

TOWN OF ELKTON



VIRGINIA

Elkton Town Council

Elkton Area Community Center
20593 Blue & Gold Drive - Elkton, VA 22827
December 18, 2023 – 6:00 p.m.

Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.

1. CALL TO ORDER – ROLL CALL
 - a. Invocation
 - b. Pledge of Allegiance
2. ADOPTION OF AGENDA
3. PUBLIC COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
4. TOWN MANAGER’S REPORT
 - a. Staff reports
5. TOWN ATTORNEY’S REPORT
6. COMMITTEE REPORTS
7. UNFINISHED BUSINESS
 - a. Authorize Town Manager to negotiate contract for Elkton Downtown Marketplace
 - b. Set public hearing date to adopt an ordinance granting a franchise for the operation of a cable television system within the Town
 - c. Recommendation by Elkton Planning Commission to approve the issuance of a special exception permit for Ronald and Teresa Younger for short term rentals at 504 4th Street
 - d. Recommendation by Elkton Planning Commission to approve rezoning located within the boundary line adjustment for (1) 26.710 acres to Conservation District C-1, (2) 25.026 acres to Single-Family Residential district R-3, (3) 130-A-13A, 130-A-70A, and 130-A-13 Low Density Residential District R-2 and the remaining lots along Hwy 33 to General Business District B-2 including lot 130-A-13C.
8. NEW BUSINESS
 - a. Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update
 - b. Schedule joint public hearing with the Elkton Town Council to revise Elkton Town Code Section § 110-715 Short Term Rental to specify a limit on the number of occupants allowed to stay in a rental
 - c. EPIC presentation regarding Elkton Downtown Marketplace

9. MAYOR'S BUSINESS

10. CLOSED SESSION

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "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."
- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

11. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

Information Only ☐ Discussion ☐ Reports ☐
Action Item ☒ Public Hearing ☐ Closed Session ☐

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: Report to be presented verbally by Mr. Lunsford.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL:  

 Greg Lunsford, Town Manager

ATTACHMENTS: Staff reports

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

CONSOLIDATED MONTHLY RUNS REPORT
NOVEMBER 2023

Law Enforcement Agencies

HPD.....	6652
RCSO.....	2882
Bridgewater.....	947
Broadway.....	462
Dayton	449
Elkton.....	680
Grottoes.....	1067
Timberville.....	1321
 TOTAL.....	 14,460

TOWN OF ELKTON POLICE REPORT 2023

ARREST/CHARGES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ASSAULT & BATTERY	2	3	0	2	0	0	0	0	0	1	0		
CURFEW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0		
DRIVING UNDER THE INFLUENCE	1	0	0	1	0	0	0	0	1	0	1		
DRINKING IN PUBLIC/PUBLIC INTOXICATION	1	0	0	2	1	2	1	0	1	1	0		
DRUGS (POSSESSION & DISTRIBUTION)	7	1	1	2	1	1	0	0	0	0	0		
LOITERING	0	0	0	0	0	0	0	0	0	0	0		
PARKING TICKETS	0	0	0	0	0	0	2	0	1	3	0		
RECKLESS DRIVING	3	2	0	1	1	0	1	0	1	0	0		
SEAT BELT/CHILD RESTRAINT VIOL.	0	0	0	0	0	0	1	0	0	0	0		
SPEEDING	18	10	9	5	2	1	6	4	0	1	2		
MISCELLANEOUS	24	38	22	47	11	17	13	32	20	10	14		
ADULT ARRESTS	51	54	29	59	15	20	24	36	23	16	17		
JUVENILE ARRESTS	5	0	3	1	1	1	0	0	1	0	0		

POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	18	9	15	14	14	9	8	14	14	9	8		
DOMESTIC SITUATIONS	4	2	4	3	2	5	6	1	3	0	1		
DISORDERLY	6	8	12	13	8	2	7	5	9	12	0		
LARCENY COMPLAINTS	6	4	2	1	3	6	2	3	5	7	3		
TRAFFIC CRASHES	4	6	5	5	7	4	2	4	3	7	11		
TRAFFIC STOPS	65	58	49	37	35	18	29	29	28	18	14		
VANDALISM/PROPERTY DAMAGE	2	3	0	3	2	3	1	2	5	3	3		
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	2	4	5	5	4	0	4	5	3	2	4		
MISCELLANEOUS	1015	1143	1245	764	664	629	685	569	537	781	636		
TOTAL	1122	1237	1337	845	739	676	744	632	607	839	680		

MIKE KING
CHIEF OF POLICE



Public Works Work Order Report for November 2023

Cemetery	9
Electric	14
Garbage	2
Gen.Govt	11
Recreation	3
Sewer	13
Streets	13
Water	12
Total	67

173 W. SPOTSWOOD AVENUE | ELKTON, VIRGINIA 22827
ELKTONVA.GOV

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3883	11/3/2023	cemetery		elk run cemetery		cemetery clean up	x	11/3/23	lb-gf
3887	10/19/23	cemetery		elk run cemetery		touch up grave for kenneth may	x	11/3/2023	lb-gf
3888	10/30/2023	cemetery		elk run cemetery		grave for sara monger	x	11/4/2023	kb-th-bb
3904	11/8/2023	cemetery		elk run cemetery		cremation for virginia-bernard helfman	x	11/12/23	kb-bb
3909	11/13/2023	cemetery		elk run cemetery		grave for wayne kile	x	11/15/23	kb-th-bb
3917	11/6/2023	cemetery		elk run cemetery		cremation for roberta meadows	x	11/17/2023	kb-th-bb
3918	11/13/2023	cemetery		elk run cemetery		grave for garland lam	x	11/17/2023	kb-th-bb
3919	11/12/2023	cemetery		elk run cemetery		grave for lucille shifflett	x	11/17/23	kb-th-bb
3930	11/22/23	cemetery		elk run cemetery		mark stone for mike-debbie shifflett	x	11/22/23	lb-gf
3875	11/01/23	electric		west summit ave		install new pole per replacement plan	x	11/1/23	jb-rl-sh
3878	11/1/2023	electric		substation		run generator	x	11/1/23	jb
3879	11/2/2023	electric		east fairfax ave		install new pole per replacement plan	x	11/2/23	jb-rl-sh
3881	11/2/2023	electric		substation		run generator	x	11/2/23	jb
3882	11/3/2023	electric		6th street		install new pole per replacement plan	x	11/3/23	jb-rl-sh
3885	11/3/2023	electric	157	west spotswood ave		power outage	x	11/3/2023	jb-rl-sh
3886	11/3/2023	electric		substation		run generator	x	11/3/2023	jb
3890	11/6/2023	electric	17090	mt pleasant road		connect new service	x	11/6/2023	jb-rl-sh
3895	11/6/2023	electric	17090	mt pleasant road		set and program electric meter	x	11/6/2023	jb-sh
3897	11/7/2023	electric		west summit ave		transfer power lines to new pole	x	11/9/23	jb-rl-sh
3901	11/9/2023	electric		6th street		transfer power lines to new pole	x	11/9/2023	jb-rl-sh
3927	11/22/2023	electric		lewis ave		repair streetlight	x	11/22/23	jb-rl-sh
3938	11/29/2023	electric		substation		run generator	x	11/29/2023	jb
3939	11/29/2023	electric		120 clover lane		power outage	x	11/29/23	jb-rl-sh
3884	11/3/2023	garbage	903	6th street		pick up missed trash	x	11/3/2023	bs
3929	11/20/2023	garbage	309	west prospect ave		bulk pick up	x	11/22/2023	jb-rl-sh
3880	11/2/2023	gen.govt		town hall		pack up-store halloween decorations	x	11/2/23	lb-bs-gf
3891	11/6/2023	gen.govt		town		disconnects	x	11/6/23	kb-bb
3892	11/6/2023	gen.govt		eacc-middle school		take tables and chairs up for election day	x	11/6/23	lb-bs-gf
3896	11/7/2023	gen.govt		town hall		hang christmas lights	x	11/8/2023	kb-lb-bb-gf
3898	11/8/2023	gen.govt		eacc-middle school		return tables and chairs from election day	x	11/8/2023	lb-bs-gf
3902	11/9/2023	gen.govt		stonewall park		decorate for veterans day	x	11/9/2023	lb-gf
3910	11/13/2023	gen.govt		town		flag order for 1 year uva shooting victims	x	11/15/23	bs
3911	11/13/2023	gen.govt		town hall		decorate for christmas	x	11/15/2023	lb-gf

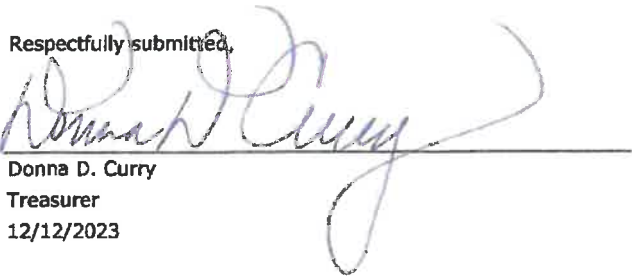
3933	11/27/2023	gen.govt			town	radio read meters	x	11/27/2023	kb-bb
3936	11/28/2023	gen.govt			town	meter re-checks	x	11/28/2023	kb-jb-rl-bb-sh
3937	11/29/23	gen.govt			town	read demand and town meters	x	11/29/2023	kb-jb-rl-bb-sh
3903	11/9/2023	recreation			stonewall park	clean park and restrooms	x	11/9/23	lb-bs-gf
3908	11/15/23	recreation			riverside park	repair fence	x	11/15/2023	bs
3935	11/27/2023	recreation			parks	winterize restrooms	x	11/27/2023	bs
3894	11/6/2023	sewer		164	sweetgum st	sewer back up	x	11/6/2023	lb-rl-sh
3920	11/20/2023	sewer	ecc	108	north stuart ave	sewer back up	x	11/20/23	bb-gf
3921	11/20/2023	sewer	A.Arheart	307	east spotswood ave	sewer back up	x	11/20/23	bb-gf
3877	11/1/2023	streets			town	clean up from halloween event	x	11/1/23	lb-bs-gf
3893	11/6/2023	streets			bridges	hang christmas lights	x	11/6/23	lb-bs-gf
3906	11/13/2023	streets			mt pleasant road	touch up road cut	x	11/13/23	kb-th-bb
3912	11/16/2023	streets			shop	repair all snowflakes	x	11/16/23	jb-lb-rl-gf
3914	11/15/2023	streets			town	assemble and place the two stars	x	11/15/2023	kb-lb-gf-th
3915	11/16/2023	streets			east rockingham st	hang snowflakes	x	11/16/2023	jb-lb-rl-gf
3922	11/20/2023	streets			town	hang snowflakes	x	11/20/23	jb-bb-sh-rl-gf-lb
3923	11/20/2023	streets			town	clean all storm drains	x	11/20/2023	bs
3924	11/20/23	streets			town	take down veteran banners	x	11/23/2023	jb-bb-sh-rl-gf-lb
3925	11/21/2023	streets			shop	clean shop	x	11/21/23	crew
3926	11/21/2022	streets			shop	service equipment	x	11/21/23	crew
3934	11/27/2023	streets			town	wire up and turn on bridges and stars	x	11/27/2023	jb-rl-sh
3940	11/27/23	streets			town	decorate for christmas	x	11/30/2023	crew
3876	11/1/2023	water			monger hill	replace 100 ft water line-reroute old service	x	11/3/23	kb-th-bb
3889	11/6/2023	water			c st- jackson ave	fix water leak	x	11/6/2023	kb-th-bb
3899	11/9/2023	water			ashby ave- c st	fix water leak	x	11/9/2023	kb-gf-bb
3900	11/9/2023	water		406	lee ave	fix water leak	x	11/9/2023	kb-gf-bb
3905	11/13/2023	water		502	east rockingham st	fix water leak	x	11/13/23	kb-th-bb
3907	11/14/2023	water	R.Shenk	17081	east summit ave	set and program water meter	x	11/14/23	kb-th-bb
3913	11/16/2023	water		500	block north stuart	fix water leak	x	11/16/2023	kb-th-bb
3916	11/17/2023	water			shenandoah ave	water main break	x	11/17/2023	jb-th-rl-gf-lb
3928	11/20/2023	water	upper room	14890	rockingham pike	pull meter data	x	11/22/2023	bb-gf
3931	11/22/2023	water	R.Velker	392	monger hill	set and program new water meter	x	11/22/2023	bb-gf
3932	11/27/2023	water		114	maple leaf	fix water leak	x	11/27/2023	kb-jb-rl-bb-sh
3941	11/30/23	water	J.Shifflett	17080	mt pleasant road	set and program water meter	x	11/30/2023	kb-bb

**TOWN OF ELKTON
TREASURER'S REPORT
For Month Ending November 30, 2023**

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	4,875,569.80
DEPOSITS			\$	956,468.45
Interest earned			\$	22,265.29
EXPENDITURES			\$	(696,369.78)
ENDING BALANCE			\$	5,157,933.76
Outstanding Checks			\$	(11,568.69)
ARPA FUNDING (deposited 6/29/2021)	\$	1,505,955.00		
Expended	\$	(681,010.00)		
Proposed Projects	\$	(1,350,000.00)		
Drinking Water Project	\$	(980,900.00)		
ARPA FUNDING (deposited 7/22/2022)	\$	1,505,955.00		
(these funds are included in the Operating total)	\$	-		
ADDITIONAL ACCOUNTS				
INFINEX ACCOUNT (REPO)	11/30/2023	\$	-	\$ -
<i>(Wire transfer to First Bank completed on 11/22/2023 totaling \$472,801.18)</i>				
Bank of America	5/31/2023	\$	-	\$ -
<i>(transferred funds to First Bank \$354,456.87 and closed the account to avoid additional fees)</i>				
SWEEP Accounts				
F & M Bank	11/19/2023	\$	250,021.23	\$ 250,021.23
F & M Bank	10/31/2023	\$	12,745.63	\$ 12,745.63
United Bank 1132	11/30/2023	\$	335,284.37	\$ 335,284.37
United Bank 8080	11/30/2023	\$	457,280.56	\$ 457,280.56
United Bank 9919	11/30/2023	\$	-	\$ -
<i>(this account was closed and the funds were transferred to Acct. #8080)</i>				
		\$	1,055,331.79	\$ 1,043,763.10
TOTAL FUNDS			\$	6,201,696.86

Respectfully submitted,


Donna D. Curry
Treasurer
12/12/2023

YEAR TO DATE SNAPSHOT OF SELECTED REVENUE TOTALS

MEALS TAX

Budget		YTD	
\$	1,265,000.00	\$	424,421.24

CIGARETTE TAX

Budget		YTD	
\$	66,000.00	\$	27,400.00

REAL ESTATE TAXES

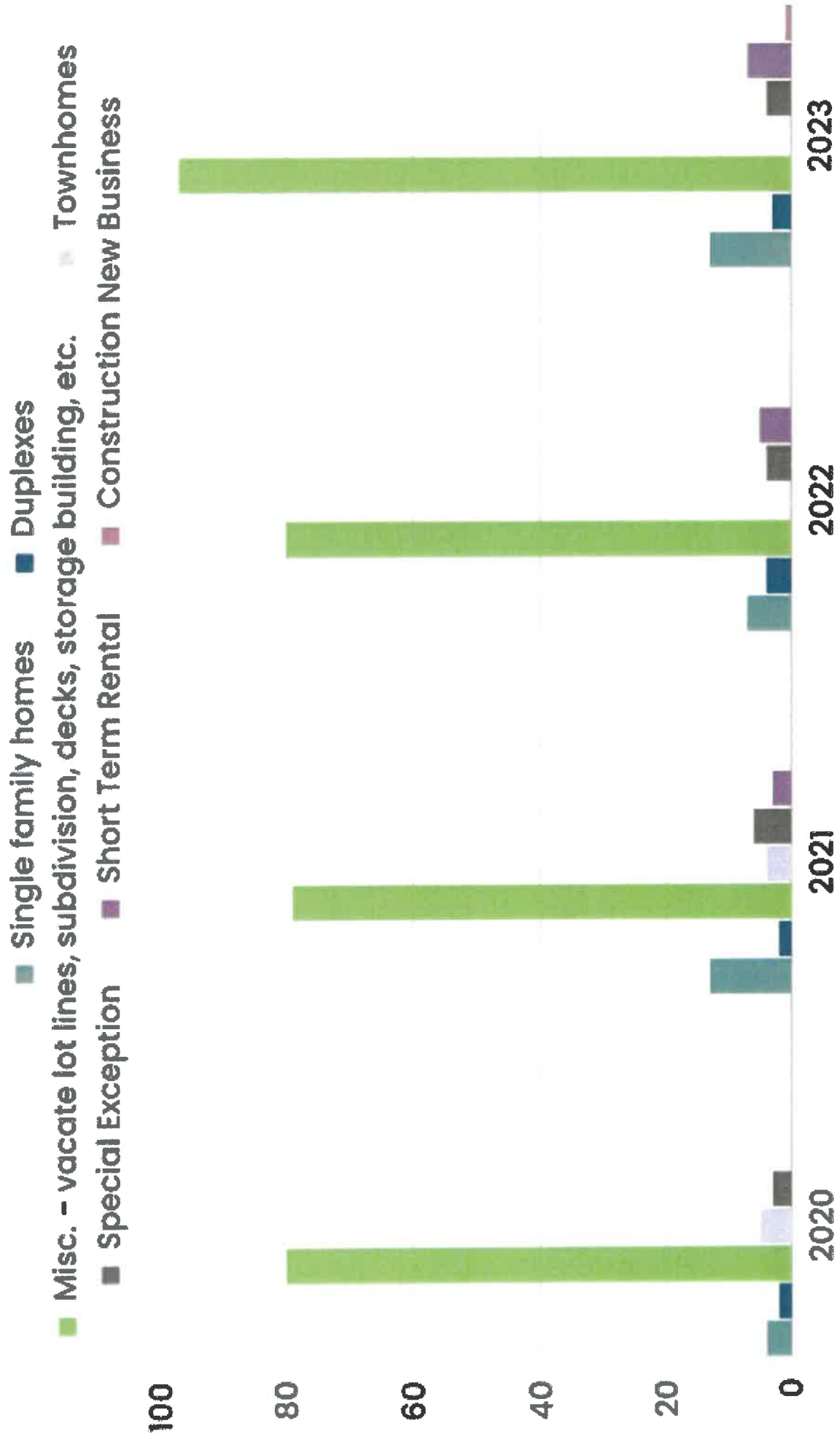
Budget		YTD	
\$	371,643.00	\$	4,942.51
\$	19,490.00	\$	6,063.67 (delinquent)

PERSONAL PROPERTY TAXES

Budget		YTD	
\$	247,501.00	\$	33,327.39
\$	12,076.00	\$	6,110.07 (delinquent)

TOWN OF ELKTON ZONING PERMITS -

YTD FEE'S COLLECTED \$12,555.00



10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FName
GL Account: 10-340-0100 PERMITS							
FName: Fiscal Period - 2023							
10-340-0100 P R		01/04/2023	MISC PAYMENT	\$0.00	\$25.00		53386 Fiscal Period - 2023
10-340-0100 P R		01/04/2023	MISC PAYMENT	\$0.00	\$25.00		53385 Fiscal Period - 2023
10-340-0100 P R		01/18/2023	MISC PAYMENT	\$0.00	\$50.00		53603 Fiscal Period - 2023
10-340-0100 P R		01/23/2023	MISC PAYMENT	\$0.00	\$25.00		53641 Fiscal Period - 2023
10-340-0100 P R		01/25/2023	MISC PAYMENT	\$0.00	\$50.00		54107 Fiscal Period - 2023
10-340-0100 P R		01/26/2023	MISC PAYMENT	\$0.00	\$25.00		54188 Fiscal Period - 2023
10-340-0100 P R		01/27/2023	MISC PAYMENT	\$0.00	\$25.00		54266 Fiscal Period - 2023
10-340-0100 P R		01/27/2023	MISC PAYMENT	\$0.00	\$100.00		54245 Fiscal Period - 2023
10-340-0100 P R		01/30/2023	MISC PAYMENT	\$0.00	\$50.00		54274 Fiscal Period - 2023
10-340-0100 P R		02/01/2023	MISC PAYMENT	\$0.00	\$25.00		54560 Fiscal Period - 2023
10-340-0100 P R		02/01/2023	MISC PAYMENT	\$0.00	\$100.00		54559 Fiscal Period - 2023
10-340-0100 P R		02/02/2023	MISC PAYMENT	\$0.00	\$25.00		54573 Fiscal Period - 2023
10-340-0100 P R		02/07/2023	MISC PAYMENT	\$0.00	\$25.00		54668 Fiscal Period - 2023
10-340-0100 P R		02/21/2023	MISC PAYMENT	\$0.00	\$50.00		54931 Fiscal Period - 2023
10-340-0100 P R		03/06/2023	MISC PAYMENT	\$0.00	\$25.00		55029 Fiscal Period - 2023
10-340-0100 P R		03/10/2023	MISC PAYMENT	\$0.00	\$25.00		55097 Fiscal Period - 2023
10-340-0100 P R		03/20/2023	MISC PAYMENT	\$0.00	\$25.00		55154 Fiscal Period - 2023
10-340-0100 P R		03/22/2023	MISC PAYMENT	\$0.00	\$75.00		55168 Fiscal Period - 2023
10-340-0100 P R		03/23/2023	MISC PAYMENT	\$0.00	\$100.00		55170 Fiscal Period - 2023
10-340-0100 P R		03/27/2023	MISC PAYMENT	\$0.00	\$25.00		55182 Fiscal Period - 2023
10-340-0100 P R		04/14/2023	MISC PAYMENT	\$0.00	\$25.00		55340 Fiscal Period - 2023
10-340-0100 P R		04/17/2023	MISC PAYMENT	\$0.00	\$25.00		55353 Fiscal Period - 2023
10-340-0100 P R		04/18/2023	MISC PAYMENT	\$0.00	\$500.00		55393 Fiscal Period - 2023
10-340-0100 P R		04/21/2023	MISC PAYMENT	\$0.00	\$150.00		55459 Fiscal Period - 2023
10-340-0100 P R		04/26/2023	Pole Rental Correctio	\$0.00	\$7,125.00		76757 Fiscal Period - 2023
10-340-0100 P R		05/01/2023	MISC PAYMENT	\$0.00	\$25.00		55521 Fiscal Period - 2023
10-340-0100 P R		05/02/2023	MISC PAYMENT	\$0.00	\$25.00		55536 Fiscal Period - 2023
10-340-0100 P R		05/05/2023	MISC PAYMENT	\$0.00	\$50.00		65583 Fiscal Period - 2023
10-340-0100 P R		05/08/2023	MISC PAYMENT	\$0.00	\$50.00		65651 Fiscal Period - 2023
10-340-0100 P R		05/11/2023	MISC PAYMENT	\$0.00	\$125.00		65704 Fiscal Period - 2023

Southern Software FMS GL Account History

Date: 12/1/2023 2:37 PM

10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FName
10-340-0100 P R		05/23/2023	MISC PAYMENT	\$0.00	\$135.00	65810	Fiscal Period - 2023
10-340-0100 P R		05/23/2023	MISC PAYMENT	\$0.00	\$200.00	65808	Fiscal Period - 2023
10-340-0100 P R		05/24/2023	MISC PAYMENT	\$0.00	\$25.00	65815	Fiscal Period - 2023
10-340-0100 P R		05/30/2023	MISC PAYMENT	\$0.00	\$25.00	65832	Fiscal Period - 2023
10-340-0100 P R		05/30/2023	MISC PAYMENT	\$0.00	\$50.00	65832	Fiscal Period - 2023
10-340-0100 P R		05/31/2023	MISC PAYMENT	\$0.00	\$25.00	65870	Fiscal Period - 2023
10-340-0100 P R		06/01/2023	MISC PAYMENT	\$0.00	\$25.00	65884	Fiscal Period - 2023
10-340-0100 P R		06/06/2023	MISC PAYMENT	\$0.00	\$25.00	65970	Fiscal Period - 2023
10-340-0100 P R		06/09/2023	MISC PAYMENT	\$0.00	\$25.00	66074	Fiscal Period - 2023
10-340-0100 P R		06/09/2023	MISC PAYMENT	\$0.00	\$25.00	66074	Fiscal Period - 2023
10-340-0100 P R		06/12/2023	MISC PAYMENT	\$0.00	\$25.00	66077	Fiscal Period - 2023
10-340-0100 P R		06/12/2023	MISC PAYMENT	\$0.00	\$100.00	66081	Fiscal Period - 2023
10-340-0100 P R		06/13/2023	MISC PAYMENT	\$0.00	\$25.00	66082	Fiscal Period - 2023
10-340-0100 P R		06/16/2023	MISC PAYMENT	\$0.00	\$25.00	66115	Fiscal Period - 2023
10-340-0100 P R		06/16/2023	MISC PAYMENT	\$0.00	\$50.00	66115	Fiscal Period - 2023
10-340-0100 P R		06/20/2023	MISC PAYMENT	\$0.00	\$25.00	66127	Fiscal Period - 2023
10-340-0100 P R		06/27/2023	MISC PAYMENT	\$0.00	\$20.00	66180	Fiscal Period - 2023
10-340-0100 P R		06/27/2023	MISC PAYMENT	\$0.00	\$25.00	66180	Fiscal Period - 2023
10-340-0100 P R		06/27/2023	MISC PAYMENT	\$0.00	\$100.00	66179	Fiscal Period - 2023
10-340-0100 P R		06/27/2023	MISC PAYMENT	\$25.00	\$0.00	66180	Fiscal Period - 2023
10-340-0100 P R		06/28/2023	MISC PAYMENT	\$0.00	\$100.00	66208	Fiscal Period - 2023
FPName: Fiscal Period 2024				\$25.00	\$10,030.00		

10-340-0100 P R		07/07/2023	MISC PAYMENT	\$0.00	\$25.00	66341	Fiscal Period 2024
10-340-0100 P R		07/10/2023	MISC PAYMENT	\$0.00	\$25.00	66366	Fiscal Period 2024
10-340-0100 P R		07/17/2023	MISC PAYMENT	\$0.00	\$50.00	66425	Fiscal Period 2024
10-340-0100 P R		07/17/2023	MISC PAYMENT	\$0.00	\$50.00	66425	Fiscal Period 2024
10-340-0100 P R		07/17/2023	MISC PAYMENT	\$50.00	\$0.00	66425	Fiscal Period 2024
10-340-0100 P R		07/20/2023	MISC PAYMENT	\$0.00	\$300.00	66451	Fiscal Period 2024
10-340-0100 P R		07/21/2023	MISC PAYMENT	\$0.00	\$100.00	66456	Fiscal Period 2024
10-340-0100 P R		07/24/2023	MISC PAYMENT	\$0.00	\$25.00	66455	Fiscal Period 2024

10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FName
10-340-0100 P R		07/26/2023	MISC PAYMENT	\$0.00	\$25.00		66475 Fiscal Period 2024
10-340-0100 P R		08/03/2023	MISC PAYMENT	\$0.00	\$100.00		66521 Fiscal Period 2024
10-340-0100 P R		08/03/2023	MISC PAYMENT	\$0.00	\$25.00		66521 Fiscal Period 2024
10-340-0100 P R		08/15/2023	MISC PAYMENT	\$0.00	\$25.00		76595 Fiscal Period 2024
10-340-0100 P R		08/18/2023	MISC PAYMENT	\$0.00	\$25.00		76605 Fiscal Period 2024
10-340-0100 P R		08/18/2023	MISC PAYMENT	\$0.00	\$25.00		76609 Fiscal Period 2024
10-340-0100 P R		08/18/2023	MISC PAYMENT	\$0.00	\$25.00		76609 Fiscal Period 2024
10-340-0100 P R		08/18/2023	MISC PAYMENT	\$0.00	\$100.00		76609 Fiscal Period 2024
10-340-0100 P R		08/21/2023	MISC PAYMENT	\$0.00	\$25.00		76618 Fiscal Period 2024
10-340-0100 P R		08/22/2023	MISC PAYMENT	\$0.00	\$50.00		76627 Fiscal Period 2024
10-340-0100 P R		08/23/2023	MISC PAYMENT	\$0.00	\$25.00		76626 Fiscal Period 2024
10-340-0100 P R		08/24/2023	MISC PAYMENT	\$0.00	\$25.00		76639 Fiscal Period 2024
10-340-0100 P R		08/24/2023	MISC PAYMENT	\$0.00	\$25.00		76639 Fiscal Period 2024
10-340-0100 P R		08/25/2023	MISC PAYMENT	\$0.00	\$100.00		76644 Fiscal Period 2024
10-340-0100 P R		08/28/2023	MISC PAYMENT	\$0.00	\$150.00		76648 Fiscal Period 2024
10-340-0100 P R		08/29/2023	MISC PAYMENT	\$0.00	\$25.00		76657 Fiscal Period 2024
10-340-0100 P R		08/30/2023	MISC PAYMENT	\$0.00	\$100.00		76656 Fiscal Period 2024
10-340-0100 P R		09/06/2023	MISC PAYMENT	\$0.00	\$25.00		76706 Fiscal Period 2024
10-340-0100 P R		09/07/2023	MISC PAYMENT	\$0.00	\$50.00		76745 Fiscal Period 2024
10-340-0100 P R		09/07/2023	MISC PAYMENT	\$0.00	\$25.00		76745 Fiscal Period 2024
10-340-0100 P R		09/07/2023	MISC PAYMENT	\$0.00	\$25.00		76745 Fiscal Period 2024
10-340-0100 P R		09/07/2023	MISC PAYMENT	\$0.00	\$100.00		76745 Fiscal Period 2024
10-340-0100 P R		09/15/2023	MISC PAYMENT	\$0.00	\$25.00		76802 Fiscal Period 2024
10-340-0100 P R		09/25/2023	MISC PAYMENT	\$0.00	\$25.00		76842 Fiscal Period 2024
10-340-0100 P R		09/26/2023	MISC PAYMENT	\$0.00	\$25.00		76851 Fiscal Period 2024
10-340-0100 P R		09/28/2023	MISC PAYMENT	\$0.00	\$100.00		76859 Fiscal Period 2024
10-340-0100 P R		10/03/2023	MISC PAYMENT	\$0.00	\$25.00		76888 Fiscal Period 2024
10-340-0100 P R		10/04/2023	MISC PAYMENT	\$0.00	\$25.00		76913 Fiscal Period 2024
10-340-0100 P R		10/06/2023	MISC PAYMENT	\$0.00	\$25.00		76992 Fiscal Period 2024
10-340-0100 P R		10/10/2023	MISC PAYMENT	\$0.00	\$25.00		77006 Fiscal Period 2024
10-340-0100 P R		10/11/2023	MISC PAYMENT	\$0.00	\$25.00		77007 Fiscal Period 2024

10-340-0100 PERMITS - 10-340-0100 PERMITS

GL Account	AType	Date	Description1	Debit	Credit	Batch	FPname
10-340-0100 P R		10/12/2023	MISC PAYMENT	\$0.00	\$25.00	77023	Fiscal Period 2024
10-340-0100 P R		10/16/2023	MISC PAYMENT	\$0.00	\$25.00	77050	Fiscal Period 2024
10-340-0100 P R		10/16/2023	MISC PAYMENT	\$0.00	\$25.00	77054	Fiscal Period 2024
10-340-0100 P R		10/16/2023	MISC PAYMENT	\$0.00	\$25.00	77049	Fiscal Period 2024
10-340-0100 P R		10/23/2023	MISC PAYMENT	\$0.00	\$25.00	77095	Fiscal Period 2024
10-340-0100 P R		10/26/2023	MISC PAYMENT	\$0.00	\$25.00	77100	Fiscal Period 2024
10-340-0100 P R		10/31/2023	MISC PAYMENT	\$0.00	\$25.00	77124	Fiscal Period 2024
10-340-0100 P R		11/13/2023	MISC PAYMENT	\$0.00	\$25.00	77232	Fiscal Period 2024
10-340-0100 P R		11/14/2023	MISC PAYMENT	\$0.00	\$300.00	77240	Fiscal Period 2024
10-340-0100 P R		11/16/2023	MISC PAYMENT	\$0.00	\$25.00	77292	Fiscal Period 2024
10-340-0100 P R		11/21/2023	MISC PAYMENT	\$0.00	\$25.00	77312	Fiscal Period 2024
				\$50.00	\$2,525.00		
				\$75.00	\$12,555.00		
				\$75.00	\$12,555.00		

ELK RUN CEMETERY REPORT
TRANSACTIONS
November 2023

LOTS SOLD.....	10	YTD = 48
INTERMENTS.....	8	YTD = 48
NICHE.....	1	YTD = 1
CREMATIONS.....	4	YTD = 11
Space Contract.....	3	YTD = 7
Niche Contract.....	0	YTD = 0

Interments this month	Lot Sales	Opening/Closing
Ruth Crawford		\$300
Sara Monger		\$750
Alan Helfman		\$300
Wayne Kyle		\$750
Garland Lam		\$750
Lucille Shifflett		\$750
Roberta Meadows		\$300
Everleigh Eppard		\$300
	Sales/Contracts	
Shane and Ashley Dovel	4 spaces under contract	\$2,000
Kenny & Debbie Shifflett	2 spaces under contract	\$200
Jeff Shifflett	Contract payment	\$125
James and Margaret Laconia	2 spaces	\$2,000
Leo Lawson	O/C payment	\$100
Mary Eppard	2 spaces	\$3000

Total: \$11,625

• **Cemetery Commission Members**

Chairperson: Lee Dearing

Vice Chair: Mark Hensley

Dwight "Gene" Kite

Billie Jo Dofflemyer

Sue Armbruster

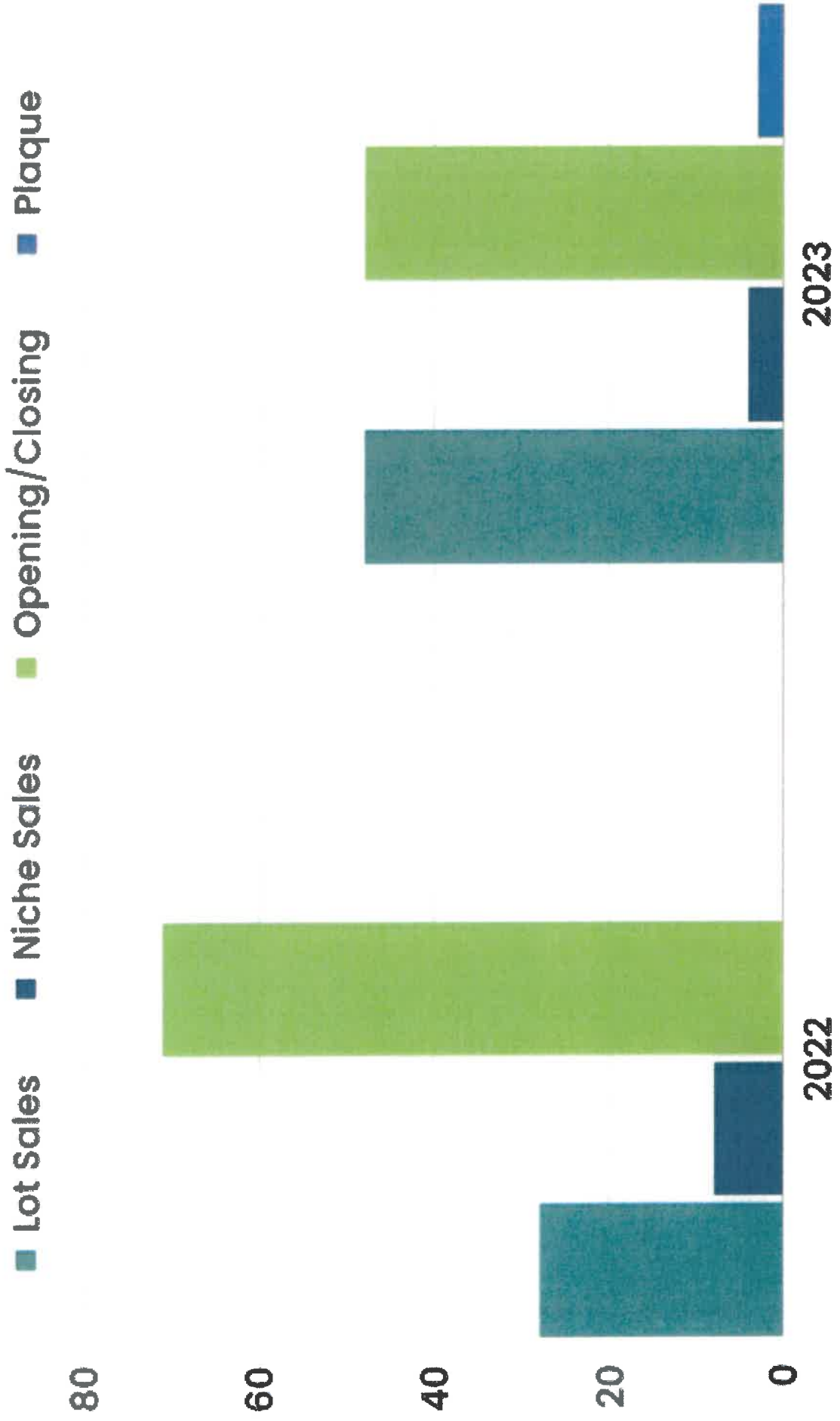
Michelle Dean

Mark Stevanus

Submitted by: Delores Hammer – Director of Community Development

ELK RUN CEMETERY

YTD FEE'S COLLECTED \$86,425.00



Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
Code Desc: CEMETERY FENCE DONATIONS							
CEMFENCEDON	52-300-0260	52-101-0400	ANGELA SMITH	7/10/2023		\$200.00	\$0.00
CEMFENCEDON	52-300-0260	52-101-0400	BILLIE JO DOFFLEM	7/10/2023		\$200.00	\$0.00
CEMFENCEDON	52-300-0260	52-101-0400	TOP GUN AUTO BOD	7/18/2023		\$200.00	\$0.00
							\$600.00
Code Desc: OPEN/CLOSE FEE - CEM							
OPEN/CLOSE	52-300-0400	52-101-0400	AIMEE TEMPLETON	4/14/2023	LARRY BAUGHER	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ELENOR HARRISON	3/28/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DIXIE MOWBRAY	3/31/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	DONNIE MOWBRAY	3/27/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RUTH DINGES	4/11/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MELINDA DOFFLEMY	4/11/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JAMES DEAN	5/24/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JANET ROACH	5/22/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARY SHIFFLETT KY	5/22/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	WILLIAMS SELLERS	1/19/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARY DUNBAR	1/4/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	FREDRICK MILLER	3/9/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	VIVIAN SEAL	3/13/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	3/17/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	CHARLES BREEDEN	3/17/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	3/17/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ABBIE COMER	2/13/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JEREMY MCINTURFF	2/23/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JANET JENKINS	2/23/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	7/31/2023	GERALDINE PARROT	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	NANCY DORSETT	7/12/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	7/17/2023		\$100.00	\$0.00

Transaction Date from 1/1/2023 - 11/30/2023 Miscellaneous Transaction Code Report

Date: 12/4/2023 12:36 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
OPEN/CLOSE	52-300-0400	52-101-0400	PEGGY DEAN	6/5/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARSHALL SHIFFLE	6/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KENNETH MORRIS	6/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	KYGER FUNERAL HO	6/9/2023	CHARLES HITT SR	\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	EUGENE SHIFFLETT	6/28/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	MARGERY KITE	6/26/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	7/3/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	BARBARA HORN	9/20/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	WILMA BAKER	9/20/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RONALD DEARING	9/20/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	PHILLIP OFFENBACK	9/12/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	EVA JENKINS	10/11/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LEO LAWSON	10/5/2023		\$100.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	VIRGIE BAUGHER	8/29/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	JAMES MEADOWS	9/7/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	PHYLLIS LOWERY	8/28/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RICKY LUCAS	8/28/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	CARL DOVEL	8/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	EUGENIA SULLIVAN	8/14/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	SHERRY SELLERS	11/16/2023	HELFMAN	\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LUCILLE SHIFFLETT	11/17/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	GARLAND LAM	11/16/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	SARA MONGER	11/6/2023		\$750.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RUTH CRAWFORD	10/30/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	LOUISE MONGER	10/30/2023		\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	RENEE SHANK	11/27/2023	GRAVE - ROBERTA	\$300.00	\$0.00
OPEN/CLOSE	52-300-0400	52-101-0400	ROBERT KYLE	11/27/2023		\$750.00	\$0.00

Transaction Date from 1/1/2023 - 11/30/2023 Miscellaneous Transaction Code Report

Date: 12/4/2023 12:36 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
OPEN/CLOSE	52-300-0400	52-101-0400	MARY EPPARD	11/27/2023		\$300.00	\$0.00
							\$0.00
Code Desc: SALE OF LOTS ELK RUN CEMETERY							
LOTSALES	52-300-0000	52-101-0400	MARY EPPARD	11/27/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	11/8/2023		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	KENNY & DEBBIE SH	11/3/2023		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	11/9/2023		\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JAMES LACONIA	11/13/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	TIMOTHY MONGER	11/2/2023		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SHANE DOVEL	10/31/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	FREDRICK SHMIDT	3/14/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ALLEN MEADOWS	3/2/2023		\$1,300.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF & BRENDA SHI	3/1/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DEBBIE SHIFFLETT	1/13/2023		\$8,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LARRY EPPARD	1/13/2023		\$1,500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	RUTHANNE KIBLER	1/4/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	MARLA MCCAULEY	1/31/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DANNY HENSLEY	1/26/2023		\$150.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ADAM LAM	4/20/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFFREY SHIFFLETT	4/20/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	DON SHIFFLETT	4/18/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	5/11/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LISA MORRIS	5/2/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SANDRA CAMPBELL	4/24/2023		\$2,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ELVA SHIFFLETT	8/8/2023		\$5,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	8/8/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	9/5/2023	CONTRACT	\$125.00	\$0.00

Transaction Date from 1/1/2023 - 11/30/2023 Miscellaneous Transaction Code Report

Date: 12/4/2023 12:36 PM

Misc Code	Credit Acct	Debit Acct	Full Name	Trans Date	Comment	Amount	Void
LOTSALES	52-300-0000	52-101-0400	PHYLLIS LOWERY	8/22/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	PHILLIP LOWERY	9/13/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	10/5/2023		\$125.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WALTHEY HENSLEY	9/28/2023		\$150.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	10/5/2023	CONTRACT PAYMEN	\$100.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	SANDRA DEAN DON	9/28/2023		\$3,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	REBEL PHELPS	7/6/2023	CONTRACT PAYMEN	\$500.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	7/14/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	RICHARD MILLER	6/20/2023		\$6,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	ELVA CATHERINE SH	6/26/2023		\$1,000.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	WALTHEY HENSLEY	5/31/2023		\$200.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	JEFF SHIFFLETT	6/15/2023		\$250.00	\$0.00
LOTSALES	52-300-0000	52-101-0400	LEO LAWSON	10/5/2023	CONTRACT PAYMEN	\$0.00	\$100.00
Code Desc: SALE OF NICHE						\$53,575.00	\$100.00
NICHE	52-301-0000	52-101-0400	DEBRA COMER	6/5/2023		\$100.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBRA COMER	9/7/2023		\$200.00	\$0.00
NICHE	52-301-0000	52-101-0400	DORIS ACCTON	2/21/2023		\$1,200.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBORAH COMER	1/10/2023		\$100.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBRA COMER	4/6/2023		\$200.00	\$0.00
NICHE	52-301-0000	52-101-0400	RONNIE MORRIS	5/15/2023		\$275.00	\$0.00
NICHE	52-301-0000	52-101-0400	DEBBIE MORRIS	5/9/2023		\$25.00	\$0.00
						\$2,100.00	\$0.00
						\$86,425.00	\$100.00

November Water Hauling Report

<u>July 2022-June 2023</u>		<u>Revenue</u>	<u>July 2023-June 2024</u>		<u>Revenue</u>
July	837,377.00	5,986.31	July	996,911.00	8,046.47
August	888,570.00	6,445.32	August	1,058,680.00	8,547.12
September	818,569.00	5,955.66	September	1,258,393.00	10,346.28
October	832,144.00	6,050.27	October	1,139,480.00	9,385.79
November	723,466.00	5,289.36	November	872,283.00	7,248.13
December	724,205.00	5,299.56	December		
January	665,506.00	4,888.69	January		
February	551,263.00	4,093.86	February		
March	639,340.00	4,710.40	March		
April	720,553.00	5,283.92	April		
May	998,779.00	7,241.72	May		
June	1,077,155.00	7,790.19	June		
YTD:	9,476,927.00	69,035.26	YTD:	5,325,747.00	43,573.79



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Town Attorney's Report

BACKGROUND: Report to be presented verbally by the town attorney.

ACTION REQUESTED:


Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input checked="" type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
 Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Authorize Town Manager to negotiate contract for Elkton Downtown Marketplace

BACKGROUND: Invitation to re-bid the project was published in the Daily-News Record on November 9, 2023 and November 16, 2023. Bid packages were due and opened on December 6, 2023 as specified in the notice. The Elkton Town Council will authorize the town manager to negotiate contract terms for the Elkton Downtown Marketplace. The contract will be reviewed by Council and the town attorney before final approval.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council authorize the town manager to negotiate a contract for the Elkton Downtown Marketplace.

APPROVAL:  
Greg Lunsford, Town Manager

ATTACHMENTS: Notice

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**INVITATION FOR BID
ELKTON DOWNTOWN MARKETPLACE**

The Town of Elkton will receive bids from contractors for a project consisting of furnishing of all site work, excavating, construction, and building construction for the Elkton Downtown Marketplace project, located across from the Town Hall, at 173 W. Spotswood Avenue, Elkton, Virginia. Contract specifications may be obtained on-line at <https://www.elktonva.gov> or at our public works office, 173 W. Spotswood Avenue, Elkton, Virginia.

A NON-MANDATORY PREBID CONFERENCE will be held on November 20, 2023 at 1:00 p.m. at Town Hall, located at 173 W. Spotswood Avenue, Elkton, Virginia 22827. Any questions regarding the Invitation to Bid should be emailed to Town Manager Greg Lunsford at glunsford@townofelkton.com or Public Works Director Gaither Hurt at ghurt@townofelkton.com.

Bid packages shall be mailed or delivered on or before December 6, 2023 at 2:00 p.m. to: Town of Elkton, Attn: Elkton Downtown Marketplace project, 173 W. Spotswood Avenue, Elkton, VA 22827. Bid opening will take place on December 6, 2023 at 2:00 p.m. in the conference room, located on the third floor of the Town Hall, at which time all bids will be publicly opened and read aloud. Bids will only be accepted from contractors who are registered in Virginia and Virginia Contractors Registration Number must be included on all bids.

Publication dates: November 9 & November 16, 2023



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Set a public hearing date for comments on the proposed Cable Franchise Agreement between Town of Elkton and Shenandoah Cable Television, LLC

BACKGROUND: The agreement has been reviewed by the town attorney. It has been determined that Shenandoah Cable Television, LLC has the financial, legal and technical ability to provide sufficient services, facilities and equipment necessary to meet the future cable-related needs of the community. The agreement will list the terms for the construction, operation and maintenance of their cable system. A public hearing is required.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input type="checkbox"/>	Public Hearing	<input checked="" type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	No Financial Impact	<input type="checkbox"/>
Amount:	N/A					
Budget Line Item:	N/A					

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council set a public hearing for January 16, 2024 at 6:00 p.m. to hear comments regarding the proposed agreement between the Town and Shenandoah Cable Television, LLC.

APPROVAL:


Greg Lunsford, Town Manager

ATTACHMENTS: Draft public notice

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**TOWN OF ELKTON
NOTICE OF PROPOSED FRANCHISE**

PLEASE TAKE NOTICE That on January 16, 2024, at 6:00 p.m. in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, VA, the Elkton Town Council will hear public comments and thereafter consider an ordinance granting a franchise of up to fifteen (15) years for the operation of a cable television system within the Town, and the right to install, use, maintain, and replace such system in Town streets and similar spaces. The franchise was request by Shenandoah Cable Television, LLC, but under Va. Code, 15.2-2101, any party may make a written bid on the franchise. Bids will be opened in an open session of the Council at the aforesaid time and place, and they must be submitted on or before January 12, 2024 at 3:00 p.m., to the Elkton Town Manager. The Town reserves the right to reject any and all bids. The full text of the proposed franchise agreement is online at www.elktonva.gov and on file in the office of Clerk of the Town Council.

Publish: January 5, 2024 & January 12, 2024



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: On November 20, 2023 the Elkton Planning Commission with Elkton Town Council held a joint public hearing to receive comments on a request from Ronald and Teresa Younger at 504 4th Street for issuance of Special Exception Permit for a Short Term Rental.

BACKGROUND: On November 20, 2023 the Elkton Planning Commission voted 4-0 with one abstain to recommend approval on a request from Ronald and Teresa Younger for the issuance of Special Exception Permit §110-603 C (9) Short Term Rental in compliance with code §110-715 Short-term rentals.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount:
 Budget Line Item:

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

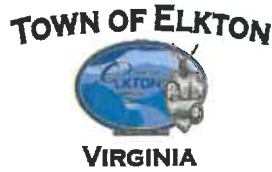
STAFF RECOMMENDATION:

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS:

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Rezoning of properties located within the Boundary Line Adjustment

BACKGROUND: On November 20, 2023 the Elkton Planning Commission voted unanimously to make a recommendation to Elkton Town Council to approve rezoning of properties located within the boundary line adjustment located on the north-western side of Spotswood Trail (U.S. Route 33) just south-west of the Town of Elkton, Stonewall District, Rockingham County, Virginia, (1) 26.710 acres to Conservation District C-1, (2) 25.026 acres to Single-Family Residential district R-3, (3) 130-A-13A, 130-A-70A, and 130-A-13 Low Density Residential District R-2 and the remaining lots along Hwy 33 to General Business District B-2 including lot 130-A-13C.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount:
 Budget Line Item:

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION:

APPROVAL:



 Greg Lunsford, Town Manager

ATTACHMENTS:

1. Memo from Daniel Talbot Chairman of Elkton Planning Commission
2. C-1, R-3, R-2 and B-2 code
3. Plats prepared by Benner & Assoc.

TO: Elkton Town Council
FROM: Elkton Planning Commission
DATE: November 21, 2023
SUBJECT: Recommendations from Public Hearings held November 20, 2023

Application for short term rental 504 4th street:

After considering the letters written by the neighbors and interviewing Mr. Younger. The commission voted to recommend approval of the short-term rental contract as amended. Specifically, no more than 10 adults and 14 total occupants at any time with 6 parking places. This was based on the fact that the code as written does not limit the overall occupants, and that the Youngers had voluntarily capped the number after speaking with the neighbors.

As a point of reference, later in the meeting the commission did vote to recommend a code change to cap short term rental at 8 adults and 14 total occupants going forward. We hope that this can occur in January to avoid further issues down the road.

Rezoning of land from boundary line adjustment:

The commission reviewed the previous proposed zonings and are aligned with the original recommendations with the exception of the property owned by Mr. and Mrs. Barron. The commission reviewed in detail with the Barone's how they wished to be able to use their property in the foreseeable future. The Barone's expressed interest in being zoned A1. The commission explained to the Barone's that A1 was a zoning used by exception within town limits due to the fact that in principle having land within a corporate limit eventually resulted in the land being developed for something other than agricultural use. In fact, Elkton only has one A1 parcel and at the time it was annexed and rezoned that parcel was an active farm being operated by a professional farmer. While the Barone's admitted that the proposed B2 zoning was an appropriate zoning for the area, they expressed that they very much wanted to use the property in the way it was being used now and had bought the property ~6 years ago between two businesses understanding that it could remain a small residential farmette.

The commission reviewed the non-conforming use code with the Barone's and answered questions about the ability to continue to have farm animals on the property as long as the use did not lapse for greater than 24 months. We also discussed the Short-term rental on the property, explained that they would have to get a special exception to continue that operation, but it would not be unreasonably withheld due to the pre-existing condition. The Barone's also expressed interest in developing the lot along Mt Herman Road 130-A-13C into another Short-term rental. The commission explained that due to proximity to the existing one on lot 130-A-13 they would need to have a different, non-residential, zoning for that lot for that to be possible. Lastly, the Barone's expressed concern that B2 zoning of their residence would make it harder for a potential buyer to get financing on the secondary market if they wanted to continue to use it for a residence. While our code does allow for residential use in B2 zoning with restrictions, there is some merit to this argument in the financial world.

After considering all the above, the commission and Barone's aligned that the best option to allow for what they wished and what was best for the town and contiguous community was to zone lots 130-A-13A, 130-A-70A, and 130-A-13 R2 and the remain lots along Hwy 33 B2 as originally recommended including lot 130-A-13C that is owned by the Barone's. The commission does not consider this spot zoning as this property backs up to land in the county that is zoned A2 which is a similar use under county code.

Respectfully,

Daniel R. Talbot

Chairman

§ 110-611 General Business District B-2.

A. Intent of General Business District B-2. Generally, this district covers that portion of the Town intended for the conduct of general business to which the public requires direct and frequent access, but which is not characterized either by constant heavy trucking other than stocking and delivery of light retail goods, or by any nuisance factors other than occasioned by incidental light and noise of congregation of people and passenger vehicles. This includes such uses as retail stores, banks, theaters, business offices, newspaper offices, printing presses, restaurants and taverns, and garages and service stations.

B. Permitted uses. Within the General Business District B-2 the following uses are permitted:

(1) Department stores, variety stores, specialty shops, discount shops, and appliance stores.

(2) Bakeries.

(3) Laundries, dry cleaning shops, and clothes dyeing establishments.

(4) Living and/or sleeping quarters shall be a permitted use when constructed above the ground and basement floors. No living and/or sleeping quarters shall be permitted in any detached accessory building or structure on the same lot of any building.

[Amended 12-19-2005]

(5) Retail stores and shops.

(6) Theaters, assembly halls, playhouses and dinner theaters.

(7) Hotels.

(8) Banks and loan and finance offices, including drive-in types.

(9) Churches and other places of worship, and church school buildings.

(10) Libraries.

(11) General hospitals.

(12) Special care hospitals.

(13) Funeral home and/or mortuary.

(14) Automobile service stations and public garages (with major repair under cover).

(15) Clubs and lodges.

(16) Automobile sales.

(17) Lumber and building supply (with storage under cover).

(18) Plumbing and electrical supply (with storage under cover).

(19) Carpentry, cabinet making, furniture refinishing, woodworking, electrical, plumbing, heating, welding sheet metal, appliance, bicycle, watch and shoe

repair, painting, publishing, lithographing, upholstering, gunsmith or similar shops, provided that any use shall be conducted within a completely enclosed building and provided that no part of a building for such use shall have any opening other than stationary windows or required fire exits within 100 feet of any residential district.

(20) Public utilities.

(21) Public service and storage buildings.

(22) Restaurants including dairy product stores and soda fountains, and drive-in restaurants.

(23) Newspaper offices and printing shops.

(24) Business and professional offices.

(25) Greenhouses.

(26) Police, fire, and rescue squad stations.

(27) Post offices.

(28) Bus stations and taxi stands.

(29) Radio and television broadcasting studios.

(30) Public buildings and properties of a cultural, administrative, or service type.

(31) Individual residential uses associated with a permitted use such as the residence of an entrepreneur, but not including subdivisions and multifamily complexes.

(32) Parking garages and parking lots.

(33) Business and vocational schools.

(34) Off-street parking as required by this chapter.

(35) Signs as provided in Article **VII**.

(36) Museums.

(37) Picture frame manufacturing and assembling.

(38) Single-family detached dwelling, provided that the single-family detached dwelling is existing and otherwise conforms with all other requirements in Chapter **110** as of the date of the adoption of this subsection with lot regulations and accessory uses consistent with R-3 District standards, and there shall be no more than one single-family detached dwelling per lot.

[Added 1-18-2010]

C. Special exceptions. When after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

(1) Wholesale and processing not objectionable because of dust, noise, or odors.

(2) Public billiard parlors and pool rooms, bowling alleys, dance halls, and similar forms of public amusement.

(3) Satellite antennas.

(4) Athletic fields, stadiums, and arenas.

(5) Beverage manufacturing, bottling or distribution stations and food processing, packaging, or distribution stations.

(6) Circuses, carnivals, fairs, and sideshows.

(7) Drive-in theaters, provided that all parts of such drive-in shall be distant at least 200 feet from any residential district and provided that the screen shall be located as not to be visible from adjacent streets or highways, and it shall be set back not less than 200 feet from the established right-of-way of said street or highway.

(8) Livestock market and sales pavilions.

(9) Overnight recreational vehicle park.

(10) Shooting range or gallery.

(11) Wholesale business, storage or warehouse provided that any such use shall be distant at least 50 feet from any residential district.

(12) Existing apartments in structures existing at the time of adoption of this chapter.

(13) Commercial kennels and animal hospitals, provided that any structure or premises used for such purposes shall be located at least 200 feet from any residential district.

(14) Swimming pools, skating rinks, golf driving ranges, miniature golf courses, or similar recreational use or facility if located at least 200 feet from any residential lot.

(15) Auction houses.

[Added 12-18-2000]

(16) Telecommunications facilities.

[Added 12-18-2000]

(17) Other uses of the same general character as these listed above and deemed appropriate by the Planning Commission and in accordance with Article **VIII**.

(18) Adult businesses.

[Added 1-19-2006]

(19) Structures that were originally designed to be residential in nature, existed before January 18, 2010, but did not meet the requirements for single-

family dwellings at that time, may be permitted to be returned to single-family dwellings provided that the following requirements are met:

[Added 8-17-2015]

(a) The structure is proven to be habitable.

(b) The structure meets R-3 District standards.

(c) The owner certifies that no more than one family will live in the dwelling.

(d) Two off-street parking spaces are provided.

(e) The use of this structure as a residence is not in conflict with existing businesses.

(20) Short-term rental, provided the property is a permitted use under § **110-611B(38)**.

[Added 9-17-2018]

(21) Motel, motel court, motor hotel, lodge, or inn.

[Added 5-17-2021]

D. Requirements for permitted uses in the General Business District B-2. Final grading and site finishing are required on the parcel where uses are permitted in this district. The execution of this requirement must take into consideration traffic hazards. Landscaping will be restricted to a height of three feet within 50 feet of the intersection of two roads.

E. Accessory uses. Where a lot is devoted to a permitted principal use, customary accessory uses and structures are authorized. The following rules are applicable:

(1) Living quarters in the main building of persons employed on the premises.

(2) Private parking garage.

(3) Temporary buildings and/or trailers for uses incidental to construction work; such buildings shall be removed upon completion or abandonment of the construction work.

(4)

Signs as provided for in Article **VII**.

(5) Parking as provided for in Article **VII**.

F. Lot regulations.

(1) Main building: N/A.

(a) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Official. The Zoning Administrator shall require greater area as considered necessary by the Health Official.

(b) Setback: 25 feet.

(c) Frontage at setback: 50 feet.

(d) Side yard, one or two sides: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(e) Rear yard: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3] Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workmen are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory buildings and uses: zero feet from main building.

(a) Side yard and rear yard: zero feet, except where property located in a business district adjoins or is separated from any residential district only by a public street or way. In such instances, there shall be a ten-foot clear and maintained setback on the side or sides adjoining such residential district.

[Amended 12-20-2004]

(b) Height: 35 feet. Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

G. See § **110-701**, Area regulations.

H. See § 110-708, Nonconforming uses.

§ 110-601 Conservation District C-1.

A. Intent of Conservation District C-1. This district covers portions of the Town which are occupied by various open uses, such as agriculture, national forests and parks, state-owned forest and parklands, and local-government-owned lands. This district is established for the specific purpose of providing recreation and open space uses, conservation of water and other natural resources, reducing soil erosion, protecting watersheds, and reducing hazards from flood and fire.

B. Permitted uses. Within the Conservation District C-1 the following uses are permitted:

- (1)** Wildlife areas or game refuges.
- (2)** Flood control and watershed structures.
- (3)** Public utilities.
- (4)** Public service or storage buildings.
- (5)** Nursery or tree farms.
- (6)** Fish hatcheries.
- (7)** Timber production, forests.
- (8)** Agriculture.
- (9)** Public water and sewage systems.

C. Special exceptions. When, after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

- (1)** Parks, playgrounds, and recreational facilities, commercial and noncommercial.
- (2)** Cemeteries.

D. Lot regulations.

(1) Main building:

(a) Minimum lot size:

[1] 12,500 square feet with public water and sewer.

[2] 21,000 square feet with other facilities.

(b) Setback: 25 feet.

(c) Frontage at setback: 100 feet.

(d) Side yard:

[1] One side: 10 feet.

[2] Two sides: 20 feet.

[3] Add 15 feet for corner lots.

[4] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within

the same block and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the average of the existing side yards on the existing developed lots.

(e) Rear yard: 25 feet.

(f) Maximum height: 35 feet.

(2) Accessory buildings and uses: N/A.

E. See § **110-701**, Area regulations.

F. See § **110-708**, Nonconforming uses.

§ 110-603 Low-Density Residential District R-2.

A. Purpose of Low-Density Residential District R-2. This district is composed of certain quiet, low-density residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life. To these ends, development is limited to relatively low concentration, and permitted uses are limited basically to single-unit dwellings providing homes for the residents plus certain additional uses, such as schools, parks, churches, and certain public facilities that serve the residents of the district.

B. Permitted uses. Within the Low-Density Residential District R-2 the following uses are permitted:

(1) Single-family detached dwellings.

(2) Public utilities.

(3) Public water and sewage facilities.

(4) Public service or storage buildings.

(5) Modular homes.

[Added 3-25-1991]

(6) Accessory apartment, subject to the provisions of § **110-716**.

[Added 1-28-2020]

C. Special exceptions. When, after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

[Amended 3-25-1991]

(1) Schools.

(2) Churches and other places of worship with attendant educational and recreational facilities. No recreational facility shall be located closer than 100 feet from any residential lot.

(3) Public parks, playgrounds, recreational facilities, tennis courts, swimming pools and outdoor recreational activities, all of a noncommercial nature. No public swimming pool or structure shall be located closer than 100 feet from any residential lot.

(4) Child-care centers and family day-care homes. The main structure shall not be located closer than 50 feet from any residential lot.

(5) Bed-and-breakfast facilities, limited.

(6) Cemeteries.

(7) (Reserved)^(u)

[1] *Editor's Note: Former Subsection C(7), home occupations, which immediately followed, was redesignated as an accessory use 4-18-2005. See now Subsection **D(10)**.*

(8) Other uses of the same general character as those listed above and deemed appropriate by the Planning Commission and in accordance with Article **VIII**.

(9) Short-term rental.

[Added 9-17-2018]

D. Accessory uses. Where a lot is devoted to a permitted principle use, customary accessory uses and structures are authorized, including but not limited to the following:

[Amended 11-18-1991]

(1) Living quarters of persons principally employed on the premises.

(2) Travel trailers, which may be stored within the minimum yard requirements and shall be prohibited from occupancy.

(3) Temporary buildings or office trailers for uses incidental to construction work; such buildings shall be removed upon completion or abandonment of the construction work.

(4) Signs as provided for in Article **VII**.

(5) Parking as provided for in Article **VII**.

(6) Private parking garage.

(7) Shelter for house pets.

(8) Private swimming pool.

(9) Satellite antenna.

(10) Home occupations in accordance with § **110-705**.

[Added 4-18-2005]

E. Lot regulations.

(1) Main building:

(a) Minimum lot size:

[1] 12,500 square feet with public water and sewer.

[2] 21,000 square feet with other facilities.

[3] For certain R-2 lots with frontage at the setback line of 50 feet or more but less than 100 feet, see the exception contained in § **110-708B(1)(b)**.

(b) Setback: 25 feet.

(c) Frontage at setback: 100 feet.

(d) Side yard:

[1] One side: 10 feet.

[2] Two sides: 20 feet.

[3] Add 15 feet for corner lots.

[4] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same blocks and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the existing side yards on the developed lots, plus 15 extra feet for corner lots.

[Amended 11-18-2013]

(e) Rear yard: 25 feet.

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3] Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workmen are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory Buildings and uses: 10 feet from main building.

(a) Side yard: 5 feet.

(b) Add 15 feet for corner lots.

(c) Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same block and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the average of the existing side yards on the existing developed lots.

(d) Rear yard: 5 feet.

(e) Height: 35 feet. Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

F. See § **110-701**, Area regulations.

G. See § **110-708**, Nonconforming uses.

§ 110-604 Single-Family Residential District R-3.

A. Purpose of Single-Family Residential District R-3. The purpose of the R-3 Single-Family Residential District is to encourage residential neighborhoods and to stabilize and protect the essential character of such neighborhoods. The regulations for this district tend to protect against encroachment of commercial or industrial uses and other uses likely to generate noise, crowds, concentrations of traffic, light, dust, odors, smoke, or other obnoxious influences.

B. Permitted uses. Within the Single-Family Residential District R-3 the following uses are permitted:

(1) Single-family detached dwellings.

(2) Public utilities.

(3) Public water and sewage facilities.

(4) Public service or storage buildings.

(5) Modular homes.

[Added 3-25-1991]

(6) Accessory apartment, subject to the provisions of § **110-716**.

[Added 1-28-2020]

C. Special exceptions. When, after review of an application and hearing thereon, in accordance with Article **VIII** herein, the following uses may be permitted by special exception permit:

[Amended 3-25-1991]

(1) Schools.

(2) Churches and other places of worship with attendant educational, and recreational facilities. No recreational facility shall be located closer than 100 feet from any residential lot.

(3) Public parks, playgrounds, recreational facilities, tennis courts, public swimming pools, and outdoor recreational activities, all of a noncommercial nature. No public swimming pool or structure shall be located closer than 100 feet from any residential lot.

(4)

Child-care centers and family day-care homes. The main structure shall not be located closer than 50 feet from any residential lot.

(5) Family care homes, foster homes, or group homes serving the mentally retarded, developmentally disabled or others, rest homes, homes for adults, or nursing homes, provided that licensing requirements are met.

(6) Bed-and-breakfast facilities, limited.

(7) Homes for adults.

(8) Commercial radio wave towers.

(9) Cemeteries.

(10) Professional offices.^[1]

[Added 6-7-2021]

[1]Editor's Note: Former Subsection C(10), home occupations, was redesignated as an accessory use 4-18-2005. See now Subsection D(10).

(11)

Other uses of the same general character as those listed have and deemed appropriate by the Planning Commission and in accordance with Article VIII.

(12) Short-term rental.

[Added 9-17-2018]

D. Accessory uses. Where a lot is devoted to a permitted principle use, customary accessory uses and structures are authorized, including but not limited to the following:

[Amended 11-18-1991]

(1) Living quarters of persons principally employed on the premises.

(2) Travel trailers which shall be stored within the minimum yard requirements and shall be prohibited from occupancy.

(3) Temporary buildings or office trailers for uses incidental to construction work; such buildings shall be removed upon completion or abandonment of the construction work.

(4) Signs as provided for in Article VII.

(5) Parking as provided for in Article VII.

(6) Private parking garage.

(7) Shelter for house pets.

(8) Private swimming pool.

(9) Satellite antenna.

(10) Home occupations in accordance with § 110-705.

[Added 4-18-2005]

E. Lot regulations.

(1) Main building:

(a) Minimum lot size:

[1] 10,000 square feet with public water and sewer.

[2] 21,000 square feet with other facilities.

[3] Existing lots of 6,250 square feet or greater may be developed in the R-3 Residential Single-Family, R-4 Residential, and R-5 Residential Districts. All

subdivision of parcels into lots less than 6,250 square feet shall be prohibited in all districts, except for R-4 and R-5 Residential Districts. The R-1 and R-2 Districts will remain the same, but the R-3 Residential Single-Family District will require lot sizes of a minimum of 10,000 square feet.

[Amended 6-17-1997]

(b) Setback: 25 feet.

(c) Frontage at setback: 50 feet.

(d) Side yard:

[1] One side: five feet.

[2] Two sides: 15 feet.

[3] Add 15 feet for corner lots.

[4] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same blocks and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the existing side yards on the developed lots, plus 15 extra feet for corner lots.

[Amended 11-18-2013]

(e) Rear yard: 25 feet.

(f) Maximum height: 35 feet.

[1] The height limit for dwellings may be increased up to a maximum of 45 feet and up to three stories, provided that each side yard is 20 feet, plus one foot or more of side yard for each additional foot of building height over 35 feet.

[2] A public or semipublic building, such as a school, church, or library, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

[3]

Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antenna and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

[4] For buildings over 45 feet in height, approval shall be obtained from the Zoning Administrator. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities, not normally occupied by workers are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(2) Accessory buildings and uses: 10 feet from main building.

(a) Side yard: five feet.

[1] Add 15 feet for corner lots.

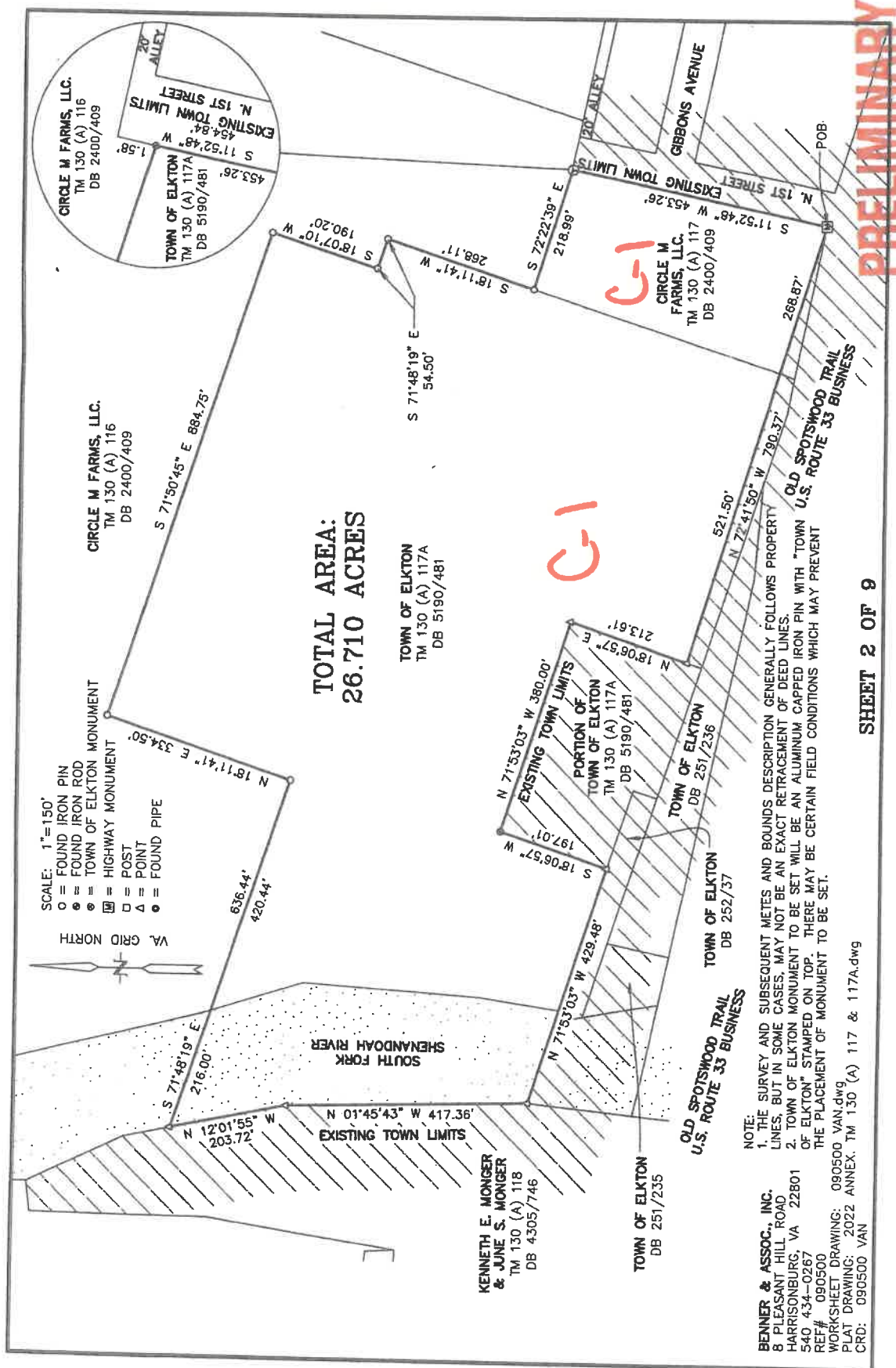
[2] Minimum side yard requirement of this chapter, for yards facing streets, shall not apply to any lot where the average side yard on developed lots within the same block and zoning district and fronting on the same street is less than the minimum. In such cases, the side yard on such lot may be less than the required side yard, but not less than the average of the existing side yards on the existing developed lots.

(b) Rear yard: five feet.

(c) Height: 35 feet. Accessory buildings over one story in height shall be at least 10 feet from any lot line. All accessory buildings shall not exceed the main building in height.

F. See § **110-701**, Area regulations.

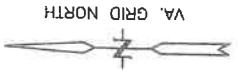
G. See § **110-708**, Nonconforming uses.



R-3

SCALE: 1"=150'

- = FOUND IRON PIN
- = FOUND IRON ROD
- ⊙ = TOWN OF ELKTON MONUMENT
- = POST
- △ = POINT
- POB = POINT OF BEGINNING



- ① = ANNA M. SULLIVAN & DANIEL R. SULLIVAN
TM 130 (A) 90C DB 4816/374
- ② = ANNA M. SULLIVAN & DANIEL R. SULLIVAN
TM 130 (A) 90A DB 4816/374
- ③ = LINDA L. LOUDERBACK &
JO ANN LOUDERBACK TM 130 (A) 2C
DB 2693/563

M & L PINE VIEW FARM, LLC
TM 130 (A) 96
DB 5590/612

M & L PINE VIEW FARM, LLC
TM 130 (A) 98
DB 5590/612

MATTHEW W. MAY
TM 130 (A) 95
DB 3412/566

CONCRETE
POST HOLE
ON LINE AT
18.45 +/-
OPEN SPACE

RONALD E. MERICA &
RONALD E. MERICA, II
TM 130 (A) 107
DB 5435/736

**TOTAL AREA:
25.026 ACRES**

EXISTING TOWN LIMITS

MATTHEW W. MAY
TM 130 (A) 107A
DB 3412/566

HOWARD L. HERRING &
LISA A. HERRING
TM 130 (A) 91
DB 5048/59

MATTHEW W. MAY
TM 130 (A) 107A1
DB 3412/566

WILLIAM C. HEISTON, JR.
& GAIL B. HEISTON
TM 130 (A) 90
DB 3716/666

WILLIAM C. HEISTON, JR.
& GAIL B. HEISTON
TM 130 (A) 90B
DB 735/565

DAVID L. & LUCY L. HENLEY, II
TM 130A (A) 2B
DB 2739/562

LUCY L. HENLEY, II
TM 130A (A) 3
DB 4429/178

BARBARA A. MEADOWS
TM 130 (A) 89
WB 30/423

BARBARA H. MEADOWS
TM 130 (A) 89
WB 30/423

QUAIL RUN SUBDIVISION, SECTION ONE
DB 1245/449

QUAIL RUN SUBDIVISION, SECTION TWO
DB 1485/717

NOTE:
1. THE SURVEY AND SUBSEQUENT METES AND BOUNDS DESCRIPTION GENERALLY FOLLOWS PROPERTY LINES, BUT IN SOME CASES, MAY NOT BE AN EXACT RETRACEMENT OF DEED LINES.
2. TOWN OF ELKTON MONUMENT TO BE SET WITH "TOWN OF ELKTON" STAMPED ON TOP. THERE MAY BE CERTAIN FIELD CONDITIONS WHICH MAY PREVENT THE PLACEMENT OF MONUMENT TO BE SET.

LINE	BEARING	DISTANCE
L1	N 68°23'27" E	58.42'
L2	N 57°11'28" E	99.87'
L3	S 32°38'47" E	122.51'
L4	S 34°19'14" W	117.48'
L5	N 54°10'45" W	92.40'
L6	N 60°42'13" W	136.70'

BENNER & ASSOC., INC.
8 PLEASANT HILL ROAD
HARRISONBURG, VA 22801
540 434-0267
REF# 090500
WORKSHEET DRAWING: 090500 VAN.dwg
PLAT DRAWING: 2022 ANNEX. FLORIST ROAD.dwg
CRD: 090500 VAN

PRELIMINARY

SHEET 7 OF 9

THIS BOUNDARY SURVEY IS BASED
ON A CURRENT FIELD SURVEY.

B-2
P-2

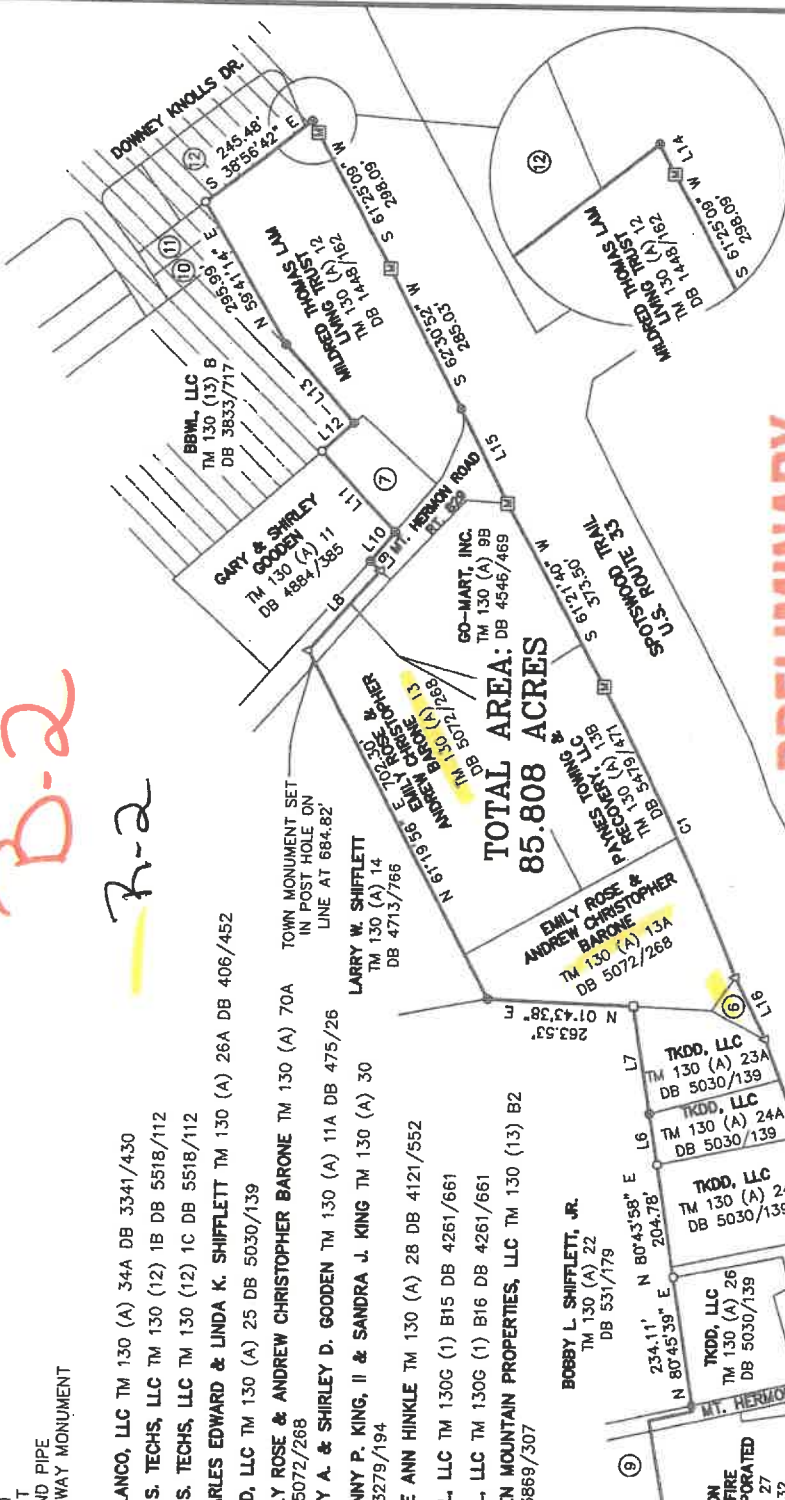
SCALE: 1"=200'

- = FOUND IRON PIN
- = FOUND IRON ROD
- ⊠ = TOWN OF ELKTON MONUMENT
- = POST
- △ = POINT
- ⊙ = FOUND PIPE
- ▣ = HIGHWAY MONUMENT

VA. GRID NORTH

- ① = MYLANCO, LLC TM 130 (A) 34A DB 3341/430
- ② = B.E.S. TECHS, LLC TM 130 (12) 1B DB 5518/112
- ③ = B.E.S. TECHS, LLC TM 130 (12) 1C DB 5518/112
- ④ = CHARLES EDWARD & LINDA K. SHIFFLETT TM 130 (A) 26A DB 406/452
- ⑤ = TKDD, LLC TM 130 (A) 25 DB 5030/139
- ⑥ = EMILY ROSE & ANDREW CHRISTOPHER BARONE TM 130 (A) 70A DB 5072/268
- ⑦ = GARY A. & SHIRLEY D. GOODEN TM 130 (A) 11A DB 475/26
- ⑧ = JOHNNY P. KING, II & SANDRA J. KING TM 130 (A) 30 DB 3279/194
- ⑨ = JULIE ANN HINKLE TM 130 (A) 28 DB 4121/552
- ⑩ = BBWL, LLC TM 130G (1) B15 DB 4261/661
- ⑪ = BBWL, LLC TM 130G (1) B16 DB 4261/661
- ⑫ = GREEN MOUNTAIN PROPERTIES, LLC TM 130 (13) B2 DB 3869/307

TOTAL AREA:
85.808 ACRES



PRELIMINARY

NOTE:
1. THE SURVEY AND SUBSEQUENT METES AND BOUNDS DESCRIPTION GENERALLY FOLLOWS PROPERTY LINES, BUT IN SOME CASES, MAY NOT BE AN EXACT RETRACEMENT OF DEED LINES.
2. TOWN OF ELKTON MONUMENT TO BE SET WILL BE AN ALUMINUM CAPPED IRON PIN WITH "TOWN OF ELKTON" STAMPED ON TOP. THERE MAY BE CERTAIN FIELD CONDITIONS WHICH MAY PREVENT THE PLACEMENT OF MONUMENT TO BE SET.

SHEET 8 OF 9

BENNER & ASSOC., INC.
8 PLEASANT HILL ROAD
HARRISONBURG, VA 22801
540 434-0267
REF# 090500
WORKSHEET DRAWING: 090500 VAN.dwg
PLAT DRAWING: 2022 ANNEX. WEST 1 & 2.dwg
CRD: 090500 VAN

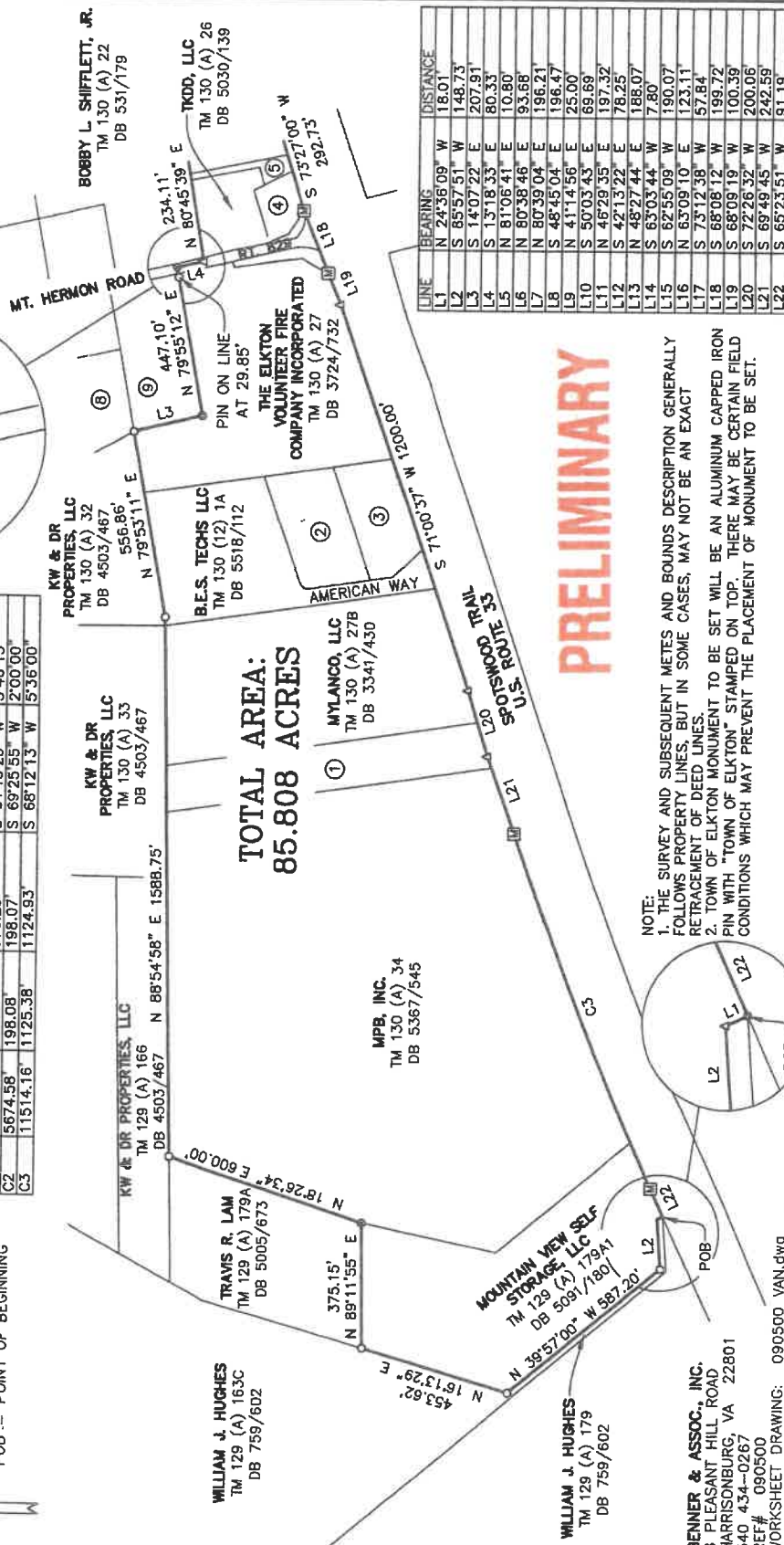
SCALE: 1"=300'

○ = FOUND IRON PIN
 ● = FOUND IRON ROD
 □ = TOWN OF ELKTON MONUMENT
 △ = POST
 △ = POINT
 □ = FOUND PIPE
 □ = HIGHWAY PIPE
 □ = POINT OF BEGINNING
 □ = POB

GRID NORTH

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	5664.58'	570.47'	570.23'	S 64°18'25" W	5°46'13"
C2	5674.58'	198.08'	198.07'	S 69°25'55" W	2°00'00"
C3	11514.16'	1125.38'	1124.93'	S 68°12'13" W	5°36'00"

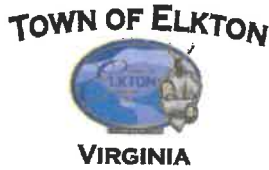
THIS BOUNDARY SURVEY IS BASED ON A CURRENT FIELD SURVEY.



NOTE:

1. THE SURVEY AND SUBSEQUENT METES AND BOUNDS DESCRIPTION GENERALLY FOLLOWS PROPERTY LINES, BUT IN SOME CASES, MAY NOT BE AN EXACT RETRACEMENT OF DEED LINES.
2. TOWN OF ELKTON MONUMENT TO BE SET WILL BE AN ALUMINUM CAPPED IRON PIN WITH "TOWN OF ELKTON" STAMPED ON TOP. THERE MAY BE CERTAIN FIELD CONDITIONS WHICH MAY PREVENT THE PLACEMENT OF MONUMENT TO BE SET.

SHEET 9 OF 9



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update

BACKGROUND: The Disaster Mitigation Act of 2000, required local governments to develop and adopt natural hazard mitigation plans in order to receive certain federal assistance and update the plans. The Central Shenandoah Hazard Mitigation Committee which represented the 21 local jurisdictions of the Central Shenandoah Planning District reviewed the original plan, studied the region's risks and made a recommendation that all localities adopt the update as presented.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

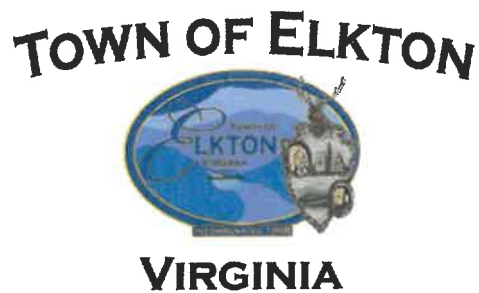
STAFF RECOMMENDATION: That Council adopt the resolution as presented.

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS: Central Shenandoah Hazard Mitigation Plan 2020 Update

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update

WHEREAS, the Elkton Town Council recognizes the threat that natural and man-made hazards pose to people within the Town of Elkton, and

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance and update these plans; and

WHEREAS, the Central Shenandoah Hazard Mitigation Plan (CSHMP) identifies mitigation strategies to reduce or eliminate long-term risk to people and property in our community and in the Central Shenandoah Region from the impacts of future hazards and disasters; and

WHEREAS, the CSHMP Steering Committee representing the 21 local jurisdictions of the Central Shenandoah Planning District convened in order to review the original Plan and study the Region's risks from and vulnerability to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Region; and

WHEREAS, the Steering Committee was provided staff support by the Central Shenandoah Planning District Commission; and

WHEREAS, the efforts of the Steering Committee, the staff of the Central Shenandoah Planning District Commission, as well as members of the public, private, and nonprofit sectors, have resulted in the development of the 2020 Update of the Central Shenandoah Hazard Mitigation Plan for the Region; and

WHEREAS, the Central Shenandoah Regional Wildfire Community Protection Plan (CSRWPP) is an annex to the Central Shenandoah Hazard Mitigation Plan and is included in this resolution,

NOW THEREFORE, BE IT RESOLVED by the Elkton Town Council that the Central Shenandoah Hazard Mitigation Plan 2020 Update is hereby approved and adopted for the Town of Elkton.

Adopted by the _____ this ____ day of _____, 2023.

APPROVED:

Joshua J. Gooden, Mayor, Town of Elkton

ATTEST:

Denise Monger, Clerk of Council



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Recommendation by the Elkton Planning Commission to hold a joint public hearing with Elkton Town Council to receive comments on revising §110-715 Short Term Rental.

BACKGROUND: On November 20, 2023 the Elkton Planning Commission voted unanimously to hold a joint public hearing with Elkton Town Council to receive comments on revising §110-715 Short Term Rental.

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☒
 Amount:
 Budget Line Item:

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

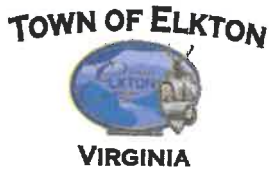
STAFF RECOMMENDATION:

APPROVAL: 

 Greg Lunsford, Town Manager

ATTACHMENTS:

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: EPIC presentation regarding Elkton Downtown Marketplace

BACKGROUND: N/A

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input checked="" type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

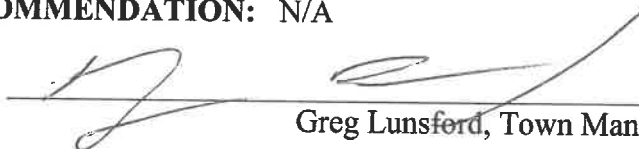
FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
Amount: N/A
Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL:



Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: December 18, 2023

SUBJECT/TOPIC: Closed Session pursuant to Virginia Code § 2.2-3711.A.7, § 2.2-3711.A.1, and § 2.2-3711.A.3.

BACKGROUND: N/A

ACTION REQUESTED:

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input checked="" type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES ☐ NO ☐ No Financial Impact ☐
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council go into a Closed Session pursuant to the following:

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "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."



Staff Report/Recommendation

- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

APPROVAL: _____
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda **MUST** be received within five (5) working days prior to the meeting date. All pertinent information **MUST** be attached in order for this item to be placed on the agenda.