

TOWN OF ELKTON



VIRGINIA

Elkton Town Council Agenda
Elkton Area Community Center
20593 Blue & Gold Drive - Elkton, VA 22827
March 18, 2024 – 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. PRESENTATION
 - a. Audit review by Brown Edwards
4. PUBLIC COMMENT (Please see “Rules for Citizen Comments at Council Meetings”)
5. TOWN MANAGER’S REPORT
 - a. Staff reports
6. TOWN ATTORNEY’S REPORT
7. COMMITTEE REPORTS
8. UNFINISHED BUSINESS
 - a. Recommendation by the Elkton Planning Commission to approve revising §110-610 B-1, §110-611 B-2 to list child-care center as a permitted use; §110-302 child-care center definition, and § 110-715 short-term rental code revision
 - b. Update on blight/nuisance properties
 - c. Grant for Elkton Downtown Marketplace
 - d. Overview/steps for drinking water project
 - e. Engineering Services Fee Proposal – Water Distribution Improvements Design
9. NEW BUSINESS
 - a. Recommendation by the Elkton Planning Commission to schedule a joint public hearing to receive comments on a request for a special exception permit from Lezipo Properties for short-term rentals at 120 West E. Street, Elkton

- b. Recommendation by staff to rezone tax map no. 131-A-39, 94 Campground Lane, Elkton
- c. Summer sewer program
- d. Cemetery Advisory Commission election of officers
- e. Cemetery Advisory Commission reappointments
- f. First Class Lawn Care, LLC Service Agreement
- g. Augusta Lawn Care Service Agreement
- h. Updated Fee proposal for EACC
- i. Committee changes

10. MAYOR'S BUSINESS

11. CLOSED SESSION

- a. 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."

12. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

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 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: March 18, 2024

SUBJECT/TOPIC: Town Manager's Report

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

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: 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
FEBRUARY 2024

Law Enforcement Agencies

HPD.....	7058
RCSO.....	3183
Bridgewater.....	1016
Broadway.....	630
Dayton	705
Elkton.....	690
Grottoes.....	784
Timberville.....	983
 TOTAL.....	 15,049

TOWN OF ELKTON POLICE REPORT 2024

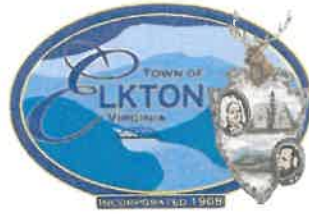
ARREST/CHARGES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ASSAULT & BATTERY	1	0											1
CURFEW VIOLATIONS	0	0											0
DRIVING UNDER THE INFLUENCE	1	1											2
DRINKING IN PUBLIC/PUBLIC INTOXICATION	0	0											0
DRUGS (POSSESSION & DISTRIBUTION)	0	0											0
LOITERING	0	0											0
PARKING TICKETS	3	0											3
RECKLESS DRIVING	1	3											4
SEAT BELT/CHILD RESTRAINT VIOL.	0	0											0
SPEEDING	5	4											9
MISCELLANEOUS	8	19											27
ADULT ARRESTS	19	26											45
JUVENILE ARRESTS	0	1											1

POLICE OFFICERS RESPONDED TO THE FOLLOWING COMPLAINTS

BUSINESS/RESIDENTIAL ALARMS	6	10											16
DOMESTIC SITUATIONS	2	3											5
DISORDERLY	4	7											11
LARCENY COMPLAINTS	1	2											3
TRAFFIC CRASHES	5	7											12
TRAFFIC STOPS	22	26											48
VANDALISM/PROPERTY DAMAGE	0	1											1
ASSIST OTHER DEPT (POLICE/FIRE/RESCUE)	4	3											7
MISCELLANEOUS	824	631											1455
TOTAL	868	690	0	0	0	0	0	0	0	0	0	0	1558

MIKE KING
CHIEF OF POLICE

TOWN OF ELKTON



VIRGINIA

Public Works Work Order Report for February 2024

Cemetery	5
Electric	18
Garbage	1
Gen.Govt	9
Recreation	3
Sewer	12
Streets	20
Water	14
Total	82

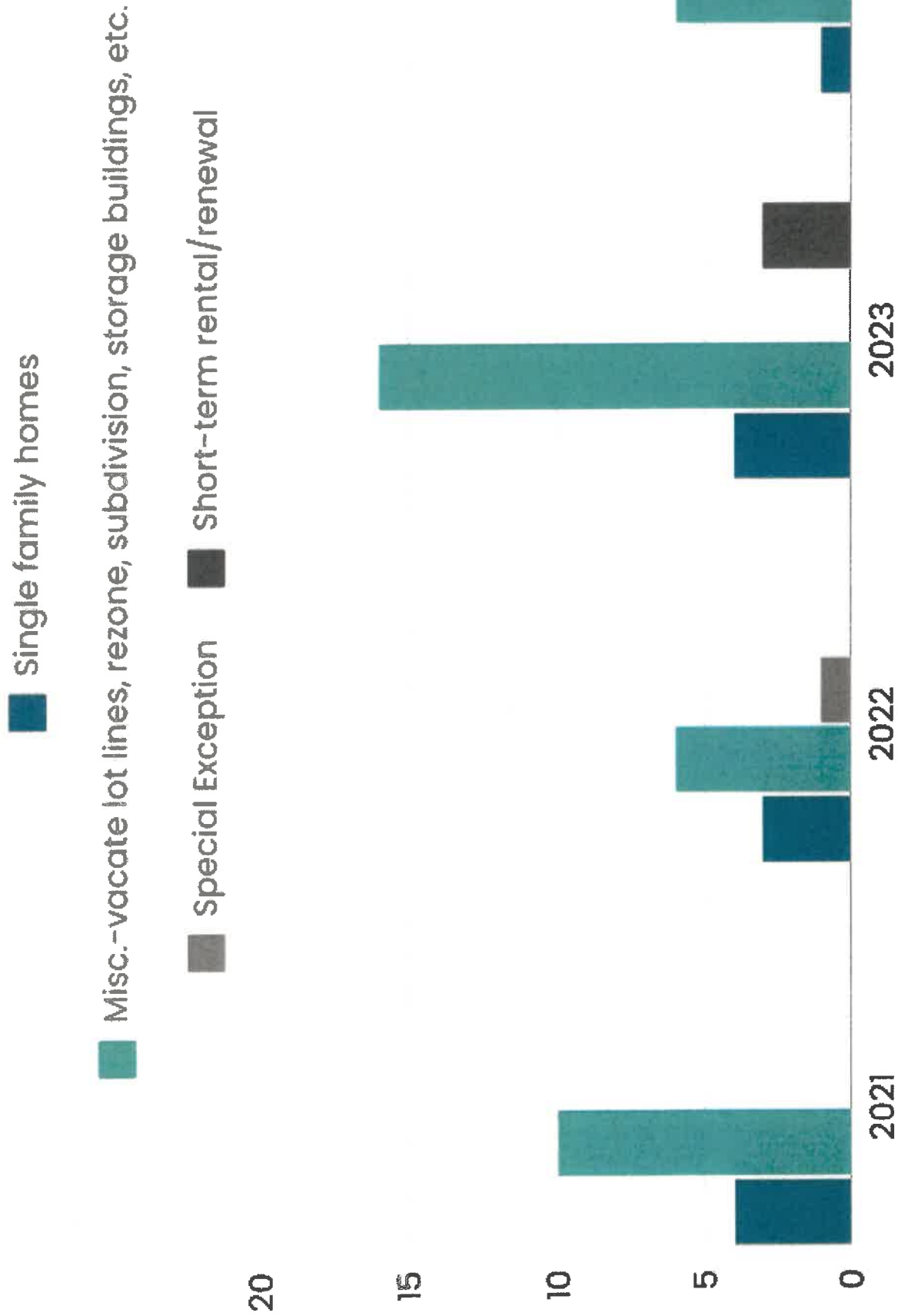
173 W. SPOTSWOOD AVENUE | ELKTON, VIRGINIA 22827
ELKTONVA.GOV

#	Date issue:	Caller:	St #	Address	Ph:	Project	Comp	Date comp:	Initial
3764	2/9/2024	cemetery		elk run cemetery		touch up several graves	x	2/9/24	crew
3765	02/08/24	kyger		elk run cemetery		grave for mary shifflett	x	2/11/2024	jb-sh-rl
3766	2/8/2024	kyger		elk run cemetery		grave for joseph obyrne	x	2/12/24	jb-sh-rl
3767	2/9/2024	kyger		elk run cemetery		grave for richard lam	x	2/13/24	kb-bb-th
3785	2/16/2024	cemetery		elk run cemetery		grave for joseph armentrout	x	2/21/2024	kb-bb-th
3732	02/01/24	electric	170	north street		replace streetlight	x	2/1/24	jb-sh-rl
3733	2/1/2024	electric		conrad store		replace streetlight	x	2/1/24	jb-sh-rl
3741	2/2/2024	ecc	217	west spring		line down-comm. Line	x	2/2/2024	jb-sh-rl
3742	2/5/2024	ecc	411	jackson ave		power outage	x	2/5/2024	jb-sh-rl
3745	2/6/2024	electric		stonewall park		power out at well-replace fuses	x	2/6/2024	jb-sh-rl
3747	2/6/2024	electric		downtown park		connect temp power for project	x	2/6/2024	jb-sh-rl
3752	2/7/2024	electric		substation		run generator	x	2/7/2024	jb
3760	2/8/2024	electric		mt pleasant rd		clear power line easement to spring	x	2/8/24	jb-sh-rl
3763	2/9/2024	electric		west washington		replace streetlight	x	2/9/24	jb-sh-rl
3775	2/15/2024	electric		mt pleasant rd		remove temp electric service	x	2/15/2024	jb-sh-rl
3776	2/15/2024	electric	627	celandons lane		disconnect service from pole-stealing electric	x	2/15/24	jb-sh-rl
3790	2/22/2024	electric	512	north stuart ave		remove temp electric service	x	2/22/2024	sh-rl
3791	2/23/2024	electric	512	north stuart ave		install electrical service wire	x	2/23/2024	sh-rl
3794	02/23/24	electric	512	north stuart ave		set and program new meter	x	2/23/2024	sh-rl
3797	02/26/24	electric		library		replace streetlight	x	2/26/2024	sh-rl
3798	02/26/24	electric		office building		replace streetlight	x	2/26/2024	sh-rl
3806	2/27/2024	electric		mt pleasant rd		re-connect temp power	x	2/27/24	sh-bb-rl
3811	2/29/2024	electric		noahs little ark		replace stolen electric meter	x	2/29/2024	sh-rl
3735	1/30/2024	garbage	307	west summit		bulk pick up	x	2/1/24	bs-lb-gf
3751	2/7/2024	gen.govt		town		disconnects	x	2/7/2024	kb-bb-th
3777	2/16/2024	gen.govt		office building		remove lights and wreaths from building	x	2/16/24	kb-lb-bb-gf
3779	2/21/2024	gen.govt		office building		decorate love sign	x	2/21/24	lb-gf
3796	2/26/2024	gen.govt		town		radio read meters	x	2/26/24	lb-gf
3805	2/27/2024	gen.govt		town		meter re-checks	x	2/28/24	lb-gf
3808	2/27/2024	gen.govt		shop		stuff eggs for easter event	x	2/27/2024	lb
3809	2/28/2024	gen.govt		office building		several odd jobs	x	2/28/2024	sh-rl
3810	2/29/2024	gen.govt		eacc		several odd jobs	x	2/28/2024	bs-lb-gf
3813	2/29/2024	gen.govt		town		read demand and town meters	x	2/29/24	lb-gf

3738	2/2/2024	recreation				riverside park		remove fallen tree	x	2/2/24	jb-bs-rl
3770	2/14/2024	recreation				stonewall park		clean up glass from parking lot	x	2/14/2024	bs-lb-gf
3780	2/21/2024	recreation				stonewall park		check all equipment for repairs	x	2/21/2024	bs-lb-gf
3739	2/2/2024	sewer	B.Raynes	112	ashby ave			sewer back up	x	2/2/24	jb-sh-rl
3744	02/05/24	sewer			downtown park			complete sewer tap	x	2/5/2024	kb-bb-th
3749	2/6/2024	sewer	J.Gooden	430	north street			sewer back up	x	2/6/24	kb-bb-th
3753	2/7/2024	sewer		508	roland ave			sewer back up	x	2/7/2024	jb-sh-rl
3759	2/8/2024	sewer	J.Back	16900	east prospect ave			install new sewer service	x	2/8/2024	kb-bb-th
3762	2/9/2024	sewer	R.Michael	402	west a street			camera sewer line-collapsed elbow	x	2/9/24	kb-bb-th
3768	2/13/2024	sewer		402	west a street			replace collapsed sewer line	x	2/13/2024	kb-bb-th
3782	2/20/2024	sewer		102	north street			sewer back up	x	2/20/24	kb-bb-th
3783	2/20/2024	sewer			east washington			sewer back up	x	2/20/24	kb-bb-th
3784	2/20/2024	sewer		126	north street			sewer back up	x	2/20/24	kb-bb-th
3802	2/27/2024	sewer	S.Shifflett	112	west spotswood ave			sewer back up	x	2/27/2024	kb-bb-th
3803	2/27/2024	sewer	H.Copper		west spring ave			sewer back up	x	2/27/2024	kb-bb-th
3737	2/2/2024	streets			340 median			remove fallen tree due to traffic crash	x	2/2/24	bs-lb-gf
3740	2/2/2024	streets			shop			clean and service trucks	x	2/2/24	crew
3746	2/5/2024	streets			mt pleasant rd			replace culverts to old spring house	x	2/5/2024	jb-sh-rl
3754	2/7/2024	streets			mt pleasant rd			grade spring house road	x	2/7/24	jb-sh-rl
3757	2/8/2024	streets			river bridge			litter clean up	x	2/8/2024	bs-lb-gf
3758	2/8/2024	streets			warren ave			litter clean up	x	2/8/2024	bs-lb-gf
3769	2/13/2024	streets			town			litter clean up	x	2/13/24	bs-lb-gf
3771	2/14/2024	streets			shop			repair salt spreader	x	2/14/2024	kb-bb-th
3772	2/12/2024	streets			4th street			clean up old laydown site	x	2/16/2024	jb-sh-rl
3778	2/21/2024	streets			town			replace old street signs with new ones	x	2/21/24	kb-bb-th
3781	02/21/24	streets			4th street			finish grade old laydown site	x	2/21/2024	sh
3788	2/22/2024	streets			4th street			seed and straw cleared area	x	2/22/2024	sh-lb-gf-rl
3789	2/22/2024	streets			town			47 miss utilities	x	2/22/2024	kb-bb-th
3792	2/23/2024	streets			shop			service wwtp trucks	x	2/23/2024	kb-bb-th
3793	2/23/2024	streets			west spotswood			touch up road cut	x	2/23/2024	kb-gf-bb
3795	2/26/2024	streets			journeys crossing			cut brush back out of alley	x	2/26/2024	sh-rl
3799	2/26/2024	streets			town			replace several street signs	x	2/26/24	kb-bb-th
3804	02/27/24	streets			1st street			remove tree from intersection	x	2/27/24	sh-bs-rl
3807	2/27/2024	streets					340	mark utilities for surveyor	x	2/27/24	kb-bb-th

TOWN OF ELKTON ZONING PERMITS -

YTD Fee's Collected \$775.00



GL Account History

1/1/2024 - 2/29/2024
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 2024							
10-340-0100 P R		01/03/2024	MISC PAYMENT	\$0.00	\$20.00	77732	Fiscal Period 2024
10-340-0100 P R		01/08/2024	MISC PAYMENT	\$0.00	\$100.00	77784	Fiscal Period 2024
10-340-0100 P R		01/08/2024	MISC PAYMENT	\$0.00	\$100.00	77803	Fiscal Period 2024
10-340-0100 P R		01/10/2024	MISC PAYMENT	\$0.00	\$100.00	77906	Fiscal Period 2024
10-340-0100 P R		01/12/2024	MISC PAYMENT	\$0.00	\$5.00	77923	Fiscal Period 2024
10-340-0100 P R		01/16/2024	MISC PAYMENT	\$0.00	\$50.00	77947	Fiscal Period 2024
10-340-0100 P R		01/18/2024	MISC PAYMENT	\$0.00	\$100.00	77986	Fiscal Period 2024
10-340-0100 P R		01/19/2024	MISC PAYMENT	\$0.00	\$100.00	77983	Fiscal Period 2024
10-340-0100 P R		01/30/2024	MISC PAYMENT	\$0.00	\$25.00	78104	Fiscal Period 2024
10-340-0100 P R		02/01/2024	MISC PAYMENT	\$0.00	\$25.00	78115	Fiscal Period 2024
10-340-0100 P R		02/12/2024	MISC PAYMENT	\$0.00	\$100.00	78384	Fiscal Period 2024
10-340-0100 P R		02/15/2024	MISC PAYMENT	\$0.00	\$25.00	78425	Fiscal Period 2024
10-340-0100 P R		02/27/2024	MISC PAYMENT	\$0.00	\$25.00	78879	Fiscal Period 2024
				\$0.00	\$775.00		
				\$0.00	\$775.00		
				\$0.00	\$775.00		

ELK RUN CEMETERY REPORT
TRANSACTIONS
February 2024

LOTS SOLD.....	4	YTD = 5
INTERMENTS.....	4	YTD = 8
NICHE.....	1	YTD = 1
CREMATIONS	0	YTD = 0
Space Contract	1	YTD =1
Niche Contract.....	0	YTD=0

Interments this month	Lot Sales	Opening/Closing
Mary Shifflett		\$750
Joseph O'Bryne		\$750
Richard Lam		\$750
Joseph Armentrout		\$750
	Sales/Contracts	
Donna Grile & Stephen Nielsen	2 spaces	\$2,000
William Bender	Contract payment	\$125
Debra Kite Lam	1 space	\$1,000
Kerry Potter	1 Niche	\$1,200
Leo Lawson	O/C payment	\$100
Dorenda Armentrout	1 space	\$1,000
Michael Stroupe		

Total: \$8,425

• **Cemetery Commission Members**

Chairperson: Lee Dearing

Vice Chair: Mark Hensley

Dwight "Gene" Kite

Billie Jo Dofflemyer

Sue Armbruster

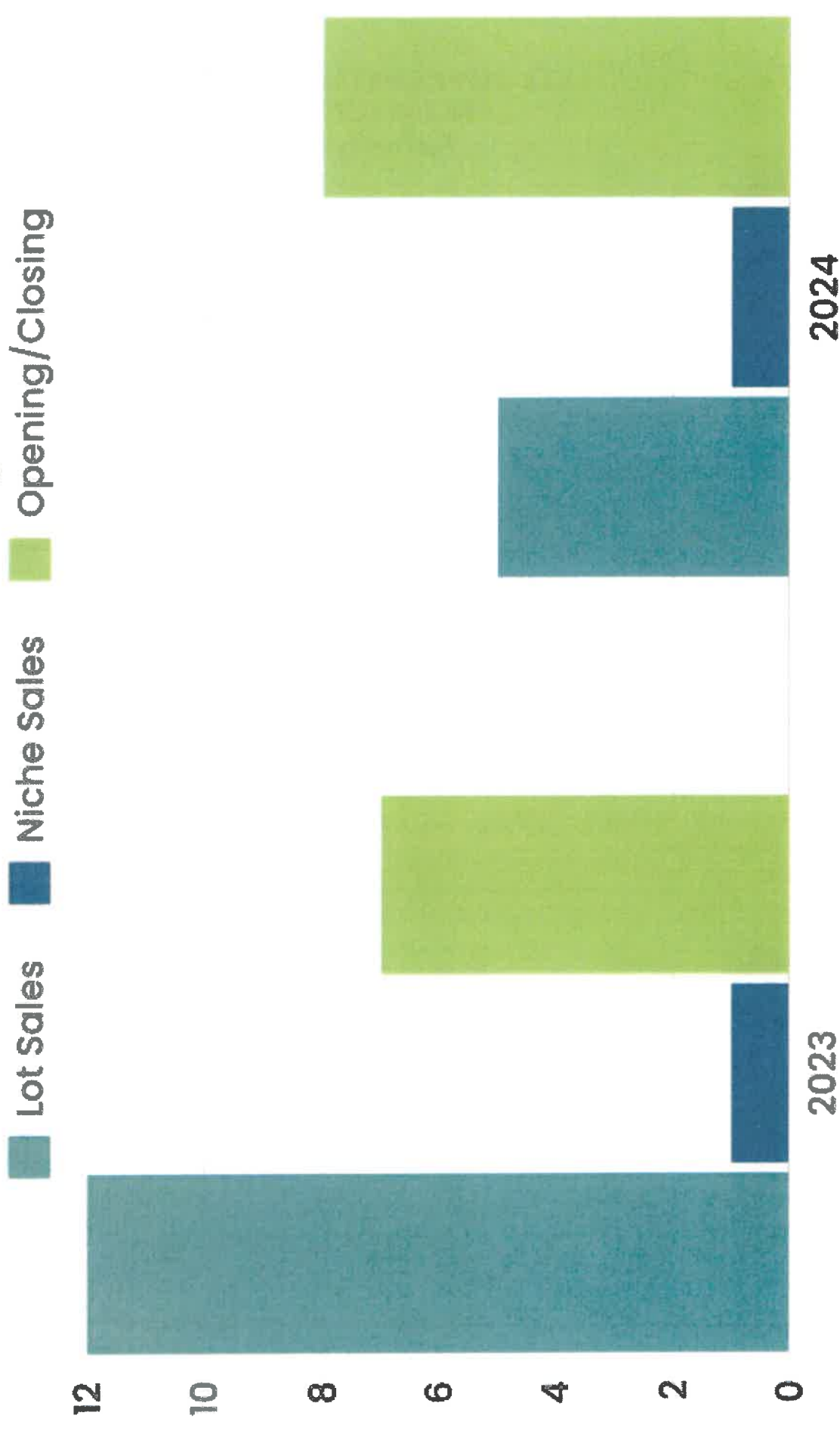
Michelle Dean

Mark Stevanus

Submitted by: Delores Hammer – Director of Community Development

ELK RUN CEMETERY

YTD FEE'S COLLECTED \$11,975.00



February 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	744,334.00	6,239.78
January	665,506.00	4,888.69	January	675,701.00	5,681.06
February	551,263.00	4,093.86	February	599,459.00	5,070.76
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:	7,345,241.00	60,565.39

*site 1 pulser down - not fully counting all usage and not charging full amount.

**TOWN OF ELKTON
TREASURER'S REPORT
For Month Ending February 29, 2024**

FIRST BANK OPERATING ACCOUNT

BEGINNING BALANCE			\$	5,000,865.63
DEPOSITS			\$	662,424.50
Interest earned		(Incorrect % used this month. FB is correcting)	\$	1,032.70
EXPENDITURES			\$	(693,109.39)
ENDING BALANCE			<u>\$</u>	<u>4,971,213.44</u>
Outstanding Checks			\$	(64,238.14)
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	\$	-	\$ -
(Wire transfer to First Bank completed on 11/22/2023 totaling \$472,801.18)				
Bank of America	5/31/2023	\$	-	\$ -
(transferred funds to First Bank \$354,456.87 and closed the account to avoid additional fees)				
SWEEP Accounts				
F & M Bank 1102	2/19/2024	\$	250,019.86	\$ 250,019.86
F & M Bank 0001	2/29/2024	\$	13,007.08	\$ 13,007.08
United Bank 1132	2/29/2024	\$	338,788.07	\$ 338,788.07
United Bank 8080	2/29/2024	\$	462,041.39	\$ 462,041.39
United Bank 9919	11/30/2023	\$	-	\$ -
(this account was closed and the funds were transferred to Acct #8080)				
		\$	1,063,856.40	\$ 999,618.26
TOTAL FUNDS			<u>\$</u>	<u>5,970,831.70</u>

Respectfully submitted,



Donna D. Curry
Treasurer
3/11/2024

YEAR TO DATE SNAPSHOT OF SELECTED REVENUE TOTALS

MEALS TAX

	Budget		YTD
\$	1,265,000.00	\$	822,779.79

CIGARETTE TAX

	Budget		YTD
\$	66,000.00	\$	45,400.00

REAL ESTATE TAXES

	Budget		YTD
\$	371,643.00	\$	309,139.64
\$	19,490.00	\$	8,701.49 (delinquent)

PERSONAL PROPERTY TAXES

	Budget		YTD
\$	247,501.00	\$	168,016.15
\$	12,076.00	\$	12,076.00 (delinquent)

EARNED INTEREST YTD

	Budget		YTD	
\$	222,000.00	\$	161,126.94	First Bank
\$	742.60	\$	4,852.60	United Bank (8080)
\$	496.74	\$	6,209.91	United Bank (1132)



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Town Attorney's Report

BACKGROUND: Town Attorney Callahan to present his report verbally.

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."

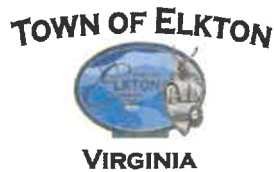
STAFF RECOMMENDATION: N/A

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: March 18, 2024

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

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STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

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Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Recommendation by the Elkton Planning Commission to approve revising §110-610 B-1, §110-611 B-2 to list childcare as a permitted use. §110-302 Child-Care center definition revision, §110-715 Short-term rental code revision.

BACKGROUND: Recommendation by the Elkton Planning Commission to approve revising §110-610 B-1, §110-611 B-2 to list childcare as a permitted use. §110-302 Child-Care center definition revision, §110-715 Short-term rental code revision.

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. §110-302 Child-Care Center definition
2. §110-610 B-1 – child care center as a permitted use
3. §110-611 B-2 – child care center as a permitted use
4. §110-715 Short-Term Rental code revision

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.

CHILD-CARE CENTER

Any facility operated for the purpose of providing care, protection, and guidance to a group of children separated from their parents or guardians during part of the day only, and meeting the licensing requirements of child-care centers of §63.2-1700-VA code et. Seq. Of the Code of Virginia, as amended.

§ 110-610 Downtown Business District B-1.

A. Intent of Downtown Business District B-1. 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 in the downtown area. This includes such uses as retail stores, banks, theaters, business theaters, business offices, newspaper offices, printing presses, restaurants and taverns, and garages and service stations.

B. Permitted uses. Within the Downtown Business District B-1 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 theater.

(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) Schools.

(34) Child-Care Center as provided in Article III, §110-302

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

(36) Signs as provided in Article VII.

(37) Parking as provided in Article VII.

(38) Museums.

(39) Picture frame manufacturing and assembling.

(40) 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) Commercial radio wave towers.

(4) Satellite antenna.

(5) Television and radio transmitting antennas.

(6) Athletic fields, stadiums, and arenas.

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

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

(9) 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.

(10) Livestock market and sales pavilions.

(11) Overnight recreational vehicle park.

(12) Shooting range or gallery.

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

(14) Apartments in structures existing at the time of adoption of this chapter.

(15) 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.

(16) 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.

(17) Auction houses.

[Added 12-18-2000]

(18) Telecommunications facilities.

[Added 12-18-2000]

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

(20) Ground floor rear apartment, provided the following requirements are met:

[Added 4-21-2014]

(a) The primary purpose of the ground floor remains the operation of a business.

(b) The living area cannot be seen from the area that the business is operated from.

(c) The living area does not exceed 50.0% of the ground floor.

(d) Only one such apartment can exist on the ground floor.

(e) The residential space and the commercial space must be continuous and integrated. No portion of the unit (residential or commercial) may be separately leased or sold.

(21) 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.

(22) Short-term rental, provided the property is a permitted use under § **110-610B(39)**.

[Added 9-17-2018]

D. Requirements for permitted uses in the Downtown Business District B-1. 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**.

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: N/A.

(c) Frontage at setback: N/A.

(d) Side yard:

[1] One side: zero feet.

[2] Two sides: zero feet.

[3] Property located in a business district, which adjoins any residential district, or is separated from any residential district only by a public street or way, shall have a ten-foot side yard on the side or sides adjoining or adjacent to the residential district.

(e) Rear yard: zero 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: 0 feet from main building.

(a) Side yard: zero feet.

(b) Rear yard: zero 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.

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

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

§ 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) Child-Care Center as provided in Article III, §110-302

(12) General hospitals.

(13) Special care hospitals.

(14) Funeral home and/or mortuary.

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

(16) Clubs and lodges.

(17) Automobile sales.

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

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

(20) 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.

(21) Public utilities.

(22) Public service and storage buildings.

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

(24) Newspaper offices and printing shops.

(25) Business and professional offices.

(26) Greenhouses.

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

(28) Post offices.

(29) Bus stations and taxi stands.

(30) Radio and television broadcasting studios.

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

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

(33) Parking garages and parking lots.

(34) Business and vocational schools.

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

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

(37) Museums.

(38) Picture frame manufacturing and assembling.

(39) 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.

§ 110-715 **Short-term rentals.**

[Added 9-17-2018]

All short-term rentals shall be subject to the following conditions, which conditions shall be approved by the Zoning Administrator, in the Zoning Administrator's sole discretion, and which conditions the Zoning Administrator shall have the authority to enforce, in addition to any other enforcement mechanism in this Code:

A. The owner(s) of any dwelling shall apply for a Town of Elkton business license pursuant to the terms of Chapter **148**, Taxation, of the Town Code, prior to using the dwelling as a short-term rental.

B. Prior to using the dwelling as a short-term rental, the owner(s) shall obtain a special exception permit pursuant to the terms of Article **VIII** herein.

Owner(s) shall not be required to submit a site plan as detailed in § **110-802B(1)**; however, owner(s) shall provide any documentation requested by the Zoning Administrator detailing the proposed use of the property, including, but not limited to, the area(s) or rooms of the property to be utilized for short-term rental and the emergency evacuation plan detailed in Subsection **G** below.

C. Prior to using the dwelling as a short-term rental, a property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval by the Zoning Administrator. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA/POA of the subdivision. The plan must be provided as part of the rental contract.

D. Maximum number of occupants shall be no more than two individuals over the age of 12 per bedroom **AND maximum number of occupants shall be no more than (8) eight adults and (14) total occupants.**

E. Parking for the short-term rental shall be located in driveways or other designated and approved parking areas. Parking of vehicles is prohibited in or along all rights-of-way.

F. Upon application for a business license, the Rockingham County Building Official may do a life safety inspection of the short-term rental.

G. The owner(s) of the short-term rental shall post in a conspicuous place an emergency evacuation plan for the dwelling and the neighborhood. The owner shall provide a copy of the proposed plan to the Town at the time of

application for a permit, which plan must be approved by the Town prior to issuance of the permit.

H. The owner(s) of the short-term rental property shall be obligated to pay lodging taxes on the short-term rental as more particularly detailed in Chapter **148**, Article **VI**, of the Town Code.

I. Failure to comply with these supplemental regulations will result in violation of the Town of Elkton Zoning Ordinance.

J. Pursuant to Code of Virginia, § 15.2-983, as amended from time to time, all owners of short-term rental properties, except those individuals listed in Code of Virginia, § 15.2-983.B.2, shall be required to register annually the use of the property as a short-term rental with the Zoning Administrator. Such application shall be filed no later than January 31 of each year. The application shall be on a form prescribed by the Zoning Administrator. The owner(s) shall be required to provide the complete name of the owner(s) and the address of each property in the locality offered for short-term rental by the owner and such other information as the Zoning Administrator may require. The Town shall collect a registration fee from the property owner(s) at the time of each annual registration in the amount of \$100 per year. Notwithstanding any other provision of this Code, failure to comply with this Subsection **J** will result in a \$500 penalty per property per violation. Until such time that the owner(s) pays the penalty and registers such property, the owner(s) may not continue to offer such property for short-term rental. Upon repeated violations of this registry requirement as it relates to a specific property, an owner(s) may be prohibited from registering and offering that property for short-term rental. In addition, any owner(s) required to register a short-term rental property may be prohibited from offering a specific property for short-term rental in the Town upon multiple violations on more than three occasions of applicable state and local laws, ordinances, and regulations, as they relate to the short-term rental.

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Update on nuisance/blight properties

BACKGROUND: Verbal discussion

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: N/A.

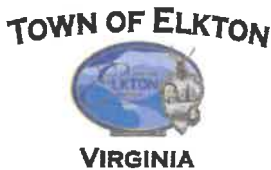
APPROVAL:



 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: March 18, 2024

SUBJECT/TOPIC: Grant submitted for the Elkton Downtown Marketplace

BACKGROUND: Verbal discussion

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: Grant documents.

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.

3370 - Town of Elkton Downtown Park Phase II

Application Details

Funding Opportunity:	3145-Preservation Trust Fund (PTF) - FY24 -Spring Round	Initial Submit Date:	Mar 8, 2024 3:49 PM
Funding Opportunity Due Date:	Mar 8, 2024 5:00 PM	Initially Submitted By:	Delores Hammer
Program Area:	Preservation Trust Fund	Last Submit Date:	
Status:	Correcting	Last Submitted By:	
Negotiation Due Date:	03/11/2024		
Stage:	Final Application		

Contact Information

Primary Contact Information

Name*: Mrs. Delores A
Salutation First Name Middle Name
Hammer
Last Name
Title:
Director of Community Development
Email*: dhammer@townofelkton.com
Address*: 173 W. Spotswood Avenue
Elkton Virginia
City State/Province
22827
Postal Code/Zip
Phone*: (540) 713-4062 Ext.
Phone
###-###-####
Fax: ###-###-####

Organization Information

Organization Name*: Town of Elkton
Organization Type*: Local Government
Tax Id: 54-6001261
Organization Website:
Address*: 173 W. Spotswood Avenue
Elkton Virginia
City State/Province
22827-
Postal Code/Zip
Phone*: (540) 713-4062 Ext.
###-###-####
Fax: ###-###-####

PTF Application

Project Information

Applicant Information

Any person, organization, or locality with a real estate interest to convey is eligible.

Type of Applicant*: Local Government

Project Contact

Is the point of contact for the project the same as the grant applicant?

Grant Contact*: Yes

Project Title

The project title may be used in public relations and grant documents should funding be awarded.

The project title is capped at 50 characters including spaces and punctuation.

Please Type Project Title Here*: Elkton Downtown Park Phase II

Additional VOF Grant Programs

Would you like to be considered for any other VOF grant program if eligible?

Other VOF Grant Programs*: Yes

Land Protection Plan

Projects may consist of land acquisition, easement acquisition, and/or components critical for public use of the land such as infrastructure and the associated necessary engineering, design, and planning. Land protection is a required deliverable for all projects.

Select the real estate structure that best describes the project.

Real estate structure*: Land protection of owned parcel(s)

Please name specific land protection partner:

Is documentation of land protection partner/method included with this application?

Proposals with a confirmed land protection partner are more competitive.

Partner documentation included?* N/A

Land Protection Compliance

The land protection instrument such as an open-space easement or a deed of dedication to open space must be in compliance with the locality's comprehensive plan.

Please indicate if the permanent protection of this land aligns with the comprehensive plan of the locality in which it is located.

Comprehensive Plan Compliance*: Yes

Please share any additional information about the current zoning of the parcel, the future land use category, or locality support for the project.

Additional Information:

The parcel is currently zoned B-1, which is general business. The on-going update of the Comprehensive Plan update future land use map will likely identify the parcel within the park or conservation designations.

Project Location

Locality and latitude/longitude required*; other location info such as street address or tax parcel ID optional.

*See Google Maps Guide for directions on using Google Maps or contact grants@vof.org to ask for help getting latitude/longitude coordinates.

Locality*: Rockingham County
Independent cities listed after counties.

Latitude & Longitude*: 38.40887 -78.62244
Latitude (00.00000) Longitude (-00.00000)

Additional Location Information

Please provide any additional information to help locate the project site.

Tax Map Parcel ID: 131B1-5-B5-1

Street Address: 158 West Spotswood Avenue

Project Area

The number of acres indicated below will be required to be protected in perpetuity should the proposal be awarded funding.

Total Acres to Be Protected*: 1.88

A GIS boundary for the property is requested if available.

GIS Boundary of Property/ No

Project Area Available?

(shapefile/geodatabase/KML/KMZ)*:

Project Summary

Provide a brief summary of this project in the space below.

Brief Summary*:

The Elkton Downtown Park Project Phase II will transform a vacant, uninspired lot in the heart of downtown into an engaging nature-inspired space. Phase I is constructing an open-air pavilion and an amphitheater stage, and will be complete in July 2024. Phase II will install a sitting wall with nature-based art, children's play area, pollinator garden and bird houses, permeable path, native tree grove and ID walk, ADA picnic tables, and native plant boxes to encourage everyday park use.

Project Description

Describe the property, including the existing conditions (size and composition of property, natural resource values, recreational, scenic, and cultural resources, and/or significant landscape features).

Property Description*:

The property is situated in the heart of Elkton's Historic Downtown District adjacent to the historic Town Hall building to the south, a recently renovated historic industrial building along the east, residential areas to the north, and the downtown core to the west framed by a panoramic view of Massanutten Mountain. Due to an established downtown park vision from the Town's 1995 streetscape plan, community interest, funding opportunities, and good timing, the Town acquired two properties totaling approximately 1.9 acres for the park site in 2021.

Originally the land owner approached the Town to pursue a residential development on the site. The Town proactively worked with the land owner and expressed interest in purchasing the property for use as a Town park and greenspace. The land owner agreed, and now the Town is in position to protect what is exceedingly rare for any built-out locality: a nearly two-acre, flat, undeveloped vacant lot centrally located in the heart of a Historic District that is less than a 5 minute walk to most of the Town's major destinations.

There are currently no existing structures on the site, and there is a 15,000 square foot gravel parking lot in poor condition. The parcel is relatively flat, with an approximate 10-foot berm and slope along the northern boundary of the property on A Street that is being level-out for Phase I. The remainder of the lot is poorly maintained turf, barren, and there are no public street trees or shrubs.

In January 2024, Phase I of the Park Project began, which includes the construction of a 36' by 100' open air pavilion, amphitheater, and parking. Phase I is anticipated to be complete by July 2024.

Describe the planned method of land protection for this project (i.e., how the PTF requirement for a conveyance of real estate interest to VOF or a locality will be met)

Land Protection*:

The Town intends to modify the existing Town-held property deeds as necessary to adhere to the VOF Preservation Fund deed language requirements in the Open Space Land Act State Code (Virginia Code § § 10.1-1700 to 10.1-1705) requirements. The Town will work with VOF to ensure the deed requirements are addressed. The Town Council reviewed the language and passed a resolution of support that expresses an intent to apply the deed restrictions to the Town-held property on January 18, 2024.

Project Deliverables

List the proposed deliverables of the project. Deliverables are the concrete items to be installed or established through project implementation.

*Example: Project X consists of purchasing a piece of property to install a walking trail with interpretive signage and pollinator meadow. The **deliverables** may be the land acquisition, the creation of the walking trail, the interpretive signage, and the establishment of the pollinator meadow. **Objectives** may include recruiting volunteers to assist with the planting. **Outcomes** may be a new community gathering space, a healthier population, and increased awareness regarding pollinator habitat and the benefits of native plants.*

Deliverables*:

The original Elkton Downtown Park site plan included park features that were removed due to budget constraints. Basic park features such as seating areas, sidewalks, signage, and plantings were removed. As a result, the project has two phases. Phase I includes building-out an open-air pavilion and event stage to accommodate a weekly farmers' market and annual Town events. Phase I construction began in January 2024 and is scheduled to be complete in July 2024.

The intent of Phase II is to retain many of the original site plan park features, and also advance the Town's overall vision of fostering an active, walkable community space for residents that can be used not just for occasional events, but everyday. Moreover, Phase II furthers the Town's branding as an outdoor-friendly community by leveraging the Town's unique location near outstanding outdoor destinations like Shenandoah National Park, the Shenandoah River, and Massanutten Mountain.

Phase II improvements are generally categorized by 1) creating accommodations for all people and ages, and 2) creating a public greenspace island within a grey, built-out hardscape environment. Ultimately, the Park will establish a baseline for greening the historic downtown core, which has almost no tree canopy cover or open greenspace.

1. A park for all

- Concrete sitting wall and future public art installation that can accommodate decorative native-theme mosaic and painting
- Children's Discovery Sensory Play Area
- Permeable paths connecting to different park features
- ADA accessible park tables

2. Public nature-based greenspace

- 1,200 square foot pollinator garden and plant identification signage
- Wooden bird houses in pollinator garden developed by local woodworking community group
- Native tree and shrub grove with identification signage
- 5 cube tree planters

- 10 18x48 outdoor raised planters for seasonal plants and flowers
- Wayfinding and welcome signage

Project Objectives & Outcomes

List the proposed objectives and outcomes of the project. An objective is a specific measurable action toward a goal or outcome. An outcome is a broad, long-term, overall result.

*Example: Project X consists of purchasing a piece of property to install a walking trail with interpretive signage and pollinator meadow. The **deliverables** may be the land acquisition, the creation of the walking trail, the interpretive signage, and the establishment of the pollinator meadow. **Objectives** may include recruiting volunteers to assist with the planting. **Outcomes** may be a new community gathering space, a healthier population, and increased awareness regarding pollinator habitat and the benefits of native plants.*

Objectives and Outcomes*:

The Town of Elkton's 1995 Streetscape Plan first established the vision for a downtown event space. Since then, the project has evolved from being just an event space to becoming a public space encouraging outdoor access and play for all ages. The Downtown Park has the following goals:

1. Establish a central public gathering space for the historic downtown area

The Town has been working on creating a central public outdoor space for nearly 30 years. Historically the Town leased the property for special events. The Town now has an opportunity to create a much more engaging space that can be used every day.

2. Create an nature-centric space for all people and all ages

The Town is positioning itself as a gateway to outdoor destinations such as Shenandoah National Park and the Shenandoah River. Establishing an nature-centric downtown park further connects the core of Town to the surrounding environment. The Town has an aging population and low health outcomes. The space is intended to accommodate people of all ages and abilities, whether with a playground or a sitting area.

3. Encourage walking and downtown visitation, and provide a destination anchor for adjacent points of interest

The park space that is less than a 5-minute walk from the Town Hall, Elkton Post Office, Elkton Elementary School, Elkton Community Library, Elkton Fire Department, and the Town's dozens of businesses. A park will establish a key destination node linking future multi-modal projects identified in the Town's Pedestrian Masterplan.

4. Create a baseline for greening downtown and encourage downtown business

The lack of vegetation and street trees makes walking in the downtown area unappealing during hot days and downtown events. The Town's on-going Urban Tree Canopy Assessment notes the Town has less than 1% tree cover. Studies note a significant increase in property values, business visitation, and that retail products and services are more valuable with trees and greenspace.

Is this project part of a larger movement (e.g. Have other projects of a similar nature happened near this one? Is this one of many that are ongoing in this area?)

Part of a Larger Movement*:

The Town has been developing and refining the vision for this space since the 1995 Streetscape Plan. Subsequent plans, such as the Comprehensive Plan update, Gateway Study, Urban Tree Canopy Assessment, and the Pedestrian Masterplan outline goals for improving the space.

After decades of economic stagnation, Elkton's downtown is redeveloping with new businesses and events. The Town is leveraging this momentum and the Town's favorable location in the middle of significant outdoor recreation attractions to develop a cohesive brand strategy that embraces outdoor recreation and improving public health. Reflective of these efforts, in 2021 the Town became a recognized Appalachian Trail Community Member, and in 2023 the downtown was placed on the National Register of Historic Places.

How will this area be managed in the future?

Future Management*:

Town Public Works and Community Development staff will actively maintain the property, landscape plantings, and programming for outdoor-related events. Elkton is one of only six towns in the Commonwealth with a population under 3,500 that maintains its own roads, which is an example of how well-experienced Public Works is managing public spaces. The Town maintains a close relationship with community organizations, and anticipates work together volunteers to maintain and improve the space over time, especially with the pollinator garden and planting boxes.

Plan and Policy Alignment

Local Comprehensive Plan or Master Plan*: Yes

Date of Plan: 03/09/2018

Page #: 93

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

Review town goals beginning on page 93.

Regional Plan*: Yes

Name of Regional Plan: Rockingham County Comprehensive Plan

Date of Plan: 03/08/2024

Page #: NA

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

Approval scheduled for Spring 2024. The Plan notes the County supports the Town's 2012 Gateway Study, which evaluates how the Town can foster connection between downtown to Shenandoah National Park.

Virginia Outdoors Plan*: Yes

Year of Plan: 2018

Page #: 13.34

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

<https://www.dcr.virginia.gov/recreational-planning/document/vopall2018.pdf>

Table 6.6 Most-Needed Outdoor Recreation Opportunities identifies parks, trails, and water access in Central Shenandoah.

Does this project meet stated economic goals of VEDP or another state agency? Examples include land focused economic development (agricultural & forestry industries, brownfields redevelopment)

VEDP or Another State Agency Plan*: Yes

Year of Plan: 2020

Page #: 16, 17

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

- Page 16: Connect and Promote Shenandoah Valley's outdoor experiences.

- Page 17: Promote vibrant communities.

Additional State Plan

(if applicable):

Year of Plan: 0

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

Additional State Plan

(if applicable):

Year of Plan: 0

Cut and paste the relevant plan excerpt below or provide the URL if you have one:

Relevant Plan Excerpt:

Does project contribute to coastal resilience?

Coastal Resilience*: No

Does project meet any other state defined policy goals? (Public Drinking Water, Carbon Sequestration, Nutrient Mitigation, Impaired Streams, etc.)

Other State Defined Policy Yes

Goals*:

Policy Goal: Nutrient Mitigation

Please provide support documentation (examples would include plan citation, models supporting the project, etc.)

Support Documentation:

The 2019 DEQ Virginia Phase III Watershed Implementation Plan (WIP III) set nutrient and sediment reductions needed to restore the Chesapeake Bay. The plan details best management practices (BMPs) achieve state basin planning targets for nitrogen and phosphorus.

The Downtown plan establishes a bioretention area with native plantings, pollinator garden, at least 30 trees and shrubs, which are BMPs that can be reported to DEQ's BMP warehouse via the WIP program.

Additional Policy Goal:

Please provide support documentation (examples would include plan citation, models supporting the project, etc.)

Support Documentation:

Additional Policy Goal:

Please provide support documentation (examples would include plan citation, models supporting the project, etc.)

Support Documentation:

Use the space below to briefly describe any other plans that support this project, including relevant excerpts:

Other Plans:

1995 Streetscape Plan - First documented the vision for a downtown park and greenspace.

2012 Gateway Study - Evaluated how to establish Elkton as a gateway community to Shenandoah National Park, and link downtown Elkton to the entrance corridor.

2021 Pedestrian Masterplan - Outlined pedestrian priorities, and linking downtown park space to points of interest

like the elementary school.

2024 Comp Plan - Draft goals mention importance of linkage of downtown redevelopment and outdoor assets.

Does this property have undocumented historic or cultural resources?

Historic or Cultural Resources*: No

Project Purpose

Select the purpose that best fits the objectives of the project. If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages.

Purpose*:

Provide public access

If you are uncertain which best summarizes your project, please contact grants staff (grants@vof.org).

Please select which category best describes the project.

Category: Park Improvements

Public Access Characteristics

Calendar*: The project site will be open to the public daily (excluding nights/holidays).
Please choose one.

Additional Information:

Phase II improvements are intended create a space that, instead of just being used for occasional events, will be an inviting space that will be used everyday.

Area*: 100% of the project site will be open to the public.
Please choose one.

Additional Information:

Accessibility*:

The project site has public parking.,The project site is accessible by foot, bike, scooter, etc. (connected to sidewalk or an existing public park).
Select all that apply.

Additional Information:

Community Description

Describe the community being served by this project. Describe the importance of this project to the community and address how this project will better serve the community.

Community Description*:

Elkton, a small town of nearly 3,000 people in the Shenandoah Valley, is uniquely situated as not just one of the premier outdoor gateways for the Shenandoah Valley region, but also the entire Commonwealth. The Town is located on the Shenandoah River, and is less than 10 minutes from Shenandoah National Park, and just over 10 minutes to the base of Massanutten Mountain.

For decades economic development and investment energy stagnated, which led to downtown blight and the Town being economically surpassed by other peer towns. The Town continues to have some of the lowest housing values in Rockingham County, the lowest life expectancy of any Town in the Shenandoah Valley, and one of the highest percentages of individuals aged 65 and older in Rockingham County, according to 2022 U.S. Census estimates.

Recently, reinvestment has returned to the historic downtown, which has led to several prominent regional

businesses such as an outdoor outfitters, local coffee and breakfast shops, a hemp and CDB business, and a brewery choosing downtown Elkton. In Fall 2023, the Town's historic district was placed on the National Register of Historic Places, further underpinning the Town's commitment to restoring the downtown core.

Concurrently, the Town has renewed a forward-thinking vision through updating the Town's Comprehensive Plan, establishing a Pedestrian Masterplan in 2021 that outlines a Town-wide greenway and new projects connecting local points of interest to parks, and conducting an Urban Tree Canopy Assessment to address downtown blight and a lack of urban street trees to compliment the pedestrian study and new downtown park.

The Downtown Park project has galvanized the community, with dozens of organizations and individuals contributed \$220,000 in just a few months during the fall of 2023 to ensure Phase I would begin. The completion of Phase II, and the downtown park vision, will further augment economic growth through outdoor recreation. Describe how the community has been involved in the development of this proposal and/or will be involved in the implementation of this project. Describe how community support is shown for this project.

Community Involvement*:

The hope for a downtown park has been prolonged since the mid-1990s until the Town was able to leverage once-in-a-generation funds from ARPA to purchase the nearly 2-acre property in 2021. An unprecedented community fundraising campaign that included dozens of local organizations and individuals began in Fall 2023. In that short time, nearly 50 different organizations contributed to the development of the first phase of the project, including local government partners such as Rockingham County, area nonprofits, and local businesses, to an untold number of individuals and families contributing \$220,000.

The Town worked with the previous landowner to develop the space into the site of a downtown park and community commons instead of a residential development. The coordination with the landowner and purchase of the property would not have taken place without broad-based community support for the idea.

The Town has discussed the vision and direction of the Downtown Park space at more than a dozen Town Council meetings dating back to before the property was purchased in 2021. Citizens during that period continually expressed support for the Town preserving the open space and converting the undeveloped area into a new park and greenspace. In August 2023, the Town held an outdoor open-forum Town Hall for residents to share their future vision of the park space. A key takeaway from the event was that community members expressed the importance of furthering the goal of having a vibrant, walkable downtown and that the site develop park and greenspace amenities.

How does this project address a specific need in the community or provide a unique service to the community?

Community Need/Service*:

The Town will not have the funding to develop Phase II of the project. The downtown area has 1) no central public outdoor space with full park amenities, and 2) lacks greenspace and tree canopy cover. The Town has low housing and low health outcomes compared to other peer communities in the region. The Town's long-term vision is to create a community where walkability, outdoor recreation, and public health amenities are all considered essential to quality of life and long-term economic success.

If yes, please describe what type of public access might be considered below.

Please Describe*:

Is the property an active, working farm*:

Describe Activity*:

Does the property have, or has the owner begun the process of obtaining, a farm management plan that specifies Best Management Practices (BMPs) that will be implemented in the daily operation of the farm?

Farm Management Plan*:

Please list the type of farm management plans that will be followed (examples include conservation plan, nutrient management plan, resource management plan, etc.).

Type of Plans*:

Have Best Management Practices (BMPs) been implemented on the farm?

BMPs Implemented*:

Describe what practices are being utilized on the farm.

Describe Practices*:

Is the property in active timber production?*

Describe Activity*:

Does the property have, or has the owner begun the process of obtaining a written forest stewardship management plan?

Forest Stewardship Management Plan*:

Has the property been recognized by any programs or received any special designations? (Examples include clean water farm award, grand basin winner)

Property Recognized*:

Please List*:

Has the property been recognized as a Virginia Century or Bicentennial Farm?

Virginia Century or Bicentennial Farm*:

Additional Information:

Has the property been recognized as a Virginia Century Forest?

Virginia Century Forest*:

Additional Information:

Partnerships

Partners

Rockingham County, Rockingham Cooperative, Dominion Energy, Merck, Elkton Ruritans, etc.
Elkton Progressive Improvement Committee (EPIC)
Elkton Woodworkers

Type of Support/Involvement

Financial (over 50 local organizations contributing to Phase I)
Support with planting for Phase II.
Construct bird houses for pollinator garden.

Funding

While the budget section of this application must be completed, which includes documentation of any matching funds, please use the space below to describe any details about the budget or funding that could not be captured in a chart format.

How Will Funds be Budgeted*:

The Town of Elkton is seeking \$75,000 for Phase II of the Downtown Park project. Phase I of the project is being funded through ARPA funds and community donations, and is estimated to be complete in July 2024. Due to budget shortfall from the original scope and vision, most of the park and greenspace components were removed, which forced the Town to divided the project into two phases. Phase II will include the features removed from the site plan, and new nature-based features as well.

Explain if the grant funding is a key component to getting the project started or completed.

Grant Funding*:

Without grant funding, or a significant community donation, Phase II will be not be complete in the foreseeable future. Phase I is being constructed due to ARPA funding and donations. ARPA funding was incorporated into the Town's general fund, which is used for basic utilities. The Town General Fund has no more funding for Phase II. This is notable because Phase I has been 30 years in the making, and other larger neighboring places with larger budgets are not able to complete similiar projects.

Address how reduced funding would impact the scope of the project. Please address viability and scope at 75% and 50% of the requested funding.

Reduced Funding*:

The completion of Phase II is currently grant-dependent. A reduction in funding would significantly prolong the realization of the entire downtown park vision. While the Town is committed to completing all phases of the project, the Town believes the timing of VOF assistance is ideal.

Award of VOF grant funding, which is scheduled to be announced in June 2024, would compliment the anticipated completion of the Downtown Park Phase I in July 2024. Much of this project is dependent on a convergence of community support, timing, and funding opportunities. Completing both phases of the project within a close timeframe capitalizes on community support, and from a broader perspective, furthers the momentum the community has established in the past five-to-ten years to re-energize the downtown core. Otherwise, the timeframe for completing Phase II is unknown.

If funding is not awarded or reduced, the Town's priorities are to 1) provide the basic park amenities that are not included in Phase I, such as tables and trash cans; 2) install the sitting wall and pathways; and 3) install the pollinator garden, trees, signage, and other improvements.

While the priorities are based on functional need, it is essential to note that the Town views all of the improvements implemented together as the most important priority, and that the park will not truly be a park until Phase II is fully realized.

Additional Information

Is there additional information to be shared about this project?: No

Estimated Timeline/Plan of Work

Estimated Timeline/Plan of Work

Start Date	Completion Date	Activity	Status	Responsible Party
09/02/2024	10/04/2024	Preliminary Design and Engineering	Underway	Town of Elkton, consultant/engineering firm
10/07/2024	01/03/2025	Review and approvals	Not yet started	Town of Elkton, consultant/engineering firm
01/06/2025	04/26/2024	Installation and construction	Not yet started	Consultant/engineering firm

Budget

Budget

Item	Estimated or Actual Expense Cost?
Sitting wall and future public art installation, concrete, 110 feet long	\$25,000.00 Estimated
49	\$155,500.00

Item	Estimated or Actual Expense Cost?
1,200 square foot pollinator garden with permeable walking path and signage for native plant ID	\$4,500.00 Estimated
4 benches with concrete pads	\$9,000.00 Estimated
4 trash cans	\$8,000.00 Estimated
2 double recycling trash cans	\$4,000.00 Estimated
2 wheelchair accessible tables	\$8,000.00 Estimated
2 46" square pedestal tables	\$5,000.00 Estimated
Concrete pads for tables	\$4,000.00 Estimated
Sensory playground equipment (aluminum bells, sensory drums, etc.) and installation	\$50,000.00 Estimated
35 native trees, shrubs, and installation	\$7,500.00 Estimated
10 Natural cedar planter boxes for seasonal, native vegetation	\$4,000.00 Estimated
Permeable gravel-based pathways	\$25,000.00 Estimated
Signage and wayfinding	\$1,500.00 Estimated
	\$155,500.00

Other Fund Sources

Match Source	If other, please list	If Grant Program, please list Grant Funding Source Name	Funding Status	If requested, please list the anticipated award date	Match Type	If other, please list Planned Use	Match Amount
Applicant's Staff Time			Secured		In-kind donation of services	Planning	\$3,500.00
Other	Elkton Progressive Improvement Committee (EPIC)	NA	Requested	07/01/2024	Volunteer hours	Planting installation and maintenance	\$2,500.00
Other	Elkton Woodworkers	NA	Requested	07/01/2024	In-kind donation of materials	Construction and time of bird houses	\$2,500.00
							\$8,500.00

Budget Summary

Total Requested Amount: \$155,500.00

Total Match Amount: \$8,500.00

Total Project Cost: \$164,000.00

Match Percentage: 5.18%

Supplemental Material

Required Supplemental Material

Named Attachment		Required Description	File Name	Type	Size	Upload Date
Aerial photograph with property boundary shown	✓	Aerial w/ boundary.	Elkton_VOF_Site Concept and Images.jpg	jpg	209 KB	03/08/2024 04:15 PM
Locality tax map with parcel highlighted	✓	Tax map.	Elkton_VOF_Locality Tax Map.jpg	jpg	299 KB	03/08/2024 04:15 PM
Photographs showcasing the property, community, or project	✓	Site images.	Elkton_VOF_Site Images.pdf	pdf	944 KB	03/08/2024 04:15 PM

Optional Supplemental Material

Description		File Name	Type	Size	Upload Date
Concept, original site plan, public meeting, resolution, letters of support.		Elkton_VOF_Supplemental Documents.pdf	pdf	2 MB	03/08/2024 04:15 PM
Deed		Elkton_VOF_Deed_158 W. Spotswood Avenue.pdf	pdf	639 KB	03/08/2024 04:15 PM



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Parcel Det

Map #

13181-5-85-1

Owner Name

TOWN OF E

Owner Addr

173 SPOTSWO
EKSTON, NC

Lot Inform

Primary Zone

TOWN

Secondary Z

Long Code

Historic Downtown Center

The Historic Downtown, which received designation on the National Register of Historic Places in Fall 2023, has almost no greenspace or tree cover. The Downtown Park area is located one block away from the center.



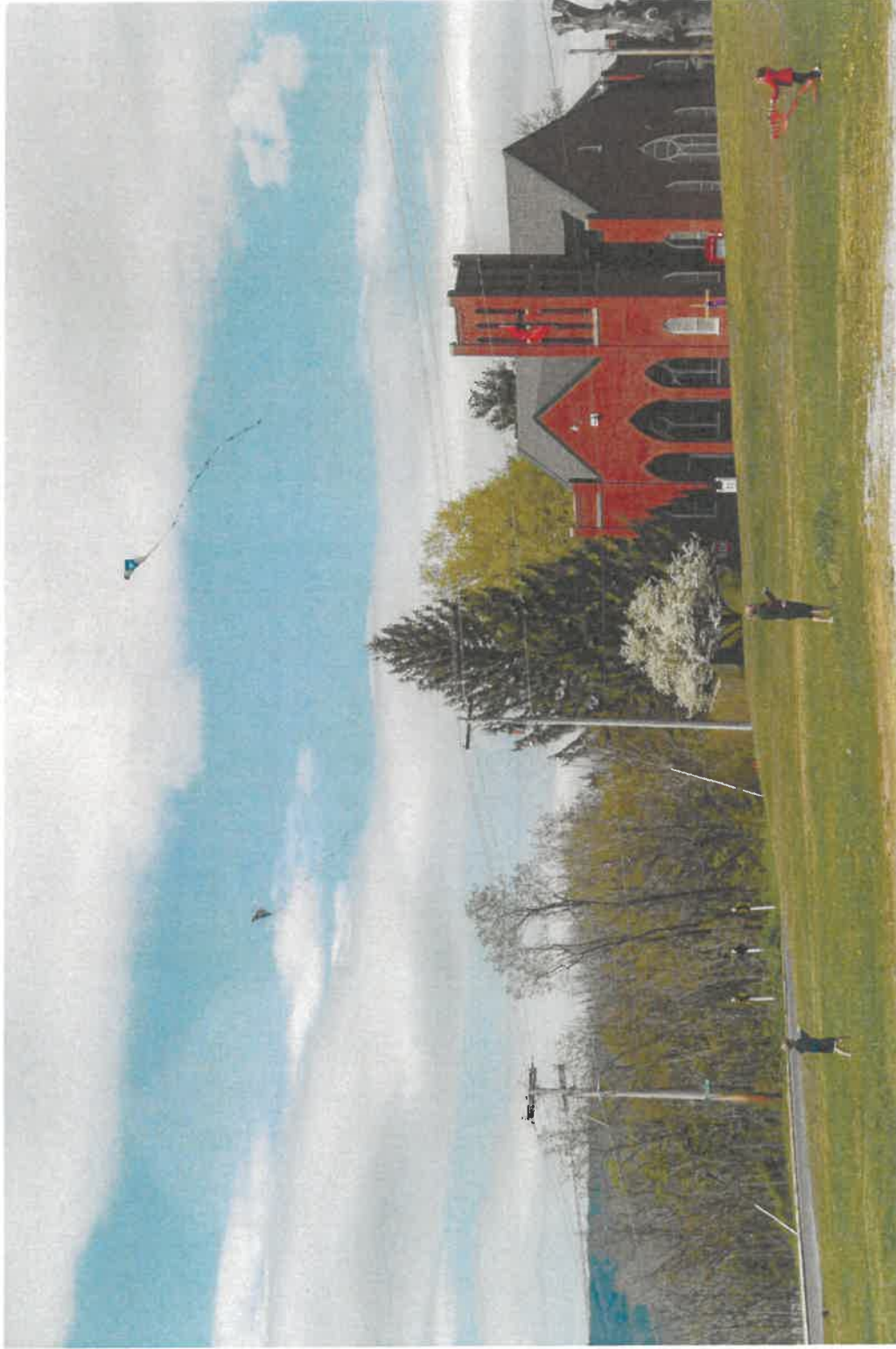
Future Downtown Park Site (West)

The future Downtown Park space currently hosts annual Town events. Phase II would provide a much more accommodating and inviting experience for future event-goers. Visitors have no refuge during sunny, hot events due to the lack of tree canopy and shade in the Historic Downtown Area, and impacts also the area is less aesthetically pleasing and does not promote comfortable walking to other areas and businesses downtown.



Future Downtown Park Site (Northwest)

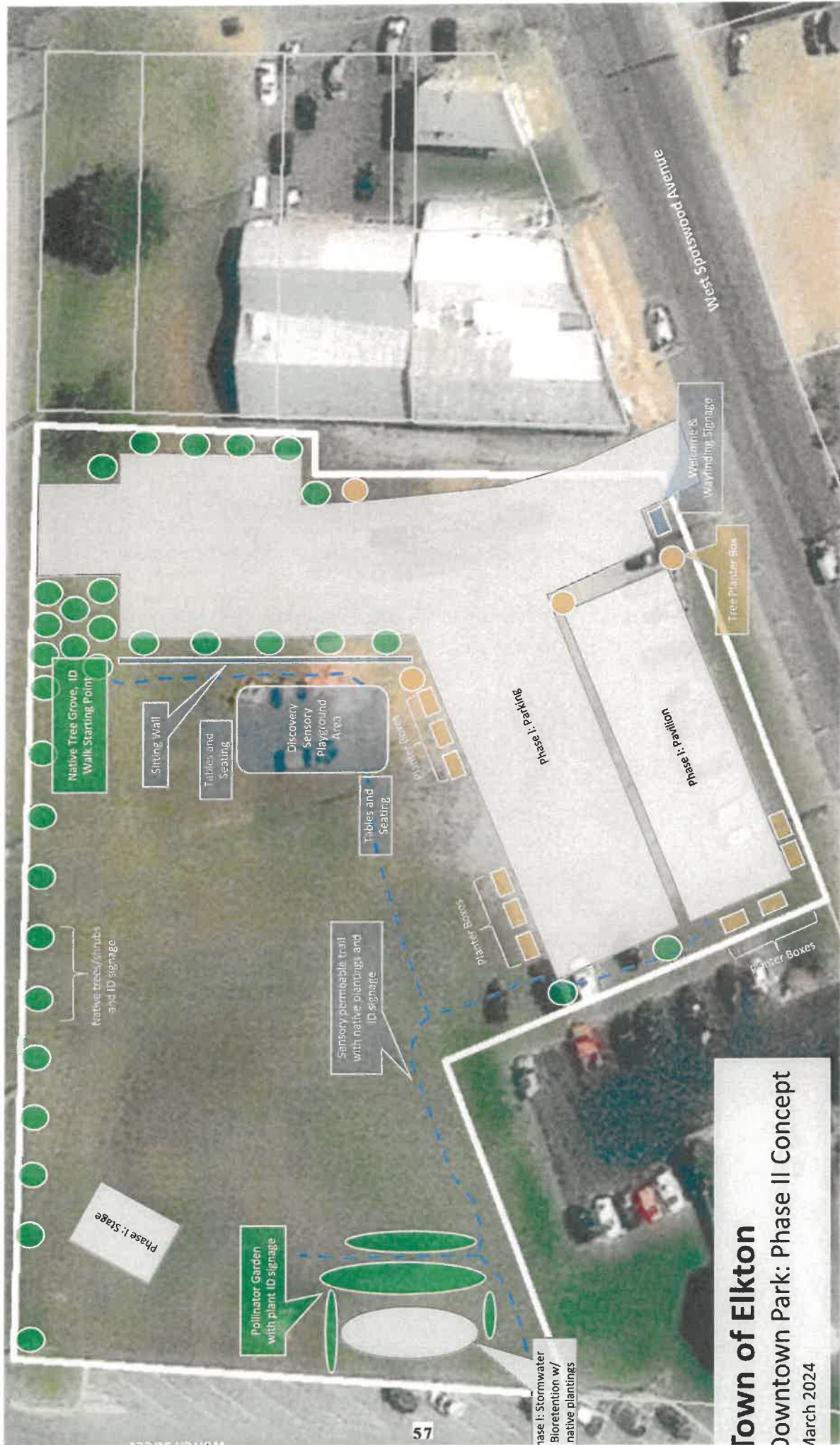
The children are standing near where the pavilion will be constructed. The pollinator garden would be located to the left of the image.



Future Downtown Park Site (North)

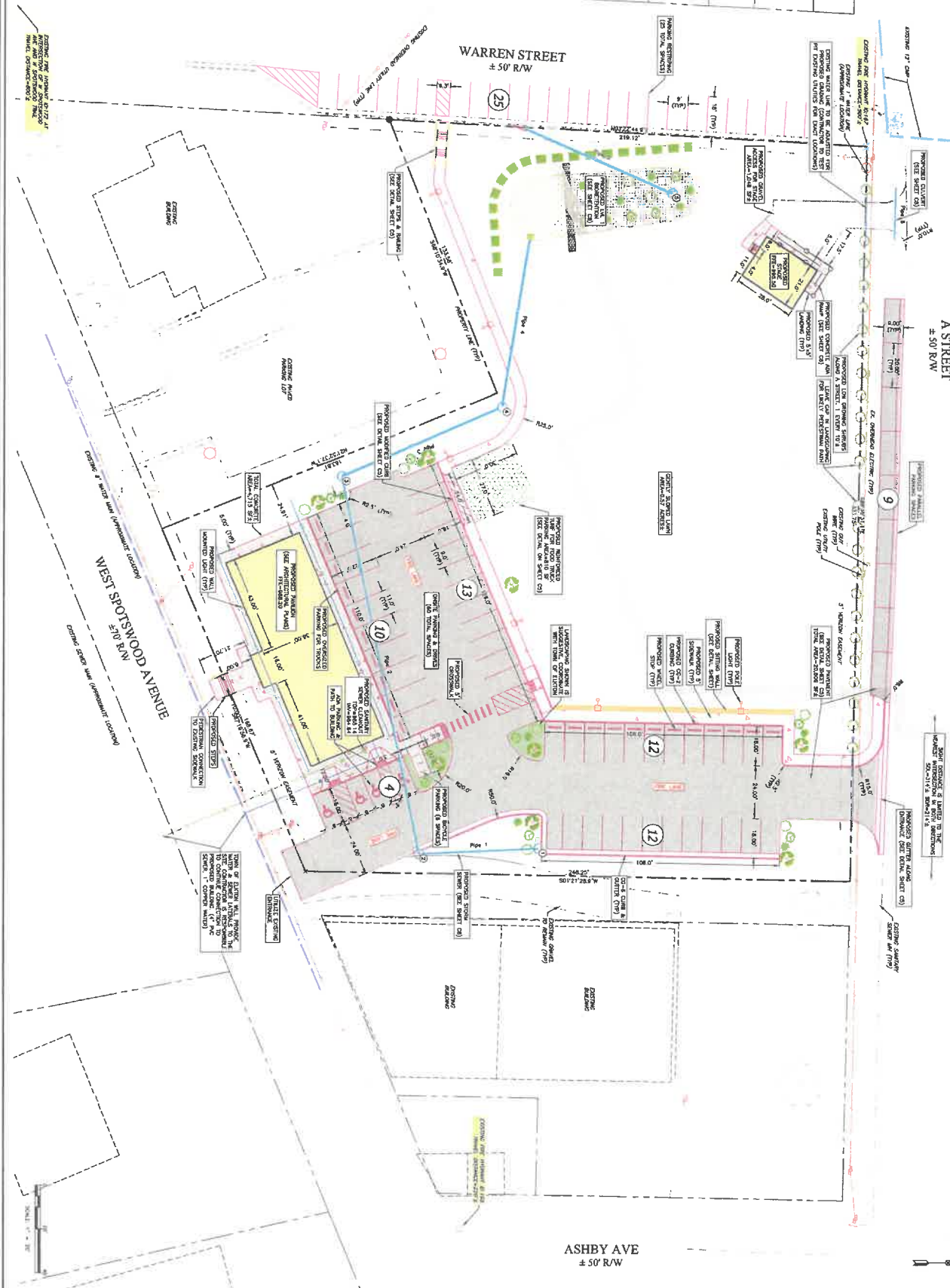
Looking north at the site, January 2024 before Phase I construction. Major Phase II improvements shown for reference.





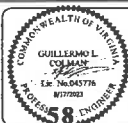
Town of Elkton
Downtown Park: Phase II Concept
March 2024

PARKING TABLE	
TOTAL SPACES PROVIDED	60
HANDICAP SPACES PROVIDED	4



Site Layout

Town of Elkton Downtown Market Pavilion
Town of Elkton
173 Spotswood Ave
Elkton, VA 22827



Date:	7/18/2023
Scale:	1" = 20'
Designed by:	GLC, PE
Drawn by:	JDY, PE
Reviewed by:	GLC, PE
Revision Dates	
4/8/17/23	Per County

Town Hall Public Visioning Session, Fall 2023

Along with dozens of Town Council meetings, the Town held an outdoor public visioning session and Q&A about the Downtown Park site. The Town raised \$250,000 from dozens of community donors within a few month, indicating broad-based support for the project.



**Resolution in Support of the Town of Elkton
Virginia Outdoors Foundation Preservation Trust Fund Application
for Public Access and Recreation Amenities**

Whereas, the Town of Elkton intends to submit an application to the Virginia Outdoors Foundation (VOF) for Preservation Trust Fund – Public Access funds; and

Whereas, the Town is pursuing public access and recreation projects that align with the intent, goals, and objectives of the Town's Comprehensive Plan and input received from residents, and is addressing the need for improving outdoor and community gathering spaces to enhance the overall quality of life of residents and visitors; and

Whereas, the Town intends to develop the vacant, two-acre Town-held property adjacent to the Town Hall in downtown Elkton with public access, outdoor recreation, and community space projects to protect and enhance the open space and tree and vegetation cover qualities of the site.

Now, Therefore, Be It Resolved, the Town, which holds the property of interest, intends to retain and dedicate the property in perpetuity as open-space land in accordance with the VOF Preservation Fund requirements under the Open Space Land Act (Virginia Code §§ 10.1-1700 to 10.1-1705).

Be It Further Resolved that the Town intends to apply the following deed restrictions to the Town-held property: a right of public access; no division; the allowance of only public-use structures and impervious surface limits; and no conversion/diversion from open-space use unless in compliance with the Open-Space Land Act.

Adopted this 18th day of January 2024, by the Town Council of the Town of Elkton, Virginia.

Motion by Vice-Mayor Rick Workman to approve the resolution. Seconded by Councilwoman Jan Hensley.

Vote: Motion passed (6-0 voice vote)

Attest By: 
Joshua Gooden, Mayor Town of Elkton



**Preservation Trust Fund Public Access Grant
Virginia Outdoors Foundation
900 Natural Resources Drive, Suite 800
Charlottesville, VA 22903**

January, 13 2024

Dear Virginia Outdoors Foundation Administrator:

We are writing to express our wholehearted endorsement for the Town of Elkton's Virginia Outdoors Foundation Preservation Trust Fund Public Access Grant proposal. This project aims to create an exceptional outdoor initiative by transforming a two-acre empty lot in downtown Elkton into a remarkable public park for community use and enjoyment.

The Town of Elkton is dedicated to revitalizing its once-neglected downtown area and transforming it into a vibrant and community-focused space. Our dance studio, which is part of Elkton's Recreation Dance Program name: Expressive Dance Studio, is especially excited about the new outdoor pavilion. This pavilion will provide our young dancers with more opportunities to showcase their achievements and talents to the town, in a simple, community engaging and affordable way. We are also thrilled about the potential for increased exposure to the arts, as it will help expand the performing arts community in our town and welcoming local dance and music groups performing throughout the year which will be a delightful experience for our aspiring young artists.

Currently, the downtown area lacks outdoor gathering spaces and sufficient tree cover. The addition of new outdoor facilities such as walking paths, playgrounds, and a pavilion will greatly benefit the children in the area. At our studio, we often struggle with the absence of shade during our all-day summer dance camps, making it difficult to take breaks outside. With the presence of shade, a play area, and a lunch hub, we would be delighted to walk just a block away to enjoy our lunch hour with the students.

As a business and as residents of Elkton, we are grateful for the positive changes that the Town has implemented in recent years to revitalize the downtown area. We fully support establishing new public outdoor access and space in downtown Elkton, and I hope VOF will kindly consider this transformative project.

Sincerely,

Bryanna Dean
Director

Mary Elizabeth Humphrey
Founder & Artistic Director

Letter of Support

January 12, 2024

Preservation Trust Fund Public Access Grant
Virginia Outdoors Foundation
900 Natural Resources Drive, Suite 800
Charlottesville, VA 22903

Dear Virginia Outdoors Foundation Administrator:

I am writing to enthusiastically support the Town of Elkton's Virginia Outdoors Foundation Preservation Trust Fund Public Access Grant application to develop a truly unique outdoor project through establishing a new public park on a two-acre vacant property in the heart of downtown Elkton.

The Town of Elkton is striving to transform the Town's once-neglected downtown into a vibrant, community-centered space that compliments the area's striking scenic beauty and outdoor resources. Ideally situated along the banks of the Shenandoah River, Elkton is a gateway community to the iconic Shenandoah National Park, and is ten minutes away from Massanutten Resort, the Valley's most popular outdoor resort. The Town is prioritizing providing outdoor recreation and park access to residents and visitors.

Complementing our Elkton Community Library, which is a short walking distance away, we hope that this park will enable us to attract new patrons to our library and serve as a much-needed space for library programming and events, such as story times, book clubs, and family events.

The downtown area is a mostly developed greyscape, and lacks outdoor gathering space and tree cover. The opportunity to establish a park-like setting on large, undeveloped parcel in the middle of downtown is uncommon. New outdoor facilities such as walking paths, playground, and pavilion will improve the quality of life for residents, help Elkton become a hub for accessing nearby outdoor attractions, and continue the positive momentum the Town has established in recent years to revitalize the downtown area.

I fully support establishing new public outdoor access and space in downtown Elkton, and I hope VOF will kindly consider this transformative project.

Sincerely,



Zachary Elder
Director
Massanutten Regional Library



March 13, 2023

Town of Elkton
Delores Hammer,
Director of Community Development
173 W. Spotswood Ave
Elkton, VA 22827

Dear Delores,

I am writing to express my support for the Elkton Downtown Marketplace Pavilion. Upon completion, the Downtown Marketplace Pavilion would host a number of small businesses weekly bringing tourism and revenue into our community throughout the year. The Downtown Marketplace would be a much needed and wonderful addition to the community.

Thank you for everything you do to develop our community. The progress the Town of Elkton has made the last couple years bringing new small business opportunities shows the commitment the town has made to becoming one of the best small towns in Virginia.

Jackie Hensley, VP
Banking Center Manager



February 28, 2023

To whom it may concern,

On behalf of the Elkton Progressive Improvement Committee, we would like to express our support for the construction of the Elkton Downtown Marketplace. As a 501c3 committee, EPIC strives to give back to the Elkton community through projects that enhance the lives of residents within our town through special projects and events. We are pleased to learn of the town's application for grants for the construction of the Elkton Downtown Marketplace. Parks and recreational spaces offer core infrastructure that support the quality of life, economic prosperity, as well as the physical and mental health of residents and visitors.

The Elkton Downtown Marketplace property lends itself well as a community gathering space including the venue for the largest annual event in town - Elkton Autumn Days Arts and Crafts Festival. The Marketplace would give residents and members of the surrounding community access to healthy food sources as well serve as a gathering place for all ages of residents and visitors from a variety of different backgrounds. COVID-19 has highlighted the essential role that parks, trails, and natural spaces play in supporting the mental and physical well-being of our community.

As a civic organization in Elkton for over 35 years, the Elkton Progressive Improvement Committee strongly supports the Town of Elkton in its efforts to seek financial assistance for this extremely important project.

Sincerely,

Billie Jo Dofflemyer

President

Elkton Progressive Improvement Committee

Elkton Progressive Improvement Committee | P.O. Box 467, Elkton, VA 22827

Fm: Elkton Downtown Revitalization Corporation
Elkton, Virginia 22827

19 February 2023

To: The Town of Elkton
173 Spotswood Avenue
Elkton, Virginia 22827

The Elkton Downtown Revitalization Corporation (EDRC) was created to ensure our Elkton Community and its downtown business district stay vibrant and welcoming. We support projects that create energy and maintain Elkton's small town atmosphere. Our annual Halloween Hoodoo provides our youth a safe environment to enjoy the festivities of the Halloween celebration and invites crowds into our town. Our recent promotion and installation of electric vehicle charging stations, promotes future advancements and allows travelers and citizens a place to shop, eat and visit while charging their EV.

The EDRC is in total support of the proposed "Elkton Downtown Marketplace" pavilion and performance stage. This marketplace, located in the center of our town, will open our community to a host of future events while creating economic benefits. It will serve as an educational and outdoor activity center for our nearby elementary school children. Additionally, it will be hosting farmers markets, band concerts, chili cookoffs, arts & crafts shows, local musicians and anchor for our annual Autumn Days Festival. This project has all our town citizens enthusiastically and anxiously awaiting its completion. The EDRC proudly supports this project knowing the benefits it will bring to our community and downtown. The EDRC is also ready to assist in fundraising and planning events in any way needed.



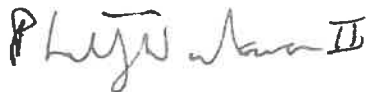
Serving proudly,
Charlie Dean, President
Elkton Downtown Revitalization Corporation

Fm: Elkton Ruritans
P.O. Box 541
Elkton, Virginia 22827

9 February 2023

To: The Town of Elkton
173 Spotswood Avenue
Elkton, Virginia 22827

The Elkton Ruritan Club is greatly involved in our Elkton community and with our local schools. Our club is in total support of the newly proposed "Elkton Downtown Marketplace" and performance stage. This marketplace, located in the center of our town, will provide the community with a pavilion, hosting farmers markets, concerts, music events and educational and outdoor activity opportunities for our nearby elementary school. The Ruritans are proud and ready to assist in fundraising and planning events. The Elkton Ruritans welcome this new venue to our happy community.



Serving proudly,
Phillip Workman
President, Elkton Ruritans

Dear [Grant Committee],

I am writing to express my strong support for the town of Elkton's proposal to build a multi-use area that will include a pavilion, stage, seating area, and other features. As the owner of Pure Shenandoah, a local business located next to the proposed site, I believe that this project has the potential to greatly benefit the town and its residents.

The proposed project will transform an underutilized open space into a vibrant area for events such as farmers markets, chili cook-offs, live performances, educational events and more. By attracting more visitors to the town, this project will drive economic benefits for the local community and create new opportunities for local businesses to thrive.

As a supporter of the local craft business community, I have seen firsthand how events like farmers markets can bring in a huge crowd and provide income for small businesses. The proposed multi-use area has the potential to do the same for Elkton, and I believe it will be an asset to the town for years to come.

I commend the town of Elkton for its vision and commitment to creating a more vibrant community. I urge you to give serious consideration to this proposal and provide the support needed to bring it to fruition.

Thank you for your time and attention to this matter. If you require further information, please do not hesitate to contact me at any time.

Sincerely,

Jake Johnson & The Pure Shenandoah Team
540-383-3549



***Return Deed to: Nathan H. Miller, Esquire
560 Neff Avenue, Suite 200
Harrisonburg, VA 22801***

***Tax Map No. Portion of 131B1-5-B5-1
Consideration: \$400,000.00
Actual Value: \$400,000.00***

THIS DEED, exempt from recordation costs pursuant to § 58.1-811(A)(9) of the Code of Virginia, as amended, is made this 24th day of February, 2021, between **HERBERT O. SHUCK** and **JOANNE D. SHUCK**, husband and wife, Grantors, and **THE TOWN OF ELKTON**, a Virginia municipal corporation, Grantee.

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00) cash-in-hand paid and other good and valuable consideration, receipt acknowledged, Grantors do hereby grant and convey with General Warranty and English Covenants of Title, subject to all easements, conditions, restrictions and reservations of record, unto **THE TOWN OF ELKTON**, a Virginia municipal corporation, Grantee:

Parcel A: All that certain tract or parcel of land containing 0.684 of an acre, more or less, situate in the Town of Elkton, Rockingham County, Virginia, and identified as Parcel "A" on a plat prepared by Daniel E. Hansen, L.S., entitled "Plat Showing the Division of Tax Map #131B1-5-B5-1" attached as Exhibit A ("the Property"), being a portion of the property conveyed to Herbert O. Shuck and Joanne D. Shuck by deed dated May 3, 2004, recorded in the Clerk's office of the Rockingham County Circuit Court in Deed Book 2480, Page 284.

*This Document Prepared by: Nathan H. Miller, Esquire, VSB 03735
Miller, Earle & Shanks, PLLC
The existence of title insurance is unknown to preparer
Page 1 of 4*


Parcel B: All that certain tract or parcel of land containing 1.240 of an acre, more or less, situate in the Town of Elkton, Rockingham County, Virginia, and identified as the property of Herbert O. Shuck and Joanne D. Shuck on a plat prepared by Daniel E. Hansen, L.S., entitled "Plat Showing the Division of Tax Map #131B1-5-B5-1" attached as Exhibit A ("Parcel B") being a portion of the property conveyed to Herbert O. Shuck and Joanne D. Shuck by deed dated May 3, 2004, recorded in the Clerk's office of the Rockingham County Circuit Court in Deed Book 2480, Page 284.

Parcel C: all that certain tract or parcel of land containing 1,876 square feet, more or less, situate in the town of Elkton, Rockingham County, Virginia, identified on a plat prepared by Daniel E. Hansen, L.S., entitled "Plat Showing Alley Vacation and Boundary Line Adjustment with Tax Map #131B1-5-B5-1" attached as Exhibit A ("Parcel C") being the identical property conveyed to Herbert O. Shuck and Joanne D. Shuck by deed dated September 27, 2021 recorded in the Clerk's office of the Rockingham County Circuit Court in Deed Book 5513 Page 451.

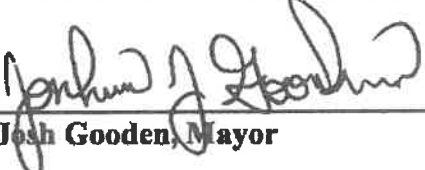
This conveyance is SUBJECT to conditions, rights-of-way, and easements, if any, contained in the instruments constituting the chain of title to the property conveyed herein, and to matters visible upon inspection.

Reference is made to the above deed and plat for further description and derivation of title.


Herbert O. Shuck


Joanne D. Shuck

THE TOWN OF ELKTON


By:  (SEAL)
 Josh Gooden, Mayor

STATE OF MarylandCITY/COUNTY OF Garrett, to-wit:

The foregoing instrument was acknowledged before me this 1st day of March, 2022, by Herbert O. Shuck and Joanne D. Shuck, Grantors.

My commission expires: 6.14.2025

Notary ID: _____

 (SEAL)
 Notary Public

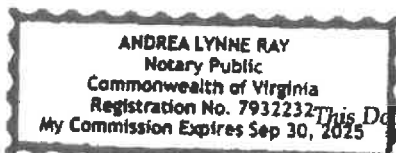
COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Harrisonburg, to-wit:

The foregoing instrument was acknowledged before me this 24th day of February, 2022, by Josh Gooden, Mayor, Town of Elkton, Virginia, a Virginia municipal corporation, on behalf of the Town. .

My commission expires: Sept. 30, 2025Notary ID: 7932232

 (SEAL)



This Document Prepared by: Nathan H. Miller, Esquire, VSB 03735
 Miller, Earle & Shanks, PLLC

The existence of title insurance is unknown to preparer

Page 3 of 4



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Overview/steps for drinking water project

BACKGROUND: Verbal discussion

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



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Engineering Services Fee Proposal – Water Distribution Improvements Design

BACKGROUND: N/A

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: That Council approve the proposal as presented.

APPROVAL:


Greg Lunsford, Town Manager

ATTACHMENTS: Engineering Services Fee Proposal – Water Distribution Improvements Design

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.



February 12, 2024

Mr. Greg Lunsford
Town Manager
Town of Elkton
173 West Spotswood Avenue
Elkton VA 22827

Ref: Engineering Services Fee Proposal – Water Distribution Improvements Design Phase Services

Dear Mr. Lunsford:

We are pleased to submit this engineering fee proposal for the design of the following improvements in accordance with the Preliminary Engineering Report prepared for the Town's water improvement project. Estimated construction cost for these waterline improvements is this facility is approximately \$ 2,700,000. A summary of these waterline improvements are as follows:

- Water Street – 3,270 feet of 12 inch diameter piping
- Rockingham and Jackson Street – 6,188 feet of 12 inch diameter piping
- Route 33 – 6,550 feet of 12 inch diameter piping

We propose to provide field survey and design phase services for these waterline improvements. The design will be submitted for review and approval by the Town. Our proposal also includes progress meetings with the Town and other stakeholders as needed.

We also propose to provide construction specifications and bidding documents suitable for public bidding. In addition, we will provide a final construction cost estimate for the project. We will submit the design of the tank project to the Virginia Department of Health for review and approval. We will also submit plans to VDOT for review and approval. Design will include plan and profile sheets, utility details, and erosion and sediment control.

We propose to provide design engineering services for a lump sum fee of \$ 250,000. We anticipate a design phase schedule of 180 days for this project, which will allow for bidding this project in 2024.

P.O. Box 4119 ■ Lynchburg, VA 24502 ■ (434) 316-6080
968 Olympia Drive, Suite 1 ■ Charlottesville, VA 22911 ■ (434) 984-2700
Lynchburg ■ Charlottesville

This proposal is based on the following considerations:

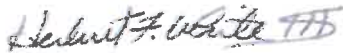
1. It is anticipated that these waterline improvements will be in roadway right of way, which will not require plats. Plats will be prepared, however, for waterline routing and access easements from Route 33 to the new storage tank.
2. Wetland and stream delineations, archaeological resources, and other onsite environmental studies are not included in this proposal.
3. Stormwater management plans are not included in this proposal.
4. Roadway improvements are not included in this proposal.
5. This proposal does not include construction phase services. We will offer construction phase services following the design of this project upon the request of the Town.

Invoicing for this project will be monthly based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. Should this proposal be deemed acceptable, please sign below and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



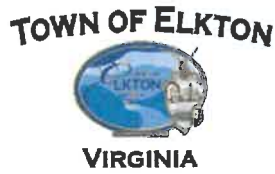
Herbert F. White, III, P.E.
President

Greg Lunsford
Town Manager
Town of Elkton

Date

WW Associates, Inc.

.....
Lynchburg ■ Charlottesville
Page 2 of 2



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Schedule a joint public hearing with the Elkton Planning Commission to receive comments on a request from Lezipo Properties at 120 West E. Street, Elkton for issuance of a Special Exception Permit for a Short-term rental.

BACKGROUND: On February 20, 2024 the Elkton Planning Commission voted unanimously to recommend a joint public hearing with Town Council to receive comments on a request from Lezipo Properties for the issuance of a Special Exception Permit §110-604 C (12) 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:

1. GIS Plat of location
2. Zoning Application
3. §110-604 Single Family Residential District R-3
4. §110-715 Short-Term Rental
5. Management Plan
6. Evacuation Plan
7. List of active short-term rentals with current percentage in R-3



Rockingham County



TOWN OF ELKTON ZONING PERMIT FOR BUSINESS

ZP 2023-019
This permit shall be posted in a conspicuous place

Application is hereby made for a Zoning Permit and Certificate of Zoning Compliance in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

Property owner

Name Ruth Robertson, Lezipo Properties Phone Number 540 208 1530
Address 101 Jackson Ave City Elkton State VA Zip 22827

Applicant

Builder ☐ Builder VA License _____ Exp date _____
Name _____ Phone Number _____
Address _____ City _____ State _____ Zip _____
Business Owner ☐ Owner Business License _____ Exp date _____
Name _____ Phone Number _____
Address _____ City _____ State _____ Zip _____

Property Information

Tax Map/Parcel Number 131 B1 (b) B 32: L4, L5, L3 Zoning _____
Address 120 West E Street, Elkton VA 22827
Existing Structures (Number & Type) Brick Building
Water supply source? Sewage disposal source?
Municipal ☐ Private Well ☐ Cistern ☐ Municipal ☐ Septic Tank ☐
Is public water and sewer available? ☒ Yes ☐ No

Type of Permit Requested Check all that apply!

☐ Addition
☐ Commercial / Industrial Structure
Specify _____
☐ Sign
☐ Accessory Bldg. Size _____

☐ Other
Specify _____
☐ re-roof
☒ Special Exception Permit
specify Short term rental in
basement of Elkton Eyecare

For the above: Provide an Official Plat map including location on property where buildings/additions will be located also show locations of present buildings. Provide an elevation of building (front and one side).

Please provide brief description of this project :

Please print or type all information

Short term rental request for the basement of 120 West E Street. The rental will be available only Friday afternoon through Sunday evening as to not conflict with Elkton Eyecare business hours. A private side entrance on the West side of the building goes directly to the basement. No houses are immediate located to the West of this entrance. New egress windows in two basement room: also allows for safe emergency evacuation.

I Certify that:

- I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings and that all construction will conform with all applicable State, County and Town Laws, ordinances and regulations with regard to zoning, health and building. **FAILURE TO DO SO** will automatically render this permit invalid.
- Two copies of a plot plan or (a signage plan for signs) must be submitted with this application.
- Construction requires a building permit issued by the Rockingham County Building Officials.
- I agree to give advanced notification to the Town when footer inspection is to be performed by County Inspectors
- I agree to give advanced notification to the Town when a final inspection is to be performed by County Inspectors.
- A separate application must be made for Water & Sewer connections.
- All contractors must register with the Town prior to commencing work.
- I agree to repair any damages to sidewalks, streets, and utilities caused during construction.
- I agree to pay an inspection deposit and notify the Zoning Administrator within (10) days of completion of the work for an inspection and issuance of a Certificate Of Zoning compliance.
- Failure to do so may result in the forfeiture of the deposit, which in no way relieves me of any obligation to comply with all Town requirements.
- Land may not be used or occupied, and buildings structurally altered or erected be used or changed in use until the Certificate of Zoning Compliance is issued.

Date

Dec 19, 2023

Print Name

Ruth Robertson

Signature

Ruth Robertson

**** FOR TOWN USE ONLY ****

Lot and Zoning verification performed

sig _____

date _____

Is Parcel in the flood plain?

☐

Yes

☐

No

Refer to Planning Commission

☐

Yes

☐

No

Approved

☐

Yes

☐

No

sig _____

date _____

Refer to Town Council

☐

Yes

☐

No

Approved

☐

Yes

☐

No

sig _____

date _____

Public Hearing Required

☐

Yes

☐

No

Public Hearing date: _____

Requires Advertisement

☐

Yes

☐

No

First Advertisement
Second AdvertisementDate
Date

Zoning Administrator

☐

Approved

☐

Disapproved

☐

Approved with conditions (See Attachments).

Fee paid

\$100.⁰⁰ pd.

Signature (Zoning Administrator)

Date

§ 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.^m

[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.

§ 110-715 **Short-term rentals.**

[Added 9-17-2018]

All short-term rentals shall be subject to the following conditions, which conditions shall be approved by the Zoning Administrator, in the Zoning Administrator's sole discretion, and which conditions the Zoning Administrator shall have the authority to enforce, in addition to any other enforcement mechanism in this Code:

A. The owner(s) of any dwelling shall apply for a Town of Elkton business license pursuant to the terms of Chapter **148**, Taxation, of the Town Code, prior to using the dwelling as a short-term rental.

B. Prior to using the dwelling as a short-term rental, the owner(s) shall obtain a special exception permit pursuant to the terms of Article **VIII** herein.

Owner(s) shall not be required to submit a site plan as detailed in § **110-802B(1)**; however, owner(s) shall provide any documentation requested by the Zoning Administrator detailing the proposed use of the property, including, but not limited to, the area(s) or rooms of the property to be utilized for short-term rental and the emergency evacuation plan detailed in Subsection **G** below.

C. Prior to using the dwelling as a short-term rental, a property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval by the Zoning Administrator. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA/POA of the subdivision. The plan must be provided as part of the rental contract.

D. Maximum number of occupants shall be no more than two individuals over the age of 12 per bedroom.

E. Parking for the short-term rental shall be located in driveways or other designated and approved parking areas. Parking of vehicles is prohibited in or along all rights-of-way.

F. Upon application for a business license, the Rockingham County Building Official may do a life safety inspection of the short-term rental.

G. The owner(s) of the short-term rental shall post in a conspicuous place an emergency evacuation plan for the dwelling and the neighborhood. The owner shall provide a copy of the proposed plan to the Town at the time of

application for a permit, which plan must be approved by the Town prior to issuance of the permit.

H. The owner(s) of the short-term rental property shall be obligated to pay lodging taxes on the short-term rental as more particularly detailed in Chapter **148**, Article **VI**, of the Town Code.

I. Failure to comply with these supplemental regulations will result in violation of the Town of Elkton Zoning Ordinance.

J. Pursuant to Code of Virginia, § 15.2-983, as amended from time to time, all owners of short-term rental properties, except those individuals listed in Code of Virginia, § 15.2-983.B.2, shall be required to register annually the use of the property as a short-term rental with the Zoning Administrator. Such application shall be filed no later than January 31 of each year. The application shall be on a form prescribed by the Zoning Administrator. The owner(s) shall be required to provide the complete name of the owner(s) and the address of each property in the locality offered for short-term rental by the owner and such other information as the Zoning Administrator may require. The Town shall collect a registration fee from the property owner(s) at the time of each annual registration in the amount of \$100 per year. Notwithstanding any other provision of this Code, failure to comply with this Subsection **J** will result in a \$500 penalty per property per violation. Until such time that the owner(s) pays the penalty and registers such property, the owner(s) may not continue to offer such property for short-term rental. Upon repeated violations of this registry requirement as it relates to a specific property, an owner(s) may be prohibited from registering and offering that property for short-term rental. In addition, any owner(s) required to register a short-term rental property may be prohibited from offering a specific property for short-term rental in the Town upon multiple violations on more than three occasions of applicable state and local laws, ordinances, and regulations, as they relate to the short-term rental.

**AN ORDINANCE TO AMEND CHAPTER 110 (LAND DEVELOPMENT) OF THE
CODE OF THE TOWN OF ELKTON, VIRGINIA**

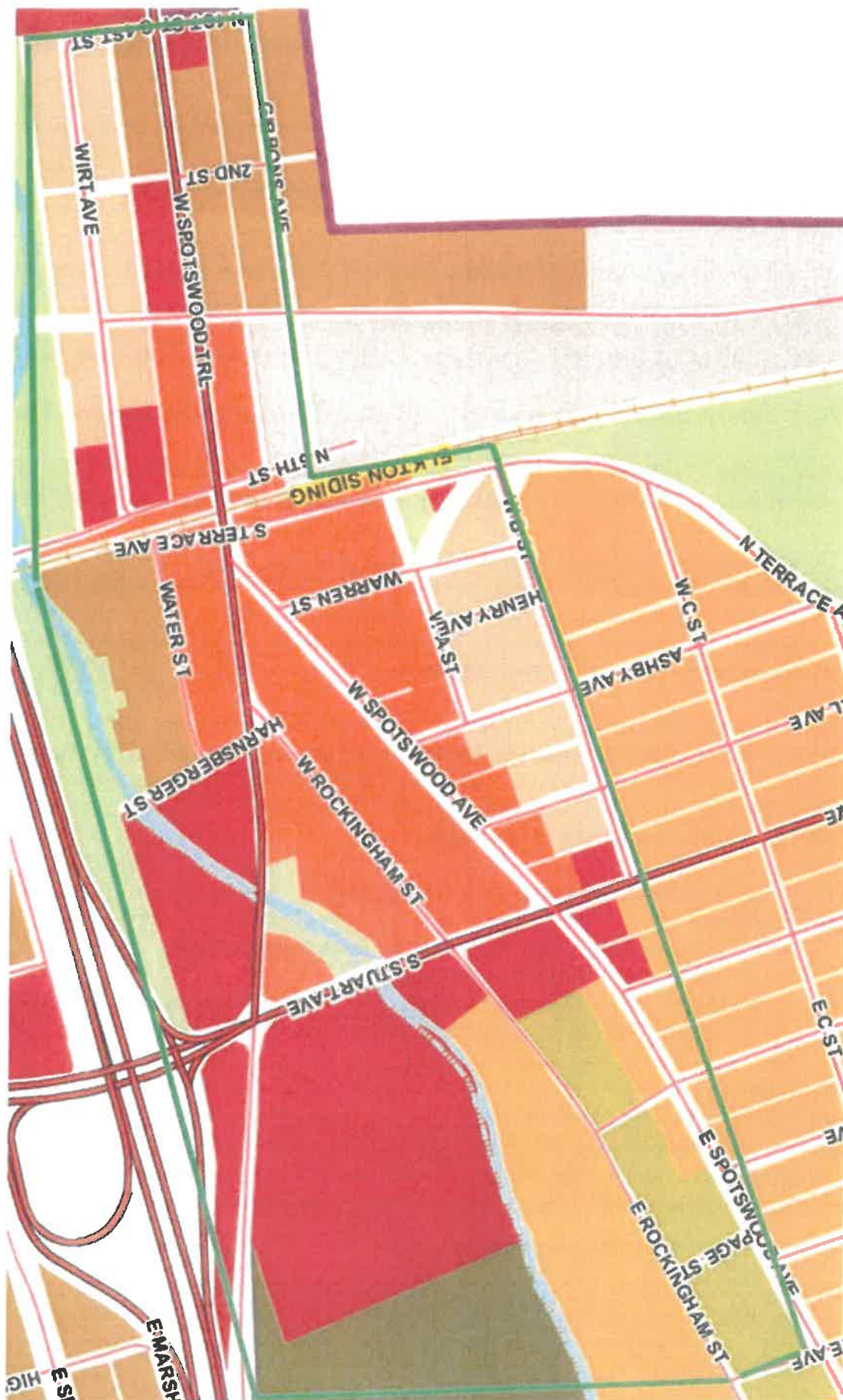
WHEREAS, on December 28, 2000, the Town of Elkton previously adopted Chapter 110 (Land Development) of the Code of Elkton; and

WHEREAS, the Town has determined it is in its best interest to amend and update this Chapter.

BE IT ORDAINED by the Town Council of Elkton, Virginia that Chapter 110 (Land Development) is hereby amended to as follows:

1. Chapter 110, § 110-603 Low-Density Residential District R-2 is hereby amended to read as follows:
 - (a) Amend: Section C(9) Special Exceptions, Short-Term rental provided that a minimum of 1 unit or a maximum of 4% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits.
2. Chapter 110, § 110-604 Single Family Residential District R-3 is hereby amended to read as follows:
 - (a) Amend: Section C(12) Special Exceptions, Short-Term rental provided that a minimum of 1 unit or a maximum 5% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits.
3. Chapter 110, § 110-605 Residential District R-4 is hereby amended to read as follows:
 - (a) Amend: Section C(11) Special Exceptions, Short-Term rental in single-family detached dwelling provided that a minimum of 1 unit or a maximum 6% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses, or apartments
4. Chapter 110, § 110-606 Residential District R-5 is hereby amended to read as follows:
 - (a) Amend: Section C(13) Special Exceptions, Short-Term rental in single-family detached dwelling provided that a minimum of 1 unit or a maximum 7% of the dwellings in a contiguous zoning or adjacent dwellings be issued such permits. Short-term rentals are not allowed in multifamily dwellings, duplexes, townhouses, or apartments
5. Chapter 110, § 110-715 Short Term Rentals is hereby amended to read as follows:
 - (a) Add: Section K,
The following requirements shall be met for all short-term rentals:
 1. Age of renter must be 25 or older.
 2. No property owner may be issued greater than two (2) short term rental permits in the residential zonings of the Town.
 - (b) Add: Section L,
There shall be no more than 25 Short term rental permits issued in the Town at any time. Fifteen (15) of such permits may be issued in the Tourism District. This area runs along Spotswood Trail/Ave. from First Street to Clarke Avenue. Then, North to Gibbons and B streets and South to the Highway 33.¹ Ten (10) of such permits may be issued outside of the Tourism District.

¹ Editor's Note: A map of the Tourism District is Included as an Attachment 4.1 to this chapter.

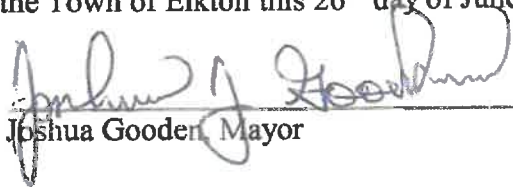


6. Chapter 110, § 110-302 Terms Defined amended to add the following definitions:

- (a) Contiguous Zoning – A group or cluster of adjoining lots within the Town Limits that are all zoned with the same zoning and that are bordered on all sides by lots zoned with a different zoning or the Town Limits.
- (b) Contiguous Zoning Short term rental Calculation -- A maximum number of short-term rentals allowed in an individual Contiguous Zoning using the following formula: = (% of short term rentals allowed based on zoning) ÷ (Total Single family dwellings in that individual Contiguous Zoning). Then rounded down to the nearest whole number but no less than 1.

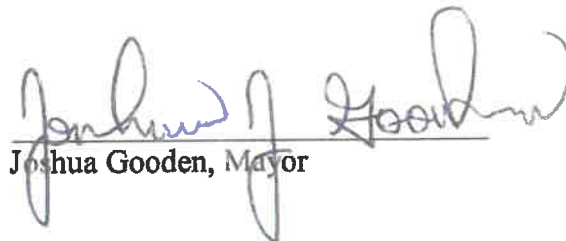
7. Except as modified herein, the Code of the Town of Elkton remains in full force and effect. This modification to the Code shall be effective immediately upon its adoption.

ADOPTED by the Town Council of the Town of Elkton this 26th day of June, 2023.


Joshua Gooden, Mayor


Denise Monger, Clerk of Council

Approved this 26th day of June, 2023.


Joshua Gooden, Mayor

The Hollow

Short Term Rental Management Plan

Location: Basement located under Elkton Eyecare, 120 West E Street, Elkton, VA 22827

Owner: Lezipo Properties

Managers: Lee Robertson 540-908-7763 or Ruth Robertson 540-208-1530

Management Plan

Overview:

The basement is available to rent for short-term stays Friday afternoons through Sunday evenings only. Two night reservation available. Renters will use Airbnb and VRBO platforms to rent The Hollow. Elkton Eyecare is not open during this time frame.

- 2 bedroom, 2 full bathroom rental for up to 4 adults, or up to 2 adults and 4 children
- Lease rental contract—will use the one that VRBO or Airbnb provides on their respective website
- Quiet hours from 10pm to 7am
- Local points of contacts for problems, complaints and renter questions: Lee Robertson or Ruth Robertson
- Private side-door entrance on the west side of the building has electric keypad lock for self-check in
- Ample parking is directly accessible to the private side-door for up to 3 vehicles
- Fees & registrations will be prompt and kept updated as required in the Short-term Rental Code

Minimizing neighborhood impact:

Minimizing impact on neighboring properties: With a separate parking area for the basement entrance, nearby residential parking will not be impacted. The parking area for short-term renters is on North Terrace Avenue. The basement entrance is a private door, located on the West side of the building, leading directly to the basement. No houses are located by or adjacent to the West side of the building, creating a private location for this short-term rental and minimizing any neighborhood impact. Elkton Eyecare patients do not use this entrance.

Renter Rules & Information:

- Two-night stay only: Check-in Friday at 2pm. Check-out Sunday 6pm.
- 2 bedroom, 2 full bathroom rental for 6 adults, or 2 adults and 4 children
- Two persons per bedroom, and two portable mattresses available to sleep on by the couch
- \$130 fee per night
- Quiet hours: 10pm to 7am
- Seven foot ceilings are located throughout, as this is a basement. Renters need to be physically able to walk down the stairwell immediately after entering the building. A handrail is in the stairwell, as well as grab bars in the bathrooms.
- No cleaning/maid service available during the stay
- No pets allowed, no exceptions (Violation will incur a penalty cleaning fee under VRBO or Airbnb guidelines)
- No smoking, vaping or any similar form allowed, no exceptions (Violation will incur a penalty cleaning fee under VRBO or Airbnb guidelines)

- No parties allowed
- Bedding and towels provided
- Basic soap, shampoo/conditioner, toilet paper, trash bags and dish/dishwasher cleaner provided
- Check-out process:
 - Load dirty dishes into dishwasher and start dishwasher
 - Remove all trash from inside bins and place bagged trash in outside trash bins
 - Strip sheets from beds and leave in the rooms
 - Turn thermostat to 65 Degrees
 - Thank you for staying & enjoy your drive home
- Parking permitted only in parking area on North Terrace Avenue—no more than 3 vehicles allowed
- Questions or help needed? Contact Ruth Robertson 540-208-1530 or Lee Robertson 540-908-7763
- In case of emergency evacuation, refer to Emergency Evacuation Map placed on the door at the bottom of the stairs
 - If needed call local Elkton Police Department: 540-298-9441
 - If needed call 911

Property Care:

Removal of garbage: Lee or Ruth Robertson or contracted hired cleaner

Managing unruly tenants: Lee or Ruth Robertson

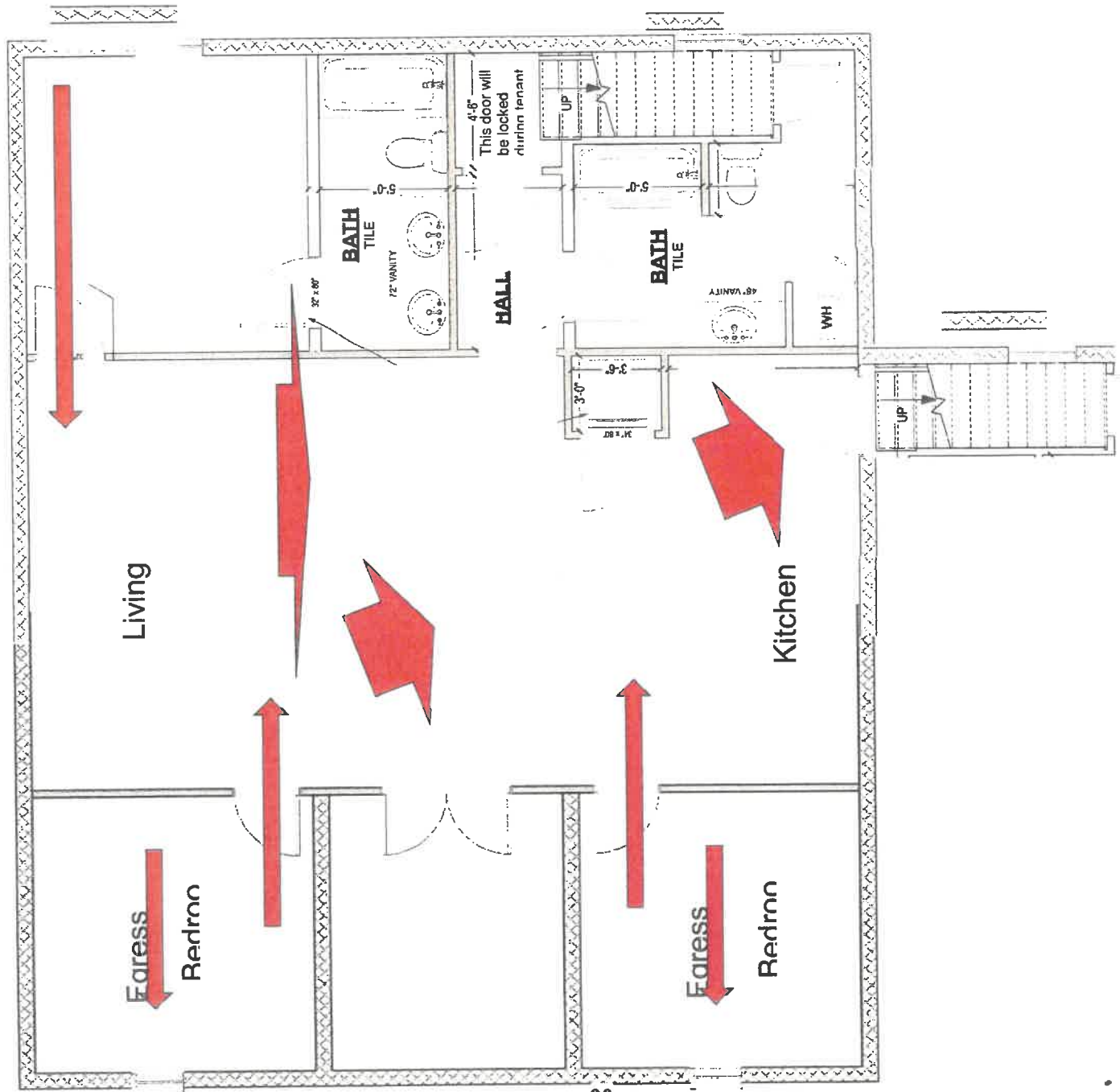
-Tenants breaking rental agreement will be asked to leave

Utility/Internet/Sewer management and issues: Lee or Ruth Robertson

Lawn care: Lee Robertson or contracted hired lawn care

Snow removal: Lee Robertson or contracted hired snow removal

Evacuation Route



Short term rental:

1. Jenny Livelli – 114 N. Stuart Avenue – R-3
2. Jeff Duby – Spotswood Trail – B-1 – Tourism District
3. Three Gables – Water Street – R-4 – Tourism District
4. Young- 210 Lee Avenue – R-3
5. K. Shifflett/T. Shepherd – Hill Avenue – R-3
6. Sean Gorman – Woodbridge – R-2
7. Dr. Kai Li – Mt. Pleasant Road – R-4
8. Chad Pfrommer – 218 W. Spotswood B-1 Tourism District
9. Dr. Kai Li – Mt. Pleasant Road – R-4
10. Younger & Younger – 4th Street – R-2
11. Andrew and Emily Barone – 582 Mt. Hermon Rd. – R-2

Eight (8) approved of the ten (10) allowed outside of the Tourism District

Estimated two hundred forty-nine (249) homes in the R-3 contiguous zoning

Currently 3 short term rentals approved within that zone

249 homes = 1.2%

Revised short-term rental code allows 5%



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Recommendation by staff to rezone tax map 131-A-39, 94 Campground Lane.

BACKGROUND: The property is the site of the town's current water holding tank and a proposed replacement tank. The parcel is currently a non-conforming use. The Town Manager and Zoning Administrator are working with Rockingham County to rezone the parcel from R-2 to S-1. S-1 allows a water storage tank as a permitted use.

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. GIS of location
2. Rezoning Application
3. Email from Rockingham County with dates of required meetings
4. Rockingham County Land Use and Zoning Table

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.

Delores Hammer

From: Kayla Yankey <kyankey@rockinghamcountyva.gov>
Sent: Friday, March 8, 2024 11:36 AM
To: Delores Hammer
Cc: Donna Jenkins; Kelly Getz
Subject: County Rezoning Application
Attachments: Rezoning Application_2022_Fillable.pdf

Hi Delores,

Attached is the rezoning application. As long as we receive the application by next week, this would be heard by the Planning Commission on May 7 and with double advertising (advertising prior to the PC for BOS) we can get it scheduled for the May 22 BOS hearing. If you have any questions about the application feel free to reach out to me.

Thank you,



Kayla R. Yankey

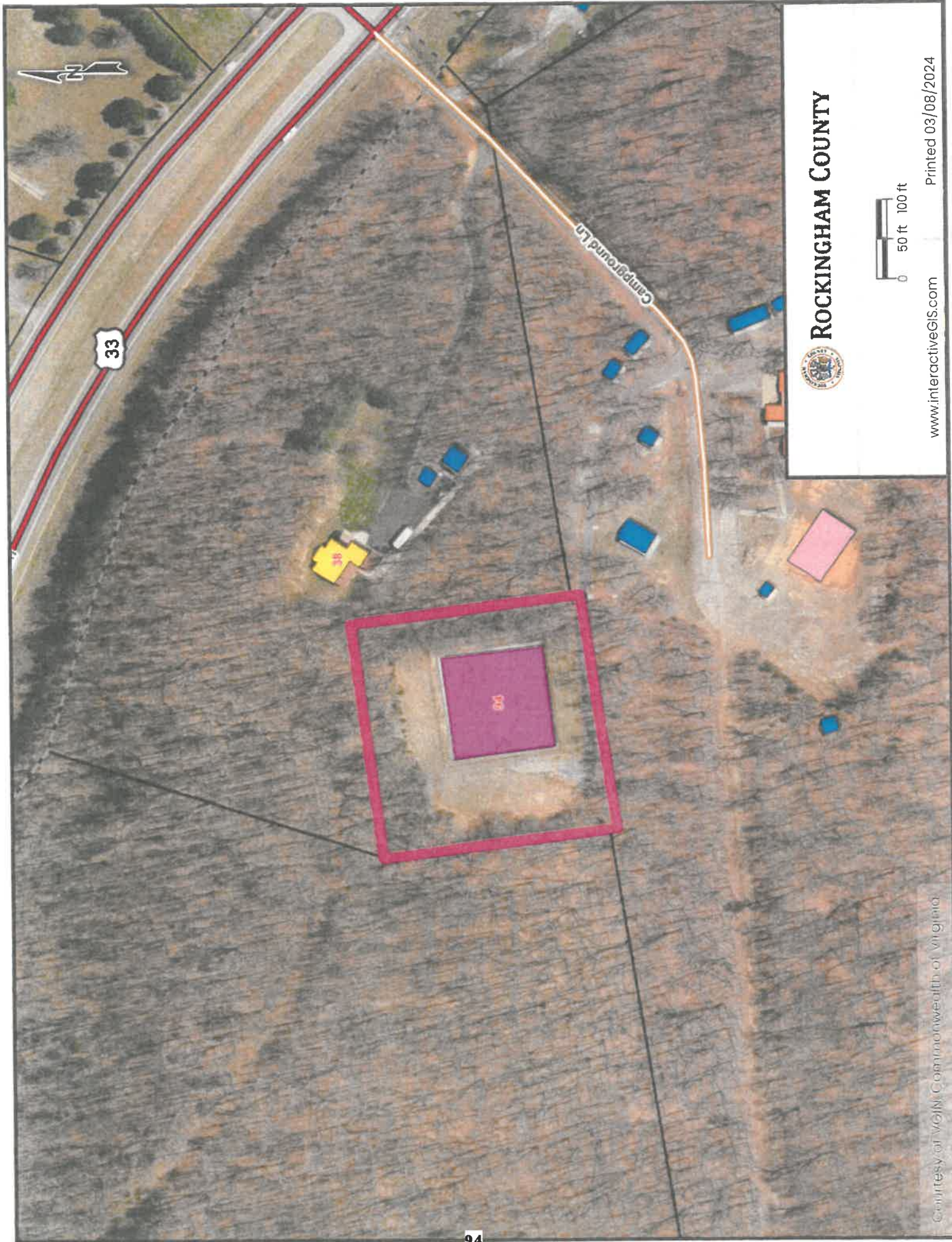
Planner

Department of Community Development

20 East Gay Street

Harrisonburg, VA 22802

(540) 564-5074



ROCKINGHAM COUNTY

Courtesy of WGLN Commonwealth of Virginia

www.interactiveGIS.com

Printed 03/08/2024

Location 0

Tax Map # 131/ A/ / 39/

Acct# R10538

Owner ELKTON TOWN OF

Use Code LOCAL GOVT. EXEMPT

Assessment \$41,000

PID 9807

Building Count 1

Legal Description RESERVOIR;

Zone R2

Current Value

Assessment			
Valuation Year	Improvements	Land	Total
2023	\$21,000	\$20,000	\$41,000

Owner of Record

Owner ELKTON TOWN OF
 Co-Owner
 Address 173 W SPOTSWOOD AVE
 ELKTON, VA 22827

Sale Price \$0
 Book & Page 0/0
 Sale Date 12/01/1776
 Instrument 00

Ownership History

Ownership History				
Owner	Sale Price	Book & Page	Instrument	Sale Date
ELKTON TOWN OF	\$0	0/0	00	12/01/1776

Building Information

Building 1 : Section 1

Year Built:
 Living Area: 0
 Replacement Cost: \$0
 Building Percent Good:
 Replacement Cost
 Less Depreciation: \$0

Building Attributes

Building Photo

 Building Photo

<https://images.vgsi.com/photos/rockinghamcountyvaPhotos/default.jpg>

Building Layout

[\(ParcelSketch.ashx?pid=9807&bid=9807\)](#)

Field	Description
Style	Vacant Land
Model	
Grade	
Stories	
Foundation	
Exterior Wall 1	
Exterior Wall 2	
Roof Type	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Num Cars - Carport	
Garage Type	
Carport Type	
Heat System	
AC Type	
Bedroom(s)	
Full Bath(s)	
Half Bath(s)	
Extra Fixture(s)	
Total Room(s)	
Bathrm Style	
Kitchen Style	
Extra Kitchen(s)	
Condition Factor	
FBM Quality	
Interior Floor 1	
Interior Floor 2	
Garage Type 2	
Heat Fuel	
Num Cars - Garage	
Fireplace(s)	
Nbhd Adjust	
Legacy Area	
Orig Style	
Num Units	
Stacked Fireplace(s)	
Flue(s)	
Utilities	
Fin Bsmt Quality	

Building Sub-Areas (sq ft)	Legend
No Data for Building Sub-Areas	

Interior Wall 3	
Basement	
Fin Bsmt Area	
Fin Basement %	
Split Foyer	
Split Level	
Condition	

Land

Land Use

Land Line Valuation

Use Code 740V
Description Local Government - Vac
Zone
Neighborhood 01
Alt Land Appr No
Category

Size (Acres) 1.15
Assessed Value \$20,000

Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
POOL	Pool	TY	TYPICAL	2000.00 UNITS	\$21,000	1

Valuation History

Assessment			
Valuation Year	Improvements	Land	Total
2022	\$21,000	\$20,000	\$41,000
2021	\$21,000	\$20,000	\$41,000
2020	\$21,000	\$20,000	\$41,000

Table 17-606. Land Use and Zoning Table

P: Permitted; SU:

Special Use; A:

Permitted

Accessory; Asterisk

*:

Supplemental

Standards Apply

	A-1	A-2	RV	RR-1	R-1	R-2	R-3	PSF	PMF	PG	R-4	R-5	MH-1	MHP	MXU	B-1	B-2	BX	PCD	PMR	I-1	PID	S-1
Utility building, large	SU	SU	SU	SU	SU	SU	SU	SU		SU	SU	SU	SU	SU	SU	SU	SU		SU	SU	SU	SU	SU
Uses determined by the Zoning Administrator to be a like use to either a listed permitted use or a listed special use	SU	SU															SU						
Warehouse	SU*	SU*	A*													A*				A*	P*	P*	
Water storage tank	P	P	P	P						P	P	P	P	P	P	P	P	P	P	P	P	P	P
Water/wastewater treatment facility	SU	SU	SU	SU				P		SU	SU	SU	SU	SU	SU	SU	SU		SU	SU	SU	SU	P
Wind energy system, large-scale	SU*	SU*																					SL
Wind energy system, small-scale	P*	P*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	P*	P*	SU*	SU*	P*
Wireless telecommunications facility	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*	SU*		SU*	SU*	SU*	SU*	SL



Rockingham County Rezoning Application

Office Use Only

Application Date Received: _____

Project Number: _____

Application Procedure

The rezoning process usually takes about eight weeks from time of application submittal. However, timing can vary depending on application submission date in connection to scheduled public hearings.

1. Applicant participation in a recommended Pre-Application Meeting to receive early input from county and agency staff. Call (540) 564-5074 for more information and scheduling.
2. Submission of complete application (as a guide, use the check list provided below).
3. Staff and agency application review and comments from the County departments of Building, Engineering, Planning, Fire & Rescue, Public Works, Environmental, Zoning, Economic Development, Public Schools; Virginia Department of Health (VDH); and Virginia Department of Transportation (VDOT). Other applicable agencies may be contacted if needed.
4. Notification letters of public hearing mailed to adjoining landowners.
5. Rezoning sign placed on property in public view and drone video taken of property.
6. Public hearing advertisement placed in the local paper.
7. Planning Commission public hearing*, review, and recommendation to the Board of Supervisors.
8. Board of Supervisors public hearing*, review, and final rezoning determination. The decision to approve or deny the rezoning request is ultimately determined by the Rockingham County Board of Supervisors.

**The applicant, or representative, is encouraged to attend both related public hearings.*

Application Checklist (please submit with application)

It is the responsibility of the applicant to gather all information and submit a complete rezoning application to the Rockingham County Department of Community Development. Applications can be mailed, dropped off in person, or [emailed](#).

- ☒ A completed and signed application (digital PDF preferred). *Multiple copies of the application signature sheets can be submitted to provide space for all landowners to sign.*
- ☐ A boundary map of the property, showing the metes and bounds description of the area to be rezoned. The submitted map cannot be larger than 11" x 17".
- ☐ If rezoning to a [Planned District](#), a [master plan](#) and [plan description](#) are required.
- ☐ If rezoning to a [Conventional District](#), a [statement of proffers](#) may be submitted.
- ☐ Required fee determined by the chart below. Checks should be made payable to "Rockingham County" and credit card payments are subject to a 2.5% convenience fee. **Total included fee:** _____

Planned Development District Rezoning Request	
Fee	\$750 + \$25/acre
Amendments Involving a Public Hearing	\$750 + \$25/acre
Proffer Amendments Not Involving a Public Hearing	\$750
Conventional District Rezoning Request	
Agricultural (for agricultural uses)	\$150
Single – or Two-family Residential	\$525 + \$25/acre
Residential for More than Two Families	\$525 + \$25/acre
Commercial/Industrial	\$525 + \$25/acre
Other	\$525 + \$25/acre

20 East Gay Street Harrisonburg, VA 22802 | (540) 564-3030 | rockinghamcountyva.gov

Rezoning Application Form

Property Owner: Town of Elkton

Address: 173 W. Spotswood Avenue Elkton, VA 22827

Telephone: 540-713-4062

Email: dhammer@townofelkton.com

Other Applicant Party (such as a contract purchaser) if applicable: _____

Address: _____

Telephone: _____

Email: _____

Other Contact Person (such as a law or engineering firm) if applicable: _____

Address: _____

Telephone: _____

Email: _____

Application Contact: Delores Hammer

Property Location: (N S E W) of (Road Name) 94 Campground Lane (Route #) _____

approximately _____ miles/feet (N S E W) of (Road Name) _____

(Route #) _____ Election District #: 5

Property Tax Map Number(s): 131-A-39

Number of acres in rezoning request: 1.148 **Current Zoning:** R-2 **Proposed Zoning:** S-1

Indicate Method of:

Water Supply

- ☐ County Water
- ☒ City Water *
- ☐ Community System
- ☐ Well
- ☐ Cistern

Sewage Disposal

- ☐ County Sewer
- ☐ City Sewer *
- ☐ Community System
- ☐ Septic System
- ☐ Alternative: _____

** If City water and/or sewer are selected, applicant must have full approval by City & County prior to submitting this application.*

Please check attachments included:

☐ For **Conventional District** Rezoning: A Statement of Proffers, in compliance with Section 17-1004.03 of Rockingham County's Zoning Ordinance, may be submitted with this form.

☐ For **Planned District** Rezoning: A Master Plan and Plan Description, in compliance with Section 17-1004.04 of Rockingham County's Zoning Ordinance, shall be submitted with this form.

Greg Lunsford/Town Manager

Delores Hammer

Print Name of Landowner

Print Name of Applicant or Agent

Signature of Landowner

Signature of Applicant or Agent

20 East Gay Street Harrisonburg, VA 22802 | (540) 564-3030 | rockinghamcountyva.gov

Guide: Statement of Proffer for Conventional Zoning Districts *(if applicable)*

The Rockingham County Zoning Ordinance allows applicants for [Conventional District](#) rezoning to offer a statement of proffers (conditions) to be placed on the land as a part of the rezoning application. If approved by the Board of Supervisors, such proffers shall become legally binding regulations applying to the land rezoned in addition to existing zoning regulations. The existence of such proffers will be notated on the County's zoning map and will apply to the land, regardless of changes in ownership, unless or until the proffers are changed through a future ordinance amendment process.

Reference [Section 17-1004.03](#) of the Zoning Ordinance located on the County's website for more information and formatting requirements.

Guide: Master Plan & Plan Description for Planned Zoning Districts *(required)*

The Rockingham County Zoning Ordinance requires [Planned District](#) rezoning applications to include a master plan and plan description. The master plan, plan description, and any demonstrative materials submitted with the application will become part of the record of the hearing on the application and become legally binding elements of the zoning ordinance and map if the rezoning is approved by the Board of Supervisors. A separate statement of proffers are not a component of a Planned District rezoning.

Master plan and plan description shall include the following information as a minimum:

1. A vicinity map at a scale of not less than one (1) inch equal to one thousand (1,000) feet showing surrounding properties, surrounding public streets, and private roads.
2. An accurate boundary survey of the tract.
3. An existing conditions map(s) showing elements specified in Section 17-1004-04.
4. A master plan showing elements specified in Section 17-1004-04.
5. A plan description, to include a summary of design elements such as lot characteristics, building heights, and common area characteristics, and to convey any items required above which cannot be effectively illustrated with images.

Reference [Section 17-1004.04](#) of the Zoning Ordinance located on the County's website for more information and requirements.

Staff Contact List

Stephen King, County Administrator Rockingham County (540) 564-3011 sking@rockinghamcountyva.gov	Ross Morland, PE, Director of Engineering, Site Plan Review Coordinator Rockingham County (540) 564-6095 rmorland@rockinghamcountyva.gov
Casey Armstrong, Assistant County Administrator Rockingham County (540) 564-3031 carmstrong@rockinghamcountyva.gov	Nathan Puffenbarger, Senior Utilities Inspector/Utility Plan Reviewer Rockingham County (540) 564-3020 npuffenbarger@rockinghamcountyva.gov
Trish Davidson, Assistant County Administrator Rockingham County (540) 564-3018 tdavidson@rockinghamcountyva.gov	Jeff Nicely, Land Development Engineer VDOT Harrisonburg Residency (540) 434-2587 Jeff.Nicely@VDOT.Virginia.gov
Rhonda Cooper, Director of Community Development Rockingham County (540) 564-3033 rcooper@rockinghamcountyva.gov	Lacy Stevens, Environmental Health Supervisor Central Shenandoah Health District (540) 332-7830 ext. 352 Lacy.Stevens@vdh.virginia.gov
Rachel Salatin, Deputy Director of Community Development Rockingham County (540) 564-1513 rsalatin@rockinghamcountyva.gov	Jason Weakley, Environmental Health Manager Central Shenandoah Health District (540) 332-7830 ext. 348 Jason.Weakley@vdh.virginia.gov
Kayla Yankey, County Planner Rockingham County (540) 564-5074 kyankey@rockinghamcountyva.gov	Virginia Department of Health, Office of Drinking Water Lexington Field Office Mark D. Perry, PE, Field Director (540) 463-7136 Mark.Perry@vdh.virginia.gov
Dylan Nicely, County Planner Rockingham County 540-830-5076 dnicely@rockinghamcountyva.gov	Joe Mullens, Deputy Fire Marshal Rockingham County Fire and Rescue (540) 564-3175 jmullens@rockinghamcountyva.gov
Adam Hancock, Environmental Manager Rockingham County (540) 564-1529 ahancock@rockinghamcountyva.gov	Todd Spitzer, Assistant Fire Marshal Rockingham County Fire and Rescue (540) 564-3175 tspitzer@rockinghamcountyva.gov
Kelly Getz, Zoning Administrator Rockingham County (540) 564-6063 kgetz@rockinghamcountyva.gov	Lt. Jason Fox, Sheriff's Department Rockingham County (540) 564-3820 jfox@rockinghamcountyva.gov
Joe Shifflett, Building Official Rockingham County (540) 564-3041 jshifflett@rockinghamcountyva.gov	Jeremy Mason, Transportation Supervisor Rockingham County Public Schools (540) 433-2458 jmason@rockingham.k12.va.us
Philip Rhodes, Director of Public Works Rockingham County (540) 564-3024 prhodes@rockinghamcountyva.gov	Joshua Gooden, Economic Development & Tourism Coordinator Rockingham County (540) 574-1896 JJGooden@rockinghamcountyva.gov

A check mark (✓) next to contact indicates that they were present at the pre-application meeting.

20 East Gay Street Harrisonburg, VA 22802 | (540) 564-3030 | rockinghamcountyva.gov



PC Hearing Date: 5/7/2024

REZ # 24-0306

Town of Elkton Rezoning Request



SPOTSWOOD TRL

Elkton

SPOTSWOOD TRL

A2

A2

CAMPGROUND LN

131-A-39

R2

R2 To S1



TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation**REQUESTED:** Donna D. Curry, Treasurer**MEETING DATE:** March 18, 2024**SUBJECT/TOPIC:** Summer Sewer Program

BACKGROUND: The Summer Sewer Program is a program that has been offered to residents for over twenty (20) years in an effort to help them reduce their water bill during the summer months by conserving usage during the month of April.

The Program locks in the sewer usage for the months of May, June, July and August based on user consumption in April. Therefore, this is very beneficial to residents who plan to water their lawns/gardens during the summer or fill a swimming pool.

Should Council approve to continue this Program, sign-up sheets will be available in the Treasurer's Office or online beginning April 1, 2024 and will continue through April 30, 2024.

ACTION REQUESTED:Information Only ☐Action Item ☒Discussion ☐Public Hearing ☐Reports ☐Closed Session ☐**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."

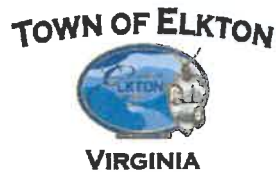
STAFF RECOMMENDATION: Staff recommends that Council approve the continuation of the Summer Sewer Program.

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: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Cemetery Advisory Commission Election of Officers

BACKGROUND: In a meeting held on March 11, 2024, the Cemetery Advisory Commission unanimously voted Millard Lee Dearing as Chair Person and Mark Hensley as Vice-Chair of the Elk Run Cemetery Advisory Commission.

ACTION REQUESTED:

Information Only	<input checked="" type="checkbox"/>	Discussion	<input 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:
 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: March 18, 2024

SUBJECT/TOPIC: Cemetery Advisory Commission Reappointment of Commission Members

BACKGROUND: In a meeting held on March 11, 2024, the Cemetery Advisory Commission has unanimously voted to recommend to Town Council to reappoint Mark Hensley, Billie Jo Dofflemeyer and Mark Stevanus to the Elk Run Cemetery Advisory Commission for a term of April 17, 2024 – April 17, 2028.

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.

**ELKTON TOWN COUNCIL
RESOLUTION TO AMEND AND RESTATE THE
CEMETERY SUPERVISION RESOLUTION
#2019-6 adopted September 16, 2019**

RECITALS:

1. By Deed recorded April 16, 1985, in the Clerk's Office of Rockingham County, Virginia, Elk Run Cemetery, Inc. (Cemetery), Garner H. Downey and Mae Frances Downey conveyed to the Town of Elkton (Town) certain Cemetery properties with conditions.
2. The condition under which the Town accepted conveyance of the Cemetery were:
 - A. "It will manage the above described property as a community cemetery, the management of which shall be under the control of a commission appointed by the Town Council for that purpose."
 - B. "That funds coming into its hands shall be managed for the purpose of perpetual care and accounted for in the Town's annual audit as a separate account."
 - C. "The Town will have the right to be compensated for labor and materials used by it in the maintenance and care of the cemetery on the basis of the fair market of said labor and materials."

3. The Town accepted the responsibility for the management and supervision of the Elk Run Cemetery.
4. From April 16, 1985, to present, management of the Cemetery took several forms and structures, culminating in the present arrangement.
5. The Town Council has determined that the current structure is not in compliance with the conditions outlined in the Deed of conveyance, and the current structure is not adequate to be true to the obligations accepted by the Town to manage the Cemetery as a “community cemetery”.
6. The Town has determined that the management and operation of the Cemetery must be clarified to enforce the Town’s control of and accountability for funding, maintenance, revenues, and expenditures generated by Cemetery operations.

NOW THEREFORE, be it resolved that the Town Council by this Resolution amends and adopts the following in regard to the management and operations of the Elkton Cemetery.

The Rules and Procedures that govern the Advisory Commission are amended as follows:

(a) **The Commission:**

(1) The Cemetery Advisory Commission shall be composed of seven (7) members, who shall be appointed by the Town Council. No member shall be an employee of the Town of Elkton. The members shall serve terms of four (4) years each. Four (4) members

will serve a four year term beginning in 2023 (Expiring in 2026) and three (3) members will serve a term beginning in 2023 (expiring in 2024).

(2) Vacancies shall be filled by appointment made by the Council.

Members of the Commission shall be eligible for reappointment.

(3) Members of the Commission may be removed by the Council.

(b) **Quorum**. A majority of members of the Commission shall constitute a quorum for any meetings.

(c) **Officers**. The officers of the Commission shall consist of a Chairperson and Vice-Chairperson elected from the membership. Regular terms for officers shall be one (1) year. Nomination of officers may be made at any meeting, and election of officers shall follow immediately. Removal of an officer shall be by a vote of the Town Council.

(d) **Duties of Officers and Director:**

(1) **The Chair Shall:** Preside at all meetings. Rule on procedural questions (subject to reversal by a majority vote of the members present). Carry out other duties as assigned by a majority of the Commission.

(2) **The Vice-Chair Shall:** Act in the absence or inability of the Chairperson to act. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.

(3) **The Director Shall:** Manage the day to day responsibilities and obligations pursuant to the directions of the Elkton Town Manager.

(e) **Meetings:**

(1) Meetings of the Commission may be held in the conference room at Town Hall, 173 W. Spotswood Avenue, Elkton, Virginia 22827 after proper notice. The Cemetery

Director shall be responsible for scheduling, and posting a public notice of meeting dates and times.

(2) The Commission shall meet the second Monday of the months of January and June at 6:00 PM. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless the Commission selects an alternative day.

(3) Special meetings shall be called as needed by the Chairman or the Director. The Director shall mail a written notice or send an email to all members, at least five (5) days before a special meeting stating the time, place, and purpose of the meeting.

(4) Scheduled meetings may be cancelled, by the Chairman, up to 48 hours before the meeting.

(5) All meetings of the Commission shall be open to the public.

(h) **Rules Concerning Cemetery:** The Commission shall, from time to time, recommend rules, regulations, fees, and other matters, regarding the use, maintenance, and upkeep of the Cemetery. Upon review and recommendation by the Town Manager, the recommendation will be presented to the Elkton Town Council by the Cemetery Director for consideration and action.

7. The Cemetery Supervision Resolution #2019-6 adopted September 16, 2019 is reaffirmed except as herein modified.

8. This resolution shall be effective upon the date of its adoption.

GIVEN under my hand this ____th day of _____, 2023.

Joshua J. Gooden
Mayor, Town of Elkton

ATTEST:

Denise Monger, Clerk of Council



Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: First Class Lawn Care LLC Service Agreement

BACKGROUND: In a meeting held on March 11, 2024 the Cemetery Advisory Commission has unanimously voted to recommend to Town Council to accept a Service Agreement from First Class Lawn Care LLC to perform weed control for existing weeds, nitrogen application, pre-emergent application for future control of weeds and bio-stimulants mixture improving soil conditions.

ACTION REQUESTED:


Information Only <input checked="" type="checkbox"/>	Discussion <input 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: \$2,738.35
Budget Line Item: 52-490-3320

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. 2023 Service Agreement from First Class Lawn Care LLC
2. 2024 Service Agreement from First Class Lawn Care LLC

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.

Lawn Service Contract

This contract is for lawn services at Elk Run Cemetery Rt. 759 (Newtown Road) Elkton, Virginia 22827.

Contract Parties

Client

Town of Elkton, VA

Name

Rt. 759 (Newtown Road)

Street

Elkton, Virginia 22827

City, State, Zip

dhammer@townofelkton.com

Email

(540) 298-6754

Phone

Service Provider

First Class Lawn Care LLC

Name

127 Vance Road

Street

Bridgewater, Virginia 22812-2524

City, State, Zip

gregg@firstclasslawns.com

Email

(540) 820-4368

Phone

Lawn Services

First Class Lawn Care LLC will perform the following lawn application service at the above listed client address:

Weed Control for Existing Weeds

Nitrogen application

Pre-Emergent application for future control of weeds

Bio-Stimulants mixture for improving soil conditions

Pricing

The table below lists the standard fee for the above listed services, along with pricing for optional services, which can be requested at any time.

Name	Price	QTY	Subtotal
Hybrid Lawn Spring Weed and Feed Application Plus Nutrients Apply fertilizers, bio-stimulants, pre or/and post emergent weed control to all turf areas within the Elk Run Cemetery measured at 13 acres or 566,280 square feet. This service will be performed in Early Spring when the conditions are right.	\$2,738.35	1	\$2,738.35
		Total:	\$2,738.35

Contract Terms

This section covers the legal terms of this lawn service contract.

Independent Contractor

First Class Lawn Care LLC shall be considered an independent contractor at all times. No employer/employee relationship is implied or established. First Class Lawn Care is licensed in the state of Virginia to apply fertilizers and pesticides by VDACS in Richmond. Business license #123885

Safety

First Class Lawn Care LLC accepts full responsibility for jobsite safety. This includes complying with OSHA standards and taking reasonable measures to protect humans, pets, and property at all times.

Service Intervals

First Class Lawn Care LLC shall perform the above listed services according to the interval listed in this contract. First Class Lawn Care LLC shall be responsible for contacting Town of Elkton to schedule service times and dates as necessary.

Payment

Payment is due after service. First Class Lawn Care LLC will issue an invoice by mail, which Town of Elkton, VA will be required to pay by cash, check, or credit card within 30 days of receipt.

Acceptance

Gregg Hinegardner

[Town of Elkton]

Gregg Hinegardner

02 / 21 / 2024

Date

Date

Lawn Service Contract

This contract is for lawn services at Elk Run Cemetery Rt. 759 (Newtown Road) Elkton, Virginia 22827.

Contract Parties

Client

Town of Elkton, VA

Name

Rt. 759 (Newtown Road)

Street

Elkton, Virginia 22827

City, State, Zip

dhammer@townofelkton.com

Email

(540) 298-6754

Phone

Service Provider

First Class Lawn Care LLC

Name

127 Vance Road

Street

Bridgewater, Virginia 22812-2524

City, State, Zip

gregg@firstclasslawns.com

Email

5408204368

Phone

Lawn Services

First Class Lawn Care LLC will perform the following lawn application service at the above listed client address:

Weed Control for Existing Weeds

Nitrogen application

Pre-Emergent application for future control of weeds

Bio-Stimulants mixture for improving soil conditions

Liquid aeration products to loosen soil to allow air and nutrient to be absorbed

Pricing

The table below lists the standard fee for the above listed services, along with pricing for optional services, which can be requested at any time.

Name	Price	QTY	Subtotal
Hybrid Lawn Spring Weed and Feed Application Plus Nutrients	\$2,475.50	1	2475.50
Apply fertilizers, bio-stimulants, pre or/and post emergent weed control to all turf areas within the Elk Run Cemetery measured at 13 acres or 566,280 square feet. This service will be performed in Early Spring when the conditions are right.			
Total:			\$2,475.50

Contract Terms

This section covers the legal terms of this lawn service contract.

Independent Contractor

First Class Lawn Care LLC shall be considered an independent contractor at all times. No employer/employee relationship is implied or established. First Class Lawn Care is licensed in the state of Virginia to apply fertilizers and pesticides by VDACS in Richmond. Business license #123885

Safety

First Class Lawn Care LLC accepts full responsibility for jobsite safety. This includes complying with OSHA standards and taking reasonable measures to protect humans, pets, and property at all times.

Service Intervals

First Class Lawn Care LLC shall perform the above listed services according to the interval listed in this contract. First Class Lawn Care LLC shall be responsible for contacting Town of Elkton to schedule service times and dates as necessary.

Payment

Payment is due after service. First Class Lawn Care LLC] will issue an invoice by mail, which Town of Elkton, VA will be required to pay by cash, check, or credit card within 30 days of receipt.

Acceptance



[Town of Elkton]
02 / 27 / 2023



Gregg Hinegardner
02 / 16 / 2023

Ind Or Attr	Type	Dept Desc	Disp Acct	Budget	YTD	Variance	Prct
41	Expenses	SEWER DEPT.	41-820-5700 LANDFILL CHARGES	\$17,000.00	\$12,570.67	\$4,429.33	73.95%
41	Expenses	SEWER DEPT.	41-820-5847 UNIFORMS	\$1,000.00	\$0.00	\$1,000.00	0.00%
41	Expenses	SEWER DEPT.	41-820-6001 SUPPLIES: OFFICE/BREAKROOM	\$300.00	\$782.14	(\$482.14)	260.71%
41	Expenses	SEWER DEPT.	41-820-6008 VEHICLE & EQUIPMENT FUELS	\$5,000.00	\$1,852.10	\$3,147.90	37.04%
41	Expenses	SEWER DEPT.	41-820-6037 EQUIPMENT & SUPPLIES	\$30,000.00	\$37,553.23	(\$7,553.23)	125.18%
41	Expenses	SEWER DEPT.	41-820-6057 GENERATOR MAINTENANCE	\$0.00	\$2,699.00	(\$2,699.00)	0.00%
41	Expenses	SEWER DEPT.	41-820-6100 COMPUTER SYSTEM SUPPORT	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
41	Expenses	SEWER DEPT.	41-820-6500 TESTING: WASTEWATER	\$0.00	\$3,390.80	(\$3,390.80)	0.00%
41	Expenses	SEWER DEPT.	41-820-7000 MISS UTILITY	\$0.00	\$22.55	(\$22.55)	0.00%
41	Expenses	SEWER DEPT.	41-820-8001 CAPITAL: MACHINERY & EQUIPMENT	\$70,000.00	\$51,992.95	\$18,007.05	74.28%
41	Expenses	SEWER DEPT.	41-820-8004 CAPITAL: PROJECTS	\$0.00	\$219,187.50	(\$219,187.50)	0.00%
41	Expenses	SEWER DEPT.	41-820-8007 CAPITAL: CULTURAL PROJECTS/I&I	\$40,000.00	\$0.00	\$40,000.00	0.00%
Fund Or Attrib: 52 CEMETERY				\$1,078,383.00	\$911,514.66	\$166,868.34	85%
Type: Expenses				\$1,079,592.00	\$911,514.66	\$168,077.34	84%
Dept Desc:				\$1,079,592.00	\$911,514.66	\$168,077.34	84%
52	Expenses		52-999-9990 UNDISTRIBUTED	\$374.00	\$0.00	\$374.00	0.00%
Dept Desc: CEMETERY DEPT.				\$374.00	\$0.00	\$0.00	0%
52	Expenses	CEMETERY DEPT.	52-490-3110 ADVERTISING	\$300.00	\$0.00	\$300.00	0.00%
52	Expenses	CEMETERY DEPT.	52-490-3310 REPAIRS & MAINTENANCE: FACILITY	\$3,000.00	\$27.95	\$2,972.05	0.93%
52	Expenses	CEMETERY DEPT.	52-490-3320 MAINTENANCE/SERVICE CONTRACTS	\$41,026.00	\$12,850.00	\$28,176.00	31.32%
52	Expenses	CEMETERY DEPT.	52-490-6003 CEMETERY FENCE PLAQUES	\$0.00	\$198.95	(\$198.95)	0.00%
52	Expenses	CEMETERY DEPT.	52-490-6027 SMALL TOOL/EQUIPMENT REPLACEMENT	\$300.00	\$0.00	\$300.00	0.00%
				\$44,626.00	\$13,076.90	\$31,549.10	29%
				\$45,000.00	\$13,076.90	\$31,923.10	29%
				\$45,000.00	\$13,076.90	\$31,923.10	29%

TOWN OF ELKTON



VIRGINIA

Staff Report/Recommendation

REQUESTED: Economic Development

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Augusta Lawn Care Service Agreement

BACKGROUND: In a meeting held on March 11, 2024 the Cemetery Advisory Commission has unanimously voted to recommend to Town Council to accept a Service Agreement from Augusta Lawn Care Services for the mowing and weedeating of the Elk Run Cemetery for the 2024 Mowing Season.

ACTION REQUESTED:

Information Only ☐

Discussion ☐

Reports ☐

Action Item ☒

Public Hearing ☐

Closed Session ☐

FINANCIAL IMPACT:

Budgeted: YES ☒

NO ☐

No Financial Impact ☐

Amount: \$39,000

Budget Line Item: 52-490-3320

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. 2023 Service Agreement from Augusta Lawn Care
2. 2024 Service Agreement from August Lawn Care

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.

Ind Or Attr	Type	Dept Desc	Disp Acct	Budget	YTD	Variance	Prcnt
41	Expenses	SEWER DEPT.	41-820-5700 LANDFILL CHARGES	\$17,000.00	\$12,570.67	\$4,429.33	73.95%
41	Expenses	SEWER DEPT.	41-820-5847 UNIFORMS	\$1,000.00	\$0.00	\$1,000.00	0.00%
41	Expenses	SEWER DEPT.	41-820-6001 SUPPLIES: OFFICE/BREAKROOM	\$300.00	\$782.14	(\$482.14)	260.71%
41	Expenses	SEWER DEPT.	41-820-6008 VEHICLE & EQUIPMENT FUELS	\$5,000.00	\$1,852.10	\$3,147.90	37.04%
41	Expenses	SEWER DEPT.	41-820-6037 EQUIPMENT & SUPPLIES	\$30,000.00	\$37,553.23	(\$7,553.23)	125.18%
41	Expenses	SEWER DEPT.	41-820-6057 GENERATOR MAINTENANCE	\$0.00	\$2,699.00	(\$2,699.00)	0.00%
41	Expenses	SEWER DEPT.	41-820-6100 COMPUTER SYSTEM SUPPORT	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
41	Expenses	SEWER DEPT.	41-820-6500 TESTING: WASTEWATER	\$0.00	\$3,390.80	(\$3,390.80)	0.00%
41	Expenses	SEWER DEPT.	41-820-7000 MISS UTILITY	\$0.00	\$22.55	(\$22.55)	0.00%
41	Expenses	SEWER DEPT.	41-820-8001 CAPITAL: MACHINERY & EQUIPMENT	\$70,000.00	\$51,992.95	\$18,007.05	74.28%
41	Expenses	SEWER DEPT.	41-820-8004 CAPITAL: PROJECTS	\$0.00	\$219,187.50	(\$219,187.50)	0.00%
41	Expenses	SEWER DEPT.	41-820-8007 CAPITAL: CULTURAL PROJECTS/I&I	\$40,000.00	\$0.00	\$40,000.00	0.00%
Fund Or Attrib: 52 CEMETERY							
Type: Expenses							
Dept Desc:							
52	Expenses		52-999-9990 UNDISTRIBUTED	\$374.00	\$0.00	\$374.00	0.00%
				\$374.00	\$0.00	\$0.00	0%
Dept Desc: CEMETERY DEPT.							
52	Expenses	CEMETERY DEPT.	52-490-3110 ADVERTISING	\$300.00	\$0.00	\$300.00	0.00%
52	Expenses	CEMETERY DEPT.	52-490-3310 REPAIRS & MAINTENANCE: FACILITY	\$3,000.00	\$27.95	\$2,972.05	0.93%
52	Expenses	CEMETERY DEPT.	52-490-3320 MAINTENANCE/SERVICE CONTRACTS	\$41,026.00	\$12,850.00	\$28,176.00	31.32%
52	Expenses	CEMETERY DEPT.	52-490-6003 CEMETERY FENCE PLAQUES	\$0.00	\$198.95	(\$198.95)	0.00%
52	Expenses	CEMETERY DEPT.	52-490-6027 SMALL TOOL/EQUIPMENT REPLACEMENT	\$300.00	\$0.00	\$300.00	0.00%
				\$44,626.00	\$13,076.90	\$31,549.10	29%
				\$45,000.00	\$13,076.90	\$31,923.10	29%
				\$45,000.00	\$13,076.90	\$31,923.10	29%



AUGUSTA
LAWN CARE SERVICES

2023 Service Agreement

We at Augusta Lawn Care Services Of Harrisonburg LLC do agree to take care of the ground's maintenance of 23 acres at Elk Run Cemetery in Elkton, VA 22827 for the price of \$925.00 per weekly mowing (mowing, blowing off, and debris pickup). The charge for biweekly weed eating of entire cemetery would be for the price of \$720 per time (weed eating only). Picking up trash and debris would be done on every visit. We also would make sure all drives and tomb stones were free from grass clipping after every mowing. Based on 30 mowing's per season the total price for the year would be \$38,550.00. We at Augusta Lawn Care Service will accept and repair any damages to Elk Run Cemetery property such as fences, tombstones, or drives while we are mowing the property. Augusta Lawn Care Services will assume any harm or injury to the personal working for Augusta Lawn Care Services on this property exempting the Town of Elkton from any responsibility. The Town Of Elkton shall determine the weeks which we provide service to the town. We will submit invoices to the town and the town shall make payment within 30 days of receipt of the invoice. The Town shall have the right to terminate this agreement at any time by providing Augusta Lawn Care Services with written notice of termination.

Augusta Lawn Care Of Harrisonburg

By: Kevin Koehn

Kevin Koehn

Town of Elkton

By: [Signature]

Greg Lunsford, Town Manager



2024 Service Agreement

We at Augusta Lawn Care Services Of Harrisonburg LLC do agree to take care of the ground's maintenance of 23 acres at Elk Run Cemetery in Elkton, VA 22827 for the price of \$935.00 per weekly mowing (mowing, blowing off, and debris pickup). The charge for biweekly weed eating of entire cemetery would be for the price of \$730 per time (weed eating only). Picking up trash and debris would be done on every visit. We also would make sure all drives and tomb stones were free from grass clipping after every mowing. Based on 30 mowing's per season the total price for the year would be \$39,000.00. We at Augusta Lawn Care Service will accept and repair any damages to Elk Run Cemetery property such as fences, tombstones, or drives while we are mowing the property. Augusta Lawn Care Services will assume any harm or injury to the personal working for Augusta Lawn Care Services on this property exempting the Town of Elkton from any responsibility. The Town Of Elkton shall determine the weeks which we provide service to the town. We will submit invoices to the town and the town shall make payment within 30 days of receipt of the invoice. The Town shall have the right to terminate this agreement at any time by providing Augusta Lawn Care Services with written notice of termination.

Augusta Lawn Care Of Harrisonburg

Town of Elkton

By: _____

By: _____

Kevin Koehn

Greg Lunsford, Town Manager



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: March 18, 2024

SUBJECT/TOPIC: Update fee proposal for EACC

BACKGROUND: Verbal discussion

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: Discussion.

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: March 18, 2024

SUBJECT/TOPIC: Committee changes

BACKGROUND: Members of Council have expressed interest in changing committees as follows:

Finance

Members - Jan Hensley (Chair), Aaron Napotnik, Louis Heidel

Policy & Personnel

Members - Rachel Michael (Chair), Virginia Fulginiti, Jan Hensley

Public Health, Safety, & Ordinances

Members - Louis Heidel (Chair), Virginia Fulginiti, Rachel Michael

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 approve the committees 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: March 18, 2024

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

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.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."

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.

