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**AGENDA**  
**BUDGET WORK SESSION AND REGULAR MEETING**  
**FREDERICK COUNTY BOARD OF SUPERVISORS**  
**WEDNESDAY, FEBRUARY 10, 2016**  
**6:00 P.M., 7:00 P.M.**  
**BOARD ROOM, COUNTY ADMINISTRATION BUILDING**  
**107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

**6:00 P.M. – Board of Supervisors Budget Work Session**

**7:00 P.M. – Regular Meeting - Call To Order**

**Invocation**

**Pledge of Allegiance**

**Adoption of Agenda:**

Pursuant to established procedures, the Board should adopt the Agenda for the meeting.

**Consent Agenda:**

**(Tentative Agenda Items for Consent are Tabs: A, C, D and E)**

**Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)**

**Board of Supervisors Comments**

**Minutes: (See Attached)----- A**

1. Retreat with Sanitation Authority, January 19, 2016.
2. Budget Work Session, January 20, 2016.
3. Joint Budget Work Session with Frederick County School Board, January 27, 2016.

**AGENDA  
BUDGET WORK SESSION AND REGULAR MEETING  
FREDERICK COUNTY BOARD OF SUPERVISORS  
WEDNESDAY, FEBRUARY 10, 2016  
PAGE 2**

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**County Officials:**

1. Committee Appointments. **(See Attached)**----- **B**
2. Request to Schedule a Public Hearing on a Proposed Amendment to the 2015-2016 Fiscal Year Budget for the February 24, 2016 Board Meeting. **(See Attached)** ----- **C**

**Committee Reports:**

1. Lake Holiday Sanitary District Advisory Committee. **(See Attached)** ----- **D**
2. Transportation Committee. **(See Attached)**----- **E**

**Public Hearing:**

1. Proposed Conveyance of an Easement to Clear Brook Volunteer Fire & Rescue Inc., to Accommodate a Connection to the Frederick County Sanitation Authority System, for the Benefit of the Property of Clear Brook Volunteer Fire & Rescue Inc., the easement constituting 13,750 square feet, more or less, and being located on a portion of Tax Parcel Number 33-A-162B, the parcel being a portion of the property used by and referred to by Frederick County as Clearbrook Park, in the Stonewall Magisterial District. **(See Attached)**----- **F**

**Board Liaison Reports (If Any)**

**Citizen Comments**

**Board of Supervisors Comments**

**Adjourn**

# CONSENT AGENDA

# A

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**FREDERICK COUNTY SANITATION  
AUTHORITY  
RETREAT**

**JANUARY 19, 2016**

The Frederick County Board of Supervisors attended the Frederick County Sanitation Authority Winter Retreat held on Tuesday, January 19, 2015 at 6:00 P.M., in the Garden Room, George Washington Hotel, 103 Piccadilly Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells

**ABSENT**

Vice-Chairman Gene E. Fisher

**SANITATION AUTHORITY MEMBERS PRESENT**

Robert P. Mowery, Chairman; J. Stanley Crockett; Martha W. Dilg; Tom Simon; and Gary R. Oates

**OTHERS PRESENT**

Eric R. Lawrence, Executive Director; Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; and Roderick B. Williams, County Attorney; and Sanitation Authority staff members Michael Newlin, Angela Mason, Tashema Long, Cheryl Whittle, Rocky Stump, and Hank Sliwinski; Planning Commission Chairman June Wilmot; and Make Haufler, Hydro-Terra, Inc..

The retreat was an opportunity for the members of the Authority and the Board of Supervisors to strengthen relationships, learn about the Sanitation Authority organization, and expand their knowledge of the Authority's past and present water resource planning efforts.

A number of comments and questions were offered during the meeting, which the Authority felt could become topics for future reports and joint meetings. They included:

- The Authority's long term vision.

- The need to expand the Authority's services as the county continues to grow.
- The need for more detailed agency comments from the Authority when reviewing rezoning applications.
- Pursuing a regional approach to long-term water supply.
  - o Creation of a reservoir.
  - o Surface water withdrawal from rivers, such as from the Shenandoah or Potomac Rivers.
- Short and long-term water challenges.
- More frequent sharing of reports regarding FCSA's facilities and planning efforts.
- Schedule an opportunity to tour the FCSA facilities.

The retreat adjourned at approximately 7:30 p.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**JANUARY 20, 2016**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, January 20, 2015 at 8:15 A.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

**OTHERS PRESENT**

Finance Committee members Angela Rudolph, and Bill M. Ewing; Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Superintendent of Schools David Sovine; School Board Member Mike Lake; Executive Director of Finance for Frederick County Public Schools Lisa Frye; and Handley Regional Library Business Manager Ann White.

**CALL TO ORDER**

Finance Committee Chairman Judith McCann-Slaughter called the work session to order.

County Administrator Brenda Garton reviewed the contents of the Board's and Finance Committee's notebooks. She advised that she would be working with an internal staff committee in order to put together a balanced budget for the Board's consideration. She noted that the initial proposal contained a 4.1% salary increase for employees on both the School and General Fund sides. She reviewed the various funding scenarios, which reflected various use of fund balance and/or possible tax increases. Administrator Garton stated she would not recommend using fund balance to fund operating costs. She concluded by reviewing the School Board's



proposed budget, which reflected an increase in State funding of \$1,726,000 but also requested an additional \$10 million in local dollars.

Chairman DeHaven suggested starting with questions if anyone had any.

Supervisor Slaughter stated she understood that \$0.01 on the tax rate equated to approximately \$800,000. She asked about the current fund balance level.

Finance Director Shiffler responded that based on GFOA practices the County's fund balance should be approximately \$25-\$26 million. She noted that the County currently has \$39 million in unreserved fund balance.

Ms. Rudolph stated that she liked the format of the materials this year.

Supervisor Hess stated that he thought a fund balance policy should be part of the budget discussions. He went on to say there were ways to keep the tax rate low over a longer period of time if funds were purposely allocated to fund balance. He stated there was a need to contribute to reserves and/or capital needs. Supervisor Hess also suggested there was a need to look at the personal property tax rate as part of this process.

Supervisor Slaughter asked if the schools had included the Governor's proposed increases.

Executive Director of Finance Lisa Frye responded yes, it was factored in.

Supervisor Slaughter asked if the schools would feel that increase this year or next year.

Executive Director of Finance Frye responded they would see \$1.8 million this year and more the next year.

Supervisor Hess asked to have updated versions of materials have revision dates on each so it would be easier to track changes.

Administrator Garton noted the schools had identified \$5.1 million of very critical items in their budget.

There being no further discussion, the work session was adjourned at 9:13 a.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION  
WITH  
FREDERICK COUNTY SCHOOL BOARD**

**JANUARY 27, 2016**

A Budget Work Session of the Frederick County Board of Supervisors and the Frederick County School Board was held on Wednesday, January 27, 2016 at 5:30 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter and Robert W. Wells.

**SCHOOL BOARD MEMBERS PRESENT**

Dr. John Lamanna, Chairman; Jay Foreman; Kali Klubertanz; Michael A. Lake; Peggy Clark; Seth Thatcher; and Frank E. Wright

**OTHERS PRESENT**

Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Cheryl B. Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Jennifer Place, Budget Analyst; C. William Orndoff, Jr., Treasurer; Finance Committee members Angela Rudolph and Bill M. Ewing; Dr. David Sovine, Superintendent of Schools; Albert Orndorff, Assistant Superintendent for Administration; Jim Angelo, Assistant Superintendent for Instruction; Lisa Frye, Executive Director of Finance; Kristen Anderson, Budget Supervisor Frederick County Public Schools; and Steve Edwards, Coordinator of Policy and Communications; Tim Crisman, Frederick County Public Schools Director of Buildings and Grounds; and Rob Yost, Frederick County Public Schools Director of Information Technology.

**CALL TO ORDER**

Chairman DeHaven called the work session to order.

Dr. David Sovine presented his FY2017 proposed budget. The budget totaled \$199,837,613 and was based on the School Board's primary budget priorities:

- Open the replacement Frederick County Middle School with a seamless transition.
- Instructional initiatives to address increased accountability and improve student achievement.
- Compensation packages that enable the recruitment and retention of high quality staff.
- Operational funding to address preservation of assets, replacement school buses, safety and environmental enhancements, and aging infrastructure.
- Professional development designed to support operational efficiencies and evidence-based instructional practices.

The proposed budget adds 49.5 full-time equivalent positions and is an increase of \$18.5 million over the FY2016 budget.

Dr. Sovine noted his budget contained a \$4.6 million salary initiative, which reflected a 2/6% salary increase for staff, a \$500 improvement to beginning teacher salaries, and \$900,000 to address areas such as bus drivers, instructions aides, and specialized support staff.

He then reviewed the \$5.2 million in capital projects and increases to debt service.

Dr. Sovine concluded by thanking the Board for the opportunity to present the schools' budget.

Dr. Lamanna acknowledged the budget would take much time to be developed and analyzed, but noted the school board was concerned with capital projects. He advised if those needs were not addressed it could be a serious problem for both school functionality and costs if they are delayed.

Dr. Sovine advised that \$5.2 million did not represent all of the capital needs, but it represented the critical needs.

Supervisor Slaughter asked if capital projects would be a number one priority if there were limited funding.

Dr. Sovine replied they would probably not be a number one priority, but they were a priority.

Supervisor Hess asked about the teacher shortage and what portion of those numbers has to do with people not making it a long term career. He asked if there were any examples of creative schools systems using part-time teachers.

Supervisor Lofton asked if there was an overriding common theme among teachers leaving Frederick County.

Dr. Sovine stated there was no one common theme, but there were a variety of reasons such as higher pay, proximity to Pennsylvania, etc. Dr. Sovine stated he believed competitive compensation (e.g. salary, benefits, professional development) were all beneficial and needed.

Supervisor Fisher stated he was sympathetic to the \$5.2 million in capital requests. He asked if operational savings at the end of the year might be something that could be used to address those needs.

School Board member Frank Wright stated it was important to remember the longer the capital needs were put off, the more we were going to get surprised by a major issue.

Chairman DeHaven stated that consideration of the capital project needs outside of the budget was a question that needed an answer and was worthy of consideration.

Dr. Sovine advised that the School Board, at its February 2, 2016 meeting, would be considering participation in a bond sale.

Executive Director of Finance Frye advised the financing due date is the end of February and the application would contain approximately \$9 million for Frederick County Middle

School. She went on to say the school board could look at a short-term borrowing, five to eight years, to address capital, which could be part of that same application. She concluded by saying if fund balance was an option then the school board had some time.

Chairman DeHaven thanked everyone for attending the work session and expressed his appreciation for the opportunity to get together and for the working relationship between the two boards.

The work session was adjourned at 6:40 p.m.

B





**Brenda G. Garton**  
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** Brenda G. Garton, County Administrator *B. Garton*  
**DATE:** February 4, 2016  
**RE:** Committee Appointments

Listed below are the vacancies/appointments due through March, 2016. As a reminder, in order for everyone to have ample time to review applications, and so they can be included in the agenda, please remember to submit applications prior to Friday agenda preparation. Your assistance is greatly appreciated.

**VACANCIES/OTHER**

MPO Technical Advisory Committee (TAC)

Eric R. Lawrence – Former Planning Director

**(The Board will need to fill the seat of Eric Lawrence, former Planning Director.)** *(The county has four seats on the advisory committee. The Technical Advisory Committee is comprised of planners, highway engineers, and other transportation experts. There are fourteen (14) voting members on the Technical Advisory Committee. The Technical Advisory Committee reviews and makes recommendations to the MPO Policy Board on all plans and programs to be adopted, conducts special studies at the request of the MPO Policy Board, and generally provides expert transportation advice to the MPO Policy Board. ) (See Attached Current Roster)*

Board of Zoning Appeals

Jeremy McDonald – Back Creek District Representative  
306 Buffalo Marsh Road  
Middletown, VA 22645  
Term: 02/25/15 - 12/31/16

**(Staff has been advised Mr. McDonald has passed away.)** *(There are seven members on the Board of Zoning Appeals. Recommendations for*

***appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)***

Northwestern Community Services Board

Blaine J. “Jack” Alkire – Frederick County Representative  
313 Frasher Drive  
Clearbrook, VA 22624  
Term Expires: 12/31/17  
Three year term

**(Mr. Alkire has resigned.)**

Ryan Clouse – Frederick County Representative

111 Rebecca Drive  
Winchester, VA 22602  
Term Expires: 12/31/15  
Three year term

**(Mr. Clouse resigned at the end of his term.)**

**(Staff has been in contact with Northwestern Community Services in seeking their assistance in finding possible candidate(s) and will forward any recommendation(s) received to the Board of Supervisors.)** *(The Northwestern Community Services Board is composed of representatives from each of the jurisdictions within the planning district. The county has three seats on the Northwestern Community Services Board. Members serve a three year term and are limited to three consecutive terms.)*

Parks and Recreation Commission

Martin J. Cybulski – Red Bud District Representative  
134 Likens Way  
Winchester, VA 22602  
Term Expires: 04/28/18  
Four year term

**(Mr. Cybulski has resigned.)**

**JANUARY 2016**

No remaining appointments due.

**FEBRUARY 2016**

Planning Commission

Stan Crockett – Stonewall District Representative  
139 Panorama Drive  
Winchester, VA 22603  
Phone: (540)533-9581  
Term Expires: 02/12/16  
Four year term

**MARCH 2016**

No appointments due.

BGG/tjp

Attachment



**WIN-FRED**  
METROPOLITAN PLANNING ORGANIZATION

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

**TECHNICAL ADVISORY COMMITTEE**

<b>Chair</b>	Tim Youmans	Winchester
<b>Vice Chair</b>	Eric Lawrence	Frederick County
<b>Secretary/Treasurer</b>	Martha Shickle	NSVRC

**VOTING MEMBERS**

<b>Frederick</b>	Patrick Barker Executive Director Winchester-Frederick Co., EDC 45 E. Boscawen St. Winchester, VA 22601 O: 665-0973 F: 722-0604 Email: pbarker@wininva.com	Eric Lawrence Director, Planning and Development 107 N. Kent St. Winchester, VA 22601 O: 665-5651 F: 665-6395 Email: elawrenc@fcva.us
	John Bishop Deputy Director - Transportation 107 N. Kent St. Winchester, VA 22601 O: 665-5651 F: 665-6395 Email: jbishop@fcva.us	Kris Tierney Assistant County Administrator 107 N. Kent St. Winchester, VA 22601 O: 662-8729 F: 667-0370 Email: ktierney@fcva.us
<b>Stephens City</b>	Tim Stowe P.O. Box 250 Stephens City, VA 22655 O: 869-3087 F: 869-6166 Email: timstowe@stowecompanies.com	
<b>VDOT</b>	Terry Short District Planning Manager 811 Commerce Ave. Staunton, VA 24401 O: (540) 332-9067 F: (540) 332-2262 Email: terry.shortJR@VDOT.Virginia.gov	
<b>VDRPT</b>	Lisa DuMetz VA Dept. of Rail & Public Transportation - Northern Virginia Office 6363 Walker Lane, Suite 500, Alexandria, VA 22310 O: 571-483-2605 Email: Lisa.DuMetz@drpt.virginia.gov	

**Win. Airport** Serena "Renny" Manuel  
Executive Director  
491 Airport Rd.  
Winchester, VA 22602  
O: 662-5786 F: 722-9335  
Email: okvmanuel@adelphia.net

**Win. Transit** Renee Wells  
Winchester Transit Director  
301 E. Cork St.  
Winchester, VA 22601  
O: 667-1815  
renee.wells@winchesterva.gov

**Winchester** Vacant Tom Hoy  
Director of Public Works  
301 E. Cork St.  
Winchester, VA 22601  
O: 667-1815  
Email: tom.hoy@winchesterva.gov

Tim Youmans Perry Eisenach  
Planning Director Public Services Director  
15 N. Cameron St. 15 N. Cameron St.  
Winchester, VA 22601 Winchester, VA 22601  
O: 667-1815 F: 722-3618 O: 667-1815 F: 662-3351  
Email: timothy.youmans@winchesterva.gov Email: perry.eisenach@winchesterva.gov

**Staff** Martha Shickle Karen Taylor  
Executive Director Sr. Project & Operations Manager  
Email: mshickle@nsvregion.org Email: ktaylor@nsvregion.org

John Madera  
Principal Planner  
jmadera@nsvregion.org

Contact Information for Staff  
400 Kendrick Lane, Ste. E  
Front Royal, VA 22630  
O: (540) 636-8800 F: (540) 635-4147

# CONSENT AGENDA

C



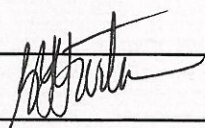
Brenda G. Garton  
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

**MEMORANDUM**

<b>TO:</b>	Board of Supervisors
<b>FROM:</b>	Brenda G. Garton, County Administrator 
<b>SUBJECT:</b>	Request to Schedule a Public Hearing on Proposed Amendment to the 2015-2016 Fiscal Budget for the February 24, 2016 Meeting
<b>DATE:</b>	February 3, 2016

At the budget work session held on Wednesday, February 3, 2016, the Board and Finance Committee discussed the request from Frederick County Public Schools for \$5.1 million to address critical capital needs. As part of that discussion, the use of Unreserved Fund Balance to address capital needs was considered. **(See attached memo from Frederick County Public Schools.)**

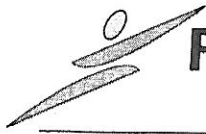
Staff proposed capital funding from unreserved fund balance in the amount of \$7 million to be split between schools and the general fund based on the historic 57%/43% ratio. This would provide \$4 million to the schools to address capital needs and \$3 million to the general fund to address capital needs.

Due to the amount of funding involved in this budget adjustment a public hearing is required. At the February 3, 2016 budget work session, the Board's consensus was to move this matter forward for public hearing at it February 24, 2016 meeting. Based on that consensus and in order to meet the required advertising deadlines, staff has advertised this matter for public hearing; however, we seeking formal board endorsement of the public hearing request.

Should you have any questions, please do not hesitate to contact me.

BGG/jet

Attachment



# Frederick County Public Schools

... to ensure all students an excellent education

Lisa K. Frye, Executive Director of Finance

fryel@fcpsk12.net

**TO:** Cheryl Shiffler, Finance Director – Frederick County  
**FROM:** Lisa K. Frye, Executive Director of Finance - FCPS  
**DATE:** February 3, 2016  
**SUBJECT:** FY 2016 Budget Adjustment – Capital Projects Fund

At their meeting last night, February 2, 2016, the School Board approved a FY 2016 School Capital Projects Fund budget adjustment in the amount of \$5,188,451, which represents the amount needed for capital maintenance projects, school buses, and equipment replacement projects as described below. The School Board recognizes their action is subject to approval of appropriation by the Board of Supervisors. As discussed in the joint meeting of both boards on January 27, 2016, a current year budget adjustment will allow school staff to procure and schedule these items in order to take full advantage of the summer months.

I certainly defer to you, or Mrs. Garton, with regard to the specification of the funding source for the appropriation. I am prepared to include the amount in the short term section of the Spring 2016 VPSA bond sale application should that be the desire of the Board of Supervisors. The due date for the application is February 29, 2016. Otherwise, please advise as you deem appropriate.

The capital projects covered by this request include:

- \$4,001,471 in maintenance projects
  - HVAC upgrade for school administration building
  - Fire alarm system replacement for JWHS
  - Cooling tower replacement for Bass-Hoover
  - Chiller replacement for Armel
  - Fire pump/backflow preventer project
  - Building management systems upgrade
  - Energy lighting upgrade
- \$1,000,000 in replacement school buses
  - 10 school buses
- \$186,980 in technology equipment
  - IP phone replacement
  - Internet connectivity/communication back up effort

Requested action

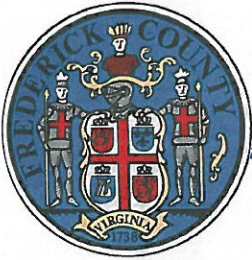
Approval of a FY2016 budget adjustment to the school capital projects fund in the amount of \$5,188,451 for identified capital maintenance and equipment needs.

**CC:** David T. Sovine, Ed.D., Superintendent  
Brenda G. Garton, County Administrator



# CONSENT AGENDA

D



MEMORANDUM

Kris C. Tierney  
Assistant County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

**TO:** Board of Supervisors  
**FROM:** Kris C. Tierney, Assistant County Administrator *KCT*  
**RE:** LHSD Advisory Committee Report of 1/27/16 Meeting  
**DATE:** January 28, 2016

The LHSD Advisory Committee met in the Public Works Department Conference Room located on the 2<sup>nd</sup> Floor of the 107 North Kent Street complex, on Wednesday, January 27, 2016 at 10:00 a.m.

All members were present. Representative of LHCC were their manager Dave Burleson, the President of the Association, Brenda Badders-Riesgraf and Vice-President, Pat Cooney. Frederick County Representatives were Supervisor Hess, Rod Williams, Ed Strawsnyder and Kris Tierney.

The Committee took two actions related to Sanitary District assessments;

- 1) The Committee recommended leaving the FY17 assessments the same as in past years. (buildable lots \$678 and \$264 for membership lots)
- 2) The Committee also recommended an assessment of zero on land held in common by LHCC.

The Board should consider these recommendations when officially setting the rates as part of the budget adoption this spring.

# CONSENT AGENDA

E



**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** John A. Bishop, AICP, Deputy Director - Transportation  
**RE:** Transportation Committee Report for Meeting of February 1, 2016  
**DATE:** February 5, 2016

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The Transportation Committee meeting scheduled for January 25, 2016 was delayed due to weather and met on February 1, 2016 at 8:30 a.m.

Members Present

Gary Lofton (voting)  
Barry Schnoor (voting)  
Judith McCann-Slaughter (voting)  
Gary Oates (liaison PC)

Members Absent

Mark Davis (liaison Middletown)  
Gene Fisher (voting)  
James Racey (voting)  
Lewis Boyer (liaison Stephens City)

**\*\*\*Items Requiring Action\*\*\***

None

**\*\*\*Items Not Requiring Action\*\*\***

**1. Comprehensive Plan Transportation Section Update**

The Committee reviewed the attached updates to the Transportation Section of the comprehensive plan in which staff implemented the previously discussed changes and agreed to forward to the CPPS via consensus.

## **2. House Bill 2 Update**

Staff updated the Committee on the status of the County's HB2 applications and noted that Projects 1, 4, and 5 from the list below are currently being recommended funding.

1. Route 11 North at Exit 317
2. Construction of Route 37 from Exit 310 to Route 522
3. Restoration of Route 277 Improvements to the Plan
4. Route 11 South Intersection with Apple Valley Road – Intersection Improvements
5. Fox Drive at Route 522 – Turn Lane Improvements

Staff noted that while our larger projects were not successful given the extreme competition within the state, our strategy of applying for smaller projects in addition to the larger projects was very successful. Frederick County was the only locality in the Staunton district north of Harrisonburg to receive any funding recommendations.

Staff discussed that looking ahead to next year the County will need to develop more small and mid-range project applications in addition to working to strengthen the applications for and strategize difference scenarios on the larger projects.

Finally, it was noted that, due to the fact that significant scoring is gained on Economic Development categories, that the County must coordinate with the EDA on the creation or modification of EDA strategic planning documents that highlight key transportation projects that meet EDA goals.

## **3. Other**

Staff updated the Committee on the status of several of our revenue sharing projects and noted that the notice to proceed on Snowden Bridge Boulevard should be going out later this month.

JAB/dlw

Attachment

# TRANSPORTATION

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## TRANSPORTATION

### CURRENT CONDITIONS

Frederick County has grown significantly in the past two decades in both population and economic development, placing a significant demand upon the Frederick County transportation system. Current County policy follows State Code guidance to ensure that new development offsets its impacts to the transportation system. A significant portion of congested roadways in the County can be linked to by-right development that does not offset its transportation impacts since it is not required by the Code of Virginia. This has had the greatest impact upon Interstate 81 and the primary highways in the County. Primary Highways include Routes 37, 522, 50, 7, 277 and 11.

Based upon the most recent Virginia Department of Transportation (VDOT) data available (~~2007~~) **(2016)** Frederick County has ~~1663~~ **1853** lane miles of roadway that are part of the state system. As of 2008, VDOT estimates that vehicles traveled ~~2,966,846~~ **3,040,103** miles per day on Frederick County roadways. This is a ~~213%~~ **an over 200%** increase since 1990. The vast majority of this travel is focused upon the Interstate and Primary system.

It is the County's policy to focus future growth in the Urban Areas, within the boundaries of the Urban Development Area (UDA) and Sewer and Water Service Area (SWSA). In addition, the County has recently taken additional steps to incentivize growth within the UDA by adopting a transfer of development rights (TDR) ordinance which allows by right residential development rights to be sold by landowners in the Rural Areas to landowners inside the UDA. Ultimately, while this results in increased traffic in the UDA, this is still a net financial benefit to the County. This allows the County and State to focus roadway improvements within the UDA as opposed to having to expand roadways throughout the entire county. The Eastern Road Plan is the guide to roadway development/improvements in and around the Urban Areas.

Improvements to secondary roads in the more rural western portion of the county are focused on safety and maintenance as opposed to creating additional capacity. The possible exception to this would be areas where the Comprehensive Plan proposes the development of Rural Community Centers. Capacity and safety improvements to primary roadways in the rural areas will be addressed on an as needed basis.

## TRANSPORTATION

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As of the year 2000 census, the urbanized portions of Frederick County, Winchester, and Stephens City area reached the population threshold (50,000) that led to the federally required creation of a Metropolitan Planning Organization (MPO). In Frederick County the MPO boundary is concentrated around the development in the eastern section, and along Route 11 to West Virginia in the north and to Stephens City in the South. Staffed by the Northern Shenandoah Valley Regional Commission, the MPO is responsible for creating a long range transportation plan that meets air quality standards. The MPO is in the process of adopting the 2035 Long Range Transportation Plan, which is expected to be adopted before or shortly after this document.

***The MPO is currently operating under the 2035 Long Range Transportation Plan.***

Recent funding of transportation improvements in Frederick County has largely been accomplished through development proffers and the VDOT revenue sharing program. Whenever possible, the County uses public private partnerships to make improvements. The County is also active in the areas of rail access funding and economic development road access funding. The State's role in transportation funding has been declining over the years and has now reached the point where some federal funds are being used for maintenance with very little new construction taking place. The State has been actively encouraging localities to take on maintenance of their road systems. However, roadway construction and maintenance in Frederick County primarily remains the responsibility of the State and Federal Government. How the County, State, and Federal governments work together to create a long term funding policy for transportation will have far reaching impacts on transportation systems in Frederick County.

***Recent Transportation Legislation, namely HB2 and HB1887, has significantly changed the process by which transportation projects will be funding within the Commonwealth. The stated purpose of the new system is to score transportation projects and remove politics from the decision making process. At this time the results of the first round of this process are pending. Based on Commonwealth Transportation Board adopted criteria, Economic Development is the most influential factor in scoring criteria for Frederick County. This makes it particularly important that the County coordinate with the Economic Development Authority to highlight the economic development importance of key roadways.***

# TRANSPORTATION

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## FUTURE FOCUS

In the next twenty to thirty years it is expected that a number of key transportation milestones will be reached. The issue of long-term road construction funding must be resolved, which will allow significant transportation system improvements to move forward. Most crucial is the completion of Route 37 east, which is critical for both residential and economic development traffic. Completion of this roadway has been a top priority for Frederick County for many years. The Eastern Road Plan will continue to guide road projects and will evolve to address the long range transportation needs of the County.

~~The County will encourage the integration of National Complete Streets principles into its transportation practices. Complete Streets are streets that serve all users, not just those using a car. Instituting a Complete Streets policy ensures~~ **The County will work to insure** that **development and** transportation agencies routinely design and operate the entire right of way to enable safe access for drivers, transit users and vehicles, pedestrians, and bicyclists, as well as for older people, children, and people with disabilities. ~~These principles~~ **This goal** aims to balance the diverse needs of all users of the public right of way and promote an integrated, multi modal transportation system. Simply put, ~~following complete streets principles~~ **this** means that the County will consider all potential users of the transportation system when making improvements, **working with development**, or constructing new facilities. ~~Complete Street policies~~ **This goal** will benefit Frederick County as ~~they~~ **it** addresses important safety, health, and environmental considerations, ~~target special populations,~~ and promotes growth and revitalization within the community. ~~Many states, including Virginia and over 200 localities, have adopted some form of complete streets policy.~~

~~It is expected that transit~~ **Over time, it is expected that private transit options** will begin to play a larger role in Frederick County's transportation network. This would likely begin with on demand type services for the special needs populations, elderly, and disabled.

As densities increase in the UDA and citizen preferences continue to shift, it is expected that bicycle and pedestrian accommodations will continue to increase in importance. The Frederick County School system has recently opened its first elementary school (Greenwood Mill Elementary) with a walk zone, and they plan to continue promotion of this type of school. ~~A Complete Streets policy will also help to move these goals forward.~~

Finally, with the growth potential of the Virginia Inland Port in Warren County, Frederick County can expect a continuing increase in freight movement via rail and roadways. The development of the County's transportation infrastructure should continue to address transportation improvements that



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will further the economic growth of the community. This would also include fulfilling the potential of the Winchester Regional Airport.

### **COMMUNITY BENEFITS**

The benefits to the community of a healthy transportation system are immeasurable. An efficient transportation system leads to communities that are less stressed, healthier, less polluted, safer, and more attractive to economic development opportunities and new residents.

A policy that creates an interconnected system of bicycle and pedestrian facilities will lead to a healthier and fitter community as well as increased home values. Removal of cars from the roadway would reduce congestion and air pollution. The mixed use land use pattern promoted by New Urbanism and the Urban Center concept of this Plan furthers promotes these policies.

The transportation system is always a key consideration for business locations. An efficient transportation system will make the County more attractive to new businesses and will also keep existing businesses from looking to locate elsewhere. In addition, continued focus in intermodal opportunities (the transfer of goods between different transportation modes such as truck to rail or air) in the area will make the county more attractive to businesses looking to take advantage of rail sidings or locations near the airport. The County's willingness to support both road and rail access funding has already led to increased economic development interest. The result is more jobs for County citizens as well as a more valuable and diverse tax base.

### **POLICIES/IMPLEMENTATION**

As residential and commercial development continues, increasing demands will be placed upon the County's transportation infrastructure. Challenges will continue to be placed on the County by users of I-81 and commuters through the area. Transportation demands need to be addressed while protecting and promoting the goals of the comprehensive plan as a whole. This will include the uses of tools such as context sensitive design and planning/locating roadways with consideration of future planned land uses and types.

The role of Frederick County is to first plan the transportation system and then work with new and existing development to preserve corridor rights of way and implement construction needs. It is the role of the state and federal government along with development to fund transportation improvements necessary to ensure the future health of the County's transportation network.

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**POLICY:** ~~TO CRAFT AND ADOPT A COMPLETE STREETS POLICY TO GUIDE THE~~  
***TO PROMOTE THE COUNTY POLICY OF*** DEVELOPMENT OF NEW  
ROADWAYS AND THE REDEVELOPMENT OF EXISTING ROADWAYS IN A  
MANNER THAT MAKES THEM OPEN, AVAILABLE, AND SAFE TO ALL  
MODES OF TRANSPORTATION.

**IMPLEMENTATION:**

- Match desired form of development to roadway classification to simplify the determination of which roadways receive which treatment. That is, different types of streets for different land uses. ***For example, while some roadways would require a separate bicycle and pedestrian trail in order to be more accessible to bicyclists and pedestrians, in rural areas a wider shoulder section may be more appropriate.***
- ~~Support State efforts to implement Complete Streets policies and advance local implementation of complete street policies.~~
- Work with new development and redevelopment to implement ***this*** the complete streets policy and ***the overall*** transportation plan. This may require analysis and modification of the existing subdivision ordinance.
- Work cooperatively with the schools division to identify school locations that meet both school and County goals of public access and safe walkability.
- Seek outside funding sources to fill in gaps in order to attach separate segments and create a fully interconnected system.

**POLICY:** **IMPLEMENT THE ROADWAY PRIORITIES OF THE COUNTY AS OUTLINED ANNUALLY IN THE CAPITAL IMPROVEMENT PLAN AS WELL AS THE INTERSTATE, PRIMARY AND SECONDARY ROAD PLANS, PRINCIPALLY IN ADDITION TO THE EASTERN ROAD PLAN, AND PARTICULARLY ROUTE 37 EAST.**

**IMPLEMENTATION:**

- Work with new development and redevelopment to implement the Eastern Road Plan through construction and preservation of right of ways.
- Continue to work closely with VDOT, State and Federal representatives, and any other available revenue sources to increase transportation.
- In the absence of outside funding continue to protect rights of way and move forward on planning transportation priorities.

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- Coordinate with the VDOT to make sure the required percentage of maintenance funds to be spent on other accommodations is used on County priorities.
- Maintain the character of the rural roadways in the county while addressing safety issues as they may arise.

**POLICY:      IMPROVE UPON EXISTING TRANSPORTATION SAFETY AND SERVICE LEVELS IN THE COUNTY.**

**IMPLEMENTATION:**

- Coordinate with VDOT in the scoping and review of Traffic Impact Analyses.
- Analyze VDOT Access Management standards and, when needed, adopt County standards that are stronger.
- Investigate the creation of a facility standards manual.
- Work with new development and redevelopment to ensure that the trip generation and new movements do not degrade the transportation system, increase delays, or reduce service levels.
- ~~• Coordinate with VDOT, local and state law enforcement, and the schools division to identify and address safety concerns. Coordination to be handled by the Department of Planning and Development and Transportation Committee.~~
- ***Create an informal working group with Staff, VDOT, and law enforcement to identify and address safety concerns. Coordination to be handled by the Department of Planning and Development and the Transportation Committee.***
- Work with State officials to bring another General District Court Judge to the area as previously approved.
- Work with State officials to increase financial and staff support to the Sheriff's Department.
- Work with State officials to increase financial and staff support of the State Police Kernstown Barracks.

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**POLICY: FIND WAYS TO IMPLEMENT TRANSPORTATION NEEDS WHILE KEEPING THE COST OF INDUSTRIAL PROPERTY COMPETITIVE. WORK TO ENHANCE USE OF INTERMODAL FREIGHT MOVEMENT WHEREVER POSSIBLE.**

**IMPLEMENTATION:**

- ~~• Create a working group comprised of members from interest groups, staff, and the Transportation Committee to review the form of proffers and develop a preferred approach for developing transportation proffers that will best aid the competitiveness of local industrial sites, while ensuring needed transportation improvements are put in place.~~
- Coordinate with local business to maximize the use of Economic Development Road Access funding as well as Rail Access funding.
- Actively work with rail carriers through the Economic Development Commission and Industrial Parks Association to maximize the amount of material that is shipped into and out of Frederick County via rail.
- Perform a study to discern where opportunities to bring air freight into the regional airport may be available.
- Work to incentivize and maximize opportunities presented by expansion of the Virginia Inland Port and the new multimodal facility coming to Martinsburg, WV.
- Make use of revenue sharing funds for development of industrial property when the Board of Supervisors determines that it is in the best interest of Frederick County.
- Incorporate the Airport Master Plan into County planning efforts.

**POLICY: IMPROVE THE BEAUTY OF TRANSPORTATION CORRIDORS AT THE COUNTY GATEWAYS AND ALONG COMMERCIAL ROADWAYS.**

**IMPLEMENTATION:**

- Work with VDOT to create roadway design plans that meet standards while beautifying local gateways and commercial corridors.
- Through the Transportation Committee, develop a plan and actively promote corridor beautification. This should include working with local institutions to create more attractive County entrances into their facilities.

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**POLICY:      ENSURE SAFE OPERATION OF FIRE AND RESCUE VEHICLES AND SCHOOL BUSES.**

**IMPLEMENTATION:**

- Investigate the existence and potential removal of barriers between neighborhoods that lead to delays in response, particularly for the Greenwood and Millwood companies.
- Promote the adoption of a uniform locking technology acceptable to the Fire and Rescue Department for use on gated and locked emergency access points.
- Analyze driving, road, and parking standards and actively seek Fire and Rescue Department input for driveways and roads to ensure that all approved developments are accessible by fire equipment.

**POLICY:      PROVIDE COST EFFECTIVE ALTERNATIVES TO AUTOMOBILE TRAVEL AS NEEDED, FOR THE ELDERLY, DISABLED, AND WORK FORCE.**

**IMPLEMENTATION:**

- Coordinate with existing agencies such as Shenandoah Area Agency on Aging and Access Independence to secure outside funding to enhance service to the elderly and disabled in the community.
- Make use of MPO resources to identify areas of most critical need.
- Monitor existing data source updates to determine areas of growing need.

## **COMMUNITY PARTNERS AND STAKEHOLDERS**

The Frederick County Transportation Committee (TC) is appointed by the Board of Supervisors to review issues in the County including transportation planning, safety, and regional coordination. The TC reviews and provides recommendations to the Board of Supervisors regarding transportation planning and policy related matters. As staff and the TC work on these items there are a number of agencies with whom they regularly engage including:

- Virginia Department of Transportation
- Virginia Department of Rail and Public Transit
- Federal Highway Administration
- WinFred MPO

## TRANSPORTATION

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- Northern Shenandoah Valley Regional Commission

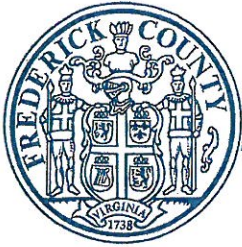
In addition to the above agencies the TC often works with the following groups on different special projects.

- Frederick County Sherriff's Department
- Virginia State Police (Kernstown Barracks)
- Frederick County Fire and Rescue
- Frederick County Public Schools
- Winchester Frederick Economic Development ~~Commission~~ **Authority**

### **SUPPORTING MATERIALS AND RESOURCES**

- Airport Master Plan
- ~~National Complete Streets Coalition~~
- MPO 2030 Transportation Plan
- Frederick County Annual Road Plans (Primary, Secondary, and Interstate)
- VDOT Access Management Standards

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## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

### M E M O R A N D U M

TO: Board of Supervisors

FROM: Jason Robertson  
Director Parks and Recreation

SUBJ: Clearbrook Volunteer Fire and Rescue Easement Request

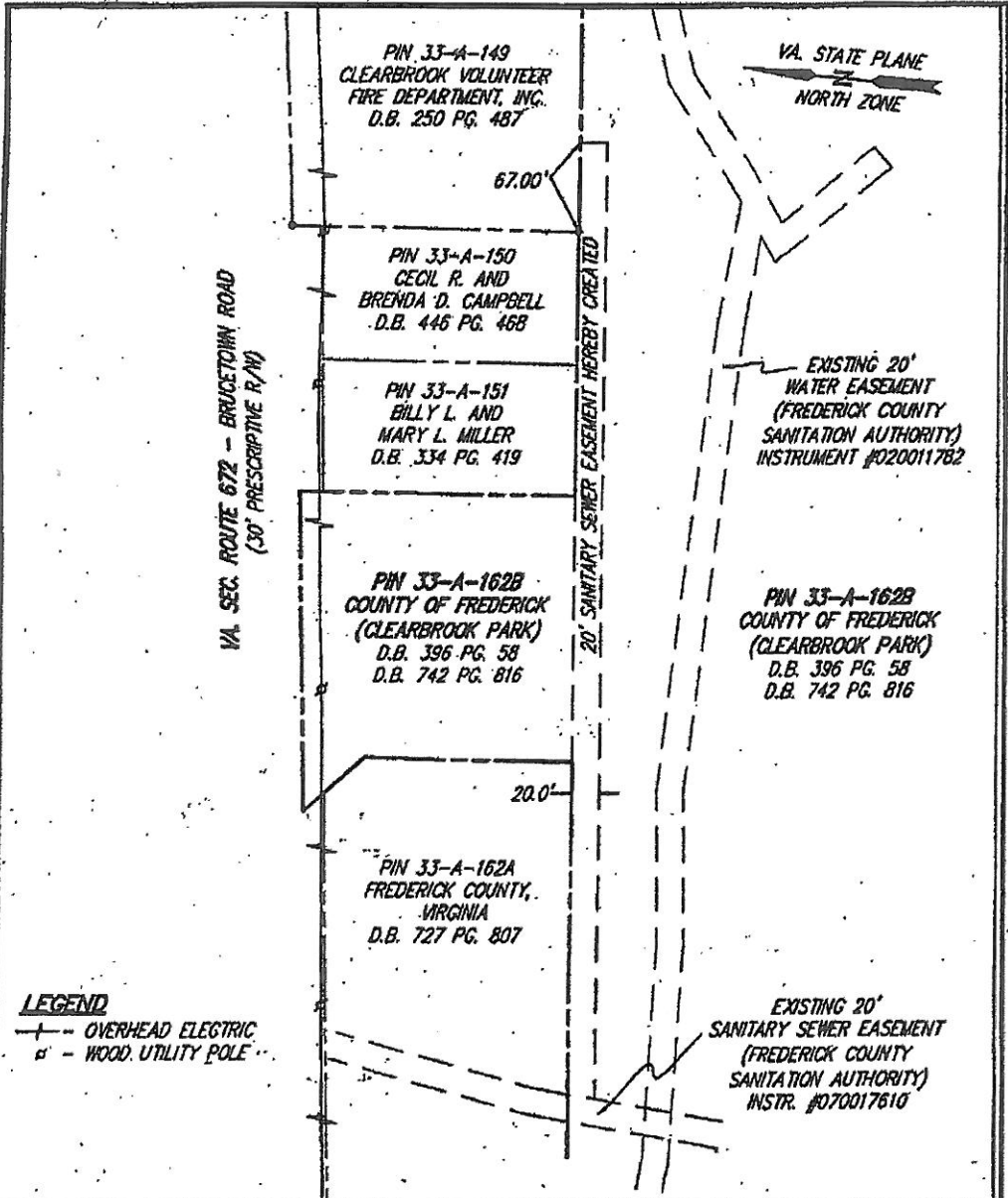
DATE: February 2, 2016

The Parks and Recreation Commission recommended the Board of Supervisors approve the conveyance of an easement for Clearbrook Fire and Rescue Inc. at Clearbrook Park to enable the installation of a sanitary sewer line to serve the company's facility located at 1256 Brucetown Road, and to waive the easement fee at the conclusion of the public hearing. This easement is approximately 13,750 square feet and located on the attached plat of tax map parcel 33-A-162B.

The Parks and Recreation Commission recommended waiving the easement fee of \$ 1,331 with the stipulation Clearbrook Fire and Rescue Inc. will pay the easement fee and appropriate interest if they sell the property within ten years and will allow parking and building access for meeting space at no charge if requested by Frederick County Parks and Recreation. You will find attached the Parks and Recreation Easement Policy (500.07) for your information.

Please give me a call at 722-8294 if you need additional information regarding the above.

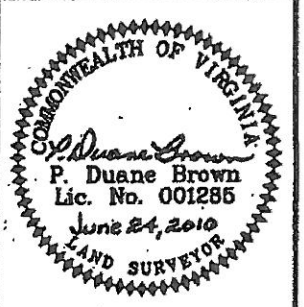




**NOTES:**  
 1. NO TITLE REPORT FURNISHED; THEREFORE, EASEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS PLAT.  
 2. NO FIELD 'RUN' BOUNDARY SURVEY WAS MADE OR IS IMPLIED OF THE PARCEL SHOWN HEREON.

0' 100' 200' 300'  
 GRAPHIC SCALE: 1"=100'

PLAT SHOWING  
 PROPOSED 20' SANITARY SEWER EASEMENT  
 THROUGH THE LAND OF  
**THE COUNTY OF FREDERICK**  
 (CLEARBROOK PARK)  
 STONEWALL MAGISTERIAL DISTRICT  
 FREDERICK COUNTY, VIRGINIA



DATE: 06/24/10      SCALE: 1"=100'      SHEET 1 OF 1

**Marsh & Legge Land Surveyors, P.L.C.**  
 560 NORTH LOUDOUN STREET ~ WINCHESTER, VIRGINIA 22601  
 PHONE (540) 667-0468 ~ FAX (540) 667-0469 ~ EMAIL office@marshandlegge.com

DRAWN BY: HBK  
 108800-ESMT

**EASEMENT ON PARK PROPERTY POLICY**  
**500.07**

**PURPOSE:**

To establish criteria to consider requests for easements by outside parties for non-recreational uses of park land.

**GOAL:**

To preserve the integrity of the park while considering easement requests.

**POLICY:**

The Frederick County Parks and Recreation Department will only consider easements by outside parties for non-recreational use of park land if the proposed easement is compatible with other planned or existing park uses, it is determined there is no prudent or feasible alternative, and all possible planning to minimize impact is included. The Department shall require compensation for use of parklands based on the appraised value of the property. The minimum compensation shall be 25% of the appraised value of the property that will be subject to the easement. The compensation percentage may be increased for high exposure areas at the recommendation of the Frederick County Parks and Recreation Commission and approval of the Frederick County Board of Supervisors.

The Department may require compensation for Department staff hours overseeing any easement request exceeding four hours. Time will be recorded in 30 minute increments throughout the approval process. This fee will be waived for easements benefitting the Parks and Recreation Department.

In addition, the Parks and Recreation Department may require monetary assurance(bonding)of the requestor to ensure compliance with easement requirements including restoration of impacted areas.

All easement requests are subject to approval and contingencies determined by the Frederick County Parks and Recreation Commission, Frederick County Board of Supervisors and if applicable, the Department of Interior, National Park Service Virginia Liaison for the Land and Water Conservation Fund.

*Approved; May 2011*