

Elkton Town Council – Work Session  
Elkton Area Community Center  
20593 Blue and Gold Drive - Elkton, VA 22827  
May 6, 2024 – 5:30 p.m.

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*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.*

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1. CALL TO ORDER – ROLL CALL
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
  - a. Utility rate increase
  - b. FY25 Budget
4. TOWN MANAGER’S REPORT
5. TOWN ATTORNEY’S REPORT
6. COMMITTEES
  - a. Public Utilities - Rick Workman (Chair)
  - b. Parks & Recreation - Virginia Fulginiti (Chair)
  - c. Policy & Personnel - Rachel Michael (Chair)
  - d. Special Projects & Economic Development - Aaron Napotnik (Chair)
  - e. Finance - Jan Hensley (Chair),
  - f. Public Health, Safety, & Ordinances - Louis Heidel (Chair)
7. UNFINISHED BUSINESS
  - a. Second reading to amend Town Elkton Code Section 158-18 Inoperable Vehicle Ordinance
  - b. Recommendation by the Elkton Planning Commission to approve the issuance of a special exception permit to Lezipo Properties for short-term rentals at 120 West E. Street, Elkton



## 8. NEW BUSINESS

- a. Recommendation by the Elkton Planning Commission to hold a joint public hearing on a request from Elkton Area United Services to rezone real estate consisting of two parcels with one parcel containing 4.025 +/- acres at 15266 Old Spotswood Trail, Elkton (tax map no. 130-A-87) and the second parcel containing 3 acres +/- located at 15156 Old Spotswood Trail, Elkton (tax map no. 130-A-85)
- b. Recommendation by the Elkton Planning Commission to approve a request from Angela H. Downey-Price to subdivide a lot located on 16760 E. Prospect Avenue, Elkton
- c. Recommendation by the Elkton Planning Commission to approve a request by Robert & Rhonda Gooden to subdivide a lot located on 16950 E. Summit Avenue, Elkton
- d. Recommendation by the Elkton Planning Commission to schedule a joint public hearing for the 2024 Town of Elkton Comprehensive Plan
- e. First reading of an ordinance proposing a budget for the Town of Elkton, Virginia for the fiscal year beginning July 1, 2024 and ending June 30, 2025, appropriating funds for public purposes for said fiscal year; adjusting rates, fees and taxes; and continuing in effect all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other charges and all ordinances relating to the time of payment thereof and collection thereof, except as herein specifically modified

## 9. 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."

## 10. ADJOURNMENT





**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** Adoption of Agenda

**BACKGROUND:** Council may add items to the agenda.

**ACTION REQUESTED:**

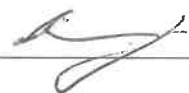
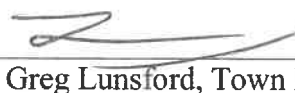
Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

**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:** May 6, 2024

**SUBJECT/TOPIC:** Public hearings

**BACKGROUND:** Public hearings are scheduled to be held on May 6, 2024 for the utility rate increases and FY25 budget.

**ACTION REQUESTED:**


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

**FINANCIAL IMPACT:**

Budgeted: YES ☐ 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:** Public Notices

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

# TOWN OF ELKTON

## NOTICE OF PUBLIC HEARING

A public hearing will be held on May 6, 2024 at 5:30 p.m. at the Elkton Area Community Center, in the Council Chambers, located at 20593 Blue & Gold Drive, Elkton, to receive comments on the following proposed rate changes pursuant to Virginia Code Sections 15.2-107 and 15.2-2109 et seq.:

- Water (in-town): \$1.50 increase in base rates;
- Water (out-of-town): \$3.00 increase in base rates;
- Water hauler rates: from \$8.00 to \$9.00 per 1,000 gallons

The proposed increases would become effective July 1, 2024. Additional information may be obtained on the Town's website at [www.elktonva.gov](http://www.elktonva.gov).

4/19, 4/26

**TOWN OF ELKTON**  
**ANNUAL OPERATING BUDGET**  
**FISCAL YEAR 2024-2025**

Notice is hereby given that the Mayor and Council of the Town of Elkton will hold a Public Hearing on May 6, 2024 at 5:30 p.m. in the Council Chambers of the Elkton Area Community Center, located at 20593 Blue & Gold Drive, Elkton, Virginia, on the Town of Elkton's proposed Budget for Fiscal Year 2024-2025 (July 1, 2024 – June 30, 2025) in the amount of \$9,143,137 pursuant to Virginia Code § 15.2-2506. The following, is a synopsis of the proposed budget:

**FY2024-2025**  
**PROJECTED**  
**REVENUES**

General Government  
Electric  
Sewer  
Water  
Cemetery

\$4,386,478  
\$2,674,575  
\$1,168,000  
\$844,084  
\$70,000

**FY2024-2025**  
**PROJECTED**  
**EXPENDITURES**

General Government  
Police Department  
Electric  
Sewer  
Water  
Community Center  
Street Maintenance  
Sanitation  
Recreation  
Cemetery  
Planning Commission  
Council

\$1,726,200  
\$943,537  
\$2,674,575  
\$1,168,000  
\$844,084  
\$432,905  
\$757,170  
\$220,000  
\$247,599  
\$70,000  
\$12,067  
\$47,000

Total Revenue

\$9,143,137

Total Expenditures

\$9,143,137

The Budget is available on the Town's website ([www.elktonva.gov](http://www.elktonva.gov)) and for review at the Treasurer's office located at 173 W. Spotswood Avenue, Elkton, between 8:00 a.m. and 4:00 p.m. Monday – Friday, phone 540-298-1951. This hearing is open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

**BY ORDER OF THE TOWN COUNCIL**  
Greg Lunsford  
Town Manager





**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** Town Manager's Report

**BACKGROUND:** Mr. Lunsford to verbally present his report.

**ACTION REQUESTED:**



Information Only	<input type="checkbox"/>	Discussion	<input checked="" 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



## Staff Report/Recommendation

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** Town Attorney's Report

**BACKGROUND:** Town Attorney Callahan to verbally present his report.

**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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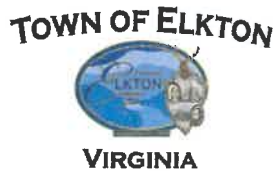
**STAFF RECOMMENDATION:** N/A

**APPROVAL:**

  
 \_\_\_\_\_  
 Greg Lunsford, Town Manager

**ATTACHMENTS:** None

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## Staff Report/Recommendation

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 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

*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:** May 6, 2024

**SUBJECT/TOPIC:** Second reading to amend Town Elkton Code Section 158-18 Inoperable Vehicle Ordinance

**BACKGROUND:** First reading of the ordinance was done at the April 15, 2024 Town Council meeting. A second reading and vote is required to adopt the ordinance.

**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 proposed ordinance to amend the Town of Elkton code section 158-18 Inoperable vehicles as presented.

**APPROVAL:**

   
 \_\_\_\_\_  
 Greg Lunsford, Town Manager

**ATTACHMENTS:** Ordinance

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.

158-18. Open storage of inoperable vehicles.

(1) It shall be unlawful for any person to keep for more than 10 days, except within a fully enclosed building or structure or otherwise shielded or screened from public view, on any property in the Town zoned for residential, commercial or agricultural purposes, any motor vehicle, trailer or semitrailer, as such are defined in Section [46.2-100](#) of the Code of Virginia, which is inoperable.

(2) As used in this section, the term “inoperable motor vehicle” shall mean any motor vehicle which is not in operating condition; or which, for a period of 60 days or longer, has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for operation of the vehicle; or for which there is no valid license plate or inspection sticker. Notwithstanding the foregoing, an antique motor vehicle (as defined by Section [46.2-100](#) of the Code of Virginia) is not required to have an inspection sticker if such vehicle is not used for general transportation and is only used (a) for participation in club activities, exhibits, tours, parades and similar events; and (b) on the public streets and highways of the commonwealth and municipalities for the purpose of testing their operation, obtaining repairs or maintenance and transportation to and from the activities set forth in subsection (2)(a) of this section. As used in this section, the term “shielded or screened” means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located, and does not include covering the vehicle with a tarpaulin or other sheet of material.

(3) The provisions of this section shall not apply to a licensed business which, on June 26, 1970, was regularly engaged in the business as an automobile dealer, salvage yard or scrap processor.

(4) The owners of property zoned for residential, commercial or agricultural purposes, shall, within 10 days of notice to do so given in writing by the Town police department and mailed to the post office address shown for such owner in the Town tax records, remove therefrom any such inoperable motor vehicles, trailers or semitrailers that are not kept within a fully enclosed building or structure. In the event such inoperable motor vehicles, trailers or semitrailers are not so removed after the 10-day notice set forth above, the Town may, through its own agents and/or employees, remove such vehicles, trailers or semitrailers. Any such vehicles, trailers or semitrailers removed by the Town after such notice may be disposed of by the Town after giving written notice to the registered owner of such vehicles, trailers or semitrailers. Such additional notice shall be sent by first class mail to the address of the owner of such vehicle shown on the records of the Department of Motor Vehicles. Such additional notice shall advise the owner that, unless the vehicle is claimed by the owner, and all costs of removal and/or storage is paid or reimbursed to the Town within 30 days, the same will be disposed of. All costs of any such removal, storage and/or disposal shall be chargeable to the owner of such vehicle or the owner of the premises upon which it was stored prior to removal. Such costs may be collected by the Town as taxes are collected. Every cost authorized hereunder with which the owner of the premises has been assessed shall constitute a lien against the property from which the vehicle was removed and such lien shall continue until actual payment of such costs has been paid to the Town.

(5) A violation of this section shall constitute a Class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period.

*[insert applicable cross references, if any]*

**State law reference** – Authority for above section, Code of Virginia, § [15.2-904](#).

**TOWN OF ELKTON**



**VIRGINIA**

**Staff Report/Recommendation**

**REQUESTED: Economic Development**

**MEETING DATE: May 6, 2024**

**SUBJECT/TOPIC:** In a meeting held on April 15, 2024 the Elkton Planning Commission made a recommendation to approve a request from Lezipo Properties at 120 West E. Street, Elkton for issuance of a Special Exception Permit for a Short-term rental.

**BACKGROUND:**

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

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

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**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. Management Plan
5. Evacuation Plan

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.



ROCKINGHAM COUNTY



Printed 02/21/2024

[www.interactiveGIS.com](http://www.interactiveGIS.com)

Courtesy of VGIN, Commonwealth of Virginia



# **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 R-3

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 were 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

DH

date

4-15-2024

Refer to Town Council

☒ Yes ☐ No

Approved

☐ Yes ☐ No

sig \_\_\_\_\_

date \_\_\_\_\_

Public Hearing Required

☒ Yes ☐ No

Public Hearing date:

4-15-2024

Requires Advertisement

☒ Yes ☐ No

First Advertisement

Date

4-5-2024

Second Advertisement

Date

4-12-2024

Zoning Administrator

☐ Approved☐ Disapproved☐ Approved with conditions (See Attachments).

Fee paid

\$100.<sup>00</sup>

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.<sup>10</sup>

[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.

**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.

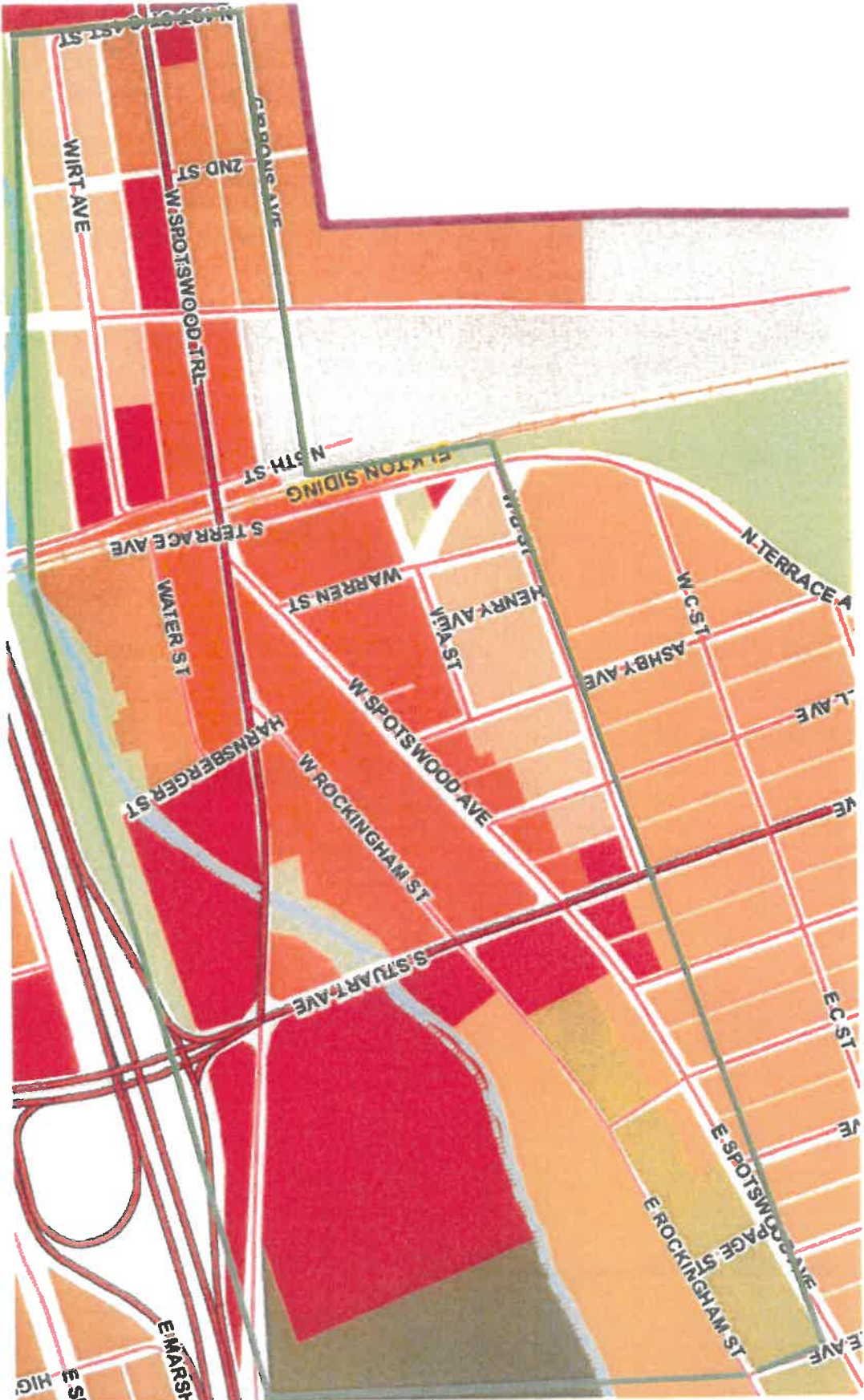
**BE IT ORDAINED** by the Town Council of Elkton, Virginia that Chapter 110 (Land Development) is hereby amended to as follows:

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.<sup>1</sup> Ten (10) of such permits may be issued outside of the Tourism District.

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



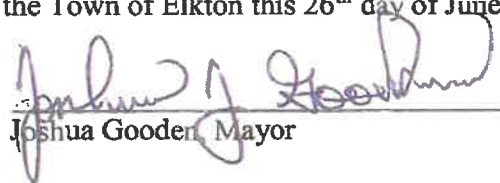


6. Chapter 110, § 110-302 Terms Defined amended to add the following definitions:

- (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.

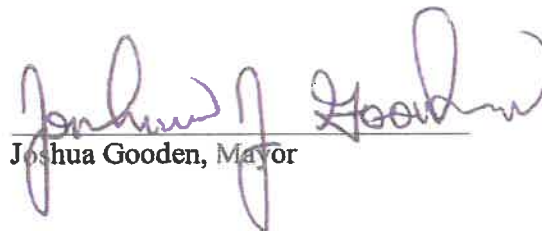
7. Except as modified herein, the Code of the Town of Elkton remains in full force and effect. This modification to the Code shall be effective immediately upon its adoption.

ADOPTED by the Town Council of the Town of Elkton this 26<sup>th</sup> day of June, 2023.

  
Joshua Gooden, Mayor

  
Denise Monger, Clerk of Council

Approved this 26<sup>th</sup> 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

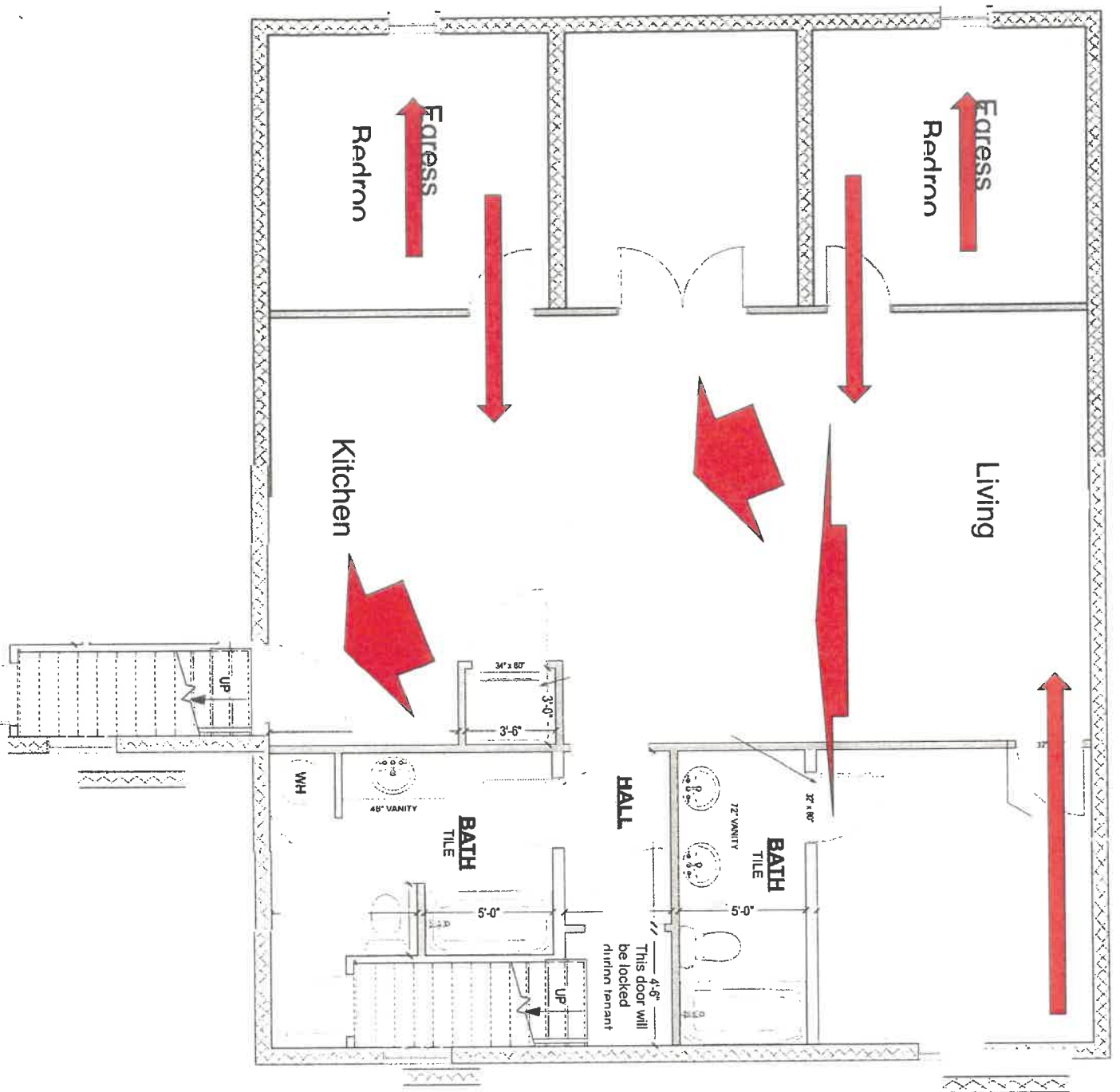
-Tenants breaking rental agreement will be asked to leave

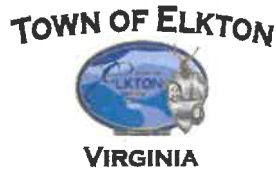
Utility/Internet/Sewer management and issues: Lee or Ruth Robertson

Lawn care: Lee Robertson or contracted hired lawn care

Snow removal: Lee Robertson or contracted hired snow removal

Evacuation Route





## Staff Report/Recommendation

**REQUESTING DEPARTMENT:** Community Development

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** A request from Elkton Area United Services to rezone real estate consisting of two parcels the first containing 4.025 +/- acres located at 15266 Old Spotswood Trail, further described as tax map no. 130-A-87 the second containing 3 acres +/- located at 15156 Old Spotswood Trail, further described as tax map no. 130-A-85 from B-2 General Business District to R-5 Residential District.

**BACKGROUND:** On April 15, 2024 the Elkton Planning Commission voted to recommend a joint public hearing with Town Council to receive comments on the rezoning (map amendment) request.

**ACTION REQUESTED:**

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

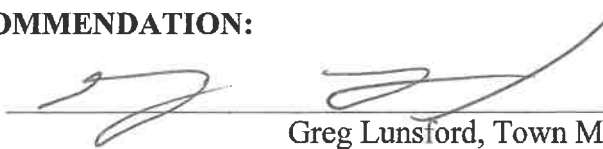
**FINANCIAL IMPACT:**

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. Zoning Application
2. §110-611 B-2 General Business District Code
3. §110-606 R-5 Residential District
4. Rockingham County GIS

# TOWN OF ELKTON ZONING PERMIT FOR BUSINESS

ZP 2024-034  
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 EAUS Phone Number \_\_\_\_\_  
Address 15386 Old Spotswood Trail 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 130-A-85 & 130-A-87 Zoning B-2  
Address 15156 & 15266 Old Spotswood Trail  
Existing Structures (Number & Type) 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 \_\_\_\_\_

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).

- ☒ Other

Specify Zoning Map

Amendment

- ☐ re-roof

- ☐ Special Exception Permit

specify \_\_\_\_\_

Please provide brief description of this project :

Please print or type all information

15156 Old Spotswood Trail15266 Old Spotswood TrailRe zoning request from B-2 to R-5

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 4-15-2024

Print Name

Billie Jo Dofflemyer

Signature

Billie Jo Dofflemyer

## \*\* 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 ☐ NoFirst Advertisement  
Second AdvertisementDate \_\_\_\_\_  
Date \_\_\_\_\_

Zoning Administrator

☐ Approved☐ Disapproved☐ Approved with conditions (See Attachments).

Fee paid \_\_\_\_\_

Signature (Zoning Administrator)

Date \_\_\_\_\_





ROCKINGHAM COUNTY

## § 110-606 **Residential District R-5.**

**A.** Purpose of Residential District R-5. The purpose of the R-5 Residential District is to protect the residential character of established neighborhoods and communities. The regulations for this district tend to reflect and protect established neighborhoods which reflect on long-standing character.

**B.** Permitted uses within Residential District R-5. The following uses are permitted:

**(1)** Single-family detached dwellings.

**(2)** Duplexes.

**(3)** Two-family dwellings.

**(4)** Multiple-family dwellings and single-family dwellings, provided that no more than eight dwelling units shall be permitted in each multiple-family dwelling or single-family attached dwelling, and provided that, with respect to townhouses, the use is in compliance with the provisions of § **110-709** of this chapter.

[Amended 8-27-1990; 10-15-1990]

**(5)** Public utilities.

**(6)** Public water and sewage facilities.

**(7)** Public service or storage buildings.

**(8)** Apartments located in the same building as a private garage, but only if a single-family detached dwelling exists on the same lot, and further limited to a single such apartment on such lot.

[Amended 11-19-1990]

**(9)** Modular homes.

[Added 3-25-1991]

**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 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)** Foster 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)** Commercial radio wave towers.

**(7)** Bed-and-breakfast facilities, limited.

**(8)** Cemeteries.

**(9)** (Reserved)<sup>(a)</sup>

*[1]Editor's Note: Former Subsection C(9), home occupations, was redesignated as an accessory use 4-18-2005. See now Subsection **D(10)**.*

**(10)** Transitional housing facility/living center. Factors to be considered will include, but not be limited to, the following:

[Added 4-18-2016<sup>(a)</sup>]

**(a)** Defined mission statement which is consistent with the definition of transitional housing facility/living center.

**(b)** One or more resident professional support staff on premises to assist with transition.

**(c)** Defined period of stay of less than 24 months.

**(d)** Defined admission policy that precludes the current illegal use of or addiction to a controlled substance as defined in § 54.1-3401 of the Code of Virginia, as amended from time to time.

**(e)** Defined conditions of residence that are aligned with the principle of transitioning back to productive society.

**(f)** Defined conditions of residence which include limits of two individuals per bedroom.

**(g)** Defined policy adherence enforcement protocol.

**(h)** Appropriate state license, where required.

*[2]Editor's Note: This ordinance also provided for the renumbering of former Subsection C(10) as Subsection C(11).*

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

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

[Added 1-28-2020]

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

[Amended 11-18-1991]

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

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

**(3)** Temporary buildings or officer 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 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]** 6,250 square feet with public water and sewer. If two-family dwelling, 6,250 square feet for first unit and 3,000 square feet for each additional attached unit.

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

**[3]** Maximum density is eight units per acre.

**[4]**

See § **110-709** for townhouses.

**(b)** Setback: 25 feet.

**(c)** Frontage at setback: 50 feet.

**(d)** Side yard:

**[1]** One side: five feet.

[Amended 11-18-2013]

**[2]** Two sides: 15 feet.

[Amended 11-18-2013]

**[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: 5 feet.

**[1]** The side yard requirements for accessory buildings and uses on townhouse lots of 20 feet in width or less shall be zero. For lots from 20 feet wide to 50 feet wide, the side yard shall be two inches per foot for each foot of width over 20 feet in width, except on corner lots where the regular side yard distances apply as noted below.

**[2]** Add 15 feet for corner lots.

**[3]** 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.

**D.** Application procedures for ordinance or map amendment. The Elkton Town Council may from time to time, amend these regulations or district maps whenever the public necessity, convenience, general welfare, or good zoning practice require.

**(1)** Initiation of applications.

**(a)** Applications for amendments initiated by any person, firm, or corporation owning the subject property shall be submitted in writing to the Zoning Administrator and shall be accompanied by two copies of an acceptable site plan, where applicable, of the proposed amendment with such reasonable information shown thereon as shall be required by the Zoning Administrator. Where site plans are required, they shall show, as a minimum, the following:

**[1]** Lot dimensions with property line monuments located thereon.

**[2]** Location and size of existing and proposed structures.

**[3]** Yard dimension and the use of structures.

**[4]** Easements (private and public) watercourses, fences.

**[5]** Street names and street right-of-way lines.

**[6]** Such other information regarding abutting property as directly affects the application.

**(b)** Proposals for amendments not initiated by either the Commission or the Town Council shall be accompanied by payment of a fee as set forth in Article **X**.

**(c)** If the amendment sought is to change the district designation of land on the Zoning Map to R-8, then an application for approval of a master plan pursuant to § **110-609F(3)** shall accompany the application for amendment. In such event the application for approval of a master plan shall be considered simultaneously with the application for amendment of the Zoning Map, according to the regulations applicable to planned unit developments, but the time requirements of this section shall apply.

[Added 12-18-2000]

**(2)** The Commission shall consider the proposed amendment after notice and public hearing in accordance with § 15.2-2204 of the Code of Virginia, as amended. The Commission shall then present the proposed amendment along with site plans and explanatory materials, where applicable, to the Town Council with its recommendations. If the Commission fails to submit its recommendations within 60 days of the first meeting of the Commission after the proposed amendment has been referred to it, the Commission shall be deemed to have approved the proposed amendment.

**(3)** The Elkton Town Council shall consider the proposed amendment after notice and public hearing in accordance with § 15.2-2204 of the Code of

Virginia, 1950, as amended, and shall take action on the proposed amendment within 30 days from the date of the public hearing. The Town Council and the Commission may hold a joint public hearing in accordance with § 15.2-2204 of the Code of Virginia.

**(4)** Any petition for an amendment may be withdrawn prior to action thereon by the Town Council at the discretion of the person, firm or corporation initiating such a request, upon written notice to the Zoning Administrator.

**(5)** No more than one application for any amendment affecting a specific parcel of land may be initiated during any single twelve-month period.

**E.** Procedures for proffering conditions to zoning district regulations.

**(1)** Intent. The intent of this section is to provide (pursuant to §§ 15.2-2296 through 15.2-2301 of the Code of Virginia, 1950, as amended) a more flexible and adaptable zoning method to cope with situations found in such zones whereby a zoning reclassification may be allowed subject to certain conditions proffered by the zoning applicant for the protection of the community that are not generally applicable to land similarly zoned.

[Amended 12-18-2000]

**(2)** Proffer of conditions. An owner may proffer reasonable conditions, in addition to the regulations established elsewhere in this chapter, as part of an amendment to the zoning district regulations or the Zoning District Map. The proffered conditions shall be in writing and shall be made prior to the public hearing before the Town Council. In addition:

**(a)** The rezoning itself must give rise to the need for the conditions.

**(b)** The conditions proffered shall have a reasonable relation to the rezoning.

**(c)** The conditions proffered shall not include a cash contribution to the town.

**(3)** Expiration. Any zoning permit shall automatically expire six months from the date of issuance if the person, firm, or corporation to which the permit was issued has not clearly demonstrated that the permit is being exercised for the purpose for which it was issued, or if the work so authorized is suspended or discontinued for a period of one year.

## **§ 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.

**TOWN OF ELKTON****VIRGINIA****Staff Report/Recommendation****REQUESTING DEPARTMENT:** Community Development**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** Recommendation by the Elkton Planning Commission to approve a request from Angela H. Downey-Price to subdivide a property located on 16760 E. Prospect Avenue, on a plat prepared by Randall K. Newman with Newman Surveying dated March 27, 2024.

**BACKGROUND:** On April 15, 2024, the Elkton Planning Commission voted to recommend approval of a request from Angela H. Downey-Price to subdivide a lot located on 16760 E. Prospect Avenue.

**ACTION REQUESTED:**Information Only ☐ Discussion ☐ Report ☐Action Item ☒ Public Hearing ☐ 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:****TOWN MANAGER APPROVAL:**
  
 Greg Lunsford
**ATTACHMENTS:**

1. Zoning permit application
2. GIS map
3. Survey from Newman Surveying
4. R-5 Code

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

# **TOWN OF ELKTON** **ZONING PERMIT FOR RESIDENTIAL**

ZP 2024-023  
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 Angela H. Duoney-Price Phone Number 540-435-0163  
Address 16726 E. Washington Ave City Elkton State VA Zip 22827

Applicant/Builder ☒ Owner ☐ Builder VA License \_\_\_\_\_ exp date \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Property Information**

Tax Map/Parcel Number 131B4 (S) - L4A Zoning R-5  
Address 16760 E Prospect Ave Elkton VA 22827  
Existing Structures (Number & Type) 1 Single Family Dwelling  
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  
☐ Alteration  
☐ Garage / carport  
☐ Multi-Family No. of Units   
☐ Single Family  
☐ Sign  
☐ Accessory Bldg. Size

- ☐ Other  
Specify \_\_\_\_\_  
☐ re-roof  
☐ Special Exception Permit  
specify \_\_\_\_\_

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

Division of property from 1 lot w/ Dwelling to  
 2 Building lots. One lot with current single family  
 and second lot w/ single dwelling, possible multiple  
 family dwelling. - Demo existing structures.

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

3/19/24  
 4/3/24

Print Name

Signature

Angela H. Doney-Rice  
 Angela H. Doney-Rice

## \*\* 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 DH

Date 4-15-24

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 Advertisement

Date

Requires Foundation Survey

☐ Yes ☒ No

Zoning Administrator

☐ Approved

Fee paid \$100.00

☐ Disapproved

☐ Approved with conditions

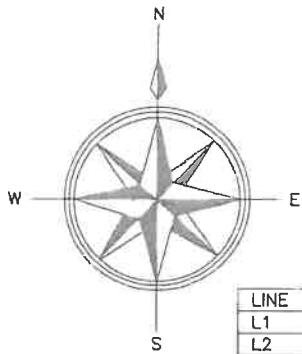
Signature (Zoning Administrator)

Date





ROCKINGHAM COUNTY



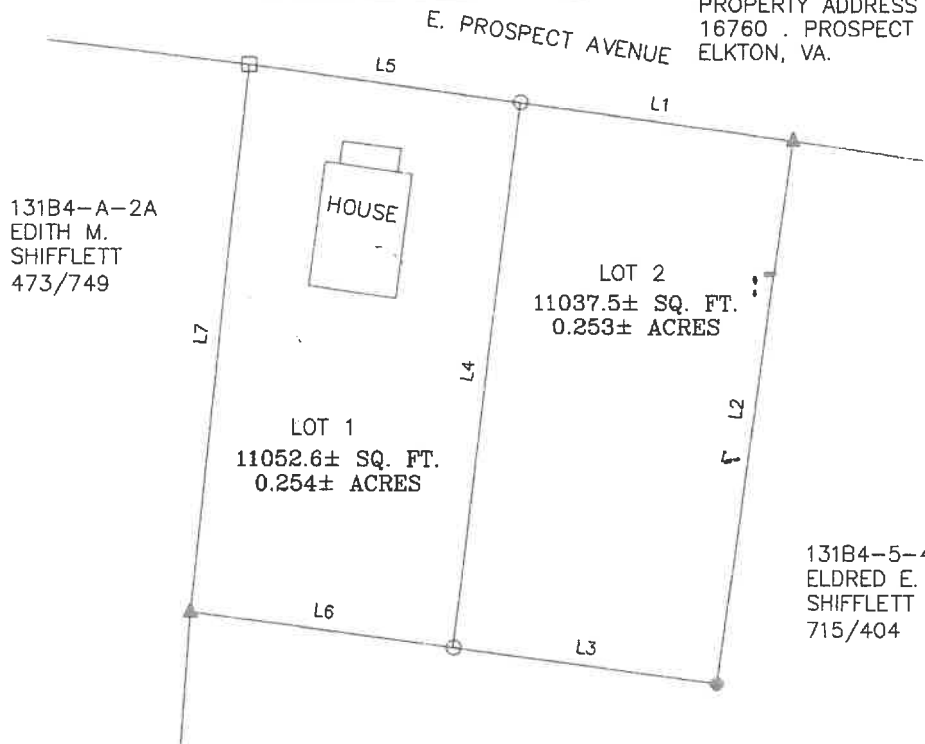
- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 40'
- 3 = TAX MAP = 131B4-5-4A
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

LINE	BEARING	DISTANCE
L1	S 82°11'00" E	75.25'
L2	S 07°50'00" W	149.18'
L3	N 82°20'00" W	72.63'
L4	N 06°49'42" E	149.39'
L5	S 82°11'00" E	75.25'
L6	N 82°20'00" W	72.64'
L7	N 05°49'49" E	149.65'

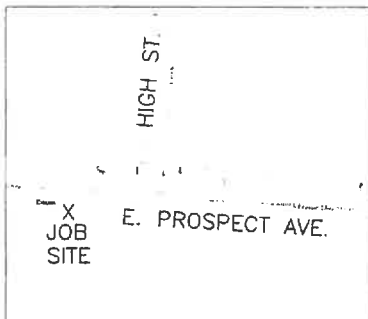
#### LEGEND

- = IRON PIN FOUND
- = IRON PIN SET
- ▲ = RAILROAD SPIKE
- = POST

PROPERTY ADDRESS  
16760 . PROSPECT AVENUE  
ELKTON, VA.



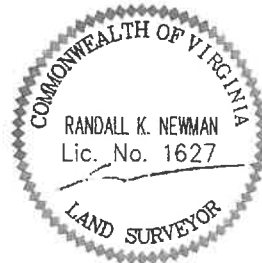
#### VICINITY MAP



OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SUBD. AGENT \_\_\_\_\_ DATE \_\_\_\_\_

AGENT OF THE TOWN OF ELKTON DATE \_\_\_\_\_



DIVISION OF A 0.507 ACRE TRACT OF LAND

LOCATED IN THE TOWN OF ELKTON, STONEWALL DISTRICT,  
ROCKINGHAM COUNTY, VIRGINIA.

OWNER: ANGELA H. DOWNEY-PRICE  
REFERENCE: DEED BOOK 5722. PAGE 709

JOB NO. R131B4-5-4A DATE: MARCH 27, 2024

**NEWMAN SURVEYING**  
Licensed Land Surveyor  
GROTTOES, VIRGINIA 24441  
(540) 421-6232

## **§ 110-606 Residential District R-5.**

**A.** Purpose of Residential District R-5. The purpose of the R-5 Residential District is to protect the residential character of established neighborhoods and communities. The regulations for this district tend to reflect and protect established neighborhoods which reflect on long-standing character.

**B.** Permitted uses within Residential District R-5. The following uses are permitted:

**(1)** Single-family detached dwellings.

**(2)** Duplexes.

**(3)** Two-family dwellings.

**(4)** Multiple-family dwellings and single-family dwellings, provided that no more than eight dwelling units shall be permitted in each multiple-family dwelling or single-family attached dwelling, and provided that, with respect to townhouses, the use is in compliance with the provisions of § **110-709** of this chapter.

[Amended 8-27-1990; 10-15-1990]

**(5)** Public utilities.

**(6)** Public water and sewage facilities.

**(7)** Public service or storage buildings.

**(8)** Apartments located in the same building as a private garage, but only if a single-family detached dwelling exists on the same lot, and further limited to a single such apartment on such lot.

[Amended 11-19-1990]

**(9)** Modular homes.

[Added 3-25-1991]

**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 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)** Foster 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)** Commercial radio wave towers.

**(7)** Bed-and-breakfast facilities, limited.

**(8)** Cemeteries.

**(9)** (Reserved)<sup>11</sup>

*[1]Editor's Note: Former Subsection C(9), home occupations, was redesignated as an accessory use 4-18-2005. See now Subsection **D(10)**.*

**(10)** Transitional housing facility/living center. Factors to be considered will include, but not be limited to, the following:

[Added 4-18-2016<sup>12</sup>]

**(a)** Defined mission statement which is consistent with the definition of transitional housing facility/living center.

**(b)** One or more resident professional support staff on premises to assist with transition.

**(c)** Defined period of stay of less than 24 months.

**(d)** Defined admission policy that precludes the current illegal use of or addiction to a controlled substance as defined in § 54.1-3401 of the Code of Virginia, as amended from time to time.

**(e)** Defined conditions of residence that are aligned with the principle of transitioning back to productive society.

**(f)** Defined conditions of residence which include limits of two individuals per bedroom.

**(g)** Defined policy adherence enforcement protocol.

**(h)** Appropriate state license, where required.

*[2]Editor's Note: This ordinance also provided for the renumbering of former Subsection C(10) as Subsection C(11).*

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

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

[Added 1-28-2020]

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

[Amended 11-18-1991]

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

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

**(3)** Temporary buildings or officer 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 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]** 6,250 square feet with public water and sewer. If two-family dwelling, 6,250 square feet for first unit and 3,000 square feet for each additional attached unit.

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

**[3]** Maximum density is eight units per acre.

**[4]**

See § **110-709** for townhouses.

**(b)** Setback: 25 feet.

**(c)** Frontage at setback: 50 feet.

**(d)** Side yard:

**[1]** One side: five feet.

[Amended 11-18-2013]

**[2]** Two sides: 15 feet.

[Amended 11-18-2013]

**[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: 5 feet.

**[1]** The side yard requirements for accessory buildings and uses on townhouse lots of 20 feet in width or less shall be zero. For lots from 20 feet wide to 50 feet wide, the side yard shall be two inches per foot for each foot of width over 20 feet in width, except on corner lots where the regular side yard distances apply as noted below.

**[2]** Add 15 feet for corner lots.

**[3]** 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.



**TOWN OF ELKTON****VIRGINIA****Staff Report/Recommendation****REQUESTING DEPARTMENT:** Community Development**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** Recommendation by the Elkton Planning Commission to approve a request from Robert & Rhonda Gooden to subdivide a property located on 16950 E. Summit Avenue, on a plat prepared by Randall K. Newman with Newman Surveying dated February 29, 2024.

**BACKGROUND:** On April 15, 2024, the Elkton Planning Commission voted to recommend approval of a request from Robert & Rhonda Gooden to subdivide a lot located on 16950 E. Summit Avenue.

**ACTION REQUESTED:**

Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Report <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:****TOWN MANAGER APPROVAL:**
  
 \_\_\_\_\_  
 Greg Lunsford
**ATTACHMENTS:**

1. Zoning permit application
2. GIS map
3. Survey from Newman Surveying
4. R-2 Code

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

# TOWN OF ELKTON ZONING PERMIT FOR RESIDENTIAL

ZP 2024-019  
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 Robert & Rhonda Gooden Phone Number (540) 578-1796  
Address 16950 E. Summit Ave City Elkton State VA Zip 22827

Applicant/Builder ☒ Owner ☐ Builder VA License \_\_\_\_\_ exp date \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Property Information

Tax Map/Parcel Number 131-8-1 Zoning R-2  
Address 16950 E. Summit Ave Elkton, VA 22827  
Existing Structures (Number & Type) 4 (residence, 2 outbuildings, playhouse)  
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  
☐ Alteration  
☐ Garage / carport  
☐ Multi-Family No. of Units   
☐ Single Family  
☐ Sign  
☐ Accessory Bldg. Size

☒ Other  
Specify subdivide off back 0.292  
acres of current lot

☐ re-roof  
☐ Special Exception Permit  
specify \_\_\_\_\_

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

Since E. Prospect Ave, behind our lot, is now a public road with water and sewer available, we would like to put the back 0.292 acres of our current lot up for sale. It has already been surveyed by Randall Newman of Grothues, Virginia.

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

3/12/2024

Print Name

Robert Gooden

Signature

Robert Gooden

## \*\* 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 JDH Date 4/15/24

Refer to Town Council

☒ Yes ☐ No Approved☐ Yes ☐ No sig \_\_\_\_\_ Date \_\_\_\_\_

Public Hearing Required

☐ Yes ☒ No

Public Hearing Date \_\_\_\_\_

Requires Advertisement

☐ Yes ☒ NoFirst Advertisement  
second AdvertisementDate  
Date

Requires Foundation Survey

☐ Yes ☒ No

Zoning Administrator

☐ Approved

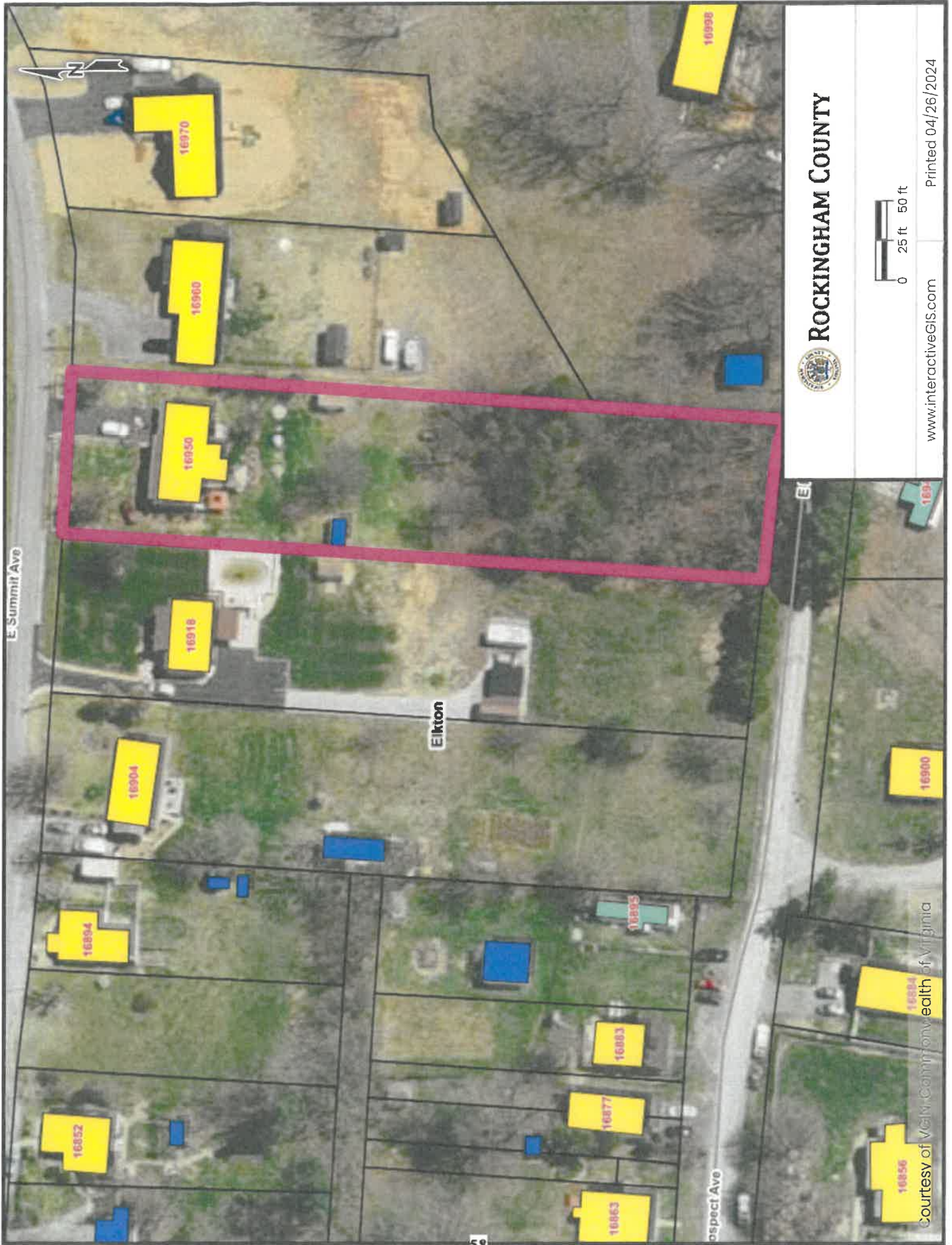
Fee paid

\$100.00

☐ Disapproved☐ Approved with conditions

Signature (Zoning Administrator)

Date



# ROCKINGHAM COUNTY



Printed 04/26/2024

[www.interactiveGIS.com](http://www.interactiveGIS.com)

Courtesy of VeryCommonwealth of Virginia

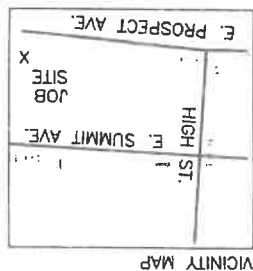


OWNER: ROBERT M. AND RHONDA L. GOODEN  
REFERENCE: DEED BOOK 1062, PAGE 365

LOCATED IN THE TOWN OF ELKTON  
ROCKINGHAM COUNTY, VIRGINIA.

DIVISION OF TAX MAP 131-8-1

NEWMAN SURVEYING  
Licensed Land Surveyor  
GROTTOS, VIRGINIA 24441  
(540) 421-6232



131-A-43B  
NATHANIEL B.  
PARROT, SR.  
5297/1

131-8-2  
THOMAS E.  
BUTLER  
3156/754

12699.4± SQ. FT.  
0.292± ACRES  
L3

31487.8± SQ. FT.  
0.723± ACRES

131-13-1  
ROBERT  
TEMPLETON  
5306/336

BUILDINGS

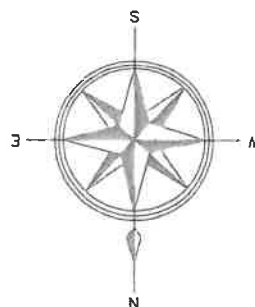
EX. DWL.

LEGEND

- = IRON PIN FOUND
- = IRON PIN SET
- △ = POINT

LINE	BEARING	12°36'50" E	124.00
L1	S	78°03'25" E	100.39
L2	N	12°47'53" W	133.08
L3	N	75°18'27" W	73.50
L4	S	77°19'23" E	72.15
L5	S	79°51'58" E	29.26
L6	S	12°47'53" E	312.60
L7	N	12°36'50" E	312.58

C1	RADIUS	85.25'	27.13'	CHORD LENGTH	27.02'	CHORD BEARING	N 66°11'23" W	DELTA ANGLE	18°14'12"
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- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 60'
- 3 = TAX MAP = 131-8-1
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

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

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

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

**(1)** Single-family detached dwellings.

**(2)** Public utilities.

**(3)** Public water and sewage facilities.

**(4)** Public service or storage buildings.

**(5)** Modular homes.

[Added 3-25-1991]

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

[Added 1-28-2020]

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

[Amended 3-25-1991]

**(1)** Schools.

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

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

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

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

**(6)** Cemeteries.

**(7)** (Reserved)<sup>(u)</sup>

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

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

(9) Short-term rental.

[Added 9-17-2018]

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

[Amended 11-18-1991]

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

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

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

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

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

(6) Private parking garage.

(7) Shelter for house pets.

(8) Private swimming pool.

(9) Satellite antenna.

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

[Added 4-18-2005]

**E.** Lot regulations.

(1) Main building:

(a) Minimum lot size:

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

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

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

(b) Setback: 25 feet.

(c) Frontage at setback: 100 feet.

(d) Side yard:

[1] One side: 10 feet.

[2] Two sides: 20 feet.



**[3]** Add 15 feet for corner lots.

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

[Amended 11-18-2013]

**(e)** Rear yard: 25 feet.

**(f)** Maximum height: 35 feet.

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

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

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

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

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

**(a)** Side yard: 5 feet.

**(b)** Add 15 feet for corner lots.

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

**(d)** Rear yard: 5 feet.

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

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

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



## Staff Report/Recommendation

**REQUESTING DEPARTMENT:** Community Development

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** 2024 Comprehensive Plan

**BACKGROUND:** On April 15, 2024, the Planning Commission voted unanimously to schedule a joint public hearing with the Council on Monday, June 17, 2024, to receive comments on the 2024 Comprehensive Plan.

**ACTION REQUESTED:**

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

**FINANCIAL IMPACT:**

Budgeted: YES <input type="checkbox"/>	NO <input type="checkbox"/>	No Financial Impact <input checked="" type="checkbox"/>
Amount:		Positive Financial Impact <input type="checkbox"/>

*If fund expenditure or positive revenue generation is expected, the amount and the line item name/number must be stated. If required funds for an expenditure are not available in the appropriate line item but they are available in a different line item within the department, you must state from which line item name/number you propose to transfer the funds.*

**STAFF RECOMMENDATION:**

**TOWN MANAGER APPROVAL:**

  
 \_\_\_\_\_  
 Greg Lunsford

**ATTACHMENTS:**

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



**Staff Report/Recommendation**

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 2024

**SUBJECT/TOPIC:** First Reading – FY25 budget ordinance

**BACKGROUND:** Public hearing will be held on May 6, 2024 for the proposed utility rate increase and FY25 budget. Two readings are required for the adoption of the budget ordinance with the First Reading scheduled to take place at the May 6 meeting. No vote is required for the First Reading.

**ACTION REQUESTED:**

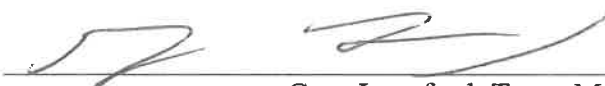
Information Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Reports <input type="checkbox"/>
Action Item <input checked="" type="checkbox"/>	Public Hearing <input type="checkbox"/>	Closed Session <input type="checkbox"/>

**FINANCIAL IMPACT:**

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

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

**STAFF RECOMMENDATION:** That Council move on a First Reading as presented (read title only for the record). No vote is required.

**APPROVAL:**   
 \_\_\_\_\_  
 Greg Lunsford, Town Manager

**ATTACHMENTS:** FY25 budget ordinance

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.

**AN ORDINANCE PROPOSING A BUDGET FOR THE  
TOWN OF ELKTON, VIRGINIA FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025,  
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SAID FISCAL YEAR;  
ADJUSTING RATES, FEES AND TAXES;  
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE  
TOWN OF ELKTON, VIRGINIA, RELATING TO TAXES, LICENSES,  
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND  
ALL ORDINANCES RELATING TO THE TIME OF  
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN  
SPECIFICALLY MODIFIED**

**(First Reading May 6, 2024)**

**BE IT ORDAINED** by the Town Council of the Town of Elkton, Virginia as follows:

**SECTION 1.** That the following budget for the Town of Elkton, Virginia, for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is hereby proposed and recommended for adoption:

**(SEE ATTACHED BUDGET)**

**SECTION 2.** Public revenues of the Town of Elkton, Virginia, are hereby appropriated for public purposes for the fiscal year beginning July 1, 2024 and ending June 30, 2025 as set forth in the appropriate Section of said budget.

**SECTION 3.** There will be an increase of \$1.50 to the base rate, in all categories for water user rates (In-Town), and an increase of \$3.00 to the base rate, in all categories for water user rates (Out-of-Town). The rates for water haulers would increase from \$8.00 to \$9.00 per 1,000 gallons. The increases would become effective July 1, 2024 and shall continue until modified by action of the Town Council of the Town of Elkton, Virginia. They are as follows:

**SECTION 4.** There will be no increase to the sewer user rates. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

**SECTION 5.** There will be no increase to the electric rates. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

**SECTION 6.** There will be no increase to the tax rate for real estate, including real estate owned by public service corporations, subject to tax for the fiscal year beginning July 1, 2024. Such rate is fixed at \$0.11 per \$100.00 of assessed value of such property per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

**SECTION 7.** There will be no increase to the tax rate for all personal property subject to tax for the fiscal year beginning July 1, 2024. Such rate is fixed at \$0.46 per \$100.00 of assessed value

per year. These rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

**SECTION 8.** There will no increase to the refuse collection fees. The rates shall continue until modified by action of the Town Council of the Town of Elkton, Virginia.

**SECTION 9.** The Fund Budgets in Section 1 as included in the general budget are hereby adopted and made the official budget document of the Town of Elkton. It is expressly provided that the restrictions with respect to the expenditure of the moneys appropriated shall apply only to the lump sum amounts for the classes of expenditures, of Funds, which have been included in this ordinance.

**SECTION 10.** Any ordinance in conflict with this ordinance is hereby repealed to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, specifically; all ordinances of the Town of Elkton, Virginia, relating to taxes, licenses, fees, service charges, costs and other collection thereof shall continue in effect except as herein specifically modified.

**SECTION 11.** If any part of this ordinance is found to be invalid by competent authority, the remaining portions of the ordinance shall continue in effect.

# Town of Elkton Budget

## FY 2024 (July 1, 2023 - June 30, 2024)

REVENUE	
GENERAL GOVT	\$ 4,151,213.00
ELECTRIC	\$ 2,318,336.00
WATER	\$ 400,529.00
SEWER	\$ 1,079,592.00
CEMETERY	\$ 45,000.00

**TOTAL: \$ 7,994,670.00**

REVENUES	\$ 7,994,670.00
EXPENDITURES	\$ 7,994,670.00
DIFFERENCE	\$ -

EXPENDITURES	
COUNCIL	\$ 46,655.00
GENERAL GOVT	\$ 1,340,331.00
STREET MAINTENANCE	\$ 949,046.00
SANITATION	\$ 215,000.00
RECREATION	\$ 646,495.00
POLICE	\$ 941,619.00
PLANNING COMMISSION	\$ 12,067.00
ELECTRIC	\$ 2,318,336.00
WATER	\$ 400,529.00
SEWER	\$ 1,079,592.00
CEMETERY	\$ 45,000.00

**TOTAL: \$ 7,994,670.00**



**MASTER REVENUE**  
2/26/2024

REVENUE CODES	REVENUE SOURCES FY 2024	10-420 GEN GOV	10-430 COMM CTR	10-442 ST MAINT	10-445 SANITATION	10-472 REC	10-510 POLICE	21-830 ELECTRIC	31-810 WATER	41-820 SEWER	52-490 CEMETERY	TOTALS
(10) 311-0100	Real Estate Taxes (Current)	\$ 371,643.00										\$371,643.00
(10) 311-0200	Real Estate Taxes (Del)	\$ 19,490.00										\$19,490.00
(10) 311-0300	Personal Property Tax (Del)	\$ 12,076.00										\$12,076.00
(10) 311-0400	Personal Property Tax (Current)	\$ 247,501.00										\$247,501.00
(10) 311-0500	Penalties Taxes	\$ 8,000.00										\$8,000.00
(10) 311-0600	Interest/Penalties Taxes	\$ 6,000.00										\$6,000.00
(10) 311-0700	PPTRA											\$0.00
(10) 312-0100	Sales Tax (Local)	\$ 229,000.00										\$229,000.00
(10) 312-0200	Telephone & Veppo Utility Tax	\$ 46,000.00										\$46,000.00
(10) 312-0400	Interest Earned (First Bank)	\$ 222,000.00										\$222,000.00
(10) 313-0100	Community Ctr Revenue		\$ 6,700.00									\$6,700.00
(10) 313-0105	Community Center Memberships		\$ 65,000.00									\$65,000.00
(10) 313-0106	Community Center Retail Sales		\$ -									\$0.00
(10) 313-0107	Community Center Programs/Classes		\$ -									\$0.00
(10) 313-0110	Comm Ctr Rental		\$ 45,000.00									\$45,000.00
(10) 313-0115	Comm Ctr Commission		\$ -									\$0.00
(10) 313-0116	Comm Ctr Vend Revenue		\$ 2,500.00									\$2,500.00
(10) 315-0100	Contractors	\$ 20,000.00										\$20,000.00
(10) 315-0200	Retail	\$ 95,000.00										\$95,000.00
(10) 315-0300	Professional	\$ 18,000.00										\$18,000.00
(10) 315-0400	Repairs/Personal	\$ 10,000.00										\$10,000.00
(10) 315-0500	Lodging	\$ 3,000.00										\$3,000.00
(10) 315-0600	Wholesalers	\$ 2,700.00										\$2,700.00
(10) 315-0700	Carnivals/Amusement	\$ 100.00										\$100.00
(10) 315-0800	Peddlers	\$ -										\$0.00
(10) 315-0900	Telephone License	\$ -										\$0.00
(10) 315-1000	Short Term Rentals	\$ 525.00										\$525.00
(10) 316-0100	Reimbursements	\$ -										\$0.00
(10) 319-0100	Land Rent	\$ 3,221.00										\$3,221.00
(10) 319-0200	Sale of Land	\$ 150,000.00										\$150,000.00
(10) 320-0100	Bank Franchise Tax	\$ 108,000.00										\$108,000.00
(10) 322-0100	Meals Tax	\$ 1,285,000.00										\$1,285,000.00
(10) 323-0000	Cigarette Tax	\$ 66,000.00										\$66,000.00
(10) 324-0100	Game of Skill Tax	\$ -										\$0.00
(10) 325-0200	Cable Pole Rent	\$ 7,125.00										\$7,125.00
(10) 326-0100	Tourism Grant (Rockingham County)											\$0.00
(10) 327-0100	Fines - Court						\$ 14,000.00					\$14,000.00
(10) 327-0200	Fines - Parking Fees						\$ 250.00					\$250.00
(10) 327-0300	Grants - Law Enforcement						\$ 59,336.00					\$59,336.00



[illegible]

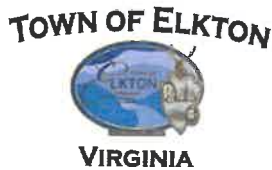
REVENUE CODES	REVENUE SOURCES FY 2023	10-420 GEN GOV	10-430 COMM CTR	10-442 ST MAINT	10-445 SANITATION	10-472 REC	10-510 POLICE	21-830 ELECTRIC	31-810 WATER	41-820 SEWER	52-490 CEMETERY	TOTALS
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MASTER EXPENSES  
2/26/2024

EXPENSE CODES	EXPENDITURES FY 2024	10-220 COUNCIL	10-420 GEN GOV	10-442 PUBLIC WORKS	10-445 SANITATION	10-472 PARKS & REC	10-510 POLICE	10-520 PLANNING COMMISSION	21-830 ELECTRIC	31-810 WATER	41-820 SEWER	52-490 CEMETERY	TOTALS
1101	Salaries: Full-time	\$26,400.00	\$440,414.00	\$351,646.00		\$102,084.00	\$540,446.00	\$8,400.00	\$112,180.00		\$195,065.00		\$1,776,635.00
1201	Salaries: Overtime		\$1,200.00	\$7,000.00		\$1,000.00	\$40,000.00		\$7,000.00		\$26,336.00		\$82,536.00
1301	Salaries: Part-time			\$54,513.00		\$160,774.00	\$35,200.00						\$250,487.00
2101	Social Security	\$1,700.00	\$27,380.00	\$25,616.00		\$16,360.00	\$38,171.00	\$521.00	\$7,390.00		\$13,727.00		\$130,865.00
2102	Medicare	\$400.00	\$6,404.00	\$5,991.00		\$3,826.00	\$9,927.00	\$122.00	\$1,729.00		\$3,211.00		\$30,610.00
2210	Retirement		\$40,000.00	\$31,752.00		\$16,413.00	\$50,000.00		\$8,300.00		\$15,372.00		\$161,837.00
2211	Deferred Compensation		\$260.00										\$260.00
2301	Health Insurance		\$88,788.00	\$63,628.00		\$32,872.00	\$97,332.00		\$20,064.00		\$40,128.00		\$342,812.00
2401	Group Life Insurance		\$2,800.00	\$3,400.00		\$1,500.00	\$7,300.00		\$1,200.00		\$2,000.00		\$18,200.00
2402	Vehicle Allowance		\$2,400.00										\$2,400.00
2403	Supplemental Benefits		\$7,500.00										\$7,500.00
2500	Garnishment			\$6,000.00			\$3,000.00						\$9,000.00
2710	Self-Insured												\$0.00
2810	Line of Duty (PD)												\$0.00
3110	Advertising	\$3,500.00		\$500.00		\$786.00	\$1,000.00	\$2,000.00			\$1,000.00	\$300.00	\$9,086.00
3200	Professional Services - Legal		\$130,000.00								\$50,000.00		\$180,000.00
3201	Professional Services - Financial		\$50,000.00										\$50,000.00
3202	Professional Services - Other	\$0.00	\$50,000.00	\$2,500.00		\$1,078.00			\$500.00		\$0.00		\$54,078.00
3310	Repairs & Maintenance: Facility		\$6,000.00	\$20,000.00		\$27,162.00	\$10,000.00		\$3,000.00	\$5,000.00	\$0.00	\$3,000.00	\$61,162.00
3311	Repairs & Maintenance: Auto		\$1,000.00	\$5,000.00		\$500.00	\$3,000.00		\$10,000.00	\$1,500.00	\$1,500.00		\$22,500.00
3312	Repairs & Maintenance: Equipment			\$6,000.00		\$5,000.00	\$15,000.00		\$10,000.00	\$15,000.00	\$40,000.00		\$79,000.00
3320	Maintenance/Service Contracts				\$150,000.00		\$15,000.00		\$6,500.00			\$41,026.00	\$212,526.00
3400	Computer System Support		\$40,000.00			\$800.00	\$5,000.00			\$5,000.00	\$15,000.00		\$65,800.00
3401	Software Applications		\$1,100.00			\$16,000.00	\$4,400.00						\$21,500.00
3500	Printing & Binding (NEW LINE)		\$5,300.00										\$5,300.00
3801	Permit Fees												\$0.00
3900	Water Testing												\$0.00
4000	Miss Utility									\$5,000.00	\$5,000.00		\$10,000.00
4300	Codification								\$50.00	\$500.00	\$500.00		\$1,050.00
4500	Economic Development	\$2,500.00	\$30,000.00										\$30,000.00
4505	Donation Expense		\$5,000.00										\$5,000.00
4600	Purchased Power												\$0.00
5000	Utilities: Electrical Services												\$0.00
5202	Insurance: General Liability		\$150,000.00	\$2,500.00					\$2,000,000.00	\$25,000.00			\$2,000,000.00
5203	Insurance: Flood												\$0.00
5210	Postage		\$20,000.00								\$17,000.00		\$17,000.00
5230	Telephone/Internet Services	\$2,640.00				\$1,800.00	\$2,160.00			\$1,500.00			\$20,000.00
5231	Cell Phone Services		\$3,000.00	\$2,000.00		\$720.00	\$2,000.00		\$1,200.00		\$1,200.00		\$8,100.00
5500	Loan: Principal		\$60,000.00			\$137,000.00					\$653,044.00		\$10,120.00
5501	Loan: Interest		\$21,600.00							\$27,777.00			\$687,821.00
5510	Conferences: Mileage	\$500.00	\$500.00							\$7,831.00			\$29,431.00
5530	Conferences: Subsistence & Lodging	\$3,000.00	\$2,500.00	\$3,000.00		\$1,000.00	\$3,500.00				\$2,500.00		\$1,000.00
5540	Conferences: Education & Training	\$3,000.00	\$2,600.00	\$3,000.00		\$1,000.00	\$2,500.00		\$2,000.00		\$2,500.00		\$17,500.00
5600	Lease: Property/Equipment	\$2,515.00	\$6,200.00			\$620.00	\$883.00	\$1,024.00			\$5,000.00		\$16,600.00
5700	Landfill Charges				\$65,000.00						\$17,000.00		\$16,242.00
													\$82,000.00

MASTER EXPENSES  
2/26/2024

5810	Dues & Memberships		\$2,500.00	\$500.00		\$900.00	\$4,800.00												\$8,700.00
5811	Books & Subscriptions		\$1,040.00			\$250.00	\$6,000.00												\$7,290.00
5847	Uniforms		\$1,200.00	\$1,000.00		\$500.00	\$12,000.00									\$1,000.00			\$15,700.00
5860	Special Events		\$500.00			\$5,000.00	\$6,000.00												\$11,500.00
6000	Investigation Expenses (PD)						\$2,500.00												\$2,500.00
6001	Supplies: Office/Breakroom	\$500.00	\$12,900.00	\$500.00		\$2,100.00	\$2,000.00									\$300.00			\$18,300.00
6005	Supplies: Maintenance/Janitorial		\$4,500.00	\$2,000.00		\$6,500.00	\$500.00												\$13,500.00
6007	Supplies: Operating					\$2,000.00	\$3,000.00												\$5,000.00
6008	Vehicle & Equipment Fuels		\$600.00	\$20,000.00		\$250.00	\$23,000.00					\$5,000.00				\$5,000.00			\$53,850.00
6009	Lawn Care & Supplies																		\$0.00
6010	Canine Replacement & Supplies						\$10,000.00												\$10,000.00
6027	Small Tool/Equipment Replacement		\$250.00			\$200.00	\$2,000.00									\$300.00			\$2,750.00
6037	Equipment & Supplies			\$26,000.00								\$25,000.00				\$30,000.00			\$131,000.00
6047	Street Repairs & Maintenance (NEW)			\$15,000.00															\$15,000.00
6057	Generator Maintenance											\$30,000.00				\$10,000.00			\$40,000.00
6802	Programs					\$4,000.00													\$4,000.00
6888	VDFP Funds for Volunteer Fire Department (Pass Thru)																		
7110	Refunds		\$15,000.00																\$15,000.00
7000	Miscellaneous (copies, reports, etc.)		\$5,000.00			\$500.00													\$5,500.00
7500	Employee Relations		\$35,000.00																\$35,000.00
7600	Resale Vending					\$4,500.00													
7700	Marketing		\$2,500.00																\$2,500.00
7900	Bank Fees																		\$0.00
8001	Capital: Machinery & Equipment		\$35,000.00	\$80,000.00		\$30,000.00						\$50,000.00				\$50,000.00			\$325,000.00
8002	Capital: Furniture & Fixtures																		\$0.00
8003	Capital: Computer Equipment		\$22,395.00			\$1,500.00													\$23,895.00
8004	Capital: Projects			\$200,000.00		\$60,000.00						\$25,000.00				\$75,000.00			\$360,000.00
8007	Capital: Cultural Projects/I&I																		\$40,000.00
	Infrastructure Contingency (NEW)											\$2,233.00				\$116,421.00	\$1,209.00	\$374.00	\$118,227.00
		\$46,655.00	\$1,340,351.00	\$949,046.00	\$215,000.00	\$646,495.00	\$941,619.00	\$12,067.00	\$2,318,336.00	\$400,529.00	\$1,079,592.00	\$45,000.00				\$45,000.00			\$7,994,670.00
EXPENSE	EXPENDITURES	10-220	10-420	10-442	10-445	10-472	10-510	10-520	21-830	31-810	41-820	52-490							TOTALS
CODES		COUNCIL	GEN GOV	ST MAINT	SANITATION	PARKS & REC	POLICE	PLANNING COMMISSION	ELECTRIC	WATER	SEWER	CEMETERY							
	FY 2024																		



## Staff Report/Recommendation

**REQUESTED:** Town Manager Greg Lunsford

**MEETING DATE:** May 6, 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.