

**Cigarette Tax Regional Authority
Discussion**

From the Draft Minutes of the CRC Board meeting in June:

"Presentation on Regional Tobacco Tax Board: Bill Hefty, attorney from the firm Hefty, Wiley & Gore, gave a presentation to the Council about the potential formation of a regional tobacco tax board. Due to a change in state law, starting July 1, counties can assess a tax on tobacco of up to 40 cents per pack. If a town already has a tobacco tax, their respective county could apply the tax in the town unless the town blocks it. For instance, Farmville could block a separate tax by Prince Edward County or stack it on top of their own. Likewise, Keysville could do the same if Charlotte County implemented its own tax. There is already a regional tobacco tax board in Northern Virginia, which has been in place since 1970 and has 19 participating localities. It has five staff administering the program, and some other localities (Farmville and Keysville are local examples) have implemented their own tobacco tax. Under the previous law, Fairfax County was one of two counties that were allowed to assess a cigarette tax. Other PDCs are exploring the feasibility of a regional board.

This current discussion came about on the heels of meetings that have been held by nearby counties on forming their own regional board. Those discussions were initiated by Dinwiddie County and involved a number of localities in Southside Virginia – including Amelia and Nottoway Counties. Localities have the option of doing this on their own or joining a regional effort. Those localities have a web meeting scheduled in late June with representatives from the Northern Virginia Regional Tax Board to learn more about what they're doing.

A tax board would be staffed, and that staff would have the authority to implement the program and enforce assessment/collection of the tax. The amount that each participating locality would contribute to a regional tax board would be prorated based on how many cigarettes each locality sells. Mr. Hefty stated that there are no set figures or formula to calculate how much any one locality might receive in revenues from this tax. He said Middle Peninsula PDC did a calculation for its member localities based on a tax of 30 cents per pack. Mr. Hefty stated that based on that formula, localities in Planning District 14 could receive anywhere from \$60,000 to \$150,000 per year depending on the locality and its population. Implementing a tax of 40 cents per pack would adjust those figures higher. Mr. Hefty advised that those estimates could be conservative.

There were a number of questions for Mr. Hefty. Mr. Scott asked about costs to administer this program. Mr. Hefty stated that it would depend on how many localities participate but he believes a regional board for Planning District 14 could be administered with one or two staff. Mr. Hankins asked if localities could put revenues from such a tax into their general fund. Mr. Hefty stated that they could do that. Ms. Fore asked about pushback against this initiative. Mr. Hefty stated that no localities in this part of the state have formally joined a regional tax board, and he is not aware of pushback. Ms. Fore also asked about whether localities can dedicate these revenues for specific purposes. Mr. Hefty stated that funds could be earmarked, but there is no requirement to do that. Mr. Walker asked if localities participating in a regional tax board had to adopt the same rate. Mr. Hefty stated that it would be recommended, but is not required. Mr. Scott asked why any staff working on a tobacco board wouldn't just work directly with wholesalers. Mr. Hefty stated that retailers can try to game the system. In Northern Virginia, where a regional tax board exists, retailers know they are being watched. Tax Board staff have the authority to arrest people who are not in compliance with the tax.

Council members and county administrators present indicated that they are interested, but would need to take it before their respective boards. The Council agreed that in addition to discussions at the county level, anyone interested should participate in the Zoom meeting with representatives from the Northern Virginia tobacco tax board (Mr. Hefty will send out the Zoom invite). The next steps will depend on the level of interest after that meeting. The CRC member counties would also need to decide whether to form their own board or join the effort being spearheaded by Dinwiddie County."

**Crossroads Community Services Board
Update**

**County-wide Radio System
CTA Consultants Contract Update**

Consulting Agreement
Change Order 4
Implementation Services

Lunenburg County requests services and tasks associated with specifications and procurement in addition to the Consulting Agreement between Lunenburg County and CTA Consultants dated April 30, 2020. The Consultant hereby agrees to provide such Services at the request of the Client upon agreement of services and payment stated in Change Order 4: Implementation Services.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of June 2021.

Tracy Gee, County Administrator

Lunenburg County, Virginia (Client)

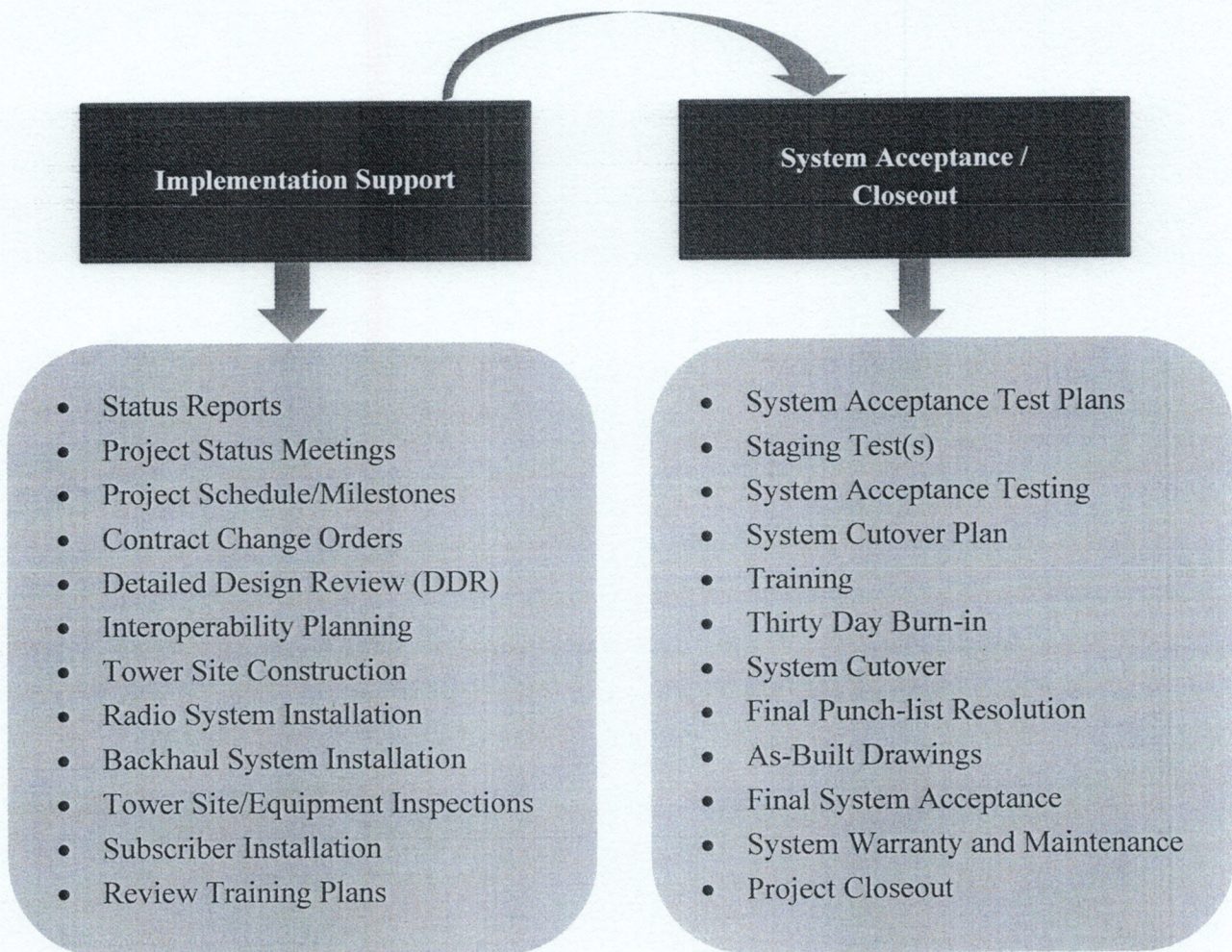
Cheryl S. Giggetts, Principal Consultant

CTA Consultants LLC

Scope of Work: Implementation Activities

After selection of the radio system provider(s) and successful execution of a contract, the next phase of the radio system replacement project is Implementation. Effective System Implementation requires careful planning and scheduling, thorough installation oversight, and systematic testing and inspection of the delivered system elements. Our vendor interface and management will facilitate quality control to ensure compliance with system specifications.

This phase includes pre-implementation tasks, system implementation tasks, system staging tests, inspection of the installation at each site, and concludes with the final system acceptance of the project after cutover. All phases of your project are linked together, with the ultimate result being Acceptance Tests to demonstrate the initial Systems Requirements (developed at the beginning of the project) are successfully met. CTA will help you navigate this process in an efficient and effective manner utilizing the following methodology:



Implementation Support Approach

CTA will provide implementation oversight for the implementation of a new public safety radio system. CTA will be Lunenburg County's trusted advisor from the implementation kick-off meeting until final system acceptance and will review all aspects of the project to make sure the contractor adheres to the contract. This effort will vary based upon the quantity of towers approved in the final Detailed Design Review documentation.

Status Reports

CTA will provide monthly status reports describing activities accomplished in the past month, activities scheduled for the next month, problems encountered, solutions completed, and "red flag" items.

Project Status Meetings

At the implementation kick-off, CTA will present a project communication plan that defines how the contractor(s) will communicate with the County, and how key decisions will be made. This communications plan will establish bi-weekly status meetings/teleconferences and a least one monthly in-person project status meeting. CTA will participate in all scheduled project status meetings.

Project Schedule/Milestones

CTA will work with the radio vendor to prioritize the tower construction schedule to match radio network migration needs. CTA will also work with the connectivity vendor to integrate their schedule into the radio system schedule. CTA will monitor critical path items and milestones for the duration of the project; highlighting any schedule slippages. CTA will use this tracker to monitor completion of contractual milestones and make recommendations for payment milestones when contractual requirements have been met.

Design Review Meeting (DDR)

CTA will provide the contractor with an agenda and requirements list for an on-site DDR meeting. The requirements list for the DDR will include all contractually required documents from the RFP and include specific questions to clarify how they will implement different portions of the radio system. The contractor will be expected to discuss the following in detail:

- Project Schedule
- Technical Design
 - System Configuration
 - System Operations – Features & Functions
 - Select Sites
 - Coverage Maps
 - Traffic Loading Analysis
- Frequency plan
- Alarm System Plan
- System Control and Management
- Failure Modes
- Connectivity Network Topology
- Interfaces (between radio system, connectivity network and facilities)

- FCC Licenses (Radio System and Microwave System)
- Dispatch Center
- Site Design (Physical Facilities)
 - Site Plans
 - Site Access
 - Fencing
 - Towers
 - Building / Shelter Plans
 - Floor plans and Dimensions
 - Electrical System
 - UPS and / or DC Power System
 - Generator
 - Grounding and Surge Protection
 - HVAC
 - Fire detection / suppression
- Subscribers
- Fleet Mapping
- Training Plans
- Cutover Plans

CTA will assist Lunenburg County in reviewing all DDR documentation and perform subsequent reviews after the contractor makes corrections based on the County's feedback. CTA believes it is especially important to critically review the DDR as it will become a large part of the final system documentation.

Interoperability Planning

CTA will support all interoperability planning with Lunenburg County agencies and the surrounding jurisdictions. CTA will attend planning meetings and make suggestions for optimization of interoperability for the new radio system. This planning will be critical for developing successful fleet map activities. This will be a time when interaction with stakeholders is critical.

Tower Site Construction

CTA will provide construction management for all sites. The Physical Facilities must be compatible with the radio system, and the construction schedules must be coordinated with the implementation schedules for the radio system. CTA will proactively review Contractor site plans, construction schedules, and site documentation, and will inspect sites during construction on a schedule concurrent with other meetings or inspections. We will provide our comments and recommendations to Lunenburg County and the Contractor and will establish and maintain a list of action items that must be addressed timely to keep the project moving forward.

Radio System Installation

CTA will provide Advisory Oversight during the installation activities of the new radio system. This effort will include review meetings, inspection visits (both scheduled and unscheduled), and teleconferences as required. CTA will verify that the proposed radio system meets applicable codes and standards for a public safety grade communications network. We will review all Final FCC Applications, FCC Construction Notice, and FCC on air notification for accuracy prior to submission.

Backhaul System Installation

CTA will provide Advisory Oversight during the installation activities of the backhaul system. This effort will include review meetings, inspection visits (both scheduled and unscheduled), and teleconferences as required.

CTA will verify the proposed backhaul system meets applicable codes and standards for a public safety grade microwave to interconnect with all sites and fiber if used. We will work with vendor on final microwave path design and FCC coordination. We will review all Final FCC Applications, FCC Construction Notice, and FCC on air notification for accuracy prior to submission.

Tower Site / Equipment Inspections

CTA will provide three iterations of inspections for equipment installation locations. The first inspection will occur once physical facilities have been prepared for equipment installation. These include placement of a new shelter; pouring of new tower, shelter, or generator foundation pads; expansion of perimeter fencing; grounding improvements; and any other site work required prior to installation equipment. At the conclusion of these inspections, CTA will report any site issues to Lunenburg County and the Contractor. After these issues have been resolved, CTA will recommend Lunenburg County approve the contractor to start installation of radio system equipment. The second inspection will occur after system installation is complete. Upon the contractor's notification of completion for system installation, CTA will perform an inspection at each equipment installation site and review site grounding, general neatness of the site, organization of cables, and ensure the site adheres to applicable codes and standards.

CTA will review construction work and present to Lunenburg County for approval:

- Tower foundation
- Tower erection
- Building foundation
- New building delivery and installation
- Renovation of existing buildings
- Electrical
- HVAC
- Generators
- Grounding
- Fenced compounds and ground cover
- Telco/interconnect
- Removal of debris and site cleanup

CTA will create an inspection punch list to document any deficiencies at the sites. CTA will provide this punch-list to the Contractor, so that all issues can be remedied. After the contractor notifies Lunenburg County and CTA that all punch-list items have been resolved, CTA will perform a final inspection to ensure all issues have been fixed. CTA will provide a final inspection report for each equipment site that details all findings during the site inspections with detailed pictures of the equipment at all sites for closeout.

Subscriber Installation

CTA will work with the vendor and the stakeholders to schedule subscriber installations in an effective and efficient manner. This will coordinate with the subscriber equipment training for each user.

Review Training Plans

CTA will review the Contractor's Training Plans for completeness and conformance to the Final Specifications. CTA will assist with the scheduling of all training sessions and work with the vendor and stakeholders to achieve 100% participation in training.

System Acceptance / Closeout Approach

System Acceptance Test Plans

CTA and the Contractor will review/refine acceptance testing requirements during System Implementation, according to test plan requirements established in the Final System Specifications. CTA will review and approve these test procedures. We will begin this process during the DDR, as testing will be part of Staging (described below) and will continue in the field with complementary site and system tests that exercise and demonstrate all critical functions and properties of the implemented Radio System. CTA will make suggestions for any additional tests needed to verify the system functions as intended in the field.

Staging Test(s)

CTA will work with the vendor to develop system staging test plans, and critically review and recommend approval of the staging test plans provided at the DDR. We will verify all necessary tests are included and will suggest the addition of tests to meet contractual requirements. This provides an opportunity to test the subsystems in a controlled area and establish that the system functionally operates as required. Many of the tests done at staging are repeated in the field, but the overall system concept is initially proven at staging in a location where factory technicians and engineering personnel are available to investigate and assist with any functional anomalies.

CTA will witness and take part in the staging tests, providing on-site guidance and recommendations. We will analyze the results and provide a staging test report. We recommend Lunenburg County representatives also attend the staging tests.

System Acceptance Testing

CTA will work with vendor to execute system acceptance testing. We will attend and participate in the system acceptance testing, including radio system testing, subscriber and console testing, microwave and fiber backhaul testing and coverage testing to verify the functionality of all system features and components meet contractual requirements. For coverage acceptance testing, Lunenburg County, CTA and the contractor will participate in a three-person DAQ voice-quality scoring team. The contractor will

make test calls in test grids spanning the entire service area, and the scoring team will listen to the voice calls and make a vote for pass/fail for each tile. The number of tiles that pass must be equal to or greater than the required coverage percentage for the coverage acceptance testing to be marked as a pass. At the conclusion of all system acceptance testing, CTA will provide a system acceptance test summary that details the results of all testing. CTA will make recommendation of approval when all tests have been passed.

The Contractor will be required to provide a formal test report that will be critically reviewed in detail. CTA will analyze raw coverage data supplied to us in electronic format. We will provide a written report recommending acceptance or rejection of all or a portion of the tests.

System Cutover Plan

We understand the importance of maintaining legacy system during transitions to new systems. CTA will work with the Lunenburg County and the contractor to develop a final system cutover plan that takes into account both the active existing system and the active new system. Cutover planning should begin early in the project and serve as an ongoing planning process with regularly scheduled meetings between the DDR and the cutover day. All radio system users should be involved in the planning meetings as their radio usage will be affected at cutover. CTA will support these meetings and assist with developing the final system cutover plan.

Thirty-Day Operational Burn-In

After all system and equipment testing is complete, we will require the system be operated and maintained for a period of 30 consecutive days without adjustment or repairs except for those authorized by Lunenburg County. The Contractor will be required to document all failures and problems. CTA will provide oversight for this "burn-in" period, monitoring the process, reviewing test data, and analyzing failures and problems identified.

System Cutover

CTA will participate in on-site system cutover. We will monitor the cutover and document any system issues. Prior to cutover, CTA will develop an issue-reporting form to distribute to all radio system users, so they are aware of how to report issues after cutover. CTA also recommends setting up a hotline, which users can call during or after the cutover if they are experiencing problems. CTA will document each issue reported and track the issue until it is resolved by the contractor. At this point CTA will recommend conditional acceptance of the system.

Final Punch-list Resolution

After system cutover, CTA will provide the final acceptance punch-list which documents all ongoing issues with the new radio system. CTA will review this punch-list at the project status meeting and track resolution of punch-list items.

Review Record (As-Built) Drawings

The project is not complete until the “paperwork is done”. CTA will work with vendor to finalize system as-built documentation. We will track the Contractor’s Record Drawings and documentation. We will advise the Contractor of acceptable format and required content and will provide a general review of that documentation to prove to our satisfaction that it is sufficient to enable Lunenburg County’s qualified technicians or a qualified service center to maintain the system in a straightforward and competent manner.

Final System Acceptance

CTA will work with the vendor to finalize acceptance documentation and upon resolution of all outstanding items CTA will provide a recommendation letter for Lunenburg County to provide final system acceptance to the vendor. CTA will only provide Final System Acceptance recommendation when we are fully satisfied that Lunenburg County has received everything documented in the contract, any subsequent change orders, and the system is operating as specified!

System Warranty and Maintenance

CTA will review the system warranty documentations to validate all equipment is accounted for and the appropriate mechanisms are in place to efficiently and effectively execute the warranty period. We will also review the initial maintenance agreement presented at contract signing and negotiate any final revisions prior to Lunenburg County executing the maintenance contract with the vendor.

Project Closeout

CTA will support all project closeout activities. CTA will review the request for final payment to verify all contractual requirements have been met. CTA will review the maintenance plan to make sure all required maintenance is included. We will review the system as-builts and documentation to validate the final system design after installation and make a recommendation for completion of the project and final payment to the contractor. All closeout documentation will be provided to Lunenburg County prior to a final invoice being submitted.

Project Time Frame & Fees

The anticipated schedule for Implementation is 20 months.

For services rendered by the Consultant as described in this Change Order 4, Lunenburg County will provide compensation to the Consultant at the rate of \$15,000.00 per month, to be paid on the first of each month. This rate can be adjusted upon the mutual agreement of both parties in writing.

**Solar Facilities Draft Ordinance
Discussion**

Proposed Ordinance for Solar Energy Facilities in Lunenburg County, VA

Section 1. Purpose and intent.

The purpose of this article is to provide for and regulate the location, siting, development, construction, installation, operation, and decommissioning of solar energy facilities in the county in a manner that promotes the goals of the Comprehensive Plan to facilitate safe, effective, and efficient use of such facilities while protecting the health, safety, and welfare of the community and avoiding adverse impacts on county resources.

The intent of this article is to allow solar energy facilities in a manner that promotes the development of renewable energy sources, while limiting impacts on natural resources, including pollinator and wildlife habitats, water resources, and existing agricultural, forestry, residential, commercial, industrial, historical, cultural, and recreational uses of property or the future development of such uses of property in the county.

This article is not intended to abridge safety, health, environmental, or land use requirements contained in other applicable laws, codes, regulations, standards, or ordinances. This article does not supersede or nullify any provision of local, state, or federal law that applies to solar energy facilities.

Section 2. Definitions.

The following words, terms, and phrases, used in this article, shall have meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant. The person or entity who applies to the county for a zoning permit and/or conditional use permit, to site, develop, construct, install, and/or operate a solar energy facility under this article.

Brownfield. A former industrial or commercial site typically containing low levels of environmental pollution such as hazardous waste or industrial byproducts.

Facility Owner. The person or entity that owns or leases all or a portion of the solar energy facility.

Integrated Photovoltaics (Integrated PV). Photovoltaics incorporated into building materials for structures, such as shingles or roofs. Such structure(s) may be free standing and be an accessory use to the principal use of the property.

Operator. The person or entity responsible for the overall operation and management of the solar energy facility, if different than the facility owner.

Photovoltaic (PV). Materials and devices that absorb sunlight and convert it directly into electricity.

Project area. The area within a site used for the construction and operation of the solar energy facility.

Rated capacity. The maximum capacity of a solar energy facility based on the sum of each photovoltaic system's nameplate capacity.

Site. The property containing a solar energy facility.

Site Owner. The person or entity that owns all or a portion of the site, if different than the facility owner.

Siting Agreement. An agreement entered into between the Applicant and the county as defined in Va. Code § 15.2-2316 et seq.

Solar energy facility, large-scale. A renewable energy project that either:

- (1) generates electricity from sunlight, consisting of one or more PV systems and other appurtenant structures and facilities within the boundaries of the site, or
- (2) utilizes sunlight as an energy source to heat or cool buildings, heat or cool water, or produce mechanical power by means of any combination of collecting, transferring, or converting solar generated energy.

The term applies to, but is not limited to, solar photovoltaic systems, solar thermal systems, and solar hot water systems. The term excludes, however, facilities that meet criteria for solar energy facility, small-scale.

Solar energy facility, small-scale. A solar energy facility that:

- (1) has a project or site area of 5 acres or less;
- (2) has a rated capacity of 1MW or less;
- (3) is mounted on or over a building, parking lot, or other structure, or;
- (4) utilizes PV only.

Viewshed – the view of an area from a specific vantage point. It includes all surrounding points that are in line of sight with that location.

Section 3. Applicability; Permitting.

The requirements set forth in this article shall govern the location, siting, development, construction, installation, operation, and decommissioning of solar energy facilities in the county.

Facilities shall be permitted as follows:

- a. **Solar energy facilities, small-scale** are required to have a Conditional Use Permit unless waived by the county. The zoning administrator may require additional information from the applicant to determine whether the facility requires a Conditional Use Permit.

- b. *Solar energy facilities, large-scale* are required to have conditional use permit to be constructed, installed, or operated in the county. No large-scale solar energy facility shall be constructed on property that carries a Conservation Easement, whether local, state, or federal.
- c. All solar facilities shall require a county building permit and shall be subject to the requirements found in Virginia Code § 15.2-2288.7 (Local regulation of solar facilities).

Acquisition of a conditional use permit includes:

- a. Submittal of the permit application (see Section 4 for application requirements).
- b. Determination by the Lunenburg Planning Commission at a public hearing that the project is in substantial accord with the Comprehensive Plan. If the Lunenburg Planning Commission does not reach this determination, the applicant may appeal the decision to the Lunenburg Board of Supervisors in accordance with state code.
- c. Approval of the conditional use permit by the Lunenburg Planning Commission at a public hearing.
- d. Approval of the conditional use permit by the Lunenburg Board of Supervisors at a public hearing.

Section 4. Applications and procedures for solar energy facilities.

In addition to materials required for a permit application under section 3, applications for solar energy facilities shall, unless otherwise provided herein, include:

1. A pre-application meeting. The meeting shall be held with the zoning administrator to discuss the location, scale, and nature of the proposed use and what will be expected during that process.

2. Official application form and fee. The form and fee schedule are provided by the Zoning Administrator in accord with Lunenburg County Zoning Ordinance Sec. 3-16. Fees.

3. Project narrative. A narrative identifying the applicant, facility owner, site owner, and operator, if known at the time of application, and describing the proposed solar energy facility, including an overview of the project and its location; the size of the site, and the project area; the current use of the site; the estimated time for construction and proposed date for commencement of operations; the planned maximum rated capacity of the facility; the approximate number; representative types and expected footprint of solar equipment to be constructed, including the maximum number of photovoltaic panels; ancillary facilities; and how and where the electricity will be transmitted, including the location of the proposed electrical grid interconnection.

4. Site Plan. The site plan package of materials shall include the following:

A. Drawings, reports, and supporting information.

1. A report on the potential impacts on the environment, including water and air quality, at the site and within a two and one-half (2.5) mile radius of the proposed facility using information provided by the Virginia Department of Environmental Quality (DEQ), the Virginia Department

of Conservation (DCR), and/or a report prepared by a qualified third party. The county shall have the right to request a review from DEQ and/or DCR prior to the determination that the project is in substantial accord with the Comprehensive Plan.

2. A report on the potential impacts on wildlife and wildlife habitats at the site and within a two and one-half (2.5) mile radius of the proposed facility using information provided by the Virginia Department of Wildlife Resources (DWR) or a report prepared by a qualified third party. The county shall have the right to request a review from DWR prior to the determination that the project is in substantial accord with the Comprehensive Plan.

3. A Virginia Cultural Resource Information System report taken from the latest data provided by the Virginia Historic Resources, Virginia Cultural Resource Information System must be submitted to identify historical, architectural, archeological, or other cultural resources at the site and within a two and one-half (2.5) mile radius of the proposed facility.

4. The site plan drawings shall include the following information:

- a. Property lines, minimum required setback lines under this article, and any proposed setback lines that exceed the minimum requirements.
- b. Existing and proposed buildings and structures, including the preliminary location(s) of the proposed solar equipment.
- c. Existing and proposed roads, permanent entrances, temporary construction entrances, drives, turnout locations, and parking, including written confirmation from the Virginia Department of Transportation that all entrances meet applicable requirements and are appropriate for the use.
- d. Proposed locations and maximum heights of substations, electrical cabling from the solar systems to the substations, panels, ancillary equipment and facilities, buildings, and structures (including those within any applicable setbacks).
- e. Fencing, as required under this article, and other methods of ensuring public safety.
- f. Areas where the vegetative buffering, required in this article, will be installed and maintained and areas where pollinator-friendly and wildlife-friendly native plants, shrubs, trees, grasses, forbs, and wildflowers required in this article will be installed and maintained.
- g. Existing wetlands, waterways, floodplains, woodlands, and areas containing substantial woods or vegetation.
- h. Identification of recently cultivated lands and predominant soil types based on geotechnical investigation.
- i. Topographic map of the site with contours at a maximum of 5-foot intervals. Interpolation of satellite generated maps is acceptable.
- j. Additional information may be required, as determined by the Planning Office, such as a scaled elevation view and other supporting drawings, photographs of the proposed site, photo or other realistic simulations or modeling of the proposed solar energy project from potentially sensitive locations as deemed necessary by the Planning Office to assess the visual impact of the project, aerial image or map of the site, and additional information that may be necessary for a technical review of the proposal. The Planning

Commission or Board of Supervisors may require other relevant information deemed to be necessary to evaluate the application.

B. Specifications for drawings.

1. Name of the site plan, proposed purpose of the plan set, and case number shall be shown in the lower right corner of the cover sheet.
2. Magisterial District, County, and State.
3. Owner's name and address.
4. Applicant's name and address.
5. Tax Parcel Number and total acreage of the project.
6. Name of individual or firm that prepared plan including professional status and seal where applicable.
7. Address and telephone number of individual or firm that prepared the plan.
8. Date of submission and all revision dates.
9. Sheet number/ total sheets.
10. Zoning of property.
11. Approval letters for any prior zoning, conditional use permit, special exception, variance, or other permitted use shall be copied on cover page number 2 of the plan set.
12. Location maps, at a scale no greater than 1": 1000'.
13. True north arrow shall be on each page of the set.
14. The scale of the plan shall be as follows:
 - a. Projects containing more than 200 acres: not more than 200': 1".
 - b. Projects containing 50 to 200 acres: not more than 100': 1"
 - c. Projects containing 10 to 50 acres: not more than 50': 1"
 - d. Projects containing 10 acres or less: not more than 30': 1".
15. Show and list any applicable Overlay districts for this property including any Conservation Easements.
16. Site tabulation charts showing the following:
 - a. Buildings: _____ Sq. ft. _____ % of site area.
 - b. Impervious area: _____ Sq. ft. _____ % of site area.

c. Open area: _____ Sq. ft. _____ % of site area.

17. Building square footage.
18. Parking required and provided.
19. Loading space and area required and provided.
20. The boundaries of the property involved; County and/or town boundaries; property lines with bearings and distances; existing easements with recordation reference; streets with R/W width and Route number; buildings, and /or waterways; burial sites or cemeteries; and major tree masses.
21. Zoning district boundaries.
22. Topography at 5-foot intervals unless engineering needs demand lesser or greater intervals at the discretion of the reviewing office.
23. Location and dimensions of all off-street parking and loading areas and traffic zones.
24. The general location and character of construction of proposed, streets, alleys, driveways, curb cuts, entrances, exits, both existing and proposed.
25. Distances from the centerline of driveways in either direction from the subject site and site boundary lines.
26. Turning radius at intersections. For sites utilizing commercial freight transfer vehicles, the radius is required to be based on the tractor and 53' trailer.
27. Location and method of screening for all outdoor waste receptacles on site. Dumpsters must be screened on all four sides. Provide a detail of the fence enclosure and gate on the plans.
28. The approximate location(s) and size(s) of sanitary and storm sewers, water mains, culverts, and other underground structures, both existing and planned, in or adjacent to the project.
29. All existing easements must reference recordation information, including recorded court location (i.e., Deed book and page number).
30. Sanitary facilities, if private, including the locations of primary and secondary drain fields.
31. Show all existing, electric, telephone, and cable lines.
32. General location of all internal landscape areas, stream buffers, and wildlife corridors.
33. General location, height, and material for all fences, walls, screen plantings, berms, and peripheral landscaping. The dimensions of required perimeter and front buffer(s), if any, shall be shown.

34. Proposed location of all non-residential uses, accessory or main, including accessory structures, retaining walls, wells, pedestrian bridges, etc.
35. Proposed locations and orientation of all proposed detached, free-standing signs, if known.
36. A tabulation of the total square footage for each enclosed building on the plan.
37. Location of all non-visible, or underground structures, major service lines, graves, shelters, or other appurtenances giving metes and bounds and GPS coordinates.
38. Method of transporting construction personnel to the construction area, including construction materials storage areas.
39. List of all adjacent property owners, their tax map numbers, and addresses.

C. Supporting documentation.

1. Landscaping and screening plan. The applicant must submit a landscaping and screening plan that addresses the vegetative buffering required in this article, including the use of existing and newly installed vegetation to screen the facility. The plan also must address the use of pollinator-friendly and wildlife-friendly native plants, shrubs, trees, grasses, forbs, and wildflowers in the project area and in the setbacks and vegetative buffering, as required in this article.
2. Erosion and sediment control plan. An erosion and sediment control plan must be prepared and approved by a third-party engineering firm, under seal and approved by Virginia to practice in Virginia, suitable with the county of Lunenburg, and paid for by the developer prior to any land disturbing activity.
3. Stormwater management plan. A stormwater management plan must be approved by the Virginia Department of Environmental Quality, prior to any land disturbing activity.
4. Additional information. If deemed relevant to the consideration of a conditional use permit application or the conditions to be included in any conditional use permit, the Planning Office, Planning Commission or Board of Supervisors may require the applicant to submit any of the following information, either as part of the conditional use permit application or as a condition of any conditional use permit:
 - a. The submission of a construction plan (as a condition of the conditional use permit), including a proposed construction schedule and hours of operation, before obtaining a building permit.
 - b. The identification and location of any existing large scale solar energy facilities and any known proposed large-scale solar energy facilities within a five-mile radius of the proposed site.
 - c. A report of impact on adjacent property values, prepared by a qualified third-party, such as a licensed real-estate appraiser.

- d. An economic impact analysis, prepared by a qualified third-party, that reports any expected change in the value of the subject property, expected employment during the construction of the facility, any expected impact on the county's tax revenues, the estimated costs to the county associated with the facility in the form of additional services, and information on any other economic benefits or burdens from the facility that may be requested by the zoning administrator.
- e. A report on potential impacts on pollinators and pollinator habitats at the site, including but not necessarily limited to, the submission of a completed solar site pollinator habitat assessment form as required by the Planning Office.
- f. A report on wildfire mitigation, prevention, and management shall be submitted to the county and to the local responding agencies for review and comment.
- g. A buffer management plan shall be submitted to the county and the Virginia Department of Forestry for review and comment.
- h. A glint and glare study that demonstrates either that the panels will be sited, designed, and installed to eliminate glint and glare effects on roadway users, nearby residences, commercial areas, and other sensitive viewing locations, or that the applicant will use available mitigation techniques to reduce glint and glare to the lowest achievable levels. The study will assess and quantify potential glint and glare effects and address the potential health, safety, and visual impacts associated with glint and glare and will assess the impact of the project on the public viewshed. Any such assessment must be conducted by qualified individuals approved by the County using appropriate and commonly accepted software and procedures.

5. Review fees. The county may retain qualified third parties to review portions of a permit application that are outside the county's areas of expertise and do not have adequate state and federal review. Any out-of-pocket costs incurred by the county for such review by qualified third-party shall be paid by the applicant. The third-party reviewers and their estimated costs will be submitted to applicant for approval before the costs are incurred. The county may, in the alternative, accept such review by qualified third-party selected, retained, and paid by the applicant. Fees for other costs incurred by the county will be paid by the applicant in accordance with fee schedules as published in the Lunenburg County Code.

6. Community meeting. An in-person public meeting shall be held at least 30 days prior to the determination that the project is in substantial accord with the Comprehensive Plan to give the community an opportunity to hear from the applicant and ask questions regarding the proposed facility. The meeting shall adhere to the following:

- a. The applicant shall inform the zoning administrator and adjacent property owners in writing of the date, time, and location of the meeting, at least 14 but no more than 21 days, in advance of the meeting date.
- b. The date, time and location of the meeting shall be advertised in a newspaper of record in the county by the applicant, at least 14 but no more than 21 days, in advance of the meeting date.
- c. The meeting shall be held within the county, at a location open to the public with adequate parking and seating facilities that will accommodate persons with disabilities.

- d. The meeting shall give members of the public the opportunity to review application materials, ask questions of the applicant, and provide feedback.
- e. The applicant shall provide to the Planning Office with a summary of any input received from members of the public at the meeting and copies of any written submissions from the public.

7. Exemptions. The Zoning Administrator may exempt applications for facilities smaller than 5 acres with a rated capacity equal to or less than one megawatt (MW) from some of the requirements of this section; provided, however, the zoning administrator may not exempt applications from any of the requirements included in section 4.2.

8. Post-application documentation and approvals. All documentation required to be submitted to and approvals required from the county after the issuance of the permit shall, unless otherwise stated in the conditions attached to the conditional use permit, be submitted, or obtained no later than 15 days prior to the date of any application for a building permit for the facility. The failure or refusal to submit required documentation or obtain required approvals following the issuance of a conditional use permit shall result in the suspension or revocation of the conditional use permit and the denial of the building permit.

Section 5. Location, appearance, and operational requirements.

A. The following requirements apply to all solar energy facilities that shall be considered by the Lunenburg Planning Commission and the Board of Supervisors in addressing whether to recommend or approve a Conditional Use Permit:

1. Signage. All signage on the site shall comply with the county sign ordinance, as adopted and, from time to time, amended.
2. Noise. Noise levels from the facility shall comply with the county noise ordinance, as adopted and, from time to time, amended.
3. Lighting. Lighting shall be limited to the minimum necessary for security purposes and shall be designed to minimize off-site effects. Lighting on the site shall comply with any dark skies ordinance the Board of Supervisors may adopt or, from time to time, amend.
4. Entry and inspection. For inspections and other requirements, all solar applicants, property owners and solar facility owners shall grant to the County a non-exclusive, perpetual easement for pedestrian, vehicular and equipment access to the Solar Facility, and an easement across or through applicant's remaining property, which is necessary or convenient for ingress and egress to the Facility. The County will adhere to all safety requirements in gaining access to the Solar Facility.
5. Conditions pursuant to Virginia Code § 15.2-2288.8 that shall apply to all solar facilities. The Board of Supervisors may grant a condition that includes (i) dedication of real property of substantial value or (ii) substantial cash payments for or construction of substantial public improvements, the need for which is not generated solely by the granting of a conditional use permit, so long as such conditions are reasonably related to the project.

6. Siting Agreement. The applicant shall enter into a Siting Agreement with the County unless that requirement is waived by the County.

B. The following requirements also apply to ground-mounted small-scale solar energy facilities:

1. Fencing. The project area shall be enclosed by security fencing not less than six feet in height and equipped with an appropriate anticlimbing device such as strands of razor wire on top of the fence. The height and/or location of the fence may be altered in the conditions for a particular permit. Fencing must be installed on the interior of the vegetative buffer required in this section so that it is screened from the ground level view of adjacent property owners. The fencing shall be maintained while the facility is in operation.

2. Height. The maximum height of the lowest edge of photovoltaic panels shall be ten feet as measured from the finished grade. Solar energy generation facilities shall not exceed a height of 15 feet, which shall be measured from the highest natural grade below each solar panel. This limit shall not apply to utility poles and the interconnection to the overhead electric utility grid. The Board of Supervisors may approve a greater height based upon the demonstration of a significant need where the impacts of increased height are mitigated.

3. Setbacks. The project area shall be set back a distance of at least 125 feet from the centerline of all adjoining public rights-of-way and 400 feet from residential structures on adjoining parcels, and a distance of at least 200 feet from adjacent property lines. Exceptions may be made for adjoining parcels that are owned by the applicant. Increased setbacks up to 200 feet and additional buffering may be included in the conditions for a particular permit. Solar energy facilities also shall meet all setback requirements for primary structures for the zoning district in which the facility is located, in addition to the requirements set forth above. In the case of the facility location incorporating multiple zoning districts, the more restrictive requirements shall apply. Access, erosion and stormwater structures, and interconnection to the electrical grid may be made through setback areas provided that such are generally perpendicular to the property line.

4. Vegetative buffer. A vegetated buffer sufficient to mitigate the visual impact of the facility is required. The buffer shall consist of a landscaped strip at least 25 feet wide, shall be located within the setbacks required under item 6 of this Section, and shall run around the entire perimeter of the property. The buffer shall consist of existing vegetation and, if deemed necessary for the issuance of a conditional use permit, an installed landscaped strip consisting of multiple rows of staggered trees and other vegetation. This buffer should be made up of plant materials at least three feet tall, at the time of planting, and that are expected to grow to a minimum height of eight feet within three years. The planning commission or board of supervisors may require increased setbacks and additional or taller vegetative buffering in situations where the height of structures or the topography affects the visual impact of the facility. Non-invasive plant species and pollinator-friendly and wildlife-friendly native plants, shrubs, trees, grasses, forbs, and wildflowers must be used in the vegetative buffer. Fencing must be installed on the interior of the buffer. A recommendation that the screening and/or buffer creation requirements be waived or altered may be made by the Planning Commission when the applicant proposes to use existing wetlands or woodlands. The wetlands or woodlands shall be permanently protected for use as a buffer. Existing

trees and vegetation may be maintained within such buffer areas except where dead, diseased or as necessary for development or to promote healthy growth, and such trees and vegetation may supplement or satisfy landscaping requirements as applicable. If existing trees and vegetation are disturbed, new plantings shall be provided for the buffer. The buffer shall be maintained for the life of the facility.

5. Pollinator habitats. The project area will be seeded with appropriate pollinator-friendly native plants, shrubs, trees, forbs, and wildflowers. The project area will be seeded immediately following completion of construction, in an approved section, in such a manner as to reduce invasive weed growth and sediment in the project area. The owners and operator, also, are required to install pollinator-friendly native plants, shrubs, trees, grasses, forbs and wildflowers in the setbacks and vegetative buffering.

C. The following requirements also apply to large-scale solar energy facilities:

1. Location. Solar facilities should locate on brownfields, County-owned capped landfills, or near existing industrial uses, where feasible (but not within areas designated for growth). Solar energy facilities shall not be located within two miles of an airport unless the applicant submits, as part of its application, written certification from the Federal Aviation Administration that the location of the facility poses no hazard for, and will not interfere with, airport operations.

2. Density. No more than 4 percent of the land in a five-mile radius of the project area of any existing large scale solar energy facility shall be approved for use as the project area for a new large-scale solar energy facility. The center point of the project shall be at the intersection of the mid-points of the north, south, east, and west property lines. Measurement to achieve the required five-mile distance shall begin at the midpoint of each north, south, east, and west property line chosen to determine the center of the property.

3. Visual impacts. The applicant shall demonstrate through project siting and proposed mitigation, that the solar project minimizes impacts on public viewsheds, including from residential areas and areas of scenic, historical, cultural, archaeological, and recreational significance. The facility shall utilize only panels that employ anti-glare technology, anti-reflective coatings, and other available mitigation techniques, all that meet or exceed industry standards, to reduce glint and glare. The applicant shall provide written certification from a qualified expert, acceptable to the county, that the facility's panels incorporate and utilize anti-glare technology and anti-reflective coatings and reduce glint and glare to levels that meet or exceed industry standards.

4. Setbacks. The project area shall be set back a distance of at least 200 feet from the centerline of all adjoining public rights of way and 400 feet from residential structures on adjoining parcels, and a distance of at least 200 feet from adjacent property lines. Exceptions may be made for adjoining parcels that are owned by the applicant. Increased setbacks up to 300 feet and additional buffering may be included in the conditions for a particular permit. Solar energy facilities also shall meet all setback requirements for primary structures for the zoning district in which the facility is located, in addition to the requirements set forth above. In the case of the facility location incorporating multiple zoning districts, the more restrictive requirements shall apply. Access,

erosion and stormwater structures, and interconnection to the electrical grid may be made through setback areas provided that such are generally perpendicular to the property line.

5. Fencing. The project area shall be enclosed by security fencing not less than six feet in height and equipped with an appropriate anticlimbing device such as strands of razor wire on top of the fence. The height and/or location of the fence may be altered in the conditions for a particular permit. Fencing must be installed on the interior of the vegetative buffer required in this section so that it is screened from the ground level view of adjacent property owners. Fencing shall be placed around sections of the infrastructure (not the entire site) to provide access corridors for wildlife to navigate through the facility. The fencing shall be maintained while the facility is in operation.

6. Vegetative buffer. A vegetated buffer sufficient to mitigate the visual impact of the facility is required. The buffer shall consist of a landscaped strip at least 50 feet wide, shall be located within the setbacks required under item 4 of this Section, and shall run around the entire perimeter of the property. The buffer shall consist of existing vegetation and, if deemed necessary for the issuance of a conditional use permit, an installed landscaped strip consisting of multiple rows of staggered trees and other vegetation. This buffer should be made up of plant materials at least three feet tall, at the time of planting, and that are expected to grow to a minimum height of eight feet within three years. The planning commission or board of supervisors may require increased setbacks and additional or taller vegetative buffering in situations where the height of structures or the topography affects the visual impact of the facility. Non-invasive plant species and pollinator-friendly and wildlife-friendly native plants, shrubs, trees, grasses, forbs, and wildflowers must be used in the vegetative buffer. Fencing must be installed on the interior of the buffer. A recommendation that the screening and/or buffer creation requirements be waived or altered may be made by the planning commission when the applicant proposes to use existing wetlands or woodlands. The wetlands or woodlands shall be permanently protected for use as a buffer. Existing trees and vegetation may be maintained within such buffer areas except where dead, diseased or as necessary for development or to promote healthy growth, and such trees and vegetation may supplement or satisfy landscaping requirements as applicable. If existing trees and vegetation are disturbed, new plantings shall be provided for the buffer. The buffer shall be maintained for the life of the facility.

7. Pollinator habitats. The project area will be seeded with appropriate pollinator-friendly native plants, shrubs, trees, forbs, and wildflowers. The project area will be seeded immediately following completion of construction, in an approved section, in such a manner as to reduce invasive weed growth and sediment in the project area. The owners and operator, also, are required to install pollinator-friendly native plants, shrubs, trees, grasses, forbs and wildflowers in the setbacks and vegetative buffering.

8. Wildlife corridors. At least one wildlife corridor will be provided per 200 acres of panel coverage. Wildlife corridors shall be a minimum of 25 feet in width.

9. Height. Ground-mounted solar energy generation facilities shall not exceed a height of 15 feet, which shall be measured from the highest natural grade below each solar panel. This limit shall not apply to utility poles and the interconnection to the overhead electric utility grid. These

facilities shall not exceed a height of 10 feet from lower edge of the solar panels which shall be measured from the highest natural grade below each solar panel.

10. Coordination of local emergency services. The Applicant shall coordinate with the County's emergency services providers to provide materials, education, and/or training on how to safely respond to on-site emergencies.

Section 6. Additional considerations for granting a Conditional Use Permit pertaining to a large-scale solar energy facility.

To preserve the intent and goals of the Comprehensive Plan, protect county viewsheds and resources, protect the health, safety, and welfare of the community, and to otherwise advance the purpose and intent of this article, the following non-exhaustive list of additional criteria may be considered by the Planning Commission and the Board of Supervisors in addressing whether to recommend or grant a Conditional Use Permit, and what conditions to impose on any permit, for a large-scale solar energy facility:

1. The topography of the site and the surrounding area.
2. The proximity of the site to, observability from, and impact on urban and residential areas.
3. The proximity of the site to, observability from, and impact on areas of historical, cultural, and archaeological significance.
4. The proximity of the site to other large-scale solar energy facilities, other energy generating facilities, and utility transmission lines.
5. The proximity of the site to, observability from, and impact on areas of scenic significance, such as scenic byways, vistas, and blue-ways.
6. The proximity of the site to, observability from, and impact on public rights-of-way, including but not necessarily limited to highways, secondary roads, streets, and scenic byways.
7. The proximity of the site to, observability from, and impact on recreational areas, such as parks, battlefields, trails, lakes, rivers, and creeks.
8. The proximity of the site to airports.
9. The preservation and protection of wildlife and pollinator habitats and corridors.
10. The proximity of the site to any urban planning area or community planning area identified in the Comprehensive Plan.
11. The proposed use of available technology, coatings, and other measures for mitigating adverse impacts of the facility.

12. Any other criteria addressed in section 3 and 4 of this ordinance.

13. The preservation and protection of prime farmland in the county, provided that:

- a. "Prime farmland" shall have the meaning assigned to it by the Natural Resource Conservation Service of the United States Department of Agriculture, except the lands established in silviculture shall not be considered prime farmland.
- b. If no more than ten percent of the site is prime farmland, this consideration may be waived.
- c. If more than ten percent of the site is prime farmland that is not contiguous, this consideration may be waived.
- d. If more than ten percent of the site is prime farmland that is contiguous, the prime farmland can be removed from the project area, provided that such prime farmland is not situated in a manner that the proposed project encircles more than 50% of the perimeter of the prime farmland.

The enumeration of these criteria shall not prohibit the Planning Commission or Board of Supervisors from considering other factors deemed relevant to a specific Conditional Use Permit application based on the details of the application. Nothing herein shall limit in any manner the nature and scope of reasonable conditions that may be recommended by the Planning Commission or imposed by the Board of Supervisors.

Section 7. Decommissioning; Unsafe or abandoned projects.

A. The following requirements apply to all solar energy facilities:

1. The applicant shall provide a detailed decommissioning plan that provides procedures and requirements for removal of all parts of the solar energy generation facility and its various structures at the end of the useful life of the facility or if it is deemed abandoned pursuant to items 7 and 8 of this section. The plan shall include the anticipated life of the facility, the estimated overall cost of decommissioning the facility in current dollars excluding salvage value, the methodology for determining such estimate, and the process by which the project will be decommissioned. The decommissioning plan and the estimated decommissioning cost will be reviewed and updated once every five years by an independent third party.

2. Prior to operation, the applicant must provide security in the amount of the estimated cost of the decommissioning. Options for security include a cash escrow, a performance surety bond, a certified check, or other security acceptable to the county in an amount equal to the estimated decommissioning cost developed and updated in accordance with the decommissioning plan acceptable to the county. The security must remain valid until the decommissioning obligations have been met. The security may be adjusted up or down, by the county, if the estimated cost of decommissioning the facility changes. The security must be renewed or replaced, if necessary, to account for any changes in the total estimated overall decommissioning cost in accordance with the periodic updated estimates required by the decommissioning plan. Obtaining and maintaining the requisite security will be a mandatory condition of the conditional use permit. The security shall be in favor of the county and shall be obtained and delivered to the county before any

construction commences. Failure of the applicant, owner, occupant, or other responsible party to provide updated decommissioning costs shall be grounds for suspension or revocation of the Conditional Use Permit.

3. The decommissioning plan, cost estimates, and all updates of those plans and estimates shall be sealed by a professional engineer engaged by the County.

B. The following requirements also apply to large-scale solar energy facilities:

1. If a solar energy facility has been determined to be unsafe by a county, state, or Federal building official, the facility shall be required to be repaired by the facility owner, site owner, or operator to meet federal, state, and local safety standards, or to be removed by the owner(s) or operator. The owner(s) or operator must complete the repair or removal of the facility, as directed by the building official, within the time period (not to exceed 12 months) allowed by the building official. If directed to do so by the building official, the owner(s) or operator will remove the solar energy facility in compliance with decommissioning plan established for such facility.

2. If any solar energy generation facility is not operated for a continuous period of 12 months, the county may notify the facility owner by registered mail and provide 45 days for a response. In its response, the facility owner shall set forth reasons for the operational difficulty and provide a reasonable timetable for corrective action. If the county deems the timetable for corrective action to be unreasonable, it may notify the facility owner, and the facility owner, site owner, or operator shall remove the solar energy facility in compliance with decommissioning plan established for such facility.

3. At such time that a solar energy facility is scheduled to be abandoned, the facility owner, site owner, or operator shall notify the County Administrator in writing.

4. Within 365 days of the date of abandonment, whether as declared by the county under or as scheduled by the owner(s) or operator, the facility owner, site owner, or operator shall complete the physical removal of the solar energy facility in compliance with decommissioning plan established for such facility. This period may be extended at the request of the owners or operator, upon approval of the Board of Supervisors.

5. When the facility owner, site owner, operator, or other responsible party decommissions a solar energy facility, he/she shall handle and dispose of the equipment and other facility components in conformance with federal, state, and local requirements. All equipment, both above and below ground, must be removed as part of the decommissioning plan. Internal paths, roads, travel-ways, and landscaping may be left at the discretion of the site owner.

6. If the facility owner, site owner, or operator fails to timely remove or repair an unsafe or abandoned solar energy facility after written notice, the county may pursue a legal action to have the facility removed at the expense of the facility owner, site owner, or operator, each of whom shall be jointly and severally liable for the expense of removing or repairing the facility. The county also may call upon the decommissioning security to remove the facility.

Section 8. Federal, state, and local requirements.

The following requirements apply to all solar energy facilities:

1. Compliance with uniform statewide building code. All solar energy facilities shall be constructed and operated in compliance with the uniform statewide building code.
2. Compliance with National Electric Code. All solar energy facilities shall be constructed and operated in compliance with the National Electric Code.
3. Compliance with regulations governing electric energy supply. Large-scale solar energy facilities connected to the utility grid must comply with permitting requirements of the state corporation commission or the permit by rule requirements of the Department of Environmental Quality, as applicable.
4. FAA regulations. All solar energy facilities must meet or exceed the standards and regulations of the Federal Aviation Administration.
5. Other applicable laws. All solar energy facilities shall be constructed and operated in compliance with all applicable local, state, and federal laws, rules, regulations, permit requirements, and ordinances.

Planning Update

BOARD OF SUPERVISORS

Charles R. Slayton, CHAIRMAN
Election District 4

Frank W. Bacon, VICE-CHAIRMAN
Election District 3

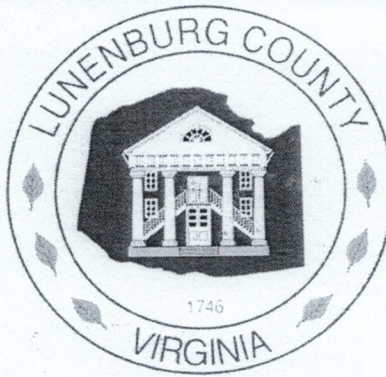
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Election District 1

Mike Hankins
Election District 2

Edward Pennington
Election District 5

Alvester L. Edmonds
Election District 6

Robert G. Zava
Election District 7



Lunenburg County Administration
11413 Courthouse Road
Lunenburg, VA 23952

Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

VIRGINIA DESTINATION MARKETING ORGANIZATION RESOLUTION
July, 2021

WHEREAS, the County of Lunenburg wishes to increase tourism opportunities;

WHEREAS, the State of Virginia's Tourism Cooperation coordinated marketing activities solely with Destination Marketing Organizations within the state to market the Commonwealth as a premier travel destination;

WHEREAS, the advantage of being a Destination Marketing Organization within the State of Virginia would allow for partner opportunities and grant applications;

WHEREAS, increasing tourism to the County of Lunenburg would serve to increase business, in turn increasing tax revenue to the County and surrounding area;

NOW, THEREFORE, BE IT RESOLVED by the Lunenburg County Board of Supervisors this 8th day of July:

The County of Lunenburg will petition Virginia Tourism Cooperation (VTC) to recognize the County as a Destination Marketing Organization (DMO).

BE IT STILL FURTHER RESOLVED that the Director of Planning and Economic Development, or their designee be, and hereby is authorized and directed to act as chief liaison for the DMO.

The foregoing Resolution was adopted by the County of Lunenburg Board of Supervisors at its regular meeting held, _____, in Lunenburg, Virginia.

Charles R. Slayton, Chairman

Attest:

Tracy M. Gee, County Administrator
Clerk of the Board of Supervisors

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Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

MEMO

TO: Lunenburg County Board of Supervisors

SUBJECT: Information about a DMO

FROM: Taylor N. Newton

DATE: July 1, 2021

-
- What is a DMO?
 - o A DMO is a Destination Marketing Organization, which is an organization that promotes a location as an attractive travel destination.
 - Why should Lunenburg County become a DMO?
 - o Receive leads for marketing tourism in the county
 - o Serve as the marketing arm for the county
 - o Increases local business, which in return, increases tax revenue in the county and surrounding areas
 - o Provides the county eligibility for grants and certain funding, which are not available to non-DMOs
 - Where are the current recognized tourist attractions in Lunenburg County?
 - o Rosewood Tea Room
 - o Waverly Estates
 - o Timmy's Grocery (for the Famous Timmy Dog!)

Board of Supervisors July Meeting—July 8, 2021

Director of Planning and Economic Development's Monthly Report

Events in June:

- June 1 – Preparation for Dedication Ceremony
- June 2 – Local Zone Administrator Training
- June 2 – Site Visit at Old Middle School
- June 2 – Airport Commission Meeting
- June 3 – Site Visit at Old Middle School with Jamie Tuck
- June 3 – PTO (Doctor's Appointment)– In at 8:00 a.m. and left at 11:00 a.m.
- June 4 – Site Visit at Old Middle School with S.B. Cox, Timmons, and Jamie (in at 8:00 a.m. to make up for time from the day previous)
- June 4 – Lunenburg IDA Meeting
- June 4 – Met with Larry Way at the airport to coordinate the filling of the washout
- June 4 – Work at Old Middle School in preparation for Dedication ceremony
- June 5 – Dedication Ceremony (7:30 a.m. to 11:30 a.m.)
- June 7 – Site Visit at Old Middle School to coordinate locker removal and remove lockers
- June 8 – Dominion Energy Meeting in the office with Earnest Greene and Robin Lucey
- June 9 – Coronavirus Fiscal Recovery Fund and Broadband Webinar with Tracy
- June 10 – Board of Supervisors Meeting
- June 11 – Zoom with potential business endeavor
- June 14 – PTO Time (Unexpected Doctor's Appointment)
- June 15 – No Planning Commission Meeting
- June 16 – Commonwealth Regional Council Meeting at Amelia Co. Admin Office
- June 17 – Pre-application meeting with Borrego
- June 17 – Walk-through with Dillon Nowlin-Nowlin's Towing (CUP 2-21)
- June 17 – VATI How to webinar (in at 8:00 a.m.)
- June 18 – Off (Juneteenth Holiday) (worked for 3 hours to make up time taken off)
- June 21 – Solar Facilities Committee Meeting
- June 21 – Co.Starters overview zoom with Lauren Mathena
- June 23 – Zoom with Sandra Tanner in regard to Tourism
- June 24 – RSDC Meeting via conference call
- June 24 – VGA Marketing Committee Meeting at Southside PDC
- June 25 – Old Middle School Site Visit to remove CRIEHT Pedestal
- June 28 – Broadband Zoom with Delegate Tyler
- June 29 – Phone Call with RiverStreet about Broadband
- June 30 – Contact Team Meeting at Marinos with Town Managers and Tracy

Project 3035—Old Middle School Demolition

- Site visits to meet with Timmons and S.B. Cox to determine status of the project
 - o Determined the additional asbestos locations
- Received notification of additional locations of asbestos and the testing from One Environmental, LLC

- Retrieved the "L" from the gym flooring and preserved it
 - o Presented to The Peoples Community Center to be included with memorabilia
- Coordinated the removal of lockers for preservation and removed lockers
- Revised the Tobacco Commission reimbursement requests and re-submitted
- Provided the Tobacco Commission with an Annual Report of the project
- Coordinated with S.B. Cox and Timmons to receive quotes for Erosion and Sediment Control, Stormwater Management, slab removal, grading and seeding of the site
- Received Change Order #3 for the expenses for the removal of additional asbestos located
- Contacted the Tobacco Commission to determine eligibility for grant funding for the Erosion and Sediment Control, Stormwater Management, slab removal, grading and seeding.
- Collaborated with S.B. Cox and Timmons to receive the quote for the Erosion and Sediment Control, Stormwater Management, slab removal, grading and seeding.
- Sought assistance from Commonwealth Regional Council for additional funding.
- Discussed potential funding options with VEDP and EDA.
- Removed the CRIEHT pedestal from the site to avoid being damaged during the demolition.
 - o Pedestal is being stored in the basement at the County Administration Office.
- Demolition expected to be completed within two (2) weeks (roughly July 9, 2021).

Planning Commission Meeting

- There was not Planning Commission meeting this month due to nothing on the agenda.
- Commissioners notified that there would not be a meeting.

Other Activities

- Spoke with prospective applicants
- Gathered information for Competitive Education Grant through the Tobacco Commission
 - o Determined that this grant would not be applied for at this time
- Provided an approval letter to Jeff Holland with Network Building + Consultants, LLC for CUP 4-20 (Verizon cell tower)
- Spoke with the Berkley Group in regard to the solar ordinance revisions
- Forwarded the solar ordinance draft to the County Attorney for review
- Discussed with Brunswick County in regard to their proposed Zoning Amendment and whether it would affect Lunenburg residents
- Determined RDOF winners for Lunenburg and their coverage area
- Determined areas of the county that in unserved by broadband
- Completed Evaluation of Drainage Outfalls Survey
- Joined the Virginia Rural Planning Caucus
- Worked with the intern to go through files and organize the office
- Had the intern join in a tourism call with VTC and he was given the opportunity to ask questions
- Received information on the CO. STARTERS Entrepreneurship program and distributed the information to local prospects

- Reviewed the Regional Water Supply Plan to determine the town and county's capacity for a prospect
- Solar Facilities Committee met to discuss changes to the solar ordinance
- Attended the RSDC conference call – discussed 5MW projects, siting agreements, and SolTax
- Reviewed updated CUP application from Red Brick
- Completed requirements to become a Destination Marketing Organization
- Continued working on the Local Zone Report that is due to DHCD in July
- Participated in an information gathering session by the Boston Consulting Group for the VEDP study at the VGA meeting
- Discussed potential questions for VGA Director interviews at VGA meeting
- Discussed means to market availability at VGA meeting
- Provided Saracini family with approval letter for a family cemetery
- Followed up with RiverStreet in regard to their plans for broadband as an RDOF winner

UPCOMING dates of interest:

July 1: *VGA Meeting at Southside PDC*

July 2: *½ Day PTO- Doctor's Appointment*

July 3: *Farmer's Market in Kenbridge from 8:30 a.m. to 12:00 p.m.*

July 8: *Economic Development 101 webinar*

July 8: *VEDP Orientation Webinar*

July 8: *Board of Supervisors Meeting*

July 9 or 16: *Virginia's Crossroads Meeting*

July 10: *Farmer's Market in Kenbridge from 8:30 a.m. to 12:00 p.m.*

July 12: *VEDA ImpactED*

July 15: *Local Zone Report due to DHCD*

July 17: *Farmer's Market in Kenbridge from 8:30 a.m. to 12:00 p.m.*

July 20: *Planning Commission Meeting w/ Solar Ordinance P.H.*

July 24: *Farmer's Market in Kenbridge from 8:30 a.m. to 12:00 p.m.*

July 26: *VEDA ImpactED*

July 27: *VATI Notice of Intent Due*

July 29: *Ecosystem Meeting – SOVA Regional Entrepreneurship Webinar*

July 31: *Farmer's Market in Kenbridge from 8:30 a.m. to 12:00 p.m.*

ADMINISTRATOR'S UPDATE

-- As necessary

Board of Supervisors July Meeting - 7/8/21

County Administrator's Monthly Report

Events in June:

- June 2 - Airport Commission meeting
- June 3 - meeting with Carl Ashworth, Mary O'Brien & Bob Pfister w/ Meridian Waste
- June 3 - entrance conference for CSA audit
- June 3 - BOS Public Hearing for FY22 Draft Budget
- June 4 - IDA meeting
- June 5 - Dedication Ceremony for Lunenburg Training School
- June 7 - Tracy STO - doctor's appointment
- June 8 - meeting w/ Dominion Energy re: solar projects
- June 8 - L3Harris & CTA - Radio Project negotiations meeting
- June 9 - Broadband webinar - Commonwealth Connect
- June 10 - Radio Project committee call
- June 10 - Landfill Committee meeting
- June 10 - BOS Meeting
- June 14 - call w/ Michelle Miles of DCJS for SRO grant
- June 14 - Radio Project call w/ CTA
- June 15 - Social Services Advisory Board virtual meeting
- June 16 - CRC presentation for regional cigarette tax authority formation
- June 16 - Piedmont Juvenile Detention Center Board meeting
- June 16 - Piedmont Regional Jail Authority Board meeting
- June 16 - VLGMA virtual conference session - ARPA and Infrastructure Funding
- June 16 - Radio Project virtual meeting w/ CTA and L3Harris
- June 17 - VLGMA virtual conference all day (several sessions)
- June 18 - Juneteenth Holiday (observed)
- June 18 - Tracy online for VLGMA virtual conference session
- June 21 - Solar facilities committee meeting
- June 22 - Radio Project - L3Harris/CTA technical negotiations
- June 24 - Rural Solar Development Coalition online meeting
- June 24 - Kinex/Cumberland/Prince Edward re: broadband grant app - Farmville, VA
- June 24 - Piedmont Health Director interview - Farmville, VA
- June 25 - Buckingham County Administrator retirement luncheon - Dillwyn, VA
- June 25 - Radio Project contract negotiations call
- June 28 - Broadband grant webinar - Del. Tyler/Commonwealth Connect - VATI
- June 28 - Radio Project contract negotiations call
- June 29 - Team meeting
- June 29 - meet w/ Taylor re: Broadband planning
- June 29 - FEMA Public Assistance grant application kick-off call
- June 29 - Radio Project contract negotiations call
- June 30 - CPMT meeting
- June 30 - Contact Team meeting - Marino's
- June 30 - Radio Project contract negotiations call - final
- July 1 - Crossroads Director search firm call
- July 2 - Tracy STO 8hrs

Administration

- Attended virtual conference for Virginia Local Government Management Association. Participated in the following sessions: American Rescue Plan and Infrastructure Funding,

Living in Awe, The Art of Moving Forward, Ethical Character-Driven Leadership, Council-Board Management, and Pandemic Lessons Learned.

- Participated in the CRC presentation from attorneys Wiley and Gore regarding formation of a regional cigarette tax authority.
- Lined up the first County intern from Hampden-Sydney College, Dalton Ashworth, to work with Admin and Planning for 45 hours at no cost to the county.
- Participated in two Broadband planning webinars from Commonwealth Connect and one hosted by Delegate Tyler.
- Attended retirement luncheon for Buckingham County Administrator, Becky Carter (27 yrs as County Administrator).
- Joined the two town managers and Taylor for the monthly Contact Team meeting to discuss cooperative initiatives and town business.

Airport

- Scheduled Airport Commission meeting, did not have a quorum. Present members met and talked to the new tenant, Danny Bond.
- Danny Bond and friends had a fly-in on June 5th and the aerobatic flights were outstanding!

Budget & Finance-

- Held public hearing on the FY22 County Budget.
- American Rescue Plan funding webinar held by VLGMA during the conference was very informative. There are four main categories: COVID-19 Recovery, premium pay for eligible workers, government services to the extent of loss of revenue, and investments in water, sewer, and broadband infrastructure. Need to plan a meeting with the CARES fund committee to discuss priorities for spending.

Building Official and Building & Grounds -

- Jamie and Nicole have had the plumber out for several issues, one in the Crossroads building, that has caused some water damage to the wall and will need to be repaired.
- Still working on getting generators for the pumphouse.
- Ray Elliott raised \$3,000 in donations toward a facility generator for the kennel. He has an estimate, but we are comparing prices to be sure we meet procurement.

Community/Economic Development/Planning -

- Held IDA meeting to present IDA Enterprise Zone Tax Incentives and Taylor provided updates on the Old Middle School project.
- Conducted the Dedication Ceremony of the Lunenburg Training School Civil Rights in Education Heritage Trail marker, the event was organized by Taylor Newton.
- Joined Taylor for meeting w/ Dominion Energy re: solar projects in Lunenburg.
- Met w/ Kinex Telecom and administrators from Prince Edward and Cumberland to discuss a potential application for VATI funds with county match funds from ARPA allocation.
- Held Solar Facilities Committee meeting to review the full draft solar ordinance and discuss potential applications.
- Participated in the Rural Solar Development Coalition call to discuss legislation updates and changes to consider on revenue sharing vs. siting agreements.
- Taylor and I are working with RDOF Broadband grant recipients and our neighboring counties to discuss public-private partnerships and leveraging our ARPA funds for broadband.

COVID-19 Updates -

- First Lunenburg COVID-19 case was April 6, 2020, the cumulative VDH count as of 7/1/21 is seven hundred ninety (790). We have had 30 hospitalizations and 14 deaths. Currently, there

are 2 active cases in the County. Please see following data on vaccinations in Lunenburg per VDH:

Lunenburg

Vaccine Doses Administered:	9,033	
People With At Least One Dose:	5,210	
People Fully Vaccinated:	4,621	
At Least One Dose Rate per 100,000:	42,719	
Fully Vaccinated Rate per 100,000:	37,889	
Percent of the Population with At Least One Dose:		42.7%
Percent of the Population Fully Vaccinated:		37.9%
Percent of the Adult Population with At Least One Dose:		51.3%
Percent of the Adult Population Fully Vaccinated:		46.0%

(Federal Doses Administered are not included in these numbers)

Elections -

- Registrar received new poll books in May.
- Judy Husslein will be full-time, salaried effective July 1, 2021.

Emergency Management & Public Safety -

- CTA Consultants conducted 8 planning and negotiation calls in June regarding the L3Harris contract and Rodney and I held one call with Supervisor Hoover to discuss the Radio Project.
- Rodney submitted a SHSP application for \$150,000 for assistance to complete the award process and project management for the Radio System Project. We should hear back by September. The change order for CTA Consultants to manage the project for the construction period is on the agenda as a separate item.
- Submitted School Resource Officer continuation grant application with DCJS after countless calls and reviews with the grant manager at DCJS.

Piedmont Regional Jail Authority and Juvenile Detention Center Board -

- Our Jail budget committee made Board-approved recommendations for extending a capital project over two years and holding a new IT position open for one-half of the year to save funds for FY22.
- Piedmont Juvenile Detention Center Board members approved an increase from \$75 to \$100 per diem to assist the director in covering her costs of operation.

Schools

- Nothing to report for schools.

Social Services and Children's Services -

- The interim CSA Coordinator, Hope Hodgson, who also works for Nottoway County, is preparing audit documents following our entrance conference with OCS on 6/3.
- Held DSS Advisory Board meeting online. This will be the last virtual meeting.
- Advised DSS that they need to open their lobby back up to the public and consider in-person appointments.

Solid Waste -

- We are still seeking land to build another site in Beaver Creek District.

- Held Landfill Committee meeting to discuss the following meeting with Meridian Waste and county convenience site operations.
- Met with Carl Ashworth and Mary O'Brien with Meridian Waste. She also introduced Bob Pfister, the new area President. They discussed borrow pits and operational items.
- Submitted application for cooperative litter and recycling grant w/ the two towns to DEQ.
- Need to plan a future public hearing to discuss Meridian Waste's plan to increase tonnage to 2,000 tons per day in January of 2022.

UPCOMING dates of interest:

- July 2 - Tracy STO - children's appointments*
- July 5 - Independence Day (observed)*
- July 7 - Tracy STO - partial day - father's appt.*
- July 8 - Board of Supervisors meeting*
- July 20 - Planning Commission 7pm*
- July 23 - Gail's Birthday*
- July 28 - Tracy's Birthday (the big 4-0!)*
- July 28-29 - Tracy PTO*
- July 30 - Tracy STO - appt.*
- August 19 - VACo Legislative Summit - Henrico, VA*

ROTARY Four-Way Test:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it BUILD GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

"I believe truth is the glue that holds government together, not only our government, but civilization itself."

-- Gerald R. Ford

Tracy Gee

From: Harlow, Molly H (mjh3a) <mjh3a@virginia.edu>
Sent: Monday, June 14, 2021 5:24 PM
Subject: VLGMA Summer Conference Notes and Reminders



Here is the conference schedule to mark your calendars so you don't miss a minute:

Wednesday, June 16th, 2021

- 10:30 a.m. - 12:45 p.m. - VLGMA Executive Committee Meeting
- 1:00 p.m. - 3:30 p.m. - Pre-Conference Workshop Repacking Your Bags After the Pandemic
- ★ 3:30 p.m. - 5:00 p.m. - 2021 Federal Updates – Infrastructure and ARPA Implementation
- 5:30 - 7:00 pm - Socially distanced reception at the Hilton (in-person)

Thursday, June 17th, 2021

- 8:00 a.m. – 9:00 a.m. - Continental Breakfast (in-person)
- 7:30 a.m. – 8:15 a.m. - Civic Engagement Committee Meeting
- 8:30 a.m. – 9:00 a.m. - Welcome, Marsha Marsha Outstanding Assistant Award Presentation and Hero Award, In Memoriam
- ★ 9:00 a.m. – 10:15 a.m. - Keynote "In Awe, Rediscover Your Childlike Wonder"
- 10:15 a.m. – 10:30 a.m. - Break
- ★ 10:30 a.m. – 11:30 a.m. - The Art of Moving Forward
- 11:40 a.m. – 1:00 p.m. - Lunch (in-person)
- 11:40 a.m. – 12:50 p.m. - Book Discussion – "In Awe"
- ★ 1:00 p.m. - 2:15 p.m. - Ethical, Character-driven Leadership
- 2:15 p.m. – 2:30 p.m. - Break
- 2:30 p.m. – 3:15 p.m. - How I Lead
- ★ 3:15 p.m. – 4:15 p.m. - Council/Board Management
- 6:30 p.m. - Dine Around Virginia Beach (in-person)

Friday, June 18th, 2021

- 7:45 a.m. – 9:00 a.m. - Continental Breakfast (in-person)
- 8:00 a.m. – 8:45 a.m. - Member Support Committee Meeting
- 9:00 a.m. - 9:15 a.m. - President Remarks and Announcements
- ★ 9:15 a.m. – 10:00 a.m. - Resiliency Matters – For Your Health & Productivity
- 10:00 a.m. – 10:15 a.m. - Break
- 10:15 a.m. – 11:00 a.m. - Contemporary Virginia Politics: From Blue to Red and Back Again
- 11:00 a.m. – 11:15 a.m. - Break
- 11:15 a.m. – 11:45 a.m. - Marcus Alert
- 11:45 a.m. – 12:15 p.m. - Pandemic Lessons Learned & Thoughts Moving Forward
- 12:15 p.m. - VLGMA Business Meeting

County Attorney Update

**Lunenburg County Board of Supervisors
Remote Participation and Electronic Meeting Policy**

I. Remote Participation When Quorum Physically Assembled:

It is the policy of the Lunenburg County Board of Supervisors that individual members of the Board may, with the approval of a quorum that is physically assembled, participate in meetings of the governing body by electronic communications means as permitted by Virginia Code § 2.2-3708.2.

A Board member who seeks to participate electronically must notify the Chair on or before the day of the meeting that:

1 - The member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance (medical condition or disability need not be identified) or a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

2 - The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this provision is limited to each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If a participation by a member through electronic communication means is approved by a vote of the quorum that is physically assembled, the minutes will record the remote location from which the member participated. The remote location need not be open to the public.

If electronic participation is approved, the minutes must reflect that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition, or due to a family member's medical condition that required the member to provide care for such family member, which prevented the member's physical attendance. If the member participates electronically because of a personal reason, the minutes must reflect the specific nature of the personal matter cited by the member.

Whenever an individual member participates from a remote location that is open to the public there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

If a member's participation from a remote location is disapproved because such participation would violate this policy, then such disapproval shall be recorded in the minutes with specificity.

II. Emergency Meetings Without Quorum Physically Assembled (Virginia Code §2.2-3708.2(A)(3)):

The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency.

In so convening a public meeting the Board shall:

1 - Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting; and

2 - Make arrangements for public access to such meeting [through electronic communication means, including videoconferencing];

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

**LUNENBURG COUNTY, VIRGINIA
A RESOLUTION TO ADOPT REMOTE PARTICIPATION
AND ELECTRONIC MEETING POLICY**

WHEREAS, the Lunenburg County Board of Supervisors desires to adopt a Remote Participation and Electronic Meeting Policy;

NOW THEREFORE, the Lunenburg Board of Supervisors resolves that the attached Remote Participation and Electronic Meeting Policy is hereby approved and adopted this 8th day of July, 2021.

I, Tracy M. Gee, do hereby certify that the foregoing writing is a true, correct copy of a Resolution duly adopted by the Board of Supervisors of Lunenburg County, Virginia, by a vote of _____ to _____, as recorded below, at a regular meeting held on July 8, 2021.

Clerk, Board of County Supervisors

	<u>Aye</u>	<u>Nay</u>
Dr. Bacon	_____	_____
Mr. Edmonds	_____	_____
Mr. Hankins	_____	_____
Mr. Hoover	_____	_____
Mr. Pennington	_____	_____
Mr. Slayton	_____	_____
Mr. Zava	_____	_____