan

email dotanqus52@gmail.com

2.

Rebecca Wilkinson

3747 Old Buckingham Rd Powhatan

ILUVJKRusL@yahoo.com

3.

Pam Combs

3777 Old BUCKINGHAM Rd

Powhatan Va 23139 pamlonnie2003@YAHOO.COM

4.

Conn I Schwendeman

5.

6.

7.

8.

9.

10/29/19

①
CASH

My husband and I moved here from our 80 acre cattle farm in the Shenandoah Valley. We liked the rural atmosphere of Powhatan Courthouse. Bought 15 acres of the Maxey place, our daughter bought 2 acres next to us to build a house to be near us. The realtor assured us that development across the street would be in 10 acre tracts. The road is very dangerous. A lot of people travel 65 mph. I am 100% opposed to the rezoning.

②
Wilkinson

I moved here from Chesterfield, it has ballooned like New York City. Potter has wiped the feel of Powhatan Court House with River Hill. Who wants to pay \$400,000 for a house and live so close to your neighbor? People are always turning around in my driveway. #1 and #3 agreed with people turning around in driveways. The property is too pretty to develop.

10/29/19
Page 2

③
Combs

My big concern is that I don't want to see a strip mall there. My husband likes to sit on the porch and watch the deer.

④

Schwenderman I just hope Michael Potter puts in sidewalks when he develops his property to connect with the sidewalk in the village. I have no problem with this rezoning. How many houses?

③

Holly Hills needs a right turn lane off Rt. 60. Do you know about any other developments in the County? I said no, and I would like to stay focused on this project.

①
CAST

We built close to the road so our grandchild can ride in the back. I put my life in danger when I cut my grass along the road (Cold Buckingham).

TO: Dept. of Community Development Page 1
ATTN: Andrew J. Pompei, AICP, CZA
Director of Planning

Date: Dec 3, 2019

RE: CASE #19-09-REZC

Richard Lee Bucher (District #4)
requests the rezoning of TAX MAP Parcel #39-4A,
from Agricultural - 10(A-10) to Village Residential (VR,
with proffered conditions

Recommendation & Supporting Explanations
FROM: Dorothy M CASH
Landowner @ 3795 Old Buckingham Road
Powhatan, VA 23139
contact phone: (540) 292-9852

After 23 years of farming in the Shenandoah Valley of Virginia my husband (Gene) and I are retiring here in Powhatan to be close to our daughter & grandson. After careful searching we found our current property of 10 Acres to be the perfect place for our "forever home". Our decision was based on the lay of the land, the personality & friendliness of the courthouse citizens, the rural character & environment. At time of purchase the 2019 Long-Range Comprehensive Plan had not been established. Our property is designated Agriculture (A-10) as is other adjoining properties including TAX MAP 39-4A.

I attended the neighborhood meeting on Oct 29, 2019, surprised to find the controlling official was the Land owner Mr. Bucher. He alone took the notes from the neighbors in attendance responses - Those notes are

Attached to the Planning Commission Agenda as Attachment # 11 - His Notes of my conversation are noninclusive of my concerns - sentences are half stated or misleading.

Coming from a rural environment we were seeking that same environment when we purchased our property - not because it was cheap (because it certainly was not) but because of the character of the environment. I understand that growth is always necessary but Powhatan Courthouse area has been very careful to maintain the rural environment. It appears the leaders & citizens have found this to be top priority in the past to maintain this character.

My deep concern is if this request is approved & granted that the environment & character will suffer greatly. It will set a precedence for future requests of the same nature and a domino effect may occur. The excellent schools Powhatan Courthouse prides itself may suffer with overcrowding, the road (RT13) which services this area will be taxed even further, when the population increases significantly the "big box stores" will find favor here -

I know Powhatan Courthouse is not seeking to diminish the beautiful character of this place we all call home, I know the leaders will give great thought to the consequence of their decision -

My heart-felt decision is to vote for denial of the rezoning request.

Respectfully Submitted
238 Dorothy M. East



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: **O-2020-02** (Case #20-01-AZ): The **County of Powhatan** requests the amendment and reenactment of provisions set forth in Chapter 83 (Zoning Ordinance), Article XI (Definitions) by adding definitions for the terms *attached*, *comprehensive plan*, *contractor's storage yard*, *detached*, *independent cooking facility*, *residential kitchen*, *corner lot line*, *pet*, *right-of-way*, *outdoor shed sales*, and *corner yard*; adding language to clarify differences between *duplex dwelling*, *three- or four-family dwelling*, and *townhouse dwelling*; modifying the definition for the term *private kennel*, clarifying that permitted fowl includes chickens and ducks; modifying the definition for the term *livestock*, clarifying that goats, bison, ponies, alpacas, and llamas are all considered livestock; modifying the definition for the term *flag lot* to align with the definition for that term in the subdivision ordinance; modifying the definition of *medical and dental lab* to better reflect activities associated with that use; removing the term *large lot development*; correcting grammatical errors; removing incorrect references to other portions of the zoning ordinance; and adding references to certain definitions that identify related terms.

Motion: In accordance with public necessity, convenience, general welfare and good zoning practice, move to approve/deny/defer Ordinance O-2020-02.

Dates Previously
Considered by Board: N/A

Summary of Item: The Department of Community Development continues to review development-related ordinances to identify potential revisions that could be made to provide clarification for members of the public and the Zoning Administrator ("clean-up" amendments). Several possible revisions have been prepared to provide clarification regarding standards set forth in Article XI: Definitions (Zoning Ordinance).

Staff: Approve Disapprove See Comments

Commission/Board: Approve Disapprove See Comments

County Administrator: Approve Disapprove See Comments

Comments: None
Budget/Fiscal Impact: None

Attachments: Draft ordinance, Staff Report

Staff/Contact: Andrew J. Pompei, AICP, CZA: Planning Director, (804) 598-5621 x2006
apompei@powhatanva.gov



20-01-AZ

County of Powhatan

Amend the Powhatan County Zoning Ordinance
[Article XI: Definitions] to Add, Remove, and Modify Definitions
for Certain Terms

Staff Report Prepared for the Board of Supervisors
January 27, 2020

I. PUBLIC MEETINGS

Planning Commission	December 3, 2019	Workshop (Discussion)
	January 7, 2020	Public Hearing (Recommended Approval: 4 – 0)
Board of Supervisors	January 27, 2020	Public Hearing

II. SUMMARY OF AMENDMENT

The Department of Community Development continues to review development-related ordinances to identify potential revisions that could be made to provide clarification for members of the public and the Zoning Administrator (“clean-up” amendments). Several possible revisions have been prepared to provide clarification regarding standards set forth in Article XI: Definitions (Zoning Ordinance).

III. ADDITIONAL INFORMATION

The proposed amendment involves the following changes to Article XI: Definitions (Zoning Ordinance):

- Adding a definition for the term *attached*, clarifying when two or more structures are considered attached.
- Adding a definition for the term *comprehensive plan*.
- Adding a definition for the term *contractor’s storage yard*.
- Adding a definition for the term *detached*.
- Adding language to clarify differences between *dwelling, duplex; dwelling, three- or four-family; and dwelling, townhouse*.
- Modifying the definition for the term *kennel, private*, clarifying that permitted fowl includes chickens and ducks.
- Adding definitions for the terms *independent cooking facility* and *kitchen, residential*, clarifying what elements/equipment a kitchen consists of.
- Removing the term *large lot development*, as that terminology is no longer included within the subdivision ordinance.
- Modifying the definition for the term *livestock*, clarifying that goats, bison, ponies, alpacas, and llamas are all considered livestock.

- Adding a definition for the term *lot line, corner*.
- Modifying the definition for the term *lot, flag* to align with the definition for that term in the subdivision ordinance.
- Modifying the definition of *medical and dental lab* to better reflect activities associated with that type of business.
- Adding a definition for the term *pet*, which is a term referenced in other definitions.
- Adding a definition for the term *right-of-way*, aligning with a similar definition in the subdivision ordinance.
- Adding a definition for the term *shed sales, outdoor*.
- Adding a definition for the term *yard, corner*.
- Correcting grammatical errors and removing incorrect references to other portions of the zoning ordinance.
- Adding references to certain definitions to identify related terms.

IV. PLANNING COMMISSION REVIEW

On January 7, 2020, the Planning Commission held a public hearing regarding this request. One (1) member of the public commented during the public hearing.

After discussion, the Planning Commission **recommended approval** of the request (Vote: 4 – 0).

V. STAFF RECOMMENDATION

The Department of Community Development **recommends approval** of the proposed amendment, since it provides greater clarity regarding provisions set forth in Article XI: Definitions and improves consistency between different parts of the County Code.

VI. RESOLUTION

In accordance with public necessity, convenience, general welfare, and good planning practices, the Board of Supervisors (*approves / denies / defers*) the request submitted by the County of Powhatan to amend Article XI: Definitions to add, remove, and modify definitions for certain terms.

ORDINANCE #O-2020-02

AN ORDINANCE AMENDING THE POWHATAN COUNTY CODE OF ORDINANCES TO AMEND THE PROVISIONS OF CHAPTER 83 (ZONING ORDINANCE), ARTICLE XI (DEFINITIONS) TO ADD, REMOVE, AND MODIFY DEFINITIONS FOR CERTAIN TERMS.

WHEREAS, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950, as may be amended from time to time, enable a local governing body to adopt, amend, and codify ordinances or portions thereof; and

WHEREAS, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, this amendment of the Powhatan County Zoning Ordinance is required to serve the public necessity, convenience, general welfare, and good zoning practice pursuant to Section 15.2-2286(A)(7) of the Code of Virginia, as amended; and

WHEREAS, the proper advertisement and public hearing was conducted as required by law; and

WHEREAS, the full text of this amendment was available for public inspection in the Department of Community Development, Powhatan County Administration Building, 3834 Old Buckingham Road, Powhatan, Virginia 23139.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF POWHATAN that Article XI (Definitions) of the Zoning Ordinance of the County of Powhatan is amended and reenacted as follows:

**CODE OF THE COUNTY OF POWHATAN, VIRGINIA
CHAPTER 83. ZONING ORDINANCE**

...

ARTICLE XI. – DEFINITIONS

...

Sec. 83-521. - Definitions.

Abandonment, for the purposes of Article X, abandonment shall mean the stopping or halting of use or occupancy of a nonconformity for a period of two years or more.

...

Assisted living facility means a public or private congregate residential facility that provides personal and health care services, 24-hour supervision, and assistance (scheduled and unscheduled) for the maintenance or care of four or more adults who are aged, infirm or disabled and who are cared for in a primarily residential setting. Included in this definition are any two or more places, establishments or institutions owned or operated by a single entity and providing maintenance or care to a combined total of four or more aged, infirm or disabled adults. Maintenance or care means the protection, general supervision and oversight of the physical and mental well-being of an aged, infirm or disabled individual.

The following are not deemed assisted living facilities:

- (1) A facility or portion of a facility licensed by the state board of health or the department of behavioral health and developmental services, but including any portion of such facility not so licensed;
- (2) The home or residence of an individual who cares for or maintains only persons related to him by blood or marriage;
- (3) A facility or portion of a facility serving infirm or disabled persons between the ages of 18 and 21, or 22 if enrolled in an educational program for the handicapped pursuant to Code of Virginia § 22.1-214, when such facility is licensed by the department as a children's residential facility under Code of Virginia § 63.2-1700 et seq., but including any portion of the facility not so licensed;
- (4) Any housing project for persons 62 years of age or older or the disabled that provides no more than basic coordination of care services and is funded by the U.S. Department of Housing and Urban Development, by the U.S. Department of Agriculture, or by the Virginia Housing Development Authority; and
- (5) A residential facility for eight or fewer individuals who are treated as a single-family in accordance with Code of Virginia § 15.2-2291.

Attached means, when used in reference to two or more structures, having one or more common walls or being joined by a covered porch or passageway. Two structures may also be considered attached if separated by less than three (3) feet.

...

Change of use means the change in the use of a structure or land. Change of use shall include a change from one use type to another use type.

Check cashing establishment means any person or establishment engaged in the business of cashing checks, drafts, or money orders for compensation, and registered with the state corporation commission pursuant to Code of Virginia § 6.1-433.

Child day care center means an establishment providing a child day program offered to (i) two or more children under the age of 13 in a facility that is not the residence of the provider or of any of the children in care or (ii) six or more children at any location. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Civic center means a facility designed to accommodate 500 or more persons and used for conventions, conferences, seminars, product displays, recreation activities, and entertainment functions, along with accessory functions including temporary outdoor displays, and food and beverage preparation and service for on-premise consumption. Similar structures with a capacity of less than 500 people constitute conference centers or training centers. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

...

Conditional use permit. See Article II: Administration.

Commented [AP1]: This is intended to provide clarity as to what *attached* means. If an accessory building is considered attached to the main structure, it would have to adhere to the setbacks for principal structures.

Commented [AP2]: This is intended to ensure that there is adequate space for circulation and access between two separate structures.

Commented [AP3]: There is no use table in Article VII.

Deleted: in the use tables in Article VII

Deleted: a civic center is

Comprehensive plan shall mean the long-range comprehensive plan of Powhatan County, Virginia, including those maps, plats, charts, and descriptive matter that have been formally adopted by the Board of Supervisors, pursuant to the provisions of the Code of Virginia.

Commented [AP4]: The comprehensive plan is referenced in the zoning ordinance, but it is not defined. *Comprehensive plan* is defined in the subdivision ordinance (but this definition seems more complete/comprehensive).

Condominium means a multiple-unit residential or nonresidential development where individual units are owned individually, but all other elements of the development are owned jointly by unit owners.

Conference or training center means a facility designed to accommodate fewer than 500 persons and used for conferences, seminars, product displays, recreation activities, and entertainment functions, along with accessory functions including temporary outdoor displays, and food and beverage preparation and service for on-premise consumption. Similar facilities located in a rural setting constitute rural event venues (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Commented [AP5]: Ordinance #O-2019-20 (Adopted April 24, 2019) created and defined a new use called *rural event venue*.

...
Contractor's offices means a building or portion of a building used by a building, heating, plumbing, electrical, or other development contractor both as an office and for the storage of a limited quantity of materials, supplies, and equipment inside the building. If outdoor storage of materials, supplies, or equipment is associated with the office, the use is considered a contractor's storage yard.

Contractor's storage yard means an outdoor storage area operated by, or on behalf of, a contractor for the storage of construction equipment, vehicles, or other materials commonly used in the individual contractor's type of business and/or the storage of scrap materials used for the repair and maintenance of contractor's own equipment.

Commented [AP6]: *Contractor's storage yard* is referenced in the definition of *contractor's office*, but it is not defined or listed elsewhere in the zoning ordinance. This definition is similar to one adopted by Fluvanna County.

Deleted:

...
Density means the ratio of the total number of residential dwelling units on a lot to total lot area (or in the case of mixed-use development, to lot area allocated to residential use).

Detached means a building that does not have a wall in common or in contact with another building and is separated from other structures by at least three (3) feet.

Developer means any person, including a governmental agency, undertaking development.

Development means the initiation or change of any use and any man-made change to improved or unimproved real estate. "Development" shall include, but not be limited to, the following:

Deleted: .

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- (1) Change in the type of use of a building, structure, or land;
- (2) Disturbance of land through the removal of trees or ground cover;
- (3) Division of land into two or more parcels;
- (4) Dredging, filling, and grading;
- (5) Construction or enlargement of a building or other structures;

- (6) Material increase in the intensity of use of land, such as an increase in the number of businesses, offices, manufacturing establishments, or dwelling units located in a building or structure or on the land;
- (7) Demolition of a structure;
- (8) Commencement or expansion of agricultural, horticultural, or forestry activities on a parcel of land;
- (9) Commencement or expansion of resource extraction activities such as mining, excavation, or drilling operations;
- (10) Deposition of refuse or solid or liquid waste on a parcel of land;
- (11) Storage of equipment or materials;
- (12) Alteration, either physically or chemically, of the shore, bank, or channel of any stream, lake, or other body of water or alteration of any wetland; and
- (13) Any land disturbing activity that adds to or changes the amount of impervious or partially impervious cover on a land area or which otherwise decreases the infiltration of precipitation into the soil.

Director means the Powhatan County, Virginia Director of Community Development. See Article II: Administration.

...

Dwelling unit means one or more rooms connected together and constituting a single housekeeping unit, with independent cooking and sleeping facilities, designed or used for occupancy by a single family, and separate from any other dwelling units or rooms in the same building.

Dwelling, duplex means a residential building containing two dwelling units. Such units may be part of a single structure, or may be attached by one or more common walls. Unlike *dwelling, townhouse*, each dwelling unit is located on the same parcel and are not located on individual lots. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

...

Dwelling, single-family detached means a detached residential building other than a manufactured home containing a single dwelling unit. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Dwelling, three- or four-family means a residential building containing three or four individual dwelling units. The units may be located side by side in a horizontal configuration and/or stacked one above the other in a vertical configuration, sharing common vertical walls and/or horizontal floors/ceilings. A three-family dwelling may be referred to as a triplex, and a four-family dwelling as a quadplex. Unlike *dwelling, townhouse*, each dwelling unit is located on the same parcel and not located on individual lots. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Commented [AP7]: As the zoning ordinance is currently written, it seems that *duplex* is intended to refer to a two-family dwelling under single ownership. For example, in the R-U district, a footnote states that the minimum lot size for a duplex is 3 acres (where public utilities are not available).

Dwelling, townhouse means a residential building containing two or more dwelling units, each with its own outside entrance and individual lot, and that are joined together by a common or party wall that is without openings for human passage.

Commented [AP8]: There is not a definition that addresses two-unit structures where each unit is on an individual lot. Throughout the ordinance, *duplex* seems to refer to a two-unit structure where units are not located on individual lots.
Deleted: three

...

Fabrication. See *Manufacturing, assembly, or fabrication, light.*

Facade means the front of a building, including the entire building wall, fascia, windows, doors, and canopy.

Deleted:

Fairground means an area of land use including, but not limited to: agricultural-related office buildings, animal shows and judging, carnivals, circuses, community meeting or recreational buildings and uses, concerts, food booths and stands, games, rides, rodeos, sales and auctions, storage, theaters. Amphitheaters, arenas, stadiums, auditoriums, amusement parks or stages may be an accessory use to a fairground. Fairgrounds do not include racetracks or motorsports parks.

...

Hotel or motel means a hotel or motel is a building or a group of buildings in which one or more sleeping accommodation units are offered to the public and intended primarily for use by transient persons or tourists for overnight or short-term lodging basis. Such uses may include kitchenettes, microwaves, and refrigerators for each guest unit. This use type does not include bed and breakfast inns. Hotels and motels are considered synonymous uses. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Independent cooking facility. See *kitchen, residential.*

...

Kennel, commercial means a facility (other than an animal confinement facility or animal production use) which charges to or collects from animal owners a fee for overnight maintenance, care or boarding of animals, where five or more dogs, cats, fowl, or other pets over the age of six months are kept. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Deleted: domestic animals or

Kennel, private means a building and/or premises where five or more dogs, cats, fowl (including domestic chickens and ducks), or other pets over the age of six months are kept, boarded, maintained, or cared for overnight, for private, noncommercial purposes such as for show, hunting, farming, or as household pets. (See accessory/use-specific standards, Division 2: Standards for Accessory Uses and Structures, of Article VII: Use Standards.)

Commented [AP10]: This is intended to provide clarification that *private kennels* do not include facilities where livestock are kept, and that chickens and ducks (in this context) are considered fowl.
Deleted: domestic animals or

Kitchen, residential means any single room within a dwelling unit that contains a cooking oven (other than a microwave oven) or gas or electric burners for cooking food, and two or more of the following items:

1. A microwave oven;
2. An electrical supply of more than 110 volts;
3. A sink with a drain one inch in diameter or larger;

4. A garbage disposal;
5. A dishwasher; and/or
6. A refrigerator or freezer.

...

Landowner means any owner of a legal or equitable interest in real property, including the heirs, devisees, successors, assigns, and agent or personal representative of the owner.

Large retail sales establishment means a large retail sales establishment is any retail sales establishment constituting a single business engaged in retail sales activities and located in a stand-alone single tenant building with a gross floor area of 60,000 square feet or more.

Law enforcement facility means protection centers operated by a governmental agency, including administrative offices, storage of equipment, temporary detention facilities, and the open or enclosed parking of patrol vehicles. Correctional facilities are not a law enforcement facility and are a separate use type.

Lawn care, pool, or pest control service means an establishment primarily engaged in providing lawn care services (e.g., mowing, aeration, seeding, fertilizer, landscaping), swimming pool services (e.g., cleaning, draining, equipment repair), or pest control services (e.g., inspection, extermination).

Limited commercial landscaping contractor. See *Home-based landscaping business*.

Liquor store means an establishment licensed by the state exclusively for the retail sale of liquor or spirits in sealed containers for consumption off the premises where sold.

Live entertainment means and shall include, but not be limited to, musical performances, public speaking, or comedy.

Livestock means animals normally kept for use on a farm or raised for sale or profit, including but not limited to pigs, sheep, goats, cattle, bison (American buffalo), chickens, horses, ponies, alpacas, and llamas.

...

Lot line, corner means, on a corner lot, the longer of the two lot lines abutting a public street right-of-way or private road easement.

Lot line, front means a lot line (other than a corner lot line) separating the lot from an abutting public street right-of-way or private road easement. Where the boundaries of a lot extend into an abutting public street right-of-way or private road easement, the front lot line shall be the outside edge of the right-of-way or easement.

Lot line, rear means a lot line not abutting a street and connecting the lot's side lot lines—or a side lot line and a front lot line, for corner lots—along the edge of the lot opposite its front lot line.

Lot line, side means a lot line not abutting a street and connecting the lot's front and rear lot lines.

Commented [AP11]: This is intended to provide clarity regarding what *independent cooking facilities* are (which will help determine whether a living area is an independent dwelling unit).

Deleted: *Large lot development.* See Powhatan County Code, chapter 68 (Subdivisions).

Deleted: ¶

Deleted: and

Commented [AP13]: This is intended to provide further clarification as to what types of animals are considered livestock.

Lot of record means a lot which is part of a subdivision, a plat of which has been recorded in the office of the clerk of circuit court, or a lot described by metes and bounds, the description of which has been so recorded.

Lot width means the horizontal distance along a line delineating the minimum front yard depth applicable to a lot, between its intersections with the lot's side lot lines. For lots with more than one front yard, lot width applies along the front yard that has the shorter street frontage and for residential lots, fronts the street with the lower traffic volume capacity.

Lot, corner means a lot other than a through lot that abuts two or more streets at their intersection.

Lot, flag means a lot consisting of a narrow "flagpole" strip extending from an abutting street to a much wider "flag" section lying immediately behind an abutting lot or lots, or a lot not abutting a street, where the access to the lot is by a narrow "flagpole" private access easement. Flag lots shall not be permitted except for family divisions and lots along a cul-de-sac's circular turnaround.

Commented [AP14]: This addition is intended to ensure that this definition aligns with a similar definition in the subdivision ordinance.

Lot, interior means a lot abutting only one street.

Lot, through means a lot abutting two parallel or nearly parallel streets.

...

Major thoroughfare plan means a plan identifying roadway improvements needed to support projected growth and assigning priorities for roadway construction, which is incorporated into the long-range comprehensive plan of Powhatan County, Virginia, as amended.

Deleted: County of Powhatan 2010 Long-Range Comprehensive Plan

...

Manufacturing, assembly, or fabrication, light means an establishment primarily engaged in manufacturing uses that involve the mechanical transformation of predominantly previously prepared materials into new products, including assembly of component parts and the creation of products for sale to the wholesale or retail markets or directly to consumers. Such uses are wholly confined within an enclosed building, do not include processing of hazardous gases and chemicals, and do not emit noxious noise, smoke, vapors, fumes, dust, glare, odor, or vibration. This use type does not include other manufacturing uses specifically listed in the standards for specific principal uses (Article VII: Use Standards). Examples include, but are not limited to: computer design and development; apparel production; sign making; assembly of pre-fabricated parts; manufacture of electric, electronic, or optical instruments or devices; manufacture and assembly of surgical instruments; manufacture, processing, and packing of cosmetics; and manufacturing of components, jewelry, clothing, trimming decorations, and any similar item. (See principal/use-specific standards, Division 1: Standards for Specific Principal Uses and Structures, of Article VII: Use Standards.)

Deleted: tables

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Deleted: artificial limbs, dentures, hearing aids, and

...

Medical or dental clinic means a small-scale facility where patients are admitted for examination and treatment by one or more physicians, dentists, or other health practitioners on a short-term basis. The use includes the offices of physicians, dentists, chiropractors, optometrists, podiatrists, audiologists, speech pathologists, physical therapists, acupuncturists, psychologists, and other health practitioners. It also includes facilities providing short-term outpatient care and treatment (which may or may not be overnight), such as urgent care centers, kidney dialysis

centers, ambulatory surgical clinics, outpatient pain therapy clinics, biofeedback centers, sleep disorder clinics, family planning clinics, community health clinics, and health maintenance organization (HMO) medical clinics. Such facilities that provide overnight care and treatment may include sleeping rooms for care workers and members of patients' families. This use does not include hospitals (which are much larger in scale) or blood/tissue collection centers, drug or alcohol treatment facilities, or massage clinics (which provide specialized medical services).

Medical or dental lab means facilities and offices devoted to bacteriological, biological, x-ray, pathological, and similar analytical or diagnostic services to medical doctors or dentists, including incidental pharmaceuticals and the production, fitting, and/or sale of optical, dental, or prosthetic appliances.

Deleted: for performing diagnostic or therapeutic medical procedures of a non-surgical nature

Medical treatment facility means facilities and offices for providing inpatient and overnight treatment, care, and support targeted to chronically ill patients or involving minor surgical procedures. This use involves more intensive and longer duration treatment and care than medical clinics and less intensive treatment and care than hospitals. Examples include urgent care centers and outpatient surgery centers.

Commented [AP16]: The existing definition of *medical or dental lab* does not seem to reflect activities conducted by existing medical labs. The proposed definition is similar to what has been adopted by Albemarle County.

...

Pet means animals that have been bred or raised to live in the habitation of humans in a residential setting, and are dependent upon the same for food and shelter, including but not limited to the following: dogs; cats; rabbits; hedgehogs; chinchillas; hermit crabs; hamsters; gerbils; guinea pigs; mice; rats; turtles; fish; domestic chickens, ducks, and geese; birds such as canaries, parakeets, doves, and parrots; worm/ant farms; chameleons and similar lizards; and spiders and snakes not venomous to humans.

Commented [AP17]: This definition is intended to clarify what a *pet* is. This definition is similar to what has been adopted by Fairfax County.

...

Right-of-way means a dedication of land to be used generally for streets, alleys, or other public uses wherein the owner gives up all his rights to the property as long as it is being used for the dedicated purpose. Also, a land measurement term meaning the distance between lot property lines which generally contain not only the street pavement but also the sidewalks, grass area, and utilities.

Commented [AP18]: The term *right-of-way* is commonly used, but it is not defined in the zoning ordinance. The proposed text matches what is currently in the subdivision ordinance.

...

Shallow flooding area means a special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Shed sales, outdoor means the retail sale and display of prefabricated sheds, carports, gazebos, and similar small-scale structures in an outdoor area as a principal use.

Commented [AP19]: As part of Ordinance #O-2019-05 (January 28, 2019), *shed sales, outdoor* has been listed as a permitted use in certain zoning districts, and use standards have been adopted for that specific use. However, the use has not been defined.

Shelter for victims of domestic abuse means a facility with support and supervisory personnel that provides temporary living accommodations for abused persons.

...

Yard means an area within a lot that lies between a principal structure on the lot and the nearest lot line. Yards are further classified as front yards, side yards, and rear yards.

Yard sale. See *Garage or yard sale.*

Yard, corner means the yard on a corner lot that is located between the principal structure on a lot and the lot's longest frontage along a public street right-of-way or private road easement (corner lot line), extending the full length of that frontage.

Yard, front means the yard (other than a corner yard) between a principal structure on a lot and the lot's frontage along a public street or private road easement (front lot line), extending the full width of the lot.

Yard, rear means the yard between a principal building on a lot and the rear lot line, extending the full width of the lot.

Yard, required means the area within a lot extending inward from the front, side, or rear lot line for the minimum front, side, or rear yard depth applicable in the zoning district in which the lot is located, and that is required to remain unoccupied and unobstructed from the ground upward except as may be otherwise specifically provided in this chapter.

Yard, side means the yard between a principal building on a lot and the nearest side lot line, extending between the lot's front yard and rear yards (or for through lots, between the lot's opposite front yards).

Zoning district means an area delineated on the official zoning district map within which a prescribed set of development standards are applied to various types of development. (See Article I, General Provisions.)

Zoning district map, official means the official zoning district map upon which the boundaries of various zoning districts are drawn and which is an integral part of this chapter.

Zoning district, base means a zoning district within which a single set of use, intensity, dimensional, and development standards are applied.

Zoning district, overlay means a zoning district superimposed over one or more underlying base zoning districts that imposes standards and requirements in addition to those required by the underlying base zoning district.

(Ord. No. O-2013-06, 9-16-13; Ord. No. O-2013-09, 2-3-14; Ord. No. O-2014-03, 2-18-14; Ord. No. O-2014-11, 6-2-14; Ord. No. O-2014-26, 10-6-14; Ord. No. O-2018-24, 9-24-18; Ord. No. O-2019-12, 2-25-19)

In all other respects said Zoning Ordinance of the County of Powhatan shall remain unchanged and be in full force and effect.

This amendment shall take effect immediately upon passage.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON
JANUARY 27, 2020.**

**David T. Williams, Chairman
Powhatan County Board of Supervisors**

ATTEST:

**Bret Schardein, Clerk
Powhatan County Board of Supervisors**

Recorded Vote:

David T. Williams _____
Larry J. Nordvig _____
Michael W. Byerly _____
William L. Cox _____
Karin M. Carmack _____



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Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 27, 2020

Agenda Item Title: **O-2019-39.** An Ordinance Amending Chapter 74 (Traffic and Vehicles), Article 1 (In General) of the Code of the County of Powhatan appending the words “*as now or hereafter amended*” following reference to *Code of Virginia § 16.1-278 et. seq.* and *Code of Virginia § 18.2-266 et. seq.*

Motion: Move to approve Ordinance O-2019-39 as presented.

Dates Previously
Considered by Board: N/A

Summary of Item: This ordinance amendment will add provisions to assure that the most current Code of Virginia sections referenced will apply to any situation in the future. Powhatan County Code Chapter 74 (Traffic and Vehicles), Article I (In General), Section 74-1 (Incorporation of provisions of Code of Virginia) serves the function of incorporating various traffic laws of the Code of Virginia into the County Code. Two of the referenced sections do not include the text “*as now or hereafter amended*”, which assures this timeliness. The cited sections are Va. Code § 16.1-278 (Appointment of Counsel and *guardian ad litem*) for juveniles under the Juvenile and Domestic Relations District Court, and §18.2-266 (Driving Motor Vehicles, Etc., While Intoxicated). The amendment will add this omitted text.

Staff: N/A Approve ___ Disapprove ___ See Comments

Commission/Board: N/A Approve ___ Disapprove ___ See Comments

County Administrator: | Approve ___ Disapprove ___ See Comments

Comments: None

Budget/Fiscal Impact:

Attachments: Ordinance O-2019-39

Staff/Contact: Bret Schardein, Interim County Administrator, 804-598-5612,
bschardein@powhatanva.gov

Sec. 74-1. - Incorporation of provisions of Code of Virginia.

- (a) Pursuant to the provisions of Code of Virginia, § 46.2-1300 et seq., as now or hereafter amended, all of the provisions and requirements of the laws of the commonwealth contained in Code of Virginia, title 46.2, as now or hereafter amended; Code of Virginia, § 16.1-278 et seq., [as now or hereafter amended](#); Code of Virginia, § 18.2-266 et seq., [as now or hereafter amended](#); and all executive orders and emergency proclamations pursuant to Code of Virginia, § 44-146.17, as now or hereafter amended, which pertain to the control of traffic, and in force on the effective date of this section, or at any time thereafter, except those provisions and requirements the violation of which constitutes a felony, and except those provisions and requirements which by their very nature can have no application to or within the county, are hereby adopted and incorporated in this chapter by reference and made applicable with the county.
- (b) Reference to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the county.
- (c) These provisions and requirements are hereby adopted, mutatis mutandis, and made a part of this chapter as fully as though set forth at length in this section, and it shall be unlawful for any person, within the county to violate or fail, neglect or refuse to comply with any of the provisions adopted in this section; provided, however, that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under the Code of Virginia.

(Ord. of 12-14-87)

CLASSIFIEDS

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AUCTION SALES

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- 1993 Chevrolet Corvette
- Pull Type Hydraulic 8 Wheel V-Rake
- 10 Ton Tandem Pinel Hitch Trailer
- 3Pt. Yard Rake 6
- JD 350B Trackloader (Located In Cartersville)

- Ford 600 Tractor
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Call Tom Jones for more info: 804-402-6538

Vaar# 392

Announcements

AUCTION SALES

Public Auction to be held at Powhatan's Community Self Storage, 3200 Anderson Highway, Powhatan, VA on Monday, January 27th, 2020 at 1:00 pm. Units being considered for auction are: 403, 442, 450, 735, & 772. Registration starts at 12:30 pm and no registrations will be accepted after 12:55 pm. Cash only and no early previews.

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Farmers' Markets

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GORE 2 HORSE TRAILER - Aluminum Ramp, Thoroughbred model walk through design, separate tack room. Just been through shop for complete safety check, New State Inspection. Like New Tires, \$4,500.
Call 804-457-3438

Recruitment

ADMIN. & OFFICE WORK

ADMINISTRATIVE SERVICES ASSISTANT - Full Time to provide clerical services for Goochland Powhatan Community Services. Experience w/standard office software, electronic health record & knowledge in insurance billing is preferred. Starting Salary \$27,518. For job description & application, visit www.gpcsb.org or call 804-556-5400. Open until filled. EOE.

HEALTHCARE

CASE MANAGER - SUBSTANCE USE DISORDERS - To provide CM services to adolescents & adults experiencing substance use & co-occurring issues. Duties include coordinator/liaison for Goochland Family Treatment Court. Full time w/excellent benefits. Visit www.gpcsb.org for application & details. Deadline 1/24/20, 4:30 PM. EOE.

Personal Care Aid/CNA Help Wanted: For Hemiplegic stroke patient, in home. Requires lifting & assist with daily living activities. Night/weekend availability. Must be able to pass a background check & be CPR certified.
Please call (804) 357-1860

Homes

for Sale

Real Estate Policy
All real estate advertised herein is subject to the Virginia Fair Housing Law, which makes it illegal to advertise "any preference, limitation or discrimination based on race, color, religion, national origin, sex, elderliness, familial status, or handicap."

We will not knowingly accept any advertising for real estate that is in violation of the law. All persons are hereby informed that all the dwellings advertised are available on an equal opportunity basis.

HOMES FOR SALE

Rentals Available in Powhatan & Surrounding Areas

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LEGAL NOTICES

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NOTICE OF PUBLIC HEARING POWHATAN COUNTY BOARD OF SUPERVISORS

Notice is hereby given that the Powhatan County Board of Supervisors will conduct a Public Hearing on January 27, 2020, at 6:00 PM in the Powhatan County Village Building Auditorium, 3910 Old Buckingham Road, to consider and act upon the following request

O-2019-39. This ordinance amendment will add provisions to assure that the most current Code of Virginia sections referenced will apply to any situation in the future. Powhatan County Code Chapter 74 (Traffic and Vehicles), Article I (In General), Section 74-1 (Incorporation of provisions of Code of Virginia) serves the function of incorporating various traffic laws of the Code of Virginia into the County Code. Two of the referenced sections do not include the text "as now or hereafter amended", which assures this timeliness. The cited sections are Va. Code § 16.1-278 (Appointment of Counsel and guardian ad litem) for juveniles under the Juvenile and Domestic Relations District Court, and §18.2-266 (Driving Motor Vehicles, Etc., While Intoxicated). The amendment will add this omitted text.

O-2020-01 (Case #19-09-REZC): **Richard Lee Bucher (District #4: Powhatan Courthouse/Mt. Zion)** requests the rezoning of Tax Map Parcel #39-4A from Agricultural-10 (A-10) to Village Residential (VR) with proffered conditions and amendment of the zoning district map of approximately 5.66 acres of land with frontage along the north side of State Route 13 (Old Buckingham Road) approximately 0.25 miles west of State Route 620 (Mill Quarter Road) (3780 Old Buckingham Road). Proffered conditions address maximum residential densities (up to 3 single-family dwelling units), minimum lot area (1.5 acres), building design, access, and right-of-way dedication. The 2019 Long-Range Comprehensive Plan designates the subject property as Village Residential (Courthouse Village Special Area Plan), which recommends maximum residential densities of four units per acre.

O-2020-02 (Case #20-01-AZ): **The County of Powhatan** requests the amendment and reenactment of provisions set forth in Chapter 83 (Zoning Ordinance), Article XI (Definitions) by adding definitions for the terms *attached, comprehensive plan, contractor's storage yard, detached, independent cooking facility, residential kitchen, corner lot line, pet, right-of-way, outdoor shed sales, and corner yard; adding language to clarify differences between duplex dwelling, three- or four-family dwelling, and townhouse dwelling;* modifying the definition for the term *private kennel*, clarifying that permitted fowl includes chickens and ducks; modifying the definition for the term *livestock*, clarifying that goats, bison, ponies, alpacas, and llamas are all considered livestock; modifying the definition for the term *flag lot* to align with the definition for that term in the subdivision ordinance; modifying the definition of *medical and dental lab* to better reflect activities associated with that use; removing the term *large lot development*; correcting grammatical errors; removing incorrect references to other portions of the zoning ordinance; and adding references to certain definitions that identify related terms.

All interested persons are invited to attend the hearing and to present their views and/or to submit written comments. Persons requiring special assistance to attend and participate in those hearings should contact the Powhatan County Administrator's Office at (804)598-5612 at least three days prior to the meeting.

The full text of the proposed ordinance amendment in its entirety can be reviewed in the County Administration Building, located at 3834 Old Buckingham Road, Powhatan, Virginia 23139, Monday through Friday, 8:30 a.m. to 5:00 p.m.

LEGAL NOTICES

VIRGINIA:
IN THE CIRCUIT COURT FOR THE COUNTY OF POWHATAN

CAROLYN MARIE WALL,
Petitioner
v. Case No. JJ005927-01
DANIEL ALEXANDER WALL,
Respondent.

ORDER

The object of this suit is to obtain a Final Order pertaining to visitation with a minor child of the parties. Upon consideration thereof, it appearing from Petitioner's affidavit filed with Petitioner's Motion, that, after using due diligence, Petitioner is unable to ascertain the location of the Respondent; it is hereby

ORDERED that the Respondent appear before this Court on or before **February 12, 2020** to protect his interests herein.

ENTERED: 18/DECEMBER/2019
Theresa J. Royal, Judge

I ASK FOR THIS:

Graham T. Jennings, Jr. PC
(VSB #18542)
3810 Old Courthouse Tavern Lane
Powhatan, VA. 23139
804-598-7912

LEGAL NOTICES

VIRGINIA:
IN THE CIRCUIT COURT FOR THE COUNTY OF POWHATAN

CAROLYN MARIE WALL,
Petitioner
v. Case No. JJ005928-01
DANIEL ALEXANDER WALL,
Respondent.

ORDER

The object of this suit is to obtain a Final Order pertaining to visitation with a minor child of the parties. Upon consideration thereof, it appearing from Petitioner's affidavit filed with Petitioner's Motion, that, after using due diligence, Petitioner is unable to ascertain the location of the Respondent; it is hereby

ORDERED that the Respondent appear before this Court on or before **February 12, 2020** to protect his interests herein.

ENTERED: 18/DECEMBER/2019
Theresa J. Royal, Judge

I ASK FOR THIS:

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