

VIRGINIA:

At a recessed meeting of the Board of Supervisors of the County of Northampton, Virginia, held at the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, on the 25th day of January, 2016, at 5:00 p.m.

Present:

H. Spencer Murray, Chairman	Granville F. Hogg, Jr.
Larry LeMond, Vice Chairman	Robert G. Duer
Oliver H. Bennett	

The meeting was called to order by the Chairman.

Board & Agency Presentations:

(1) Mr. Paul Lee and Ms. Anne Wall of Robinson, Farmer, Cox Associates reviewed the FY 2015 Comprehensive Annual Financial Report with the Board and noted that no deficiencies were found during the audit.

In response to questions from Supervisor Murray, Ms. Wall said that it was their position that the USDA obligation did not warrant notice in the audit as a “contingency”. Supervisor Murray said that he disagreed with this assessment and believed that the issue should have been included in both the 2014 and 2015 audits. He asked the auditors to look at their work papers and see what documentation they had that could be provided to the Board.

County Administrator’s Report:

(2) Draft Zoning Ordinance Calendar & Memo

The following draft zoning ordinance adoption calendar was presented for the Board’s review as well as a memorandum from the County Administrator detailing several items left over

from the January 19<sup>th</sup> special meeting which need the Board’s input. These documents are set out below with the Board’s direction highlighted in yellow italicized text:

**CALENDAR FOR ZONING ORDINANCE ADOPTION**

*Draft prepared by Katie H. Nunez – January 13, 2016*

*Adopted pursuant to Board Vote on \_\_\_\_\_*

<b>ACTIVITY</b>	<b>CALENDAR</b>
Board of Supervisors Meeting where it voiced its intent to repeal the 12-8-2015 zoning ordinance and map and provided proposed amendments	January 12, 2016
Meeting of zoning staff and legal counsel to review proposed amendments as issued by the Board and the generation of a memo (if necessary) with any “problems” identified with the proposed amendments. This memo will be e-mailed to the Board on January 20, 2016.	January 19, 2016
Staff preparation of applications for zoning text and map amendments and compilation of all required backup documentation in order to forward to Planning Commission	January 13 – January 26, 2016
Official notice is provided to the Planning Commission.	February 2, 2016
Staff to do all editing as well as printing, sorting and stuffing all mailing notices to all property owners (thru a mailing service)	February 1 – 16, 2016
All required notices to property owners and adjacent localities are mailed. Documents are posted on the County’s website for public review.	February 16, 2016
Submit legal advertisement to newspaper	February 16, 2016
First legal advertisement appears in Eastern Shore News	February 24, 2016
Second legal advertisement appears in Eastern Shore News	March 2, 2016
Joint Public Hearing between the Board of Supervisors & the Planning Commission on the Zoning Ordinances & Map Amendments	March 9, 2016 Location: Northampton High School, Eastville
Review time by the Planning Commission (maximum time allowed by the Code of Virginia is 100 days)	<b>May 12, 2016</b> <i>This date is determined by adding 100 days from the date of the first meeting of the Planning Commission (February 2, 2016) following referral by the Board of Supervisors. If the Planning Commission completes its recommendations sooner than the 100-day allotment or the Board provides a shorter timeframe for Planning Commission review, the Board can</i>

	<i>consider action sooner.</i>
Time frame for Action by the Board (pending receipt of recommendation from the Planning Commission)	March 10 – May 12, 2016

\* \* \* \* \*

**MEMORANDUM:**

**TO:** Board of Supervisors

**FROM:** Katherine H. Nunez  
County Administrator

**DATE:** January 21, 2016

**SUBJECT:** 2016 Zoning Ordinance –  
Additional Items for Board Guidance

See below the remaining items from the January 19<sup>th</sup> special meeting of the Board which require final guidance to staff:

**Agritourism:**

*It was the consensus of the Board that additional thought needed to be given to the Agritourism memo. This item will be more fully discussed at the January 25<sup>th</sup> work session.*

*It was the consensus of the Board to use the term “agricultural operation” instead of “working farm.” Additionally, the Board reviewed again the memorandum from the Planning Commission which contained its recommendations relative to Agritourism, dated July 22, 2015. It was the consensus of the Board to recommend the inclusion and deletion of certain definitions as recommended in the memorandum as well as the addition of a new “Section 154.117 Standards for certain Agricultural uses” and the proposed changes to the Use Charts. The Board also agreed that these proposed changes be included in the 2000 Zoning Ordinance in order to capture those properties mapped as Existing Subdivisions.*

**CAFOs:**

- Clarification needed if the proposed setbacks apply to all AFO and CAFOs (small, medium and large) or if there are different setbacks for different types.

- As drafted it appears any operation with less than certain number of animals is considered a Small CAFO. Staff would recommend setting a minimum for small CAFOs.
- There are zero parcels that would meet the setbacks proposed in the resolution and have any acreage available to have a CAFO or AFO. There are a few parcels that have some acreage but it is minimal and not enough to have a CAFO or AFO.
- Staff notes there are many common farm animals that are missing from Appendix D which include, but are not limited to, goats, turkeys, llamas, alpacas, and rabbits.

*It was the consensus of the Board that additional thought was needed relative to whether the proposed setbacks applied to all of the various sizes of CAFOs and AFOs, as well as the need for a minimum size of CAFOs and AFOs.*

*Supervisor Murray distributed a printed diagram from the Virginia Department of Environmental Quality which illustrated a flow-chart of which permits would be needed for AFOs (Animal Feeding Operations) and/or CAFOs (Concentrated Animal Feeding Operations).*

*It was the consensus of the Board that the proposed setbacks outlined in the January 12<sup>th</sup> resolution shall apply to all sizes of CAFOs. Ms. Melissa Kellam, Zoning Administrator, noted that in the recently adopted 2015 zoning ordinance, all intensive farming operations as defined by the State are subject to setbacks. It was the consensus of the Board to utilize this language in the proposed new zoning ordinance. Ms. Kellam was instructed to develop a tiered structure which would address examples of small animal “confinements”, such as a few chickens in the backyard, as not falling with the definitions of AFOs or CAFOs.*

A. Code 15.2-2286(a)(4) provides that the Zoning Administrator “shall have all necessary authority on behalf of the governing body to administer and enforce the zoning ordinance.” The Code contemplates the ZA to be an enforcement officer of the governing body who can speak through orders which can be appealed. The Board’s amendment seems to contemplate somewhat restricted authority and a primary role of public legal adviser.

C. The draft, specifically ¶7 on page 12 of 20 would remove other powers and duties of the ZA allowed by both the Code of Virginia and by the 2009 and 2000 ordinances, which include but may not be limited too, the duties and following sections:

- (1) Implementing performance based standards
- (2) Enforcing supplemental regulations
- (3) Modifying setbacks under specific conditions
- (4) Permitting under certain conditions encroachments into the buffer as waivers

These powers and duties are addressed by these sections of the codes:

2009 Zoning Code  
Supplemental Performance Standards 154.100 – 116C

Supplemental Regulations 154.140 – 148  
Chesapeake / Atlantic Preservation District (CAP) 154.164  
Off-street Parking and Loading 154.205 – 213

2000 Zoning Code  
Performance Standards 154.100 – 112  
Modifications of District Regulations 154.140 – 147  
Chesapeake / Atlantic Preservation District (CAP)  
Off-street Parking and Loading 154.205 – 213

D. The powers given the ZA in the “violations” section of the 2009 Ordinance, (154.998) are broader than those enumerated in the Attachment to the Board’s resolution and would presumably be negated by the language of ¶7 on page 12 of 20. Furthermore, the 2009 Ordinance allows the ZA to impose civil penalties for violations. (154.999(B)).

*It was the consensus of the Board that additional review time was needed relative to the powers and duties of the Zoning Administrator as referenced in paragraphs A, C and D above.*

*It was the consensus of the Board:*

- (i) that the “24-hour notice of intent” statement be removed from Section 154.020(B); (This guidance was also provided at the January 19<sup>th</sup> meeting.)*
- (ii) that Section 154.020 D.7. (contained on pages 11 and 12 of the Board’s January 12<sup>th</sup> resolution) be deleted;*
- (iii) that the authority granted by Virginia Code Section 15.2-2286(a)(4) be granted in the proposed new ordinance;*
- (iv) that consistent language with regard to the powers and duties of the Zoning Administrator be used within the 2000 and 2009 Zoning Ordinances; and*
- (v) that Section 154.999(B) of the 2009 Zoning Ordinance be used in the new draft document.*

The ZA is probably not the person to maintain and make available records for public inspection. The Virginia Public Records Act, cited in the draft, deals with the management, preservation and destruction of public records, not with public inspection of those records. Public inspection of records is governed by the Virginia Freedom of Information Act and it would be wise practice to continue to centralize FOIA responses within the County and to consult with the County Attorney regarding such responses.

With respect to compliance with the Virginia Public Records Act, Va. Code § 42.1-85(C) provides in pertinent part:

Each . . . political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. \* \* \* Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

Janice Williams has been designated the Records Officer for Northampton County.

*The Board indicated that it needed additional review time on this item.*

*Supervisor Murray distributed an excerpt from the Virginia Public Records Act. Supervisor Hogg questioned whether the Board should request an audit from the Library of Virginia. It was the consensus of the Board to make sure that all department heads are following the requirements of the Public Records Act.*

With regard to the draft zoning adoption calendar as recommended by staff, it was the consensus of the Board to hold the joint public hearing, tentatively scheduled for March 9, 2016, at Northampton High School in Eastville. It was noted that the draft advertisement for the proposed amendments cannot be completed until the remaining questions left outstanding in tonight’s discussion are answered. *The Board discussed and will need to set the timeline for Planning Commission review.*

*Following discussion by the Board, it was the consensus of the Board to provide the Planning Commission with 43 days to review the proposed zoning ordinance text and map and so approved the following calendar:*

**CALENDAR FOR ZONING ORDINANCE ADOPTION**

*Draft prepared by Katie H. Nunez – January 13, 2016*

*Adopted pursuant to Board Vote on January 25, 2016*

<b>ACTIVITY</b>	<b>CALENDAR</b>
Board of Supervisors Meeting where it voiced its intent to repeal the 12-8-2015 zoning ordinance and map and provided proposed amendments	January 12, 2016
Meeting of zoning staff and legal counsel to review proposed amendments as issued by the Board and the generation of a memo (if necessary) with any “problems” identified with the proposed amendments.	January 19, 2016

This memo will be e-mailed to the Board on January 20, 2016.	
Staff preparation of applications for zoning text and map amendments and compilation of all required backup documentation in order to forward to Planning Commission	January 13 – January 26, 2016
Official notice is provided to the Planning Commission.	February 2, 2016
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Review time by the Planning Commission (maximum time allowed by the Code of Virginia is 100 days which would be May 12, 2016 <i>This date is determined by adding 100 days from the date of the first meeting of the Planning Commission (February 2, 2016) following referral by the Board of Supervisors. If the Planning Commission completes its recommendations sooner than the 100-day allotment or the Board provides a shorter timeframe for Planning Commission review, the Board can consider action sooner. )</i>	At its meeting of January 25, 2016, the Board agreed that the Planning Commission shall have a review time of 43 days, which will terminate <b>March 16, 2016</b> .
Time frame for Action by the Board (pending receipt of recommendation from the Planning Commission)	March 28, 2016 work session

\* \* \* \* \*

There were two items that were identified for additional legal review as shown below. This will be forwarded to the Board as soon as it is received.

(1) Signs. The sign provisions of 2015 and 2009 differ significantly. Legal has addressed 2015 in the aftermath of the Supreme Court's 2015 decision in the case of Reed v. Town of Gilbert Arizona, wherein the Court examined whether or not a locality's sign ordinance that assigns different size and posting requirements based on the type of noncommercial speech displayed violates the First Amendment of the U.S. Constitution. Legal has not addressed the 2009 ordinance. Directions? There were no public comments at all regarding the sign ordinance revisions.

*It was the consensus of the Board that legal counsel be directed to revise the 2009 zoning code language to make it constitutional.*

*It was the consensus of the Board to use the 12-8-2015 adopted sign language in the proposed new draft document with the following amendments:*

- (i) Delete 154.1-704 (A) 2 (a) due to content.*
- (ii) Indent Paragraph (4) of the Temporary Signs section (154.1-702)*
- (iii) Add to the 2015 Section 154.1-704 (B)(2) Permitted Signs Standards that language contained in the 2009 Ordinance (Section 154.191)*

*(2) Wind Turbine Setback Requirements. The Board agreed that legal counsel will draft revised language for proposed Section 154.116 Standards for Wind Energy Facilities, Wind Energy Test Facilities, and Wind Turbines, Large and Utility-Scale specific to setback requirements from adjacent property lines (page 14 of 20).*

The County Attorney's revisions as requested in the two items above are shown below:

## **PERMITS REQUIRED FOR SIGNS.**

(A) No sign greater than 2 ½ square foot in area may be constructed, erected, moved, enlarged, illuminated or substantially altered except in accordance with the provisions of this Chapter and with a valid sign permit.

(B) Applications for a sign permit shall be submitted to the Zoning Administrator and shall include detailed renderings, including colors, sizes, lighting and location for all signs. Sign requests for a multi-use or tenant development projects shall be submitted in conjunction with the first site plan submitted for approval within the project.

(C) The following signs are exempt from regulation under this ordinance:

- (1) Signs 2 ½ square feet or less in area;
- (2) Signs erected by or on behalf of or pursuant to the authorization of a governmental body, including legal notices, identification and informational signs, traffic, directional, or regulatory signs;
- (3) Official signs required by federal or state regulation;
- (4) Flags of the United States and other nations, the Commonwealth of Virginia, Northampton County and other political subdivisions of the United States and of bona fide civic, charitable, fraternal and welfare organizations. All such flags shall be mounted in a permanent fashion with no more than two flags on a single pole. No more than three flag poles are permitted on any single lot or parcel.



Flags shall be maintained in good repair and shall not constitute a hazard to vehicular or pedestrian traffic.

- (5) Directional on premise signage which does not exceed four square feet in size and six feet in height.
- (7) Signs displayed on a truck, bus, or other licensed vehicle while in use in the normal conduct of business.
- (8) Historical markers identifying properties or structures which have been recognized as historically significant on National, State, or local registries, or in policy documents adopted by the Board of Supervisors, such as the Comprehensive Plan. Historical markers shall be allowed a maximum height of eight feet, and shall not exceed four square feet in area.

### **TEMPORARY SIGNS.**

(A) The following temporary signs are permitted without a zoning permit. However, such signs shall conform to the requirements set forth below as well as all other applicable requirements of this ordinance.

- (1) Real estate advertising signs.
  - (a) On premise signs.
    - 1. On premise signs advertising the sale, lease, or rental of property shall be limited to one sign per agency per lot per street frontage or frontage on navigable waterway.
    - 2. Signs shall not exceed four square feet in size and a maximum of four feet in height except for agricultural, commercial and industrial zoning districts in which signs shall not exceed thirty-two square feet in size and a maximum of ten feet in height.
    - 3. The height of all signs shall be measured from ground level to the top of the sign structure.
  - (b) Off-premise signs.
    - 1. Off-premise signs advertising the sale, lease, or rental of property shall be allowed in conjunction with a bona fide "open house" showing and shall not be erected for more than three days in any seven day period.

2. Signs advertising a multiple number of lots for sale in a development may be placed at the entrance as large as thirty-two square feet in area and ten feet in height.
- (2) Construction site or development project identification signs.
    - (a) Such signs shall not be erected before the issuance of a land disturbing permit for the property and shall be removed within ten days after the issuance of the final inspection or certificate of occupancy by the Building Official.
    - (b) One project identification sign shall be permitted per construction site or development project and limited to sixteen square feet in area and ten feet in height.
    - (c) In addition, in the case of multiple principals at the construction site or for the development project (e.g., owner, developer, architect, engineer, contractor, or real estate or leasing agent) all identification information shall be contained on one additional sign, limited to sixteen square feet in area and ten feet in height.
  - (3) Political campaign and event signs.
    - (a) Such signs shall not be located within public rights-of-way or attached to public utility structures and shall be limited to freestanding signs not more than sixteen square feet in area except in agricultural, commercial and industrial zoning districts which shall not exceed thirty-two square feet in area.
    - (b) Political campaign and event signs, including flags, indicating an event to be located on property where the event such as a grand opening, fair, carnival, festival, seasonal sale of local products, yard sale or other event is to take place may be erected no more than sixty days prior to the political election, primary, canvas, referendum or other event.
  - (4) All temporary signs shall be removed within seven days following the sale, election, primary, project or other event to which they were related.

**GENERAL SIGN RESTRICTIONS AND PROHIBITIONS PERTAINING TO ALL SIGNS.**

- (A) Signs that revolve or are animated or that utilize movement or apparent movement to attract the attention of the public are prohibited.

- (B) Signs that are attached to or utilize utility poles adjacent to streets and roadways are prohibited.
- (C) No signs or supporting structures shall be located within or over any public right-of-way unless authorized by the holder of the right-of-way.
- (D) No sign may be erected so that by its location, color, size, shape, nature or message it would tend to obstruct the view of or be confused with official traffic signs or other signs erected by governmental agencies.
- (E) No sign may be located within the sight triangle that interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit for public or private roads.
- (F) Portable signs and off-premise signs shall be prohibited unless otherwise specifically allowed by this Chapter. Portable signs containing public service messages shall be allowed.

**PERMITTED SIGN STANDARDS.**

- (A) Façade identification signs on properties used for non-residential purposes.
  - (1) Each non-residential establishment, except for planned developments, home occupations, and shopping centers, regulated separately in this section, shall be allowed a total of one façade sign attached to a wall or building unit containing the establishment.
  - (2) Such signs shall be limited to not more than 10% of the area of the structure fronting or facing a road or highway, or two hundred square feet, whichever is less, and shall meet the following standards:
    - (a) In the case of multiple occupancy buildings which are not shopping centers, each occupant of a building shall be allowed a total of one façade sign attached to an exterior wall. Such sign shall be limited to ten percent of the area of the wall to which it is attached or two hundred square feet, whichever is less.
    - (b) Each establishment or, in the case of multiple occupancy buildings which are not shopping centers, each building, is allowed one projecting sign which meets the following standards:
      - 1. Each projecting sign shall not exceed ten percent of the area of the wall fronting or facing a public street or highway, or forty square feet in area, whichever is less.

2. All projecting signs shall be mounted such that the bottom of the sign is at least eight feet above grade.

- (c) Canopy or awning signs shall be allowed in addition to the one façade sign or one projecting sign.
- (d) Mural art painted building walls, reflecting the nature of the area, are exempted from the above restrictions if they do not contain words. Specifically permitted, by example, are renderings of wildlife, shore scenes, historic town scenes or similar which shall be done in relatively accurate detail and color schemes.

(B) Freestanding identification signs on properties used for non-residential purposes.

- (1) Each non-residential establishment, except for planned developments, home occupations, and shopping centers shall be allowed a total of one freestanding sign per lot or parcel not exceeding sixty-four square feet and thirty feet in height. In addition each business located on U.S. 13 or Business U.S. 13 may have one informational sign for approaching traffic from each direction within 1 mile of the business advertised subject to Virginia Department of Transportation regulations, property owner's permission, and not to exceed thirty-two square feet.

*The Board agreed to change "1 mile" noted in Paragraph (B) (1) above to "2 miles".*

- (2) Off-site town business directory sign. The purpose of such a sign is to inform travelers on Route 13 of businesses within a town and direct them to the downtown center. These signs shall be allowed up to 40 square feet in area, not to exceed 15 feet in height, and accommodate the town name, changeable business name panels, the Eastern Shore brand logo, a directional arrow and the mileage to the downtown commercial area. A sign permit is required.
- (3) Design standards for freestanding signs on properties used for non-residential purposes.
  - (a) All freestanding signs, except for home occupation signs, shall be monument-type signs, double-post signs, or single-post signs, and shall comply with the following standards:
  - (b) Signs incorporated into a free-standing wall or completely solid structure which is set upon footings shall be entitled to a thirty percent larger face area than otherwise provided for in this Article provided the following conditions are met:

1. The width of the base of the sign shall be equal to or greater than the width of the sign face.
2. The height of the base of the sign shall be less than or equal to the height of the sign face unless architectural pillars are used.
3. The total height of the sign, including the base, shall be less than the width of the base.
4. The sign shall be masonry, wood, high density urethane (HDU), composite panel or other suitable materials.
5. Shrubs, flowers, or other landscaping materials which do not obscure the sign face shall be incorporated into the sign installation area.

(c) Double-post signs

1. Total sign structure height shall not exceed sixteen feet.
2. Sign shall be wood, HDU, composite panel or other suitable materials.

(d) Single-post signs

1. Total sign height shall not exceed sixteen feet.
2. Sign structure shall be a single, vertical mounting pole and shall be made of wood, HDU, composite panel or other suitable materials.
3. Sign face shall not be attached directly to the vertical mounting pole and shall utilize a mounting arm attached perpendicular to the vertical mounting pole.

(C) Signs on properties used for residential purposes.

- (1) Signs on properties used for residential purposes are allowed one freestanding sign per parcel, limited to no more than four square feet and four feet in height.
- (2) Signs on properties used for residential purposes shall not be illuminated.

(D) Sales of agricultural products shall be allowed one freestanding sign and one façade sign, no larger than four square feet in size and a maximum of six feet in height. One off-site sign no more than one mile from site in each direction is allowed to advise motorists in advance of sale location.

*The Board agreed to change "1 mile" noted in Paragraph (D) above to "2 miles".*

(E) Shopping Centers

- (1) Individual establishments within a shopping center shall each be allowed one façade identification sign which does not exceed ten percent of the area of the wall frontage dedicated to that establishment and not extend over more than eighty-five percent of the horizontal width of the building front.
- (2) In addition to a façade identification sign, individual establishments within a shopping center shall each be allowed one projecting sign which does not exceed ten percent of the area of the structure frontage dedicated to that establishment.
- (3) Shopping centers shall be allowed one freestanding identification sign per road frontage, each limited to no more than 150 square feet in size and thirty feet in height.
- (4) Out parcels platted as part of a shopping center shall be allowed one façade identification sign per establishment and one freestanding sign per road frontage with no sign greater than sixty square feet.

(F) Directional signs shall not be counted as signs for the purpose of calculating the total number of signs in place.

(G) Residential uses such as residential subdivisions, multi-family developments, and mobile home parks shall be allowed one freestanding identification sign per public entrance which shall be consistent with freestanding sign standards herein.

**COMPUTATION OF SIGN AREA.**

The area of a sign face shall be computed by means of the smallest square, circle, rectangle, triangle or combination thereof that will encompass the extreme limits of the writing representation, emblem, or other display. The area shall not include any supporting framework, bracing or decorative wall that is clearly incidental to the display itself.

**SIGN ILLUMINATION AND SIGNS CONTAINING LIGHTS.**

(A) Signs shall adhere to lighting standards pursuant to §154.1-607 Outdoor Lighting.

(B) Unless otherwise prohibited by this Chapter, signs shall be illuminated using white lighting and such illumination shall not be directed skyward.

(C) Internally illuminated freestanding signs may not be illuminated during hours that the business or enterprise advertised by such sign is not open for business or in operation. This subsection shall not apply to the following types of signs:

- (1) Signs that constitute an integral part of a vending machine, telephone booth, and signs that only indicate the time, date, or weather conditions, or similar device whose principal function is not to convey an advertising message.
- (2) Signs that do not exceed two square feet in size and that convey the message that a business enterprise is open or closed or that a place of lodging does or does not have a vacancy.

#### **MAINTENANCE OF SIGNS AND REQUIRED PERMITS.**

(A) All signs and all components thereof, including, without limitation, supports, braces, and anchors, shall be kept in a state of good repair. Components of freestanding signs, (e.g., supporting structures, backs, etc.) not bearing a message shall be constructed of materials that blend with the natural environment or shall be painted a neutral color to blend with the natural environment.

(B) If the message portion of a sign is removed, leaving only the supporting "shell" of a sign or the supporting braces, anchors, or similar components, the owner of the sign or the owner of the property where the sign is located or other person having control over such sign shall, within two years of the removal of the message portion of the sign, either replace the entire message portion of the sign or remove the remaining components of the sign. This subsection shall not be construed to enable the replacement of a nonconforming sign except as provided in §154.1-708 Nonconforming Signs nor shall this subsection be construed to prevent the changing of the message of a sign.

(C) A sign permit shall be revoked automatically if the business license for the premises lapses, is revoked, or is not renewed; or if the business activity on the premises is discontinued for a period of ninety days or more or is not renewed within thirty days of a notice from the Zoning Administrator to the last permittee, sent to the premises, that the sign permit will be revoked if not renewed.

#### **NONCONFORMING SIGNS.**

(A) No nonconforming sign may be enlarged or altered in such a manner as to increase the degree of the nonconformity nor may illumination be added to any nonconforming sign.

(B) A nonconforming sign may not be moved or replaced except to bring the sign into compliance with the requirements of this Chapter.

(C) If a nonconforming sign is destroyed or damaged in any manner to the extent that the cost of restoration to its condition before such an occurrence exceeds fifty percent of the current replacement value at the time of damage, the sign shall not be replaced except in compliance

with the provisions of this Chapter. Such sign may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this Chapter. The remnants of the former sign structure shall be cleared from the property.

(D) Subject to the other provisions of this section, nonconforming signs may be repaired and renovated so long as the cost of such work does not exceed, within any twelve month period, fifty percent of the value of such sign.

(E) If a nonconforming billboard remains blank for a continuous period of two years, that billboard shall be deemed abandoned and shall, within thirty days after such abandonment, be altered to comply with this ordinance or be removed by the sign owner, owner of the property where the sign is located, or any other person having control over such sign. For purposes of this section, a sign is "blank" if:

- (1) It advertises a business, service, commodity, accommodation, attraction, or other enterprise or activity that is no longer operating or being offered or conducted;
- (2) The advertising message it displays becomes illegible in whole or substantial part;  
or
- (3) The advertising copy has been removed.

#### **REMOVAL OR ABANDONMENT OF SIGNS.**

(A) A sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises.

(B) The Zoning Administrator may order the removal of any sign erected or maintained in violation of this ordinance upon thirty days written notice to the owner of such signs, or the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring such sign into compliance with this Chapter. Upon failure to comply with such notice, the Zoning Administrator shall take the appropriate action to obtain a court order to remove to the sign.

(C) If a sign advertises a business or activity that is no longer operating or being offered or conducted, that sign shall be considered abandoned and shall, within two years after such abandonment, be removed. The cost for removal shall be the responsibility of the property owner. Such sign shall be removed by the owner of the property if notified by Northampton County to do so.

\* \* \* \* \*



Setbacks for Wind Turbines:

(3) The minimum setback distance between a wind turbine (large scale and utility scale) and overhead utility or transmission lines, other wind turbines, electrical substations, and public roads shall be no less than one and one-half times the wind turbine height or 600 feet, whichever is greater. The setback requirement from the closest property lines of adjacent and other properties shall be no less than 1.25mi/6600 feet. An exemption to the setback requirement for property lines may be granted by the Board of Supervisors only after an agreement, through the execution of a legally binding publicly recorded document that runs with the land, between the proponent and adjacent and other property owners with property lines which are within a radius of 1.25 mi/6600 feet of the wind turbine.

*It was the consensus of the Board to approve the text as recommended by the County Attorney above. Supervisor Hogg questioned whether the wind turbines would cause interference with cell or broadband service.*

With regard to the concerns expressed by Assistant County Attorney Beverly Leatherbury, it was the consensus of the Board to delete the phrase “as directed by the Comprehensive Plan” as contained on Page 1 of 20 of the Attachment A to the Board’s January 12, 2016 Resolution. This guidance was also provided at the January 19<sup>th</sup> meeting.

It was also the consensus of the Board to delete the phrase “and the County’s Comprehensive Plan” from the phrase which starts “protect surface and ground water by means consistent with applicable state water quality standards” as contained on Page 1 of 20 of Attachment A. This guidance was also provided at the January 19<sup>th</sup> meeting.

It was the consensus of the Board to label the Bayview Planned Unit Development (PUD) as such but provide no further language on planned unit developments. It was the consensus of the Board to keep the recently-adopted and approved by FEMA, stand-alone Floodplain Management Ordinance as such. This guidance was also provided at the January 19<sup>th</sup> meeting. It was the consensus of the Board to bring the 12-8-2015 adopted text relative to the Chesapeake Bay Act into the new zoning ordinance. This guidance was also provided at the January 19<sup>th</sup> meeting.

With regard to comments expressed by Long Range Planner Peter Stith, it was the consensus of the Board to make all district nomenclature consistent across the various zoning ordinances. This guidance was also provided at the January 19<sup>th</sup> meeting. Additionally, it was the consensus of the Board to delete the word “existing” from the phrase “existing farming activities” in the Town Edge district. It was the consensus of the Board to add all of the Overlay and Floating districts that were included in the 2009 Zoning Ordinance into the proposed text, with the exceptions of the Floodplain Overlay District, the Chesapeake/Atlantic Preservation Overlay District and the Planned Industrial Floating District, should be included in the proposed new draft document. This guidance was also provided at the January 19<sup>th</sup> meeting

With regard to concerns expressed by Zoning Administrator Melissa Kellam, it was the consensus of the Board that the Accessory Dwelling Unit language be consistent between the 2000 and 2009 zoning ordinance texts. This guidance was also provided at the January 19<sup>th</sup> meeting.

With regard to the use of the term “floodplain” or “flood-prone”, it was the consensus of the Board to use the term “special flood hazard area” within Chapter 159. This guidance was also provided at the January 19<sup>th</sup> meeting.

(3) Presentation of FY 2017 Revenues

The Board reviewed the following memorandum from the Finance Director:

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** John J. Andrzejewski, Director of Finance  
**DATE:** January 19, 2016  
**RE:** Discussion of FY2017 Revenue Projections

The following information is provided to facilitate a discussion of Northampton County FY 2017 revenue projections. Attached are two reports, (1) Revenue Annual Budget Report for the

General Fund – Summary (one page) and (2) Revenue Budget Worksheet Report for the General Fund – Detail (11 pages).

In both of these reports, you will find the following information:

- The last three years of history (Fiscal Year 2013, 2014 and 2015)
- The adopted Fiscal Year 2016 Budget
- Fiscal Year 2017 Department Requests
- The difference between the FY2017 Requested column and the FY2016 Adopted Budget

**1. General Property Tax Revenue**

- A. Real Estate 2017 Tax Revenue (Projected) \$13,605,981**  
 This represents the largest source of county revenue, real estate taxes. At this time, we do not have the certified Tax Year 2016 assessment from the Commissioner of Revenue. However with the reassessment and equalization to take place, we can utilize the FY 2015 tax levy plus 1% for growth. The collection rate of 95% was used when calculating the current year real estate tax revenue. This is the same rate that was used in FY16.

FY17 Projected Budget tax revenue	\$13,471,269	
FY16 Budgeted Current Year tax revenue	<u>\$13,421,679</u>	
Increase in tax revenue	<b>\$ 49,590</b>	
FY17 Equalization (1%)	<u>\$ 134,712</u>	
Total tax revenue increase	<b>\$ 184,301</b>	
<b>Delinquent Real Estate Tax Revenue</b>		<b>\$ 628,000</b>

The taxpayers continue to pay their taxes and delinquent real estate tax revenues is funded in the FY17 Budget.

- B. Public Service Companies Tax \$ 356,210**  
 Public Service Companies tax revenues increased from the FY16 Budget. The valuation of public service companies are set by the state. The county has no control over these valuations.  
 FY17 Projected increase in tax revenue **\$ 25,555**

- C. Personal Property Tax \$ 1,885,029**  
 Personal property tax revenues are estimated based on last year’s assessment.  
 A **\$ 197,475** increase in revenue.

- D. Boat Taxes \$ 87,390**  
 A **\$704** increase in projected revenue.

- E. Mobile Homes \$ 16,660**  
 A **\$990** increase in projected revenue.

- F. Farm Equipment \$106,858**  
 A **\$3,152** decrease in projected revenue.

- G. Heavy Equipment \$ 11,399**  
 A **\$6,744** increase in projected revenue.

- H. Machinery & Tools \$ 90,190**

A **\$12,848** increase in projected revenue.

- I. **Penalties and Interest** (for late payments of taxes) **\$325,000**  
No change
- J. **BPP Late Filing Penalty** (late filing of Business Personal Property ) **\$ 8,114**  
A **\$625** increase in projected revenue.

**General Property Taxes** projected revenue in FY17 is \$17,050,711 without the 1% equalization growth increase. This is a **\$66,181** increase from the FY16 Adopted Budget.

## 2. Other Local Taxes

- A. **Sales & Use Tax** **\$ 1,194,666**  
No change in projected revenue. The county is mandated to send a percentage of the Sales & Use Tax revenue to the towns based on school age populations. The percent that must be used is calculated annually by the Weldon Cooper Center. Therefore the Sales & Use Tax for FY16 is net revenue after deducting the amount allocated to the towns.
- B. **Consumer Utility Tax** **\$ 323,900**  
No change in projected revenue.
- C. **Business License Tax** (level fund) **\$ 40,000**  
No change in projected revenue. The County has a modified Business Professional Occupancy License (BPOL).  
The county only charges a \$30 yearly fee for a business license. The county does not assess a tax on the actual revenues. Exmore and Cape Charles charge the full BPOL tax.
- D. **Motor Vehicle License Tax** **\$ 400,000**  
No change in projected revenue.
- E. **Bank Stock** **\$ 10,700**  
No change in projected revenue.
- F. **Taxes on Wills and Recordation** **\$ 146,000**  
A **\$10,500** decrease in projected revenue.
- G. **Transient Occupancy Tax** **\$ 270,000**  
No change in projected revenue
- H. **Food & Beverage Taxes** **\$ 300,000**  
No change in projected revenue
- I. **Telecommunications Taxes** **\$ 506,000**  
A **\$4,000** decrease in projected revenue.

**Other Local Taxes** projected revenue in FY17 is \$3,191,266, a **\$14,500** decrease from the FY16 Adopted Budget.

## 3. Permits, Privilege Fees & Reg Lic

- A. **Animal License** **\$ 4,000**  
A **\$100** decrease in projected revenue.

<b>B. Precious Metal Dealer Permit</b>	<b>\$ 200</b>
No change in projected revenue.	
<b>C. Building Permit</b>	<b>\$ 87,000</b>
No change in projected revenue.	
<b>D. 10% BP for Fire Services</b>	<b>\$ 8,700</b>
No change in projected revenue.	
<b>E. Rehab. Structure App. Fee</b>	<b>\$ 900</b>
A <b>\$30</b> increase in projected revenue.	
<b>F. Certificate of Occupancy</b>	<b>\$ 1,600</b>
A <b>\$1,600</b> increase in projected revenue.	
<b>G. AFD Application Fees</b>	<b>\$ 0</b>
A <b>\$500</b> decrease in projected revenue.	
<b>H. Transfer Fees</b>	<b>\$ 500</b>
No change in projected revenue.	
<b>I. Planning &amp; Zoning Fees</b>	<b>\$ 17,500</b>
A <b>\$4,500</b> decrease in projected revenue.	

**Permits, Privilege Fees & Reg. Lic** projected revenue in FY17 is \$116,400, a **\$3,370** decrease from the FY16 Adopted Budget.

#### 4. Fine & Forfeitures

<b>A. Fine &amp; Forfeitures</b>	<b>\$510,000</b>
A <b>\$30,000</b> decrease in projected revenue.	

**Fine & Forfeitures** projected revenue in FY16 is \$510,000, a **\$30,000** decrease from the FY16 Adopted Budget.

#### 5. Use of Money & Property

<b>A. Interest on Bank Deposits &amp; Investments</b>	<b>\$ 3,550</b>
A <b>\$1,450</b> decrease in projected revenue.	
<b>B. Rent of General Property</b>	<b>\$ 8,500</b>
A <b>\$400</b> increase in projected revenue.	

**Use of Money & Property** projected revenue in FY16 is \$12,050, a **\$1,050** decrease from the FY16 Adopted Budget.

#### 6. Charges for Services

<b>A. Courthouse Security &amp; Maintenance Fees</b>	<b>\$ 206,000</b>
A <b>\$10,000</b> decrease in projected revenue.	
<b>B. Ambulance Fees</b>	<b>\$ 120,000</b>
A <b>\$1,000</b> decrease in projected revenue.	

C. **Commonwealth’s Attorney Fees** \$ 2,400  
No change in projected revenue.

D. **Waste Collection & Disposal Fees** \$ 535,685  
A **\$153,687** decrease in projected revenue.

E. **Recreation Fees** \$ 36,300  
A **\$1,900** increase in projected revenue.

F. **Harbor Fees** \$ 15,150  
A **\$15,150** increase in projected revenue.

**Charges for Services** projected revenue in FY17 is \$915,535, a **\$147,637** decrease from the FY16 Adopted Budget.

7. **Other Miscellaneous** \$ 3,000  
A **\$14,650** decrease in projected revenue.

**Other Miscellaneous** projected revenue in FY17 is \$3,000, a **\$14,650** decrease from the FY16 Adopted Budget.

8. **Recovered Costs**

A. **Recovered Costs – General** \$ 50,000  
No change in projected revenue.

B. **Recovered Costs RE Tax Auctions** \$ 182,497  
A **\$124,128** increase in projected revenue.

**Recovered Costs** projected revenue in FY17 is \$182,497, a \$124,128 increase from FY16 Adopted Budget.

9. **Payments in Lieu of Taxes** \$ 26,000

**Payments in Lieu of a Taxes** projected revenue in FY17 is \$26,000, no change from the FY16 Adopted Budget.

10. **Non-Categorical**

A. **Mobile Home Titling Taxes** \$ 12,000  
No change in projected revenue.

B. **Recordation Taxes** \$ 40,000  
A **\$8,681** decrease in projected revenue.

C. **Rolling Stock Taxes** \$ 1,900  
No change in projected revenue.

D. **Auto Rental** \$ 4,500  
A **\$1,500** increase in projected revenue.

**E. PPTRA Reimbursement** **\$1,421,967**

This is revenue received from the state at a set amount that does not change.

**Non-categorical** projected revenue in FY17 is \$1,480,367, a **\$7,181** decrease from the FY16 Adopted Budget.

**11. Shared Expenses**

<b>A. Clerk of Court</b>	<b>\$ 192,980</b>
<b>B. Commissioner of Revenue</b>	<b>\$ 93,950</b>
<b>C. Commonwealth Attorney</b>	<b>\$ 235,507</b>
<b>D. Treasurer</b>	<b>\$ 78,692</b>
<b>E. Sheriff</b>	<b>\$ 1,007,097</b>
<b>F. Registrar/ Electoral Board</b>	<b>\$ 29,302</b>

**Shared Expenses** projected revenue in FY17 is \$1,637,528. No change in any department's projected revenue.

**12. State Categorical Aid**

<b>A. Litter Control</b>	<b>\$ 9,550</b>
<b>B. Fire Program</b>	<b>\$ 20,760</b>
<b>C. Four for Life</b>	<b>\$ 11,492</b>
<b>D. Pest. Recycling/Johnson Grass</b>	<b>\$ 1,713</b>
<b>E. Victim/Witness Grant</b>	<b>\$ 23,721</b>

A **\$3,094** increase in projected revenue.

**State Categorical Aid** projected revenue in FY17 is \$64,142, a **\$3,094** increase from the FY16 Adopted Budget.

**13. Federal Categorical Aid**

<b>A. Office of Emergency Services Grant</b>	<b>\$ 7,500</b>
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A **\$7,500** increase in projected revenue.

**Federal Categorical Aid** projected revenue in FY17 is \$ 7,500, a **\$7,500** increase from the FY16 Adopted Budget.

**14. Transfer from other Funds**

<b>A. Transfer from Social Services</b>	<b>\$ 73,558</b>
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No change in projected revenue.

<b>B. Transfer from Public Utilities</b>	<b>\$ 3,863</b>
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A **\$421** decrease in projected revenue.

**Transfer from other Funds** projected revenue in FY17 is \$77,421, a **\$421** decrease from the FY16 Adopted Budget.

**15. Appropriated Fund Balance** **\$ 0**

**Appropriated Fund Balance in FY17 is \$ 0.**

This is a **\$137,735** decrease from FY16 Adopted Budget.

Please see the attached chart titled “Summary of FY17 Revenue Projections” for a summary of the revenues just discussed. I will be glad to answer any questions.

(The 11-page Revenue Budget Worksheet report and 1-page Revenue Annual Budget by Account Classification Report are filed in the Office of the County Administrator. The remaining spreadsheet, “Projected FY 17 Tax Revenue (using the Fall 2015 Tax Book) is set out below:



Property Class	2014 Assessed Value	% Growth	Rate(\$100 (BOS WORKS)	Tax Levy	Proration Factor	PPTRA Applied	Net Levy	Coll. Rate	Projected FY16 Tax Revenue
Real Estate	\$7,297,783,594			\$10,569,871			\$15,363,877	86.00%	\$14,755,488
Real Estate-Supplemental billing	\$16,000,000			\$172,460			\$172,460	86.00%	\$146,355
AFD's Existing Prior Land Use Taxation Recast	(\$151,880,800)			(\$1,039,549)			(\$1,039,549)	100.00%	(\$1,039,549)
AFD's Approved after repeal of Land Use Taxation	(\$54,370,700)			(\$370,027)			(\$370,027)	100.00%	(\$370,027)
Preservation/Construction Exemptions				\$0			\$0	100.00%	\$0
Disabled Veteran's Exemption	(\$5,025,000)			(\$2,009)			(\$2,009)	100.00%	(\$2,009)
Elderly Exemption									
Rehab. Exemption									
Subtotal Real Estate	\$2,084,888,000			\$14,206,677			\$14,206,677		\$13,471,268
Public Service Discounts									
Real Estate-Public Service Cos.	\$52,279,130			\$356,739			\$356,739	100.00%	\$356,739
Pers. Property-Public Service Cos.	\$ 2,074			\$471			\$471	100.00%	\$471
Subtotal Public Service Companies	\$52,281,204			\$357,210			\$357,210		\$357,210
Personal Property - Vehicle, Business, motorcycles, motorhomes, aircraft, trailers	\$63,568,270			\$3,254,008	4.2000%	(\$1,178,733)	\$1,548,300	87.50%	\$1,340,579
Personal Property - Boat/Boats-regular	\$70,000,000			\$3,000	47.5000%	(\$178,253)	\$282,410	87.00%	\$242,185
Disabled Veteran Exemption	(\$169,000)			(\$7,451)			(\$7,451)	100.00%	(\$7,451)
Subtotal Personal Property-Regular	\$103,508,270			\$4,036,558			\$4,175,622		\$1,885,029
Boats - Regular	\$0,541,910			\$94,000					
Plus boats supplemental billing				\$0					
Subtotal Boats	\$8,161,800			\$94,000			\$94,000	83.32%	\$87,350
Subtotal Farm Equipment	\$7,691,800			\$108,134			\$108,134	88.92%	\$106,258
Mobile Homes									
Mobile Home RE	\$3,038,100			\$20,666	3.2100%	(\$43)	\$20,623	100.00%	\$14,445
Mobile Homes Personal Property	\$31,300			\$4,077	3.5312%	(\$11)	\$4,066	100.00%	\$1,383
Mobile Homes - RE Supplement	\$160,000			\$1,068	3.0000%		\$1,068	70.00%	\$748
Mobile Homes - PP Supplement				\$0			\$0	100.00%	\$0
Subtotal Mobile Homes	\$3,229,400			\$25,771			\$25,771		\$18,801
Machinery & Tools	\$4,000,000			\$90,000			\$90,000	100.00%	\$90,000
Machinery & Tools - Supplement				\$0			\$0	100.00%	\$0
Machinery & Tools - Vehicle				\$0			\$0	67.00%	\$0
Machinery & Tools - Vehicles - Supplement				\$0			\$0	87.00%	\$0
Subtotal Machinery & Tools	\$4,000,000			\$90,000			\$90,000		\$90,000
Heavy Equipment	\$468,300			\$15,411			\$15,411	86.00%	\$11,300
Subtotal Heavy Equipment	\$468,300			\$15,411			\$15,411		\$11,300
Business Personal Property Late Filing Fees	\$19,000			\$19,000			\$19,000	81.14%	\$15,114
Totals	\$2,275,895,704			\$18,991,849			\$17,127,699		\$16,035,029
<b>Revenue generated by 1 Penny on the tax rate at the current collection rate. REAL ESTATE</b>									<b>\$197,961</b>

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Supervisor LeMond questioned the possibility of implementing a Business, Professional & Occupational License (BPOL) tax and said that he was concerned with equalization between big and small businesses in the collection of the \$30.00 annual fee. The County Administrator was asked to do an analysis on this matter.

(4) Staff had been requested to compile a “Priority Listing” of concerns and projects that are known. Following receipt of the staff work product, Supervisor Murray indicated that he had summarized the four-page listing as follows:

**Northampton County Board of Supervisors**

**Projects and Issues Listing—Not in Priority Order**

January 25, 2016

<u>Project or Issue</u>	<u>Comments</u>
1. Complete 2017 Budget.....	see schedule
2. Implement 2009 ZO and Amendments.....	see schedule
3. Finalize USDA obligation.....	Need release letter
4. Finalize/Adopt Board Manual.....	February Meeting?
5. EMS/Volunteer Agreement.....	Task Force comments
6. EMS Garage Decision.....	Review options
7. EMS Staffing/Equipment Plan and Funding.....	2017 Budget
8. VDH Services Contract FY 17.....	Set meeting
9. Update Capital Plan needs.....	List and \$\$\$\$
10. Properties (OWNED).....	BOS 10/26/15
11. Cape Charles Access Road.....	Target March 2016
12. Compensation and Classification Study.....	Board Employees
13. AFD Application Ranking System (Advisory Group).....	Comm of Revenue
14. Stronger Economies Together (SET).....	Meetings/ANPDC
15. Facilities, Utilities, Harbors and Ramps, Solid Waste.....	Develop Action List
16. E-911 System, Public Safety Communications (Southern).....	Study options
17. Town of Eastville-Request for Boundary Adjustment.....	In progress
18. Town of Cape Charles-Request for historic overlay district.....	Pending
19. Appropriate staffing-Code Comp, Building, Parks and Rec.....	Restructure?
20. Restructure Quarterly Financial Statements.....	Finance
21. Review Financial Policies (update).....	Finance
22. Review Personnel Policy Manual.....	Finance, Legal, HR
23. Centralization of all finance staff.....	Recommendations ?
24. Rural Health, Hecate, Sunset Inn, Bay Storage.....	Track and Assist
25. Follow Riverside Plans and actions in Nassawadox.....	Town Issue
26. Review County Website content and updates.....	Resources?
27. Identify Storm water management Facilities (pond maintenance).....	Code Enforcement?
28. Re-draft Residential Rental Ordinance (deal with vacant only).....	Confirm legality
29. Consider/Plan Review session for Strategic Plan.....	Offsite event
30. Track Legislative Agenda (VACO releases) like DEQ Stormwater.....	Adopted 10/13/15

Supervisor Murray said that he hoped to “divide the work up” and assign these priorities

to Board members and have them bring back recommendations to the full Board.

Supervisor LeMond asked that a new item, #31, be added to the listing, “elimination of paper through automated agenda preparation and delivery”. The Board agreed to this addition. Mr. LeMond also asked that another new item, #32, be added, “Request assistance from the Commissioner of the Revenue on SLEAC values”. The Board agreed with this suggestion as well.

While several Board members indicated their preference for task assignments as follows, it was the general consensus of the Board that they should further review the list for additional discussion at a later date. At this time, task assignments were initially selected as follows:

Supervisor Hogg:	#5, #6, #7, #10, #24
Supervisor Duer:	#10
Supervisor LeMond:	#5, #6, #7, #8
Supervisor Murray:	#4, #8, #21
Supervisor Bennett:	#10, #14 (tentative choices)

In a matter not on the agenda, Supervisor Murray said that he had received correspondence from Mr. Jay Ford of Virginia Eastern Shorekeepers, who indicated that Accomack County was opposing off-shore drilling. Mr. Ford wondered if Northampton County was interested in joining this position. Several supervisors indicated that they did not have sufficient knowledge to make a decision and the County Administrator was asked to request a copy of the Accomack County position statement and distribute same to the Board.

Additionally, Mr. Murray indicated that Supervisor Hogg has requested that a letter be sent to the Virginia Department of Transportation with regard to the Sunset Beach project traffic

plan; said letter indicated that Northampton County would like to review VDOT's proposed comments prior to delivery to staff and the developer. Hearing the proposed language, the County Attorney indicated that the Board may wish to modify the proposed language as the Board does not have the required authority for this request and suggested that the request be more in line with VDOT allowing the County to review VDOT's work at the same time as it is provided to the applicant. The Board concurred with the request to send the letter to VDOT as noted above.

With regard to an item contained within the FYI agenda materials, the County Administrator was asked to develop an endorsing resolution similar to the Grayson County resolution which opposes the actions taken by Attorney General Herring to revoke concealed handgun permit recognition from 25 reciprocal states effective February 1, 2016. The County Attorney was asked to review the resolution once it has been crafted.

Adjourn

Motion was made by Mr. Duer, seconded by Mr. LeMond, that the meeting be adjourned. All members were present and voted "yes." The motion was unanimously passed.

The meeting was adjourned.

\_\_\_\_\_ CHAIRMAN

\_\_\_\_\_ COUNTY ADMINISTRATOR