

PUBLIC WORKS COMMITTEE REPORT to the BOARD OF SUPERVISORS
Tuesday, March 30, 2021
8:00 a.m.
107 NORTH KENT STREET, SUITE 200, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: J. Douglas McCarthy, Chairman; Gene Fisher; Gary Longerbeam; Whit Wagner; and Harvey E. "Ed" Strawsnyder, Jr.

Committee Members Absent: Bob Wells

Staff and others present: Joe C. Wilder, Director of Public Works; Jay Tibbs, Deputy County Administrator; Ron Kimble, Landfill Manager; Mike Stewart, Senior Project Manager; Rod Williams, County Attorney; Mark Fleet, Building Official; Rich Venskoske, General Registrar

(Attachment 1) Agenda Packet

ITEMS FOR INFORMATION ONLY

1-Renovation of office space at Sunnyside Plaza-Voter Registrar Office:

The committee discussed in detail the information provided in attachment 1 of the agenda packet and supported the project development. A motion was made by committee member Ed Strawsnyder to approve the supplemental appropriation of \$50,000.00 to perform the design and develop a bid package for the renovation of the office space. The motion was seconded by committee member Fisher. The committee unanimously approved the motion. The request will be forwarded to the Finance Committee for further consideration and approval.

2-Solid Waste Update:

The committee was updated that we continue to have higher citizen waste volumes due to the on-going pandemic. We continue to adjust waste pickups to handle the additional waste. Also discussed was the possibility of upgrading the Gore Convenience Site due to increased waste volumes leading to early closures. The site currently uses open top cans. The proposed project would include installing a compactor unit for more efficient waste hauling.

3-Landfill Projects update:

The committee was informed that we are beginning the construction of our next M.S.W. Landfill Cell, Phase 3, Cell A. This project involves placing a subtitle D liner system over 10 acres of area. The anticipated life of the cell is 12-15 years. The estimated cost for constructing the new cell liner system is \$3-4 million. We are also hauling in over 40,000 tons of stone for our leachate collection layer, that will be used in the new cell development.

4-Crossover Boulevard project update:

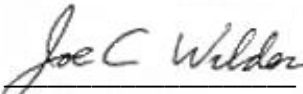
We informed the committee that the Crossover Boulevard road project continues to move forward. All of the road surface has base and intermediate asphalt paving. The bridge is

complete and work continues to complete improvements at the intersection of Route 522 South. The project is on budget and on time with expected completion in September 2021.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Robert W. Wells
Gene E. Fisher
Gary E. Longerbeam
Harvey E. "Ed" Strawsnyder, Jr.
Whitney "Whit" L. Wagner

By 

Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Cheryl Shiffler, Director of Finance
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Rod Williams, County Attorney
Rich Venskoske, General Registrar
Mark Fleet, Building Code Official
file



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Meeting of March 30, 2021

DATE: March 23, 2021

There will be a meeting of the Public Works Committee on Tuesday, March 30, 2021 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Renovation of office space at Sunnyside Plaza-Voter Registrar's Office.
(Attachment 1)
2. Solid Waste Update.
(Attachment 2)
3. Landfill Project Update.
4. Crossover Boulevard project update.
5. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 3)
 - b. Recycling Report
(Attachment 4)
 - c. Animal Shelter Dog Report:
(Attachment 5)
 - d. Animal Shelter Cat Report
(Attachment 6)
 - e. Shawneeland Sanitary District Advisor Committee quarterly meeting minutes
(Attachment 7)

JCW/kco

Attachments: as stated



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: jtibbs@fcva.us

TO: Public Works Committee
FROM: Jay E. Tibbs., Deputy County Administrator
DATE: March 23, 2021
RE: Renovation of office space at Sunnyside Plaza-Voter Registrar's Office

As you might recall, in late 2019, Frederick County acquired the old Sunnyside Plaza shopping center. Following acquisition, ZMM Architects (fka OWPR) was engaged to update the space needs analysis for all county departments and to provide some options for renovating and constructing a new facility on that property. Shortly after this committee began deliberations on this topic the COVID-19 pandemic hit, and everything was placed on hold.

During the ensuing period, changes were made to Virginia's Election Laws to enable in person early voting. With the challenges associated with the pandemic and the number of projected voters, it became clear that the existing office space of the Voter Registrar, as well as the County Office complex, would not be able to adequately, and safely, accommodate the expected number of early voters. Plans were put in place to allow the Voter Registrar to utilize a portion of Sunnyside Plaza (Units 261-263) as a satellite early voting precinct. The use of this property was well received by the public because it was centrally located and had ample parking.

Following the election, staff worked with the Voter Registrar to explore the possibility of renovating space located in the former hair salon located at Sunnyside Plaza as a new location for the Voter Registrar's Office. This proposed renovation and relocation would almost double the space for the Voter Registrar to include storage for his voting equipment. Currently, the Registrar has his office area and is using several other spaces within the County Office complex to store his polling place materials and voting equipment. This relocation to Sunnyside would more centrally locate his office and provide easier access for the general public. In addition, the early voting requirements will remain in place for the foreseeable future, which means increased visitors to his offices during election periods. As stated previously, the existing County Office complex would be challenged to handle the additional increase in people coming to our facility.

In addition, relocating the Voter Registrar's office would open up space in the existing County Office Complex, which could be reallocated to other departments. We are aware of one department that expends approximately \$40,000 in rent, utilities, and janitorial services to occupy space outside of our facility. The vacated space could be repurposed for that department and the monies paying for rent, etc. would no longer need to be expended and thus result in a long-term savings to the county.

Enclosed with your agenda is a sketch for the proposed new Voter Registrar Office at Sunnyside Plaza along with an estimate for construction and design of the space. The total cost of this project, to include design, is approximately \$400,000. If the Committee is agreeable with the proposed relocation of this department and

renovation of the space, staff is seeking a recommendation to the Finance Committee for a \$50,000 supplemental appropriation for the completion of construction drawings and bid package for this renovation. Staff will put the project out to bid and once bids are received will bring them back to the Public Works Committee for review and recommendation to the Board.

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

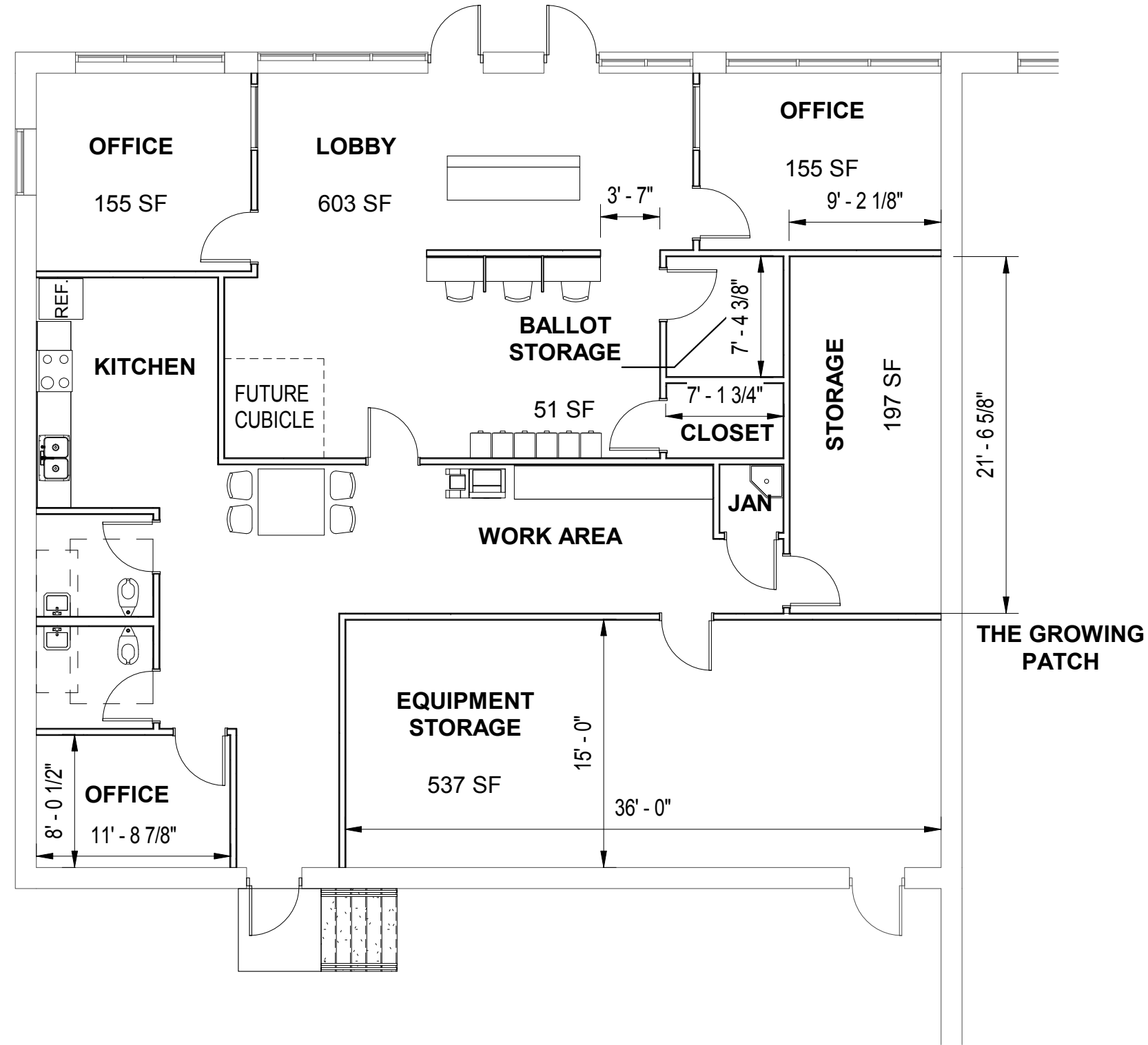
Existing hair salon



© All Pictometry

NEW WORK FLOOR PLAN

1/8" = 1'-0"



SCHEMATIC DESIGN - NOT FOR CONSTRUCTION

VOTER REGISTRAR - FLOOR PLAN

ZMM
ARCHITECTS
ENGINEERS

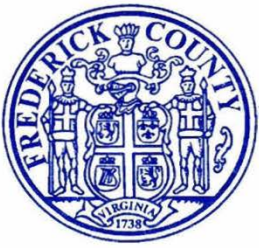
200 Country Club Dr., SW
 Blacksburg, Virginia 24060
 P: 540-552-2151
 F: 540-951-0219

5550 Winchester Avenue
 Berkeley Business Park
 Suite 5
 Martinsburg, WV 25401
 P: 304-620-2379
 www.ZMM.com

SUNNYSIDE PLAZA
VOTER REGISTRAR BUILDING

Designed	KSM	Approved	
Drawn	KSM	Comm.No.	
Checked		Date	02/10/21

Budgetary Cost Estimate			ZMM Architects/Engineers
Estimate Date	3/5/2021		
Facility Name	Sunnyside - Registrars Office Renovation		
Client Name	Frederick County		
Quantity	Description	Cost / Unit	Total
	Interior Demolition Work		
2,800	Remove , ceilings, lights, mechanical equipment, etc.	\$5.00	\$14,000
	Subtotal		\$14,000
	Interior New Work		
	Interior specialties (toilet accessories, signage,		
1	fire extinguisher cabinet)	\$1,500.00	\$1,500
15	New doors and frames and hardware	\$1,500.00	\$22,500
2,800	New interior finishes (walls, floors, painting, etc)	\$22.82	\$63,896
2,800	Suspended acoustical tile ceiling (layin)	\$5.50	\$15,400
1	New Casework	\$7,500.00	\$7,500
	Subtotal		\$110,796
2,800	Mechanical/HVAC replacement	\$40.00	\$112,000
2,800	Plumbing upgrades (sinks, toilettes, piping, etc)	\$4.50	\$12,600
	Subtotal		\$124,600
2,800	Interior Lighting Replacement (LED)	\$5.00	\$14,000
2,800	Electrical/Tech/Wiring	\$4.00	\$11,200
2,800	Other miscellaneous electrical	\$1.50	\$4,200
	Subtotal		\$29,400
	Subtotal		\$278,796
	Small Project factor (4%)	4%	\$11,152
	Subtotal		\$289,948
	General Conditions (10%)	10%	\$28,995
	Subtotal		\$318,943
	Bonds and Insurance (2%)	2%	\$4,784
	Subtotal		\$323,727
	OH&P (5%)	5%	\$16,186
	Subtotal		\$339,913
	Construction Contingency (2%)	5.00%	\$16,996
	Subtotal		\$356,909
	Soft Costs (A/E Fees, Furniture, etc)	12.00%	\$42,829
	Furniture, etc.)		
	Subtotal		\$399,738
	TOTAL Cost (includes all line items listed)		\$399,738



MEMORANDUM

TO: Public Works Committee

FROM: Gloria M. Puffinburger ^{gmp}
Solid Waste Manager

RE: 2020 Holiday Usage Summary;
Citizens' Convenience Sites

DATE: February 11, 2021

During the 2020 Christmas holiday period which included the three operational days of Christmas Eve through Sunday, December 27, staff conducted traffic counts at the county's neighborhood convenience sites. As expected, the recently expanded Albin site generated the most traffic with over the period with 3,135 vehicle trips as compared to 2,034 trips one year ago. The new location, equipped with two trash compactors and improved traffic pattern, was able to handle the increased flow (47 tons) without backing traffic out onto Indian Hollow Road.

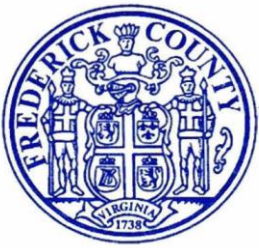
Traffic and trash flow also increased at the Greenwood location from 2019 levels. Unfortunately, the site was forced to close one hour after opening on Sunday after reaching maximum capacity. Tonnage totaled 52 tons collected from Christmas Eve through Sunday, Dec. 27. Trash flow remains heavy at the convenience sites well past the traditional holiday period.

LOCATION	Th., Dec. 24	Sat., Dec. 26	Sun., Dec. 27	NORMAL PEAK DAY
Greenwood	316	631	96*	864
Stephenson	409	712*	413	530
Albin	795	1324	1016	768
Back Creek	207	339	191*	234
Gore	115	193	35*	183
Shawneeland	268	405	161*	324
Round Hill	176	322	271	210
Middletown	270	546	360*	344
Double Toll Gate	294	543	155*	305
Star Tannery	Closed	53	56	55
TOTAL	2,850	5,068	2,754	

*closed early after sites reached capacity

Overall, the county's ten convenience sites accepted 297 tons of refuse attributable to the three-day period.

/gmp



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 19/20
DATE: March 2, 2021

The following table shows the tonnage for the months of July 2020 through June 2021. The average monthly tonnage for fiscal years 03/04 through 20/21 are also listed below:

FY 03-04: AVERAGE PER MONTH: 16,348 TONS (UP 1,164 TONS)
FY 04-05: AVERAGE PER MONTH: 17,029 TONS (UP 681 TONS)
FY 05-06: AVERAGE PER MONTH: 17,785 TONS (UP 756 TONS)
FY 06-07: AVERAGE PER MONTH: 16,705 TONS (DOWN 1,080 TONS)
FY 07-08: AVERAGE PER MONTH: 13,904 TONS (DOWN 2,801 TONS)
FY 08-09: AVERAGE PER MONTH: 13,316 TONS (DOWN 588 TONS)
FY 09-10: AVERAGE PER MONTH: 12,219 TONS (DOWN 1,097 TONS)
FY 10-11: AVERAGE PER MONTH: 12,184 TONS (DOWN 35 TONS)
FY 11-12: AVERAGE PER MONTH: 12,013 TONS (DOWN 171 TONS)
FY 12-13: AVERAGE PER MONTH: 12,065 TONS (UP 52 TONS)
FY 13-14: AVERAGE PER MONTH: 12,468 TONS (UP 403 TONS)
FY 14-15: AVERAGE PER MONTH: 13,133 TONS (UP 665 TONS)
FY 15-16: AVERAGE PER MONTH: 13,984 TONS (UP 851 TONS)
FY 16-17: AVERAGE PER MONTH: 14,507 TONS (UP 523 TONS)
FY 17-18: AVERAGE PER MONTH: 15,745 TONS (UP 1,238 TONS)
FY 18-19: AVERAGE PER MONTH: 16,594 TONS (UP 849 TONS)
FY 19-20: AVERAGE PER MONTH: 16,973 TONS (UP 379 TONS)
FY 20-21: AVERAGE PER MONTH: 16,069 TONS (DOWN 904 TONS)

MONTH	FY 2018-2019	FY 2019-2020	FY 2020-2021
JULY	17,704	17,956	17,677
AUGUST	18,543	17,267	16,517
SEPTEMBER	14,799	17,985	16,789
OCTOBER	18,158	22,528	20,127
NOVEMBER	15,404	17,304	15,432
DECEMBER	14,426	14,362	15,496
JANUARY	13,973	14,913	14,480
FEBRUARY	12,764	13,380	12,030
MARCH	17,079	15,533	
APRIL	20,313	17,475	
MAY	19,443	17,010	
JUNE	16,519	17,968	

RECYCLING REPORT - FY 20/21

<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL CANS</u>	<u>STEEL CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES/TEX</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL	0	22,360		15,900	62,440	136,120	3,240	28,440	289,478	557,978
AUG		28,880		11,240	73,280	128,260	4,560		265,740	511,960
SEP		23,480		12,380	62,540	129,600	2,840	50,800	274,820	556,460
OCT		18,680		12,020	64,040	125,982	5,660		283,901	510,283
NOV		17,760		11,760	42,680	120,440		55,900	243,340	491,880
DEC		31,520		12,280	69,460	142,000	4,120	33,620	242,100	535,100
JAN		21,840		15,260	62,280	119,020	3,360	27,760	180,940	430,460
FEB		17,000		6,440	34,460	107,480	3,320	29,200	117,920	315,820
MAR		15,840		7,680	34,400					57,920
APR										0
MAY										0
JUN										0
TOTAL	0	197,360	0	104,960	505,580	1,008,902	27,100	225,720	1,898,239	3,967,861
FY 19-20	0	454,859	37,370	108,974	854,350	1,174,530	55,100	391,900	3,209,400	6,286,483
FY 18-19	0	430,963	47,082	96,494	998,815	1,243,232	83,104	467,720	2,909,857	6,277,267
FY 17-18	0	465,080	53,224	94,530	1,066,300	1,080,087	37,260	536,420	2,874,709	6,207,610
FY 16-17	372,600	430,435	41,002	89,976	1,082,737	1,009,153	37,220	495,500	2,687,241	6,245,864
FY 15-16	919,540	428,300	52,077	97,252	1,275,060	974,493	48,820	480,400	2,376,344	6,652,286
FY 14-15	895,600	407,703	40,060	97,515	1,272,660	893,380	49,440	532,283	1,890,729	6,079,370
FY 13-14	904,780	417,090	39,399	99,177	1,281,105	902,701	37,800	611,580	1,639,225	5,932,937
FY 12-13	913,530	410,338	45,086	102,875	1,508,029	878,450	39,700	502,680	1,321,938	5,722,626
FY 11-12	865,380	398,320	43,884	99,846	1,492,826	840,717	37,920	484,600	1,432,678	5,696,171
FY 10-11	949,185	378,452	42,120	98,474	1,404,806	824,873	41,700	467,920	1,220,107	5,427,637
FY 09-10	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160	435,680	1,348,398	5,346,098
FY 08-09	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780	404,760	1,097,151	4,968,407
FY 07-08	794,932	284,220	15,783	40,544	1,971,883	545,692	0	498,110	1,172,880	5,324,044
FY 06-07	600,464	200,720	11,834	29,285	1,684,711	441,321	0	382,574	550,070	3,900,979
FY 05-06	558,367	190,611	12,478	28,526	1,523,162			381,469	204,220	2,898,833
FY 04-05	549,527	193,224	11,415	27,525	1,552,111			273,707	25,080	2,632,589
FY 03-04	541,896	174,256	11,437	31,112	1,443,461			156,870	336,230	2,695,262
FY 02-03	413,627	146,770	9,840	23,148	1,381,195			62,840	171,680	2,209,100
FY 01-02	450,280	181,040	10,565	25,553	1,401,206			54,061	58,140	2,180,845
FY 00-01	436,615	198,519	10,367	24,988	1,759,731				9,620	2,439,840
FY 99-00	422,447	177,260	10,177	22,847	1,686,587				44,180	2,363,498
FY 98-99	402,192	184,405	9,564	22,905	1,411,950				48,810	2,079,826
FY 97-98	485,294	136,110	13,307	29,775	1,830,000					2,494,486
FY 96-97	373,106	211,105	23,584	46,625	1,690,000					2,344,420
FY 95-96	511,978	167,486	28,441	44,995	1,553,060					2,305,960
TO DATE	14,247,821	6,009,678	548,737	1,234,855	33,150,206	8,547,406	342,540	6,225,034	17,634,721	87,941,078

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2020-2021

DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	23	20	33	2	0	17	22	5	0	0	34
AUG	34	6	22	3	0	19	17	3	0	0	26
SEP	26	3	23	0	0	11	20	1	0	0	20
OCT	20	14	25	1	0	18	21	2	0	0	19
NOV	19	7	27	2	0	9	24	2	0	0	20
DEC	20	16	21	1	0	8	24	0	0	0	26
JAN	26	15	18	0	0	19	20	0	0	0	20
FEB	20	7	17	0	0	5	16	2	0	0	21
MAR											
APR											
MAY											
JUN											
TOTAL	188	88	186	9	0	106	164	15	0	0	186

In the month of February - 44 dogs in and out of kennel. 1 dogs transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2020-2021

CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	30	54	8	1	0	43	1	3	0	0	46
AUG	46	38	5	2	0	32	1	1	0	0	57
SEP	57	52	11	5	5	45	3	2	1	0	79
OCT	79	52	5	3	0	47	3	3	1	0	85
NOV	85	38	6	1	0	35	2	9	0	0	84
DEC	84	36	7	1	5	55	0	2	0	0	76
JAN	76	19	2	1	6	57	0	1	0	0	46
FEB	46	9	3	1	0	16	0	0	1	0	42
MAR											
APR											
MAY											
JUN											
TOTAL	503	298	47	15	16	330	10	21	3	0	515

In the month of February - 59 cats in and out of shelter. 3 cats transferred to other agencies.

Shawneeland Sanitary District Advisory Committee - Minutes of February 8, 2021

The meeting was called to order at 7:00pm.

Those in attendance were Jimmy Smith, Barry Van Meter, Jeff Stevens, Jason Croasdale, Ken Baker, Kevin Alderman, and Director of Public Works, Joe Wilder. Supervisor Shawn Graber and Michelle Springer were absent.

Due to the Coronavirus pandemic social distancing guidelines, residents were unable to sit in on the meeting but could wait outside till their turn to enter the building and speak on their concerns.

Jimmy called for approval/correction of the November meeting minutes. The minutes passed unanimously.

Manager's Report:

See Attached Manager's Report. **(Attachment A)**

New Business:

Tiny Homes:

- Ken Baker spoke on the concern of tiny homes in Shawneeland. He has been approached by 4 different families with questions about tiny homes. As of right now there are as many as 25 maybe more tiny homes in Shawneeland. There is a certain process and procedure to go through to put any type of structure in Shawneeland. We could compose a list of questions and present it to the Public Works Department we can get those answers. The biggest concern are the ones who are living here full-time and not paying the improved lot fee. Some of these homes are going in with no well nor septic. A list of questions was presented to the Public Works Department.

****Please see attachment for the list of questions and answers. (Attachment B)**

Mailhouse Issues:

- The mailhouse's are having some issues with the lighting. The bulbs have been replaced so many times that the connections are getting wore out. The bulbs are burning out fairly quickly. Kevin suggested to look at a different type of lighting and have a contractor come and replace the lighting system. Jimmy suggested that with the budget coming up to get 4 estimates to get the repairs done.
- The Bowman mailhouse ceiling needs some attention. The mailhouse has been there since 2006/2007 and the ceiling is starting to crumble due to the material that was used. We will get the bids and go with the lowest bid to get the repairs completed.

Open House:

- The open house was previously scheduled for the fall but was canceled due to the Covid-19. Jimmy said he hopes that the event will still happen, and he will be available to help with whatever he can. He feels it is important for the residents to understand the daily functions and how things are done. The North Mountain Fire Department and

Frederick County Sheriff's Office were asked to be part of the event to answer questions and hear concerns.

Facebook Page:

- Today marks our 3rd facebook live video. We have had anywhere from 343 views up to 577 views, we have 343 followers and 365 views of the page. Some videos have been shared 10 times. The page is used for informational purposes regarding Shawneeland and Frederick County. Jimmy thanked Jason Croasdale for operating the live video.

Public Comments:

- George Bishop introduced himself as the new committee member replacing Jimmy Smith. He looks forward to working with the committee. He thanked everyone for the opportunity.

SSDAC Chairman for 2021:

- Ken Baker will be the chairman for 2021. Ken said he looks forward to working with the committee in the upcoming year. He thinks there are some good things to be done. Ken also thanked Jimmy for what he has done for the committee and the community.

Jimmy made the following statement:

This evening marks my last meeting as your chairman and as a committee member. The Back Creek Supervisor, Mr. Graber has chosen to change the committee members out. With my seat on the committee to be the first. I want to thank the committee to be the chairman for 2020. Last year was very challenging for us all. When I said I would do my best, I feel I did that. With having our meetings as we could, setting up a form of communication through email. I posted all the agendas at the mailbox and for the first time the agendas, minutes, and budget were posted on the county website. When it came to budget time, I worked with Kevin so we could present the budget to the residents of Shawneeland. Before the December public works committee meeting. In the fall I was planning an open house. At that time, I had the staff of Shawneeland, North Mountain Fire Department, and the Sheriff's Department to attend the meeting. Where we would discuss the concerns of the lake, traffic, and clear insight of Shawneeland duties. I had to postpone until April of 2021. In another way to create a open communication and information for the residents I made a new Facebook page. I linked important information there that concerned the county and/or Shawneeland. With the help of committee member, Jason we had 2 facebook lives which turned out to work well with an increase from 224-570 views in the 2 times we have gone live. I still want to be involved, come to meetings, and help anyway I can. I live here and care about this neighborhood, which is not just Shawneeland, it's what we call home. Thank you again.

Jimmy adjourned the meeting.

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – JANUARY 2021

Covid-19:

Over the past few months, the Shawneeland staff has been hampered at times by the Covid-19 virus. This of course is very typical of most workplaces throughout the country. We will continue to do the best job we can do under the circumstances while staying within the guidelines set forth by Frederick County.

Tree Removal:

The staff is currently working on removing dead or dying trees from the right of ways throughout Shawneeland. We have numerous trees that will be removed during the winter months. The wood from all the trees will be left on the right of way where it is safe to do so. The wood is available for any Shawneeland resident to take. I hope the citizens will take advantage of this free resource.

We also have a licensed and insured tree contractor that will be removing several trees from the right of way that staff cannot safely remove. This wood will also be left on the right of way for citizens to take. If you have any questions, please call the office for assistance.

Winter Weather:

The first substantial snow fell on December 16th into the early morning hours of the 17th. The Shawneeland staff was on duty throughout this event. A total of 10" of snow was recorded here at the office while 14" of snow was recorded on top of the mountain. The staff did an outstanding job during the snow event as they always do. We also had staff working on Christmas morning during that small event and again on New Years Day for the ice event. The equipment held up with very few problems.

Mowing:

Because of the Covid-19 setbacks, we are running behind on the final mowing on top of the mountain. We are working on finishing up all the gravel and dirt roads currently. We will continue this task until all the trails are complete. I understand that it seems somewhat off to mow this time of year, but the problem

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is that it's not just grass we are cutting. Because we did not do a spring cutting on these trails the underbrush started growing and needs to be cut now.

Cherokee Lake:

The lake level was dropping at an alarming rate over the past few months. On August 3rd the lake level was -41.0". On December 3rd the lake level had fallen to -129.0". During this time span we received a total of 14.2 inches of rain.

Over the last 5 weeks the lake level has rebound somewhat and is at -41.0" as of January 15th. During this time span we received 5.6" of rain and 10" of snow. At this point the lake is holding its own.

Fishing Derby:

The fishing derby is an annual event that take's place every year on the Saturday before Mother's Day. This event has taken place for at least the last 25 years. I will be ordering the fish for the derby in the next week or two. We will stock the two ponds as well as the two lakes if the water level is safe to do so.

We do ask that anyone who partakes in the event continue to practice social distancing.

Driveway Permits:

During 2019 a total of 26 driveway permits were approved and during 2020 a total of 25 driveway permits were approved.

I currently have 30 driveway permits in a folder on my desk for future driveway's.

Attachment B

MEMORANDUM FOR Frederick County, VA, Public Works Department

SUBJECT: Resident's and Shawneeland Sanitary District Advisory Committee concerns regarding Tiny Homes in Shawneeland

1. **Background.** Several resident's have expressed their concerns to the Shawneeland Sanitary District Advisory Committee (SSDAC) members regarding the increase in the number of tiny homes that are being constructed, and/or placed within the Shawneeland community. In order to better understand what is allowed and to better advise the community, the following inquiries are being submitted to the FCVA Public Works Department for evaluation and response.

2. Inquiries:

General:

a. What is Frederick County's definition of a Tiny Home?

Frederick County does not have a definition of a tiny home in the Virginia Uniform Statewide Building Code. All livable structures must meet the Building Code of Virginia.

b. Is it legal to reside in a dwelling (RV, Building, etc.) if there is no Septic/Sewer or running water? What Agency enforces this? What is the difference between this and a resident camping in a tent on their property?

An RV is regulated by the DMV. You cannot reside in a building unless it has been properly permitted, inspected and meets all requirements under the building code as a residence. All livable structures must have water and septic. Shawneeland is located in the R5 Zoning District which does not allow camping of any kind. The Planning and Development Department and the Building Inspections Department handle all violations.

c. Are lots with Tiny Homes (Wheeled or otherwise) considered "improved" as far as tax revenue purposes are concerned?

You will need to contact the Commissioner of the Revenue for all questions related to tax revenue.

d. If there are perceived zoning and/or building code violations identified within the community, what options are available to the advisory committee or the community in general in getting these violations officially addressed by the applicable Frederick County board?

Frederick County acts on violations of the Zoning Ordinance and Building Code by complaint only.

e. If I am a resident and have a Tiny Home that may be in violation of current building or zoning code(s), what options do I have? Do I ignore a potential violation and hope I don't get

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caught? Or do I bring this to the attention of a specific Frederick county office?

All Violations of the Zoning Ordinance are criminal offences. The property has thirty (30) days to abate the violation or appeal the violation to the Frederick County Board of Zoning Appeals. The last course if a violation that is not abated or appealed is criminal court.

Note: A Zoning violation may take between 30-180 days to be abated.

Any Building Code violations will require the property to be vacated until proper permits are applied for and issued or the structure is removed.

Zoning / Local Building Codes:

a. If a Tiny Home is on wheels, is it considered an RV? And if it is being lived in, is it allowed in Shawneeland, or is it required to be in an official RV lot?

Yes, if it is on wheels it would be considered an RV and all RV's are regulated by the Virginia DMV and is treated as a motor vehicle and has to be tagged. An RV cannot be lived in permanently in Shawneeland.

b. If a non-wheeled Tiny Home is constructed on a foundation, is it considered an accessory structure, and only allowed as a secondary dwelling unit located on a single-family lot?

A tiny home is a small single family dwelling that will be required to go through the permitting process and be issued a Certificate of Occupancy before it can be occupied. An accessory building is not a livable structure and cannot be occupied. Secondary dwellings are not allowed in the R5 zoning district.

c. Is there a minimum size (Square Footage) requirement for a Tiny Home?

This would be determined on a case by case basis determined by the number of occupants.

d. What is the maximum size (Square Footage) allowed for construction of a Tiny Home before a building permit is required?

A tiny home is considered a single family dwelling and therefore has no minimum requirement.

e. Are there minimum set-backs from property boundaries, and/or roads required for Tiny Homes on wheels?

Yes, the minimum setbacks in the R5 zoning district are as follows:

Front: 35'	Back: 25'
Right: 10'	Left: 10'

f. Is there a difference in temporary occupancy standards, vice permanent occupancy

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standards for residents of a Tiny Home?

There is no temporary occupancy standards for small single family dwellings. All homes regardless of the size must meet the requirements of the Virginia Uniform Statewide Building Code.

3. Respectfully request a written response to the above inquiries be provided to the SSDAC members, and the Shawneeland Manager no later than 25 February, 2021, through the Manager and SSDAC POC's found at the following website: <https://www.fcva.us/departments/public-works/shawneeland-sanitary-district>.

Respectfully,

Shawneeland Sanitary District
Advisory Committee