



# Franklin County

*A Natural Setting for Opportunity*

## AGENDA

**FRANKLIN COUNTY BOARD OF SUPERVISORS**

**TUESDAY, APRIL 21, 2015**

- 1:30 P.M. Call To Order, Chairman Cline Brubaker
- 1:31 Invocation, Supervisor Bobby Thompson
- 1:32 Pledge of Allegiance, Supervisor Leland Mitchell
- 1:33 Public Comment
- Steve Waterman, Preserve Franklin, Mountain Valley Pipeline
- 1:36 CONSENT AGENDA (*REQUIRES ACTION*)
- REF: 1. Approval of Accounts Payable Listing, & Appropriations
2. GBS/CIDP Awareness Month (*See Attachment #1*)
3. Private Provider Appointment to CPMT (*See Attachment #2*)
4. Authorization to Hold Public Hearing for VDOT 6-Year Secondary Road Plan (*See Attachment #6*)
5. Review of FY'2015-2016 Tourism Microgrants Guidelines (*See Attachment #12*)
6. Aging Services Van Replacement (*See Attachment #4*)
7. 2015 Special Entertainment Permit/Connie Philpott (*See Attachment #5*)
8. J & D Court Judge Office Furniture (*See Attachment #10*)
9. Landfill Skid Steer Procurement (*See Attachment #8*)
10. Telecommunicator's Week Resolution (*See Attachment #11*)
11. Resolution to Dissolve Tri-County Relicensing Committee (*See Attachment #19*)
12. 2015 Southwest Virginia Antique Farm Days (*See Attachment #14*)
13. YMCA Lease Renewal (*See Attachment #15*)
14. Daily Grind/Lease Agreement Public Hearing (*See Attachment #20*)
- 1:40 Vincent Copenhaver, Director of Finance
- REF: 1. Monthly Finance Report
- 1:45 Daryl Hatcher, Director, Public Safety  
Cindy Brooks, Animal Control Manager
- REF: 1. Animal Shelter Needs Assessment (*See Attachment #9*)

RICHARD E. HUFF II  
COUNTY ADMINISTRATOR  
1255 FRANKLIN STREET, SUITE 112  
ROCKY MOUNT, VIRGINIA 24151  
(540) 483-3030  
www.franklincountyva.gov

- 2:15 Mike Burnette, Director of Economic Development  
REF: 1. Ferrum Pedestrian Bridge Engineering Contract **(See Attachment #18)**
- 2:40 Ms. Becky Nave, Southwest Va. Marketing Director  
REF: 1. Southwest Virginia Authentic, Distinctive, Alive **(See Attachment 16)**
- 2:55 Richard E. Huff, II, County Administrator  
REF: 1. Other Matters
- 3:00 Other Matters by Supervisors
- 3:05 Request for Closed Meeting in Accordance with 2.2-3711, a-1, Personnel, a-3, Acquisition of Land, a-5, Discussion of a Prospective New Business or Industry, or of Expansion or Retention of an Existing One, and a-7, Consult with Legal Counsel, of the Code of Virginia, as Amended.

*Certification of Closed Meeting in Accordance with 2.2-3712 (d), of the Code of Virginia, as Amended.*

**APPOINTMENTS: (See Attachment #13)**

- ☛ Library Board/Blackwater District/Unexpired Term for Tyler Bamberg (6/30/2018)
- 4:00 Resolution of Appreciation/Supervisor Leland Mitchell  
☛ Page Matherly Family
- 4:05 Recess for Previously Advertised Public Hearing, as follows:

**COUNTY OF FRANKLIN, VIRGINIA  
ANNOUNCEMENT OF PUBLIC HEARING  
TO CONSIDER GRANTING OF OPTION TO PURCHASE COUNTY  
PROPERTY**

In accordance with the provisions of Section 15.2-1800 of the Code of Virginia, as amended, notice is hereby given to all interested parties that the Board of Supervisors of the County of Franklin, Virginia will conduct a public hearing on a proposed option to purchase property located at 244 Corporate Drive, Rocky Mount, Virginia with said property identified as a portion of Franklin County Tax Map # 0820013811; which tract contains approximately 30.541 acres of the 53.502 acre tract recorded in the Franklin County Circuit Court Clerk's Office in Deed Book 814, at Page 1494. The graded building pad located thereon contains a total of approximately 9.5 acres. The County of Franklin is interested in granting an option to purchase right through September 1, 2015 for the above-mentioned tract to Stik-Pak Solutions, Inc. **(See Attachment #3)**

- 4:10 Recess for dinner

6:00 Call To Order, Chairman Cline Brubaker

6:01 Recess for Previously Advertised Public Hearing as Follows:

PETITION FOR SPECIAL USE – Petition of Linda A. Glover, Petitioner/Owner requesting a Special Use Permit for "Home Occupation, Class A" on a +/- 0.5904 acre parcel of land, located at 277 Bull Run Drive in the Union Hall District of Franklin County, and further identified by Franklin County Real Estate records as Tax Map/Parcel # 0510403106. (Case # SPEC-1-15-13791) (See Attachment #17)

*Recess to the EAST Franklin Middle School Auditorium for Advertised Public Hearing for the Public Hearing of the FY'2015-2016 County/School Budget (See Attachment #7)*

*Adjournment Thereafter*

## **GBS/CIDP AWARENESS MONTH**

*WHEREAS, The GBS/CIDP Foundation International, a non-profit 501(c)(3) organization, was founded by Estelle and Robert Benson in 1980; The Foundation is committed to continuing to provide the experience of care and support so indicative of the original Foundation;*

*WHEREAS, Guillain-Barré (Ghee-yan Bah-ray) Syndrome is an inflammatory disorder of the peripheral nerves outside the brain and spinal cord. It's also called:Acute Inflammatory Demyelinating Polyneuropathy or Landry's Ascending Paralysis;*

*WHEREAS, Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) is a rare disorder of the peripheral nerves characterized by symmetrical weakness in the arms and legs that progressively worsens for longer than two months. It is often but not always associated with impaired sensation, absent or diminished tendon reflexes, an elevated cerebrospinal fluid protein level, and changes in nerve-conduction. CIDP can occur at any age, with peak prevalence in the sixth and seventh decade, and is twice as common in men as in women. CIDP is believed to be under diagnosed and undertreated. Therefore, its prevalence is difficult to determine, with some estimates ranging up to 8.9 per 100,000 adults. If left untreated, approximately 30 percent of CIDP patients will progress to wheelchair dependence. Early recognition and treatment can help prevent disability and improve recovery.*

**NOW, THEREFORE, WE THE Franklin County Board of Supervisors, do hereby proclaim the month of May, as**

### **GBS/CIDP MONTH**

*Given under our hands and the Seal of Franklin County this 21 day of April, 2015.*

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*Sharon K. Tudor, MMC  
Clerk  
Franklin County Board of Supervisors*

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FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> Private Provider appointment to Franklin County Community Policy and Management Team(CPMT)</p> <p><b>SUBJECT/PROPOSAL/REQUEST:</b> The Franklin County C.P.M.T request that the Franklin County Board of Supervisors appoint Stephanie Hoer Youth Services for Director Goodwill Industries of the Valleys, Inc. to a 2<sup>nd</sup> term as the private provider representative on the team.</p> <p><b>STAFF CONTACT(S):</b> Greg R. Winge M.S.W. C.S.A. Program Director</p>	<p><b>AGENDA DATE:</b> Tuesday, April 21, 2015</p> <p><b>ITEM NUMBER:</b></p> <p><b>ACTION:</b> <b>INFORMATION:</b></p> <p><b>CONSENT AGENDA:</b> YES <b>ACTION:</b> <b>INFORMATION:</b></p> <p><b>ATTACHMENTS:</b> No</p> <p><b>REVIEWED BY:</b> Rick Huff <i>REH</i></p>
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**BACKGROUND:**

Virginia code section 2.2-5205. Community policy and management teams; membership; immunity from liability. Reads as follows" .....The team shall also include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality... Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest."

**DISCUSSION:**

Stephanie Hoer, Youth Services Director for Goodwill Industries of the Valleys, Inc was appointed to the Franklin County Community Policy and Management Team by the Franklin County Board of Supervisors on May 21<sup>st</sup> 2013 to serve a two year term that began on July 1<sup>st</sup> 2013. Local policy allows for private providers to serve a 2<sup>nd</sup> consecutive two year term on the Franklin County Community Policy and Management Team before having to leave the team for a period of at least one year before being eligible to serve again. Mrs. Hoer has indicated that she is willing to serve a 2<sup>nd</sup> two year term on the Franklin County Community Policy and Management if it be the pleasure of the Franklin County Board of Supervisors to appoint her.

**RECOMMENDATION:**

The C.P.M.T. membership recommends that the Franklin County Board of Supervisors appoint Stephanie Hoer, Youth Services Director for Goodwill Industries of the Valleys, Inc., to a 2<sup>nd</sup> two year term on the Franklin County Community Policy and Management Team to begin on July 1, 2015 and end on June 30, 2017.

FRANKLIN COUNTY  
Board of Supervisors



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**EXECUTIVE SUMMARY**

<p><b>AGENDA TITLE:</b> Public Hearing on Granting of Option to Purchase Site 1 at the Franklin County Commerce Center by Stik-Pak Solutions, Inc.</p>	<p><b>AGENDA DATE:</b> April 21, 2015</p>	<p><b>ITEM NUMBER:</b></p>
<p><b>SUBJECT/PROPOSAL/REQUEST</b> Public Hearing and Recommended Approval of granting an option to purchase Site 1 at the Franklin County Commerce Center to Stik-Pak Solutions, Inc.</p>	<p><b>ACTION:</b>  <b>CONSENT AGENDA:</b></p>	
<p><b>STAFF CONTACT(S):</b> Huff, Burnette</p>	<p><b>ACTION:</b>  <b>ATTACHMENTS:</b> Proposed Option to Purchase Agreement</p>	
	<p><b>REVIEWED BY:</b> RET</p>	

**BACKGROUND**

For several months, the Franklin County Office of Economic Development has been working with Stik-Pak Solutions, Inc, a Franklin County company, on a potential expansion project. The proposed expansion, if it occurs, would take place on the 9.5-acre pad located on Site 1 at the Franklin County Commerce Center. The company would like to secure an option to purchase the property for this expansion to give it time to complete designs and cost estimates for its potential project without the worry of having the property sold while it is in its due diligence phase. This option would run from April 21, 2015 to September 1, 2015. An option to purchase the 30.5-acre property for this project by Stik-Pak Solutions is being proposed.

**DISCUSSION**

Staff is proposing the execution of an option to purchase agreement with Stik-Pak Solutions, Inc. that will allow them the right to purchase for \$1 approximately 30.541 acres of the 53.502 acre tract recorded in the Franklin County Circuit Court Clerk's Office in Deed Book 814, at Page 1494 and known as Franklin County Commerce Center Site 1. This includes a graded building pad located thereon containing a total of approximately 9.5 acres. This option agreement would run from April 21, 2015 through September 1, 2015. If exercised, the Company will purchase the above-mentioned site for \$1 as an incentive and in return for a currently undisclosed expansion project that will bring new jobs and investment to Franklin County. As a matter of law, the Board must hold a public hearing before entering into such an agreement to dispose of County-owned property. A public hearing has been scheduled for 4:00PM on Tuesday, April 21, 2015 during the Board's regular meeting time to hear citizen comments regarding this proposed option to purchase agreement. After hearing from the public, the Board can consider the proposed agreement and can approve its execution if it so chooses. Staff believes that this proposal will be advantageous to the County and its citizens and, therefore, recommends that the Board approve the proposed option to purchase agreement with Stik-Pak Solutions, Inc.

**RECOMMENDATION**

Staff respectfully requests the Board hear public comment on this proposed agreement and then consider approval of the option to purchase agreement with Stik-Pak Solutions, Inc.

## OPTION AGREEMENT

Optionor is the County of Franklin, a political subdivision of the Commonwealth of Virginia, its office located at 1255 Franklin Street, Suite 112 (County Administrator), Rocky Mount, Virginia 24151, hereinafter referred to as "County". Optionee is Stik-Pak Solutions, Inc., a Virginia corporation, having its principal office at 60 Commerce Road, Rocky Mount, Virginia 24151, and its registered agent is Nicholas C. Conte, 110 South Jefferson Street, Suite 1400, Roanoke, Virginia 24011, hereinafter referred to as "Company".

### RECITALS:

1. County as a benefit to its citizens provides incentives to businesses, which entities create jobs for local citizens.
2. Company is interested in creating job opportunities in Franklin County on land located in the Franklin County Commerce Center, Route 220 South, Rocky Mount, Virginia. County, according to the terms of the option agreement hereinafter set out, is willing to provide land to Company according to the terms of the option agreement, but the provision of the land will be subject to a written agreement that will in all respects survive closing (transfer of the land) as hereinafter set forth, which agreement is intended to protect the citizens of Franklin County as to its investment in the Company effort to create job opportunities and expand the tax base for Franklin County. The terms of this agreement will not be disclosed to the public until the option is exercised and will be at a time agreed upon by County and Company. This is done to protect Company from any negative impacts to which it might be exposed by letting any competitors know what Company may be intending to do over any given period of time.

NOW, THEREFORE,

WITNESSETH:

THIS OPTION AGREEMENT is made this the \_\_\_ day of April, 2015, by and between County and Company. County does hereby grant and give to Company the right to purchase Site 1 containing approximately 30.514 acres of the Franklin County Commerce Center according to that two page plat

dated March 4, 2015, made by Earth Environmental and Civil, which plat is attached hereto and thereby referenced as part of this agreement for the purchase price of ONE DOLLAR (\$1.00). Company is given the exclusive right to purchase the property for the sum of One Dollar (\$1.00) from April 21, 2015 through September 1, 2015. The purchase agreement must be executed on or before September 1, 2015, which is the end of the option period and closing must then occur prior to August 31, 2016. Company will agree to the terms of and be bound by the terms of the agreement referenced in Recital # 2 at the time of execution of the purchase agreement. Performance standards will be released at a time agreed upon by County and Company.

COUNTY OF FRANKLIN, VIRGINIA

BY: \_\_\_\_\_

Richard E. Huff II, Administrator

STIK-PAK SOLUTIONS, INC.

BY: \_\_\_\_\_

**COUNTY OF FRANKLIN, VIRGINIA  
ANNOUNCEMENT OF PUBLIC HEARING  
TO CONSIDER GRANTING OF OPTION TO PURCHASE COUNTY  
PROPERTY**

In accordance with the provisions of Section 15.2-1800 of the Code of Virginia, as amended, notice is hereby given to all interested parties that the Board of Supervisors of the County of Franklin, Virginia will conduct a public hearing on a proposed option to purchase property located at 244 Corporate Drive, Rocky Mount, Virginia with said property identified as a portion of Franklin County Tax Map # 0820013811; which tract contains approximately 30.541 acres of the 53.502 acre tract recorded in the Franklin County Circuit Court Clerk's Office in Deed Book 814, at Page 1494. The graded building pad located thereon contains a total of approximately 9.5 acres. The County of Franklin is interested in granting an option to purchase right through September 1, 2015 for the above-mentioned tract to Stik-Pak Solutions, Inc.

A copy of the proposed option to purchase agreement is available for review in the Office of Clerk, Sharon K. Tudor, MMC, 1255 Franklin Street, Suite 111, Rocky Mount, Virginia.

Said public hearing will be held at approximately **4:00 P.M., Tuesday, April 21, 2015** at the Board of Supervisor's Meeting Room, located at the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia.

All requests for reasonable accommodations due to a disability should be made to the County with at least a 48 hour notice.

All interested parties are encouraged to attend.

\_\_\_\_\_  
Sharon K. Tudor, MMC, Clerk  
Franklin County Board of Supervisors

**FRANKLIN NEWS POST:**

**Friday, April 10 & 17, 2015** editions

FRANKLIN COUNTY  
Board of Supervisors



Franklin County

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EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> AGING SERVICES VAN REPLACEMENT	<b>AGENDA DATE:</b> APRIL 21, 2015	<b>ITEM NUMBER:</b>
<b>SUBJECT/PROPOSAL/REQUEST</b> Staff to request Board approval to purchase a replacement Aging Vehicle with match money currently set aside.	<b>ACTION:</b>	
<b>STAFF CONTACT(S):</b> Huff, Whitlow, Chapman, Carter	<b>CONSENT AGENDA:</b> YES	
	<b>ACTION:</b>	
	<b>ATTACHMENTS:</b>	
	<b>REVIEWED BY:</b> <i>REH</i>	

**BACKGROUND:**

The Franklin County Aging Services provides medical and recreational transportation for the senior and disabled citizens of Franklin County by utilizing grant funding through Southern Area on Aging and the Department of Rail and Transportation. The County matches these federal funds with 20% of local funding for vehicle replacement.

**DISCUSSION**

Franklin County Aging Services staff has applied and been approved for a vehicle replacement for one of the fleet vehicles that has suffered complete computer failure. Staff has discussed the repair issue with several local repair shops and the repairs would be exponentially more expensive than the worth of the vehicle itself.

Current Vehicle

Make / Model: FORD MINI-BUS

Year: 2006

Mileage: 153,593

Condition: Vehicle has complete computer failure.

The vehicle's age and condition necessitates replacement as set forth in and meeting the guidelines of the County Vehicle Policy. Planned disposition of the vehicle is to sell on GovDeals and remit the allocated funds from the sale back into the transposition budget for Aging Services as required by DRPT funding requirements.

The current 06F5898 vehicle will be replaced by a 15 passenger vehicle with a wheelchair lift (Contract # 50513CC0010). This vehicle will be very similar to the current fleet of Aging Services, however, staff has opted to include an additional option of a third wheelchair space with a fold away seats so that drivers can now transport three wheelchair passengers to appointments within close proximity of each other to better utilize staff time and funding.

**RECOMMENDATION:**

Staff respectfully requests the Board to approve and authorize staff to continue with the purchase process of a replacement truck from the Virginia Department of Rail and Public Transportation (VDRPT) in the amount of \$50,373.00, whereby \$10,075 match funding for this vehicle was previously budgeted, is currently available, and hereby appropriated from the Aging Services capital account (#30290009-57005: Aging Services Vehicle Match).

FRANKLIN COUNTY  
Board of Supervisors



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EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b></p> <p><i>2015 Connie Philpott Special Entertainment Permit</i></p> <p><b>SUBJECT/PROPOSAL/REQUEST:</b></p> <p><i>Special Entertainment Permit Approval for May 2, 2015 July 25, 2015 and September 5, 2015</i></p> <p><b>STAFF CONTACT(S):</b> Huff &amp; Mrs. Tudor</p>	<p><b>AGENDA DATE:</b> <i>April 21, 2015</i></p> <p><b>ITEM NUMBER:</b></p> <p><b>ACTION:</b></p> <p><b>CONSENT AGENDA:</b> <i>YES</i></p> <p><b>ACTION:</b> <i>YES</i></p> <p><b>ATTACHMENTS:</b> <i>YES</i></p> <p><b>REVIEWED BY:</b> <i>REK</i></p> <p><b>INFORMATION:</b></p> <p><b>INFORMATION:</b></p>
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**BACKGROUND:**

Connie Philpott is requesting Board approval for their annual 2015 Special Entertainment Permit set *May 2, July 25, & September 5, 2015*. In the past, the Board has granted approval for the completed permit and setting a property bond in the amount of \$10,000.00 to be posted with the County Administrator (10) days prior to the day the festival is to begin per County Code Section 3-80.

**DISCUSSION:**

With all of the required County departments signing off on the proposed Special Entertainment Permit, the application is in order and Ms. Philpott has executed the required property bond in the amount of \$10,000 (as in the past years set by the Board) per County Code Section 3-80. Ms. Philpott has remitted the filing fee of \$200.00 per County Code Section 3-83.

**RECOMMENDATION:**

Staff requests Board approval on the proposed Special Entertainment Permit for Ms. Connie Philpott for May 2, July 25 & September 5, 2015.



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#200.00  
yrd. 4245  
4.2.2015

**APPLICATION FOR A SPECIAL ENTERTAINMENT PERMIT**

(Completed applications are due in the County Administrator's Office sixty (60) days prior to the event)

DATE SUBMITTED: 4-1-15

NAME OF APPLICANT: Connie Philpott

COMPLETE MAILING ADDRESS: 3399 Providence Ch. Rd.  
Henry, VA 24107

TELEPHONE NUMBER: 540-483-8809

CELL PHONE NUMBER: 276-734-5686

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PROMOTER: Same as above

COMPLETE MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

- Discuss the means by which the Festival will be financially supported:  
Private Funds
- Please describe the exact location of the proposed Festival including the tax map and parcel location of the property: 3399-Providence Ch. Rd. # 101-38-143  
Henry, VA 24107  
1010003801  
1010003803
- Please list the names and addresses of the owners of the property on which the event is to be held:  
Connie Philpott - Address is same as above
- Please list the dates for which the permit is to be issued and alternative rain date(s).  
May 2, 2015 - July 25, 2015 - Sept. 5, 2015
- Discuss the nature and interest of the Applicant in the property on which the Festival is to be held (if any).  
Entertainment Event
- List persons or groups who will be performing:  
Shame For Sydney - Local Blue Grass Bands
- Outline your plans for the provision of the following:
  - Sanitation Facilities: 4 Porta Pottys/ Restrooms
  - Garbage, Trash & Sewage Disposal: personal trips to Landfill
  - Food, Water & Lodging: 1 Food Vendor - Harts Grub + Grill

APPROVED: John J. [Signature] 4/2/2015  
Franklin County Health Department Date

Approval is contingent on waiver to Campground Regulation being approved by State Health Commissioner. - Now in process.

d. Medical Services & Facilities: EMT Brandon Powell

e. Fire Protection: \_\_\_\_\_

APPROVED: W. B. Ferguson 4/2/15  
Public Safety Official Date

f. Parking Facilities, Crowd Control & Traffic Control in and around the Festival Area: \_\_\_\_\_  
Individuals will be parking at the event

APPROVED: D. L. Clinger 04/02/15  
Sheriff's Department Date

8. Are outdoor lights or lighting to be used? Yes No If yes, present a sketch showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the point where the property is located. Also, indicate plans to insure compliance with the National Electrical Code.

3 Lights, existing hard wire

APPROVED: [Signature] 4-2-15  
Franklin County Building Official Date

9. Will music be played either by mechanical devices or live performance in such a manner that the sound emanating will be unreasonably audible beyond the property on which the festival is located? If so, what measures will be used to curtail unreasonable sound levels? NO 25 acres/no neighbors

10. What is the best estimate of the expected attendance at this proposed festival? 300

11. What is the basis for your estimate?  
We hope to have 300. Our Goal

12. Attach a copy of the badge of admission and/or ticket used for entry into the festival (**note that the badge or ticket must clearly state the time and date of the festival**).

13. Outline your plans for any advertising to be done to promote the festival:

Radio - Super Country 99.1  
The Franklin News-Post  
The Martinsville Bulletin  
Facebook



Franklin County

14. I, Connie Philpott, hereby certify that on the dates of the proposed music or entertainment festival not more than a total of 500 tickets will be offered for sale. I further grant permission for the Board of Supervisors of Franklin County, its lawful agents, or duly constituted law enforcement officers to enter the property at any time for the purpose of determining compliance with the provisions of the Franklin County Code. I recognize that the Board of Supervisors of Franklin County shall have the right to revoke any permit issued upon noncompliance with any of its provisions or conditions.

Applicant Name: Connie Philpott

Applicant: Connie Philpott  
Signature

4-1-15  
Date

Applicant Name: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMONWEALTH OF VIRGINIA  
COUNTY OF FRANKLIN, to-wit:

On this the 1 day of April, 2015

Whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his/hers, and made oath that the statements are true.

My Commission expires: 1.31.2016

[Signature]  
Notary Public

SHERIFF'S CERTIFICATION:

I hereby certify that on the dates of the proposed music or entertainment festival, and under the circumstances described by the promoter of the event, that adequate crowd control and security will be provided and I hereby convey approval of the promoter's plan for security.

Signature: [Signature]  
Sheriff of County of Franklin

04/02/15  
Date

Estimate number of deputies or security officers to be provided: 21 S&S Security Officers

FRANKLIN COUNTY  
Board of Supervisors



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EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> FY2016-2021 Secondary Six Year Plan (SSYP)</p> <p><b>SUBJECT/PROPOSAL/REQUEST:</b> Secondary System Construction Program for Secondary County Roads.</p> <p><b>STAFF CONTACT(S):</b> Huff, Whitlow, Cooper and VDOT staff (Todd Daniel)</p>	<p><b>AGENDA DATE:</b> April 21, 2015</p> <p><b>ITEM NUMBER:</b></p> <p><b>ACTION:</b> <b>INFORMATION:</b></p> <p><b>CONSENT AGENDA:</b> <b>ACTION:</b> YES <b>INFORMATION:</b></p> <p><b>ATTACHMENTS:</b> No</p> <p><b>REVIEWED BY:</b> <i>RET</i></p>
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**BACKGROUND:**

The Commonwealth of Virginia requires the Board of Supervisors to review and adopt, by resolution, the Secondary Six Year Plan (SSYP) annually.

Funds for the Secondary Six Year Plan (SSYP) and the construction budget are derived from state and federal fuel taxes, vehicle title fees, vehicle sales tax and one-half cent of the State's general sales tax. The predictability of funding amounts is greatly dictated by the financial climate of the times and changes of funding levels by the federal government. Therefore, in dealing with construction funds, especially in the Secondary Six Year Plan (SSYP), VDOT is dealing with approximations or projections. The Secondary Six Year Plan is based on estimated funding which is provided by the Financial Planning Division of VDOT.

**DISCUSSION:**

On March 19, 2015, VDOT staff presented to the Board of Supervisors information concerning the FY2016-2021 Secondary Six Year Plan. VDOT staff informed the Board of Supervisors there was no funding allocated for CTB Formula – Unpaved Road beginning in FY 2021 and the only funding source would be TeleFee funding. TeleFee funding would be approximately \$152,256.00. Also, as directed and unanimously voted by the Board of Supervisors, VDOT staff will move the rural addition funds of \$75,771.00 towards roads on the six year plan that are not completely funded.

VDOT staff suggested the Board of Supervisors use FY 2021 funds to continue funding the Route 865, Timberline Road, Rural Rustic project instead of adding any new unpaved roads to the plan at this time.

**RECOMMENDATION:**

Staff respectfully requests that the Board of Supervisors hold a public hearing at its May 19th regularly scheduled meeting for the FY2016-2021 Secondary Six Year Plan (SSYP) consideration, adoption, and resolution.

**PUBLIC NOTICE**  
**FRANKLIN COUNTY, VIRGINIA**  
**A HEARING ON THE PROPOSED FY' 2015-2016 BUDGET**

In Accordance with Sections 15.2-2503 and 15.2-2506 of the Code of Virginia, as amended, on **Tuesday, April 21, 2015, at approximately 7:00 P.M.** or soon thereafter, the Franklin County Board of Supervisors will conduct a hearing on the proposed FY' 2015-2016 County budget at the Benjamin Franklin Middle School East Auditorium in Rocky Mount, Virginia.

On **Tuesday, April 28, 2015, at approximately 6:00 P. M.**, the Board will meet in the Franklin County Board of Supervisors Meeting Room in the Franklin County Government Center, Suite 104, Rocky Mount, Virginia to consider the adoption of the FY' 2015-2016 budget and to set the appropriate tax levies for local taxation. The following synopsis of the budget is provided for fiscal planning purposes only. No entry in the budget constitutes an obligation on the part of the County until such funds are appropriated by the Franklin County Board of Supervisors.

**SYNOPSIS OF THE PROPOSED BUDGET FOR FISCAL YEAR FY' 2015-2016**

<u>Expenditure Function</u>	<u>Proposed Expenditures</u>	<u>Percent of Budget</u>
General and Financial Administration	\$4,190,231	3.19%
Judicial System	\$2,609,701	1.99%
Public Safety	\$13,749,495	10.48%
Public Works	\$3,669,138	2.80%
Health and Welfare	\$11,585,425	8.83%
Schools	\$83,625,158	63.73%
Recreation and Cultural	\$1,913,925	1.46%
Community Development	\$2,864,849	2.18%
Debt Service	\$3,081,859	2.35%
Non-Departmental	\$672,373	0.51%
Capital Outlay	\$3,235,501	2.47%
Utilities	\$24,000	0.01%
<b>Sub-Total</b>	<u>\$131,221,655</u>	<u>100.00%</u>
Transfers Between Funds	<u>\$40,171,585</u>	
<b>Total</b>	<u><u>\$171,393,240</u></u>	

<u>Revenue Function</u>	<u>Proposed Revenues</u>	<u>Percent Of Budget</u>
General Property Taxes/Other Local Taxes	\$59,512,938	45.35%
State Funds – County	\$15,728,816	11.99%
State School Funds	\$39,067,150	29.77%
Federal School Funds	\$8,452,110	6.44%
Local School Funds	\$2,994,028	2.29%
Other County Funds	\$4,831,337	3.68%
Fund Balance	\$635,276	0.48%
<b>Sub-Total</b>	<u>\$131,221,655</u>	<u>100.00%</u>
Transfers Between Funds	<u>\$40,171,585</u>	
<b>Total</b>	<u><u>\$171,393,240</u></u>	

**COUNTY OF FRANKLIN**  
**PUBLIC NOTICE**  
**HEARING ON SETTING OF TAX LEVIES**

In accordance with Sections 15.2-1427 and 15.2-2507 of the Code of Virginia, as amended, notice is hereby given that the Franklin County Board of Supervisors will conduct a public hearing on ***Tuesday, April 21, 2015***, at approximately ***7:00 P. M.*** in the Benjamin Franklin Middle School East Auditorium, Rocky Mount, Virginia.

**A HEARING TO SET TAX LEVIES FOR THE FOLLOWING  
CLASSES OF PROPERTY:**

1. Setting a tax levy of \$.55/\$100 of assessed value on real estate, public service corporation property, and mobile homes; pursuant to the authority of 58.1-3200, 58.1-3201, 58.1-3202, 58.1-3203, 58.1-3204, 58.1-3205 of the Code of Virginia, as amended.
2. Setting a tax levy of \$2.36/\$100 of assessed value on personal property, pursuant to the authority of 58.1-3500, 58.1-3501, 58.1-3502, 58.1-3503, 58.1-3506 of the Code of Virginia, as amended.
3. Setting a tax levy of \$1.89/\$100 of assessed value on personal property, classified as heavy construction machinery, including but not limited to land movers, bulldozers, front-end loaders, graders, packers, power shovels, cranes, pile drivers, forest harvesting and silvicultural activity equipment and ditch and other types of diggers owned by businesses pursuant to the authority of 58.1-3508.2 of the Code of Virginia, as amended.
4. Setting a tax levy of \$0.70/\$100 assessed value on machinery and tools based on original cost and declining depreciation over a 7-year period. By the seventh year of depreciation, the effective rate is \$0.28 per \$100 assessed value. This rate is levied pursuant to the authority of 58.1-3507(B) of the Code of Virginia, as amended.
5. Setting a tax levy of \$1.08/\$100 of assessed value on merchants' capital, pursuant to the authority of 58.1-3509, and 58.1-3510 of the Code of Virginia, as amended.

  
**Franklin County**

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Sharon K. Tudor, MMC  
Clerk  
Franklin County Board of Supervisors

**FRANKLIN NEWS POST: FRIDAY, APRIL 10 & 17, 2015**

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Landfill Skid Steer Procurement	<b>AGENDA DATE</b> April 21, 2015	<b>ITEM NUMBER:</b>
<b>SUBJECT/PROPOSAL/REQUEST:</b> Authorize solicitation of bids for the procurement of landfill skid steer.	<b>ACTION:</b>	<b>INFORMATION:</b>
<b>STRATEGIC PLAN FOCUS AREA:</b> Infrastructure	<b>CONSENT AGENDA:</b> YES <b>ACTION:</b>	<b>INFORMATION:</b>
<b>GOAL # 4:</b> Develop and implement a system to insure that extend the life of the landfill.	<b>ATTACHMENTS:</b> NO	
<b>STAFF CONTACT(S):</b> Messrs. Huff, Whitlow, Smith, Sink	<b>REVIEWED BY:</b> RCH	

**BACKGROUND:**

Franklin County operates a landfill and solid waste collection service for residents and businesses of the County.

The first part of this service is the Franklin County Landfill. In 2012 the County constructed the first of six new landfill cells that will handle the solid waste requirements of Franklin County for decades. To access these cells and contain their associated stormwater runoff, over a mile of new road and several stormwater ponds were constructed. Most of the slopes for the roads and ponds were constructed with a 2:1 slope in the interest of saving space. These slopes were seeded with crown vetch to stabilize erosion issues. The County does not have equipment capable of getting on a slope this steep for mowing or controlling the growth of weed trees (locust, bull pine, and briar) through the crown vetch.

The second part of this service is the waste collection division which includes waste collection sites (greenbox sites). The Board of Supervisors has approved consolidating the numerous existing sites to 12 or 13 larger sites. Most of the new consolidated collections sites are located on gravel lots the County already owns. These lots will have their gravel footprint increased. The County does not have equipment for maintaining these gravel lots or clearing them of snow, and currently contracts these tasks out to private vendors. The County spent \$17,049 on these tasks in Fiscal Year 2014.

**DISCUSSION:**

Staff has been exploring an efficient solution to these required tasks and has found a track skid steer could complete these tasks efficiently and safely. Funding for a track skid steer with a mowing and bucket attachment was budgeted and included in the 2014 - 2015 Fiscal Year Landfill Equipment Capital budget.

**RECOMMENDATION:**

Staff respectfully requests the Board of Supervisors authorize advertisement for a quality track skid steer by RFP from qualified dealers, thereby appropriating the necessary funds from the Landfill Equipment Capital Account (#3000-036-0004-7001) accordingly. Once proposals / bids are received, staff will come back before the Board to request approval of the equipment purchase.

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> Animal Shelter needs assessment</p> <p><b>SUBJECT/PROPOSAL/REQUEST</b> Animal Shelter improvement/authorize design of replacement animal shelter facility</p> <p><b>STRATEGIC PLAN FOCUS AREA:</b> Goal # 2 County Government Services <b>Action Strategy:</b> Improve government services to residents.</p> <p><b>STAFF CONTACT(S):</b> Messrs. Huff, Hatcher, Brooks</p>	<p><b>AGENDA DATE:</b> 04/21/2015</p> <p><b>ACTION:</b> Yes</p> <p><b>CONSENT AGENDA:</b> <b>ACTION:</b> Yes</p> <p><b>ATTACHMENTS:</b> Animal Shelter Study</p> <p><b>REVIEWED BY:</b> <i>REH</i></p>	<p><b>ITEM NUMBER:</b></p> <p><b>INFORMATION:</b></p> <p><b>INFORMATION:</b></p>
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**BACKGROUND:** Staff presented preliminary report to the Board of Supervisors works session in January of this year outlining numerous structural issues at the current animal shelter. The report identified structural deficiencies and specified how additional space is needed to house animals surrendered to the county as well as those that are picked up by officers. The Board of Supervisors approved a needs assessment to be conducted. The assessment has been completed and those recommendations are outlined in the report attached to this summary.

Staff contracted with ShelterPlanners.com Incorporated in Charlottesville to conduct the study authorized by the Board in January. Shelter Planners completed the report March 5. The report is based on data collected as part of the U. S. Census Bureau and from the American Veterinary Medical Association's "U.S. Pet Ownership & Demographics Sourcebook" 2012 Edition. The study also looked at data collected by the Animal Control Division as well as data supplied by the Franklin County Humane Society. In addition to animal intake records, the report considers the average length of stay for dogs and cats as well as surge capacity that occurs during seasonal peak demands that are typically seen locally during the spring and early summer months. The study offers two sizing scenarios – one for a new Franklin County Animal Shelter and one for a combined facility for the Franklin County Animal Shelter and Franklin County Humane Society. Although everyone hopes that the Humane Society will continue to receive animals forever, it is necessary for the county to plan and prepare for every potential scenario during the planning process. The first option is based on a stand alone shelter in which the county continues to function with the assistance of the Franklin County Humane Society also continuing to receive animals from the public. The second option combines all animal intakes from Animal Control as well as the Humane Society. The second factor in determining the size of a future facility is based on the number of days that dogs and cats are held awaiting transfer or adoption and is identified as "length of stay" in the report. It is necessary to consider length of stay to determine building size as the county is required by state law to hold stray a

minimum of 5 days without a collar or identification and 10 days for animals that have a collar or identification. Animal Control policy currently holds all dogs for 15 days and cats for 10 days due to space limitations at the current facility. Results of the study recommends a new facility that is approximately 6024 square feet to meet the current and future needs of the county based on the information examined in the report. Using recent shelter construction costs (+/- \$215 - \$240 per sq. ft) as a basis the estimated building costs are between \$1,308,340 and \$1,460,472. Based on bid history of other Virginia shelter projects, Shelter Planners broke the cost down as follows understanding that projects costs vary from project to project:

**New Construction (+/- \$215 to \$240 per Square Foot)**

Site Work 16%	\$ 209,334	to	\$ 233,676
General Building 84%	\$1,099,005	to	\$1,226,796
<b>Anticipated Totals 100%</b>	<b>\$1,308,340</b>	<b>to</b>	<b>\$1,460,472</b>

**The General Building Category contains the following cost estimates:**

General Construction 60%	\$ 659,403	to	\$ 736,078
HVAC 24%	\$ 263,761	to	\$ 294,431
Plumbing 9%	\$ 98,910	to	\$ 110,412
Electrical 7%	\$ 76,930	to	\$ 85,876
<b>Building Totals 100%</b>	<b>\$1,099,005</b>	<b>to</b>	<b>\$1,226,796</b>

<b>**Salliport (optional)</b>	<b>(+/- \$125</b>	<b>to</b>	<b>\$150 per Square Foot)</b>
Anticipated Total 100%	<b>\$ 106,250</b>	<b>to</b>	<b>\$ 127,500</b>

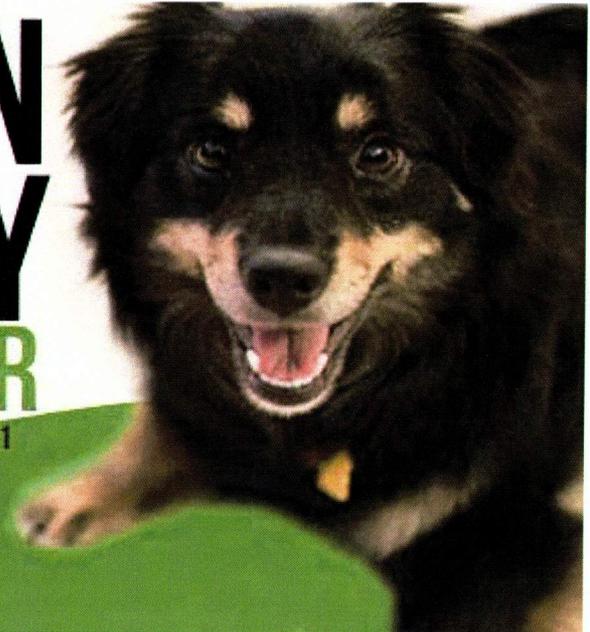
The report recommends an approximately 6024 square foot facility to be constructed to meet the current and future needs of the county. The Board should remember that studies do not always accurately reflect the costs of local projects. A building plan based on the needs assessment must be conducted in order to more accurately reflect anticipated building costs. Shelter Planners recommends that in addition to the cost estimates shown that there should be a planned contingency allowance of approximately 10% to account for unforeseen items, usually associated with site work. Construction costs vary and it will be difficult to project cost estimates accurately until a final building plan is approved and a new site is determined. Staff has identified an area on county property between Larc Field and the existing shelter that may be a suitable location for a new facility but additional research still needs to be conducted to determine the feasibility of the site.

**RECOMMENDATION:** Staff respectfully recommends that the Board of Supervisors authorize staff to use the report as a general framework to identify an appropriate site and bring potential sites back to the Board for direction. Once that step is accomplished, a request will come to put out a RFQ for architectural services unique to the site chosen.



**FRANKLIN  
COUNTY**  
ANIMAL SHELTER

9246 VIRGIL H. GOODE HWY., ROCKY MOUNT, VA 24151  
PHONE: 540-483-7440



# NEEDS ASSESSMENT STUDY 2015

*April 21, 2015*



# Background

- October 2014 Shelter report delivered to Board. Approved Shelter study to be conducted.
- Shelter study completed March 2015.
- Study looked at the following:
  - Census data
  - Animal Shelter records
  - Humane Society records



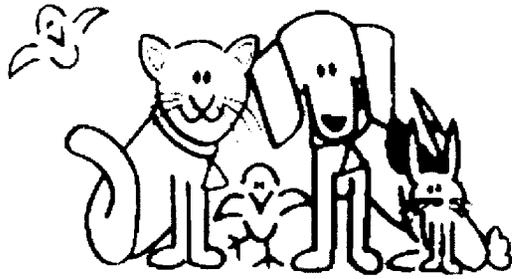
# Background

- State regulations require a minimum length of stay (LOS) for all strays brought to the shelter.
- State requirements vary based on whether animal has identification or collar.
  - Dog/Cat w/o I.D./collar: 7 days
  - Dog/Cat with I.D./collar: 12 days

*Franklin County currently holds all animals a minimum of 14 days to comply with state regulations if not critically ill or injured.*

*County average stay (dogs): 12.6 days*

*County average stay (Cats) 14.5 days*



## Review

- Current facility constructed in 1973 with the following structures:

– Office building:	18 x 16	288 sq. ft.
– Kennel building:	24 x 42	1008 sq. ft.
– <u>Isolation/Cat bldg:</u>	<u>16 x 24</u>	<u>384 sq. ft.</u>
	Total sq. ft.:	1968 sq. ft.



## **PLANNING**

- **Although shelter staff works well with local and regional rescue agencies, the shelter is constantly overcrowded with animals due to lack of space.**
- **Length of Stay (LOS) is the predominant predictor of shelter size.**
- **Other considerations:**
  - **Census data**
  - **County Shelter intake/adoption data**
  - **Humane Society intake/adoption data**
  - **Seasonal Peak Animal Populations**



## SHELTER PRELIMINARY SIZING

Study recommends three options:

	<u>Dogs/Cats</u>
County shelter with LOS:	15 / 10 days
County shelter LOS:	20 / 25 days
Combined shelter :	20 / 25 days



# County Shelter

- Considering the shelter's current animal overcrowding, the recommendation is to construct a shelter based on a 20-day LOS for dogs and 25-day LOS for cats to meet the county needs for 20 years.
- This would require a 6,072 square foot shelter and depicts an estimated cost range between \$1,305,480 and \$1,457,280.
- Shelter would consist of 38 dog kennels and 28 cat cages.
- A percentage of those spaces will have the ability to flex to accommodate more than one dog during times of SEASONAL PEAK ANIMAL POPULATION.

# County Shelter options

(Based on LOS and Census based projections)

## Recommended

Shelter Sizes based on LOS: 15/10				
Year:	Census Population	Animals	Dogs	Cats
2015	56452	1103	700	403
2025	57043	1115	707	407
2035	57640	1126	715	411
Anticipated Shelter Statistics				
		Spaces Available	Dogs by LOS	Cats by LOS
Physical Animal Spaces		40	29	11
			365	365
Available LOS (days)			15	10
Shelter Size:			3972 sq. ft.	
Projected Cost:			\$850,000	\$950,000

Shelter Sizes based on LOS: 20/25				
Year:	Census Population	Animals	Dogs	Cats
2015	56452	1103	700	403
2025	57043	1115	707	407
2035	57640	1126	715	411
Anticipated Shelter Statistics				
		Spaces Available	Dogs by LOS	Cats by LOS
Physical Animal Spaces		66	38	28
			365	365
Available LOS (days)			15	10
Shelter Size:			6072 sq. ft.	
Projected Cost:			\$1,305,000	\$1,457,280

# Combined facility

## (County Shelter & Humane Society)

If Franklin County should decide to build a joint shelter thus combining the Animal Shelter and the Humane Society to house the unwanted animals currently in our County.

This Project would need 100 canine spots and 77 feline spots.

***This sizing equates to a 16,108 square foot shelter and an estimated cost range between \$3,463,220 and \$3,865,920.***

Combined facility based on 20/25				
Year:	Census Population	Animals	Dogs	Cats
2015	56452	1103	700	403
2025	57043	1115	707	407
2035	57640	1126	715	411
Anticipated Shelter Statistics				
		Spaces Available	Dogs by LOS	Cats by LOS
Physical Animal Spaces		177	100	77
			365	365
Available LOS (days)			20	25
Shelter Size:			16,108 sq. ft.	
Projected Cost:			\$3,463,220	\$3,865,920



# Combined Facility

(For comparison)

- Humane Society data is included as the county is responsible for these intakes in the event the agency closes.
- State law mandates all localities to have a plan and facility in place to manage stray dog populations.
- If Franklin County should decide to build a joint shelter thus combining the Animal Shelter and the Humane Society to house the unwanted animals currently in our County.
- This Project would need 100 canine spots and 77 feline spots. ***This sizing equates to a 16,108 square foot shelter and an estimated cost range between \$3,463,220 and \$3,865,920.***



# Project Costs:

(Estimates)

<b>New Construction (6,024 sq. ft.)</b>		Cost per square ft. estimated range <b>\$215 - \$240</b>  Total Cost:	<b>\$215</b>	<b>\$240</b>
Site Work	16%		\$209,334	\$233,676
General Building *	84%		\$1,099,005	\$1,226,796
Anticipated Totals	100%		<b>\$1,308,340</b>	<b>\$1,460,472</b>
<b>*General Building Category</b>		With Salliport option:	<b>\$215</b>	<b>\$240</b>
(contains the following cost estimates:)			\$659,403	\$736,078
General Construction	60%		\$263,761	\$294,431
HVAC	24%		\$98,910	\$110,412
Plumbing	9%		\$76,930	\$85,876
Electrical	7%		<b>\$1,308,357</b>	<b>\$1,587,972</b>
<b>Building Totals</b>	<b>100%</b>			
<b>**Salliport (optional)</b>		Cost per square ft. estimated range <b>\$125 - \$150</b>	<b>\$125</b>	<b>\$150</b>
Anticipated Total	100%		<b>\$106,250</b>	<b>\$127,500</b>

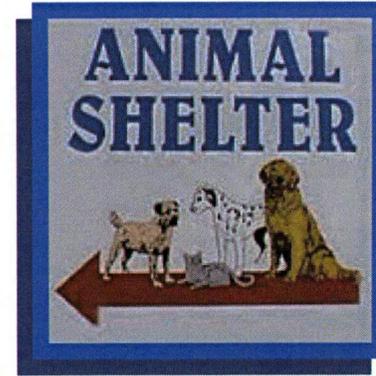


## Conclusion

After analyzing data for the existing Franklin County shelter as well as US Census and Pet Ownership statistics provided by the AMVA, it is recommended that Franklin County Animal Shelter build a new shelter to a size based on this study

Our projections into the future clearly show that if Franklin County can build a shelter that accommodates the current population of unwanted animals and can provide its staff with sufficient space and updated presentation of adoptable animals - the community's sheltering needs will be met for 20 years and beyond.

# Recommendation



- Next steps:
  - Site selection
  - Shelter design
  - Determine actual costs based on location.
- Staff respectfully recommends the Board approve hiring an architect to design and determine actual cost to construct a new animal shelter.



# NEEDS ASSESSMENT STUDY

FOR A NEW

## Animal Shelter

FOR THE



**Franklin County Animal Shelter  
Franklin County, VA**

March 4, 2015

**shelterplanners.com** 

1415 Sagem Place | Unit 2A | Charlottesville, VA



*"The greatness of a nation and its moral progress can be judged by the way its animals are treated"*

Mahatma Gandhi

## INTRODUCTION

This Needs Assessment Study provides the foundation for developing a state of the art animal shelter to serve the citizens of Franklin County, Virginia.

Statistics used to support the conclusions drawn are derived from U. S. Census Bureau "State & County Quickfacts" and from the American Veterinary Medical Association's "U.S. Pet Ownership & Demographics Sourcebook" 2012 Edition (latest). We also include shelter statistics provided by the Franklin County Animal (FCAS) yielding the outcomes illustrated in Appendices A & B\* as well as data furnished by the Franklin County Humane Society in Appendix C.

The study will explore two sizing scenarios – one for a new Franklin County Animal Shelter and one for a combined facility for the Franklin County Animal Shelter and Franklin County Humane Society.

It is most difficult to **precisely** predict the number of companion animals in a given population. In order to arrive at a reasonable estimate we employ a "blended approach" that takes into account (1) statistics associated with each state and (2) a "rule of thumb" associated with national averages. We also compare the shelter's statistics to form a practical basis for our shelter sizing calculations.

Review of our "Animal Census Statistics" (Appendix G) illustrates this methodology as applied to the area currently served by the Franklin County Animal Shelter and the Franklin County Humane Society.

\*Free Report listed on our website, [shelterplanners.com](http://shelterplanners.com).



## CENSUS STATISTICS

U.S. Census figures show a 0.1% annual *increase* in Franklin County, Virginia's population from Census 2010 to 2012. This number represents the most accurate available estimate of the rate of population growth. Because of this slightly increased growth, we have assumed the same percentages of the annual growth rate for Franklin County in our future projections over 20 years. Our study then assumes a 2015 population of 56,452 for Franklin County.

This study will not include an in-depth analysis of the condition of the existing animal shelter facility nor will it address, in detail, the particular laws governing the development of shelter facilities in Virginia (including but not limited to building codes and codes relative to animal welfare and protection.) These issues should be addressed as part of the architectural planning of the facility, when it is undertaken in detail, where their influence becomes significant.

## RELINQUISHMENT STATISTICS

We begin our study with calculations of the projected animal population and the resulting number of “relinquished” animals that the shelter can expect to serve. These calculations can be found in Appendix A - “*Franklin County Animal Shelter- Statistics*” and Appendix G - “*Franklin County Animal Shelter- Animal Census Statistics*”.

The “U.S. Pet Ownership & Demographics Sourcebook” identifies Virginia as one of the states exhibiting a slightly below-average percentage of pet ownership. Pet owning households in Virginia represent 53.4% of the overall number of households, 2.6% lower than the national average. While Virginia exhibits this slightly below-average ownership status in relation to national average, the number of animals that the Franklin County Animal Shelter and Franklin County Humane Society reported serving in 2015 (known as the *relinquishment rate*) is above the national average range at 5.23%. The national average relinquishment rate is typically observed at 3% to 4% in relation to the population served.

The Franklin County Animal Shelter served approximately 30% of the total animals relinquished equating to a 1.60% relinquishment rate for the shelter based on population. The Franklin County Humane Society served approximately 70% of the area’s animals equating to a 3.63% relinquishment rate.

In Appendix D - “*Franklin County Animal Shelter - Observed Intake Trends*” we observe that the trend line for intake of dogs has remained fairly steady and the trend line for cats has decreased over the last three years. Appendix E- “*Franklin County Humane Society - Observed Intake Trends*” shows that the trend line for intake of dogs is steady as well, but the trend line for cats shows a substantial increase over the last three years.

Appendix F - “*Franklin County Animal Shelter and Humane Society - Observed Intake Trends – Total*” illustrates a once again steady intake for dogs and an increase in the total numbers of cats thus resulting in an increasing total animal intake trend line.

## PLANNING BACKGROUND – EXISTING CONDITIONS



The intent behind sound shelter planning is to develop an approach that will support a high level of animal adoptions. This is the most cost effective approach in the long run as increased rates of adoption effectively increase shelter capacity at no additional building cost. The “adoption supportive” approach seeks to develop a facility adequately sized to accommodate the projected volume of dogs and cats it will serve, both initially and in the longer term; one that offers the public sufficient opportunity to visit sheltered animals in a positive, healthy environment encouraging the willingness to adopt.

The most important factor in accommodating the predicted number of *relinquished* animals is calculation of the “**available animal care days**” the shelter can provide. Each planned individual kennel or cage represents the ability to provide 365 animal care days. This then becomes the basis for knowing the proper number of “spots” to include in any new facility.

### *Franklin County Animal Shelter - Statistics*

We first analyze the current shelter’s statistics in order to understand our starting point. Our “*Franklin County Animal Shelter - Statistics*” analysis (Appendix A) shows a total of 901 animals per year served. Of these 54.5% were canines yielding 491 and 44.7% were felines yielding 403.

The Franklin County Animal Shelter reports there are 17 physical canine “spots” and 16 physical feline “spots” available in the current facility. This total of 33 “spots” multiplied by 365 days per year yields a total of 12,045 available “animal care days”. By calculation, the existing shelter should be able to house the animal population served (not considering “others”) for an *average* of 12.6 days for each canine and an *average* of 14.5 days for each feline. (Refer also to Appendix B - “Franklin County Animal Shelter-*Existing Conditions*” for a more comprehensive view of these statistics.)

Further analysis on page 2 of Appendix A compares the current animal shelter’s Return to Owner (RTO), Adoption, and Euthanasia rates for both canines and felines to ranges of average rates observed in other shelters in both our experience and on a national basis. The facility’s RTO for canines is currently 14.7% with a 26.7% adoption rate and a 49.5% transfer rate. For felines, the current facility has a RTO rate of 0.2% and a rate of 26.8% for adoptions and 22.8% transfer rate. Canines fall below the average range for euthanasia at 8.4%. Felines also fall within the national average for euthanasia at 50.1%. Appendix A shows an overall “save” rate for canines at 91.6%; for felines 49.9%.

## *Franklin County Humane Society – Statistics*

The Franklin County Humane Society has reported intake levels that account for about seventy percent of the animals in the area served. According to Donna Essig, the President of the FCHS, the organization has 45 runs for dogs and 40 spots for cats.

Our “*Franklin County Humane Society - Statistics*” analysis (Appendix C) shows a total of 2,049 animals are served annually. Of these 65.0% were canines yielding 1,332 and 35.0% were felines yielding 717. These animals account for 70% of the relinquishments in Franklin County.

With a total of 85 “spots” currently available multiplied by 365 days per year, a total of 31,025 available “animal care days” are available. By calculation, the FCHS is able to house the animal population served for an *average* of 12.3 days for each canine and 20.4 days for each feline.



## NEW SHELTER- PRELIMINARY SIZING

Our Needs Assessment Study will now consider the impact a new animal shelter will have on the County, the necessary sizing required in order to support animal adoptions, and the estimated costs associated with building renovation and/or new construction.

**Length of Stay (LOS) is the predominant predictor of shelter size.** The Association of Shelter Veterinarians defines LOS as the *"period of time an animal is under the shelter's care, from intake to exit."* Average Length of Stay is an effective means of measuring shelter turnover and it directly correlates to the intake numbers and the population of animals in the shelter.

To calculate average LOS, refer to the example formula below for canines:

$$\# \text{ canine spots} \times 365 \text{ days} \div \# \text{ total canines per year} = \text{Average LOS/canine}$$

An average LOS of ten (10) days for both canines and felines represents the *absolute minimum* allowing sufficient exposure to the public to effectively encourage increased adoption rates while simultaneously reducing the rate of euthanasia. At 12.6 days LOS respectively for canines, and 14.5 days LOS for felines the current shelter's performance in terms of RTO/adoption is above the 10-day minimum for dogs for cats. While the current LOS of the existing shelter is above the minimum, the shelter is constantly overcrowded with animals. We will demonstrate statistical evidence of the shelter's overcrowding later in this report.

We note here that our initial sizing calculations anticipate the *minimum, basic shelter necessary to accommodate the number of animals projected*, providing adequate "housing" and necessary administrative and support functions. Additional functions such as a salliport, etc. may be added as the budget allows.

As discussed previously, for the purposes of this study we will consider two scenarios for calculating shelter sizing and potential cost. One scenario will explore sizing the shelter to singularly replace the Franklin County Animal Shelter. A second scenario will look at a combined Franklin County Animal Shelter/Franklin County Humane Society shelter facility and the size and associated cost for combining both organizations under one roof.



### *Sizing for a New Franklin County Animal Shelter*

The Franklin County Animal Shelter has specified that their desired “optimum” average length of stay is 15 days for dogs and 10 days for cats. Appendix H, “*Franklin County Animal Shelter- Calculations Based on Desired Length of Stay*” projects a shelter demonstrating this average stay with 29 spaces for canines and 11 spaces for felines at a total size of 3,972 square feet. The calculation shows that a shelter of this size will have a projected cost range between \$853,980 and \$953,280.

Considering the shelter’s current animal overcrowding, we believe a more prudent approach would consider an average LOS of 20 days for dogs and 25 days for cats. Appendix I, “*Franklin County Animal Shelter - Calculations Based on a 20/25 Day Length of Stay (LOS)*” illustrates the impact of this more balanced approach to decrease overcrowding by increasing capacity. Sizing based on a 20-day LOS for dogs and 25-day LOS for cats projects the need for a 6,072 square foot shelter and depicts an estimated renovation cost range between \$1,305,480 and \$1,457,280.

In regards to future planning, Appendices J & K illustrate the effects of population growth (and resulting animal population) in ten year increments on the new shelter. After 20 years, the average LOS for dogs and cats in a facility of this size will remain above the 10-day minimum even as the area’s population is expected to grow slightly. A shelter of this capacity should also offer the staff of Franklin County Animal Shelter the opportunity to increase animal Save Rates by lengthening the amount of time each animal may be viewed by the public giving each animal more time to find an owner.

Sizing calculations in appendices I, J, & K are derived using our “Rule of Thumb” method of shelter sizing associated with national averages. A more accurate portrayal of square footage needs will be calculated through the building program later in this study.

### *Sizing for a New Joint Franklin County Animal Shelter/ Franklin County Humane Society*

If Franklin County should decide to build a joint shelter thus combining the Animal Shelter and the Humane Society, Appendix L, “*Combined County Shelter - Calculations Based on a 20/25 Day Length of Stay (LOS)*” projects the need for 100 canine spots and 77 feline spots needed. This sizing equates to a 16,108 square foot shelter and an estimated renovation cost range between \$3,463,220 and \$3,865,920.

Future planning calculation in Appendices M & N illustrate the effects of population growth (and resulting animal population) in ten year increments on a new combined shelter. After 20 years, the average LOS for dogs and cats in a facility of this size will also remain above the 10-day minimum even as the area’s population grows.

## SEASONAL PEAK ANIMAL POPULATION (SPAP)

The prior calculations help determine the number of cat and dog “spots” needed based on annual intake in order to achieve a desired average length of stay. It is also prudent to cross-reference and verify this spot count using monthly intake numbers in order to ensure that the shelter will have the ability to accommodate an increased number of dogs and cats during periods of Seasonal Peak Animal Population (SPAP).

Animal shelters often experience seasonal peaks of intake for dogs and cats during the spring and summer months (May through August are typical). Using monthly data reported by the Franklin County Animal Shelter, we are able to generate the following graphs depicting the peak seasonal intake periods for the shelter. Generally, May to October tend to be a time of intake spikes for cats currently being sheltered by the existing facility. Dog intake spikes appear to be less consistent with seasonal expectations. \*

Space for dogs and cats should have the ability to *flex* in the new shelter to accommodate more animals during periods of SPAP. To allow for the additional surge in dog population, each dog “spot” should be designed to consist of two areas that can be connected during times of average dog intake and partitioned off into two separate areas during periods of seasonal population surge. This allows for each spot to accommodate double the number of animals during those periods of surge if necessary.

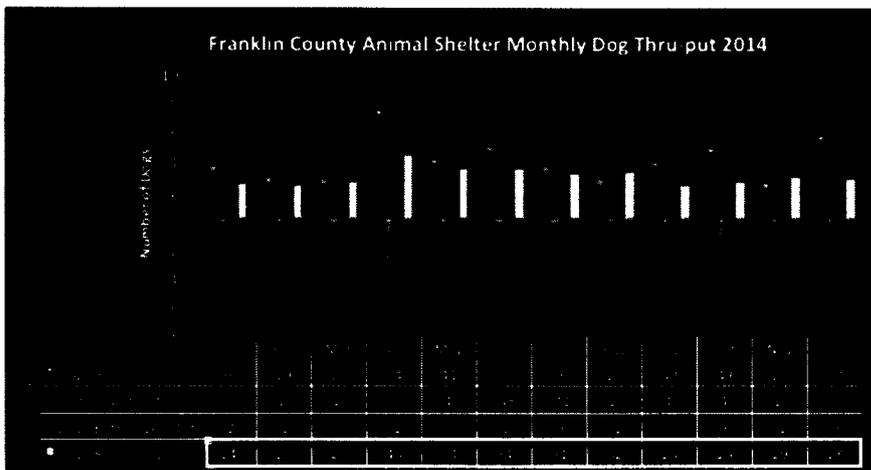
For felines, each cat condo should consist of two cages that can connect as a single “spot” during times of average cat intake and separated (by closing the connector) during periods of seasonal population surge allowing for each cat condo to accommodate double the number of cats during those periods. If cats are brought in together or have mild temperaments and can get along, two cats could be housed in a single “spot” with all connections open.

\*monthly FCAS data from January to December 2014

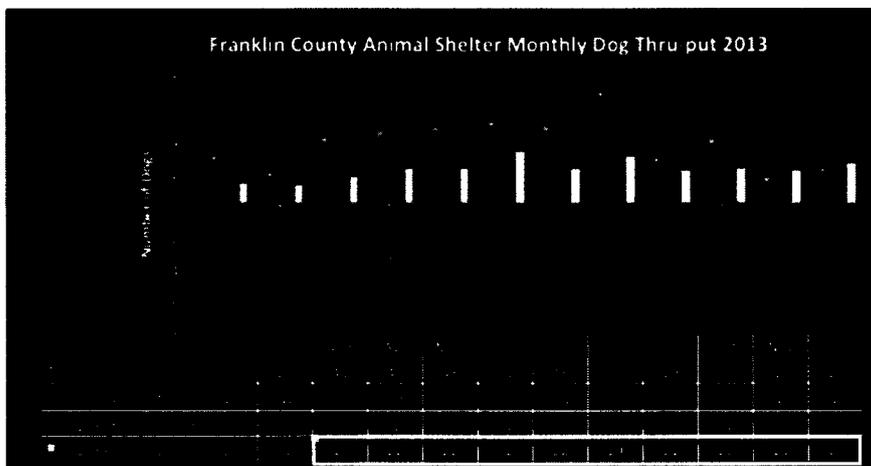
## SPACE REQUIRED BASED ON SEASONAL PEAK ANIMAL POPULATION (SPAP)

The Franklin County Animal Shelter supplied monthly animal intake figures from 2013-14 so that we may calculate the SPAP at the existing shelter.

In the following graphs, we can view what a daily typical canine housing need might look like each month. We observe a variable monthly dog intake over the course of 2014 where an average of 41 dogs were brought into the shelter each month. The average number of dogs "saved out" each month is 37. The numbers of remaining animals that are boxed in yellow are the months that the number of dogs remaining in the shelter exceeded available "spots" and contributed to shelter overcrowding. Based on available data, there was insufficient space for dogs in the shelter during the entirety of 2014.

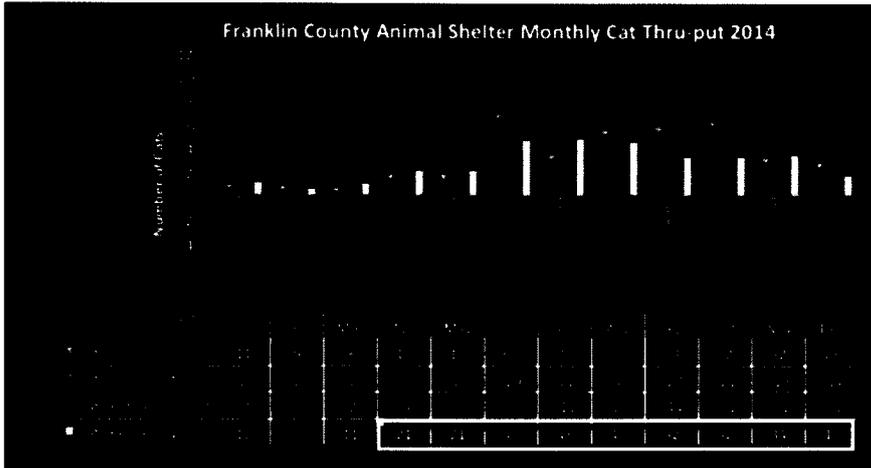


In 2013, an average of 38 dogs are brought into the shelter each month and 33 dogs were "saved out. The shelter was insufficient in space for dogs during ten months of 2013.

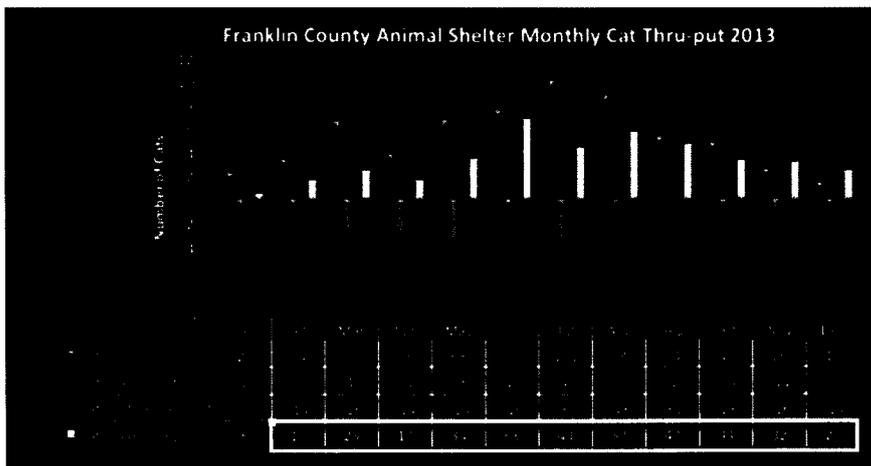


For cats, we observe a variable monthly intake over the course of 2014 where an average of 34 cats were brought into the shelter each month. The average number of

cats “saved out” each month is 18. The numbers of remaining animals that are boxed in yellow are the months that the number of cats remaining in the shelter exceeded available “spots” and contributed to shelter overcrowding. Based on available data, there was insufficient space for cats in the shelter during nine months of 2014.



In 2013, an average of 53 cats are brought into the shelter each month and 23 cats were “saved out. The shelter was insufficient in space for cats during eleven months of 2013.



As part of the 20/25 Day LOS sizing recommendation, a total of 38 dog spots will be available. Approximately 60-70 percent of those spaces (less isolation and observation spaces) will have the ability to flex to accommodate more than one dog during times of SPAP. Based on the number of spots recommended, the sizing of the new shelter should be more than ample to accommodate the dogs “remaining” during critical intake months and also help reduce euthanasia due to capacity constraints.

With the same recommendation, 80-90 percent of the total recommended 28 cat spaces (less isolation and observation spaces) will have the ability to flex to accommodate more than one cat during times of SPAP. Based on the number of spots recommended, the sizing of the new shelter should be more than ample to accommodate the cats “remaining” during critical intake months and will also help reduce euthanasia due to capacity constraints.



## GENERAL BUILDING FEATURES

Newly developed animal shelters are highly specialized buildings designed to support sheltered animals in the healthiest possible environment. They are built more like modern retail/medical space than past shelters that resembled institutional, “warehouse” model.



From a human perspective, the impression, beginning with the exterior architecture, carrying through to all areas of the interior, must provide a sense of comfort and welcome. The shelter should be an inviting, low stress environment that promotes a sense of well being, light and airy - one that “presents” the animals in an attractive manner encouraging their adoption.

With this initial “vision” in mind, a state of the art animal shelter should include seven primary functions:

1. Public reception and sales of initial, basic pet care needs for adopted animals
2. Administrative areas including private offices for staff.
3. Staff and volunteer training provisions such as a classroom or multi-function meeting/training room or rooms.
4. Animal receiving, including examination and grooming functions.
5. Animal kennels for adoption, animal holding, and strays.
6. Animal kennels for isolation and routine observation.
7. Veterinary/Clinic space(s) for shelter animal care, euthanasia, emergencies and shelter spay/neuter services.

## SHELTER DESIGN

There are a number of critical design considerations that must be incorporated in order for the Animal Shelter to be a success. These include how animals are received and housed, how the building is cleaned and disinfected, how heat, ventilation and air exchange are provided, how sound is controlled and how public circulation and staff work traffic patterns are organized. Several specific decisions must be addressed:

1. **Kennel Layout** – Proper housing in kennels requires the ability to move dogs from one “side” of a kennel run to a similar separate & distinct area. This affords easy, rapid cleaning. We recommend the construction of “double” sided kennels with communicating access.
2. **Kennel Function** – A decision regarding single or joint occupancy of each kennel run must be made. While joint occupancy might appear to provide the ability to house more animals in less space, there are some drawbacks including less separation to prevent spread of disease and reduced ability for staff to manage the animals. We recommend building sufficient numbers of kennel runs to house animals independent of each other, however, there may be a need to provide for some larger kennels to support litters and also for dogs that arrive at the shelter who are used to each other’s company. We suggest the inclusion of some larger kennels to accommodate these stated needs. Kennels must also be sized to provide dogs with adequate space for normal movement including; standing, sitting, turning and lying down without restriction from the kennel top or sides.
3. **Cat Quarters** – While the most disease preventive tactic is to house cats in individual cages with individual return air for each cage, the use of cat community display areas can greatly increase cat adoption. Cats living and playing together, however, must be health checked and properly vaccinated prior to being placed in groups. We do recommend inclusion of a “community cat rooms” in the lobby area if sufficient staffing and health protection can be instituted.
4. **Puppy Areas** – Puppies and/or small breeds should be housed separately from the adult dogs for disease control. We recommend floor level indoor “runs” rather than stacked cages where “wiggling” puppies can accidentally fall to the floor below suffering possible injury.
5. **Equipment and Support** - Shelters today are planned to include flushing floor drains, air purification systems, noise control systems and long lasting, easily cleaned and disinfected wall and floor finishes. These items are essential for hygienic and efficient operation. In particular, we recommend individual floor drains for each kennel run to assure complete separation of waste water from one run to another.

## NEW ANIMAL SHELTER STAFFING AND OPERATION

Important to our analysis & building program are the number of shelter staff. Based on information Franklin County Animal Shelter provided regarding staffing, we find the following positions:

- 1 Full Time Supervisor- Animal Control and Shelter
- 2 Full Time Animal Control Officers
- 5 Part Time Volunteers

The Humane Society of the United States (HSUS) and the National Animal Control Association (NACA) recommend a minimum of 9 minutes per animal for cleaning and 6 minutes for feeding = 15 minutes total per animal per day. Therefore, based on the 251 "spots" projected, we can calculate:

$$66 \text{ animal spots} \times 15 \text{ minutes/spot} \div 60 \text{ min/hr} = 16.5 \text{ hrs/day required}$$

$$\text{Assuming 8 hours/Day/Kennel worker} = 2.06 \text{ kennel workers needed/day}$$

$$(2.06 (7 \text{ days/wk} \times 8 \text{ hrs/day})) \div 40 \text{ hrs/person/wk} \\ = \text{Approx. 3 total full-time equivalent staff required}$$

There will need to be approximately 3 full time equivalent staff available to perform all animal care duties in the new animal shelter. During periods of SPAP, there may be an increased need for an additional employee or volunteers to help manage animal care needs. The shelter anticipates the need for additional volunteers in order to maintain care of the animals.

The staffing calculations in this study are solely based on the time required to provide for basic animal care (feeding and cleaning) should the facility be full at any given time. Additional staff and/or volunteers will be required to exercise and care for the animals, help facilitate adoptions, provide medical care, assist with behavior assessments and modification, etc. It is up to each individual facility as to how they would like to staff their facility with employees or volunteers to accomplish these important tasks.

**Based on the above analysis we can now develop the Building Program for the new shelter with any specialized spaces requested included as line item additions.**

## NEW ANIMAL SHELTER- SIZING BASED ON BUILDING PROGRAM

While the Preliminary Sizing previously discussed in this study aids in accurately defining the number of animal spaces necessary for the shelter now and into the future, a more accurate portrayal of final shelter sizing is through definition of exact square footages in design of the Building Program. This includes specific input of space needs and desired configurations from the Franklin County Animal Shelter.

The Building Program expands on Preliminary Sizing and is a more probable estimation of final recommended shelter size. The sizing determined by the Building Program will be the basis for final cost estimates for the new Franklin County Animal Shelter.

### FRANKLIN COUNTY ANIMAL SHELTER BUILDING PROGRAM

	Quantity	SF	Total SF/Area	% of Total Gross SF
<b>Public Reception and Sales- Adoption Lobby</b>			<b>490</b>	<b>8.1%</b>
Lobby/Reception/Retail/Vestibule/Air Lock/Relinquish/Adopt	1	250	250	
Public Toilets	2	60	120	
Get Acquainted Rooms	2	60	120	
<b>Administration- Administrative Areas</b>			<b>696</b>	<b>11.4%</b>
Shelter Supervisor Office	1	100	100	
ACO Offices	2	80	160	
Break Room	1	100	100	
Training/ Community Meeting Room	1	200	200	
Storage	1	100	100	
Janitor's Closet	1	36	36	
<b>Animal Care- Holding/Adoption Areas</b>			<b>2,369</b>	<b>38.9%</b>
Cat Condos- Adoption	8	16.5	132	
Cat Condos- Holding	12	16.5	198	
Adult Dog Adoption Kennels (Single, Indoor)- 5' x 11'	11	55	605	
Adult Dog Adoption Kennels (Double, Indoor)- 8' x 11'	1	88	88	
Adult Dog Holding Kennels (Single, Indoor)- 5' x 11'	10	55	550	
Adult Dog Holding Kennels (Double, Indoor)- 8' x 11'	2	88	176	
Puppy Adoption Kennels (Indoor)- 4' x 5'	5	20	100	
Food Storage/Food Prep/Tray Cleaning	2	100	200	
Animal Wash	1	120	120	
Laundry	1	80	80	
Cleaning Equipment	1	120	120	
				<b>Total Spots</b>  38 dogs 28 cats
<b>Animal Care- Animal Observation Areas</b>			<b>426</b>	<b>7.0%</b>
Cat Observation (cages)	4	12	48	
Cat Isolation (cages)	4	12	48	
Dog Observation (Single, Indoor)- 5' x 11'	3	55	165	
Dog Isolation (Single, Indoor)- 5' x 11'	3	55	165	

(Continued on following page)

<b>Intake/ Receiving</b>			<b>700</b>	<b>11.5%</b>
Animal Receiving (holding runs/cages)	1	220	220	
Dog Receiving (Indoor)- 3' x 5' (SF including in Receiving)	3	0	0	
Cat Receiving (cages) (SF including in Receiving)	3	0	0	
Mechanical Room	1	100	100	
Electrical Room	1	80	80	
Storage	1	120	120	
Euthanasia	1	100	100	
Freezer	1	80	80	

<b>Total Net Square Footage</b>	<b>4,681</b>
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<b>Circulation &amp; Walls</b>				<b>23.1%</b>
Circulation & Walls @ 30% *encompasses new construction and renovated spaces			1,404	

<b>Total Essential Gross Square Footage</b>	<b>6,085</b>
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<b>Salliport</b>			<b>850</b>	<b>14.0%</b>
Salliport	1	850	850	

## PROJECTED SHELTER CONSTRUCTION COST

Our recent experience with the cost of new construction for shelters of this scope suggests we should attach a projected new construction cost of +/- \$215 to \$240 per square foot, including site work and the built-in equipment (cat cages, kenneling, automatic watering etc.). The cost of the Salliport will be slightly less per square foot ranging from +/- \$125 to \$150 per square foot. We have developed a detailed breakdown of assigned costs by percentage obtained from actual schedules of values from shelters we have bid and constructed. Based on our analysis and a +/- **6,085 gross square foot** animal shelter, we project direct construction costs of between \$1,308,340 and \$1,460,472. Based on bid history, we generally break the costs down as follows, with the understanding they usually vary somewhat from project to project:

### New Construction (+/- \$215 to \$240 per Square Foot)

Site Work	16%	\$ 209,334 to \$ 233,676
General Building	84%	\$1,099,005 to \$1,226,796
Anticipated Totals	100%	\$1,308,340 to \$1,460,472

Within the General Building Category, we find the following breakdown:

General Construction	60%	\$ 659,403 to \$ 736,078
HVAC	24%	\$ 263,761 to \$ 294,431
Plumbing	9%	\$ 98,910 to \$ 110,412
Electrical	7%	\$ 76,930 to \$ 85,876
<b>Building Totals</b>	<b>100%</b>	<b>\$1,099,005 to \$1,226,796</b>

### Salliport (+/- \$125 to \$150 per Square Foot)

Anticipated Total	100%	\$ 106,250 to \$ 127,500
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With new construction there should be a planned contingency allowance of approximately 10% to account for potentially unforeseen items, usually associated with site work. This would add to the planning between \$130,834 and \$146,047. We therefore project that Franklin County Animal Shelter should adopt a preliminary construction budget, including contingency, of between **\$1,439,173** and **\$1,606,519** with an additional \$106,250 to \$127,500 for a Salliport.

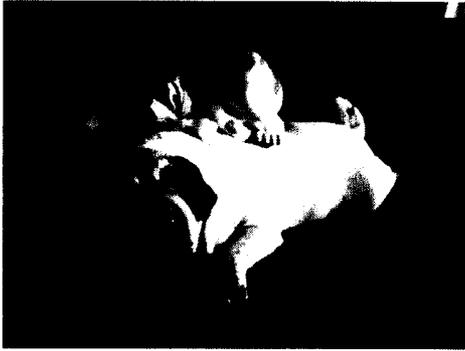
## PROGRAMS CRITICAL TO INCREASING ANIMAL SAVE RATES

A dilapidated or poorly designed shelter cannot attract potential adopters. A poorly managed shelter can't successfully "market" adoptable animals. One thing is clear - *Building a new facility alone simply will not solve animal welfare issues!* There are several key programs we highlight that aid in increasing Animal Save Rates. Below is a brief list of successful shelter programs we would consider critical to helping continue to increase animal save rates in any shelter:

- 1. Feral Cat Trap/Neuter/Return Program (T/N/R)**  
Lower cost than "Trap, Euthanize & Dispose," T/N/R programs effectively reduce a community's feral cat population reducing shelter intake.
- 2. High-Volume, Low-Cost Spay/Neuter**  
High-Volume, Low-Cost Spay/Neuters quickly lead to fewer animals entering the shelter and extends the capacity of the shelter long term.
- 3. Rescue Groups**  
Adoption and animal transfers frees potential space in the shelter and simultaneously reduces the costs of feeding and housing animals.
- 4. Foster Care**  
Animals cared for in foster environments have demonstrated increased rates of adoption in turn saving their lives and further extending shelter life.
- 5. Comprehensive Adoption Programs**  
Increased rates of adoption lead to additional animals saved and increased shelter longevity.
- 6. Pet Retention**  
Proper counseling of animal owners contemplating relinquishment and the offering of possible alternatives to relinquishment has proven to greatly reduce relinquishment rates which, in turn, reduces shelter intake.
- 7. Medical and Behavior Rehabilitation**  
Animals with behavior issues can be rehabilitated and adopted – rehabilitation helps ensure that prior issues do not lead to future relinquishment.
- 8. Public Relations/Community Involvement**  
Shelters should increase public awareness of their mission as a "pet rescue" shelter.
- 9. Volunteers**  
An "army of compassion" can fully engage the community in the "pet rescue" mission.
- 10. A Compassionate Director**  
The most critical element for success is great leadership.

Implementation of this approach is the true basis for achieving amplified "live release rates". The building must positively support each and every program but cannot achieve the goal without their application.

From "Redemption – The Myth of Pet Overpopulation and the No Kill Revolution in America" by Nathan J. Winograd



*"Until one has loved an animal,  
a part of one's soul remains unawakened."*

Anatole France

## CONCLUSION

There are two primary drivers of shelter sizing calculations: average *Length of Stay (LOS) recommendations*, and *Seasonal Peak Animal Population (SPAP) requirements*. After analyzing data for the existing Franklin County shelter as well as US Census and Pet Ownership statistics provided by the AMVA, it is recommended that Franklin County Animal Shelter build a new shelter to a size based on a 20-day LOS for dogs and a 25-day LOS for cats. A shelter of this size and animal capacity should support peak intake requirements, while also offering the opportunity to increase the rate of animal adoptions.

Our projections into the future clearly show that if Franklin County can build a shelter that accommodates the recommended length of stay for both species and can provide its staff with sufficient space and amenities - including a well developed "retail" approach to the presentation of adoptable animals - the community's sheltering needs will be met for 20 years and beyond. This is the objective of solid animal shelter planning and inherent to the program we are recommending.

## APPENDICES

**Population**

**Population Households**

Population projection 2015*	56,452	29,368
Population projection 2025*	57,043	29,675
Population projection 2035*	57,640	29,985

\*Population increases projected per US Census 2010 estimate basis.

**Responses to Statistical Questionnaire**

	Franklin County Animal Shelter (% of Total)	One Year
1. Organization Name		<b>901</b>
2. Are your answers from 1 year or 3 years averaged?		17
3. How many animals per year does your shelter serve ?		16
4. How many total canine runs and/or cages do you have?		
5. How many total feline cages and/or "spots" do you have?		
6. How many canines did you serve?	54.5%	491
7. How many felines did you serve?	44.7%	403
8. How many "other" small animals did you serve?	0.2%	2
9. How many "other" large animals did you serve?	1.7%	15
10. How many canines were "returned to owners" (RTO)	14.7%	72
11. How many felines were "returned to owners" (RTO)?	0.2%	1
12. How many canines were adopted?	26.7%	131
13. How many felines were adopted?	26.8%	108
14. How many canines were transferred to other facilities?	49.5%	243
15. How many felines were transferred to other facilities?	22.8%	92
16. How many canines were you forced to euthanize?	8.4%	41
17. How many felines were you forced to euthanize?	50.1%	202
18. Number of canines remaining in the facility or in foster care.	0.8%	4
19. Number of felines remaining in the facility or in foster care.	0.0%	0
20. How many days do you consider to be the optimum length of stay for canines?		15
21. How many days do you consider to be the optimum length of stay for felines?		10

Existing canine LOS  
Existing feline LOS

12.6 Days  
14.5 Days

Comparison to National Averages	Franklin County Animal Shelter	Experience Averages**	Calculated Save Rate
Percentage of Relinquished Animals by population	1.60%	3-4%	
Percentage of Relinquished Animals by Households	1.60%	Relinquished Animal Pop/HH x .5202	
Canines	54.5%	55%	
Felines	44.7%	45%	
Canines RTO	14.7%	20-30%	91.6%
Canines Adopted	26.7%	40-60%	
Canines Transferred	49.5%		
Canines Euthanized	8.4%	10-40%	
Canines Remaining	0.8%		
Felines RTO	0.2%	10-20%	49.9%
Felines Adopted	26.8%	10-40%	
Felines Transferred	22.8%		
Felines Euthanized	50.1%	40-80%	
Felines Remaining	0.0%		

\*\* Averages are widely ranging & we include experience from some of our completed shelters for meaningful comparison

Franklin County, VA

Households Projected		Population served
29,215	2010	56,159
29,246	2011	56,217
29,276	2012	56,276
29,306	2013	56,335
29,337	2014	56,394
<b>29,368</b>	<b>2015</b>	<b>56,452</b>
29,398	2016	56,511
29,429	2017	56,570
29,459	2018	56,629
29,490	2019	56,688
29,521	2020	56,747
29,552	2021	56,806
29,582	2022	56,865
29,613	2023	56,924
29,644	2024	56,984
<b>29,675</b>	<b>2025</b>	<b>57,043</b>
29,706	2026	57,102
29,737	2027	57,162
29,768	2028	57,221
29,799	2029	57,281
29,830	2030	57,341
29,861	2031	57,400
29,892	2032	57,460
29,923	2033	57,520
29,954	2034	57,580
<b>29,985</b>	<b>2035</b>	<b>57,640</b>

Annual % Pop. Increase  
0.001041

Households to Population  
0.5202

Franklin County Animal Shelter		- Existing Conditions			
Year	Population Census Est.	Animals 1.60%	Canines 54.5%	Felines 44.7%	Others 1.89%
2015	56,452	901	491	403	17
2025	57,043	910	496	407	
2035	57,640	920	501	411	

Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	33	17	16
Days/Year		365	365
Available Animal Care Days		6,205	5,840
Available Length of Stay (LOS)		12.6	14.5

Franklin County Humane Society		- Existing Conditions		
Year	Population Census Est.	Animals 3.63%	Canines 65.0%	Felines 35.0%
2015	<b>56,452</b>	<b>2,049</b>	<b>1,332</b>	<b>717</b>
2025	57,043	2,070	1,346	725
2035	57,640	2,092	1,360	732

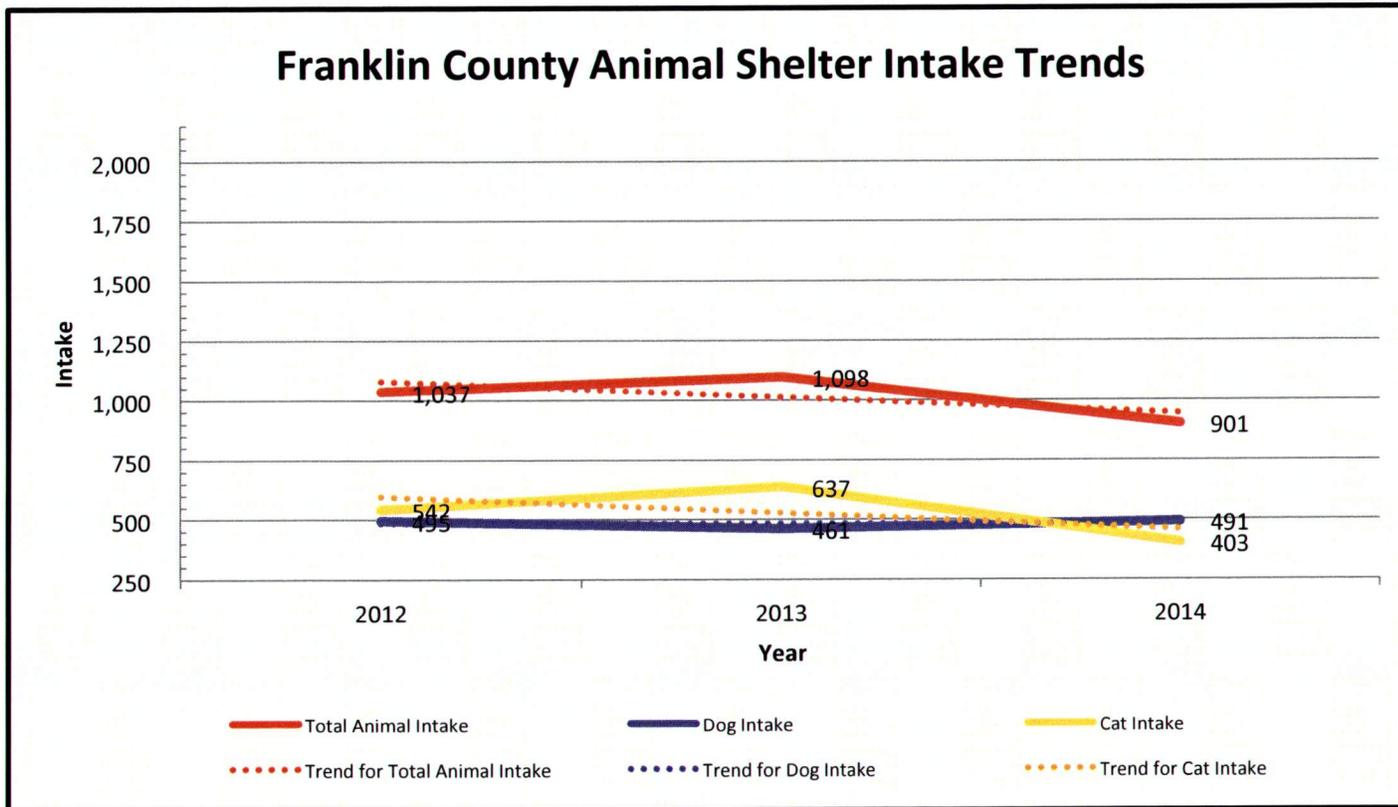
Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	<b>85</b>	45	40
Days/Year		365	365
Available Animal Care Days		16,425	14,600
Available Length of Stay (LOS)		<b>12.3</b>	<b>20.4</b>

Franklin County Animal Shelter

- Observed Intake Trends

Franklin County Population	
2012	56,276
2013	56,335
2014	56,394

Franklin County Animal Shelter - Animal Intake by Year			
Year	Total	Dogs	Cats
2012	1,037	495	542
2013	1,098	461	637
2014	901	491	403

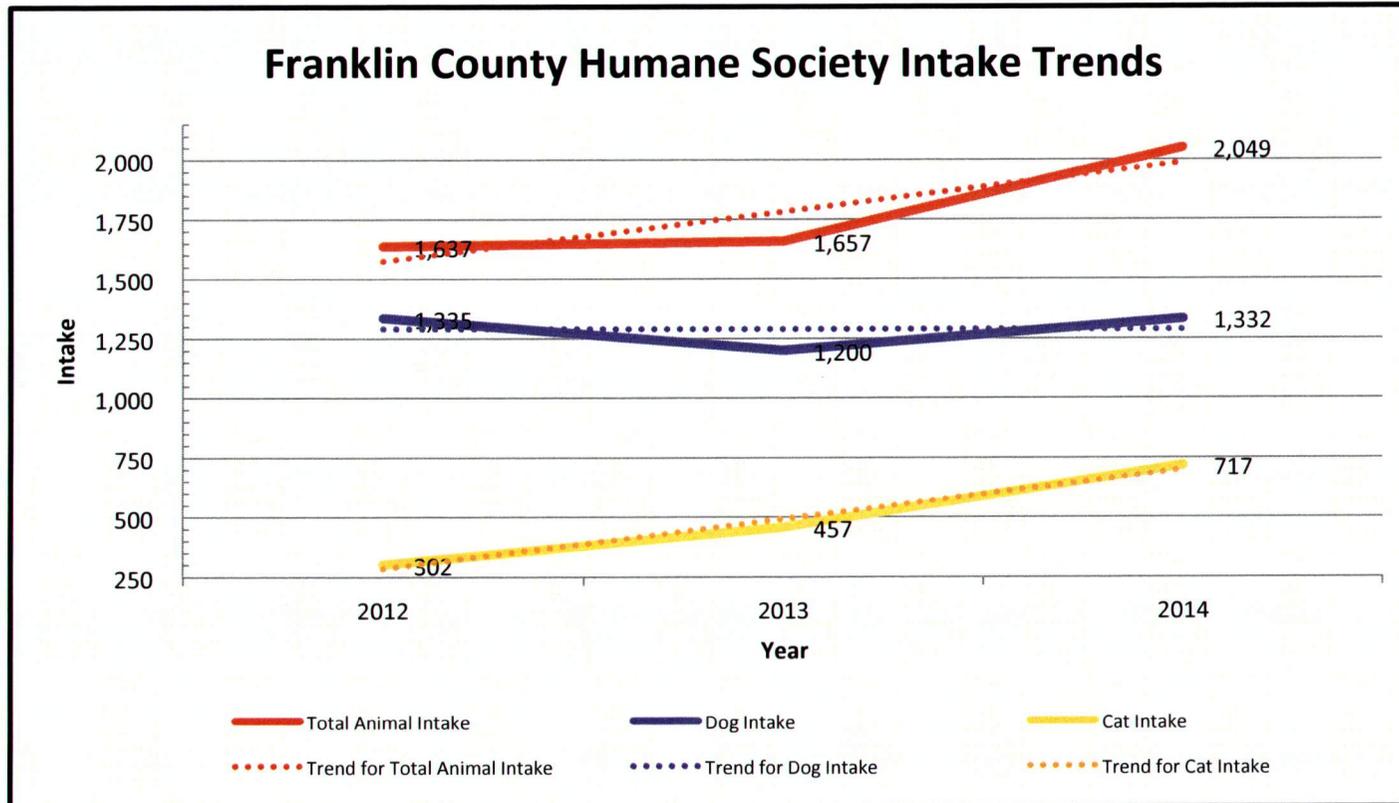


Franklin County Animal Shelter

- Observed Intake Trends

Franklin County Population	
2012	56,276
2013	56,335
2014	56,394

Franklin County Humane Society - Animal Intake by Year			
Year	Total	Dogs	Cats
2012	1,637	1,335	302
2013	1,657	1,200	457
2014	2,049	1,332	717

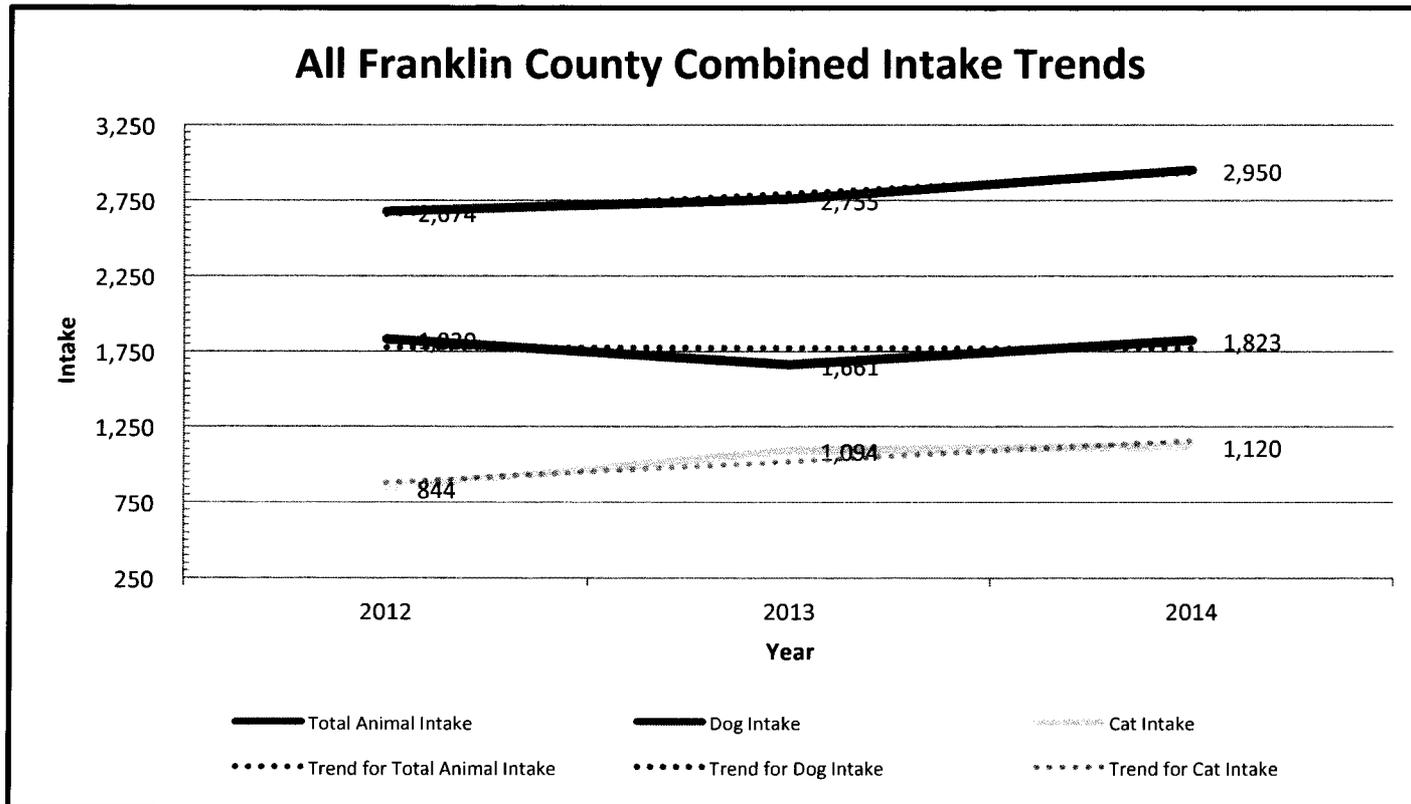


Franklin County Animal Shelter and Humane Society

- Observed Intake Trends- Total

Franklin County Population	
2012	56,276
2013	56,335
2014	56,394

Franklin County Humane Society - Animal Intake by Year			
Year	Total	Dogs	Cats
2012	2,674	1,830	844
2013	2,755	1,661	1,094
2014	2,950	1,823	1,120



Range of Relinquished Animals based on Human Population "Rule of Thumb" method

2015 Population Est	FCAS 1.60% Reported Rate	FCHS 3.63% Reported Rate	TOTAL 5.23% 2,950	National Average Relinquishment Rate Range	
				3% Rate	4% Rate
56,452	901	2,049	2,950	1,694	2,258

Range of Relinquished Animals based on Households

Household and Owner Statistics derived from "U.S. Pet Ownership and Demographics Sourcebook", 2012 Ed.

Mean Households (.5202 x Pop.)	% Dog Owners VA	Dog Households	Mean # /Household VA	Dog Population	3%/.5202 Relinquishment By Species	4%/.5202
29,367	35.4	10,396	1.6	16,633	959	1,279
Mean Households	% Cat Owners VA	Cat Households	Mean # /Household VA	Cat Population		
29,367	29	8,516	2.2	18,736	1,080	1,441
<b>Totals</b>				35,369	2,040	2,720
Animal Pop./Human Pop. - Factor				0.5202	3.61%	4.82%

**"Blended Approach" Relinquishment \***

\* A relinquishment rate of 1.95% will be used as the basis of this Needs Assessment Study which is based on the current 1.6% reported rate of the shelter plus an additional anticipated 200 canines annually. For calculations combining the Animal Shelter and Humane Society, the current total relinquishment rate of 5.23% will be used.

Typical Low-End	Typical High-End	Typical Median
1,867	2,489	2,178
3.31%	4.41%	3.86%

**Calculated Dog & Cat Percentages of the Whole**

\* Based on data from the "U.S. Pet Ownership and Demographics Sourcebook, 2012 Edition", these percentages illustrate the breakdown expected for the shelter and not actual percentages based on specific shelter data

Canines	<b>47.0%</b>
Felines	<b>53.0%</b>

Note: Accurately predicting the precise animal population is difficult. The "U.S. Pet Ownership and Demographics Sourcebook" is an excellent basis, and we compare its state by state numbers against National Averages to settle on the expected median count shown. This count may be used in the case that shelter relinquishment is lower than anticipated.

Franklin County Animal Shelter

- Sizing Based on Desired LOS

Year	Population Census Est.	Animals 1.95%	Canines 63.5%	Felines 44.7%
2015	56,452	1,103	700	403
2025	57,043	1,115	707	407
2035	57,640	1,126	715	411

Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	40	29	11
Days/Year		365	365
Available Animal Care Days		10,512	4,015
Available Length of Stay (LOS)		15.0	10.0

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
29	115	3,312
11	60	660
Projected Shelter Size		3,972

Construction Cost Calculation		
SF	Cost/SF	Est. Cost
New Construction		
3,972	\$ 215	\$ 853,980
3,972	\$ 240	\$ 953,280

\* At the request of the Franklin County Animal Shelter, an addition anticipated intake of 200 canines has been added to the projected intake numbers.

Franklin County Animal Shelter - Sizing Based on 20/25 Day LOS

Year	Population Census Est.	Animals 1.95%	Canines 63.5%	Felines 44.7%
2015	56,452	1,103	700	403
2025	57,043	1,115	707	407
2035	57,640	1,126	715	411

Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	66	38	28
Days/Year		365	365
Available Animal Care Days		14,016	10,074
Available Length of Stay (LOS)		20.0	25.0

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
38	115	4,416
28	60	1,656
Projected Shelter Size		6,072

Construction Cost Calculation		
SF	Cost/SF	Est. Cost
New Construction		
6,072	\$ 215	\$ 1,305,480
6,072	\$ 240	\$ 1,457,280

\* At the request of the Franklin County Animal Shelter, an addition anticipated intake of 200 canines has been added to the projected intake numbers.

Franklin County Animal Shelter - 10 Year Projection

Year	Population Census Est.	Animals 1.95%	Canines 63.5%	Felines 44.7%
2015	56,452	1,103	700	403
<b>2025</b>	<b>57,043</b>	<b>1,115</b>	<b>707</b>	<b>407</b>
2035	57,640	1,126	715	411

**Anticipated Shelter Statistics**

	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	<b>66</b>	38	28
Days/Year		365	365
Available Animal Care Days		14,016	10,074
Available Length of Stay (LOS)		<b>19.8</b>	<b>24.7</b>

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
38	115	4,416
28	60	1,656
Projected Shelter Size		6,072

Construction Cost Calculation		
SF	Cost/SF	Est. Cost
New Construction		
6,072	\$ 215	\$ 1,305,480
6,072	\$ 240	\$ 1,457,280

\* At the request of the Franklin County Animal Shelter, an addition anticipated intake of 200 canines has been added to the projected intake numbers.

Franklin County Animal Shelter - 20 Year Projection

Year	Population Census Est.	Animals 1.95%	Canines 63.5%	Felines 44.7%
2015	56,452	1,103	700	403
2025	57,043	1,115	707	407
<b>2035</b>	<b>57,640</b>	<b>1,126</b>	<b>715</b>	<b>411</b>

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
38	115	4,416
28	60	1,656
Projected Shelter Size		6,072

Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	<b>66</b>	38	28
Days/Year		365	365
Available Animal Care Days		14,016	10,074
Available Length of Stay (LOS)		<b>19.6</b>	<b>24.5</b>

Construction Cost Calculation			
SF	Cost/SF	Est. Cost	
New Construction			
6,072	\$ 215	\$	1,305,480
6,072	\$ 240	\$	1,457,280

\* At the request of the Franklin County Animal Shelter, an addition anticipated intake of 200 canines has been added to the projected intake numbers.

Combined County Shelter

- Sizing Based on 20/25 Day LOS

Year	Population Census Est.	Animals 5.23%	Canines 61.8%	Felines 38.0%
2015	56,452	2,950	1,823	1,120
2025	57,043	2,981	1,842	1,132
2035	57,640	3,012	1,861	1,144

Anticipated Shelter Statistics	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	177	100	77
Days/Year		365	365
Available Animal Care Days		36,500	28,032
Available Length of Stay (LOS)		20.0	25.0

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
100	115	11,500
77	60	4,608
Projected Shelter Size		16,108

Construction Cost Calculation		
SF	Cost/SF	Est. Cost
New Construction		
16,108	\$ 215	\$ 3,463,220
16,108	\$ 240	\$ 3,865,920

Combined County Shelter

- 10 Year Projection

Year	Population Census Est.	Animals 5.23%	Canines 61.8%	Felines 38.0%
2015	56,452	2,950	1,823	1,120
<b>2025</b>	<b>57,043</b>	<b>2,981</b>	<b>1,842</b>	<b>1,132</b>
2035	57,640	3,012	1,861	1,144

**Anticipated Shelter  
Statistics**

	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	<b>177</b>	100	77
Days/Year		365	365
Available Animal Care Days		36,500	28,032
Available Length of Stay (LOS)		<b>19.8</b>	<b>24.8</b>

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
100	115	11,500
77	60	4,608
Projected Shelter Size		16,108

Construction Cost Calculation		
SF	Cost/SF	Est. Cost
New Construction		
16,108	\$ 215	\$ 3,463,220
16,108	\$ 240	\$ 3,865,920

Combined County Shelter - 20 Year Projection

Year	Population Census Est.	Animals 5.23%	Canines 61.8%	Felines 38.0%
2015	56,452	2,950	1,823	1,120
2025	57,043	2,981	1,842	1,132
<b>2035</b>	<b>57,640</b>	<b>3,012</b>	<b>1,861</b>	<b>1,144</b>

**Anticipated Shelter  
Statistics**

	Spaces Available	Canines By LOS	Felines By LOS
Physical Animal Spaces	<b>177</b>	100	77
Days/Year		365	365
Available Animal Care Days		36,500	28,032
Available Length of Stay (LOS)		<b>19.6</b>	<b>24.5</b>

Rule of Thumb Shelter Sizing		
Animals	SF/Animal	Total SF
100	115	11,500
77	60	4,608
Projected Shelter Size		16,108

Construction Cost Calculation			
SF	Cost/SF	Est. Cost	
New Construction			
16,108	\$ 215	\$ 3,463,220	
16,108	\$ 240	\$ 3,865,920	

1. Is your organization:  
**Animal Control**

2. Do you want a salliport?  
**Yes - Covered.**

3. Describe your organization's mission  
**To promote available animals for adoption into loving homes.**

4. Describe your organization's full time staffing, by position.  
**1 Supervisor (Animal Control and Shelter), 2 Animal Control Field Officers**

5. Describe your organization's part time staff, by position.  
**1 Administrative Assistant**

6. Describe your organization's volunteer staff, by position  
**5 Volunteers**

7. Do you plan to offer pet safety and/or identification services?  
**Yes**

8. Do you plan to offer spay/neuter services?  
**Yes**

9. Do you plan to offer veterinary services?  
**No**

10. Do you plan to offer pet education and/or pet training classes?  
**Yes**

11. Do you plan to include a community meeting space?  
**Yes**

12. Do you plan to include a communal cat room(s)?  
**No**

13. Do you plan to include a dog park?  
**Yes**

14. Do you plan to offer euthanasia services?  
**Yes**

15. Do you plan to offer crematory services?  
**No**

Additional Comments:

Estimated Size (S.F.):	<b>6,085</b>	Total Est. Cost:	
Cost per S.F. (High):	<b>\$240.00</b>	<b>\$1,460,472.00</b>	
Cost per S.F. (Low):	<b>\$215.00</b>	<b>\$1,308,339.50</b>	
Description of Work	% of Total	Item Cost (High)	Item Cost (Low)
General Conditions	4.438%	\$64,820.00	\$58,067.92
Survey	0.163%	\$2,380.36	\$2,132.41
Allowance: Job Sign	0.025%	\$363.41	\$325.56
Allowance: Road Sign	0.199%	\$2,907.31	\$2,604.47
Allowance: Appliances	0.224%	\$3,270.73	\$2,930.03
Allowance: Contingency	0.249%	\$3,634.14	\$3,255.58
Site Utilities	1.314%	\$19,188.27	\$17,189.49
Paving	3.050%	\$44,550.94	\$39,910.22
Grading/Storm Drain/Erosion	3.497%	\$51,074.22	\$45,753.99
Landscaping	0.910%	\$13,294.42	\$11,909.58
Soil Poisoning	0.031%	\$457.90	\$410.20
Fencing	1.126%	\$16,448.85	\$14,735.43
Curb & Gutter	1.399%	\$20,427.51	\$18,299.64
Concrete Slab	3.981%	\$58,146.26	\$52,089.36
Exterior Concrete	1.280%	\$18,696.93	\$16,749.33
Masonry	4.841%	\$70,695.68	\$63,331.54
Framing	6.760%	\$98,734.53	\$88,449.69
Millwork	0.547%	\$7,995.11	\$7,162.29
Exterior Hardi Trim	1.965%	\$28,695.18	\$25,706.10
Waterproofing	0.118%	\$1,722.58	\$1,543.15
Roofing	5.002%	\$73,046.24	\$65,437.26
Caulks/Sealants	0.493%	\$7,195.60	\$6,446.06
Overhead Doors	0.378%	\$5,520.99	\$4,945.88
Storefront/Windows	1.035%	\$15,118.03	\$13,543.23
Doors/frames	1.176%	\$17,170.59	\$15,381.99
Door Hardware	0.786%	\$11,473.71	\$10,278.53
EIFS - DryVit Synthetic Stucco	1.070%	\$15,626.81	\$13,999.02
Drywall/Insulation	1.645%	\$24,024.58	\$21,522.02
Ceramic Tile	0.933%	\$13,628.03	\$12,208.44
Acoustical Ceilings	1.433%	\$20,932.65	\$18,752.17
Urethane Wet Area Flooring	3.175%	\$46,366.56	\$41,536.71
Vinyl Composition Tile Flooring	0.257%	\$3,757.70	\$3,366.27
Paint	1.472%	\$21,498.13	\$19,258.74
Signage	0.129%	\$1,889.75	\$1,692.90
Toilet Accessories	0.188%	\$2,748.86	\$2,462.52
Lockers	0.194%	\$2,838.26	\$2,542.61
Louver Vents	0.055%	\$803.87	\$720.14
Access Ladders	0.124%	\$1,817.07	\$1,627.79
Kennel Fencing Enclosures	4.997%	\$72,974.28	\$65,372.80
Cat Cages	1.991%	\$29,073.13	\$26,044.68
Stainless Casework	2.119%	\$30,953.44	\$27,729.12
Plumbing	7.133%	\$104,182.11	\$93,329.81
Mechanical	20.034%	\$292,586.90	\$262,109.10
Electrical	8.062%	\$117,740.36	\$105,475.74
<b>TOTAL</b>	<b>100.000%</b>	<b>\$1,460,472.00</b>	<b>\$1,308,339.50</b>

FRANKLIN COUNTY  
Board of Supervisors



**Franklin County**  
*A Natural Setting for Opportunity*

**EXECUTIVE SUMMARY**

<p><b>AGENDA TITLE:</b> Furniture Request for New J and D Court Judge</p> <p><b>SUBJECT/PROPOSAL/REQUEST</b> Additional Appropriation Request for Furniture for the New Juvenile and Domestic Relations District Court Judge</p> <p><b>STRATEGIC PLAN FOCUS AREA:</b> N/A</p> <p><b>Goal #</b></p> <p><b>Action Strategy:</b></p> <p><b>STAFF CONTACT(S):</b> Messrs. Huff, Copenhaver</p>	<p><b>AGENDA DATE:</b> April 21 , 2015      <b>ITEM NUMBER:</b></p> <p><b>ACTION:</b>                      <b>INFORMATION:</b></p> <p><b>CONSENT AGENDA: YES</b> <b>ACTION: YES</b>                      <b>INFORMATION:</b></p> <p><b>ATTACHMENTS:</b> YES</p> <p><b>REVIEWED BY:</b> <i>REK</i></p>
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**BACKGROUND:**

The Commonwealth of Virginia has authorized a new Juvenile and Domestic Relations District Court Judge for Franklin County beginning July 1, 2015.

**DISCUSSION:**

The County has received a request for furniture for this new position (attached). The estimate for a new U-shaped desk with hutch and desk chair is approximately \$3,500. \$1,800 is available for this purchase in the J and D Court budget. The remaining \$1,700 is available from the County's capital contingency fund.

**RECOMMENDATION:**

Staff respectfully requests the Board to appropriate \$1,700 from the County's capital contingency fund for the purchase of office furniture for the new Juvenile and Domestic Relations District Court Judge.



SARAH A. RICE  
JUDGE

***Franklin County Juvenile and Domestic  
Relations District Court***

BILLIE J. WAGNER  
CLERK

*22nd Judicial District*

275 S. Main Street, Suite 3  
Rocky Mount, VA 24151

Telephone:  
(540) 483-3055  
Fax:  
(540) 483-6603

March 31, 2015

Mr. Vincent Copenhaver  
Director of Finance  
County of Franklin  
Rocky Mount, VA 24151

RE: Additional funds for 14-15 Budget

Dear Vince:

Please be advised that we are requesting an additional \$3,500.00 to purchase a desk and desk chair. As you know, we are getting a new Judge and need to make additional room in our office to accommodate this new Judge.

Yours truly,

A handwritten signature in cursive script that reads "Sarah Rice".

Sarah A. Rice, Judge  
Franklin County J&D Court

THE FRANKLIN COUNTY BOARD OF SUPERVISORS HELD THEIR REGULAR MONTHLY MEETING ON TUESDAY, APRIL 21, 2015 AT 1:30 P.M., IN THE BOARD OF SUPERVISORS MEETING ROOM LOCATED IN THE GOVERNMENT CENTER, 1255 FRANKLIN STREET, SUITE 104, ROCKY MOUNT, VIRGINIA.

THERE WERE PRESENT: Cline Brubaker, Chairman  
Charles Wagner, Vice-Chairman  
Leland Mitchell  
Bob Camicia  
Ronnie Thompson  
C. B. Reynolds  
Bobby Thompson

OTHERS PRESENT: Richard E. Huff, II, County Administrator  
Christopher Whitlow, Asst. Co. Administrator  
B. J. Jefferson, County Attorney  
Sharon K. Tudor, MMC, Clerk

\*\*\*\*\*

*WHEREAS*, emergencies can occur at anytime that require police, fire or emergency medical services; and

*WHEREAS*, when an emergency occurs the prompt response of police officers, firefighters and EMS is critical to the protection of life and preservation of property; and

*WHEREAS*, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Franklin County Communications Center; and

*WHEREAS*, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

*WHEREAS*, Public Safety Dispatchers are the single vital link for our police officers, firefighters and EMS by monitoring their activities by radio, providing them information and insuring their safety; and

*WHEREAS*, Public Safety Dispatchers of the Franklin County 9-1-1 Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients;

*WHEREAS*, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

*THEREFORE BE IT RESOLVED*, that the Franklin County Board of Supervisors declares the week of April 12-19, 2015 to be National Telecommunicator's Week in Franklin County, in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

FRANKLIN COUNTY  
Board of Supervisors



EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> 2015-2016 Tourism Microgrants Guidelines Amendments	<b>AGENDA DATE:</b> April 21, 2015	<b>ITEM NUMBER:</b>
<b>SUBJECT/PROPOSAL/REQUEST</b> Board review of proposed changes to the guidelines of the Tourism Microgrant program and request to advertise for applications	<b>ACTION:</b>	<b>INFORMATION:</b>
<b>STRATEGIC PLAN FOCUS AREA:</b> Goal #	<b>CONSENT AGENDA:</b> X <b>ACTION:</b>	<b>INFORMATION:</b>
<b>STAFF CONTACT(S):</b> Huff, Burnette, Holland	<b>ATTACHMENTS:</b>	<b>REVIEWED BY:</b> REH

**BACKGROUND:**

The Franklin County Board of Supervisors annually awards small grants to organizations within the community for promotional expenses related to local tourism-related projects and events. These funds assist with marketing of those events and/or programs, while at the same time assisting Franklin County in promoting itself to potential visitors. Funding for the Tourism MicroGrant Program is generated by the transient occupancy, or lodging tax, applied to the motels, hotels and bed & breakfast properties in the County. The purpose of this MicroGrant program is to increase the local tourism industry thus creating new jobs, attracting new tourists, spawning new hospitality-related investments and improving the quality of life for Franklin County residents. For 2015-2016, \$20,000 has been proposed within the Franklin County Tourism budget for these awards. During the last grant cycle, some questions arose from the Board concerning the guidelines of the program and Staff, in response, has proposed changes to the program guidelines to address these concerns.

**DISCUSSION:**

Proposed edits to the guidelines do not represent major changes but are intended to codify certain principles that better meet the goals of the Board of Supervisors for the program. Other than updating dates in the attached guidelines, the most substantial changes are as follows:

1. A change from "may" to "will" that applicants are to show supporting documentation such as invoices to support their reimbursement requests.
2. The insertion of a statement that grants will be disbursed on a reimbursement basis only, rather than any funding being provided up front. This is essentially how the program has been operating but has not been explicitly written into the guidelines previously.
3. The insertion of a notice that failure to provide the required post-event summary information may disqualify an applicant from receiving future Microgrants.
4. The insertion of verbiage that award amounts will be made on the basis of current or potential community impact (as determined through the scoring of application criteria) and not simply a percentage of the amount requested or by proportion of available funds.

It is hoped that these changes will alleviate any Board questions or concerns and will better describe the program to potential applicants.

**RECOMMENDATION:**

It is recommended that the Board approve the Staff recommendations for Tourism MicroGrant Program guidelines changes and authorize Staff to begin the process of advertising for applications.

## Program Overview

• **Applications must be received no later than 5:00 p.m., Friday, April 18, 2015** Monday, June 1, 2015 and may be mailed or delivered to Tarah Holland, Office of Economic Development, 1255 Franklin Street, Suite 112, Rocky Mount, VA 24151. Grant forms and instructions also are available online at [www.VisitFranklinCountyVa.org](http://www.VisitFranklinCountyVa.org).

• This is a 1:1 matching grant and the maximum amount of the Tourism MicroGrant to any one event or project is \$4,000.

• Awards under this program shall include, but are not limited to events, fairs, festivals and other projects promoting the tourism industry in Franklin County, Virginia. Only Franklin County based businesses or organizations may receive grant funds and those funds can only be used for events that are held in Franklin County.

• The grant application must include a detailed description of the project that is no more than three pages in length, an attached marketing breakout, a contact information page, an event/project budget, a report of funding sources, a signed disclosure and a completed application certification form.

• The beginning event or project date may not be earlier than July 1, ~~2014~~ 2015. No cost incurred before that date will be ~~paid for or~~ reimbursed by the grant and the period of service of all invoices must fall within the beginning and ending project dates specified on the project application. All requests must be completed and billed prior to June 30, ~~2015~~ 2016

• Approved grant recipients must provide the Franklin County Office of Economic Development with a final report detailing the outcome of the event or project and it must include copies of print ads, brochures and other related materials funded by the grant. Supporting documentation ~~may will~~ include, but is not limited to invoices for such items as advertising and creative expenses, appropriate tear sheets and vendor/supplier invoices.

• The applicant must disclose in the application any personal financial benefit to be gained or conflicts of interest that may exist regarding any member of the applicant business or organization.

• The grantee must submit event or project details to the Office of Economic Development no later than ONE MONTH prior to the event date for inclusion on the Franklin County tourism website. Information may be submitted by email, fax or mail.

• The event or project must also be listed on the Virginia Tourism Corporation website at [www.Virginia.org](http://www.Virginia.org) (please see attached directions or contact the tourism office for assistance).

- All grant recipients will be required to maintain a website and provide a link to their website. All projects receiving funding from the Franklin County Tourism MicroGrant Program are required to visually and/or audibly display the Franklin County brand identity and logo, *Franklin County – A Natural Setting for Opportunity*. The Franklin County Office of Economic Development also reserves the right to require brand identification on any approved project as part of the application and/or require that the applicant appropriately display the county's tourism website, [www.VisitFranklinCountyVa.org](http://www.VisitFranklinCountyVa.org), and apply a link from the grantee's website to the Franklin County tourism website.
- The Franklin County Office of Economic Development reserves the right to require the placement of surveys or allowance of Franklin County representatives to survey participants and/or guests at the grantee's event(s). Data obtained from surveying attendees and/or guests at an event can be extremely valuable to both Franklin County and the grantee's business or organization in deciding where and how to market events. Franklin County agrees to share all data related to your event with the grantee's business or organization.
- Grants will be distributed on a reimbursement basis only.
- Failure to provide event summary information from prior Microgrant awards may be a disqualifying factor for future grant awards.
- Amount of award for successful applicants will be judged on an individual basis and scored using a variety of weighted selection criteria, including positive impact on the tourism market of the community.

If you have any questions or need assistance, please do not hesitate to contact our office.

**Tarah Holland**

Tourism Development Manager  
Franklin County Office of Economic Development  
1255 Franklin Street, Suite 112  
Rocky Mount, VA 24151  
Office: (540) 483-3040  
Fax: (540) 483-3035  
[tarahholland@franklincountyva.org](mailto:tarahholland@franklincountyva.org)

**THE FOLLOWING TERMS ARE UP FOR RE-APPOINTMENT  
BY JUNE 30, 2015**

**(NOTIFICATION IS GIVEN ACCORDING TO THE BOARD'S POLICY/60 DAYS PRIOR TO EXPIRATION)**

DAN RIVER ASAP	Tom Webster	Post Office Box 81 Boones Mill, VA 24065		3-Year	6/30/2015
LIBRARY BOARD	Jim Morrison	117 Clipper Drive Moneta, VA 24121	Gills Creek	4-Year	6/30/2015
LIBRARY BOARD	Bethany Worley	2821 Beech Mountain Road Ferrum, Virginia 24088	Blue Ridge	4-Year	6/30/2015
PATRICK HENRY COMM COLLEGE	Sam Cook	181 Chestnut Grove Road Callaway, Va 24067		4-Year	6/30/2015
PIEDMONT COMM. SERVICES BOARD	Justin Sigmon	500 Lighthouse Road Henry, VA 24102	Rep.	3-Year	6/30/2015
PIEDMONT COMM. SERVICES BOARD	Peggy Woody	500 Orchard Street Rocky Mount, VA 24151	Rep.	3-Year	6/30/2015
PIEDMONT COMM. SERVICES BOARD	Tillie Thompson	2140 Rakes Road Rocky Mount, VA 24151	Rep.	3-Year	6/30/2015
PIEDMONT COMM. SERVICES BOARD	Charles Wagner	330 Riverview Street Rocky Mount, VA 24151	Rep.	3-Year	6/30/2015
RECREATION COMMISSION	Frank Chrzanowski	13400 Booker T. Washington Hg Moneta, VA 24121	Boone	3-Year	6/30/2015
RECREATION COMMISSION	Brenda Perdue Un-Exp. Term of Greg Davis	1092 Big Oak Lane Wirtz, VA 24154	Union Hall	3-Year	6/30/2015
RECREATION COMMISSION	George Martin	3768 Snow Creek Road Martinsville, VA 24112	Snow Creek	3-Year	6/30/2015
STEP, INC.	Joey Cornwell	Post Office Box 411 Ferrum, VA 24088		3-Year	6/30/2015



# Franklin County

*A Natural Setting for Opportunity*

THE FRANKLIN COUNTY BOARD OF SUPERVISORS HELD THEIR REGULAR MONTHLY MEETING ON TUESDAY, APRIL 21, 2015 @ 1:30 P.M., IN THE BOARD OF SUPERVISORS MEETING ROOM LOCATED IN THE GOVERNMENT CENTER, 1255 FRANKLIN STREET, SUITE 104, ROCKY MOUNT, VIRGINIA.

THERE WERE PRESENT:

- Cline Brubaker, Chairman
- Charles Wagner, Vice-Chairman
- Bob Camicia
- Ronnie Thompson
- C. B. Reynolds
- Leland Mitchell
- Bobby Thompson

OTHERS PRESENT:

- Richard E. Huff, II, County Administrator
- Christopher Whitlow, Asst. Co. Administrator
- B. J. Jefferson, County Attorney
- Sharon K. Tudor, MMC, Clerk

\*\*\*\*\*

**WHEREAS**, the Southwest Virginia Antique Farm Days will be held in Franklin County from June 19, 2015 through June 21, 2015; and

**WHEREAS**, 2015 is the **12<sup>th</sup> Anniversary** of the Southwest Virginia Antique Farm Days; and

**WHEREAS**, the Southwest Virginia Antique Farm Days has grown into one of Franklin County's largest tourism events bringing visitors from all over the region to the community and creating substantial revenue for local businesses; and

**WHEREAS**, the show brings enjoyment and recreational opportunity to thousands of Franklin County residents annually; and

**WHEREAS**, the show is made possible only because of the hard work and dedication of the citizens of Franklin County who volunteer their time to host this wonderful event, specifically those associated with the Southwest Virginia Antique & Power Festival, Inc.; and

**WHEREAS**, the 2015 show welcomed well over 5,000 visitors and exhibitors to Franklin County; and

**WHEREAS**, the show celebrated the agricultural heritage of the region and the role that mechanization played in Franklin County's growth and prosperity in the 1900's; and

**NOW BE IT THEREFORE RESOLVED**, the Franklin County Board of Supervisors hereby expresses and acknowledges its sincere appreciation for the contributions that the Southwest Virginia Antique & Power Festival, Inc. and others have made to the economy of Franklin County and to the enjoyment and education of thousands of residents and visitors alike through the 2015 Southwest Virginia Antique Farm Days. The Board of Supervisors declares June 19, 20 & 21, to be Antique Farm Days in Franklin County.

*Sharon K. Tudor, MMC*  
 Sharon K. Tudor, MMC  
 Clerk, Franklin County Board of Supervisors



**RICHARD E. HUFF II**  
 COUNTY ADMINISTRATOR  
 1255 FRANKLIN STREET, SUITE 112  
 ROCKY MOUNT, VIRGINIA 24151  
 (540) 483-3030  
[www.franklincountyva.gov](http://www.franklincountyva.gov)



# Franklin County

*A Natural Setting for Opportunity*

## EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> YMCA LEASE RENEWAL</p> <p><b>SUBJECT/PROPOSAL/REQUEST</b> Advertise for a Public Hearing to Amend the Lease for the Franklin County YMCA.</p> <p><b>STRATEGIC PLAN FOCUS AREA:</b> <b>Goal #</b> <b>Action Strategy:</b></p> <p><b>STAFF CONTACT(S):</b> Messrs. Huff</p>	<p><b>AGENDA DATE:</b> April 21, 2015</p> <p><b>ACTION:</b></p> <p><b>CONSENT AGENDA:</b> Yes</p> <p><b>ATTACHMENTS:</b></p> <p><b>REVIEWED BY:</b> REH</p> <p><b>ITEM NUMBER:</b></p> <p><b>INFORMATION:</b></p>
---	---

### BACKGROUND:

The County bought the former YMCA property in 2013 to accommodate its multigenerational activities at the Essig Center. As part of that acquisition, the County believed that a healthy vibrant YMCA was a positive asset in attracting new business to the community and as such, set up 2 leases that essentially replicated the amounts they had been paying to the bank that had acquired the property prior to the County's purchase.

Since that time, the YMCA has worked diligently to turnaround their finances and have met with some measure of success. County staff has looked for ways to partner with the Y where it makes sense and now that the lease is up for renewal, a modest adjustment is warranted.

### DISCUSSION:

There are two leases with the YMCA, both ending on June 19, 2015. Lease #1 is for Building #1 which is the main YMCA building that contains the pool and exercise rooms. It is proposed that the lease increase by 7.3% from \$5256/mo. to \$5640/mo. Building #2 is for portions of the Essig Center that house the YMCA's Day Care operations and shared spaces for recreation. It too is recommended to increase by 7.3% from \$1874/mo. to \$2011/mo.

### RECOMMENDATION:

Staff recommends that the Board authorize the advertisement of a public hearing at the May Board meeting to consider a new lease at the rates stated above.

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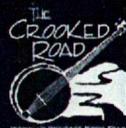
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**Becky Nave**

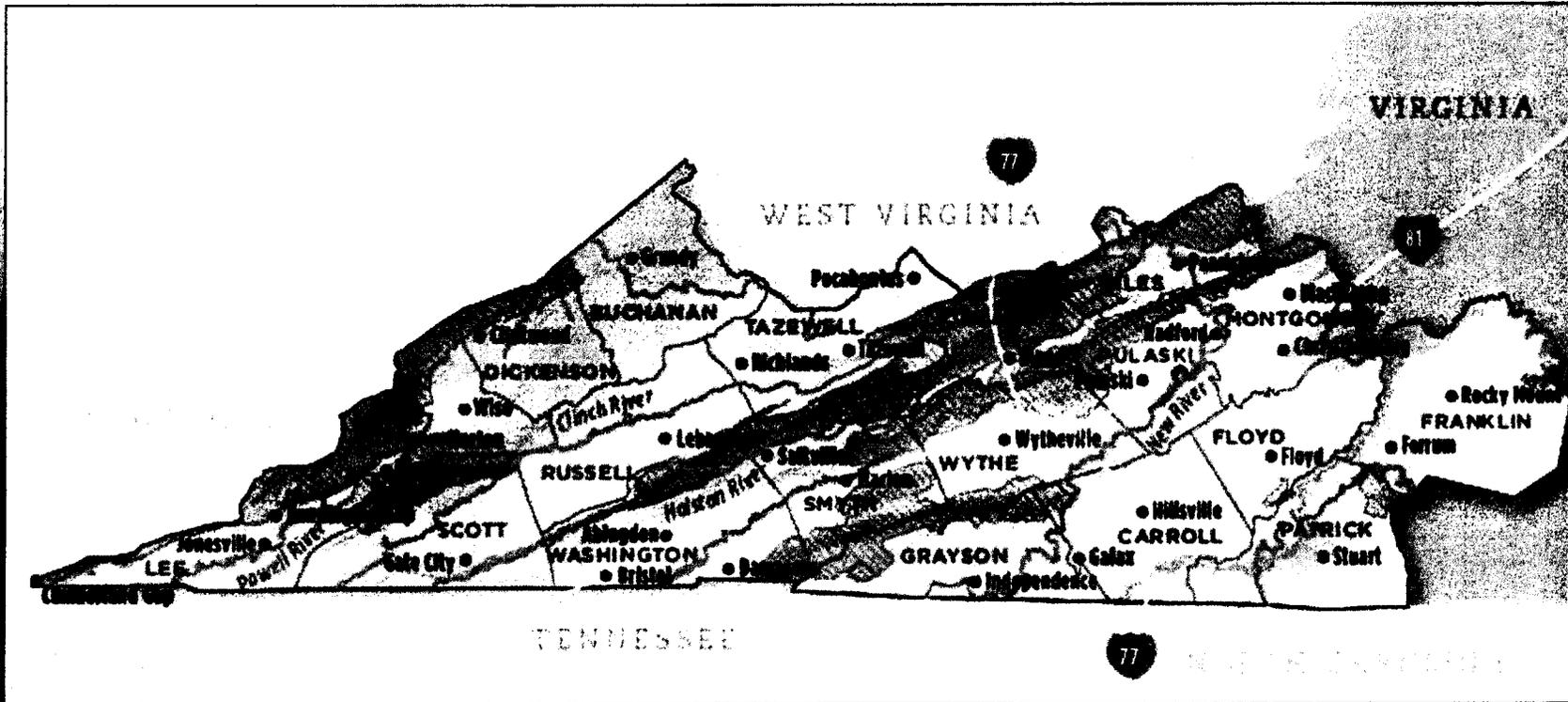
**Southwest Virginia Marketing Director**

**Virginia Department of Housing and Community Development  
Southwest Virginia Cultural Heritage Foundation**

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*Where the Mountains Meet the Sky*



*Round the Mountain*  
*Scenic Drives of Southwest Virginia*



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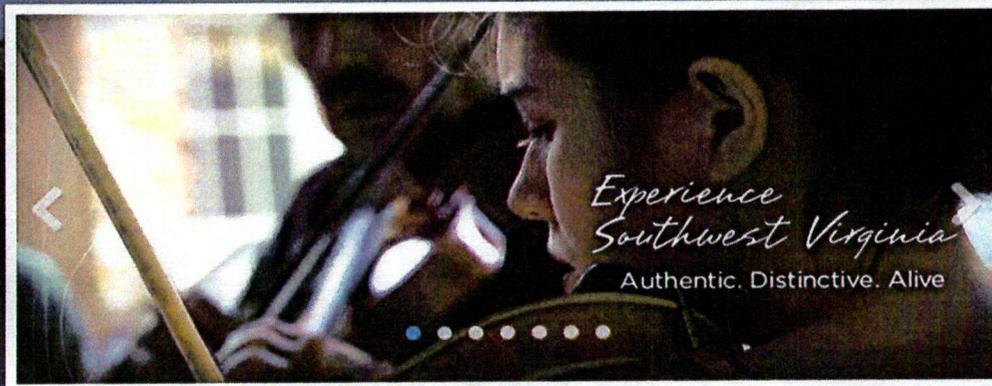
EVENTS

MEDIA GALLERY

ABOUT

## Welcome to Southwest Virginia

Tucked in the mountains of Southwest Virginia is a vibrant culture of music and craft. It's a region of spectacular views, opportunities for outdoor recreation, and rich natural resources. Rooted deep in history, this culture is *authentic, distinctive, alive*.



### Start Exploring!



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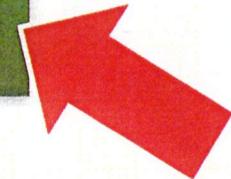
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# Becky Nave

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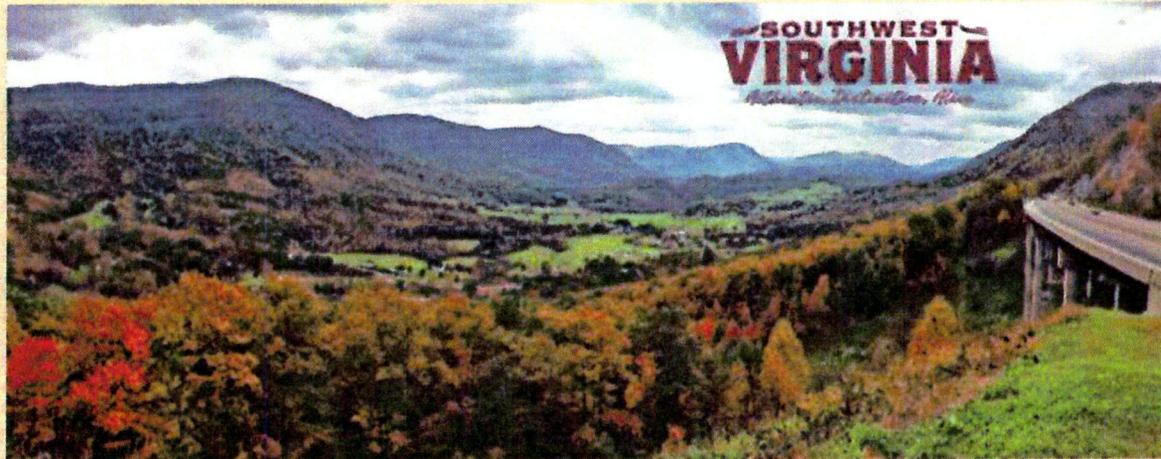
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## SWVA Strategies at Work...

Bristol Rhythm and Roots, Carter Family Fold, and Birthplace of Country Music Museum featured in [The New York Times](#)

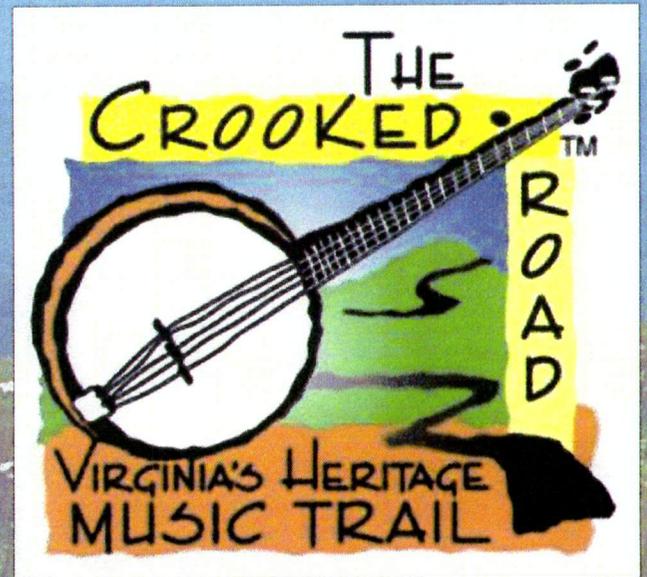
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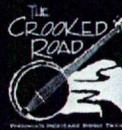
**THE CROOKED ROAD'S**

**MOUNTAINS  
OF MUSIC  
HOMECOMING**

2015



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The Crooked Road's

# MOUNTAINS OF MUSIC HOMECOMING

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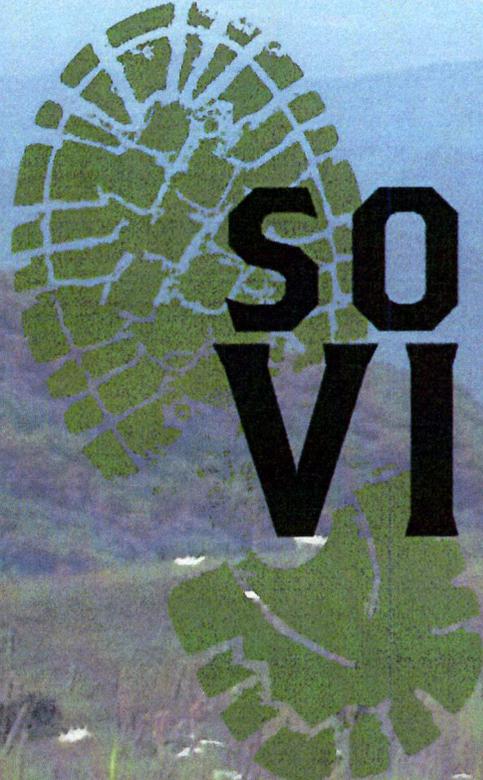


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# Appalachian Spring



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# OUTDOORS

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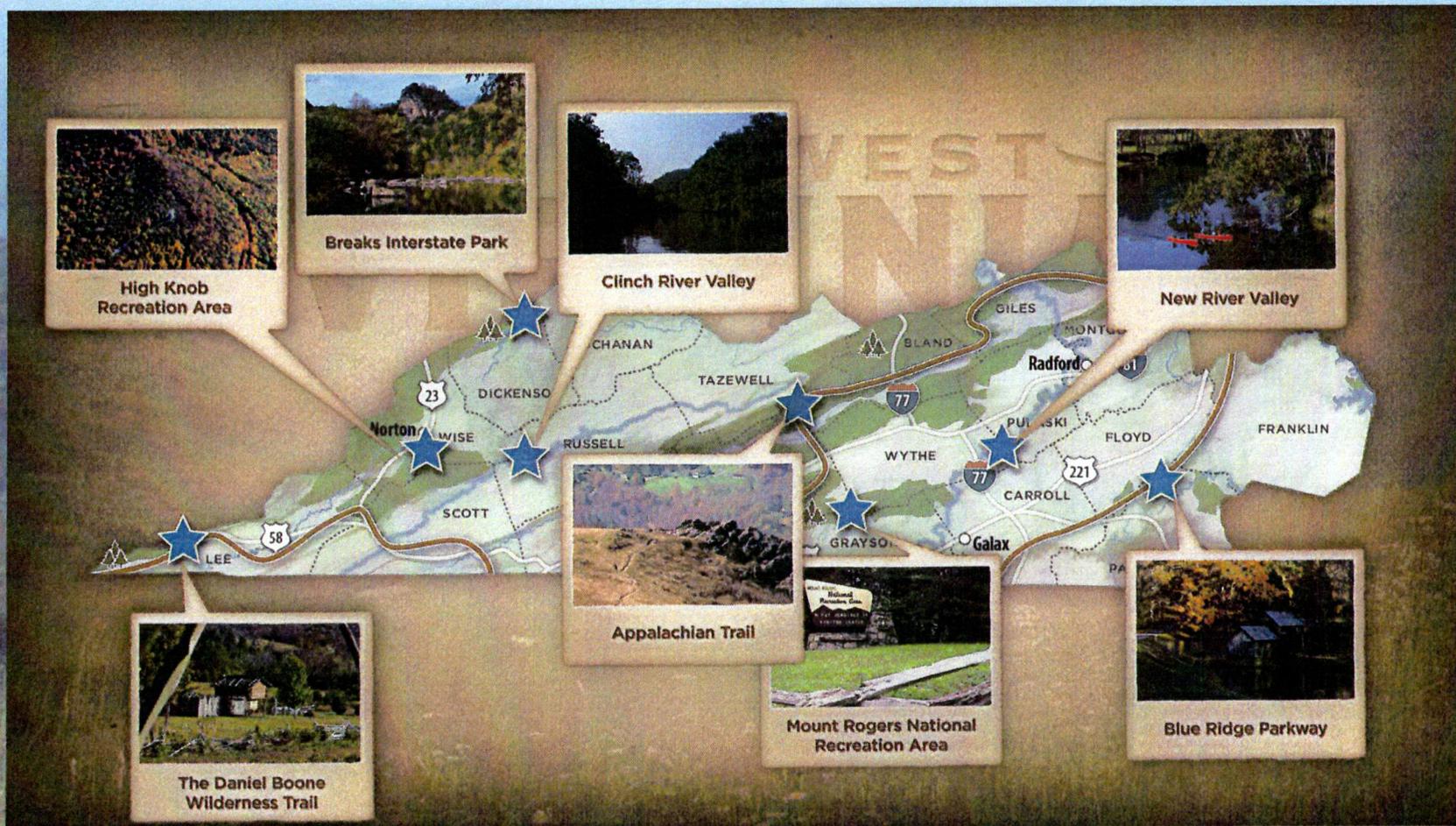
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# Appalachian Spring



**SOUTHWEST VIRGINIA HOME GROWN**  
A Southwest Virginia local business highlight series for outdoor recreation

Wynn Case, a local business based in Wise County, hand crafts "super stout" individuals' personality, specific casting style, and fishing situation. Dan Wynn's passion for the craft of hand-made flyrods led him to a newer generation of rodmakers who use bamboo rod renaissance.

Through research and an internship with a very well respected rodmaker, rod building and design. He strives to produce "exceptional" equipment that can be handcrafted in the United States - this translates to what Wynn Case is focused on producing flyrods, named The Pure Series, that are built based on a year-long Florida to Southwest Virginia.

"From our workbench to your hands...every Wynn Case fly rod is born Southwest Virginia." Dan Wynn.

**SOUTHWEST VIRGINIA HOME GROWN**  
A Southwest Virginia local business highlight series for outdoor recreation

**LAUREN HARTWOOD** Owner  
Official Research Group  
101 Progress Street  
Pembroke, Virginia 24126

**Online:**  
www.officialresearchgroup.com  
http://www.facebook.com/paperofficialresearchgroup/12681554031074

The current highlight series is provided by Appalachian Spring, a community and economic development initiative that focuses on outdoor recreation and natural assets of Southwest Virginia. Overall, the initiative works in partnership with its sister organizations, Round The Mountain and The Crooked Road, to further enhance the region's quality of life by exploring various development strategies around natural and cultural heritage tourism. For more info, visit [www.myswva.org](http://www.myswva.org) or email [nproctor@myswva.org](mailto:nproctor@myswva.org)



A Southwest Virginia, local business highlight series for outdoor recreation



**Appalachian Spring**  
(276) 492-2412

**In-person**  
Heartwood: Southwest Virginia's Artisan Gateway  
1 Heartwood Circle  
Abingdon, VA 24210

**Online**  
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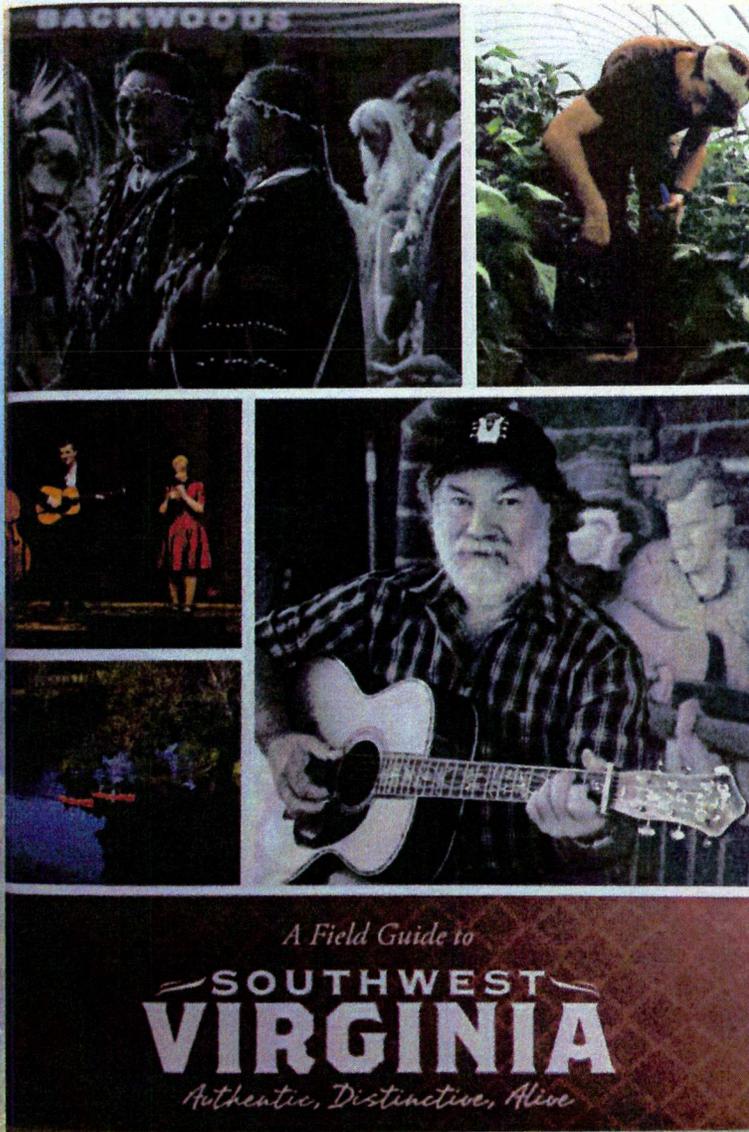
The Appalachian Spring staff is proud to announce the launch of its new "Southwest Virginia Home Grown" campaign on October 14, 2014. The campaign focuses on bringing fresh energy to the region's creative economy developments by highlighting Southwest Virginia, regional businesses that cater to the outdoor recreation enthusiast.

During its early launch period, Appalachian Spring will release two business highlights per month through various digital media platforms. Current successes are found through the Appalachian Spring and Southwest Virginia Facebook and Twitter accounts. Samples of the "Southwest Virginia Home Grown" campaign can be found here: <http://tinyurl.com/mg8qsnv>.

The campaign is a marketing and entrepreneurial tool. It assists the Southwest Virginia Cultural Heritage Foundation and its efforts to brand and market Southwest Virginia as a world-class destination for the arts, traditional music, and outdoor recreation. The Home Grown campaign raises awareness of Southwest Virginia businesses, exposing them to a larger audience. While the campaign is already demonstrating success (1,000+ views per post), the team looks forward to expanding and further developing the exciting "Southwest Virginia Home Grown" campaign.

This business highlight series is provided by Appalachian Spring, a community and economic development initiative that focuses on outdoor recreation and natural assets of Southwest Virginia. Overall, the initiative works in partnership with its sister organizations, Round The Mountain and The Crooked Road, to further enhance the region's quality of life by exploring various development strategies around natural and cultural heritage tourism. For more info, visit [www.myswva.org](http://www.myswva.org) or email [nproctor@myswva.org](mailto:nproctor@myswva.org)





A Field Guide to  
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# Save the date!

- Southwest Virginia Craft Beer Summit- May 15<sup>th</sup>
- Southwest Virginia Wine Festival – June 13<sup>th</sup>
- Southwest Virginia Outdoor Expo – September 12<sup>th</sup>

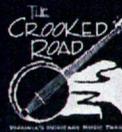
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**Becky Nave**

**Public Relations & Marketing Director**  
**[becky.nave@dhed.virginia.gov](mailto:becky.nave@dhed.virginia.gov)**

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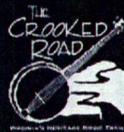
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**Jack Morgan**  
**Data Collection and Analysis**

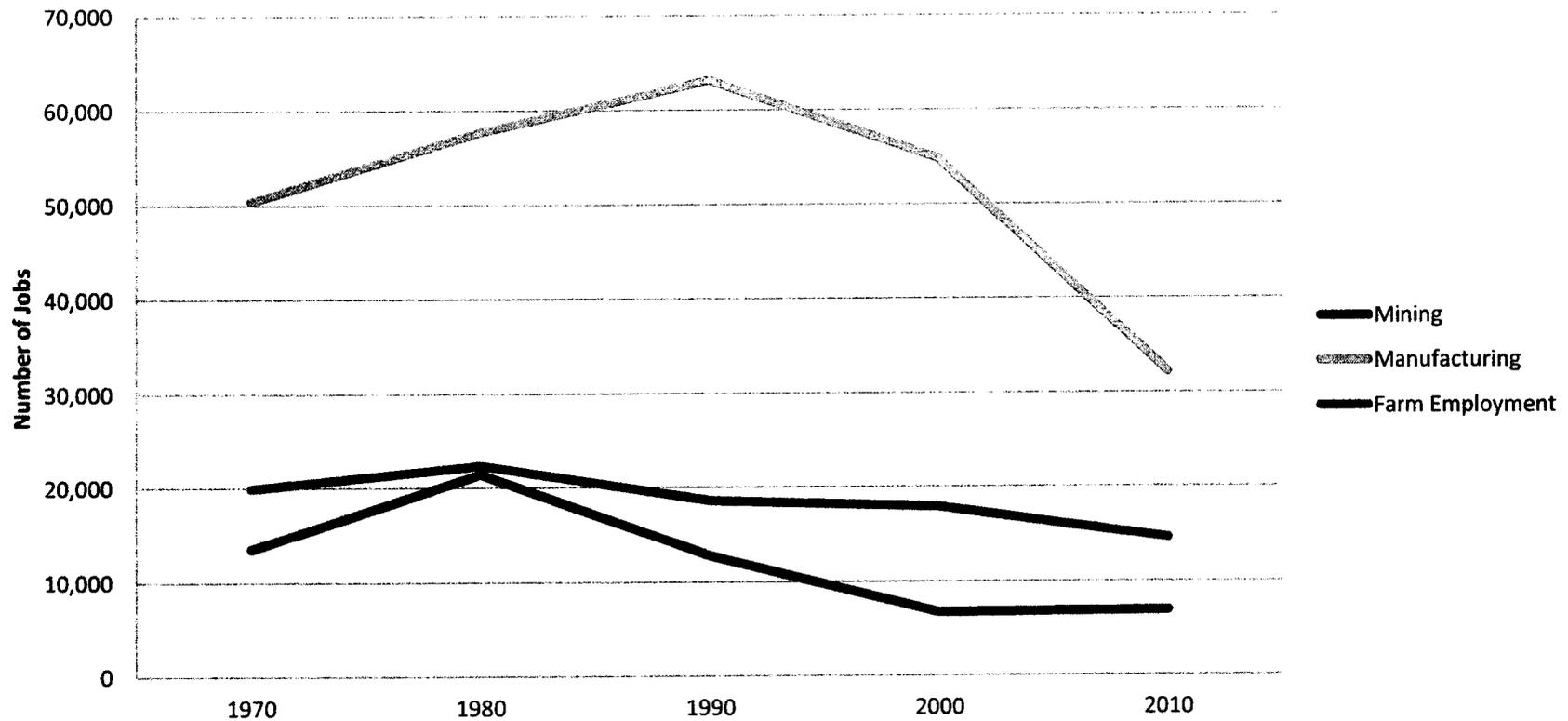
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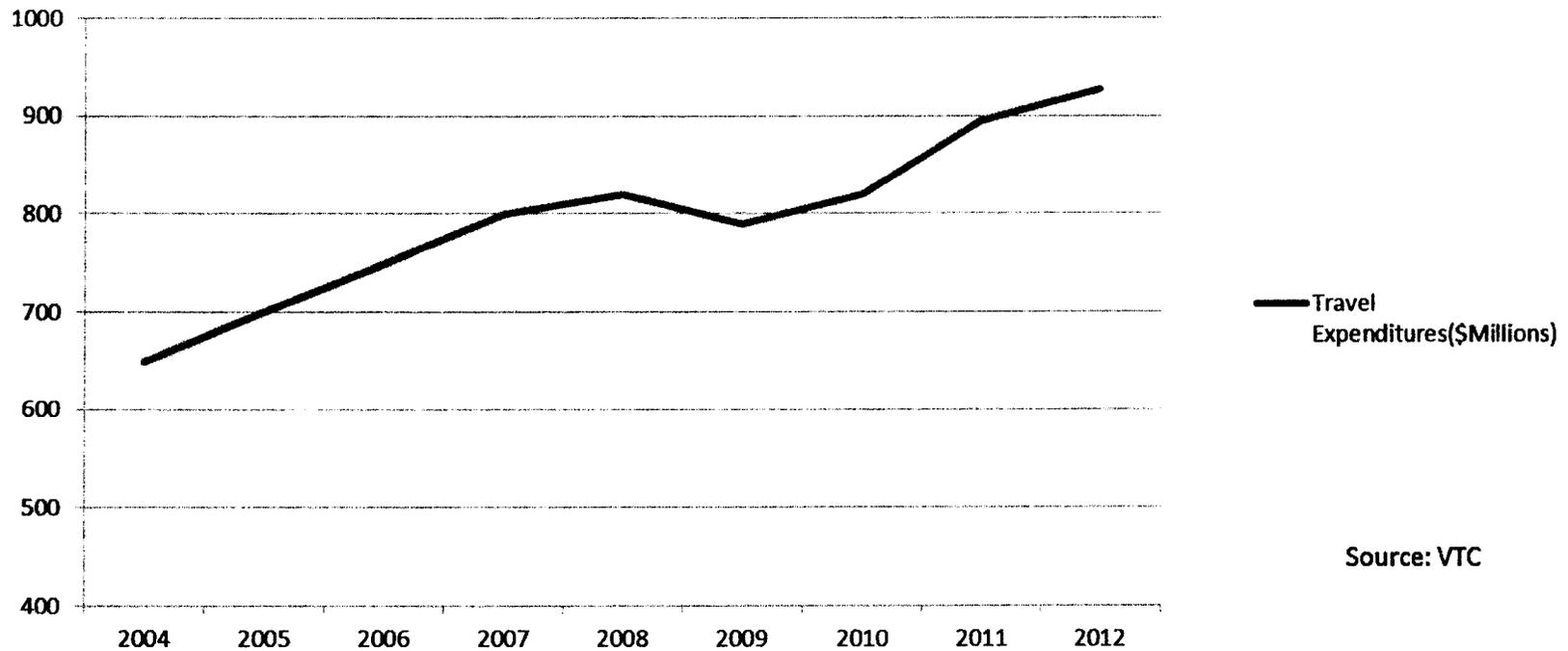
# ECONOMIC TRENDS IN SOUTHWEST VIRGINIA

## Southwest Virginia Full-time and Part-time Jobs in Mining, Manufacturing, Farm Employment, and Services 1970-2010



# ECONOMIC TRENDS IN SOUTHWEST VIRGINIA

## Southwest Virginia Travel Expenditures 2004-2012



Source: VTC

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# SWVA Travel Data

- 2004-2012
- 43% Increase in Travel Expenditures
- 28% Increase in Local Tax Revenue from Travel
  - \$22.54 Million in Local Tax Revenue from Travel
  - \$243.37 = Average Household Tax Relief from Travel

# Travel Expenditure Increases

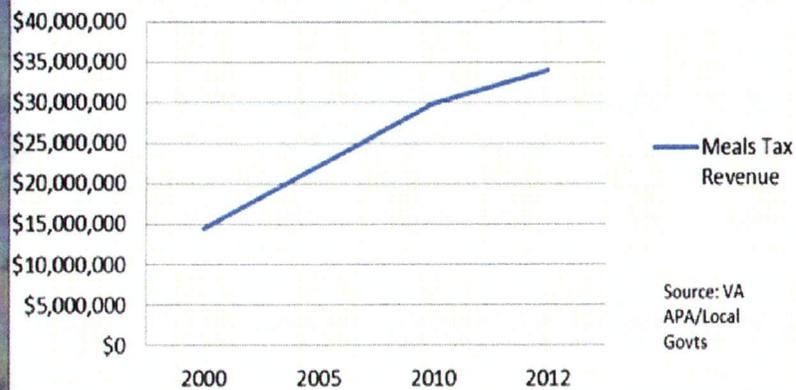
- Galax 71.3%
- Floyd, Russell, Pulaski, Lee, Montgomery, Tazewell, Norton, Bristol, Wise, Dickenson= All over 47% increases

# Franklin County

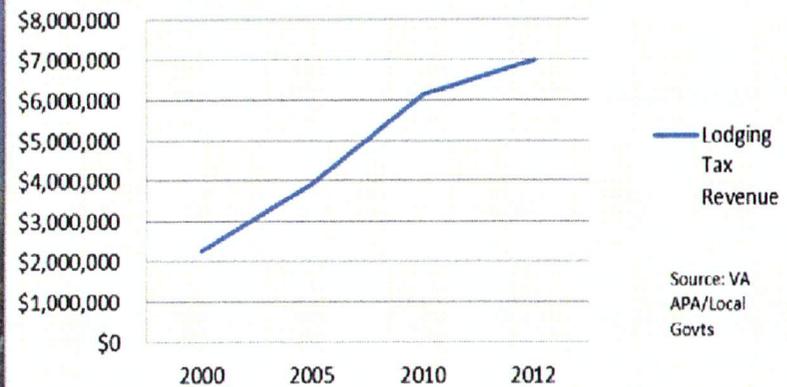
- \$96.6% Million in Travel Expenditures in 2013
  - 32% Increase from 2004
  - 11% Increase from 2010
- \$2.3 Million in Local Tax Revenue from Travel in 2013
  - 21% increase from 2004

# Meals and Lodging Tax Revenue

## Meals Tax Revenue Southwest Virginia



## Lodging Tax Revenue Southwest Virginia



# Quality of Life → Talent

- QOL attracts visitors, but also attracts and retains residents.
- Brain Drain & Attraction and Retention of Young/Gen Y
- **30%** increase in SWVA residents w/ Bachelor's Degree or Higher, 2000-2012
- **17.5%** increase in 25-34 age bracket with a Bachelor's Degree region wide, 2000-2012

# Quality of Life → Talent

- **Change in Number of Residents w Bachelors Degree or Higher**
- **Floyd County**
  - 62% increase
- **Dickenson County**
  - 51% increase
- **Washington County**
  - 49% increase
- **Galax**
  - 48% increase
- **Franklin County**
  - 46% increase

# Quality of Life → Talent

- **Change in 25-34 with Bach. Degree or Higher:**
- **Galax**
  - **339%** increase
- **Floyd Co:**
  - **129%** increase
- **Dickenson Co:**
  - **97%** increase
- **Washington Co:**
  - **48%** increase

# Quality of Life → Business Growth

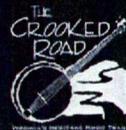
- “Double Quality of Life Businesses”
  - Wineries: Abingdon, Mt Vale, West Wind Farm, Stanburn, Attimo.
  - B&B’s, Restaurants, Specialty Shops
- “Anywhere Businesses”
  - Backcountry.com, Inorganic Ventures, Rackspace, Nanosonic
  - Coburn Creative, Crenshaw Lighting



backcountry.com



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backcountry.com

- “I got off the plane and it just felt like Backcountry. The area’s outdoor culture aligned nicely with the company’s culture.” –Jeff Carter, Vice President for Fulfillment
- “It was important to Backcountry.com to be centrally located to serve our customers, but we wanted an environment that supported our brand focusing on outdoors and adventure.” —Jill Layfield, CEO

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**VIRGINIA**  
*A Mountain Culture. An Outdoor Adventure. A Southern Hospitality.*



*Round as Mountains*  
SOUTH WEST VIRGINIA EAST MOUNTAIN STATES

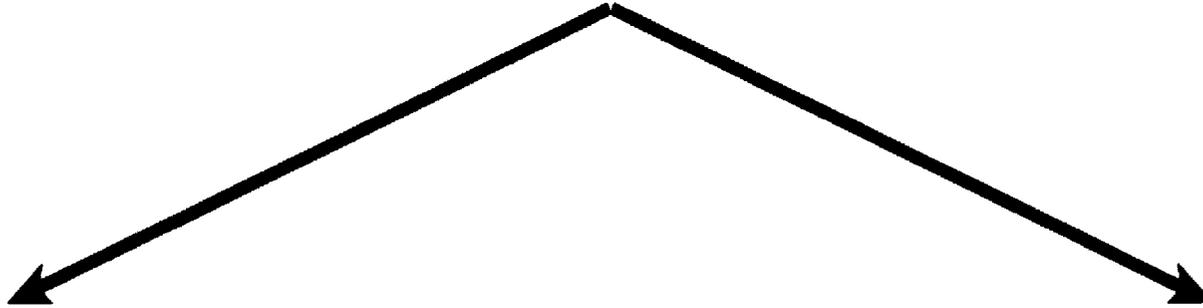


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# NanoSonic

- “They like the area. They like the New River; they know what an inner-tube is. They know where the Appalachian Trail is. They enjoy it, and they’re more likely to stay here....You don’t need to be at MIT, and you don’t need to be at Stanford. You can do it right here in Giles County.” — Richard Claus, President & Co-Founder.

Quality of Life/Quality of Place



Tourism

Human Capital/Talent

Local Tax Revenue

Business Development

# Outdoor Recreation

- Outdoor Recreation Industry
- \$646 Billion spent on outdoor rec
  - More than pharmaceuticals, motor vehicles/parts
  - More on bicycling gear and trips than airline tickets
- Outdoor recreation economy grew 5% annually, 2005-2011
- VA: \$13.6 Billion spent, 138k jobs, \$923 Million in state and local tax revenue

# Outdoor Recreation

- USDA ERS Research
  - Outdoor Amenities/Rec part of 'Rural Growth Trifecta'
  - Recreation counties growing faster than any other rural counties
  - Significant correlation between recreation counties and employment and income growth

# Outdoor Recreation

- SWVA State Parks



- **2.5 Million** visits in 2014



- **\$56.7 Million** economic impact in 2014

# Outdoor Recreation

- Fairy Stone State Park



- **87,446** visits in 2014



- **\$3.3 Million** economic impact in 2014

# SOUTHWEST VIRGINIA

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**Jack Morgan**

**Policy Analyst**

**Friends of SWVA**

[jmorgan@myswva.org](mailto:jmorgan@myswva.org)

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**MEMORANDUM**  
**Case # SPEC-1-15-13791**



**To:** Franklin County Board of Supervisors  
**From:** Neil Holthouser, Director of Planning  
**Date:** April 21, 2015  
**Tax #s:** 51.4-31.6 (#0510403106)  
**District:** Union Hall District  
**Applicant:** Linda Glover  
**Owners:** Linda Glover

**REQUEST:**

Petition of **Linda A. Glover, Petitioner/Owner** requesting a Special Use Permit for "Home Occupation, Class A" on a +/- 0.5904 acre parcel of land, located at 277 Bull Run Drive in the Union Hall District of Franklin County, and further identified by Franklin County Real Estate records as Tax Map/Parcel # 0510403106. The subject property is zoned R-1, Residential Suburban Subdivision District, which allows a maximum residential density of 1.25 dwelling units per acre without public water or sewer; 2.9 dwelling units per acre with either public water or sewer; and 5.8 dwelling units per acre with both public water and sewer. The Future Land Use Map of the Franklin County Comprehensive Plan identifies this area as appropriate for Low Density Residential uses, with an anticipated residential density of one to two dwelling units per acre. The subject property has a density of approximately 1.69 dwelling units per acre; this Petition for Special Use Permit would not result in any additional dwelling units, nor any increase of residential density for this property.

**RECOMMENDATION:**

*The Planning Commission recommends that the Board of Supervisors approve the request for Special Use Permit for "Home occupations, Class A," with the following conditions:*

- 1. Limitation of use. This Special Use Permit for "Home occupations, Class A," shall be limited to the requested use of esthetician.*
- 2. Parking. Off-street parking shall be provided to accommodate no more than one (1) client vehicle at a time. At no time shall more than one (1) client vehicle be parked at the residence.*

**BACKGROUND:**

The petitioner requests a Special Use Permit for the purpose of allowing "Home occupations, Class A," in order to provide services to individual clients as an esthetician in her home. According to the Random House Unabridged Dictionary, an esthetician is "a person with special training in administering facials, aromatherapy, hair and skin care, makeup, etc." and is synonymous with "skin care specialist," or "beauty therapist." Ms. Glover stated in her pre-application review meeting that she provides these sorts of services at other locations and would like to provide the alternative of her home should it be more convenient for an individual client.

The subject property consists of approximately .5904 acres, located at 277 Bull Run Drive [SR 1120], a public road serving residential lots in the Bull Run Acres subdivision at Smith Mountain Lake. The subject property is developed with one (1) site-built single-family home. All of the parcels within this subdivision are zoned R-1, Residential Suburban Subdivision District. The parcels vary in size and amount of frontage, with some being occupied by homes and others vacant and wooded. There appears to be ample spacing between homes with more than double the minimum setback requirements between property lines and existing structures.



The applicant desires to use a portion of her home for the operation of her skin-care business. According to the applicant, the business will not have any employees other than herself. The business will not involve any commercial traffic to the site, other than occasional parcel delivery and pickup. She states in her letter of application that the home has a generous area for off-street parking, and that she plans "to book appointments so that there will be no additional stress or inconvenience on the traffic pattern" of the street. She included with her application packet a copy of a letter she sent to her neighbors prior to applying for the Special Use permit, as well as a diagram of the interior floor area of her home and photographs of the dwelling, showing where the business is to be operated.

The use, as requested by the applicant, is considered a "Class A Home Occupation" under the provisions of Sec. 25-40 of the Franklin County Zoning Ordinance. The use requires a Special Use Permit for properties within the R-1 zoning district.



**SITE STATISTICS:**

*Location:* Bull Run Acres subdivision Lot 7 Sec 2. Off of Waters Edge Drive and approx. 2.5 miles north of the intersection of Old Franklin Tpke [SR 40] and Old Mountain Rd [SR 645] in Penhook, Union Hall District.

*Size:* +/- .5904 acre

*Site access:* Secondary public road

*Existing Land Use:* Residential

*Adjoining Zoning:* R-1

*Adjoining Land Uses:* Residential, Vacant

*Adj. Future Land Uses:* Low Density Residential

**COMPREHENSIVE PLAN:**

The 2025 Comprehensive Plan for Franklin County identifies this area as appropriate for Low Density Residential uses. The Comprehensive Plan states the following related to Low Density Residential areas:

Low Density Residential Areas are intended to allow gross densities of one to two dwellings units per acre and minimum lot sizes of 20,000 - 30,000 square feet in general proximity to residential support services such as schools, playgrounds, and churches. These areas should either be located in or near existing Towns, Villages, or Rural Neighborhood Centers. It is envisioned that public water and/or

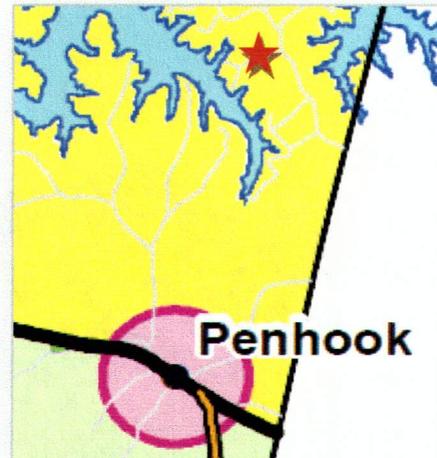


sewer will someday serve these areas, meeting all local and state standards and requirements. They should be served by new public roads built by the developer to State standards and dedicated to the State. Recreational facilities and other amenities should be provided.

While low density residential areas are typically comprised of traditional neighborhood developments they may also include manufactured housing, free standing townhomes, patio homes and other similar building types.

*Policies for Low Density Residential*

1. All roads should be built to state standards and offered by the developer for inclusion in the state system for maintenance.
2. Lots in new subdivisions abutting County arterial or major collector roads should be provided access onto service or interior roads so as to prevent the stacking of driveways.
3. On site centralized treatment plants to provide public sewer for each subdivision should be encouraged.
4. The density of all new subdivisions to be served by wells and/or septic systems should be determined by the long term carrying capacity of the land. All new lots should have adequate reserve areas in the event of septic system failures.
5. Centralized water systems should be required to provide water to all new subdivisions.
6. All new subdivisions located in prime farmland areas should include adequate buffers to separate residential uses from agricultural operations.
7. Encourage interconnection of residential and commercial developments in order to lessen the traffic loads on arterial roads and provide pedestrian and bicycle linkages.
8. Streets within subdivisions shall be designed to provide interconnections to adjacent vacant land for future subdivision access and circulation.



The Long-Range Planner had these comments for the application: *This property is designated in the 2025 Comprehensive Plan as Low Density Residential according to the Future Land Use Map. The home occupation meets the intent of the low density residential set forth in the Comprehensive Plan and would not be detrimental to the traditional neighborhood setting of the area.*



**ZONING ORDINANCE:**

Pursuant to Sec 25-223 of the Franklin County Zoning Ordinance, a Special Use Permit is required for approval of the use of “Home occupations, Class A,” in the R-1 Zoning District.

The Zoning Ordinance offers the following definitions for "home occupations:"

**Home occupations.** An occupation conducted in a dwelling unit for profit. The county uses two (2) categorizations of home occupations: Class A and Class B, with Class B being less restrictive.

The following general regulations apply:

- (a) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by the family.
- (b) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one (1) sign, not exceeding the sign regulations of this chapter.
- (c) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in the immediate neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- (d) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises. Boardinghouses and roominghouses, tourist homes and private educational institutions shall not be deemed home occupations.

**Home occupation, Class A.** An occupation conducted in a dwelling unit for profit in connection with which no person other than members of the family residing on the premises is engaged in such occupation.

**Home occupation, Class B.** An occupation conducted in a dwelling unit for profit, with or without the use of one (1) or more accessory structures, in connection with which there are employed not more than three (3) persons other than members of the family residing on the premises, which persons may be in addition to such family members.

Special Use Permits are governed by the procedures and requirements set forth in Sec. 25-110, 25-111, and Sec 25-638 – 25-645 of the Franklin County Zoning Ordinance.

Sec. 25-638 of the Zoning Ordinance sets forth the County’s authority to issue special use permits for certain uses. The ordinance states that, in order to issue a special use permit, the Board of Supervisors must find that *“such use will not be of substantial detriment to adjacent property, that the character of the zoning district will not be changed thereby, and that such use will be in harmony with the purpose and intent of this chapter, with the uses permitted by-right in the zoning district, with additional regulations provided in*



*sections 25-111 through 25-137, supplemental regulations, and amendments, of this chapter, and with the public health, safety, and general welfare.”*

Sec. 25-640 of the Zoning Ordinance sets forth the County’s authority to impose conditions for the issuance of special use permits. The ordinance states that the Board of Supervisors *“may impose upon any such permit such conditions relating to the use for which such permit is granted as it may deem necessary in the public interest...”* Conditions associated with a special use permit must be related to the particular land use which required the permit, and must be related to some impact generated by or associated with such land use.

Sec. 25-641 of the Zoning Ordinance states that a special use permit shall expire eighteen (18) months from the date of issuance if *“no commencement of use, structure or activity has taken place.”* The ordinance states that *“commencement”* shall consist of *“extensive obligations or substantial expenditures in relation to the project,”* including engineering, architectural design, land clearing, and/or construction.

**ANALYSIS:**

Staff believes that the request for Special Use Permit for "Home occupations, Class A" is generally consistent with the goals and objectives of the 2025 Comprehensive Plan, and with the regulatory provisions of the Zoning Ordinance.

The subject property is currently developed with a residential density of approximately

1.69 dwelling units per acre, which is in accordance with the Comprehensive Plan's anticipated density of one to two dwelling units per acre. This request for Special Use Permit would not result in any increase in residential density.



Staff believes that the subject property is of sufficient size, with adequate spacing between neighboring homes, so as to minimize any potential impacts of a Class A home occupation on surrounding properties. By definition, a Class A home occupation cannot have employees outside of immediate family

members who reside on site. The applicant states, and the nature of the proposed activity



supports, that there will be no commercial traffic to the site, other than occasional parcel delivery and pickup. Staff notes that Sec. 25-40 requires that "no traffic shall be generated by such home occupation in greater volumes than would normally be expected in the immediate neighborhood." Staff believes that daily parcel delivery and pickup - such as FedEx, UPS, or US Postal Service - is consistent with "normal" expectations for residential uses; such vehicle trips are anticipated by VDOT in calculating average daily trip expectations for typical residential uses.

The scheduled public hearing for this Special Use Permit request has been duly advertised and posted, with notices mailed to adjoining property owners. As of this writing, staff has heard from only one property owner in the vicinity who was not supportive of the request. The neighboring property owner had concerns about traffic and local impacts with anticipated number of clients. However, the applicant has stated that her clientele is limited, and that she also sees a number of her customers at locations other than at her home. Therefore it appears to be reasonable to consider that the traffic and local impacts to the neighborhood could be said to be minimized.

From a code administration and enforceability standpoint, it would be difficult to determine whether visitors to the property are there because of the home occupation, or are the applicant's family and personal visitors. Nonetheless, the Planning Commission recommends that the Special Use Permit, if approved, be conditioned in a manner that would limit the permitted home occupation to the requested use of "esthetician," and to limit the number of client vehicles at the residence at any given time.



### **RECOMMENDATION:**

*The Planning Commission recommends that the Board of Supervisors approve the request for Special Use Permit for "Home occupations, Class A," with the following conditions:*

- 1. Limitation of use. This Special Use Permit for "Home occupations, Class A," shall be limited to the requested use of esthetician.*
- 2. Parking. Off-street parking shall be provided to accommodate no more than one (1) client vehicle at a time. At no time shall more than one (1) client vehicle be parked at the residence.*



**SUGGESTED MOTIONS:**

The following suggested motions are sample motions that may be used. They include language found in Section 15.2-2283, Purpose of zoning ordinances of the Code of Virginia of 1950, as amended.

- 1) (APPROVE) I find that the proposal will not be of substantial detriment to adjacent property, that the character of the projected future land use of the community will not be adversely impacted, that such use will be in harmony with the purpose and intent of the zoning ordinance and with the public health, safety and general welfare. Therefore I move to approve the petitioner's request for a Special Use Permit for "Home occupations, Class A," in accordance with Sec. 25-223 of the Zoning Ordinance.

**OR**

- 2) (APPROVE with Conditions) I find that the proposal will not be of substantial detriment to adjacent property, that the character of the projected future land use of the community will not be adversely impacted, that such use will be in harmony with the purpose and intent of the zoning ordinance and with the public health, safety and general welfare. Therefore I move to approve the petitioner's request for a Special Use Permit for "Home occupations, Class A," in accordance with Sec. 25-223 of the Zoning Ordinance, with conditions as recommended by the Planning Commission.

**OR**

- 3) (DENY) I find that the proposal is of substantial detriment to adjacent property and that such use will not aid in the creation of a convenient, attractive, or harmonious community. Therefore I move to deny the request for the Special Use Permit.

**OR**

- 4) (DELAY ACTION) I find that the required information for the submitted petition is incomplete. Therefore I move to delay action until all necessary materials are submitted to the Planning Commission.

STATE OF VIRGINIA:

BEFORE THE BOARD OF SUPERVISORS OF FRANKLIN COUNTY:

**RECOMMENDATION:**

A request for a special use permit for "Home Occupation, class A" on an approximately +/- 0.5904 total acre parcel located at 277 Bull Run Drive in the Union Hall District of Franklin County, identified and recorded as Tax Map # 51.4, Parcel # 31.6 in the Franklin County Real Estate Tax Records.

TO THE HONORABLE SUPERVISORS OF FRANKLIN COUNTY:

**WHEREAS**, the **petitioner, Linda A. Glover** has filed with the Secretary of the Planning Commission a petition requesting a special use permit for "Home Occupation, class A".

**WHEREAS**, the petition was referred to the Planning Commission on March 10, 2015 and to the Board of Supervisors on April 21, 2015, which after due legal notice as required by Section 15.2-2204 and Section 15.2-2205 of the Code of Virginia of 1950, as amended, was held on March 10, 2015; and

**WHEREAS**, at that public hearing all parties in interest were afforded an opportunity to be heard; and

**WHEREAS**, the Planning Commission after due consideration, does have a recommendation for the Board of Supervisors.

For the petitioner of Linda A. Glover, Petitioner/Owners; Case # SPEC-1-15-13791

**NOW THEREFORE**, be it resolved, that the Planning Commission does have a recommendation to the Franklin County Board of Supervisors for the above-referenced parcel(s) of land and the Petitioner/Owner(s), regarding the Special use permit for "Home Occupation, class A" with conditions.

The above action was a motion to approve by Mr. Jim Colby, representative of the Gills Creek district. The motion was seconded by, Mrs. Sherrie Mitchell, representative for the Snow Creek District of Franklin County. The motion was a majority as written above upon the following vote:

AYES: Law, Mitchell, Doss, Colby Webb

NAYES:

ABSTAIN:

ABSENT: Ralph, McGhee

  
Franklin County Planning Commission

Clerk

3/11/15 Date

- > Special use permit is effective immediately after action by the Board of Supervisors
- > Special use permits expire in 18 months if there is no commencement of the use or related activity

**FRANKLIN COUNTY**  
**PETITION/APPLICATION FOR SPECIAL USE PERMIT**  
 (Type or Print)

I/We, LINDA A. GLOVER, as Owner(s), Contract Purchasers, or Owner's Authorized Agent of the property described below, hereby apply to the Franklin County Board of Supervisors for a special use permit on the property as described below:

1. Petitioners Name: LINDA A. GLOVER

2. Property Owner's Name: LINDA A GLOVER

Phone Number: 540-565-0020

Address: 277 BULL RUN DR. PENHOOK, VA 24137

Zip: \_\_\_\_\_

3. Exact Directions to Property from Rocky Mount: SEE MAP

4. Tax Map and Parcel Number: TM #0510403106

5. Magisterial District: Union Hall

6. Property Information:

A. Size of Property: .5904 acres

B. Existing Zoning: R1

C. Existing Land Use: residential

D. Is property located within any of the following overlay zoning districts:

Corridor District  Westlake Overlay District  Smith Mountain Lake Surface District

E. Is any land submerged under water or part of a lake? Yes  No  If yes, explain.

7. Proposed Special Use Permit Information:

A. Proposed Land Use: home occupation (skin care)

B. Size of Proposed Use: 650 sf.

C. Other Details of Proposed Use: no employees

Notes



Trip to:  
**277 Bull Run Dr**  
 Penhook, VA 24137-3549  
 21.72 miles / 31 minutes

- |  |  |   |
|--|--|---|
|  | <p><b>1255 Franklin St, Rocky Mount, VA 24151-1261</b></p>   | <p>Download<br/>Free App</p>            |
|  | <p>1. Start out going east on Franklin St / VA-40 toward Mountain Top Dr. <a href="#">Map</a></p>  | <p><b>0.9 MI</b><br/>0.9 Mi Total</p>   |
|  | <p> 2. Turn left to stay on Franklin St / VA-40. <a href="#">Map</a><br/>Bayou Cafe is on the left</p>   | <p><b>0.06 MI</b><br/>1.0 Mi Total</p>  |
|  | <p> 3. Turn right to stay on Franklin St / VA-40. <a href="#">Map</a><br/>Curves is on the corner</p>  | <p><b>0.03 MI</b><br/>1.0 Mi Total</p>  |
|  | <p> 4. Turn left to stay on Franklin St / VA-40. <a href="#">Map</a><br/>Curves is on the corner</p>   | <p><b>0.4 MI</b><br/>1.4 Mi Total</p>   |
|  | <p> 5. Turn right onto N Main St / US-220 Bus S / VA-40. <a href="#">Map</a><br/>Exxon Corp is on the corner</p>   | <p><b>0.04 MI</b><br/>1.4 Mi Total</p>  |
|  | <p> 6. Take the 1st left onto Pell Ave / VA-40. <a href="#">Map</a><br/>Exxon Corp is on the corner<br/>If you reach High St you've gone about 0.1 miles too far</p> | <p><b>0.7 MI</b><br/>2.1 Mi Total</p>   |
|  | <p> 7. Turn left onto Pell Ave / VA-40. Continue to follow VA-40. <a href="#">Map</a></p>  | <p><b>16.3 MI</b><br/>18.4 Mi Total</p> |
|  | <p>8. Turn left onto Old Mountain Rd. <a href="#">Map</a><br/>If you reach Snow Creek Rd you've gone about 0.1 miles too far</p>                                     | <p><b>1.5 MI</b><br/>20.0 Mi Total</p>  |
|  | <p>9. Turn left onto Smith Mountain Rd / VA-626. <a href="#">Map</a></p>   | <p><b>0.5 MI</b><br/>20.4 Mi Total</p>  |
|  | <p>10. Take the 1st left onto Waters Edge Dr. <a href="#">Map</a><br/>If you reach VA-978 you've gone about 0.6 miles too far</p>                                    | <p><b>0.9 MI</b><br/>21.3 Mi Total</p>  |
|  | <p>11. Take the 1st left onto Regatta Dr. <a href="#">Map</a><br/>If you reach Bull Run Dr you've gone about 0.2 miles too far</p>                                   | <p><b>0.2 MI</b><br/>21.5 Mi Total</p>  |
|  | <p>12. Turn right onto Bull Run Trl. <a href="#">Map</a></p>   | <p><b>0.2 MI</b><br/>21.7 Mi Total</p>  |
|  | <p>13. Take the 1st right onto Bull Run Dr. <a href="#">Map</a><br/>If you reach the end of Bull Run Trl you've gone about 0.1 miles too far</p>                     | <p><b>0.03 MI</b><br/>21.7 Mi Total</p> |
|  | <p>14. <b>277 BULL RUN DR</b> is on the right. <a href="#">Map</a></p>   |   |

Checklist for completed items:

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ List of Adjoining Property Owners and Addresses
- \_\_\_\_\_ Concept Plan
- \_\_\_\_\_ Application Fee

I certify that this application for a special use permit and the information submitted herein is correct and accurate.

Petitioner's Name (Print): LINDA A. GLOVER

Signature of Petitioner: *Linda A. Glover*

Date: \_\_\_\_\_

Mailing Address: 277 BULL RUN DR  
PENHOOK, VA 24137

Telephone: 540-565-0020

Owner's consent, if petitioner is not property owner:

Owner's Name (Print): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: 1/22/15

Date Received by Planning Staff: \_\_\_\_\_

Time: \_\_\_\_\_

Clerk's Initials: \_\_\_\_\_

CHECK #: \_\_\_\_\_

RECPT. #: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

ADJACENT PROPERTY OWNERS

Adjacent property owners are mailed a notice of the request. Please provide each owner's name and mailing address plus zip code for every property adjacent to the site and directly across from any public right-of-way adjoining the site. Names and addresses are available in the County Real Estate office in the Courthouse.

NAME: LAURIE & CAMMEN DUBBERS ADDRESS: 247 BULL RUN DRIVE  
TAX MAP NUMBER: 0510403104 PENHOOK, VA 24137

NAME: PERRY & ANGLIN HAMBRICK ADDRESS: 267 BULL RUN DRIVE  
TAX MAP NUMBER: 0510403105 PENHOOK, VA 24137

NAME: JOHN & YVETTE GREEN ADDRESS: 290 BULL RUN DRIVE  
TAX MAP NUMBER: 0510402100 ALSO 0510402200 / PENHOOK, VA 24137

NAME: CHARLES ADAMSON ADDRESS: 5405 STONE RD  
TAX MAP NUMBER: 0510402000 FREDRICK, MD. 21703

NAME: KAREN YEATS ROBERT QUATE ADDRESS: 4996 OLD MINE ROAD  
TAX MAP NUMBER: 0510403200 GRETNA, VA 24557

NAME: KAREN YEATS + ROBERT QUATE ADDRESS: 4996 OLD MINE RD  
TAX MAP NUMBER: 0510403300 GRETNA, VA 24557

NAME: KAREN YEATS + ROBERT QUATE ADDRESS: 4996 OLD MINE RD  
TAX MAP NUMBER: 0510403400 GRETNA, VA 24557

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

<b>Prop Type: Residential - Detached</b>		<b>Address: 277 Bull Run DR , Penhook , VA 24137</b>		
	<b>ML #</b>	800154	<b>Status</b>	Active
	<b>List Price</b>	\$ 215,000	<b>Subdivision</b>	Bull Run Acres
	<b>Style</b>	Contemporary	<b>Lot</b>	7
	<b>Year Built (seller)</b>	2004	<b>Block</b>	0
	<b>Construction Status</b>	Completed	<b>Section</b>	2
	<b>Total Acreage</b>	0.50	<b>Zoning Code</b>	
	<b>Lot Dimensions</b>		<b>Tax ID</b>	0510403106
	<b>Municipality</b>	Franklin County	<b>Ann Taxes</b>	\$ 1,080
	<b>Listing Type: Exclusive Right to Represent Seller</b>			
	<b>Area: 0400 - Franklin County</b>			
<b>Subdivision: Bull Run Acres</b>				
<b>Phase: 0</b>				

<b>Entry - SQFT Fin/Ht</b>	1740	<b>Total Fnsht SqFt</b>	1740	<b>Lower - SQFT Unfin</b>	1300
<b>Total Bedrooms</b>	3	<b>Basement Y/N</b>	Yes	<b>Elementary School</b>	Glade Hill
<b>Total Full Baths</b>	2	<b>Basement</b>	Walkout - Full	<b>Middle School</b>	Ben Franklin Middle
<b>Total Half Baths</b>	0	<b># Vehicle Spaces</b>	2	<b>High School</b>	Franklin County
<b>Prim. Covered Prking</b>	Garage Attached	<b>Add'l Covered Prking</b>		<b>Uncovered Parking</b>	Other
<b>Total Cov'd Prk Spc</b>	2	<b>Add'l Parking Spaces</b>		<b>Uncovered # Spaces</b>	4
<b>Water Class</b>	Water Access Only	<b>Water ID</b>	Smith Mtn Lake	<b>Length of Waterfront</b>	

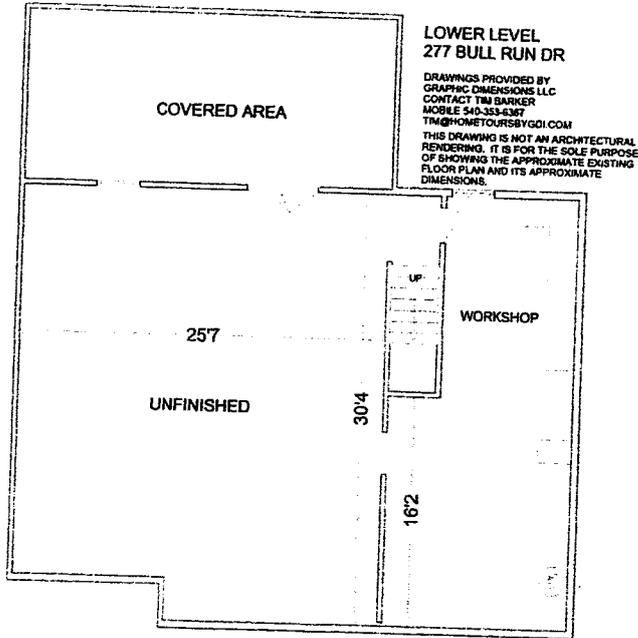
**Directions:** 40E t/l 645 t/l 626 t/l 610 t/l Bull Run Acres to home on left.  
**Public Remarks:** Bull Run Acres - Lake access with boat ramp and dock. Custom brick and vinyl contemporary. Expansive 12 foot ceilings, with gourmet kitchen with custom oak cabinets, 2 pantries, 9 foot island, stainless stove with double ovens and gas cooktop. Master suite with jacuzzi ad shower. Screened porch and oversized 2 car garage. Full unfinished basement.

<b>Lot Description:</b> Level Lot	<b>Room Name</b>	<b>Room Level</b>
<b>Construction:</b> Brick; Vinyl	Master	Entry
<b>Manufactured ?:</b> No HUD Tag	Bedroom 1	
<b>Heating:</b> Heat Pump Electric	Bedroom 2	Entry
<b>Cooling:</b> Central Cooling; Heat Pump Electric	Bedroom 3	Entry
<b>Fireplace:</b> # Fireplaces: 1; Great Room	Kitchen	Entry
<b>Energy Features:</b> Fireplace Insert	Dining Room	Entry
<b>Interior Features:</b> Cathedral Ceiling; Ceiling Fan; Gas Log Fireplace	Great Room	Entry
<b>Exterior Features:</b> Covered Porch; Garden Space; Screened Porch	Foyer	Entry
<b>Appliances:</b> Dishwasher; Microwave Oven; Oven; Range	Laundry	Entry
<b>Misc Features:</b> Cable TV; Maint-Free Exterior; Paved Road		
<b>Floors:</b> Carpet; Tile - i.e. ceramic; Wood		
<b>Windows:</b> Clad; Insulated; Tilt-In		
<b>Exterior Doors:</b> Full View		
<b>Porch:</b> Front Porch; Rear Porch		
<b>Water:</b> Private Well		
<b>Description:</b>		
<b>Sewer:</b> Private Septic - 3BR		
<b>Description:</b>		
<b>Water Heater:</b> Tank		
<b>Type:</b>		
<b>Water Htr:</b> Electric		
<b>Energy:</b>		

VO HOA  
 SOUTH LAKE  
 NICE MIXED LOT

a (2)

[Pictures \(62\)](#) [Videos \(1\)](#) [Virtual Tour](#)



◀ 3/62 ▶



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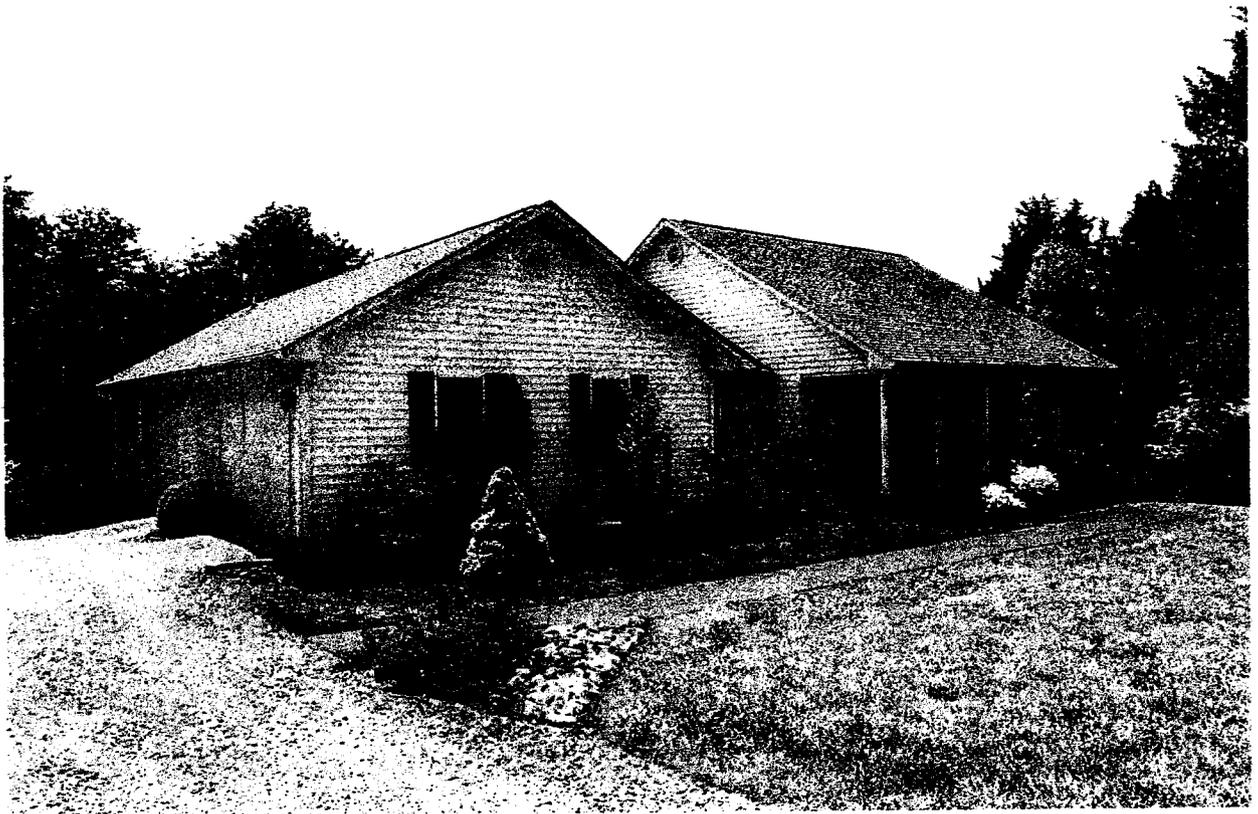
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[Videos \(1\)](#)

[Virtual Tour](#)





## Linda A. Glover

January 27, 2015

Board of Supervisors  
1255 Franklin St.  
Rocky Mount, Va. 24151

Dear: Board of Supervisors:

Re: Special Use Permit Application for 277 Bull Run Drive, Penhook

I am a Virginia State Licensed Esthetician with over 10 years of experience, and am a new resident to Franklin County.

My intent and desire is to operate a small Skin Care Business in the rear lower level of my home at the following address: 277 Bull Run Drive, Penhook, VA. 24137.

I would like to do Skin Care treatments, (Facials) Body Waxing, Make up applications, Aromatherapy, Reiki, and Sound Therapy (which is done at the ear or on the body). Due to the rather serene and quiet nature of this business, there will be no audible noise emitting from my home. I plan to book and space appointments so that there will be no additional stress or inconvenience on the traffic pattern on our street. I have a generous area for parking, and my street is of a rather rural nature, few homes scattered on our street, with woods and a vacant lot to one side of my property. There will not be large trucks or excessive deliveries at my address. I do believe that there will be little impact noticed on Bull Run Drive as a result.

Initial feedback from my neighbors has been very favorable...they are eagerly awaiting me to start business, which I find to be very encouraging. I have been in the service industry, in one form or another all my life and find it is my calling, as I am happiest when I am helping someone.

Being very new to this area, I am really striving to be a positive influence and addition to this lovely community, and I would really appreciate your support on this project. I thought it was important to go through the proper process, and follow the rules set by Franklin County.

I look forward to hearing from you, please do not hesitate to contact me with your questions:  
540-565-0020.

Sincerely yours

Linda A. Glover, LE



## Linda A. Glover

January 22, 2015

Mr. and Mrs. Neighbor  
Address  
City and State

Dear Mr. and Mrs. Neighbor:

It has been suggested by the Franklin County Building and Zoning Department that I send a letter of notification and intent regarding the Special Use Permit I am currently applying for.

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There will be another notification from the Building and Zoning Board coming to you soon. I would welcome the opportunity to answer your questions, and address your concerns about my proposed Skin Care business in my home. I am open to any suggestions that you may have.

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Linda A. Glover

Licensed Esthetician.

FRANKLIN COUNTY  
Board of Supervisors



Franklin County

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Ferrum Pedestrian Bridge Engineering Services Procurement</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Approval to advertise for the procurement of engineering services related to the design and permitting of the Ferrum Pedestrian Bridge</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> <b><u>Goal #</u></b> <b><u>Action Strategy:</u></b></p> <p><b><u>STAFF CONTACT(S):</u></b> Huff, Burnette</p>	<p><b><u>AGENDA DATE:</u></b> April 21, 2015</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>ACTION:</u></b> <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <i>REH</i></p>
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**BACKGROUND:**

Over the past fifteen years, Franklin County has worked to obtain funding from various sources to execute a number of improvement projects in the Ferrum community. Over the past two years, the highest priority among these projects has become the construction of a pedestrian bridge on Route 40 over the Norfolk-Southern railway. This project has been identified by Staff and Ferrum College as crucial for pedestrian safety, especially for students making their way into downtown Ferrum to shop and eat. Additionally, the community has vocally supported the need for such a bridge as a safety measure for area residents and for the thousands of visitors that come to the village during the year for events such as the Blue Ridge Folklife Festival. The bridge project is estimated to cost \$1.0 to \$1.4 million, though better estimates are needed. One of the work products that would come out of the proposed engineering contract is a firm estimation of the final construction cost of the project. While the County has already received \$709,000 in VDOT Revenue Sharing grant dollars, this funding source requires a 1:1 cash match for each dollar spent. County officials are currently working to identify and secure other grant funds that require a smaller match to make the project a reality.

**DISCUSSION:**

In mid-2014, Franklin County was successful in obtaining a Virginia Department of Transportation (VDOT) Revenue Sharing grant in the amount of \$709,000 for proposed pedestrian safety improvements along Route 40 in Ferrum. Unfortunately, applications for additional funding for the project through the VDOT Transportation Enhancement Program (also known as MAP-21) and the Department of Housing and Community Development were not successful. As part of the VDOT Revenue Sharing guidelines, the project must be initiated and at least part of the funding spent by July 1, 2015 or the County is at risk of losing the grant.

Should the County wish to move the project forward, an engineer needs to be procured to create the

design of the project, to obtain necessary rights-of-way, and get all appropriate project permits to cross the Norfolk Southern railway. Once these items are in hand, the County will be in a position to apply for various types of funding that could reduce the amount needed in local dollars. Basic information, such as whether this walkway could be an expansion of the existing bridge or must be a stand-alone structure, is still unknown and can only be determined through the proposed engineering contract.

The great need for this project is two-fold: public safety and economic development. As to public safety, the constant pedestrian use of the existing bridge mixed with the ever-growing vehicular traffic volume has the potential to be a lethal combination. While researching the unsuccessful CDBG application last year, it was found that accident data over the past nine and one-half years from the Franklin County Sheriff's Office indicates an average of one accident with injury and two accidents without injury per year on the bridge. Many, if not most, of Ferrum's approximately 1,500 students and many life-long Ferrum residents walk to the Ferrum Business District over the existing bridge at all times of the day and night with very little space and no barrier between themselves and oncoming traffic. Additionally, thousands of area residents and visitors make this same unsafe trek when coming to visit the College or for the many festivals that occur each year (especially the Blue Ridge Folklife Festival that draws over 10,000 attendees annually).

As for the economic development aspect of the project, it is a basic concept that the more safely the walking public can enter the Ferrum Business District the more trips they will make and the more money they will spend with local merchants. Going a step further it should be expected that safety and access to services are significant factors that are weighed when a prospective student evaluates attending Ferrum College. The safer and easier it is to get around the community, the better the College's chances to continue its already impressive rise in the size of the student body. As more and more students attend College here, they will bring ever increasing amounts of dollars with them that will be spent at Ferrum businesses and businesses throughout the County. Students at Ferrum come from twenty-five (25) different states and a dozen countries and bring with them untold numbers of visiting family members and friends. This obviously represents a huge market for new and existing businesses to tap. The College has spent approximately \$50 million in the last decade for upgrades to campus buildings, construction of additional dormitories, creation of the Ferrum Mercantile, expansions to house the YMCA, and many other improvements to the campus and its vicinity that are enjoyed by both students and residents alike. In addition to these many improvements, the College has added approximately one hundred (100) new high-skilled, high-paying jobs on and around campus over this time. It now stands as one of the top five employers in Franklin County with over three hundred employees (300) and a total annual payroll of \$17 million. The total economic impact to Franklin County and the region is estimated at \$93 million annually. In so many ways, Ferrum College and its surrounding Business District are ever-growing economic drivers for the Franklin County economy and with the right assistance and investment, such as with the proposed pedestrian bridge, can become an even more potent economic engine.

Staff currently estimates the cost of the proposed engineering project to be approximately \$80,000 in total. Of this amount, 50% would come from the VDOT Revenue Sharing grant leaving \$40,000 or so to be funded locally. Ferrum College has pledged to pay for one-half of this cost. This leaves a remaining balance of approximately \$20,000 to be covered by Franklin County. These numbers are an approximation and will be finalized once an engineering firm has been selected and a contract price negotiated. If given authority to move forward by the Board, Staff will advertise for proposals from engineers to do the work and expects to have a contract in place by June 30, 2015. The decision not to move forward with the engineering contract will, in all likelihood, result in the deallocation and loss of the \$709,000 Revenue Sharing grant.

**RECOMMENDATION:**

Staff respectfully recommends that the Board approve approximately \$20,000 in local funds to be matched with Ferrum College and VDOT monies for engineering of the Ferrum Pedestrian Bridge project. This funding is available in the Board's contingency budget. In addition, it is requested that the Board authorize Staff to advertise, per federal guidelines, for engineering services for this project.



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**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> TCRC Dissolution Resolution</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b>                  Request to Adopt Resolution to Dissolve the Tri County Relicensing Committee</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b>  <u>Goal #</u>  <u>Action Strategy:</u></p> <p><b><u>STAFF CONTACT(S):</u></b>                  ssrs. Huff</p>	<p><b><u>AGENDA DATE:</u></b>                  April 21, 2015</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> Yes</p> <p><b><u>REVIEWED BY:</u></b> RETH</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

During the Smith Mountain Hydro Project relicensing by the Federal Energy Regulatory Commission, the Counties of Pittsylvania, Bedford, and Franklin came together to adopt a cooperative agreement to coordinate common positions regarding relicensing implications for the communities around the Project. Campbell County later joined the effort and the group negotiated all the way through the revisions made to the Shoreline Management Plan that were imposed by the FERC. The entity was designated as the Tri County AEP Relicensing Committee (TCRC).

**DISCUSSION:**

Now that the relicensing activities are settled, it is time to dissolve TCRC as it had a limited purpose that has been fulfilled. There are responsibilities of TCRC articulated in the Shoreline Management Plan as well as license articles that require ongoing activities and the Tri County Lakes Administrative Commission representing the same four counties has proposed to take on those responsibilities.

On April 13, 2015, TLAC recommended the adoption of the attached resolution and agreement to the four County governing boards for approval which would dissolve the TCRC and move any ongoing responsibilities in the relicensing or Shoreline Management Plan to TLAC.

**RECOMMENDATION:**

TLAC has recommended, and County staff concurs that the attached resolution and agreement of dissolution should be adopted.

**WHEREAS**, a cooperative agreement was entered into by the counties of Bedford, Franklin and Pittsylvania for formation of the Tri-County AEP Relicensing Committee (“TCRC”); and

**WHEREAS**, the cooperative agreement was subsequently amended to include the County of Campbell; and

**WHEREAS**, the purpose for forming TCRC was the realization that the four counties could be more effective if they negotiated a common position throughout the relicensing process of American Electric Power’s Smith Mountain Hydroelectric Plants if they worked in unison towards achieving common goals; and

**WHEREAS**, the purpose and mission of the TCRC was to exclusively focus on the relicensing process of the Project; and

**WHEREAS**, by Order dated December 15, 2009, the Federal Energy Regulatory Commission (the “FERC”) issued a new and amended license to Appalachian for the project; and

**WHEREAS**, a Shoreline Management Plan was made part of Appalachian’s license by FERC Order dated July 5, 2005. When the FERC renewed Appalachian’s license in the FERC License Order, it stated that the Shoreline Management Plan filed with Appalachian’s license application on March 27, 2008 was approved and made a part of the license; and

**WHEREAS**, on February 28, 2013, Appalachian and TCRC signed a Settlement Agreement with revisions to the Shoreline Management Plan; and

**WHEREAS**, the purposes for which TCRC were formed have been met; and

**WHEREAS**, it is in the best interest of the Counties to name the Tri-County Lake Administrative Commission as the successor in interest to TCRC for any issues that may arise and specifically to be the successor in interest as to the above referenced license issued to Appalachian Power and the above referenced Settlement Agreement.

**NOW, THEREFORE BE IT RESOLVED**, that the \_\_\_\_\_ County Board of Supervisors concurs that the purpose and mission of TCRC has been accomplished and that Tri-County Lake Administrative Commission should be named the successor in interest to TCRC and that the Chairman of the \_\_\_\_\_ County Board of Supervisors is authorized to sign the Dissolution of the Tri-County AEP Relicensing Committee Agreement dissolving TCRC.

## **DISSOLUTION OF THE TRI-COUNTY AEP RELICENSING COMMITTEE**

**THIS AGREEMENT** is entered into this the \_\_\_\_ day of \_\_\_\_\_, 2015 by and between Franklin County, Virginia, Bedford County, Virginia, Pittsylvania County, Virginia and Campbell County, Virginia.

**WHEREAS**, a cooperative agreement was entered into by the counties of Bedford, Franklin and Pittsylvania for formation of the Tri-County AEP Relicensing Committee (“TCRC”); and

**WHEREAS**, the cooperative agreement was subsequently amended to include the County of Campbell; and

**WHEREAS**, the purpose for forming TCRC was the realization that the four counties could be more effective if they negotiated a common position throughout the relicensing process of American Electric Power’s Smith Mountain Hydroelectric Plants if they worked in unison towards achieving common goals; and

**WHEREAS**, the purpose and mission of the TCRC was to exclusively focus on the relicensing process of the Project; and

**WHEREAS**, by Order dated December 15, 2009, the Federal Energy Regulatory Commission (the “FERC”) issued a new and amended license to Appalachian for the project; and

**WHEREAS**, a Shoreline Management Plan was made part of Appalachian’s license by FERC Order dated July 5, 2005. When the FERC renewed Appalachian’s license in the FERC License Order, it stated that the Shoreline Management Plan filed with Appalachian’s license application on March 27, 2008 was approved and made a part of the license; and

**WHEREAS**, on February 28, 2013, Appalachian and TCRC signed a Settlement Agreement with revisions to the Shoreline Management Plan; and

**WHEREAS**, the purposes for which TCRC were formed have been met; and

**WHEREAS**, it is in the best interest of the Counties to name the Tri-County Lake Administrative Commission as the successor in interest to TCRC for any issues that may arise and specifically to be the successor in interest as to the above referenced license issued to Appalachian Power and the above referenced Settlement Agreement.

**NOW, THEREFORE BE IT RESOLVED**, that Tri-County AEP Relicensing Committee is dissolved upon the passage of resolutions by the Counties.

**BE IT FURTHER RESOLVED**, that the Tri-County Lake Administrative Commission be designated as the successor in interest for any issues that may arise and specifically to be the successor in interest to TCRC as to above referenced license issued to Appalachian Power and to the above referenced Settlement Agreement.

FRANKLIN COUNTY BOARD OF SUPERVISORS

BY \_\_\_\_\_  
Cline Brubaker, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
B. James Jefferson, County Attorney

BEDFORD COUNTY BOARD OF SUPERVISORS

BY \_\_\_\_\_  
Tamara F. Parker, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
G. Carl Boggess, County Attorney

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS

BY \_\_\_\_\_  
Brenda H. Bowman, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Vaden Hunt, County Attorney

CAMPBELL COUNTY BOARD OF SUPERVISORS

BY \_\_\_\_\_  
James A. Borland, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
David Shreve, County Attorney



# Franklin County

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## EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Lease Agreement – Daily Grind</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Request to Advertise for a Public Hearing to Consider Leasing the Space Currently Occupied by the Daily Grind.</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> <b><u>Goal #</u></b> <b><u>Action Strategy:</u></b></p> <p><b><u>STAFF CONTACT(S):</u></b> Msrs. Huff</p>	<p><b><u>AGENDA DATE:</u></b> April 21, 2015</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> REN</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

The County owns property at 285 S. Main Street, Rocky Mount, VA that is currently occupied by the Daily Grind Coffeehouse. The lease agreement needs to be reset as of June 1, 2015 and a public hearing is needed in order to renew the lease currently held by the owner of the Daily Grind.

The proposed lease would be for 1 year with two, 1 year renewals. The initial rent would be at the existing rate of \$350.00 and increase by the CPI each year that is renewed.

**RECOMMENDATION:**

Staff recommends that the Board authorize a public hearing to consider renewing the lease with Ms. Susan Gauldin for 1 year with two, 1 year renewals available at an initial rent of \$350.00.