

September 8, 2015

County of Greene, Virginia

THE GREENE COUNTY BOARD OF SUPERVISORS MET ON TUESDAY, SEPTEMBER 8, 2015, AT 5:30 P.M. IN THE COUNTY MEETING ROOM.

Present were: David Cox, Chairman
 Jim Frydl, Vice Chairman
 Eddie Deane, Member
 Davis Lamb, Member
 Bill Martin, Member
 John C. Barkley, County Administrator
 Ray Clarke, County Attorney
 Patti Vogt, Deputy Clerk

RE: WORKSHOP – EDU POLICIES

Mr. Lamb referred to minutes of the Water and Sewer EDU Policy Study Committee and noted the following discussion points:

- 3-year payment plan option for payment of EDUs for all or a defined group of customers.
- Payment of EDUs at the time of C.O. (certificate of occupancy).
- Meter based fees for commercial and residential users.
- Water and sewer system surcharge.
- Transfer of tap fees (EDUs).

Mr. Cox briefly reviewed the timeline to date.

Mr. Barkley said most decisions by the Board were made in Executive Session with Herb White, WW Associates, and Dudley Patti, RSA, present. EDU review quickly transformed into a look at surcharge and the facility fee is the result of that review by the committee. The Board decided to not take any further action on EDU policies at that time and agreed to impose a facility fee for water and sewer which started in February, 2015.

Mr. Barkley said there is an option in the policy for the County to redeem EDUs. The transfer of EDUs has not been recommended by the consulting engineer, RSA or staff. Most recent discussion has been about allowing transfer of EDUs between properties.

Fees for surrounding localities are very comparable and have not changed in the last seven or eight years. An opportunity exists to allow for flexibility in paying for EDUs. (i.e. three year plan, paying at issuance of C.O. instead of application for building permit) These would be minor changes that may take some burden off smaller builders in the County. He suggested the Board keep some sense of flexibility in moving forward with issues peculiar to bigger holders of EDUs in respect to transfers, sales, permitting, etc.

Mr. Barkley suggested an option that the County could redeem EDUs for market price at time of purchase and sell new EDUs at current market price. He understood this work session was an opportunity for the Board to figure out their approach going forward.

Mr. Cox felt the policy in place is very clear and referred to the redemption of EDUs in the policy. He questioned the actual number of systems in the County.

Mr. Frydl explained RSA is the operator of the water system in the County. The payment of EDUs can be to the County or RSA depending on location. The County collects and issues EDUs for the eastern part of the system and RSA does the same for the western part. The previous Board decided to build infrastructure in the eastern part of County and reached an agreement with RSA to pay for the sewer treatment plant, infrastructure and to accept a majority of RSA debt, about \$20 million, for existing infrastructure. RSA operates the whole system.

Mr. Cox asked who a property owner would purchase EDUs from if he owned property in both areas. Mr. Frydl said the proper entity would be determined by the location of property.

Mr. Lamb asked what RSA uses EDU fees for. Mr. Frydl said those fees can be used for infrastructure. Operation costs are covered by rate fees.

Mr. Deane asked if RSA allows transfer of EDUs. Mr. Frydl said RSA policy mirrors the County policy. Mr. Deane said he was told by a business owner that RSA had allowed the transfer of EDUs previously. He felt the purchase of EDU at issuance of C.O. would benefit both the County and the developer.

Mr. Lamb noted the facility fee is expected to bring in about \$360,000 per year. Albemarle County does not allow the transfer of EDUs. Mr. Lamb felt it is economically counterproductive to not allow transfer. Greene County should be making its own policy. Getting growth going will create more revenue for the County.

Mr. Martin said he likes the discussion and the policy is an evolving thing. He said he is very much in favor of Greene County staying competitive for the development community and as a county competing for businesses, services and rooftops. Mr. Martin said he does not feel good about making quick decisions for exceptions comparing it to "spot zoning". The County needs to be consistent with a policy that everyone understands while paying the bills.

The Board of Supervisors, at the time, made conclusion based on set of economic variables that didn't pan out too well. The County is now faced with \$2 million plus debt service bill and EDUs are not paying the tab. The east side of the County is being subsidized. Mr. Martin supports looking at the EDU policy and at the whole water/sewer system. He suggested the Board consider professional assistance in this process. We're off to a good start but have a long way to go.

Mr. Deane said he agreed with deferring the cost of EDUs to issuance of C.O. He said a runner can jump better with a lower hurdle. Mr. Deane read comments that Mr. Robbie Morris had made at previous meeting regarding EDUs.

Mr. Cox said the Board increased the EDU rate to offset debt. Then the recession hit and economy went to pot. The County has and will probably continue to take money from general fund to make payments. He agreed the whole water and sewer package needs to be reviewed.

Mr. Lamb commented that everything he reads is for the County and nothing is for the developer or contractor.

Mr. Frydl asked who would pay for transfers if the business man doesn't. Developers knew the policy when EDUs were purchased. There is an investment and business risk associated with that. If the Board allows indiscriminate transfer of EDUs from one property to another, that takes the risk from the developer/builder and puts it on the taxpayer.

Mr. Deane felt the developer is being penalized because he cannot use EDUs. He said Mr. Frydl is looking at this from a direction that he is not. The money has already been paid to

the County for the EDUs. Mr. Frydl said the money has to come from somewhere. If it is not coming from the developer, it will have to come from the taxpayers.

Mr. Lamb pointed out that the County will collect tax revenue on the houses constructed. The County has used the EDU money paid by the developer. Mr. Deane agreed saying if the developer doesn't build, no one will benefit.

Mr. Frydl said there is "a buyer beware" aspect to this. He does not have a problem with moving payment for EDU to issuance of C.O. as long as it is clear that the risk is on the developer and/or buyer. (i.e. if EDUs are not available for purchase at that time)

Mr. Deane said if the County does not allow the transfer of EDUs, everyone loses money.

Mr. Frydl commented that Mr. Barkley's suggestion would be an easy solution, would not cost a lot of money and would not involve a lot of unforeseen circumstances. The Board could consider and choose, on case by case basis, to redeem EDUs at purchase price and sell new EDUs at current rate.

Mr. Lamb felt this was a good workshop and he liked the idea of professional help.

Mr. Deane encouraged the Board to continue this discussion noting he will not be here after the first of the year.

Mr. Frydl thought the infrastructure fee imposed is too small but had to be done. It takes a lot of retail sales to make \$10,000. The average home built in Greene is usually a tax loss for the County. Mr. Frydl said he would love to encourage growth and liked ideas but the cold hard fact is we still have bills to pay. Any concession the Board makes means we're paying even less.

Mr. Cox thanked everyone for the discussion and asked what type of professional help the Board would be looking for. Mr. Martin said a firm that has engineering, finance and accounting experience with a tight scope of work that would not be too expensive. Mr. Frydl suggested the Board gather input from stakeholders and hear from the public. Mr. Lamb said he would like the public to be involved in the work session.

Mr. Martin felt the public may be missing the economics of providing water and sewer in Greene. Why is debt service so high and why are property taxes going to pay for water and sewer on east side of County? Professional assistance with presentation would be very helpful.

The Chairman said the Board would wait for a report from Mr. Barkley.

RE: EXECUTIVE SESSION

Upon motion by Davis Lamb and unanimous vote, the Board entered into Executive Session to discuss legal and personnel matters pursuant to Section 2.2-3711 Subsection (a, 1-7) of the Code of Virginia.

1) PERSONNEL MATTERS

Virginia Code Reference

2.2-3711 A.1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

2) LEGAL

Virginia Code Reference

2.2-3711 A.7: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Recorded vote:	David Cox	-	Yes
	Jim Frydl	-	Yes
	Eddie Deane	-	Yes
	Davis Lamb	-	Yes
	Bill Martin	-	Yes

Motion carried.

Upon motion by Davis Lamb and unanimous vote, the Board returned to Open Session.

Recorded vote:	David Cox	-	Yes
	Jim Frydl	-	Yes
	Eddie Deane	-	Yes
	Davis Lamb	-	Yes
	Bill Martin	-	Yes

Motion carried.

By unanimous vote, all members certified that only public business matters lawfully exempted from the Open Meeting requirement and only such matters as identified by the motion to enter into Executive Session were discussed.

Recorded vote:	David Cox	-	Yes
	Jim Frydl	-	Yes
	Eddie Deane	-	Yes
	Davis Lamb	-	Yes
	Bill Martin	-	Yes

Motion carried.

RE: PUBLIC MEETING

The Chairman opened the meeting with the Pledge of Allegiance followed by a moment of silence.

RE: LEGISLATIVE PROGRAM

Mr. David Blount, Legislative Liaison, was present to discuss the upcoming 2016 Legislative Program. Priorities for 2015 included: equalized revenue authority; state mandate and funding obligations; public education funding; transportation funding and devolution; water quality; and land use and growth management.

Mr. Lamb asked about vouchers for private schools. Mr. Martin commented on equalized revenue authority and asked if this is worth going for again. Mr. Blount said vouchers for private schools have been discussed over the years and felt the equalized revenue authority is a goal worthy of pursuit.

Mr. Frydl said the State is well behind on contributions to VRS and is not honoring obligation to employees. The potential to really impact the budget is frightening. This is a huge obligation and mandate that is being ignored by the State. GASB (General Accounting Standards Board) has all counties carrying VRS liability on books. Mr. Blount said there was a ten year payback period. He felt this issue could be addressed in the ongoing policy statements and will make adjustments in that area.

Mr. Lamb asked if the equalized revenue authority proposal, which would remove restrictions on meals, lodging, cigarette and admission taxes, would include alcohol also. Mr. Blount said that has not been mentioned.

Mr. Cox thanked Mr. Blount for his efforts throughout the year.

RE: CONSENT AGENDA

Upon motion by Jim Frydl and unanimous vote, the Board approved the following items on the consent agenda:

- a. Minutes of August 25, 2015 meeting (with correction noted).
- b. Letter of support for Greene County Transit, Inc. (See Attachment "A")
- c. Resolution to accept and appropriate \$499,306.08 from State/Federal governments and private donations for carryover programs for FY 2015. (See Attachment "B")
- d. Resolution to accept and appropriate grant funds from the Office of Justice Programs in the amount of \$2,904.83 for the Sheriff's Office to be used for the purchase of bulletproof vests. Local matching funds are included in the current budget. (See Attachment "C")

Recorded vote:	David Cox	-	Yes
	Jim Frydl	-	Yes
	Eddie Deane	-	Yes
	Davis Lamb	-	Yes
	Bill Martin	-	Yes

Motion carried.

RE: OTHER MATTERS FROM BOARD MEMBERS

Mr. Martin asked how Mr. Allen Morris, Director of Solid Waste Facility, is doing. Mr. Barkley said Mr. Morris is home but has a long road to recovery. Main concern is Mr. Morris' health. Operations at the Solid Waste Facility are going smoothly. Two employees will be participating in a certification program for management of the Solid Waste Facility.

Mr. Martin said TJPDC has announced that the region has surpassed the State in recycling with a rate of 42%. Greene County's rate was 30.1% which is trending in the right direction indicating people are taking recycling seriously.

Mr. Martin also asked about the status of Simms Road project. Mr. Barkley said signs are out and the project seems ready to go. Mr. Martin will contact VDOT.

Mr. Lamb said a recent report indicated a 5% growth in retail sales to this point in the year.

Mr. Frydl said three firms have toured the school facilities and the committee will be meeting with them soon.

Mr. Cox asked about overcrowding on school buses. Mr. Frydl said the issue has been resolved.

Mr. Cox noted the Library has added hours on Tuesday and Friday.

RE: COUNTY ADMINISTRATOR'S REPORT

Mr. Barkley briefly reviewed his report. (See Attachment "D")

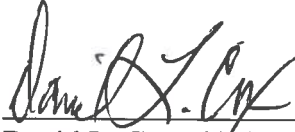
RE: MATTERS FROM THE PUBLIC

There were no comments from the public.

Board of Supervisors
September 8, 2015
Sheet 6

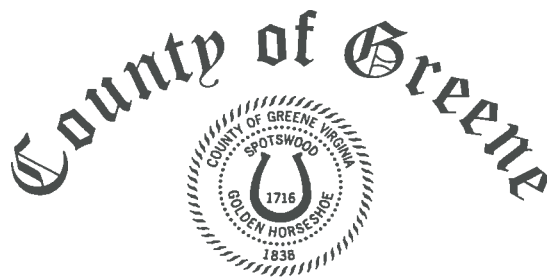
RE: CONTINUED MEETING

The meeting ended at 8:20 p.m. The next scheduled meeting of the Board of Supervisors will be on Tuesday, September 22, 2015, in the County Meeting Room.

A handwritten signature in black ink, appearing to read "David L. Cox", is written over a horizontal line.

David L. Cox, Chairman
Greene County Board of Supervisors

Board of Supervisors
September 8, 2015
Attachment "A"



BOARD OF SUPERVISORS
POST OFFICE BOX 358
STANARDSVILLE, VIRGINIA 22973
TELEPHONE: 434-985-5201

September 8, 2015

The Greene County Board of Supervisors fully supports the Greene County Transit, Inc. program and feels the need for mass public transportation is more important now than ever. The organization, under the direction of Mrs. Ginger M. Morris, Principal Officer and Administrator, is providing an excellent and essential public transportation service to our citizens.

The Transit Program is a great asset to the community and has attained a high level of service that exemplifies goals in regards to safety, efficiency and economy of operation. Expanded hours of operation have benefited many of our citizens. We look forward to the continuation and expansion of this very important public transportation program.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. Cox".

David L. Cox, Chairman
Greene County Board of Supervisors

DLC/pmv

RESOLUTION TO ACCEPT AND APPROPRIATE FOUR HUNDRED NINETY-NINE THOUSAND THREE HUNDRED SIX DOLLARS AND EIGHT CENTS FROM THE STATE/ FEDERAL GOVERNMENTS AND PRIVATE DONATIONS FOR CARRYOVER PROGRAMS

WHEREAS, the Board of Supervisors of the County of Greene, Virginia has received grant funding and private donations for various programs; and,


WHEREAS, the following funds in the amount of four hundred ninety-nine thousand three hundred six dollars and eight cents (\$499,306.08) need to be accepted and appropriated to the 2015-16 Operating Budget of the County of Greene, Virginia:

<u>Grant</u>	<u>Amount</u>
Donations-Sheriff	\$ 18,123.22
Donations-Animal Shelter	\$ 35,003.10
Donations-Victim Witness	\$ 175.96
DMV Sterilization Program	\$ 603.74
DMV Overtime - Alcohol Grant	\$ 3,682.75
Asset Forfeiture-Federal-Sheriff	\$ 306.11
Asset Forfeiture-State-Sheriff	\$ 11,290.60
Asset Forfeiture-State-Commonwealth Attny	\$ 8,633.26
Asset Forfeiture-Federal-Commonwealth Attny	\$ 2,866.36
Recreation Facilities	\$ 20,326.05
2014 Homeland Security Grant	\$ 1,273.00
Bullet Proof Vest Grant	\$ 241.59
DMV Overtime – Speed Grant	\$ 2,852.84
PSAP Grant	\$150,000.00
Communication Facilities & Equipment	\$198,927.50
Sheriff – Replacement Vehicle	\$ 35,000.00
Animal Shelter/Refuse - Replacement Vehicle	\$ 10,000.00

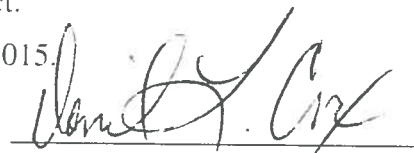
NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Greene, Virginia that the amount of four hundred ninety-nine thousand three hundred six dollars and eight cents (\$499,306.08) to be received from the above programs be accepted and appropriated to the appropriate line items in the 2015-16 Operating Budget of the County of Greene, Virginia.

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

Adopted this 8th day of September, 2015.



John C. Barkley, Clerk



Chairman

**RESOLUTION TO ACCEPT AND APPROPRIATE TWO THOUSAND
NINE HUNDRED FOUR DOLLARS AND EIGHTY-THREE CENTS FOR
BULLETPROOF VEST GRANT**

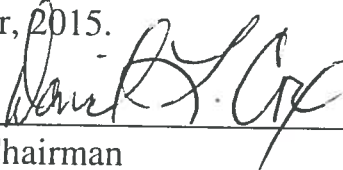
WHEREAS, the Sheriff's Department of the County of Greene has received funding for the Bulletproof Vest Grant; and

WHEREAS, the funds in the amount of two thousand nine hundred four dollars and eighty-three cents (\$2,904.83) need to be appropriated to the appropriate line item in the 2015-2016 budget of the County of Greene, Virginia.

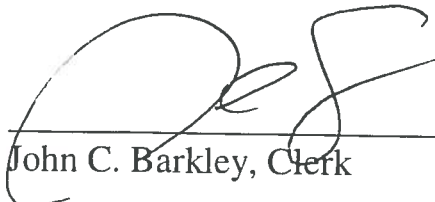
NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Greene, Virginia that two thousand nine hundred four dollars and eighty-three cents (\$2,904.83) be appropriated to the 2015-2016 budget of the County of Greene.

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

Adopted this 8th day of September, 2015.



Chairman



John C. Barkley, Clerk

County Administrator's Report September 8, 2015

Staff has revisited the County policy with regarding the availability and purchase of equivalent dwelling units (EDU). A work session is scheduled for 5:30 on 9/8/15. Following is a recap of EDU Policy discussion points:

- 3-year payment plan option for payment of EDUs for all or a defined group of customers. The committee discussed some of the challenges due to the legalities involved with liens, property sales, and other possible limitations.
- Payment of EDUs at the time of C.O. (certificate of occupancy). This may allow smaller builders to defray the cost of EDUs so that the payment would not have to be paid until well after the building permit is issued.
- Meter based fees for commercial and residential users. Setting a schedule of up-front costs (and user fees by RSA) based on meter size and a specified maximum consumption would be a way to perhaps take some of the pressure of the smaller meter users.
- Water and Sewer System Surcharge. The committee discussed the use of surcharges that are added to monthly user fees and whether they can be added with a specific notations that denote projects (such as reservoir development) and/or just generally tacked on the a typical system user's water and sewer bill.
- Transfer of Tap Fees (EDU's): The transfer of an EDU from one property or development project to another could provide flexibility to builders during economically challenging times, but may also cause difficult circumstances for the County in cases where the overall system capacity may be compromised or where there is a change of ownership.

In association with the construction of the Family Dollar store and planed upgrades at Rte. 29 and Rte. 607, VDOT/RSA plan to relocate and upgrade to a 12" line. The price of replacing the existing line with 6" line is \$75,000. The price of the upgraded 12" pipe will cost \$90,000. This will make the line more conducive to future development of the planned shopping center and improve the Ruckersville water distribution system. The County would pay \$15,000 of a total of \$90,000 from Family Dollar EDU funds, and RSA would pay \$75,000.

Staff is drafting a bid advertisement to build a separate door for the Madison-Greene Humane Society to access the cat shelter. We are also soliciting bids for floor repairs at the canine facility, which are required by the state office of animal care. The County has received a \$250 fine for a "non-critical" condition at the canine facility, due to a crack in the floor. Staff will consult with the County Attorney about our appeal options.

Staff is working on an ordinance amendment to establish Board authority to approve traffic controls for subdivisions with 25 or more parcels (Farm County Estates).

Staff is developing an application for HB2 funding for future improvements to the Rt. 33/29 and Rt. 607/29 intersections.

A letter was sent to the property owner on South River Rd. in response to an inquiry about the location and legality of a private right of way easement that traverses the property.

A Stanardsville Planning Grant working group has been established to coordinate a grant application for further revitalization of the downtown area. The group held a kick-off meeting 9/2, with the next meeting scheduled for 9/24 at 7 PM in the library meeting room.

The County's telephone system was of-line on September 1 for upgrade work, with no problems to report. Service was restored by 11:00 a.m.

Personnel - Staff is reviewing County-wide annual leave accruals to assess how many staff are exceeding the current threshold.

Staff has assessed and posted an occupancy rating for the board room at 70 people.

Staff contacted VDOT officials to request information about the standards for road acceptance to advertise/educate citizens/HOA's on the acceptance criteria.

Allen Morris is currently recovering from a stroke and is now at home. We do not yet know the expected duration of Mr. Morris rehabilitation. Staff at the Landfill/transfer station will begin certification training in September to ensure the facility is managed in compliance with state regulations.

An article has been drafted advertising opportunities for appointments to County boards and commissions.

"The ongoing efforts of our many volunteers and organizations in Greene County are critical to the quality of life in our community, and are a big reason why Greene County is such a great place to live and work. The Greene County Board of Supervisors invites individuals interested in improving their County to participate as a member of a County board, commission, or committee. Vacancies are advertised at various times throughout the year. Opportunities are available now to serve on various citizen member organizations. The Board of Supervisors invites citizens interested in making a difference through public service to contact the County Administrator's Office at (434) 985-5201.

Board of Zoning Appeals (available immediately)

The Greene County Board of Zoning Appeals

A Board of Zoning Appeals ("BZA") is a public body established by the governing body pursuant to Virginia Code § 15.2-2308.

Composition

The members of a BZA are appointed by the Circuit Court with the concurrence of the locality. Virginia Code § 15.2-2308(A).

Greene County's BZA consists of five members and one alternate member. The members of the BZA must be residents of the locality and are appointed for five-year staggered terms. Members may be reappointed to successive terms. A member whose term expires continues to serve until his successor is appointed and qualifies. Members may not hold any other public office in the locality, except that one member also may be a member of the locality's Planning Commission. Virginia Code § 15.2-2308(A).

Powers and duties

The BZA is a creature of statute and it possesses only those powers expressly conferred by statute. Board of Zoning Appeals of Fairfax County v. Board of Supervisors of Fairfax County, 276 Va. 550, 552, 666 S.E.2d 315, 316 (2008) (holding that the BZA does not have the power to sue because that power is not expressly granted by statute); Board of Zoning Appeals of James City County v. University Square Associates, 246 Va. 290, 294, 435 S.E.2d 385, 388 (1993); Board of Zoning Appeals of Fairfax County v. Cedar Knoll, Inc., 217 Va. 740, 743, 232 S.E.2d 767, 769 (1977).

The BZA has no implied powers. The BZA's powers and duties include the following:

- Appeals of decisions by the Zoning Administrator or an administrative officer: Hear and decide appeals from any order, requirement, decision, or determination made by the Zoning Administrator or an administrative officer in the administration or enforcement of the Zoning Ordinance.
- Variances: Hear and decide applications for variances.
- Interpretations of the district map: Hear and decide applications to interpret the district map where there is any uncertainty about the location of a district boundary. Virginia Code § 15.2-2309.
- Annual Report: The BZA also is required to keep a full public record of its proceedings and submit a report of its activities to the governing body or bodies at least once each year. Virginia Code § 15.2-2308(C).

Economic Development Authority (available immediately)

Greene County Economic Development Authority

General Purpose

The general purpose of the Greene County Economic Development Authority (Authority) is to promote the business development and tourism of Greene County, consistent with Greene County's Comprehensive Plan, the direction of the Greene County Board of Supervisors and the intents of legislation of the Commonwealth of Virginia.

General Powers

The Authority shall have any and all powers that have been granted to it by the Board of Supervisors of Greene County, by Title 15.1, Chapter 33 and by Title 15.2, Chapter 49 of the Code of Virginia and any subsequent enactment of the General Assembly. All such powers shall be exercised for the general benefit of the residents of Greene County.

Meetings

The regular meetings of the Board of Directors shall be held in the offices of the Greene County Economic Development Authority or such other location as decided by the Board. Meetings shall be held at 6:00 pm on the third Monday of each month if not a legal holiday, but if a legal holiday, then on the day following, or on the day determined by the Board of Directors.

Special meetings of the Board of Directors may be called at any time by the Chair, to be held at the time and place designated by the Chair in the calling of the meeting. Special meetings may also be called by two members of the Board of Directors. Special meetings may be held telephonically or by other electronic means.

Planning Commission (available in January 2016)

The Greene County Planning Commission

A Planning Commission is an administrative entity established by the Board of Supervisors pursuant to Virginia Code § 15.2-2210.

Composition

The Greene County Planning Commission is composed of five members. The members of the Commission must be residents of the county and qualified by knowledge and experience to make decisions related to community growth and development. At least one-half of the members of the Commission must be owners of real property. The Commissioners serve four year terms.

Powers and duties

Planning Commissions are part of the locality and operate under the authority granted to Planning Commissions under State law.

The Planning Commission has specific powers related to individual development applications. On legislative matters such as comprehensive plan amendments, zoning text amendments, zoning map amendments and special use permits, the Commission is advisory to the Board of Supervisors and makes recommendations to the Board. (Virginia Code §§ 15.2-2223 (comprehensive plan), 15.2-2285 (rezonings), 15.2-2286 (rezonings and special use permits)).

On ministerial matters such as subdivision plats and site plans, the Subdivision and Zoning Ordinances may designate the Planning Commission as the decision-making body. When the Commission is acting on a subdivision plat or on an appeal of the disapproval of a site plan, it is acting in a ministerial capacity and its role is to determine whether the subdivision plat or site plan meets the minimum requirements of the applicable regulations.

The Planning Commission also has the following powers and duties:

- Advisor to the Board: Serves as an advisory body to the Board of Supervisors to promote the orderly development of the county and its environs and to accomplish the objectives set forth in Virginia Code § 15.2-2200.
- Comprehensive Plan: Prepares and recommends a comprehensive plan for the physical development of the county as provided in Virginia Code § 15.2-2223 et seq.
- Official maps: Makes or causes to be made an official map as provided in Virginia Code § 15.2-2233 et seq. either at the request of the Board of Supervisors or on its own initiative.
- Capital Improvement Program: Annually prepares and revises a Capital Improvement Program based on the Comprehensive Plan of the county for a period not to exceed the ensuing five years as provided in Virginia Code § 15.2-2239 either at the request of the Board of Supervisors or on its own initiative..
- Subdivision Ordinance: Prepares and recommends amendments to the subdivision ordinance as authorized by Virginia Code § 15.2-2253 either at the request of the Board of Supervisors or on its own initiative.
- Zoning Ordinance: Prepares and recommends amendments to the zoning ordinance including a map or maps showing the zoning districts of the county as provided in Virginia Code § 15.2-2285 either at the request of the Board of Supervisors or on its own initiative..
- Annual report: Makes recommendations and an annual report to the Board of Supervisors concerning its operation and the status of planning within the county. Virginia Code § 15.2-2221.

The Board is tentatively scheduled to hold a public hearing on the Lyle Durrer request for an SUP/Firing Range on October 13 WMHS PAC. We will await PC action on the matter before the request is heard by the Board.

Staff received at inquiry from Ms. Joyce Breeden regarding the funds collected through the County's Facility Fee.