



AGENDA
BOARD OF SUPERVISORS
WEDNESDAY, JULY 9, 2025
7:00 PM
BOARD MEETING ROOM
107 NORTH KENT STREET, WINCHESTER, VIRGINIA 22601

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Adoption of Agenda**
5. **Citizen Comments – For agenda items that are not the subject of a Public Hearing**
6. **Consent Agenda – *Roll Call Vote***
 - 6.A. Approval of Minutes of Closed Session and Regular Meeting of June 11, 2025
[BOS07-09-25MinutesClosed250611.pdf](#)
[BOS07-09-25MinutesRegMtg250611.pdf](#)
 - 6.B. Approval of Minutes of Work Session and BOS-PC Joint Meeting of June 18, 2025
[BOS07-09-25MinutesWorkSession250618.pdf](#)
[BOS07-09-25MinutesBOS-PCJointMtg250618.pdf](#)
 - 6.C. Acceptance of Parks and Recreation Commission Report of June 10, 2025
[BOS07-09-25ParksRecCommReportJune2025.pdf](#)
 - 6.D. Acceptance of Human Resources Committee Report of June 13, 2025
[BOS07-09-25HRCommReportJune2025.pdf](#)
 - 6.E. Acceptance of Public Works Committee Report of June 24, 2025
[BOS07-09-25PublicWorksCommReport2025June24.pdf](#)

Consent Agenda, continued

- 6.F. Authorization for the County Administrator to Send a Letter in Support of the Shenandoah Valley Battlefields Foundation's Efforts to Purchase and Preserve the Glass Tract in Frederick County at the Kernstown Battlefield

[BOS07-09-25Request-GlassTractLetterOfSupport-KernstownBattlefield.pdf](#)

[BOS07-09-25DraftLetterOfSupportBattlefieldLandPurchase.pdf](#)

- 6.G. Acknowledgment of Receipt of Certified Copies of Abstract of Votes from the 2025 June Republican and Democratic Primary Elections

[BOS07-09-25AbstractOfVotesJunePrimaryElections.pdf](#)

- 6.H. Resolution for Changes in the Secondary System of State Highways: Cannon Hill Farms Phase 2

[BOS07-09-25RoadResCannonHillFarmsPh2.pdf](#)

7. **Board of Supervisors Comments**

8. **County Officials**

- 8.A. Department of Social Services Update – New Position Requests

DSS is requesting the addition of an Assistant Director position to provide dedicated oversight of Human Resources, Information Technology, and Finance. The local match required for this position is \$105,078. In addition, the Department has been selected to receive state funding for two (2) Family Services Specialist III positions. The local match for these roles is \$32,085.

Approval of adding the positions and appropriation as follows are requested: Appropriation for \$ 354,997 (total salaries and fringes), of that amount, \$137,163 is local and \$217,834 is state/federal.

[BOS07-09-25DSS_AgencyUpdateMemo.pdf](#)

County Officials, continued

8.B. Supervisor Dunn Requests Discussion: Additional Contribution to the Laurel Center

[BOS07-09-25SupervisorDunn-LaurelCenterFundingRequest.pdf](#)

[BOS07-09-25FaithPower-LaurelCenterFY26FundingRequest.pdf](#)

9. **Appointments to Boards, Committees, and Commissions**

9.A. Conservation Easement Authority

Unexpired 3-year term expiring August 24, 2027

See attached application of Leslie Spencer

[BOS07-09-25App_SpencerLeslie.pdf](#)

9.B. Shawneeland Sanitary District Advisory Committee

2-year term of Gary Bailey expires August 9, 2025

Mr. Bailey is eligible and willing to serve another term.

9.C. Board of Building Code Appeals

5-year term of Whitney "Whit" Wagner expires August 12, 2025

Mr. Wagner is eligible and willing to serve another term.

9.D. Information Item: The Board is seeking applicants for the following vacancies:

Extension Leadership Council - Red Bud District Rep.

Unexpired 4-year term ending 10-28-27

Social Services Board - Red Bud District Rep.

Vacant 4-year term

For more information or to apply online, please visit: [Committee Listing and Descriptions | Frederick County \(fcva.us\)](#)

10. **Committee Business - Human Resources Committee**

10.A. **Deputy Building Official/Code Administrator Position**

This new position will support the current Building Official/Code Administrator by assisting with staff supervision and providing both technical and administrative oversight. It is anticipated that a Senior Building Inspector who meets the qualifications will be promoted into this new role, with the goal of transitioning into the Building Official/Code Administrator position upon the incumbent's planned retirement in May 2026. The Senior Inspector position vacated as part of this transition will remain open but unfilled.

The Human Resources Committee unanimously recommends approval of the request of the to create a new Deputy Building Official/Code Administrator position (Pay Range 219: \$71,972–\$118,623) in the Public Works Department – Building Inspections Division. No additional funding is required.

[BOS07-09-25PublicWorksPostionRequest.pdf](#)

11. **Public Hearings (Non Planning Issues)** - None

12. **Planning Commission Business - Public Hearings** - None

13. **Planning Commission Business - Other Planning Business**

13.A. Information/Discussion: Ordinance Amendment – Transfer of Development Rights & Traffic Impact Analysis Standards Update

Proposal to amend Chapter 165 - Zoning Ordinance to clarify the Transfer of Development Rights (TDR) program's receiving property criteria, transfer process, and development approval procedures. Additionally, staff proposes revising the adopted Traffic Impact Analysis (TIA) Standards to facilitate the use of a TIA in the consideration of TDR projects and other by right development.

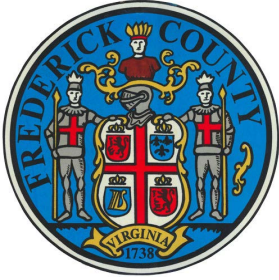
[BOS07-09-25OA_TrnofDevRts_TraImptAnalysis_Update.pdf](#)

14. **Board Liaison Reports**

15. **Citizen Comments**

16. **Board of Supervisors Comments**

17. **Adjourn**



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Approval of Minutes of Closed Session and Regular Meeting of June 11, 2025

Attachments:

[BOS07-09-25MinutesClosed250611.pdf](#)
[BOS07-09-25MinutesRegMtg250611.pdf](#)

MINUTES
CLOSED SESSION
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JUNE 11, 2025
5:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Josh E. Ludwig, Chairman; Judith McCann-Slaughter, Vice Chairman; Blaine P. Dunn; Heather H. Lockridge; John F. Jewell; Robert W. Wells; and Robert T. Liero were present.

Staff present: Michael Bollhoefer, County Administrator; Jay E. Tibbs, Deputy County Administrator; Wyatt Pearson, Planning Director; John Bishop, Assistant Director of Planning; Steven Briglia, Acting County Attorney; Karen Vacchio, Public Information Officer; Patrick Fly, Director of Information Technologies; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Chairman Ludwig called the meeting to order at 5:01 p.m.

CLOSED SESSION

Vice Chairman Slaughter moved that the Board of Supervisors of Frederick County enter a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for personnel matters, specifically the salaries of the Constitutional Officers; Section 2.2-3711(A)(7) and (8), for consultation with legal counsel and/or briefings by staff members pertaining to actual and probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body and where such matter requires the provision of legal advice by such counsel, regarding a specific decision of the Board of Zoning Appeals; and Section 2.2-3711(A)(3) for discussion of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Supervisor Lockridge seconded the motion, which carried on a voice vote.

At 6:46 p.m., the Board members being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened on motion of Vice Chairman Slaughter, seconded by Supervisor Lockridge, and carrying on a voice vote. Vice Chairman Slaughter moved that the Board of Supervisors of Frederick County certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board. Supervisor Lockridge seconded the motion which carried as follows on a recorded vote:

Blaine P. Dunn	Aye	Robert T. Liero	Aye
John F. Jewell	Aye	Robert W. Wells	Aye
Heather H. Lockridge	Aye	Josh E. Ludwig	Aye
Judith McCann-Slaughter	Aye		

ADJOURN

At 6:48 p.m., the meeting was adjourned until the scheduled 7:00 p.m. regular meeting.

MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JUNE 11, 2025
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Josh E. Ludwig, Chairman; Judith McCann-Slaughter, Vice Chairman; Robert W. Wells; Blaine P. Dunn; Heather H. Lockridge; John F. Jewell; and Robert T. Liero were present.

Staff present: Michael Bollhoefer, County Administrator; Jay E. Tibbs, Deputy County Administrator; Karen Vacchio, Public Information Officer; Wyatt Pearson, Planning Director; John Bishop, Assistant Director of Planning; Amy Feltner, Planner I; Kayla Peloquin, Planner I; Steve Majchrzak, Fire Chief; Sharon Kibler, Assistant Finance Director; Missi Neal, Purchasing Manager; Tonya Sibert, Commissioner of the Revenue; Patrick Fly, Director of Information Technologies; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Chairman Ludwig called the meeting to order at 7:01 p.m.

INVOCATION

Pastor Ross Halbersma of New Hope Alliance Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Slaughter led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

Vice Chairman Slaughter moved to adopt the draft agenda as presented with the following changes: Removal of the item titled Rezoning 11- 24 as the Applicant had withdrawn the application; -Postponement of items titled Rezoning 03-25 and Conditional Use Permit 04-25 to a future meeting as requested by the Applicant for these items; and moving the item titled Waiver 03-25 to just after the Committee Business agenda section because of the large number of citizens in attendance for that item. Supervisor Wells seconded the motion, which carried on a voice vote.

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CITIZEN COMMENTS

Jesse Moffett, Gainesboro District, expressed his disappointment in the behavior of the Chairman at the previous meeting.

Bryan Nuri, Opequon District, referenced the previous Board meeting and said the Chairman had campaigned for someone while seated at the dais.

Daryl Bell, Opequon District, spoke in favor of the agenda item titled Capital Fund transfer in the amount of \$852,557 for a Weapons Detection System for Frederick County Public Schools.

James Moulder, Back Creek District, spoke in opposition to the agenda item titled Capital Fund transfer in the amount of \$852,557 for a Weapons Detection System for Frederick County Public Schools.

D'Ann Kenney, Gainesboro District, spoke in favor of the agenda item titled Capital Fund transfer in the amount of \$852,557 for a Weapons Detection System for Frederick County Public Schools.

Jeff Wright, Shawnee District, spoke in favor of the agenda item titled Capital Fund transfer in the amount of \$852,557 for a Weapons Detection System for Frederick County Public Schools.

William Melvin, Shawnee District, spoke in favor of the agenda item titled Waiver 03-25 - Raven Pointe Section 9.

Harvey and Yvette Dexter, Shawnee District, spoke in favor of the agenda item titled Waiver 03-25 - Raven Pointe Section 9.

Dustin Parry, Shawnee District, spoke in favor of the agenda item titled Waiver 03-25 - Raven Pointe Section 9.

Rodney Wine, Shawnee District, spoke in favor of the agenda item titled Waiver 03-25 - Raven Pointe Section 9.

Tim Regan, Back Creek District, said the School Board should be looking at a better weapons detection system than the one currently being considered by Frederick County Public Schools.

Vic Canfield, Stonewall District, said that in addition to weapons detection systems, other solutions are needed to address school safety concerns.

ADOPTION OF CONSENT AGENDA – APPROVED

Vice Chairman Slaughter moved to adopt the consent agenda. Supervisor Lockridge seconded the motion, which carried on the following recorded vote:

Blaine P. Dunn	Aye	Robert T. Liero	Aye
John F. Jewell	Aye	Robert W. Wells	Aye
Heather H. Lockridge	Aye	Josh E. Ludwig	Aye
Judith McCann-Slaughter	Aye		

- Approval of the Regular Meeting Minutes of May 14, 2025 – CONSENT AGENDA APPROVAL

- Acceptance of Transportation Committee Report of May 12, 2025 – CONSENT AGENDA APPROVAL

- Acceptance of Finance Committee Report of May 21, 2025 – CONSENT AGENDA APPROVAL

- Acceptance of Parks & Recreation Commission Report of May 13, 2025 – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The EMS Billing Manager requests an EMS Expense Recovery Fund supplemental appropriation in the amount of \$300,140 – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Public Safety Communications Director requests an FY26 General Fund supplemental appropriation in the amount of \$150,000. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Interim IT Director requests an FY26 General Fund supplemental appropriation not to exceed \$72,084. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Deputy County Administrator requests an FY26 General Fund supplemental appropriation in the amount of \$1,050,000. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Parks & Recreation Director requests an FY26 General Fund supplemental appropriation in the amount of \$235,000. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Parks & Recreation Director requests an FY26 General Fund supplemental appropriation in the amount of \$60,179. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Parks & Recreation Director request a General Fund supplemental appropriation in the amount of \$1,186. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Parks & Recreation Director requests an FY26 General Fund supplemental appropriation in the amount of \$68,000. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Sheriff requests a General Fund supplemental appropriation in the amount of \$41,671. – CONSENT AGENDA APPROVAL

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- Approval of Finance Committee Item: The Sheriff requests a General Fund supplemental appropriation in the amount not to exceed \$31,746. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,504. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Sheriff requests a General Fund supplemental appropriation in the amount of \$18,917.50. – CONSENT AGENDA APPROVAL

- Approval of Finance Committee Item: The Sheriff requests a General Fund supplemental appropriation not to exceed \$72,721. – CONSENT AGENDA APPROVAL

- Resolution Authorizing the County Administrator to Execute the Route 7 Safety Upgrades Agreement as Recommended by the Transportation Committee for Safety Upgrades to Route 7 at the Interchange with Exit 315 and the Intersection with Valley Mill Road- CONSENT AGENDA APPROVAL

RESOLUTION
GRANTING SIGNATORY AUTHORITY TO THE COUNTY ADMINISTRATOR

The Board of Supervisors of Frederick County, in a regular meeting on the 11th day of June 2025, adopted the following:

WHEREAS, Frederick County has received a request from Virginia Department of Transportation for signatory authority granted by the Board of Supervisors to the individual signing when executing agreements with outside agencies; and

WHEREAS, the County will be engaging in a number of County managed projects, VDOT managed projects, and various VDOT agreements related to these projects, thus leading to more agreements with VDOT or other outside agencies; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Frederick County, Virginia, grants authority for Frederick County Administrator Michael Bollhoefer to execute project administration agreements with outside agencies.

This authority shall be in effect on the day of adoption.

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-Resolution Endorsing the Rail Access Grant Application to the Department of Rail and Public Transit as Recommended by the Transportation Committee– CONSENT AGENDA APPROVAL

RESOLUTION
ENDORISING THE RAIL ACCESS GRANT APPLICATION TO THE DEPARTMENT OF RAIL AND
PUBLIC TRANSIT

WHEREAS, Hub Scrap Metal has expressed its intent and desire to the Frederick County Board of Supervisors to expand its business in Frederick County, Virginia; and ,

WHEREAS, Hub Scrap Metal and its expanded operation will require additional rail access; and

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WHEREAS, the Officials of Hub Scrap Metal, have reported to the Frederick County Board of Supervisors their intent to apply for Industrial Access Railroad Track Funds from the Commonwealth of Virginia's Department of Rail and Public Transportation in the amount of \$750,000.00; and,

WHEREAS, Hub Scrap Metal, has requested that the Frederick County Board of Supervisors provide a Resolution supporting its application for said funds which are administered by the Virginia Department of Rail and Public Transportation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia hereby endorses and supports the application of Hub Scrap Metal, for \$750,000.00 in Industrial Access Railroad Track Funds; and,

BE IT FURTHER RESOLVED, that the Frederick County Board of Supervisors hereby makes known its desire and intent to support the Commonwealth Transportation Board in providing the maximum financial assistance to Hub Scrap Metal, for the purpose of expanding its business in Frederick County, Virginia.

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**-Resolution Concurring with an EDA Bond Modification for The Village at Orchard Ridge- CONSENT
AGENDA APPROVAL**

RESOLUTION

CONCURRING WITH AN EDA BOND MODIFICATION FOR THE VILLAGE AT ORCHARD RIDGE

June 11, 2025

A. The Economic Development Authority of the County of Frederick, Virginia (the "Authority") has considered the application of The Village at Orchard Ridge, Inc., a Virginia nonstock corporation (the "Borrower"), requesting the Authority enter into modifications of its Residential Care Facility Revenue Bonds (The Village at Orchard Ridge, Inc.), Series 2011 (the "2011 Bonds") originally issued in an amount of \$82,000,000 and its Residential Care Facility Revenue Bonds (The Village at Orchard Ridge, Inc.), Series 2014 (the "2014 Bonds" and together with the 2011 Bonds, the "Bonds"), originally issued in an amount of \$67,835,000. The Authority loaned the proceeds of the Bonds to the Borrower.

B. The Borrower used the proceeds of the 2011 Bonds for the following purposes (collectively the "2011 Plan of Finance"): financing (i) capital improvements at the Borrower's facilities located at 400 Clocktower Ridge Drive, Winchester, Virginia 22602 in Frederick County, known as The Village at Orchard Ridge (the "Facilities") consisting of independent living residences, independent living rental units, assisted-living-residences and skilled nursing beds, (ii) a debt service reserve fund, (iii) capitalized interest and (iv) the costs of issuing the 2011 Bonds and other eligible expenditures.

C. The Borrower used the proceeds of the 2014 Bonds for the following purposes (collectively the "2014 Plan of Finance" and together with the 2011 Plan of Finance, the "Plan of Finance"): financing (i) capital improvements at the Facilities, consisting primarily of (1) the construction and equipping of a four story building, which houses independent living units, (2) the construction and equipping of a three story building, which houses independent living units, (3) the construction and equipping of a one story building, which houses skilled nursing units, (4) the expansion of the dining facilities, and (5) the expansion of the wellness center, (ii) a debt service reserve fund, (iii) capitalized interest and (iv) the costs of issuing the 2014 Bonds and other eligible expenditures.

D. The Authority held a public hearing on the Borrower's application on June 5, 2025, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code"). Section 147(f) of the Code also provides that the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of the Bonds.

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E. The Authority issues its bonds on behalf of the County of Frederick, Virginia (the "County"); the Project is located in the County; and the Board of Supervisors of the County of Frederick, Virginia (the "Board") constitutes the highest elected governmental unit of the County.

F. The Authority has recommended that the Board approve the modifications of the Bonds.

F. A copy of the Authority's resolution approving the modifications of the Bonds and a certificate of the public hearing have been filed with the Board.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA:

1. The Board approves the modifications of the Bonds by the Authority for the benefit of the Borrower, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code to permit the Authority to assist the Borrower in financing the Project.

2. The approval of the modifications of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Project or the Borrower.

3. This resolution shall take effect immediately upon its adoption.

###

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn commented on Juneteenth and D-Day commemorations. He referenced Robert's Rules of Order, saying that the Rules do not address the Supervisor Comments period of the Board meetings, and therefore, the Chairman can allow others to speak after he speaks. He commented on remarks made at the previous Board meeting, which he had been unable to attend.

Supervisor Liero referenced the recent discussions about whether he has a conflict of interest when voting on school-related issues. He made the following statement in reference to an upcoming agenda item: "I, Supervisor Robert Thomas Liero of the Shawnee Magisterial District of the Frederick County, Virginia, Board of Supervisors, would like to disclose for the record, relative and pursuant to the State and Local Government Conflict of Interests Act, and specifically pursuant to the Code of Virginia 2.2-3112, B.3., and Code of Virginia 2.2-3115, H., that my wife, Deanna L. Liero, is employed as a teacher by the Frederick County Public Schools and therefore is a member of a group who is or may be affected by Board of Supervisors votes on educational related issues, and that I am able to participate in the transaction fairly, objectively, and in the public interest."

Chairman Ludwig commented on the question of Supervisor Liero's conflict of interest and the previous remarks by Supervisor Dunn.

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COUNTY OFFICIALS - None

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APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

DANA NEWCOMB REAPPOINTED TO HISTORIC RESOURCES ADVISORY BOARD AS GAINESBORO DISTRICT REP. – APPROVED

Supervisor Lockridge moved for the reappointment of Dana Newcomb to the Historic Resources Advisory Board as Gainesboro Rep. for a 4-year term expiring June 12, 2029. The motion, seconded by Supervisor Dunn, carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

KEVIN SNEDDON REAPPOINTED TO PLANNING COMMISSION AS OPEQUON DISTRICT REP. – APPROVED

Supervisor Wells moved for the reappointment of Kevin Sneddon to a 4-year term expiring June 14, 2029, as Opequon District Rep. on the Planning Commission. The motion, seconded by Supervisor Jewell, carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

BETSY BRUMBACK REAPPOINTED TO PLANNING COMMISSION AS BACK CREEK DISTRICT REP. – APPROVED

Supervisor Jewell moved for the reappointment of Betsy Brumback to a 4-year term expiring June 14, 2029, as Back Creek District Rep. on the Planning Commission. The motion, seconded by Supervisor Wells, carried on the following recorded vote:

| | | | |
|-------------------------|-----|-----------------|-----|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

MARGARITA FRANCISCO-HERNANDEZ REAPPOINTED TO SOCIAL SERVICES BOARD AS STONEWALL DISTRICT REP. – APPROVED

Vice Chairman Slaughter moved for the reappointment of Margarita Francisco-Hernandez to a 4-year term expiring June 30, 2029, as Stonewall District Rep. on the Social Services Board. The motion, seconded by Supervisor Lockridge, carried on the following recorded vote:

| | | | |
|-------------------------|-----|-----------------|-----|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

LEVI SNAPP REAPPOINTED TO TOURISM BOARD AS COUNTY REP. AND JACK OWENS APPOINTED TO TOURISM BOARD AS NON-PROFIT SECTOR REP.– APPROVED

Supervisor Dunn moved for the reappointment of Levi Snapp to his second of two permitted 3-year term, expiring June 30, 2028, as a County rep. on the Tourism Board and for the appointment of Jack Owens to fill a vacant unexpired term ending June 30, 2027, as a non-profit sector rep. on the Tourism Board. The motion, seconded by Supervisor Jewell, carried on the following recorded vote:

| | | | |
|-------------------------|-----|-----------------|-----|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

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COMMITTEE BUSINESS – FINANCE COMMITTEE

RESOLUTION ADOPTING NEW PROVISIONS AND INCORPORATING VPPA §2.2-4311.3 INTO FREDERICK COUNTY'S PURCHASING POLICY - APPROVED

Supervisor Lockridge referenced the passage of a newly enacted provision of Virginia Code Chapter

43, the Virginia Public Procurement Act (VPPA).

Supervisor Jewell moved that the Board follow the Finance Committee's recommendation to approve the resolution adopting the new provisions and incorporating VPPA §2.2-4311.3 into Frederick County's Purchasing Policies to ensure the County Policies remain consistent with state law. The motion, seconded by Supervisor Lockridge, carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

RESOLUTION
UPDATNG THE FREDERICK COUNTY PURCHASING POLICY

WHEREAS, the Board of Supervisors of the County of Frederick, Virginia is dedicated to securing high quality goods and services at reasonable cost and that the maximum feasible degree of competition is achieved in accordance with the Virginia Public Procurement Act (VPPA, Chapter 43 of Title 2.2 of the Code of Virginia as amended); and,

WHEREAS, the VPPA enunciated the public policies pertaining to governmental procurement from non-governmental sources by public bodies which may or may not result in monetary consideration for either party; and,

WHEREAS, the purpose of this Resolution is to ensure that the County, through its employees, exercises sound business judgment in its purchases and contractual transactions, hereby adopts this Resolution, to incorporate the newly enacted provision of the VPPA, §2.2-4311.3. *Compliance with state law; contract terms inconsistent with state law*; and,

WHEREAS, in accordance with VPPA, §2.2-4311.3, any contract for information technology goods and/or services that has a term or provision that conflicts with Virginia law, that has a choice of law provision or requires or permits litigation/dispute resolution in another state or country shall be void and the contract shall be deemed to provide for the application of Virginia law and to provide for jurisdiction in the courts of Virginia;

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors for Frederick County, Virginia, hereby approves of this Resolution, and the incorporation of VPPA §2.2-4311.3 into its Purchasing Policies, effective July 1, 2025.

###

**CAPITAL FUND TRANSFER IN THE AMOUNT OF \$852,557 FOR A WEAPONS DETECTION
SYSTEM FOR FCPS - APPROVED**

Supervisor Lockridge moved to deny the request for a Capital Fund Transfer in the amount of \$852,557 for a Weapons Detection System for FCPS. Chairman Ludwig seconded the motion.

Supervisor Lockridge said she is not opposed to the safety efforts, but that the School Board is able to use capital funds already appropriated for other projects and she prefers that they do so instead of requesting additional funds.

Chairman Ludwig said the Schools already have funds for such projects, and he hoped to hear from

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School Resource Officers about their reference for safety devices. He encouraged the Schools to apply for grants to fund safety programs.

Supervisor Jewell said the devices will provide an extra layer of protection for students and staff.

Supervisor Liero said it is not fair to say the School Board had not prioritized safety, as the incident of a gun being brought into an elementary school happened late in the County's budget process.

The motion to deny the Capital Fund Transfer in the amount of \$852,557 for a Weapons Detection System for FCPS failed on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | No | Robert T. Liero | No |
| John F. Jewell | No | Robert W. Wells | No |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | No | | |

Supervisor Liero moved to approve the Capital Fund Transfer in the amount of \$852,557 for a Weapons Detection System for FCPS. Supervisor Jewell seconded the motion which carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | No | Josh E. Ludwig | No |
| Judith McCann-Slaughter | Aye | | |

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PLANNING COMMISSION BUSINESS - OTHER PLANNING BUSINESS

WAIVER 03-25 - RAVEN POINTE SECTION 9 – APPROVED

Planner Amy Feltner said that Glaize Development Inc. is requesting a waiver of the inter-parcel connection required in section §165-202.04 of the Zoning Ordinance. She said the property is zoned RP (Residential Performance District) and is located in the Shawnee Magisterial District. She said the current Master Development Plan (MDP) provides the required inter-parcel connection, and approval of the proposed waiver will allow for a revision to the MDP.

David Frank, representing the owner, said the owner is prepared to make the road connection but in light of the current capacity and safety issues, they ask that the waiver be granted.

Supervisor Dunn and Mr. Frank discussed transportation alternatives if the waiver is granted.

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Supervisor Liero moved to approve WAIVER 03-25 - RAVEN POINTE SECTION 9 . Supervisor Wells seconded the motion which carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | No | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

RESOLUTION
WAIVER #03-25
Raven Point Section 9 Inter-parcel Connection

WHEREAS, WAIVER APPLICATION #03-25 was submitted by Glaize Development Incorporated for a waiver to remove the inter-parcel connection to Underwood Lane within the RP (Residential Performance) Zoning District as specified in §165-202.04. The parcel is identified by Property Identification Number 64-A-119A in the Shawnee Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on this inter-parcel connection waiver application on May 21, 2025, and recommended approval; and

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this inter-parcel connection waiver application on June 11, 2025; and

WHEREAS, the Frederick County Board of Supervisors finds the approval of this inter-parcel connection waiver to be in the best interest of the public health, safety, and welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors, that a waiver of the inter-parcel connection as specified in §165-202.04 of the Frederick County Zoning Ordinance is approved to remove the proposed inter-parcel connection to Underwood Lane.

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PUBLIC HEARINGS (NON-PLANNING ISSUES)

ORDINANCE – SALARIES OF THE BOARD OF SUPERVISORS (FY 2025-2026) – APPROVED

Chairman Ludwig opened the public hearing.

Willie Deutsch, Opequon District, said the Board members' salaries should keep pace with inflation.

Vic Canfield, Stonewall District, agreed with the previous speaker and said some sort of salary increase is deserved.

Chairman Ludwig closed the public hearing.

Supervisor Dunn moved that the Board deny the ordinance and set a special meeting for a public hearing and advertise a salary of \$30,000 for Board members, \$30,500 for the Vice Chairman, and \$31,000

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June 11, 2025***

for the Chairman. Supervisor Wells seconded the motion.

The Board discussed the salaries and whether candidates were discouraged from running with the salaries as low as they are. The motion failed on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | No |
| John F. Jewell | No | Robert W. Wells | Aye |
| Heather H. Lockridge | No | Josh E. Ludwig | No |
| Judith McCann-Slaughter | No | | |

Vice Chairman Slaughter moved that the Board set the FY 2025-2026 Board Salaries at the current rates as follows: Chairman, \$10,800; Vice Chairman, \$10,200; and Each Other Member of the Board of Supervisors at \$9,000. Supervisor Lockridge seconded the motion.

Supervisor Dunn stated the Board salaries had not increased for 23 years and the position requires 20-30 hours a week.

Supervisor Wells said the Board's pay is a stipend, not a salary, and does not pay all expenses incurred by the members in doing their jobs, so an increase would be welcome.

The motion adopting the Board salaries as advertised carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | No | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

ORDINANCE
SALARIES OF BOARD OF SUPERVISORS
FISCAL YEAR 2025-2026

BE IT ORDAINED, the annual salary for each member of the Frederick County Board of Supervisors, for the fiscal year beginning July 1, 2025, shall be as follows: Chairman, \$10,800; Vice Chairman, \$10,200; and Each Other Member of the Board of Supervisors at \$9,000.

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ORDINANCE TO AMEND THE FREDERICK COUNTY CODE, CHAPTER 158 VEHICLES AND TRAFFIC; ARTICLE IV LAW ENFORCEMENT OF PRIVATE ROADS AND STREETS, BY THE ADDITION OF SECTION 158-18.1 DEFINITIONS, 158-18.2 OPERATION OF GOLF CARTS AND UTILITY VEHICLES ON PUBLIC HIGHWAYS PROHIBITED; EXCEPTIONS AND 158-18.3 VIOLATIONS AND PENALTIES - APPROVED

County Administrator Bollhoefer explained the request from the Lake Holiday Country Club, Inc.

*Regular Meeting Minutes
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Board of Directors (LHCC) that the Frederick County Board of Supervisors pass an ordinance authorizing the use of golf carts within the Lake Holiday Community. He said the streets in Lake Holiday are private streets; however, the BOS did pass an ordinance in 1993 designating the streets as highways for law enforcement purposes. He said the proposed ordinance would modify the County Code to authorize the use of golf carts in the Lake Holiday community.

The Board and Mr. Bollhoefer discussed the proposed ordinance.

Chairman Ludwig opened the public hearing.

Elizabeth Hair, Gainesboro District, spoke in favor of the proposed ordinance.

Kris Tierney, Gainesboro District, spoke in favor of the proposed ordinance.

Chad Harrington, Gainesboro District, spoke in favor of the proposed ordinance.

Bob Gibson, Gainesboro District, spoke in favor of the proposed ordinance.

Allen Shepherd, Red Bud District, said he will be moving to the Lake Holiday community and expressed concern about golf carts on some of the roads in the development.

Chairman Ludwig closed the public hearing.

Supervisor Lockridge moved for adoption of the Ordinance to Amend the Frederick County Code, Chapter 158 Vehicles and Traffic; Article IV Law Enforcement of Private Roads and Streets, by the Addition of Section 158-18.1 Definitions, 158-18.2 Operation of Golf Carts and Utility Vehicles on Public Highways Prohibited; Exceptions and 158-18.3 Violations and Penalties. Supervisor Wells seconded the motion to amend which carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

ORDINANCE

PERMITTING GOLF CART AND UTILITY VEHICLE USAGE ON STREETS IN THE LAKE HOLIDAY COUNTRY CLUB COMMUNITY – ‘THE SUMMIT’

WHEREAS, the Lake Holiday Country Club, Inc. Board of Directors (LHCC) has requested that the Frederick County Board of Supervisors (BOS) pass an ordinance authorizing the use of golf carts within the Lake Holiday Community; and

WHEREAS, the streets in Lake Holiday are private streets; however, the BOS did pass an ordinance in 1993 designating the streets as highways for law enforcement purposes, and the proposed ordinance would modify the County Code to authorize the use of golf carts in the Lake Holiday community; and

WHEREAS, the proposed ordinance was brought to the Public Safety Committee on April 24, 2025, and the

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June 11, 2025***

committee recommended approval of the Lake Holiday request, and on May 14, 2025, the Board set a public hearing for June 11, 2025.

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that in the interest of public health, safety, and general welfare, the amendment to Chapter 158 – The Summit to add definitions for golf cart, highway, and utility vehicle and permit the use of golf carts and utility vehicles within the boundaries of the Lake Holiday Community – The Summit is adopted with an implementation date of September 1, 2025 .

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PLANNING COMMISSION BUSINESS – PUBLIC HEARINGS

DRAFT UPDATE OF THE 2025-2026 FREDERICK COUNTY INTERSTATE, PRIMARY AND SECONDARY ROAD IMPROVEMENT PLANS - APPROVED

Assistant Planning Director John Bishop reviewed the draft updated Interstate, Primary, and Secondary Road Improvement Plans.

Chairman Ludwig opened the public comment period.

No one wished to address the Board.

Chairman Ludwig closed the public comment period.

Supervisor Wells moved to approve the resolutions adopting the updated Interstate, Primary, and Secondary Road Improvement Plans. Vice Chairman Slaughter seconded the motion which carried the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

RESOLUTION 2025-2026 INTERSTATE ROAD IMPROVEMENT PLAN

WHEREAS, the Frederick County Transportation Committee recommended approval of this plan on May 12, 2025; and,

WHEREAS, the Frederick County Planning Commission held a public hearing and recommended approval of this plan at their meeting on June 4, 2025; and,

WHEREAS, the Frederick County Board of Supervisors had previously agreed to assist in the preparation of this plan in accordance with the Virginia Department of Transportation's policies and procedures and participated in a public hearing on the proposed Plan, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and,

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WHEREAS, a representative of the Virginia Department of Transportation appeared before the Board during the public hearing and recommended approval of the 2025-2026 Interstate Road Improvement Plan; and,

WHEREAS, the Frederick County Board of Supervisors support the priorities of the Interstate Road Improvement projects for programming by the Commonwealth Transportation Board and the Virginia Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors as follows:

The 2025-2026 Interstate Road Improvement Plan appears to be in the best interest of the citizens of Frederick County and the Interstate Road System in Frederick County; and therefore, the Frederick County Board of Supervisors hereby approves the 2025-2026 Interstate Road Improvement Plan and Construction Priority List for Frederick County, Virginia as presented at the public hearing held on June 11, 2025.

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RESOLUTION
2025-2026 PRIMARY ROAD
IMPROVEMENT PLAN

WHEREAS, the Frederick County Transportation Committee recommended approval of this plan on May 12, 2025; and

WHEREAS, the Frederick County Planning Commission held a public hearing and recommended approval of this plan at their meeting on June 4, 2025; and

WHEREAS, the Frederick County Board of Supervisors had previously agreed to assist in the preparation of this plan in accordance with the Virginia Department of Transportation's policies and procedures and participated in a public hearing on the proposed Plan, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, the Frederick County Board of Supervisors supports the priorities of the Primary Road Improvement Plan projects for programming by the Commonwealth Transportation Board and the Virginia Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors as follows: The 2025-2026 Primary Road Improvement Plan appears to be in the best interest of the citizens of Frederick County and the Primary Road System in Frederick County; and therefore, the Frederick County Board of Supervisors hereby approves the 2025-2026 Primary Road Improvement Plan and Construction Priority List for Frederick County, Virginia as presented at the public hearing held on June 11, 2025.

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RESOLUTION
2025-2026 SECONDARY ROAD
IMPROVEMENT PLAN

WHEREAS, Section 33.2-331 of the 1950 Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Six-Year Road Plan; and,

WHEREAS, the Frederick County Transportation Committee recommended approval of this plan on May 12, 2025; and,

WHEREAS, the Frederick County Planning Commission held a public hearing and recommended approval of this plan at their meeting on June 4, 2025; and,

WHEREAS, the Frederick County Board of Supervisors had previously agreed to assist in the preparation of this plan in accordance with the Virginia Department of Transportation's policies and procedures and participated in a public hearing on the proposed Plan, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and,

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Frederick County Board of Supervisors
June 11, 2025***

WHEREAS, a representative of the Virginia Department of Transportation appeared before the Board during the public hearing and recommended approval of the 2025 – 2026 Secondary Road Improvement Plan; and,

WHEREAS, the Frederick County Board of Supervisors support the priorities of the secondary road improvement projects for programming by the Commonwealth Transportation Board and the Virginia Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors as follows:

The 2025-2026 Secondary Road Improvement Plan appears to be in the best interest of the citizens of Frederick County and the Secondary Road System in Frederick County; and therefore, the Frederick County Board of Supervisors hereby approves the 2025-2026 Secondary Road Improvement Plan and Construction Priority List for Frederick County, Virginia as presented at the public hearing held on June 11, 2025.

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PLANNING COMMISSION BUSINESS - OTHER PLANNING BUSINESS

WAIVER 02-25 - STORAGE SOLUTIONS CB LLC – APPROVED

Planner Kayla Peloquin said that Painter-Lewis PLC, on behalf of Storage Solutions CB LLC, is requesting a waiver of the Subdivision Ordinance §144-24(C) requiring all new lots to have direct access to a public street. She said Painter-Lewis submitted a Master Development Plan (MDP) to subdivide an approximately 27.12-acre property (Property Identification Number 33-2-A) and one lot would be created for the existing commercial/warehouse building, one lot for the rail transload land bay, and one lot for rail car storage and stormwater management. She said the property is zoned M1 (Light Industrial) District and is in the Stonewall Magisterial District.

Vice Chairman Slaughter moved to approve WAIVER 02-25 - STORAGE SOLUTIONS CB LLC. Supervisor Wells seconded the motion which carried on the following recorded vote:

| | | | |
|--------------------------------|------------|------------------------|------------|
| Blaine P. Dunn | Aye | Robert T. Liero | Aye |
| John F. Jewell | Aye | Robert W. Wells | Aye |
| Heather H. Lockridge | Aye | Josh E. Ludwig | Aye |
| Judith McCann-Slaughter | Aye | | |

RESOLUTION WAIVER #02-25 STORAGE SOLUTIONS CB LLC

WHEREAS, WAIVER APPLICATION #02-25 was submitted by Painter-Lewis PLC on behalf of Storage Solutions CB LLC for a waiver of the Subdivision Ordinance §144-24(C) requiring all new lots to have direct access to a public street at 3470 Martinsburg Pike Clearbrook, Virginia, identified with Property Identification Number 33-2-A in the Stonewall Magisterial District; and

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WHEREAS, the Frederick County Planning Commission held a public meeting on this Subdivision Ordinance waiver application on May 21, 2025, and recommended approval; and
WHEREAS, the Frederick County Board of Supervisors held a public meeting on this Subdivision Ordinance waiver application on June 11, 2025; and
WHEREAS, the Frederick County Board of Supervisors finds the approval of this waiver application to be in the best interest of the public health, safety, and welfare, and in good zoning practice;
NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors, that in accordance with Chapter 144 of the Frederick County Code, Subdivision of Land, waiver #02-25 of the Subdivision Ordinance §144-24(C) requiring all new lots to have direct access to a public street for Property Identification Number 33-2-A is approved.

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BOARD LIAISON REPORTS

Chairman Ludwig referenced the Frederick Water Board and noted the drought appears to be easing.

CITIZEN COMMENTS

Willie Deutsch, Opequon District, discussed data centers, citing their high use of energy and water.

Daryl Bell, Opequon District, said he was opposed to data centers, citing their high use of energy and water.

Allen Shepherd, Red Bud District, referenced the use of Vision software in the office of the Commissioner of the Revenue. He questioned the procurement of the software and asked for an investigation into the purchasing contract.

Tim Regan, Back Creek District, said the Board members represent their constituents, and when they are rude and disrespectful during the meetings, it is a reflection on those who elected them.

James Moulder, Back Creek District, discussed Supervisor Liero's voting on the school budget. He suggested that when campaigning, the Board members should not ask for support from liberal organizations.

Leslie Spencer, Gainesboro District, spoke in opposition to data centers located in Frederick County.

Joy Dunn, Red Bud District, discussed accusations of personal attacks involving the Chairman, his wife, as well as her husband, Supervisor Dunn, and herself.

BOARD OF SUPERVISORS COMMENTS

Supervisor Liero referenced the earlier remarks from a citizen about his vote in support of the budget, saying that his wife did not receive extra raises because of his vote.

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Supervisor Wells read a statement about the roles, responsibilities, and expectations of the elected Board members.

Supervisor Dunn continued his remarks from the first Board comment period. He said he did not appreciate the negative comments made by the Chairman, nor the attacks on his wife. He said the Board members need to work together for Frederick County.

Supervisor Lockridge discussed the accusation that she had a conflict of interest when voting to sell the old Aylor school building to her brother. She said the private school now occupying the building has been a blessing to the community by offering an alternative to the public schools, thereby saving taxpayer dollars.

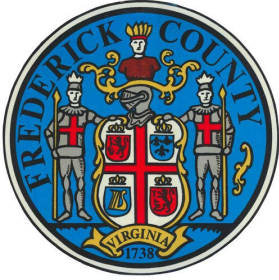
Chairman Ludwig said that Supervisor Lockridge did not have a conflict of interest when voting on the sale of the Aylor school building. He urged the constituents not to believe undocumented accusations. He discussed Supervisor Dunn's earlier comments and played a recording of a phone call. He discussed a Freedom of Information Act Request for Supervisor Dunn's emails saying no emails were found that supported Supervisor Dunn's assertion of remarks made by the Chairman's wife. He said the lying about the spouses of Board members has colored his trust in Supervisor Dunn.

Supervisor Dunn said he did have an email found outside the dates requested in the email search.

The Chairman and Supervisor Dunn accused each other of lying.

ADJOURN

On motion of Vice Chairman Slaughter, seconded by Supervisor Lockridge, the meeting was adjourned at 10:32 p.m.



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Approval of Minutes of Work Session and BOS-PC Joint Meeting of June 18, 2025

Attachments:

[BOS07-09-25MinutesWorkSession250618.pdf](#)

[BOS07-09-25MinutesBOS-PCJointMtg250618.pdf](#)

MINUTES
WORK SESSION
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JUNE 18, 2025
5:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Josh E. Ludwig, Chairman; Judith McCann-Slaughter, Vice Chairman; Blaine P. Dunn; Heather H. Lockridge; John F. Jewell; Robert W. Wells and Robert T. Liero were present.

Staff present: Michael Bollhoefer, County Administrator; Jay E. Tibbs, Deputy County Administrator; Jennifer Place, Risk Manager/Budget Analyst; Tonya Sibert, Commissioner of the Revenue; Karen Vacchio, Public Information Officer; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Chairman Ludwig called the meeting to order at 5:00 p.m.

DISCUSSION – OUTSIDE AGENCIES FUND DISBURSEMENT

The Board reviewed FY 25-26 funding requests from outside agencies and agreed on disbursements as originally adopted in the budget, with the exception of the Lord Fairfax Soil and Water Conservation District, for which present-level funding was maintained, and three requests for new funding from Blue Ridge Legal Services, SERCAP, and the Northern VA 4-H Center, which were denied.

Those entities receiving funding as requested were:

| | |
|---------------------------------|-----------|
| Health Department | \$679,091 |
| NW Works, Inc. | 60,000 |
| Our Health, Inc. | 20,000 |
| NSV Substance Abuse Coalition | 60,000 |
| Lord Fairfax EMS Council, Inc. | 17,000 |
| Northwestern Community Services | 506,265 |

| | |
|--------------------------------------|-----------|
| Access Independence, Inc. | 19,000 |
| Seniors First, SAAA | 69,300 |
| The Handley Library | 1,627,323 |
| NSV Regional Commission | 98,852 |
| Tourism Program - City of Winchester | 698,307 |
| The Laurel Center | 12,600 |
| Laurel Ridge Community College | 91,983 |

ADJOURN

At 6:21 p.m. the meeting was adjourned.

MINUTES
JOINT WORK SESSION
FREDERICK COUNTY BOARD OF SUPERVISORS
FREDERICK COUNTY PLANNING COMMISSION
WEDNESDAY, JUNE 18, 2025
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Board of Supervisors: Josh E. Ludwig, Chairman; Judith McCann-Slaughter, Vice Chairman; Robert W. Wells; Blaine P. Dunn; Heather H. Lockridge; John F. Jewell; and Robert T. Liero were present.

Planning Commission: Tim Stowe, Chairman; Roger L. Thomas; Charles Markert; Elizabeth D. Kozel; Mollie Brannon; Chad DeHaven; Vaughn Whitacre; and Jeff McKay were present. Jason Aikens; Betsy Brumback; Justin Kerns; Kevin Sneddon; and Thomas Bottorf were absent.

Staff Present: Michael Bollhoefer, County Administrator; Jay E. Tibbs, Deputy County Administrator; Wyatt Pearson, Planning Director; John Bishop, Assistant Director of Planning; Tyler Klein, Senior Planner; Karen Vacchio, Public Information Officer; Tonya Sibert, Commissioner of the Revenue; Patrick Barker, EDA Executive Director; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

Chairman Ludwig called the meeting to order at 7:00 p.m.

DISCUSSION ITEMS

**COMPREHENSIVE PLAN AMENDMENT REQUEST- MIDDLETOWN BUSINESS PARK –
RECOMMENDED TO BE SENT FORWARD FOR FURTHER STUDY**

Senior Planner Tyler Klein reviewed the request for an amendment that would include two (2) parcels (PIN #'s: 91-A-57 & 91-A-59) totaling approximately 42.49 acres and would modify future land use designation and planned transportation improvements on the properties to enable industrial development.

Chris Meyers (Walsh Colucci), Dan DiLella (Equus), and the Board and Commission members

discussed potential uses in the proposed Park.

The request was sent forward for further study on a motion by Supervisor Wells, seconded by Supervisor Jewell.

RESOLUTION
DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING AN AMENDMENT TO THE FREDERICK COUNTY COMPREHENSIVE PLAN

WHEREAS, The Comprehensive Plan, The Plan, was adopted by the Board of Supervisors on November 10th, 2021; and

WHEREAS, this amendment would include two (2) parcels (PIN #'s: 91-A-57 & 91-A-59) totaling +/-42.49-acres and would modify the future land use designation and planned transportation improvements on the properties; and

WHEREAS, the Board of Supervisors had a joint work session on June 18, 2025, to discuss a 2025 Comprehensive Policy Plan Amendment (CPPA) known as Middletown Business Park. The Board of Supervisors directed staff and the Comprehensive Plans and Programs Committee (CPPC) to study this request further and hold the necessary public hearings; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good planning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to the Comprehensive Plan;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to amend the Comprehensive Plan.

###

**COMPREHENSIVE PLAN AMENDMENT REQUEST - MEADOW BROOK TECHNOLOGY PARK
- NOT RECOMMENDED FOR FURTHER STUDY**

John Bishop, Assistant Director of Planning, reviewed the request for an amendment that would designate nine (9) parcels (PIN #'s: 84-A-6D, 84-A-47B, 84 -A-48, 84 -A-48A, 84-A-49E, 84-A-53C, 85-A-3, 85-A-3A, & 85- A-5) totaling approximately 643.82 acres for inclusion in the limits of the Sewer and Water Service Area (SWSA) and modify future land use designation on the properties to enable the development of data centers.

Erin Swisshelm (Walsh Colucci), Daniel Becht (Tract, Development Director), Jacob Bock (VP Land Strategy), and the Board and Commission members discussed water usage by data centers, the process used to identify the potential project site, noise issues, and the desire to protect farmland.

By consensus of the Board, the request was not sent forward for further study.

COMPREHENSIVE PLAN AMENDMENT REQUEST - WINCHESTER GATEWAY 2 – NOT RECOMMENDED FOR FURTHER STUDY

Senior Planner Tyler Klein reviewed the request for an amendment that would designate one parcel (PIN #: 62-A-80) totaling approximately 105.63 acres for inclusion in the limits of the Sewer and Water Service Area (SWSA) and modify future land use designation on the property to enable the development of data centers. Chris Mohn (Greenway), Ty Lawson, and the Board and Commission members discussed water usage by data centers, power usage and related cost increases, and existing smaller data centers in the County.

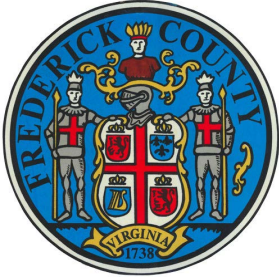
By consensus of the Board, the request was not sent forward for further study.

Vice Chairman Slaughter noted that the Economic Development Authority has been working on attracting data centers for several years with the Board's endorsement. She said if the Board has changed its opinion on data centers, the EDA should be notified.

Supervisor Dunn suggested holding a town hall meeting of staff, the Board, the Planning Commission, data center developers, power generators, and other stakeholders to discuss the issues.

ADJOURN

The meeting was adjourned at 9:30 p.m.



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Acceptance of Parks and Recreation Commission Report of June 10, 2025

Attachments:

[BOS07-09-25ParksRecCommReportJune2025.pdf](#)

PARKS AND RECREATION COMMISSION REPORT to the BOARD OF SUPERVISORS
Tuesday, June 10, 2025
7:00 p.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

The Parks and Recreation Commission met on Tuesday, June 10, 2025. The members were Ron Madagan, Dennis Grubbs, Vaughn Whitacre, Mollie Brannon, and Michael Stottlemeyer.

Members absent: Gary Longerbeam, Randy Carter, Jenny Myers

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. None

ITEMS SUBMITTED FOR INFORMATION ONLY

1. The Commission approved the attached By-Laws by a vote of (5-0).

Cc: Dennis Grubbs, Chairman
Josh Ludwig, Liaison, Frederick County Board of Supervisors

BYLAWS FOR FREDERICK COUNTY PARKS AND RECREATION ADVISORY COMMISSION

The Frederick County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.2-1806, and the ordinances of the County of Frederick, Virginia.

ARTICLE 1

That there is hereby created a Commission to be known as the Frederick County Parks and Recreation Commission, hereinafter referred to as "the Commission."

ARTICLE 2

Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body to the Frederick County Board of Supervisors. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Parks and Recreation Director, and the Board of Supervisors in matters affecting recreation policies, policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

ARTICLE 3

Membership

Section 1. There shall be eight (8) members on the Commission. One from each County Magisterial District, appointed by the Board of Supervisors to serve for four (4) year terms, and two (2) at large members recommended by the Commission and approved and/or appointed by the Board to serve for four (4) years on a staggered basis.

Section 2. The Chair of the Board of Supervisors with the consent of, or the recommendation of the Commission may remove any member of the Commission for misconduct or neglect of duty.

Section 3. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.

Section 4. Commission members shall be compensated monthly and such reimbursement being made in compliance with the general policies of Frederick County.

Section 5. Commission members are required to attend 75% of the Commission meetings per calendar year. A member may attend a subcommittee meeting in lieu of a Commission meeting to satisfy this requirement. Members that have not fulfilled this requirement will be notified by the chairperson.

ARTICLE 4

Officers

Section 1. The officers of the Commission shall be a chair, vice-chair, and a secretary (who is the Parks and Recreation director). The chair and vice-chair shall be elected from among the members who have served for more than one (1) year at the organizational meeting, which is the first meeting of the calendar year (typically in January) to serve for (1) year or until a successor shall be elected. No elected officer shall serve more than two consecutive terms.

Section 2. The Commission shall adopt bylaws, rules, and regulations governing its procedure and not be inconsistent with the provisions of the State laws and the approved ordinance as set forth by the Frederick County Board of Supervisors.

ARTICLE 5

Meetings

Section 1. Regular meetings shall be held once per month during the year. The meeting day shall be determined by the Commission.

Section 2. Special meetings may be called by the Chair or at the written request of at least two (2) members, the time and place to be designated in the notice of such a call.

Section 3. The time and place for the meetings shall be designated by the Chair.

Section 4. The first regular meeting of each calendar year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, and other business that may need to come before such meetings.

Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except for the amendment of these bylaws, and provided that over fifty percent (50%) of the members may constitute a quorum.

Section 6. All meetings are open to the public.

Any citizen of Frederick County may speak at a Parks and Recreation meeting if the topic spoken on is relevant to Parks and Recreation. Comments will be limited to three minutes and Commission members are not obligated to provide feedback. Public comments will be made at the conclusion of the adoption of the agenda. If a Commission member wishes to comment, such comments should be made at the information items portions of the meeting.

Requests for public comments must be received by the director two weeks prior to the scheduled meeting. Requests must include name, address, magisterial district, and topic. Requests can be made by electronic mail or telephone. The director will confirm receipt of your request and the meeting agenda one week prior to the meeting. If the meeting is cancelled due to lack of agenda items requiring action, requested comments will be scheduled for the next Commission meeting.

Section 7. Meetings shall be conducted in accordance with the procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 8. Members may participate in public meetings via electronic communication means pursuant to Virginia Code 2.2-3708.2. The following constitutes the policy of the Parks and Recreation Commission regarding electronic attendance at meetings, and such policy shall apply to all members without regard to identity, and without regard to the matters that will be considered or voted on at the meeting(s) in question.

- a. A member may request to attend a public meeting via electronic means due to a personal matter, emergency, disability, or other medical condition that prevents him or her from physically attending the meeting. Request for electronic attendance must be made to the Chairperson or Director on or before the day of the meeting for which electronic participation is requested.
- b. Electronic attendance of Commission and subcommittee meetings due to a personal matter that prevents attendance is limited to two (2) meetings per calendar year. Not such limit applies to attendance due to a medical condition or disability.
- c. A quorum must be physically assembled at the primary location in order for the meeting to be held.
- d. If the request for electronic attendance is approved, arrangements will be made for all people at the primary location to hear the voice of the remote participant.
- e. The physical location of any member participating by electronic means shall be recorded in the minutes. The minutes of the meeting(s) in question shall further

reflect that the members participated through electronic means, and the reason for such participation. In the case of a disability or other medical condition, the minutes shall reflect that the member has a temporary or permanent disability or medical condition that prevented them from physically attending the meeting, though the specific medical condition or disability need to be identified. When electronic attendance is due to a personal matter or emergency, the nature of the personal matter or emergency must be identified and recorded in the minutes.

- f. Individual member participation from a remote location shall be approved unless such participation violates this policy or the provisions of the Freedom of Information Act.
- g. If a member's participation from a remote location is challenged, then the Commission shall vote whether to allow such participation. If the Commission votes to disapprove the members participation because participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Section 9. The following shall be the order of business of the Commission, but the Rules of Order may be suspended, and any matters considered or postponed by action of the Commission.

Section 10. Order of Business

- a. Call to Order.
- b. Consideration of the minutes of the last regular meeting and of any special meetings held subsequently and their approval or amendment.
- c. Adoption of Agenda
- d. Public Comment
- e. Unfinished business.
- f. New Business
- g. Monthly Reports
- h. Reports of standing committees.
- i. Information Items
- j. Adjournment.

ARTICLE 6

Duties and Responsibilities of the Commission

- Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, and lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.
- Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes, and which is judged to be of present or possible future use for recreation or parks.
- Section 3. The Commission shall recommend to the Frederick County Board of Supervisors a Parks and Recreation director who possesses the necessary foundation training and who demonstrates by actual work the ability to organize and direct a community recreation system. Additional personnel will be added by the director, contingent upon appropriate funding in the budget.
- Section 4. Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- Section 5. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- Section 6. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Frederick County.
- a. The Commission and the Parks and Recreation director shall prepare and submit to the County administrator a recommended annual budget sufficient to finance the program of Parks and Recreation that the Commission feels is necessary for the welfare of the residents of the County of Frederick.

- b. The Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

Section 7. Planning Duties and Responsibilities

- a. Advise in the preparation of a Master Plan in cooperation with the Planning Commission for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Frederick and update same yearly, consistent with the County's Master Plan.
- b. Investigate and determine the needs and interests of the community for recreation facilities and programs.
- c. Schedule public hearings as needed.

ARTICLE 7

Section 1. Director's Relationship. The director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission. This includes program objectives, details of the organization, and all matters related to a good organization. The director shall work closely with the Commission in matters of interest to the operation of the efficient program. The director is an ex officio member and secretary of the Commission (by virtue of the office) and attends committee meetings. The Director keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2. Chair. The chair shall preside at all meetings, sign official papers, appoint committees, call special meetings when advisable, and perform all such duties as usually handled by a chair, except when such duties are properly delegated.

Section 3. Vice-Chair. The vice-chair of the Commission, in the absence of the chair shall perform all the duties of the chair. In the absence of both the chair and the vice-chair, the Commission shall elect chair pro tempore, who shall perform the duties of the chair.

The vice-chair shall be charged with the responsibility of seeing that all standing and temporary committees' function as planned by the Commission.

Section 4. Secretary. The secretary shall perform the usual duties pertaining to the office. The secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all committed documents. The secretary shall issue or cause to be issued notices of regular and special meetings. Also, the secretary must issue minutes of the previous meeting to the Commission members prior to the meetings.

ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

ARTICLE 9

Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon the concurrence of the Frederick County Board of Supervisors.

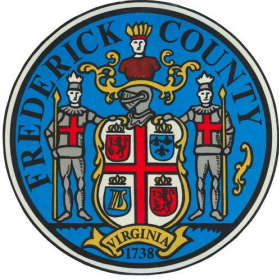
APPROVED BY:

Date

Chairperson, Board of Supervisors

Date

~~Chairperson, Parks & Recreation~~
Commission



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Acceptance of Human Resources Committee Report of June 13, 2025

Attachments:

[BOS07-09-25HRCommReportJune2025.pdf](#)

HUMAN RESOURCES COMMITTEE REPORT TO THE BOARD OF SUPERVISORS
Friday, June 13, 2025
8:30 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Human Resources Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Friday, June 13, 2025, at 8:30 a.m.

ATTENDEES:

Committee Members Present: Bob Liero, Chairman; Josh Ludwig, Blaine Dunn, Joe Brand, and Kevin Callanan.

Staff present: Mike Bollhoefer, County Administrator; Michael Marciano, HR Director; DeLois Blevins, HR Manager; Arianna Vahsen-Crosby, HR Generalist – Training & Development and Data Analytics; Tamara Green (connected by phone), Social Services Director II; Linda Gibson, Social Services Assistant Director II; and Mark Fleet, Building Official Code Administrator.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS

1. Following a year of research and consultation with both state and local partners, the joint recommendation of the Frederick County Department of Social Services (DSS) and County Administration is not to pursue a deviation at this time. Instead, DSS is requesting the addition of an Assistant Director position to provide dedicated oversight of Human Resources, Information Technology, and Finance. This would also enable the current Administrative Services Manager to focus more effectively on day-to-day human resources management. The local match required for this position is \$105,078.

In addition, due to the County's high referral volume and response timelines for children served, Frederick County has been selected to receive state funding for two (2) Family Services Specialist III positions. The local match for these roles is \$32,085.

The committee voted 5-0 in favor of moving these position requests and associated funding allocations forward to the Finance Committee for approval.

2. The Public Works Department – Building Inspections Division requests approval to create a new Deputy Building Official/Code Administrator position (Pay Range 219: \$71,972–\$118,623). No additional funding is required. (*Note: The original position*

justification memo incorrectly listed the top of Range 219 as \$124,555. The correct figure is \$118,623.)

This new position will support the current Building Official/Code Administrator by assisting with staff supervision and providing both technical and administrative oversight. It is anticipated that a Senior Building Inspector who meets the qualifications will be promoted into this new role, with the goal of transitioning into the Building Official/Code Administrator position upon the incumbent's planned retirement in May 2026. The Senior Inspector position vacated as part of this transition will remain open but unfilled.

The committee voted 5–0 in favor of recommending this position for approval.

ITEMS FOR INFORMATION PURPOSES ONLY

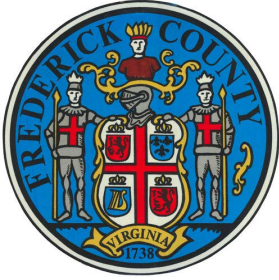
The HR Committee reviewed the "Turnover Ratio" charts for Frederick County and the Department of Social Services for January to March 20205.

Respectfully submitted,

HUMAN RESOURCES COMMITTEE

Bob Liero, Chairman
Josh Ludwig
Blaine Dunn
Joe Brand
Kevin Callanan
Emily Kelley

By *Michael J. Marciano*
Michael J. Marciano, Director of Human Resources



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Acceptance of Public Works Committee Report of June 24, 2025

Attachments:

[BOS07-09-25PublicWorksCommReport2025June24.pdf](#)

PUBLIC WORKS COMMITTEE REPORT
to the BOARD OF SUPERVISORS
Tuesday, June 24, 2025
8:00 a.m.
Public Works Conference Room
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

PUBLIC WORKS COMMITTEE ATTENDEES:

Committee Members Present: Josh E. Ludwig; Joseph Brand; Bob McDonald

Committee Members Absent: Heather Lockridge, Chair; Atilla Gergely

Staff present: Joe C. Wilder, Director of Public Works; Christina Tasker, Animal Shelter Manager

(Attachment 1) Agenda Packet

ITEMS FOR INFORMATION ONLY

1-New digital sign replacement-Animal Shelter

At the January 28, 2025, Public Works Committee meeting, staff presented a proposal to replace the existing small sign for the Animal Shelter located along Fort Collier Road with a 50-square-foot monument digital sign. The proposed sign would improve visibility for the shelter, assist the public in locating the facility, and allow staff to post announcements for upcoming events and promote animals available for adoption. It was noted that the cost of the sign would be covered entirely through the Animal Shelter donation fund, with no use of local tax dollars. The committee requested that staff obtain a cost estimate and provide an update on the availability of funds in the donation account, including any funds earmarked for specific purposes.

At this meeting, staff reported that the estimated cost to purchase and install the new monument sign—with dual digital displays—would be approximately \$75,000.00. Additional funds would be required for electrical hook-up, utilities, and permitting. As such, a total supplemental appropriation of \$85,000.00 is being requested to cover the full project cost. The committee was also informed that the current balance in the Animal Shelter donation fund line item is \$1,695,000.00. Of that total, approximately \$105,000.00 is earmarked for spay/neuter support at the shelter, leaving \$1,590,000.00 available for other special projects, including the proposed sign.

Committee member Joe Brand made a motion to approve the supplemental appropriation of \$85,000.00 from the donation fund for the purchase and installation of the digital sign and to forward the request to the Finance Committee for further consideration. The motion was seconded by committee member Bob McDonald and was unanimously approved by the committee.

2-Update on Public Works projects

- a. We recently completed the stormwater diversion project at the C.D.D. Landfill, which involved blasting and excavating approximately 500,000 cubic yards of rock and shale. The total cost of the project was approximately \$4,000,000.00. We are currently in the design phase for the expansion of the C.D.D. Landfill and anticipate beginning excavation of the new C.D.D. Area 2 in 2026.
- b. Work on Renaissance Drive, Phase 2, is ongoing. We are currently anticipating that the road will be open for use by mid-July 2025.

3-Update on new position-Building Inspections

Recently, the Human Resources Committee approved a request to add a new position within the Building Inspections Department: Deputy Building Code Administrator. The current Chief Building Code Official (CBO) has announced his retirement, effective May 2026. As you are aware, the CBO role is both essential and legally required under Virginia law. This position carries significant responsibility, including the supervision of staff and the enforcement of the Virginia Uniform Statewide Building Code as well as applicable local building codes.

As part of our proactive succession planning efforts, this new Deputy position is intended to ensure a smooth and effective leadership transition. At present, there is one Senior Building Inspector on staff who meets the qualifications for the Deputy Building Code Administrator role. Importantly, this is not a request for a new funded position. The plan is to promote from within, filling the Deputy role internally and leaving the Senior Building Inspector position unfunded and vacant at this time.

4-Discussion of new stormwater program – MS4

Frederick County recently received notification from the Virginia Department of Environmental Quality (DEQ) that the County must obtain a Municipal Separate Storm Sewer System (MS4) stormwater permit by the end of July 2025. This permit will require County-owned properties and buildings located within designated urbanized areas to comply with both Virginia State Water Control Board and U.S. EPA stormwater regulations.

Currently, Frederick County operates a stormwater management program that regulates new development in accordance with state requirements. However, the MS4 permit will introduce additional obligations for the County in specific areas, and will also necessitate enhanced stormwater requirements for new development projects. To support this effort, the County has engaged WSP, a consulting firm with experience assisting Virginia localities in developing MS4 programs. WSP is working in coordination with our legal counsel and Public Works staff.

The initial DEQ permit fee is \$4,000.00, which must be submitted with the application. Once the permit is issued, the County will have six (6) months to develop an MS4 Program Plan and submit it to DEQ for review. We anticipate spending up to \$70,000.00 in FY2026 for costs associated with developing the MS4 program. Most of these expenses will be consultant-related, focused on assisting Public Works in program design and

documentation. Funding for these services will be provided through County Administration capital funds. Following approval, the County will have up to two (2) years to fully implement the MS4 program. As we begin developing the FY2027 budget this fall, we will evaluate any additional staffing needs and other direct or indirect costs required to support ongoing program implementation. We are also planning to schedule a Board work session in the fall of this year to provide further information and discuss the County's MS4 obligations and strategy.

5-Additional items

Board Chairman Josh Ludwig added an additional item to the agenda concerning a funding request from the Lord Fairfax Soil and Water Conservation District. During the discussion, a question was raised regarding whether there is any overlap between the County's stormwater programs and the District's programs. The committee was informed that the District's initiatives are primarily focused on managing runoff from farms and agricultural properties, whereas the County's stormwater program is focused on new development and construction-related runoff. Frederick County does not regulate stormwater from most agricultural properties. The District's programs typically include efforts such as keeping livestock out of streams, and administering cost-share programs to help farmers reduce runoff from their land. As such, there is no overlap between the County's stormwater program and the District's programs. Chairman Ludwig indicated that he would conduct additional research related to the District's funding request.

Respectfully submitted,

Public Works Committee

Heather Lockridge
Josh E. Ludwig
Atilla Gergely
Joseph Brand
Bob McDonald

By: Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Michael Bollhoefer, County Administrator
Christina Tasker, Animal Shelter Manager
file



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Meeting of June 24, 2025

DATE: June 17, 2025

There will be a meeting of the Public Works Committee on Tuesday, June 24, 2025, 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:

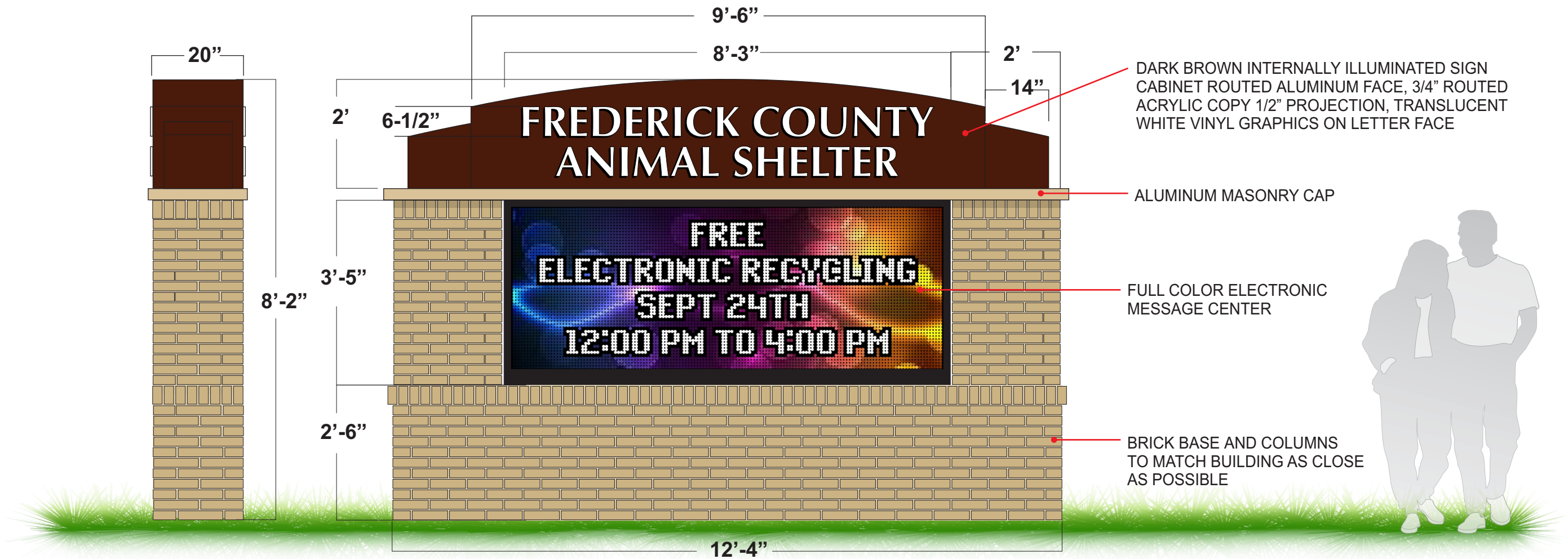
1. New digital sign update – Animal Shelter.
(Attachment 1)
2. Update on projects – Public Works.
3. Update on new position – Building Inspections
4. Discuss new stormwater program – MS4.
(Attachment 2)
5. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 3)
 - b. Recycling Report
(Attachment 4)
 - c. Animal Shelter Dog Report:
(Attachment 5)
 - d. Animal Shelter Cat Report
(Attachment 6)
 - e. Shawneeland Sanitary District Advisory Committee meeting minutes
(Attachment 7)

Page 2
Public Works Committee
June 17, 2025

JCW/kco
Attachments: as stated

A

MONUMENT SIGN





STRICKLER
stricklersigns.com
Ron Thomas
717-465-5223 | rthomas@stricklersigns.com
Toll Free 800.222.0387 Fax 717-624-8450

CLIENT SIGNATURE:

| | |
|---------------|---|
| PROJECT | Frederick County Animal Shelter |
| JOB LOCATION | 161 Fort Collier Rd. Winchester, Va 22603 |
| FILE NAME | FREDERICK COUNTY ANIMAL SHELTER.CDR |
| QUOTE NUMBER: | 35776 |

| |
|--|
| QUANTITY 1 |
| SCALE $\frac{3}{4}" = 1'$ |
| ILLUMINATED ☒ |
| NON-ILLUMINATED ☐ |
| SINGLE FACED ☐ |
| DOUBLE FACED ☒ |

| |
|-------------------|
| CHANNEL LETTERS |
| SIGN CABINET |
| DIGITAL SIGN |
| LED BORDER TUBE |
| VOLTAGE |
| AMPS PER FACE |
| TOTAL AMPS |
| PHOTOCELL |
| TIMER |
| DISCONNECT SWITCH |



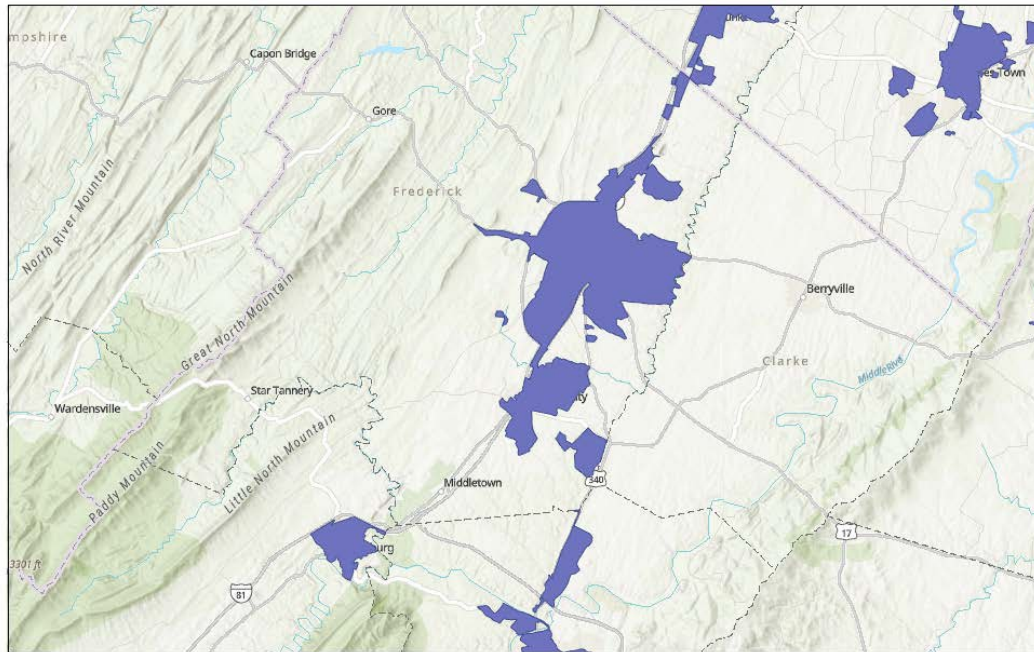
| DATE/ARTIST | DESCRIPTION |
|--------------|------------------------------|
| 3/25/25 - KD | Monument Sign |
| 4/24/25 - KD | Patches removed from pillars |
| 5/9/25 - KD | Updated details |
| | |
| | |
| | |
| | |

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Frederick County Public Works Department Stormwater MS4 Permit Program Public Works Committee Meeting June 24, 2025

Frederick County MS4 area



6/10/2025

2020 Urban Areas 2020 Urban Areas 2020 Urban Areas
2020 Urban Areas 2020 Urban Areas - Corrected World_Hillshade

1:370,509
0 2.5 5 10 mi
0 3.75 7.5 15 km
Data: NASA, NOAA, USGS, Source: U.S. Census Bureau, Sources: Esri, TomTom, Garmin, FMO, NOAA, USGS, © OpenStreetMap contributors, and

Agenda

- ▶ Overview of Current County stormwater program
- ▶ What does MS4 mean?
- ▶ What changes for Frederick County occur with MS4 designation
- ▶ Next steps
- ▶ Q & A

Enforce Frederick County Code Chapter 143 Stormwater/ Erosion and Sediment Control Ordinance

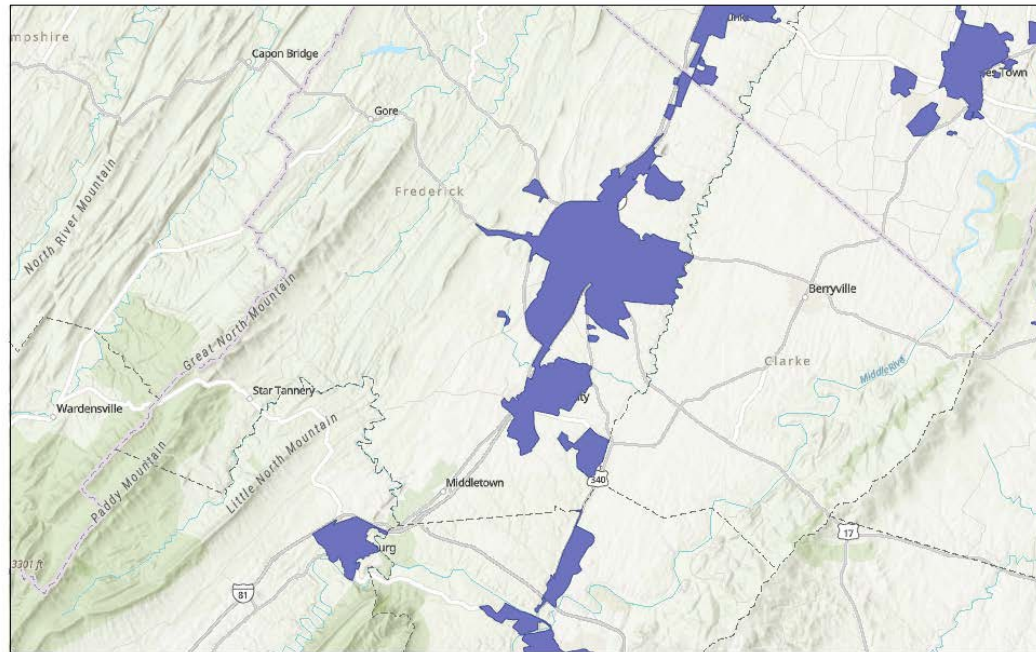
- ▶ Current program protects waterways and properties from development/ ordinance was originally adopted in 2014 and recently updated in 2025
- ▶ We administer program under authority of Virginia Department of Environmental Quality (DEQ)
- ▶ We collect fees from developers and builders to support County staff to enforce ordinance requirements on new development and construction
- ▶ We issue land disturbance permits and coordinate stormwater permit issuance for DEQ

What does Municipal Separate Storm Sewer System (MS4) Permit mean??

- ▶ MS4 is short for municipal separate storm sewer system. The MS4 Permit Program is a program that ensures county-owned and operated storm sewer systems meet state water control board and United State Environmental Protection Agency (EPA) requirements.
- ▶ There are 100 Small MS4 programs in Virginia, including City of Winchester, Frederick County Public Schools, Loudoun County, Fauquier County, City of Harrisonburg, etc.

Why would Frederick County have to become an MS4 permit holder now??

Frederick County MS4 area



6/10/2025

2020 Urban Areas 2020 Urban Areas 2020 Urban Areas
2020 Urban Areas 2020 Urban Areas - Corrected World_Hillshade

1:370,509
0 2.5 5 10 mi
0 3.75 7.5 15 km
Data: NASA, NOAA, USGS, Source: U.S. Census Bureau, Sources: Esri, TomTom, Garmin, FMO, NOAA, USGS, © OpenStreetMap contributors, and



What changes will need to occur with County owned properties

- ▶ Under the general permit, small MS4s must develop, implement and enforce a program that includes the following “six minimum control measures”:
- ▶ Public education and outreach on stormwater impacts
- ▶ Public involvement and participation
- ▶ Illicit discharge detection and elimination
- ▶ Construction site stormwater runoff control
- ▶ Post-construction stormwater management in new development and redevelopment
- ▶ Pollution prevention/good housekeeping for municipal operations

Timeline for County implementation

- ▶ County received letter from DEQ
- ▶ Discussion with County attorney 5/20/2025
- ▶ Discussion with consultant to assist in setting up program (WSP) 5/21/2025
- ▶ Discussion with DEQ 5/28/2025
- ▶ Registration statement and fees due to DEQ by 7/28/2025 (fees \$4,000)
- ▶ Complete County MS4 work plan due to DEQ by 12/28/2025

How will MS4 be administered in Frederick County??

- ▶ Public Works department will expand to include MS4 program requirements
- ▶ Additional staffing and costs ?
- ▶ Program will be implemented over 2 – 3 years
- ▶ Work with consultant and GIS staff for upgrading mapping and inspections
- ▶ Coordinate with County departments (Parks and Recreation, County maintenance staff, Regional Jail, Airport, VDOT, County school system, etc.)
- ▶ Coordinate with the Town of Stephens City



MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Monthly Tonnage Report - Fiscal Year 24/25

DATE: June 11, 2025

The following table shows the tonnage for the current fiscal year. The average monthly tonnage for fiscal years 04/05 through 24/25 is also listed below:

| | | |
|------------------|---------------------------|--------------------------------------|
| 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: | 16,803 TONS (DOWN 170 TONS) |
| FY 21-22: | AVERAGE PER MONTH: | 17,553 TONS (UP 750 TONS) |
| FY 22-23: | AVERAGE PER MONTH: | 17,954 TONS (UP 401 TONS) |
| FY 23-24: | AVERAGE PER MONTH: | 17,776 TONS (DOWN 178 TONS) |
| FY 24-25: | AVERAGE PER MONTH: | 17,774 TONS (DOWN 2 TONS) |

| MONTH | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 |
|-----------|----------|----------|----------|----------|----------|----------|
| JULY | 17,956 | 17,677 | 17,893 | 17,250 | 22,732 | 19,050 |
| AUGUST | 17,267 | 16,517 | 21,437 | 20,877 | 18,527 | 19,442 |
| SEPTEMBER | 17,985 | 16,789 | 19,306 | 19,195 | 16,935 | 17,286 |
| OCTOBER | 22,528 | 20,127 | 18,215 | 19,273 | 18,442 | 21,317 |
| NOVEMBER | 17,304 | 15,432 | 16,927 | 16,546 | 16,814 | 15,998 |
| DECEMBER | 14,362 | 15,496 | 16,391 | 15,294 | 15,520 | 16,932 |
| JANUARY | 14,913 | 14,480 | 12,932 | 16,583 | 14,467 | 14,127 |
| FEBRUARY | 13,380 | 12,030 | 14,622 | 16,488 | 15,828 | 13,899 |
| MARCH | 15,533 | 18,758 | 18,167 | 17,987 | 18,112 | 17,696 |
| APRIL | 17,475 | 18,627 | 16,952 | 16,744 | 18,151 | 20,632 |
| MAY | 17,010 | 17,105 | 18,054 | 20,124 | 19,078 | 19,133 |
| JUNE | 17,968 | 18,594 | 19,737 | 19,081 | 18,707 | |

RECYCLING REPORT - FY 24/25

| <u>MONTH</u> | <u>GLASS</u> | <u>PLAST</u> | <u>AL</u>
<u>CANS</u> | <u>STEEL</u>
<u>CANS</u> | <u>PAPER</u> | <u>OCC</u> | <u>SHOES/TEX</u> | <u>ELEC</u> | <u>SCRAP</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|--------------------------|-----------------------------|--------------|------------|------------------|-------------|--------------|--------------|
| JUL | 13,080 | 26,460 | | 13,660 | 33,600 | 121,200 | 6,200 | 22,345 | 283,780 | 520,325 |
| AUG | 8,520 | 23,100 | | 9,380 | 44,200 | 113,380 | 5,300 | 24,480 | 243,520 | 471,880 |
| SEP | 10,740 | 21,240 | | 12,160 | 31,420 | 97,560 | 3,720 | | 208,480 | 385,320 |
| OCT | 25,580 | 25,360 | | 13,020 | 28,540 | 109,780 | 5,440 | 46,764 | 230,540 | 485,024 |
| NOV | 6,660 | 21,580 | | 8,640 | 38,220 | 102,600 | 4,880 | | 220,100 | 402,680 |
| DEC | 23,260 | 21,280 | | 15,860 | 42,820 | 144,820 | 3,940 | 24,740 | 173,600 | 450,320 |
| JAN | 25,780 | 24,760 | | 12,880 | 36,000 | 108,640 | 2,080 | 25,400 | 143,600 | 379,140 |
| FEB | 13,240 | 20,320 | | 14,040 | 29,660 | 92,320 | 3,700 | | 130,880 | 304,160 |
| MAR | 12,600 | 22,720 | | 5,720 | 21,080 | 108,940 | 8,510 | 30,520 | 233,840 | 443,930 |
| APR | | 25,820 | | 15,140 | 45,140 | 108,500 | 4,420 | 27,399 | 274,980 | 501,399 |
| MAY | 27,160 | 22,240 | | 12,140 | 32,900 | 113,480 | 5,460 | | 264,700 | 478,080 |
| JUN | | | | | | | | | | 0 |
| TOTAL | 166,620 | 254,880 | 0 | 132,640 | 383,580 | 1,221,220 | 53,650 | 201,648 | 2,408,020 | 4,822,258 |
| FY 23-24 | 215,320 | 278,060 | | 252,480 | 493,660 | 1,287,462 | 56,900 | 259,595 | 2,823,642 | 5,667,119 |
| FY 22-23 | 137,600 | 283,500 | | 139,760 | 448,220 | 1,288,904 | 50,720 | 342,217 | 2,593,968 | 5,284,889 |
| FY 20-21 | | 283,300 | 0 | 154,330 | 717,120 | 1,540,682 | 45,620 | 362,600 | 3,123,261 | 6,226,913 |
| FY 19-20 | | 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 2024-2025

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 | 72 | 14 | 38 | 3 | 0 | 20 | 35 | 4 | 0 | 0 | 68 |
| AUG | 68 | 25 | 32 | 3 | 0 | 46 | 26 | 9 | 0 | 0 | 47 |
| SEP | 47 | 14 | 35 | 0 | 0 | 15 | 28 | 2 | 0 | 0 | 51 |
| OCT | 51 | 22 | 32 | 2 | 0 | 21 | 23 | 3 | 0 | 0 | 60 |
| NOV | 60 | 8 | 27 | 1 | 8 | 9 | 22 | 2 | 1 | 0 | 70 |
| DEC | 70 | 20 | 11 | 2 | 0 | 20 | 11 | 1 | 0 | 0 | 71 |
| JAN | 71 | 14 | 35 | 0 | 0 | 21 | 27 | 5 | 0 | 0 | 67 |
| FEB | 67 | 22 | 22 | 0 | 0 | 15 | 28 | 3 | 0 | 0 | 65 |
| MAR | 65 | 25 | 25 | 2 | 0 | 22 | 19 | 4 | 0 | 0 | 72 |
| APR | 72 | 9 | 39 | 2 | 0 | 22 | 31 | 6 | 0 | 0 | 63 |
| MAY | 63 | 22 | 29 | 1 | 0 | 16 | 28 | 5 | 0 | 0 | 66 |
| JUN | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

In the month of May 115 dogs in and out of kennel. 1 dog transferred to other agencies.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2024-2025
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 | 113 | 41 | 6 | 1 | 6 | 34 | 1 | 8 | 1 | 0 | 123 |
| AUG | 123 | 36 | 1 | 0 | 0 | 31 | 2 | 8 | 1 | 0 | 118 |
| SEP | 118 | 28 | 8 | 0 | 0 | 17 | 0 | 2 | 2 | 0 | 133 |
| OCT | 133 | 14 | 0 | 1 | 5 | 19 | 0 | 36 | 5 | 0 | 93 |
| NOV | 93 | 16 | 2 | 1 | 0 | 31 | 2 | 1 | 0 | 0 | 78 |
| DEC | 78 | 18 | 0 | 1 | 0 | 30 | 1 | 1 | 0 | 0 | 65 |
| JAN | 65 | 20 | 1 | 0 | 0 | 26 | 1 | 5 | 2 | 0 | 52 |
| FEB | 52 | 13 | 1 | 0 | 0 | 19 | 1 | 2 | 0 | 0 | 44 |
| MAR | 44 | 17 | 2 | 0 | 0 | 18 | 0 | 1 | 0 | 0 | 44 |
| APR | 44 | 29 | 11 | 2 | 4 | 22 | 3 | 5 | 0 | 0 | 60 |
| MAY | 60 | 53 | 9 | 0 | 5 | 36 | 2 | 6 | 10 | 0 | 73 |
| JUN | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

In the month of May 127 cats in and out of shelter. 21 cats transferred to other agencies.

Shawneeland Sanitary District Advisory Committee (SSDAC)

Minutes of May 5th, 2025

The meeting was called to order at 7:00 p.m.

In Attendance

Kevin Alderman – Sanitary District Manager

Gary Bailey – SSDAC member

Ken Baker – SSDAC member

Jason Croasdale – SSDAC member

Micah Jacobs– SSDAC member

Rhonda Sargent – SSDAC member

Tonya Sibert – Frederick County Commissioner of the Revenue (Guest Speaker)

Joe Wilder - Director of Public Works,

Absent

John Jewell – Back Creek District Supervisor

Discussions

Jason moved to approve the February 3, 2025 meeting minutes, seconded by Rhonda, and unanimously approved by the committee.

Rhonda moved to add the manager's report to the record, which was seconded by Jason and approved unanimously by the committee.

Commissioner of the Revenue, Tonya Sibert presented what her department does and took a few questions from the residents.

Dakota's Dream, Alicia presented what Dakota's Dream Animal Rescue does and took many comments from the residents.

Alicia initially requested the use of the Shawneeland Office for a veterinary clinic. Ken proposed an alternative location—the fire hall—and reached out to the Fire Chief to discuss the possibility. The Chief explained that while hall facilities are generally not available for outside use, exceptions may be considered. He forwarded the request to the President of the Fire Hall for further review. Despite multiple follow-up attempts, we have yet to receive a final response.**Residents attending the meeting: 7**

Public Comments:

Lisa Croasdale requested “Honk, Blind Hill” signs at various locations around Shawneeland. Ken suggested yellow lines instead. The Maintenance Department has painted yellow lines on the blind hills in Shawneeland.

Micah moved to adjourn the meeting, seconded by Rhonda, and unanimously approved by the committee.

FREDERICK COUNTY SANITARY DISTRICT OF SHAWNEELAND MANAGER'S REPORT – MAY 2025

Fishing Derby:

The annual fishing derby is scheduled to take place on Saturday, May 10th from 8am to 10am. Registration for ages 2-18 years begins at 7:30am under the shelter at the ponds. Hot dogs and water will be provided. Prizes will be awarded to participants that qualify.

Each pond will be stocked with 100 rainbow trout, 6 golden trout, and 4 brook trout. The ponds will be closed to fishing on Friday, May 9th. Once the trout has been stocked, signs will be posted at each pond stating NO FISHING.

There will also be 200 trout stocked in Cherokee Lake on May 9th as well. The lake will remain open for fishing throughout.

Pipe Replacement:

The staff has been hard at work replacing and upgrading drainage culverts over the past few months as the weather allows. Most of the culverts that are being replaced are on trails that are scheduled for the tar & chip program which will take place in June. To this point 505 feet of culverts have been replaced and upgraded.

The staff will be replacing and upgrading culverts on trails that are not scheduled for the tar & chip program as well.

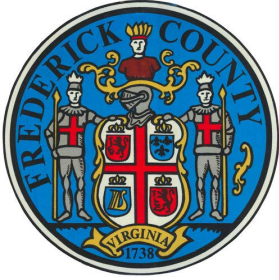
Asphalt Patching:

Once all the culverts that are scheduled for replacement have been installed, asphalt patching will begin on the trails that are scheduled for tar & chip. Once those trails are complete, we will expand the patching to all the trails that need patching. This task will last throughout the summer months.

Beach Season:

Beach season at Cherokee Lake is approaching. We will begin testing the water in the beach area of the lake on May 12th in anticipation of the beginning of the swimming season. Testing of the water in the beach area will continue as long as the beach is open for swimming.

The staff will add sand, groom the beach, and have it ready to open the afternoon of May 22nd. The Port-a-potties will be in place and ready for use on the 22nd.



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title: Authorization for the County Administrator to Send a Letter in Support of the Shenandoah Valley Battlefields Foundation's Efforts to Purchase and Preserve the Glass Tract in Frederick County at the Kernstown Battlefield

Attachments:

[BOS07-09-25Request-GlassTractLetterOfSupport-KernstownBattlefield.pdf](#)
[BOS07-09-25DraftLetterOfSupportBattlefieldLandPurchase.pdf](#)

From: [John Jewell](#)
To: [Ann Phillips](#); [Michael Bollhoefer](#)
Cc: [John Jewell](#)
Subject: FW: "[External]"Glass Tract Letter of Support - Kernstown Battlefield
Date: Wednesday, June 25, 2025 11:53:05 AM

Hi Ann & Mike,

Can we get this on the July 9th agenda please?

I am in total support and would like for the BOS to help in any way we can. I am assuming this would be a resolution or else a letter of support from the board?

Thanks,

John

John Jewell
Supervisor, Back Creek District
Cell: 202 359-5071
John.jewell@fcva.us

From: Jack Owens <jowens@svbf.net>
Sent: Wednesday, June 25, 2025 9:14 AM
To: John Jewell <john.jewell@fcva.us>
Subject: '[External]'Glass Tract Letter of Support - Kernstown Battlefield

Mr. Jewell,

I hope June is going well. I am reaching out today to see if the Board of Supervisors would be able to provide the Shenandoah Valley Battlefields Foundation with a letter of support for the purchase and preservation of the Glass Tract in Frederick County at the Kernstown Battlefield.

The 130.34-acre Glass Tract is currently on the market by the Glass-Glen Burnie Foundation, and we have it under contract with plans to close on it by the end of this month. As you can see in the attachments this property (two parcels) adjoins Frederick County's Rose Hill Park and the Kernstown Battlefield Association's (KBA) Sandy Ridge property on the west side of Route 37, and the Jones and Chasen Tract's preserved by the American Battlefield Trust (ABT) on the east side of route 37.

The Glass Tract is vitally important to the Battles that took place there, First and Second Kernstown, as well as Second Winchester. (See attached battle maps). Once preserved, the

Battlefields Foundation will work with KBA and Frederick County Park and Recreation on connecting both of their properties via trails through the Glass Tract west of Rt 37 and which would also include more interpretive signage. Adding 99 acres of contiguous land to the Rose Hill Park experience for visitors. We would also take the additional 68.29 acres on the east side of Route 37 along Middle Road and work with the ABT owners of adjoining land, and the KBA to enhance the battlefield experience along Middle Road.

The Glass Tract is relevant to three battles:

First Kernstown

As the First Battle of Kernstown progressed on March 23, 1862, the Confederate force shifted its offensive from a direct attack at Pritchard's Hill to a parallel hill known as Sandy Ridge, portions of which are on the Glass Tract. As the Confederates established their position anchored to Sandy Ridge, the left flank of the Confederate line under the command of General Richard Garnett fought on portions of the Glass Tract. As the Confederate focus shifted to this new line, so did the Union troops that were on Pritchard's Hill. The Union launched an attack that included the 84 PA, 14 IN, 67 OH, and companies from the 5 and 6 OH that swarmed up and through the Glass Tract and attacked the left flank of the Confederate line, on the property. The overwhelmed Confederates, low on supplies, fell back through the property, ultimately retreating from the field.

Second Winchester

As Confederates were moving north towards Winchester on June 13, 1863, Union forces were moved south from Winchester to the area of Kernstown, acting as a reconnaissance in force to meet the approaching Confederates. Col. Joseph Warren Keifer of the 110th Ohio led the reconnaissance, advancing and easily pushing aside a small Confederate force. As Keifer continued to advance along the Valley Pike and the firing intensified, more Union forces arrived and attempted to block the Confederate advance by taking advantage of two key pieces of high ground, Pritchard's Hill and Sandy Ridge on the Glass Tract. The 12th West Virginia Infantry took a position atop Sandy Ridge to protect its western flank. Confederate Gen. John Gordon's brigade advanced to the west and drove the defenders from Sandy Ridge. Despite the Union effort, numerical strength outweighed the geographical superiority, and the Union defenders withdrew from this hill and re-formed closer to Winchester.

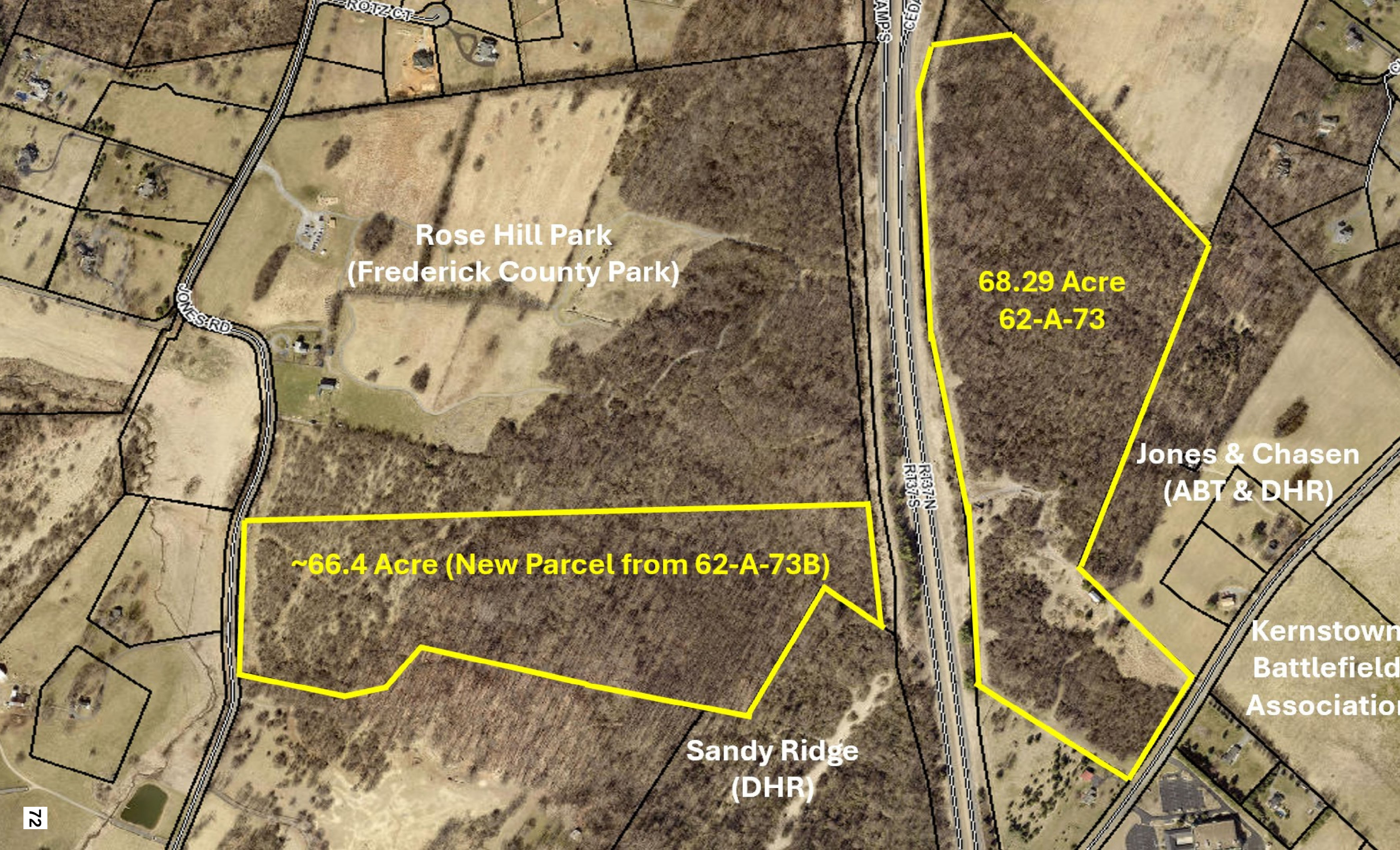
Second Kernstown

During the Second Battle of Kernstown, July 24, 1864, the Union line was fixed from Pritchard's Hill, east towards the Valley Pike. As the Confederates began to attack from the south, more Union troops arrived on the field, filling out the Union line west on the Glass Tract. Those Union troops, under the command of Colonel Joseph Thoburn, moved across the spine of Sandy

Ridge atop the Glass tract and were quickly pushed back by Confederate Cavalry on the property. This led to the Union line starting to crumble, leading to a retreat from the field.

Right now, I am applying to the Virginia Battlefield Preservation Fund, a Virginia Department of Historic Resources Grant, to receive 50% of the cost associated with the purchase. Your support for the preservation of the Glass Tract and any emphasis on the degree on how this project supports the goals for historic and natural resource preservation in Frederick County. The grant is due at the end of July, so let me know if you have any questions in the meantime!

Jack Owens
Land Preservation Projects Manager
Shenandoah Valley Battlefields National Historic District
Cell: (540) 303-0593
Office: (540) 740-4545
Email: jowens@svbf.net
Website: www.shenandoahatwar.org
Address: P.O. Box 897 New Market, VA 22844



Rose Hill Park
(Frederick County Park)

68.29 Acre
62-A-73

~66.4 Acre (New Parcel from 62-A-73B)

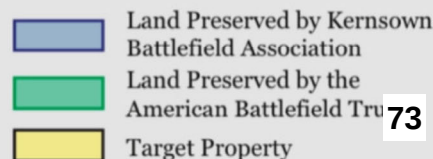
Jones & Chasen
(ABT & DHR)

Sandy Ridge
(DHR)

Kernstown
Battlefield
Association

0 miles 0.5

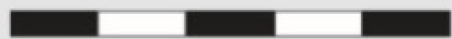
Contour interval
10 feet



Second Battle of Kernstown

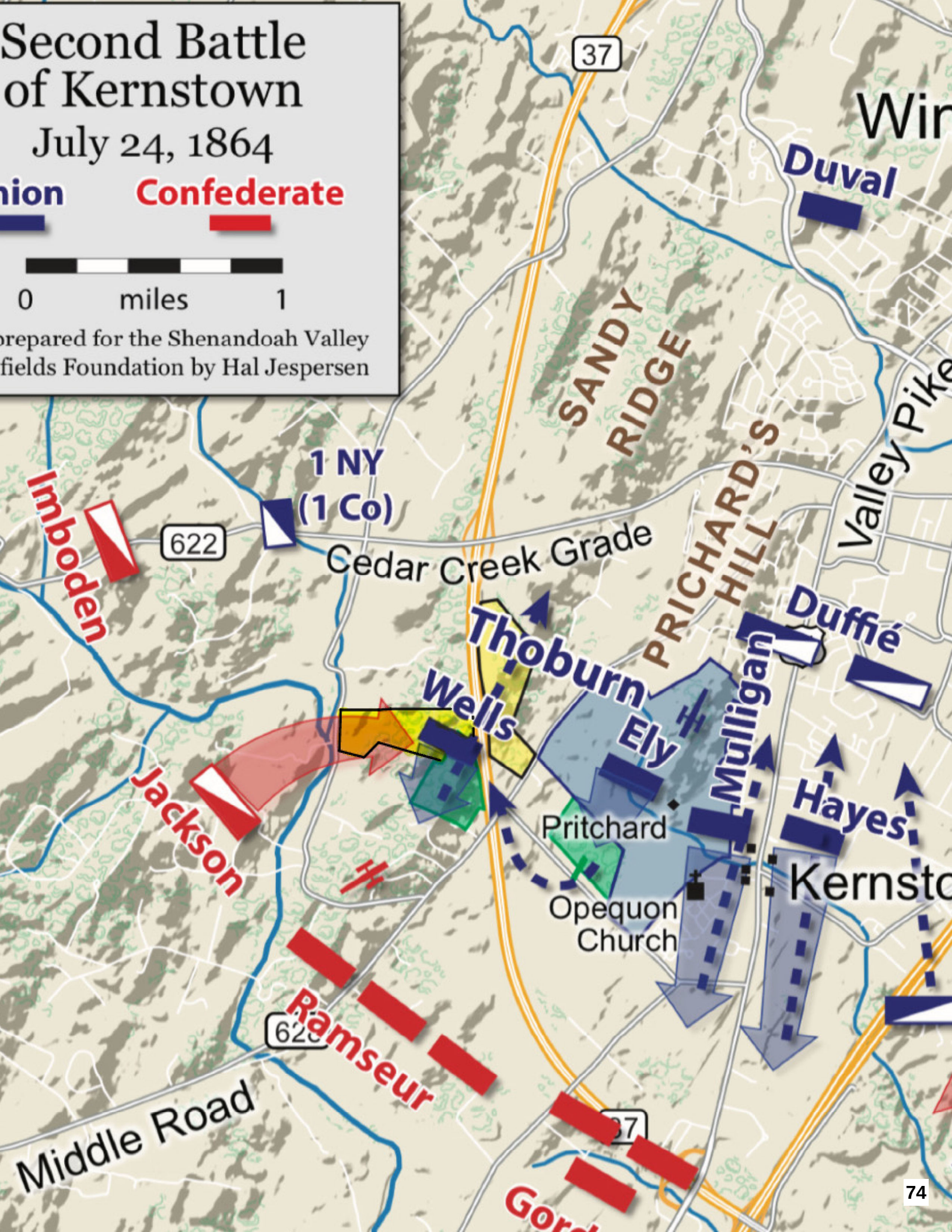
July 24, 1864

Union Confederate



0 miles 1

Prepared for the Shenandoah Valley
Fields Foundation by Hal Jespersen





COUNTY of FREDERICK

Michael Bollhoefer
County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: michael.bollhoefer@fcva.us

July 10, 2025

Mr. Jack Owens
Land Preservation Projects Manager
Shenandoah Valley Battlefields National Historic District
P.O. Box 897
New Market, VA 22844

Dear Mr. Owens:

With this letter, I confirm that the Frederick County Board of Supervisors is in complete support of the efforts of the Shenandoah Valley Battlefields Foundation to purchase and preserve the Glass Tract in Frederick County at the Kernstown Battlefield.

The Board is aware that the 130.34-acre Glass Tract is currently on the market by the Glass-Glen Burnie Foundation, and that the Shenandoah Valley Battlefields Foundation has the property under contract. The subject property (two parcels) adjoins Frederick County's Rose Hill Park and the Kernstown Battlefield Association's (KBA) Sandy Ridge property on the west side of Route 37, and the Jones and Chasen Tract's preserved by the American Battlefield Trust (ABT) on the east side of Route 37.

The Board understands that the Glass Tract is vitally important to the Battles that took place in the area, including First and Second Kernstown, as well as Second Winchester. The perpetual conservation of this property is consistent with the County's *Comprehensive Plan*, which designates the area to remain rural in nature. This effort helps the County further achieve the goals in the *Comprehensive Plan* to preserve natural and historic resources. The Board looks forward to the Foundation's purchase, and the future relationship between the Battlefields Foundation, the KBA, and Frederick County Parks and Recreation, and particularly the connection of their properties via trails through the Glass Tract west of Route 37, adding 99 acres of contiguous land to the Rose Hill Park experience for visitors.

Yours truly,

Michael Bollhoefer
Frederick County Administrator



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title:

Acknowledgment of Receipt of Certified Copies of Abstract of Votes from
the 2025 June Republican and Democratic Primary Elections

Attachments:

[BOS07-09-25AbstractOfVotesJunePrimaryElections.pdf](#)

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2025 June Republican Primary held on June 17, 2025 for,

Member Board of Supervisors (Stonewall District)

District: STONEWALL DISTRICT

| NAMES OF CANDIDATES ON THE BALLOT | TOTAL VOTES RECEIVED
(IN FIGURES) |
|--------------------------------------|--------------------------------------|
| Lance R. Allen | 339 |
| Joe L. Brand | 223 |
| Total Number of Overvotes for Office | 0 |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 17, 2025, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member Board of Supervisors (Stonewall District).

Given under our hands this 24 day of June, 2025

Kay Danson, Chairman
H. Danson, Vice Chairman
Lee Stuber, Secretary
Certified true copy



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2025 June Republican Primary held on June 17, 2025 for,

Member Board of Supervisors (Shawnee District)

District: SHAWNEE DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

| | |
|--------------------------------------|-----|
| Robert T. Liero | 316 |
| David J. Stahura | 220 |
| Total Number of Overvotes for Office | 0 |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 17, 2025, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member Board of Supervisors (Shawnee District).

Given under our hands this 24th day of June, 2025

Kay Dawson, Chairman
A. J. [Signature], Vice Chairman
Heidi [Signature], Secretary
Certified true copy



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2025 June Democratic Primary held on June 17, 2025 for,

Lieutenant Governor

| NAMES OF CANDIDATES ON THE BALLOT | TOTAL VOTES RECEIVED
(IN FIGURES) |
|--------------------------------------|--------------------------------------|
| Levar Marcus Stoney - Democratic | 686 |
| Babur B. Lateef - Democratic | 206 |
| Aaron R. Rouse - Democratic | 675 |
| Victor R. Salgado - Democratic | 227 |
| Ghazala F. Hashmi - Democratic | 621 |
| Alexander J. Bastani - Democratic | 217 |
| Total Number of Overvotes for Office | 0 |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 17, 2025, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Lieutenant Governor.

Given under our hands this 24th day of June, 2025

Kay Dawson, Chairman
[Signature], Vice Chairman
Gary Strunk, Secretary
certified true copy



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2025 June Democratic Primary held on June 17, 2025 for,

Attorney General

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

| | |
|--------------------------------------|------|
| Shannon L. Taylor - Democratic | 1455 |
| Jay C. Jones - Democratic | 1169 |
| Total Number of Overvotes for Office | 0 |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on June 17, 2025, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Attorney General.

Given under our hands this 24th day of June, 2025

Kay Dawson, Chairman
H. Jones, Vice Chairman
May Stucke, Secretary
certified true copy





Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: Consent Agenda

Title:

Resolution for Changes in the Secondary System of State Highways:
Cannon Hill Farms Phase 2

Attachments:

[BOS07-09-25RoadResCannonHillFarmsPh2.pdf](#)



Memorandum

To: Frederick County Board of Supervisors

From: Mark R. Cheran, Zoning and Subdivision Administrator

Date: July 9, 2025

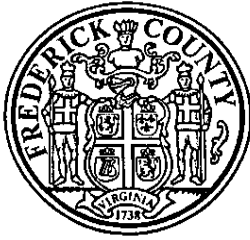
RE: Cannon Hill Farms Phase 2

The following abandonment and addition to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

| | | |
|-----------------------------|----------|-----------|
| Route 1637 (Garrison Court) | Addition | 0.19 mile |
|-----------------------------|----------|-----------|

Staff is available to answer any questions.

MRC/slc



**RESOLUTION
BY THE
FREDERICK COUNTY BOARD OF
SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 9th day of July, 2025, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Josh Ludwig, Chairman

John Jewell

Heather H. Lockridge

Robert W. Wells

Blaine P. Dunn

Robert Liero

Judith McCann-Slaughter

A COPY ATTEST

Michael Bollhoefer
Frederick County Administrator



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION
Form AM 4.3

In Frederick County

by Resolution of the governing body adopted 7/9/2025

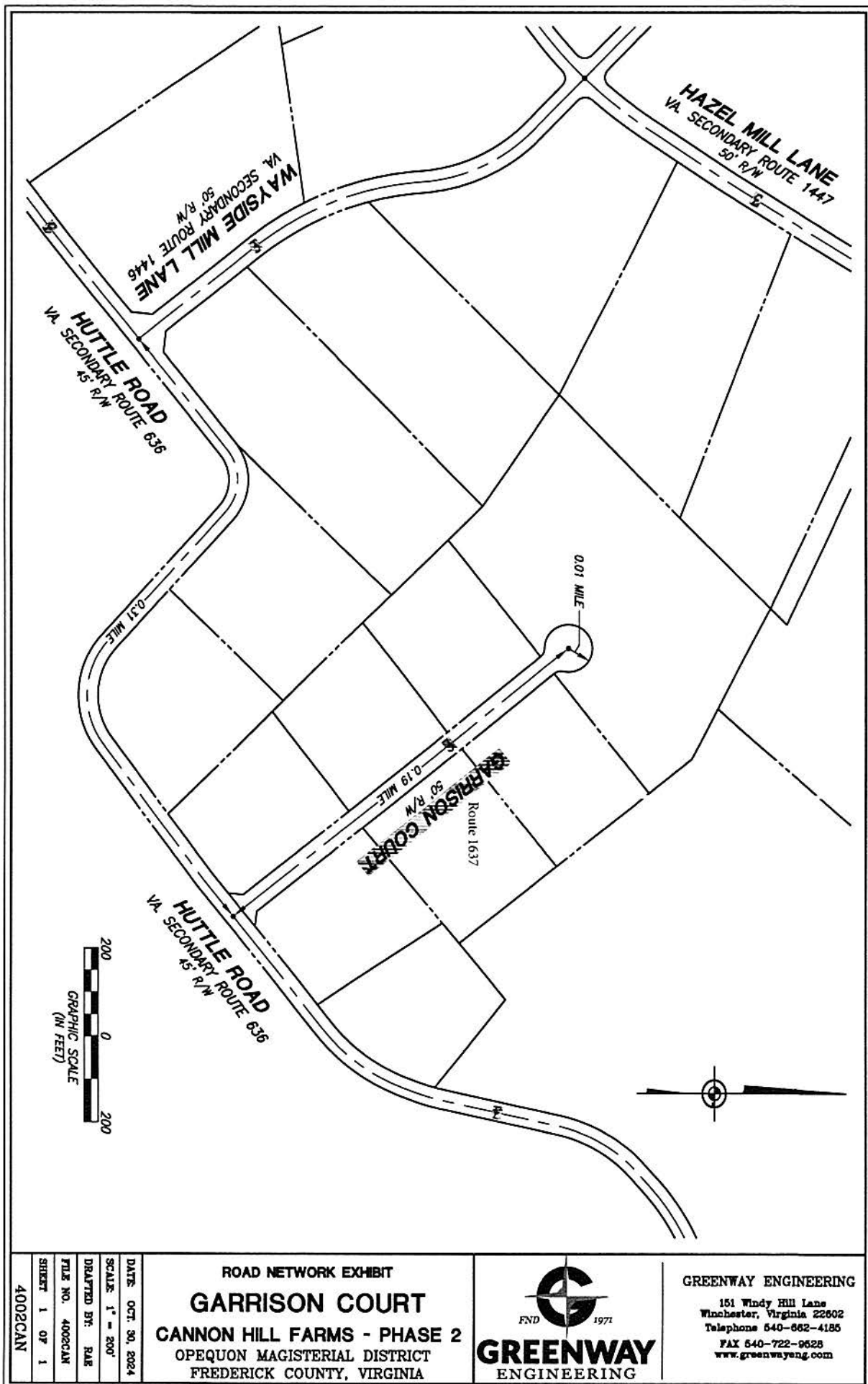
The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

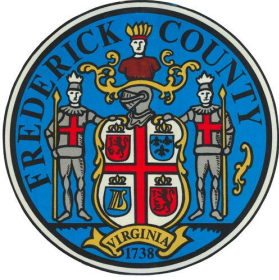
A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Cannon Hill Farms Phase 2

| CHANGE TYPE | RTE NUM & STREET NAME | CHANGE DESCRIPTION | FROM TERMINI | TO TERMINI | LENGTH | NUMBER OF LANES | RECORDATION REFERENCE | ROW WIDTH |
|-------------|-------------------------|----------------------------------|---------------------|-----------------------------------|--------|-----------------|-----------------------|-----------|
| Addition | Rt. 1637 - Garrison Ct. | New subdivision street §33.2-705 | Rt. 636, Huttie Rd. | 0.19 Miles NW Rt. 636, Huttie Rd. | 0.19 | 2 | Inst. # 220008346 | 50 |





Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: County Officials

Title: Department of Social Services Update – New Position Requests

DSS is requesting the addition of an Assistant Director position to provide dedicated oversight of Human Resources, Information Technology, and Finance. The local match required for this position is \$105,078. In addition, the Department has been selected to receive state funding for two (2) Family Services Specialist III positions. The local match for these roles is \$32,085.

Approval of adding the positions and appropriation as follows are requested: Appropriation for \$354,997 (total salaries and fringes), of that amount, \$137,163 is local and \$217,834 is state/federal.

Attachments:

[BOS07-09-25DSS_AgencyUpdateMemo.pdf](#)



COUNTY of FREDERICK

Michael Bollhoefer
County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: michael.bollhoefer@fcva.us

MEMORANDUM

To: Board of Supervisors
From: Michael Bollhoefer
Date: July 3, 2025
Re: DSS Agency Updates – New Position Requests

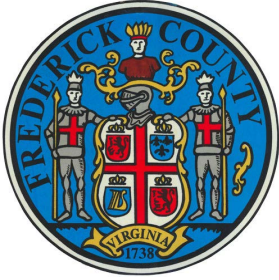
As Frederick County continues to grow, the Frederick County Department of Social Services (DSS) continues to meet the needs of the growing population. DSS currently has 95 positions needing Human Resources (HR) support. FCDSS is a non-deviating agency, which means it must follow state HR policies and procedures. FCDSS updated the agency's strategic plan in 2023, with one of the strategic directions stating, "create an organizational infrastructure that will support agency growth and improve efficiency of operations." Two options were considered: Deviation and Organizational Restructure.

Following a year of research and consultation with both state and local partners, the joint recommendation of the Frederick County Department of Social Services (DSS) and County Administration is not to pursue a deviation at this time. Instead, DSS is requesting the addition of an Assistant Director position to provide dedicated oversight of Human Resources, Information Technology, and Finance. This would also enable the current Administrative Services Manager to focus more effectively on day-to-day human resources management. The local match required for this position is \$105,078.

In addition, due to the County's high referral volume and response timelines for children served, Frederick County has been selected to receive state funding for two (2) Family Services Specialist III positions. The local match for these roles is \$32,085.

The Human Resources Committee voted 5-0 in favor of moving forward with adding the positions and the appropriation as follows: Appropriation for \$354,997 (total salaries and fringes) of that amount, \$137,163 is local and \$217,834 is state/federal.

To facilitate the Director of Social Services advertising these new positions alongside the recently vacated Assistant Director position, this request is coming to the Board directly rather than via the Finance Committee in the interests of efficiency and timeliness.



Board of Supervisors
Agenda Item Detail
Meeting Date: July 9, 2025
Agenda Section: County Officials

Title: Supervisor Dunn Requests Discussion: Additional Contribution to the Laurel Center

Attachments:

[BOS07-09-25SupervisorDunn-LaurelCenterFundingRequest.pdf](#)
[BOS07-09-25FaithPower-LaurelCenterFY26FundingRequest.pdf](#)

Dear Board Members:

As we discussed at our June BOS meeting, I would like the Board to consider increasing the funding for the Laurel Center by an additional \$40,000.

Reasons: The Laurel Center provides emergency shelter for battered spouses and their children when one spouse assaults or sexually abuses the other or their children. Many, if not most, of the people who go to the Laurel Center are referred there by our Department of Social Services or the Sheriff's deputies. According to Faith Power, Executive Director of the Laurel Center, the number of people they are accommodating has increased from last year (see attachment) but our funding has remained constant.

Through the Laurel Center's empowerment program (work force development program) abused individuals are provided with work force training, job assessment, and job placement which reduces the burden on county government. Otherwise, these people would be forced to use other government services such as food stamps, childcare (TANF funding), etc.

The Laurel Center is a non-profit entity which receives funding from the federal government, local government, foundations, and private funding. Federal funding has decreased in the last few years but the number of people using the center has increased. The funding from foundations is not guaranteed and private individuals account for only 5% of the total funding.

If the Laurel Center were forced to close due to lack of funding, what would Frederick County do? Where do you tell a sheriff deputy to place a battered woman and her children? We do not have any other options. If the Laurel Center closed, we would have to create a place for these women and children, staff that location, provide a secure location, and provide the services that the Laurel Center currently provides. That cost would be significantly higher than the contribution we make as a county to provide the services that the Laurel Center provides.

I have been told that we have deputies that have paid for accommodations for individuals for a night when there were no other options for these people.

Attached is some information from the Laurel Center which you can read on what they do. The dollar amount I am suggesting is less than the hiring of a single employee for the county yet the services that dollar brings to the Laurel Center will mitigate a significant need that the county would have to address if the Laurel Center did not exist.

Feel free to call or email me if you have any questions before next Wednesday.

Blaine Dunn

**Frederick County
Board of Supervisors Meeting
Wednesday, July 9, 2025
Location: 107 N. Kent Street
Time: 7:00 pm**

Why Frederick County Should Fund The Laurel Center

Supporting Survivors. Strengthening Our Community.

Overview

The Laurel Center is a nonprofit organization serving victims of domestic and sexual violence in the Northern Shenandoah Valley. As the **only provider of emergency shelter and comprehensive support services** for survivors in the region, The Laurel Center is a critical resource for Frederick County residents facing abuse.

Key Reasons for County Investment

1. Lifesaving, Trauma-Informed Services

The Laurel Center offers 24/7 crisis response, emergency shelter, counseling, legal advocacy, and case management. These services are essential for residents escaping dangerous situations and rebuilding their lives.

2. Serving Frederick County Residents

A significant portion of those served by The Laurel Center each year are residents of Frederick County. Funding ensures they continue to have **local access** to safety and support.

3. Public Safety and Cost Savings

Investment in domestic violence prevention reduces the long-term burden on **law enforcement, emergency medical services, courts, and social services**. Survivors who receive early intervention are less likely to require repeated public interventions.

4. Proven, Long-Term Impact

With over **40 years of experience**, The Laurel Center has a successful history of guiding survivors from crisis to stability. Programs are evidence-based and outcomes-driven.

5. Leveraging Additional Resources

Frederick County support enables The Laurel Center to **leverage additional funding** from state, federal, and private sources—maximizing the return on local investment.

6. Promoting Health, Housing, and Economic Stability

Survivors often face significant barriers to employment, housing, and health care. The Laurel Center's **Empowerment Program** addresses these gaps, helping survivors achieve long-term independence and economic self-sufficiency through workforce training and placement.

Conclusion

Domestic and sexual violence are not just private tragedies—they are **public health and safety issues**. By funding The Laurel Center, Frederick County affirms its commitment to protecting its most vulnerable residents and building a safer, healthier, and more resilient community.

Note: The Laurel Center currently has 48 children and 32 adults on a waiting list for therapy services, as well as 34 families awaiting court advocacy services.

Services Overview

The Laurel Center offers programs and services to Frederick County residents that are comprehensive responses to domestic and sexual violence. **All services are free of charge.** Example programs include:

Emergency Shelter Program: victims and their dependent children may stay up to 60 days and receive mentoring, counseling, support information and referrals, life skills training and rapid re-housing assessment/services. This program has been in operation since 1981.

Extended Stay Program: began in 2020 for those individuals who need more than 60 days to recover from abuse and find permanent, stable housing. This program allows women and their dependent children an extended stay for up to six months in a sheltered environment, supported by a case manager who works to address barriers to independence.

Court Advocacy: victims are provided support and counsel to help navigate the judicial system (i.e., help with protective orders, child custody, etc.).

Individual and Group Support: providing support through psychoeducational Counseling to adults and children.

Therapy Services: providing individual and group therapy services to adults and children to support trauma recovery.

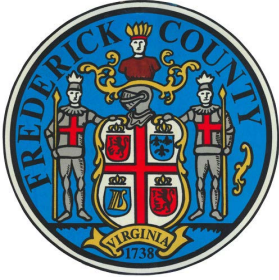
Crisis Intervention Companions: Companions are provided to victims in emergency room settings, the ChildSafe Center, and throughout the forensic evidence collection process.

Children's Program: started in 2016, this program provides support to children 5-17 years of age who have witnessed domestic violence (these are often court-appointed cases), and children are provided assessment, therapy, and court/community support services as needed.

Empowerment Program: supporting the goal of independence by providing employment services that support the unique needs of domestic violence survivors through job readiness, life and job skills training, awareness of job opportunities through connection to employers and hands-on work experience. This program, begun in 2020, is proving to be a critical link for independence for victims of abuse who lack the resources to leave an abusive relationship.

Free Training: allied professionals and first responders receive free training on issues related to domestic and sexual violence.

Community Outreach and Education: the Center provides educational programming and workshops to local community groups and school systems, exploring topics such as the effects of Domestic and sexual violence, Responding to Victims of Violence, Stalking and Legal Protection, Healthy Relationships, and more.



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Appointments to Boards, Committees, and Commissions

Title:

Conservation Easement Authority

Unexpired 3-year term expiring August 24, 2027

See attached application of Leslie Spencer

Attachments:

[BOS07-09-25App_SpencerLeslie.pdf](#)

Application Form

Profile

Leslie

First Name

R

Middle Initial

Spencer

Last Name

Email Address

3017 Siler Rd

Home Address

Farm ID is 2761

Suite or Apt

Winchester

City

VA

State

22603

Postal Code

Magisterial District:

☒ Gainesboro

Primary Phone

Alternate Phone

Self-employed and Bliss Flower Farm

Employer

Stock Investor and Farmer

Job Title

Which Boards would you like to apply for?

Conservation Easement Authority: Submitted

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting?

☒ Yes ☐ No

Do You Foresee Any Possible Conflicts Of Interest Which Might Arise By Your Serving On This Committee?

☐ Yes ☒ No

Civic/Community Activities:

I’m the founder of Shenandoah Blooms, a free education and support network for new and experienced flower farmers in our region. I consistently participate in public meetings on local land use. I regularly help neighbors and local families grow food, give and plant trees, and improve the productivity and health of their land. I’ve connected with local nonprofits, families, and small businesses to uplift agro-tourism, food security, and community-rooted prosperity.

Interests & Experiences

Why are you interested in serving on a board or commission?

I would be honored to help preserve the beauty and biodiversity of Frederick County for future generations. My husband and I are restoring a small farm property, planting native species, and tending forest, meadow, and wetland zones with long-term care in mind. I believe our farmland and natural areas are sacred—vital for rural prosperity, public health, and future generations. I'm passionate about protecting open space, supporting land stewards, and helping others feel more connected to the land. I'm also building the skills to advocate, communicate, and fundraise for rural conservation efforts that last.

Question applies to Conservation Easement Authority

Conservation Easement Authority members should be knowledgeable in one or more specific areas. Please indicate if you have knowledge in any of the following fields. *

- ☒ Conservation
- ☒ Biology
- ☒ Farming
- ☒ Forestry

Question applies to multiple boards

Please Agree with the Following Statement

You agree that you will file a Real Estate Disclosure Statement as required by the Commonwealth of Virginia upon appointment and annually thereafter with the Deputy Clerk of the Board of Supervisors.

- ☒ I Agree

Additional Information Or Comments You Would Like To Provide:

My daily life is rooted in family, land, learning, and faithful service. I often find myself sharing what conservation easements are and how they work—neighbors and community members frequently reach out with questions about how to protect farmland or preserve land near them. I've ordered books on conservation easements, attended educational sessions, and look forward to becoming a more skilled and helpful resource in this work. I study plant communities and micro-ecosystems alongside regenerative farming, because native habitats are a true passion of mine—I feel deeply engaged and inspired by the work of understanding and restoring them. I'm especially focused on renewing as many native microhabitats as possible across our land. I also hope to become a specialty crop agroforestry farmer as a way to sustain more nature, teach others, and support long-term protected land use for the greater good. It would be a privilege to serve.



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Appointments to Boards, Committees, and Commissions

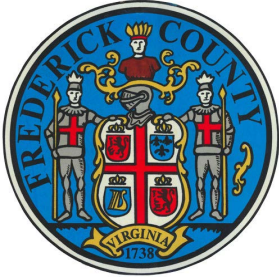
Title:

Shawneeland Sanitary District Advisory Committee

2-year term of Gary Bailey expires August 9, 2025

Mr. Bailey is eligible and willing to serve another term.

Attachments:



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Appointments to Boards, Committees, and Commissions

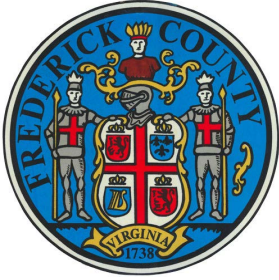
Title:

Board of Building Code Appeals

5-year term of Whitney "Whit" Wagner expires August 12, 2025

Mr. Wagner is eligible and willing to serve another term.

Attachments:



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Appointments to Boards, Committees, and Commissions

Title:

Information Item: The Board is seeking applicants for the following vacancies:

Extension Leadership Council - Red Bud District Rep.

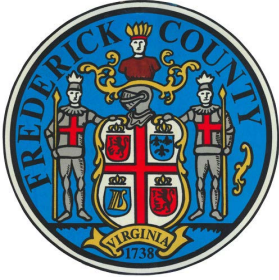
Unexpired 4-year term ending 10-28-27

Social Services Board - Red Bud District Rep.

Vacant 4-year term

For more information or to apply online, please visit: [Committee Listing and Descriptions | Frederick County \(fcva.us\)](#)

Attachments:



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Committee Business - Human Resources Committee

Title: Deputy Building Official/Code Administrator Position

This new position will support the current Building Official/Code Administrator by assisting with staff supervision and providing both technical and administrative oversight. It is anticipated that a Senior Building Inspector who meets the qualifications will be promoted into this new role, with the goal of transitioning into the Building Official/Code Administrator position upon the incumbent's planned retirement in May 2026. The Senior Inspector position vacated as part of this transition will remain open but unfilled.

The Human Resources Committee unanimously recommends approval of the request of the to create a new Deputy Building Official/Code Administrator position (Pay Range 219: \$71,972–\$118,623) in the Public Works Department – Building Inspections Division. No additional funding is required.

Attachments:

[BOS07-09-25PublicWorksPostionRequest.pdf](#)



MEMORANDUM

TO: Frederick County Human Resources Committee & Board of Supervisors

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Salary Administration Program Modification and Position Justification – Deputy Building Official/Code Administrator

DATE: May 28, 2025*

The Public Works Department – Building Inspections Division would like to create a new position: Deputy Building Official/Code Administrator (hereinafter referred to as “Deputy Building Official”). This role would support the Chief Building Official/Code Administrator (CBO) by assisting with staff supervision and providing both technical and administrative support within the department.

Importantly, we are not requesting a newly funded position. Our intention is to promote an existing employee – currently serving as a Senior Building Inspector – into this new role. No additional funding is being requested at this time. We also note that the annual revenue generated by the Inspection fees offset the entire Inspection’s budget.

This proposal is a key component of our succession planning strategy. The current CBO has announced his intent to in May 2026, after serving in the role since 2016. As you know, the CBO position is both essential and legally mandated under Virginia law. It carries significant responsibilities for supervising staff and enforcing the Virginia Uniform Statewide Building Code (VUSBC) and related local building codes. Given the scope and statutory importance of this position, it is critical that we proactively prepare for a smooth transition.

Among the current Building Inspectors, there is at least one Senior Building Inspector who meets the qualifications for the proposed Deputy Building Official position, including the required certifications and years of experience. Attached as Exhibit A is a draft job description for the proposed position. We recommend placing this position at Salary Range 219 on the 2025 Salary Administration Program (SAP – see Exhibit B) (\$71,972–\$118,623*). This range appropriately reflects the midpoint between the Chief Building Official (Range 222) and the Senior Building Inspector (Range 217), aligning with the position’s scope of responsibility.

May 27, 2025

We have conducted research and found that several other localities have a Deputy Building Official position.

- Prince William County: \$75,649–\$125,014
- Spotsylvania County: \$82,758–\$152,274
- Warren County: Position exists; salary range not published.

Based on this comparison, the proposed Salary Range 219 (\$71,972–\$118,623*) appears to be consistent with similar positions in other jurisdictions.

An updated organizational chart is attached as Exhibit C, reflecting this proposed Deputy Building Official position and including inspection data from the past year, as well as projections for 2026.

In summary, we respectfully request:

- We request the creation of a new position titled Deputy Building Official/Code Enforcement, at a Salary Range of 219, based on the 2025 Frederick County SAP.
- No additional funding is being requested.
- The position will be filled by an existing qualified County employee.
- This action supports essential succession planning for the Chief Building Official role prior to the incumbent's retirement in May 2026.

If you have any questions or need additional information, please do not hesitate to reach out.

JCW/kco

Attachments: as stated

cc: file

*Upper salary limit for Range 219 corrected from the original figure of \$124,555 included in the memo.

County of Frederick



Job Title: Deputy Building Official Code Administrator

DATE: 5/19/2025

PREPARED BY: Mark Fleet/ Joe Wilder

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE:

SALARY RANGE: 219

DEPARTMENT: Public Works/Inspections

REPORTS TO: Building Official Code Administrator

☐ **Essential**

☒ **Exempt**

☒ **Non-Essential**

☐ **Non-Exempt**

JOB PURPOSE

SUMMARY: Assists with the complex technical and administrative work in the supervision and coordination of the County's Building Inspections Department. Assists in the supervision of Inspections Department Staff.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Assists with supervising inspection activities with the responsibility for enforcing the laws, ordinances and codes related to the Virginia Uniform Statewide Building Code, Virginia Maintenance Code, National Electrical Code and Virginia Construction, Plumbing, Mechanical and Residential Codes.
- Responsible for monitoring the schedules and operations of inspectors.
- Assists with the handling of complaints and violations and prepares evidence and appears in court on violations of the building code.
- Participates in the maintenance of the model codes adopted as the Virginia Uniform Statewide Building Code, Virginia Construction Code and the Virginia Maintenance Code.
- Assists with the budget preparation for the Inspections Department.
- Participates in the building plan review process and helps to resolve any issues that arise during the course of the review and inspection process.
- Acts on behalf of the Building Official Code Administrator in his/her absence.
- Responds to questions and provides assistance to the public, developers, contractors, owners and design professionals regarding building code enforcement.
- Assists the Building Official Code Administrator in supervision and training of staff.
- Works with the Building Official Code Administrator to identify problems and provide solutions for the staff and citizens.
- Performs related duties as assigned.

JOB REQUIREMENTS

EDUCATION: Any combination of education and or experience equivalent to graduation from an accredited college or university with major work in architecture/engineering or construction related field.

EXPERIENCE: Minimum four years of experience in building code enforcement, and demonstrated knowledge in the application, interpretation and enforcement of the Virginia Uniform Statewide Building Code.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge and use of the principles and practices of code enforcement. Thorough knowledge and use of construction, structural engineering and legal principles and practices. Ability to plan, direct and coordinate the various aspects of code enforcement. Ability to present facts and make recommendations effectively both orally and in writing. Ability to prepare evidence and present testimony for successful prosecution of violation of adopted building codes. Ability to establish and maintain professional and effective working

relationships with co-workers, agencies, state and federal officials and the general public. Possess professional telephone etiquette.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Must possess a valid driver's license. Must have Virginia building code certifications related to residential and commercial construction, prefer candidate to be certified as Virginia building code official. If not certified as Virginia building code official, must be able obtain Virginia building code official certification within 6 months of employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires moderate physical effort working almost exclusively with lightweight materials (up to 25 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic). Travel will be required to attend training to obtain related certifications. Position requires to be on call for emergencies after normal business hours including nights and weekends.

ENVIRONMENTAL CONDITIONS: . Indoor and outdoor work is conducted in variable weather conditions (especially extreme heat and cold). Exposed to high or low temperatures, humid conditions, and other unfavorable weather conditions throughout the year. Exposed to rough/uneven terrain, hazardous materials, loud noises. Must be able to sit for extended periods of time.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

|  Frederick County, VA
Salary Administration Program July 1, 2025 | | |
|--|--------------------------------|--------------|
| Title | Department | Range |
| 1st LIEUTENANT | SHERIFF'S OFFICE | 109 |
| ACCOUNT ANALYST | TREASURER'S OFFICE | 211 |
| ACCOUNT CLERK - CLERK OF THE COURT | CLERK'S OFFICE | 207 |
| ACCOUNT CLERK - COMMISSIONER OF REVENUE (BUSINESS) | COMMISSIONER OF THE REVENUE | 207 |
| ACCOUNT CLERK - COMMISSIONER OF REVENUE (GENERAL) | COMMISSIONER OF THE REVENUE | 207 |
| ACCOUNT CLERK - COMMISSIONER OF REVENUE (PERSONAL PROPERTY) | COMMISSIONER OF THE REVENUE | 207 |
| ACCOUNTING SUPERVISOR | FINANCE | 219 |
| ACCOUNTING TECHNICIAN - FINANCIAL OPERATIONS | NRADC | 209 |
| ACCOUNTING TECHNICIAN - INMATE ACCOUNTS | NRADC | 209 |
| ADMINISTRATIVE ASSISTANT - BOS | BOARD OF SUPERVISORS | 211 |
| ADMINISTRATIVE ASSISTANT - COMMISSIONER OF REVENUE | FREDERICK COUNTY | 211 |
| ADMINISTRATIVE ASSISTANT - COUNTY ADMINISTRATION | COUNTY ADMINISTRATION | 211 |
| ADMINISTRATIVE ASSISTANT - FINANCE | FINANCE | 211 |
| ADMINISTRATIVE ASSISTANT - FIRE AND RESCUE | FIRE & RESCUE | 211 |
| ADMINISTRATIVE ASSISTANT - INSPECTIONS | INSPECTIONS | 211 |
| ADMINISTRATIVE ASSISTANT - LANDFILL | PUBLIC WORKS/LANDFILL | 211 |
| ADMINISTRATIVE ASSISTANT - NRADC | NRADC | 211 |
| ADMINISTRATIVE ASSISTANT - PARKS AND RECREATION | PARKS AND RECREATION | 211 |
| ADMINISTRATIVE ASSISTANT - PSC | PUBLIC SAFETY COMMUNICATIONS | 211 |
| ADMINISTRATIVE ASSISTANT - SHERIFF | SHERIFF'S OFFICE | 211 |
| ADMINISTRATIVE & GUARANTY COORDINATOR | PLANNING & DEVELOPMENT | 213 |
| ADMINISTRATIVE INVESTIGATOR | FREDERICK COUNTY | 106 |
| AIRPORT EXECUTIVE DIRECTOR | WINCHESTER REGIONAL AIRPORT | 230 |
| ANIMAL CARETAKER | PUBLIC WORKS/ANIMAL SHELTER | 205 |
| ANIMAL SHELTER MANAGER | PUBLIC WORKS/ANIMAL SHELTER | 217 |
| ASAP CASE MANAGER | NRADC-DCS | 211 |
| ASAP CASE MANAGER ASSISTANT - FRONT OFFICE | NRADC-DCS | 207 |
| ASAP CASE MANAGER ASSISTANT - MONITORING | NRADC-DCS | 207 |
| ASSESSOR I - COMMISSIONER OF REVENUE | COMMISSIONER OF THE REVENUE | 215 |
| ASSESSOR I - REASSESSMENT/BOARD OF ASSESSMENT | COMMISSIONER OF THE REVENUE | 215 |
| ASSESSOR II - COMMISSIONER OF REVENUE | COMMISSIONER OF THE REVENUE | 217 |
| ASSESSOR II - REASSESSMENT/BOARD OF ASSESSMENT | COMMISSIONER OF THE REVENUE | 217 |
| ASSESSOR III - COMMISSIONER OF REVENUE | COMMISSIONER OF THE REVENUE | 219 |
| ASSESSOR III - REASSESSMENT/BOARD OF SUPERVISORS | COMMISSIONER OF THE REVENUE | 219 |
| ASSISTANT ANIMAL SHELTER MANAGER | PUBLIC WORKS/ANIMAL SHELTER | 212 |
| ASSISTANT COMMONWEALTH'S ATTORNEY | COMMONWEALTH ATTORNEY'S OFFICE | 222 |
| ASSISTANT CONVENIENCE SITE SUPERVISOR - LANDFILL | PUBLIC WORKS/LANDFILL | 208 |
| ASSISTANT CONVENIENCE SITE SUPERVISOR - REFUSE COLLECTION | PUBLIC WORKS/LANDFILL | 208 |
| ASSISTANT COUNTY ADMINISTRATOR | COUNTY ADMINISTRATION | 232 |
| ASSISTANT COUNTY ATTORNEY | COUNTY ATTORNEY'S OFFICE | 222 |
| ASSISTANT COURT SERVICES DIRECTOR | NRADC-DCS | 219 |
| ASSISTANT FINANCE DIRECTOR | FINANCE | 228 |
| ASSISTANT FIRE CHIEF | FIRE & RESCUE | 118 |
| ASSISTANT NURSING DIRECTOR | NRADC | 219 |

Frederick County Salary Administration Program - July 1, 2025

| Title | Department | Range |
|--|--------------------------------|-------|
| ASSISTANT PARK MANAGER - CLEARBROOK PARK | PARKS AND RECREATION | 212 |
| ASSISTANT PARK MANAGER - SHERANDO PARK | PARKS AND RECREATION | 212 |
| ASSISTANT PLANNING DIRECTOR | PLANNING & DEVELOPMENT | 228 |
| ASSISTANT PUBLIC WORKS DIRECTOR | PUBLIC WORKS/ADMINISTRATION | 228 |
| ASSISTANT SUPERINTENDENT | NRADC | 115 |
| ASSISTANT TO THE SUPERINTENDENT | NRADC | 213 |
| ASSISTANT TRANSPORTATION DIRECTOR | PLANNING & DEVELOPMENT | 228 |
| AUDITOR | COMMISSIONER OF THE REVENUE | 217 |
| BASICREC COORDINATOR | PARKS & RECREATION | 210 |
| BASICREC MANAGER | PARKS & RECREATION | 217 |
| BENEFITS ADMINISTRATOR | HUMAN RESOURCES | 214 |
| BLDG OFFICIAL CODE ADMIN | PUBLIC WORKS/INSPECTIONS | 222 |
| BOOKING TECHNICIAN | NRADC | 206 |
| BUSINESS DIVISION/CHIEF ADMIN | COMMISSIONER OF THE REVENUE | 217 |
| BUSINESS DIVISION SPECIALIST | COMMISSIONER OF THE REVENUE | 215 |
| BUSINESS RETENTION MANAGER | EDA | 219 |
| CAPTAIN - NRADC | NRADC | 112 |
| CAPTAIN - SHERIFF | SHERIFF'S OFFICE | 112 |
| CASE OFFICER | NRADC-DCS | 208 |
| CASHIER | TREASURER'S OFFICE | 204 |
| CERTIFIED MEDICATION AIDE (CMA) | NRADC | 209 |
| CHIEF BUDGET MANAGER | NRADC | 224 |
| CHIEF OF OLD DOMINION COURT SERVICES | NRADC-DCS | 224 |
| CHIEF DEPUTY - CLERK OF THE COURT | CLERK'S OFFICE | 227 |
| CHIEF DEPUTY - COMMISSIONER OF REVENUE | COMMISSION OF THE REVENUE | 227 |
| CIRCUIT COURT CLERK | CLERK'S OFFICE | CO |
| CIVIL ENGINEER | PUBLIC WORKS/ADMINISTRATION | 220 |
| COLLECTOR | TREASURER'S OFFICE | 217 |
| COMMISSIONER OF THE REVENUE | COMMISSIONER OF THE REVENUE | CO |
| COMMONWEALTH'S ATTORNEY | COMMONWEALTH ATTORNEY'S OFFICE | CO |
| COMMUNICATION OFFICER I - PSC | PUBLIC SAFETY COMMUNICATIONS | 209 |
| COMMUNICATION OFFICER I - SHERIFF | PUBLIC SAFETY COMMUNICATIONS | 209 |
| COMMUNICATION OFFICER II - PSC | PUBLIC SAFETY COMMUNICATIONS | 210 |
| COMMUNICATION OFFICER II - SHERIFF | PUBLIC SAFETY COMMUNICATIONS | 210 |
| COMMUNICATION OFFICER III - PSC | PUBLIC SAFETY COMMUNICATIONS | 211 |
| COMMUNICATION OFFICER III - SHERIFF | PUBLIC SAFETY COMMUNICATIONS | 211 |
| COMMUNICATIONS SHIFT SUPERVISOR - PSC | PUBLIC SAFETY COMMUNICATIONS | 215 |
| COMMUNICATIONS SHIFT SUPERVISOR - SHERIFF | PUBLIC SAFETY COMMUNICATIONS | 215 |
| COMMUNITY OUTREACH COORDINATOR | SHERIFF'S OFFICE | 210 |
| CONVENIENCE SITE ATTENDANT | PUBLIC WORKS/LANDFILL | 204 |
| CONVENIENCE SITE SUPERVISOR | PUBLIC WORKS/LANDFILL | 210 |
| CORRECTIONAL INVESTIGATOR | NRADC | 101 |
| CORRECTIONAL NURSE I (NON-SWORN) | NRADC | 215 |
| CORRECTIONAL NURSE I (SWORN) | NRADC | 105 |
| CORRECTIONAL NURSE II (NON-SWORN) | NRADC | 216 |
| CORRECTIONAL NURSE II (SWORN) | NRADC | 106 |
| CORRECTIONAL NURSE III (NON-SWORN) | NRADC | 217 |
| CORRECTIONAL NURSE III (SWORN) | NRADC | 107 |
| CORRECTIONAL OFFICER I | NRADC | 101 |
| CORRECTIONAL OFFICER II | NRADC | 102 |
| CORRECTIONAL OFFICER III | NRADC | 103 |
| CORRECTIONAL SYSTEM TECHNICIAN (NON-SWORN) | NRADC | 211 |
| CORRECTIONAL SYSTEM TECHNICIAN (SWORN) | NRADC | 101 |
| CORRECTIONAL SYSTEMS OFFICER (NON-SWORN) | NRADC | 215 |
| CORRECTIONAL SYSTEMS OFFICER (SWORN) | NRADC | 105 |
| COUNTY ADMINISTRATOR | COUNTY ADMINISTRATION | 239 |
| COUNTY ATTORNEY | COUNTY ATTORNEY'S OFFICE | 235 |
| COURT SERVICES DIRECTOR | NRADC-DCS | 224 |

Frederick County Salary Administration Program - July 1, 2025

| Title | Department | Range |
|---|---------------------------------|-------|
| CRIME ANALYST | SHERIFF'S OFFICE | 213 |
| CSA ACCOUNT SPECIALIST | CHILDREN'S SERVICES | 207 |
| CSA COORDINATOR | CHILDREN'S SERVICES | 218 |
| CSR (CUSTOMER SVC REP-NON AIRPORT) | FC-ALL DEPT'S EXCEPT AIRPORT | 205 |
| CUSTODIAN | MAINTENANCE | 204 |
| CUSTOMER SERVICE REP(AIRPORT ONLY) | WINCHESTER REGIONAL AIRPORT | 205 |
| CUSTOMER SERVICE TECHNICIAN | PARKS & RECREATION | 206 |
| DATA COLLECTOR | COMMISSIONER OF THE REVENUE | 207 |
| DEPUTY CHIEF | FIRE & RESCUE | 115 |
| DEPUTY CHIEF OF OLD DOMINION COURT SERVICES | NRADC-DCS | 219 |
| DEPUTY CLERK I | CLERK'S OFFICE | 208 |
| DEPUTY CLERK II | CLERK'S OFFICE | 209 |
| DEPUTY CLERK III | CLERK'S OFFICE | 210 |
| DEPUTY CLERK TO BOARD OF SUPERVISORS | COUNTY ADMINISTRATION | 222 |
| DEPUTY COMMONWEALTH'S ATTORNEY | COMMONWEALTH ATTORNEY'S OFFICE | 228 |
| DEPUTY COUNTY ADMINISTRATOR | COUNTY ADMINISTRATION | 235 |
| DEPUTY I | SHERIFF'S OFFICE | 101 |
| DEPUTY II | SHERIFF'S OFFICE | 102 |
| DEPUTY III | SHERIFF'S OFFICE | 103 |
| DEPUTY DIRECTOR IT | INFORMATION TECHNOLOGY | 228 |
| DEPUTY REGISTRAR | REGISTRAR'S OFFICE | 207 |
| DEPUTY TREASURER | TREASURER'S OFFICE | 227 |
| DEPUTY TREASURER / COMPLIANCE | TREASURER'S OFFICE | 227 |
| DEPUTY TREASURER OPS | TREASURER'S OFFICE | 227 |
| DESIGN REVIEW SPECIALIST | PUBLIC WORKS/INSPECTIONS | 213 |
| DIRECTOR ELECTIONS/GEN REGISTRAR | REGISTRAR'S OFFICE | 229 |
| EDA DIRECTOR | EDA | 230 |
| EMS BILLING MANAGER | FIRE & RESCUE | 214 |
| EMS BILLING SPECIALIST | FIRE & RESCUE | 206 |
| ENVIRONMENTAL INSPECTOR | PUBLIC WORKS/INSPECTIONS | 211 |
| ENVIRONMENTAL MANAGER | PUBLIC WORKS/LANDFILL | 220 |
| ENVIRONMENTAL PROGRAM ADMINISTRATOR | PUBLIC WORKS/ADMINISTRATION | 216 |
| ENVIRONMENTAL SAFETY TECHNICIAN | PUBLIC WORKS/LANDFILL | 212 |
| EVIDENCE CLERK (NON-SWORN) | SHERIFF'S OFFICE | 208 |
| EVIDENCE CLERK (SWORN) | SHERIFF'S OFFICE | 98 |
| EXTENSION TECHNICIAN | VIRGINIA COOP EXTENSION | 211 |
| F&R BATTALION CHIEF | FIRE & RESCUE | 111 |
| F&R CAPTAIN | FIRE & RESCUE | 109 |
| F&R LIEUTENANT | FIRE & RESCUE | 107 |
| F&R SPECIALIST | FIRE & RESCUE | 104 |
| F&R SPECIALIST - PARAMEDIC | FIRE & RESCUE | 104 |
| F&R TECHNICIAN | FIRE & RESCUE | 102 |
| FINANCE DIRECTOR | FINANCE | 232 |
| FINANCE SPECIALIST | FINANCE | 212 |
| FINANCE TECHNICIAN | AIRPORT | 206 |
| FIRE & RESCUE CHIEF | FIRE & RESCUE | 122 |
| FIREFIGHTER/EMT | FIRE & RESCUE | 101 |
| FLIGHT LINE SUPERVISOR | WINCHESTER REGIONAL AIRPORT | 211 |
| FLIGHT LINE TECHNICIAN | WINCHESTER REGIONAL AIRPORT | 209 |
| FOOD SERVICES ASSISTANT | NRADC | 206 |
| FOOD SERVICES MANAGER | NRADC | 217 |
| FREEDOM OF INFORMATION ACT (FOIA) OFFICER | SHERIFF | 220 |
| GAS PLANT OPERATOR | PUBLIC WORKS/LANDFILL | 215 |
| GIS ANALYST - COMMISSIONER OF REVENUE | COMMISSIONER OF THE REVENUE | 219 |
| GIS ANALYST - PLANNING | PLANNING & DEVELOPMENT | 219 |
| GIS ANALYST/PROGRAMMER | INFORMATION TECHNOLOGY | 220 |
| GIS MANAGER | INFORMATION TECHNOLOGY | 224 |
| GIS TECHNICIAN | INFORMATION TECHNOLOGY/PLANNING | 212 |
| HEAD CUSTODIAN | MAINTENANCE | 205 |

Frederick County Salary Administration Program - July 1, 2025

| Title | Department | Range |
|---|-----------------------------------|-------|
| HEAVY EQUIPMENT MECHANIC | PUBLIC WORKS/LANDFILL | 216 |
| HR ASSISTANT | HUMAN RESOURCES | 206 |
| HR DIRECTOR | HUMAN RESOURCES | 230 |
| HR GENERALIST - TALENT ACQUISITION | HUMAN RESOURCES | 214 |
| HR GENERALIST - TRAINING AND DEVELOPMENT/DATA ANALYTICS | HUMAN RESOURCES | 214 |
| HR MANAGER | HUMAN RESOURCES | 223 |
| HR SPECIALIST - BENEFITS AND OFFICE ADMINISTRATION | HUMAN RESOURCES | 208 |
| HR SPECIALIST - TALENT ACQUISITION | HUMAN RESOURCES | 208 |
| INMATE PROGRAM SPECIALIST | NRADC | 211 |
| INMATE PROGRAMS COORD | NRADC | 217 |
| INSPECTOR | PUBLIC WORKS/INSPECTIONS | 215 |
| INVESTIGATOR | SHERIFF'S OFFICE | 106 |
| IT DIRECTOR | INFORMATION TECHNOLOGY | 232 |
| LABORER | PUBLIC WORKS/LANDFILL SHAWNEELAND | 204 |
| LANDFILL MANAGER | PUBLIC WORKS/LANDFILL | 222 |
| LANDFILL OPERATIONS MANAGER | PUBLIC WORKS/LANDFILL | 217 |
| LANDFILL SPOTTER | PUBLIC WORKS/LANDFILL | 206 |
| LANDFILL TECHNICIAN | PUBLIC WORKS/LANDFILL | 209 |
| LEGAL SECRETARY - COMMONWEALTH ATTORNEY OFFICE | COMMONWEALTH ATTORNEY'S OFFICE | 208 |
| LEGAL SECRETARY - COUNTY ATTORNEY | COUNTY ATTORNEY'S OFFICE | 208 |
| LIDS TECH/RECORDS SUPV | NRADC | 217 |
| LIEUTENANT - NRADC | NRADC | 109 |
| LIEUTENANT - SHERIFF | SHERIFF'S OFFICE | 109 |
| LITIGATION SUPPORT MANAGER | COMMONWEALTH ATTORNEY'S OFFICE | 219 |
| MAINTENANCE COST ANALYST | COUNTY ADMINISTRATION | 217 |
| MAINTENANCE MECHANIC ASST | LANDFILL | 207 |
| MAINTENANCE SPECIALIST - MAINTENANCE | MAINTENANCE | 211 |
| MAINTENANCE SPECIALIST - PARKS AND RECREATION | PARKS AND RECREATION | 211 |
| MAINTENANCE SUPERVISOR - MAINTENANCE | MAINTENANCE | 217 |
| MAINTENANCE SUPERVISOR - NRADC | NRADC | 217 |
| MAINTENANCE SUPERVISOR ASSISTANT | MAINTENANCE | 214 |
| MAINTENANCE TECHNICIAN - AIRPORT | AIRPORT | 209 |
| MAINTENANCE TECHNICIAN - NRADC | NRADC | 209 |
| MAINTENANCE WORKER | MAINTENANCE | 206 |
| MAJOR/CHIEF DEPUTY | SHERIFF'S OFFICE | 118 |
| MARKETING COORDINATOR | PARKS & RECREATION | 212 |
| MARKETING MANAGER | EDA | 219 |
| MASTER DEPUTY | SHERIFF'S OFFICE | 106 |
| MEDICAL CLINIC ADMINISTRATIVE ASSISTANT | NRADC | 211 |
| MENTAL HEALTH CONSULTANT | NRADC | 216 |
| MENTAL HEALTH DIRECTOR | NRADC | 220 |
| MIS DIRECTOR | INFORMATION TECHNOLOGY | 228 |
| MIS PROGRAMMER | MIS DEPARTMENT | 225 |
| MORTGAGE SPECIALIST | TREASURER'S OFFICE | 214 |
| MOTOR EQUIP OPERATOR | PUBLIC WORKS/SHAWNEELAND | 209 |
| NETWORK ADMINISTRATOR | INFORMATION TECHNOLOGY | 220 |
| NETWORK OPERATIONS MANAGER | INFORMATION TECHNOLOGY | 224 |
| NURSING DIRECTOR | NRADC | 220 |
| OPERATIONS MANAGER - PARKS AND RECREATION | PARKS AND RECREATION | 217 |
| OPERATIONS MANAGER - PUBLIC WORKS | PUBLIC WORKS | 217 |
| OPERATIONS SUPERINTENDENT | PARKS & RECREATION | 220 |
| OPERATIONS SUPERVISOR | AIRPORT | 220 |
| OPERATIONS SUPERVISOR | PUBLIC SAFETY COMMUNICATIONS | 220 |
| P&R ASSISTANT DIRECTOR | PARKS & RECREATION | 224 |
| P&R DIRECTOR | PARKS & RECREATION | 230 |

Frederick County Salary Administration Program - July 1, 2025

| Title | Department | Range |
|--|--------------------------------|-------|
| P&R MARKETING MANAGER | PARKS & RECREATION | 217 |
| P&R PROGRAM COORDINATOR | PARKS & RECREATION | 211 |
| PARK & STEWARDSHIP PLANNER | PARKS & RECREATION | 217 |
| PARK MAINTENANCE TECHNICIAN - CLEARBROOK PARK | PARKS & RECREATION | 205 |
| PARK MAINTENANCE TECHNICIAN - SHERANDO PARK | PARKS & RECREATION | 205 |
| PARK MANAGER - CLEARBROOK PARK | PARKS & RECREATION | 217 |
| PARK MANAGER - SHERANDO PARK | PARKS & RECREATION | 217 |
| PARKS SUPERINTENDENT | PARKS & RECREATION | 220 |
| PAYROLL MANAGER | FINANCE | 222 |
| PC TECHNICIAN | INFORMATION TECHNOLOGY | 209 |
| PERMIT MANAGER | PUBLIC WORKS/INSPECTIONS | 215 |
| PERMIT TECHNICIAN | PUBLIC WORKS/INSPECTIONS | 208 |
| PERSONAL PROPERTY DIVISION SPECIALIST | COMMISSIONER OF THE REVENUE | 215 |
| PERSONAL PROPERTY SUPV | COMMISSIONER OF THE REVENUE | 216 |
| PLANNER I | PLANNING & DEVELOPMENT | 215 |
| PLANNER II | PLANNING & DEVELOPMENT | 219 |
| PLANNING DIRECTOR | PLANNING & DEVELOPMENT | 230 |
| PROBATE CLERK | CLERK'S OFFICE | 208 |
| PROGRAM SUPERVISOR | PARKS & RECREATION | 214 |
| PROJECT MANAGER | PUBLIC WORKS/ADMINISTRATION | 217 |
| PROPERTY CLERK | NRADC | 205 |
| PTS CASE MANAGER | NRADC-DCS | 215 |
| PTS/PROBATION OFFICER - NRADC-DCS | NRADC/NRADC-DCS | 213 |
| PTS/PROBATION OFFICER - NRADC-DCS-PRETRIAL EXPANSION | NRADC/NRADC-DCS | 213 |
| PTS/PROBATION OFFICER - NRADC | NRADC-DCS | 213 |
| PUBLIC INFORMATION/FOIA OFFICER | COUNTY ADMINISTRATION | 220 |
| PUBLIC SAFETY COMMUNICATIONS DIR | PUBLIC SAFETY COMMUNICATIONS | 230 |
| PUBLIC WORKS DIRECTOR | PUBLIC WORKS/ADMINISTRATION | 232 |
| PURCHASING MANAGER | FINANCE | 222 |
| RADIO SYSTEM ADMINISTRATOR | PUBLIC SAFETY COMMUNICATIONS | 219 |
| REAL EST ASSESS CHIEF ADMIN | COMMISSIONER OF THE REVENUE | 226 |
| RECORDS CLERK - NRADC | NRADC | 205 |
| RECORDS CLERK - SHERIFF | SHERIFF'S OFFICE | 205 |
| RECORDS CLERK II | SHERIFF'S OFFICE | 206 |
| RECREATION SUPERINTENDENT | PARKS & RECREATION | 220 |
| RECREATION TECHNICIAN | PARKS & RECREATION | 206 |
| RESEARCH MANAGER | EDA | 217 |
| REVENUE ANALYST | TREASURER'S OFFICE | 215 |
| RISK MGR BUDGET ANALYST | FINANCE | 224 |
| SANITARY DISTRICT MANAGER | PUBLIC WORKS/SHAWNEELAND | 217 |
| SCALE OPERATOR | PUBLIC WORKS/LANDFILL | 209 |
| SECRETARY - COMMISSIONER OF REVENUE | COMMISSIONER OF THE REVENUE | 206 |
| SECRETARY - COR - REASSESSMENT/BOARD OF ASSESSMENT | COMMISSIONER OF THE REVENUE | 206 |
| SECRETARY - COMMONWEALTH ATTORNEY OFFICE | COMMONWEALTH ATTORNEY'S OFFICE | 206 |
| SECRETARY - EXTENSION OFFICE | VIRGINIA COOP EXTENSION | 206 |
| SECRETARY - FIRE & RESCUE | FIRE & RESCUE | 206 |
| SECRETARY - NRADC | NRADC | 206 |
| SECRETARY - OLD DOMINION COURT SERVICES | NRADC-DCS | 206 |
| SECRETARY - PLANNING AND DEVELOPMENT | PLANNING & DEVELOPMENT | 206 |
| SECRETARY - INSPECTIONS | PUBLIC WORKS/INSPECTIONS | 206 |
| SECRETARY - PUBLIC SAFETY COMMUNICATIONS | PUBLIC SAFETY COMMUNICATIONS | 206 |
| SECRETARY - VICTIM WITNESS | VICTIM/WITNESS PROGRAM | 206 |
| SECRETARY - SHAWNEELAND SANITARY DISTRICT | PUBLIC WORKS/SHAWNEELAND | 206 |
| SERGEANT - NRADC | NRADC | 106 |
| SERGEANT - SHERIFF | SHERIFF'S OFFICE | 106 |

Frederick County Salary Administration Program - July 1, 2025

| Title | Department | Range |
|--|--------------------------------|-------|
| SHERIFF | SHERIFF'S OFFICE | CO |
| SOLID WASTE COORDINATOR | PUBLIC WORKS/LANDFILL | 214 |
| SOLID WASTE MANAGER | PUBLIC WORKS/LANDFILL | 217 |
| SPONGY MOTH COORDINATOR | EXTENSION OFFICE | 212 |
| SR ACCOUNT ANALYST | TREASURER'S OFFICE | 215 |
| SR ACCOUNT CLERK (BUSINESS) | COMMISSIONER OF THE REVENUE | 209 |
| SR ACCOUNT CLERK (PERSONAL PROPERTY) | COMMISSIONER OF THE REVENUE | 209 |
| SR ANIMAL CARETAKER | PUBLIC WORKS/ANIMAL SHELTER | 206 |
| SR ASAP CASE MANAGER | NRADC-DCS | 215 |
| SR COLLECTOR | TREASURER'S OFFICE | 222 |
| SR DEPUTY REGISTRAR | REGISTRAR'S OFFICE | 211 |
| SR DESIGN REVIEW SPECIALIST | PUBLIC WORKS/INSPECTIONS | 216 |
| SR INSPECTOR | PUBLIC WORKS/INSPECTIONS | 217 |
| SR LANDFILL TECHNICIAN | PUBLIC WORKS/LANDFILL | 210 |
| SR LEGAL SECRETARY | COMMONWEALTH ATTORNEY'S OFFICE | 209 |
| SR LEGAL SECRETARY | COUNTY ATTORNEY'S OFFICE | 209 |
| SR MOTOR EQUIP OPERATOR | PUBLIC WORKS/SHAWNEELAND | 210 |
| SR PERMIT TECHNICIAN | PUBLIC WORKS/INSPECTIONS | 209 |
| SR PLANNER | PLANNING & DEVELOPMENT | 222 |
| SR PROBATION CASE OFFC | NRADC-DCS | 208 |
| SR PROGRAM COORDINATOR | INFORMATION TECHNOLOGY | 225 |
| SR PROJECT MANAGER | PUBLIC WORKS/ADMINISTRATION | 222 |
| SR RECORDS CLERK | FREDERICK COUNTY | 209 |
| SR SECRETARY - ANIMAL SHELTER | PUBLIC WORKS/ANIMAL SHELTER | 207 |
| SR SECRETARY - FIRE AND RESCUE | FIRE & RESCUE | 207 |
| SR SECRETARY - PLANNING | PLANNING & DEVELOPMENT | 207 |
| SR SECRETARY - SHERIFF | SHERIFF'S OFFICE | 207 |
| SUPERINTENDENT | NRADC | 120 |
| SYSTEMS ADMINISTRATOR | INFORMATION TECHNOLOGY | 223 |
| TECHNOLOGY ADMIN COORDINATOR | INFORMATION TECHNOLOGY | 217 |
| TREASURER | TREASURER'S OFFICE | CO |
| UTILIZATION REVIEW/CONTINUOUS QUALITY IMPROVEMENT SPECIALIST | CHILDREN'S SERVICES | 217 |
| VW PROGRAM ASSISTANT MANAGER | VICTIM/WITNESS PROGRAM | 209 |
| VW PROGRAM MANAGER | VICTIM/WITNESS PROGRAM | 214 |
| VW PROGRAM OFFICE ASSISTANT | VICTIM/WITNESS PROGRAM | 205 |
| WORK RELEASE SPECIALIST | NRADC | 209 |
| ZONING ADMINISTRATOR | PLANNING & DEVELOPMENT | 218 |
| ZONING INSPECTOR | PLANNING & DEVELOPMENT | 211 |

| SALARY RANGES NON-SWORN POSITIONS
<i>Adopted July 2025</i> | | | | SALARY RANGES SWORN POSITIONS
<i>Adopted July 2025</i> | | | |
|---|-----------|-----------|-----------|---|-----------|-----------|-----------|
| Range | Minimum | Midpoint | Maximum | Range | Minimum | Midpoint | Maximum |
| 239 | \$190,962 | \$234,884 | \$314,744 | 122 | \$140,691 | \$175,863 | \$232,140 |
| 235 | \$157,105 | \$193,239 | \$258,940 | 120 | \$127,611 | \$159,513 | \$210,557 |
| 232 | \$135,713 | \$166,927 | \$223,683 | 118 | \$115,747 | \$144,683 | \$190,982 |
| 230 | \$123,096 | \$151,408 | \$202,886 | 115 | \$99,986 | \$124,983 | \$164,977 |
| 229 | \$117,234 | \$144,198 | \$193,225 | 112 | \$86,372 | \$107,965 | \$142,514 |
| 228 | \$111,652 | \$137,332 | \$184,024 | 111 | \$82,259 | \$102,824 | \$135,727 |
| 227 | \$106,335 | \$130,792 | \$175,261 | 109 | \$74,611 | \$93,264 | \$123,109 |
| 226 | \$101,271 | \$124,564 | \$166,916 | 108 | \$71,058 | \$88,823 | \$117,246 |
| 225 | \$96,449 | \$118,632 | \$158,967 | 107 | \$67,675 | \$84,593 | \$111,663 |
| 224 | \$91,856 | \$112,983 | \$151,293 | 106 | \$64,452 | \$80,565 | \$106,346 |
| 223 | \$87,482 | \$107,602 | \$144,188 | 105 | \$61,384 | \$76,728 | \$101,282 |
| 222 | \$83,316 | \$102,478 | \$137,321 | 104 | \$58,460 | \$73,075 | \$96,459 |
| 220 | \$75,570 | \$92,951 | \$124,555 | 103 | \$55,676 | \$69,595 | \$91,866 |
| 219 | \$71,972 | \$88,526 | \$118,623 | 102 | \$53,025 | \$66,281 | \$87,491 |
| 218 | \$68,545 | \$84,310 | \$112,975 | 101 | \$50,500 | \$63,125 | \$83,325 |
| 217 | \$65,280 | \$80,295 | \$107,595 | 100 | \$48,096 | \$60,120 | \$79,353 |
| 216 | \$62,172 | \$76,471 | \$102,471 | 99 | \$45,806 | \$57,257 | \$75,575 |
| 215 | \$59,211 | \$72,830 | \$97,592 | 98 | \$43,625 | \$54,532 | \$71,976 |
| 214 | \$56,392 | \$69,361 | \$92,945 | | | | |

Frederick County Salary Administration Program - July 1, 2025

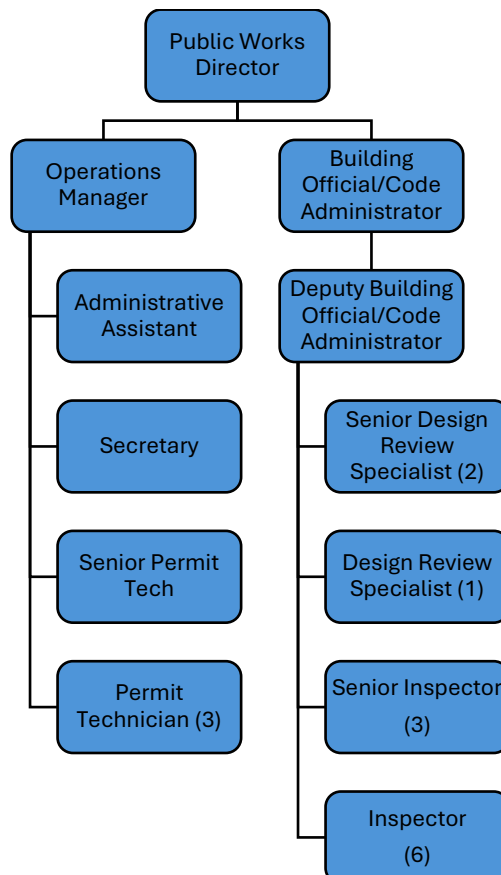
| Title | | | | Department | | | Range |
|--|----------|----------|----------|---|--|--|-------|
| 213 | \$53,706 | \$66,059 | \$88,518 | **Ranges 110, 113, 114, 116, 117, 119, and 121 were intentionally not used. | | | |
| 212 | \$51,149 | \$62,913 | \$84,304 | | | | |
| 211 | \$48,714 | \$59,918 | \$80,289 | | | | |
| 210 | \$46,394 | \$57,064 | \$76,466 | | | | |
| 209 | \$44,185 | \$54,346 | \$72,825 | | | | |
| 208 | \$42,080 | \$51,759 | \$69,357 | | | | |
| 207 | \$40,076 | \$49,294 | \$66,054 | | | | |
| 206 | \$38,168 | \$46,947 | \$62,909 | | | | |
| 205 | \$36,351 | \$44,711 | \$59,913 | | | | |
| 204 | \$34,619 | \$42,583 | \$57,060 | | | | |
| | | | | | | | |
| ** Ranges 221, 231, 233, 234, 236, 237 and 238 were intentionally not used. | | | | | | | |
| ** On November 3, 2022, the Regional Jail Authority approved the starting salary for Food Service Assistants (Range 206) at \$41,300. As of July 1, 2025, the starting salary for Food Service Assistants will be \$42,968 (with 2% COLA increase included). | | | | | | | |
| | | | | | | | |

Mission

To protect the health, safety, and welfare of the general public by assuring that all buildings, structures, and related equipment are constructed, installed, and maintained in compliance with the standards contained within the Virginia Uniform Statewide Building Code.

Department Description

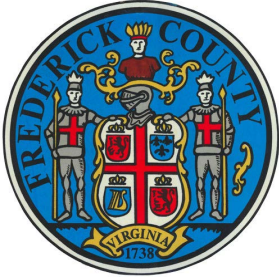
- The primary function of this office is to administer provisions of the State Building and Local Land Development Codes
- This office currently provides inspections for residential, commercial, and industrial in the fields of general building, plumbing, mechanical, and electrical
- This office also enforces the provisions of the Virginia Property Maintenance Code and the Virginia Rehabilitation Code on existing structures
- The Building Department is responsible for maintaining and tracking permits issued for all new construction, alterations, additions, repairs, and demolitions
- Staff is on call 24/7 to respond in the event of an emergency to evaluate existing structures which have been subject to physical damage
- This department is an active member of the Virginia Building Code Officials Association



Goals/Objectives

- Inform contractors and the public of 2021 Virginia Construction Code changes.
- Work with Region III of the Virginia Building and Code Officials Association to conduct local training courses related to the Virginia Construction Code.
- Work with current staff to maintain work schedule with efficient response to inspections and permit issuance.
- Continue to cross-train office staff to make the permitting process more efficient and to provide excellent customer service.
- Work to improve customer service by providing alternative payment methods to customers.

| Service Levels | FY2024
Actual | FY2025
Budget | FY2026
Plan |
|---|------------------|------------------|----------------|
| Number of inspections performed | 23746 | 24,112 | 24250 |
| Number of building/zoning related permits issued | 8255 | 7,611 | 8997 |
| Number of failed inspections | 7664 | 7,472 | 8311 |
| Number of code-related FOIA inquiries | 197 | 158 | 178 |
| Number of code-related Property Maintenance and complaints received | 341 | 156 | 250 |
| Number of plans submitted for review | 2150 | 2,234 | 2192 |



Board of Supervisors

Agenda Item Detail

Meeting Date: July 9, 2025

Agenda Section: Planning Commission Business - Other Planning Business

Title: Information/Discussion: Ordinance Amendment – Transfer of Development Rights & Traffic Impact Analysis Standards Update

Proposal to amend Chapter 165 - Zoning Ordinance to clarify the Transfer of Development Rights (TDR) program's receiving property criteria, transfer process, and development approval procedures. Additionally, staff proposes revising the adopted Traffic Impact Analysis (TIA) Standards to facilitate the use of a TIA in the consideration of TDR projects and other by right development

Attachments:

[BOS07-09-25OA_TransfDevRts_TraflmptAnalysis_Update.pdf](#)



MEMORANDUM

TO: Board of Supervisors

FROM: Wyatt Pearson, AICP, Director of Planning & Development

SUBJECT: Ordinance Amendment – Transfer of Development Rights & Traffic Impact Analysis Standards Update

DATE: July 2nd, 2025

Proposal:

This is a proposal to amend Chapter 165 - Zoning Ordinance to clarify the Transfer of Development Rights (TDR) program's receiving property criteria, transfer process, and development approval procedures. Additionally, staff proposes revising the adopted Traffic Impact Analysis (TIA) Standards to facilitate the use of a TIA in the consideration of TDR projects and other by right development

This ordinance amendment was initiated by staff.

Current Standard & Proposed Changes:

The TDR ordinance sets out a number of criteria to qualify properties to receive TDR rights, how the transfer of rights is conducted, and how the eventual development is approved procedurally. The proposed changes would remove any ambiguity regarding which comprehensive planned land uses are appropriate as receiving areas by directly referencing them in the ordinance and associating them with the underlying zoning district. In order to provide clarity to potential program participants, the transfer process is proposed to be modified to allow for a contingent Master Development Plan to be processed and approved prior to transfer of rights onto the property. Additionally, a change to the development approval procedures includes a requirement to coordinate the development plans with the standards contained in the County's adopted Area Plans to ensure that the projects are implemented in a manner that furthers implementation of the Comprehensive Plan.

In 2009 the Board of Supervisors approved the attached Traffic Impact Analysis Standards as a means for clarifying when and how TIAs would be required and conducted. Since then, VDOT has updated Chapter 527 in a way that has largely deemed some of the references from the County's policy irrelevant or raised the bar too high for by right development projects in the staff's opinion. Therefore, staff recommend considering the attached changes to this policy alongside of this ordinance amendment to provide the ability to require a TIA in the review of TDR projects and other by right development.

Summary & Requested Action:

Staff is seeking a decision from the Board of Supervisors for referral of the proposed ordinance amendment and policy update to the Development Review and Regulations Committee (DRRC) for further discussion and the authorization to schedule public hearings for the Planning Commission and Board of Supervisors.

Attachments: 1. Draft TDR Ordinance Amendment
 2. 2009 Adopted Traffic Impact Analysis Standards
 3. 2025 Proposed Traffic Impact Analysis Standards
 4. Resolution Directing Planning Commission Public Hearing

ARTICLE III
Transfer Of Development Rights (TDR) Program

PART 301
Establishment and Purpose
[Added 4-28-2010]

§ 165-301.01. Purpose.

Pursuant to the authority granted by §§ 15.2-2316.1 and 15.2-2316.2 of the Code of Virginia, there is established a transfer of development rights (TDR) program, the purpose of which is to transfer residential density from eligible sending areas to eligible receiving areas and/or transferee through a voluntary process for permanently conserving agricultural and forestry uses of lands and preserving rural open spaces, and natural and scenic resources. The TDR program is intended to supplement land use regulations, resource protection efforts and open space acquisition programs and encourage increased residential density where it can best be accommodated with the least impacts on the natural environment and public services by:

- A. Providing an effective and predictable incentive process for property owners of rural and agricultural land to preserve lands with a public benefit; and
- B. Implementing the Comprehensive Policy Plan by directing residential land uses to the Urban Development Area (UDA); and
- C. Providing an efficient and streamlined administrative review system to ensure that transfers of development rights to receiving areas are processed in a timely way and balanced with other county goals and policies and are adjusted to the specific conditions of each receiving area.

§ 165-301.02. Applicability. [Amended 11-13-2013]

The procedures and regulations in Article III of Chapter 165 shall apply to the transfer of development rights from land qualifying as sending properties to land qualifying as receiving properties and/or to a transferee. Land utilizing transferred development rights may be subdivided at an increased density above the base density specified by Tables 1 to 3 in § 165-302.03 in applicable receiving areas. All development utilizing transferred development rights shall conform to the guidelines contained in the Comprehensive Policy Plan.

§ 165-301.03. Right to transfer development rights; general provisions.

- A. A development right shall be transferred only by means of documents, including a covenant to which Frederick County is party and any appropriate releases, in a recordable form approved by the Director of Planning and Development or his designee. The covenant shall limit the future construction of dwellings on a sending property to the total number of development rights established by the zoning of the property minus all development rights previously transferred in accordance with this chapter, any development rights previously extinguished or limited as a result of a recorded covenant against the property, the number of development rights to be transferred by the proposed transaction, and the number of existing

single-family detached dwellings on the sending property. If a sending property contains no dwelling units, a development right equal to that for one single-family dwelling must be maintained for the property, except that for properties larger than 100 acres, one development right equal to that for one single-family dwelling must be maintained for each multiple of 100 acres, or fraction thereof, contained within the sending property.

- B. Each transferor shall have the right to sever all or a portion of the rights to develop from the parcel in a sending district and to sell, trade, or barter all or a portion of those rights to a transferee consistent with the purposes of § 165-301.01 so long as the conditions of § 165-301.03A are met.
- C. Any transfer of development rights pursuant to this chapter authorizes only an increase in maximum density and shall not alter or waive the development standards of the receiving district, nor shall it allow a use otherwise prohibited in a receiving district.
- D. Transfer of development rights shall not be available for the following:
 - (1) Portions of lots owned by or subject to easements (including, but not limited to, easements of roads, railroads, electrical transmission lines, gas or petroleum pipelines) in favor of governmental agencies, utilities and nonprofit corporations.
 - (2) Land restricted from development by covenant, easement or deed restriction.
- E. Any transfer of development rights shall be recorded among the land records of Frederick County, Virginia.
- F. Value of transferable development rights. The monetary value of transferred development rights is completely determined between the seller and buyer.

PART 302
Sending and Receiving Properties

§ 165-302.01. Sending properties.

- A. For the purposes of this chapter, a sending property must be an entire tax parcel or lot qualified under § 165-302.01B of this section. Sending areas may only be located within the rural areas outside of the Urban Development Area (UDA) and the Sewer and Water Service Area (SWSA), and zoned RA (Rural Areas), as described in the Comprehensive Policy Plan and the RA Zoning District of this chapter.¹ A sending property shall be maintained in a condition that is consistent with the criteria in this section under which the sending was qualified.
- B. Qualification of a sending property shall demonstrate that the site contains a public benefit such that the preservation of that benefit by transferring residential development rights to another site is in the public interest, according to all of the following criteria:
- (1) Designated in the Comprehensive Policy Plan as Rural Area;
 - (2) Designated on the Zoning Maps of Frederick County as being zoned RA (Rural Areas) and be located outside of the Urban Development Area (UDA) and the Sewer and Water Service Area (SWSA);
 - (3) Designated on the Sending Areas Map;
 - (4) Comprised of at least 20 acres in size; and
 - (5) Qualified for subdivision in accordance with Chapter 144 of the Frederick County Code, including, but not limited to, meeting all state road and access requirements. For TDR purposes, if the sending property consists of more than one parcel of land, at least one lot must meet all the subdivision requirements of Chapter 144; this lot shall be deemed the primary lot. Additional parcels that do not meet the subdivision requirements but are contiguous to the primary lot may be added to the sending property, if they are all under common ownership. For purposes of this section, lots divided by a street are considered contiguous if the lots would share a common lot line if the street was removed.
- [Amended 11-13-2013]**
- C. If a sending property has any outstanding code violations and/or unpaid taxes, the owner shall resolve these violations, including any required abatement, restoration, or payment of penalties or taxes, before the property may be qualified as a sending property in the transfer of development rights program.

§ 165-302.02. Receiving properties.

- A. Except as provided in Subsections B and C of this section, in order to be eligible as a receiving property, a property must be:
- (1) Located in one of the following zoning districts:

1. Editor's Note: See Art. IV, Agricultural and Residential Districts, Part 401, RA Rural Areas District.

- (a) RP (Residential Performance) District; or
 - (b) R4 (Residential Planned Community) District; and identified in the Frederick County Comprehensive Plan as Planned Unit Development; or
 - (c) RA (Rural Areas) District; and identified in the Frederick County Comprehensive Policy Plan as Residential, Urban Center, or Neighborhood Village; and
 - (2) Designated on the Receiving Areas Map;
 - (3) Served by public water and public sewer;
 - (4) Served by state-maintained roads or have the ability to utilize private roads in the RP District as permitted by Chapter 165 or Chapter 144;
 - (5) Located within the Urban Development Area (UDA) or a designated and defined Rural Community Center as identified in the Comprehensive Policy Plan; and
 - ~~(6) Identified in the Frederick County Comprehensive Policy Plan for residential land uses.~~
- B. A property is not eligible as a receiving property if the transfer of development rights to the property would adversely impact regionally or locally significant historical resources or naturally sensitive areas as specified in the Comprehensive Policy Plan.
- C. A property is not eligible as a receiving property if the property is located within the airport support area as identified by the Comprehensive Policy Plan.
- D. If a receiving property has any outstanding code violations and/or unpaid taxes, the owner shall resolve these violations, including any required abatement, restoration, or payment of penalties or taxes, before the property may be qualified as a receiving property in the transfer of development rights program.
- E. A receiving property may accept development rights from one or more sending properties, up to a maximum density specified in Tables 1 to 3 in § 165-302.03. **[Amended 11-13-2013]**

§ 165-302.03. Calculation of development rights.

- A. The number of residential development rights that a sending property is eligible to send to a receiving property and/or transferee shall be determined by applying the sending property base density established in Subsection C of this section to the area of the sending property after deducting all the following:
- (1) Development rights previously transferred in accordance with this chapter;
 - (2) Development rights previously extinguished or limited as a result of a recorded conservation easement or similar covenant against the property;
 - (3) The number of existing single-family dwellings on the sending property;
 - (4) The amount of any submerged land (i.e., lakes, ponds, streams), floodplains, and steep slopes as determined by Frederick County GIS data.
 - (5) The amount of any land contained within easements (including, but not limited to, easements of roads, railroads, electrical transmission lines, gas or petroleum pipelines)

in favor of governmental agencies, utilities and nonprofit corporations.

- B. If a sending property contains no dwelling units, a development right equal to that for one single-family dwelling must be maintained for the property. Properties with over 100 acres shall be required to retain the number of development rights required in accordance with § 165-301.03A.
- C. For the purposes of calculating the amount of development rights a sending property can transfer, the square footage or acreage of land contained within a sending property shall be determined by a valid recorded plat or survey, submitted by the applicant property owner and that has been prepared and stamped by a land surveyor licensed in the Commonwealth of Virginia.
- D. For the purposes of the transfer of development rights program only, sending sites zoned RA (Rural Areas) shall have a base density of one dwelling unit per five acres for transfer purposes.
- E. Any fractions of development rights that result from the calculations in Subsection A of this section shall not be included in the final determination of total development rights available for transfer.
- F. Development rights from one sending property may be allocated to more than one receiving property and/or transferee and one receiving property and/or transferee may accept development rights from more than one sending property.
- G. The determination of the number of residential development rights a sending property has available for transfer to a receiving property and/or transferee shall be documented in a TDR letter of intent to issue a transfer of development rights certificate issued by the Director of Planning and Development or his designee, pursuant to the provisions of § 165-302.05 of Chapter 165, and shall be considered a final determination, not subject to revision. Such a determination shall be valid only for purposes of the transfer of development rights program and for no other purpose. Any changes to the proposed sending property shall void any issued letters of intent.
- H. A sending property transferee may extinguish TDR density rights, sever and hold TDR density rights, sever and sell TDR density rights, or apply TDR rights to a receiving property in a receiving district in order to obtain approval for development at a density greater than would otherwise be allowed on the land in the receiving district, up to the maximum density or intensity outlined in the table below. **[Amended 11-13-2013]**

| Table 1 | | | |
|---|--|--|---|
| Maximum Density Allowed in Zoning Districts Through Transfer of Development Rights (TDR) Program | | | |
| Zoning District and Land Use | Property Size (acres) | Maximum Density in Dwelling Units per Acre Without TDRs | Maximum Density for Dwelling Units per Acre with TDR Transfers |
| RA (Rural Areas) | RA receiving property | 1 unit per 5 acres | Density for qualified RA receiving properties in the UDA shall be consistent with the allowable RP density utilizing TDRs (see below) |
| RA (Rural Areas)
*For designated rural community centers | RA receiving property | 1 unit per 5 acres | 1 unit per acre in designated rural community centers served by community septic systems |
| RP (Residential Performance)
*Density by parcel size for all other housing types and developments with mixed housing types
*See § 165-402.05 for maximum percentage of multifamily housing. | 0 to 10
10.1 to 25
25.1 to 50
50.1+ | 10
6
6
6 | 15
10
10
10 |
| RP (Residential Performance)
Multifamily residential buildings and Age-Restricted multifamily

Garden apartments
Townhouse (single-family attached) | N/A | 20

10
10 | 24

15
15 |

| Table 1 | | | |
|---|------------------------------|--|---|
| Maximum Density Allowed in Zoning Districts Through Transfer of Development Rights (TDR) Program | | | |
| Zoning District and Land Use | Property Size (acres) | Maximum Density in Dwelling Units per Acre Without TDRs | Maximum Density for Dwelling Units per Acre with TDR Transfers |
| R4 (Residential Planned Community) | >100 | 4 | 10 |

- I. TDR density rights may be converted to bonus density rights by an increase in the residential density on the receiving property, based on the conversion factors in the table below. **[Amended 11-13-2013]**

| Table 2 | |
|---|--|
| Maximum Density Allowed in Zoning Districts Through Transfer of Development Rights (TDR) Program | |
| Designated Sending Area | Each Transferred Density Right May Be Converted to This Bonus Density in the Receiving Area |
| Sending Area No. 1 | 1 density right = 2 dwelling units |
| Sending Area No. 2 | 1 density right = 1.5 dwelling units |
| Sending Area No. 3 | 1 density right = 1 dwelling unit |

- (1) Allowable sending area bonus density remains subject to the maximum density provisions outlined in Table 1 of § 165-302.03H.
- (2) If properties located in Sending Area No. 1 (designated Agricultural and Forestal District) that have transferred bonus density rights are subsequently withdrawn from the designated sending area (the designated Agricultural and Forestal District), the total number of density rights transferred, including bonus density rights, shall be counted against any future subdivision ability of the property.
- (3) When TDR density rights are applied to a receiving property, the density right to housing type conversion rate shall be outlined in the table below. Such density conversions shall be demonstrated on the master development plan for the receiving property.

| Table 3 | |
|--|--|
| TDR Density Right Conversion Rate | |
| Housing Type | Conversion Rate |
| Single-family | 1 TDR density right = 1 dwelling unit |
| Single-family attached | 1 TDR density right = 1.5 dwelling units
(*all fractions must be rounded down) |
| Multifamily | 1 TDR density right = 1.75 dwelling units
(*all fractions must be rounded down) |

§ 165-302.04. TDR sending property development limitations.

- A. Following the transfer of residential development rights, a sending property that has retained part of its development rights may subsequently accommodate remaining residential dwelling units on the sending property consistent with the requirements of the RA (Rural Areas) District and all requirements of the Frederick County Code. A sending property that has retained part of its development rights may also transfer the remainder of the eligible rights through the transfer of development rights program.
- B. On sending properties with environmental features as outlined in § 165-302.03A, the development rights shall be severed from the areas outside of the specified environmental features. If development rights are retained on the sending property, future subdivision of the parcel cannot occur on the areas where development rights have already been severed.
- C. The limitations in this section shall be included in a deed covenant applicable to the sending property.

§ 165-302.05. Sending property certification.

- A. The Director of Planning and Development or his designee shall be responsible for determining that a proposed sending property meets the qualifications of § 165-302.01. The Director of Planning and Development or his designee shall render a determination or denial under this subsection within 60 days of the date of submittal of a completed sending property determination application. If the determination is that a property meets the qualifications of § 165-302.01, the Director of Planning and Development or his designee shall issue the determination in the form of a letter of intent to issue a transfer of development rights certificate. A letter of intent issued under this subsection shall be valid until the development rights are severed and extinguished through the transfer process or unless applicable zoning changes are approved that would affect the sending property or unless the property is developed.
- B. Determinations of sending property qualifications under Subsection A of this section are appealable to the Board of Supervisors by filing a notice of appeal with the Director of Planning and Development or his designee within 30 days of the date of the determination.
- C. The Director of Planning and Development shall be responsible for maintaining permanent

records of action taken pursuant to the transfer of development rights program under this Article III of Chapter 165, including records of letters of intent issued, certificates issued, deed restrictions and covenants known to be recorded, and development rights retired, otherwise extinguished, or transferred to specific properties and/or transferees.

- D. Responsibility for preparing a completed application for a determination that a proposed sending property meets the qualifications of § 165-302.01 rests exclusively with the applicant/property owner. An application for a transfer of development rights to issue a transfer of development rights letter of intent shall contain:
- (1) A certificate of title for the sending property prepared by an attorney admitted to practice law in the Commonwealth of Virginia;
 - (2) Five copies of a valid recorded plat or survey of the proposed sending parcel and a legal description of the sending property prepared by a land surveyor licensed in the Commonwealth of Virginia;
 - (3) A plan showing the existing and proposed dwelling units and any areas already subject to a conservation easement or other similar encumbrance;
 - (4) A completed density calculation worksheet for estimating the number of available development rights;
 - (5) The application fee as set forth in the development review fees adopted by the Board of Supervisors; and
 - (6) Such additional information required by the Director of Planning and Development or his designee as necessary to determine the number of development rights that qualify for transfer.
- E. A transfer of development rights letter of intent issued by the Director of Planning and Development or his designee shall state the following information:
- (1) The name of the transferor;
 - (2) The name of the transferee, if then known;
 - (3) A legal description of the sending property on which the calculation of development rights is based;
 - (4) A statement of the size, in acres, of the sending property on which the calculation of development rights is based;
 - (5) A statement of the number of development rights, stated in terms of number of dwelling units, eligible for transfer;
 - (6) If only a portion of the total development rights is being transferred from the sending property, a statement of the number of remaining development rights, stated in terms of number of dwelling units, remaining on the sending property;
 - (7) The date of issuance;

- (8) The signature of the Director of Planning and Development or his designee; and
 - (9) A serial number assigned by the Director of Planning and Development or his designee.
- F. No transfer of development rights under this article shall be recognized by Frederick County as valid unless the instrument of transfer contains the transfer of development rights certificate issued under this section.

§ 165-302.06. Instruments of transfer.

- A. An instrument of transfer of development rights shall be reviewed and approved as to the form and legal sufficiency by the County Attorney and, upon such approval, the County Attorney shall notify the transferor or his or her agent, who shall record the instrument with the Clerk of the Circuit Court and shall provide a copy to the Commissioner of the Revenue. An instrument of transfer of development rights shall conform to the requirements of this section and shall contain the following:
- (1) The names of the transferor and the transferee;
 - (2) A legal description and plat of the sending property prepared by a land surveyor licensed in the Commonwealth of Virginia;
 - (3) The transfer of development rights certificate described in § 165-302.03G;
 - (4) A covenant indicating the number of development rights remaining on the sending property and stating that the sending property may not be subdivided to or developed to a greater density than permitted by the remaining development rights;
 - (5) A covenant that the transferor grants and assigns to the transferee and the transferee's heirs, assigns, and successors a specific number of development rights from the sending property to a receiving property and/or a transferee;
 - (6) A covenant by which the transferor acknowledges that he has no further use or right of use with respect to the development rights being transferred; and
 - (7) A covenant that all provisions of the instrument of transfer of development rights shall run with and bind the sending property and may be enforced by Frederick County.
- B. An instrument of transfer of development rights shall be recorded prior to release of development permits, including building permits, for the receiving property.

PART 303

Transfer Process and Development Procedures**§ 165-303.01. Transfer process.**

Development rights shall be transferred using the following process:

- A. Following approval of the sending property determination application and issuance of the letter of intent as described in § 165-302.05, the Director of Planning and Development or his designee shall issue the transfer of development rights certificate, agreeing to a transfer of development rights in exchange for the proposed sending property deed covenant to which Frederick County is a party. If a sending property with a transfer of development rights certificate changes ownership, the certificate may be transferred to the new owner if requested in writing to the Department of Planning and Development by the person(s) that owned the property when the certificate was issued, provided that the documents evidencing the transfer of ownership are also provided to the Department of Planning and Development.
- B. In applying for receiving property or receiving person approval, the applicant shall provide the Department of Planning and Development with one of the following:
 - (1) A transfer of development rights certificate issued in the name of the applicant;
 - (2) A transfer of development rights certificate issued in the name of another person or persons and a signed option to purchase those TDR sending property development rights; or
 - (3) A transfer of development rights certificate issued in the name of the applicant or another person(s) and a copy of a signed option to purchase those TDR sending property development rights.

C. The receiving property applicant and/or transferee may elect to submit a Master Development Plan and receive approval of the same, if compliant with County Code, contingent upon the final transfer of development rights.

~~C.D.~~ The receiving property applicant and/or transferee shall deliver the documentation outlined in § 165-303.01B for the number of TDR development rights being severed or transferred and the TDR extinguishment document to the County.

~~D.E.~~ Development rights from a sending property shall be considered transferred to a receiving property and/or a transferee and extinguished when the extinguishment document for the sending property has been recorded.

§ 165-303.02. Development approval procedures.

A. A request to utilize transferred development rights on an eligible receiving property must be in the form of a Master Development Plan and a Subdivision Design Plan submitted to the Department of Planning and Development in accordance with the Zoning and Subdivision of Land regulations contained in Chapters 165 and 144 of the County Code.

~~A.~~ Any proposed development utilizing transferred development rights will comply with the standards contained within the County's Area Plans as adopted in the Frederick County Comprehensive Plan for the receiving area in which the development shall occur. This may include but is not limited to the dedication of rights of way for future planned roads

and trail systems, or their construction if warranted via the Traffic Impact Analysis (TIA).

- B. All subdivisions for receiving properties zoned RA (Rural Areas) utilizing development rights shall be subject to the same requirements as property zoned RP (Residential Performance) and shall not qualify for the standards specified in § 144-31 of the Frederick County Code
- B.C. A final recorded plat for a subdivision using transferred development rights shall contain a statement setting forth the development proposed, the zoning classification of the property, the number of development rights used, and a notation of the recordation of the conveyance required by § 165-302.06.

Traffic Impact Analysis Standards

Approved by Board of Supervisors on July 22, 2009

A Traffic Impact Analysis (TIA) may be required to allow County Officials and staff the opportunity to assess the impact of a proposed development. The TIA should provide sufficient information to allow this assessment to take place. Any application that includes a TIA, which does not meet the standards herein, shall not be considered complete.

When a TIA is required

Any action that meets the thresholds outlined in the Virginia Department of Transportation Chapter 527 regulations shall require a TIA (see attached VDOT table). Additionally, Frederick County may choose to require a TIA under the following scenarios:

1. All rezonings will require a TIA unless waived by Planning Staff.
2. TIA's for Master Plans will be held to the VDOT Chapter 527 standard for Subdivision Plat, Site Plan, or Plan of Development.
3. Any other proposed action (other than site plan) that has not been previously approved by the County and is expected to generate 100 or more residential vehicle trip ends in the peak hour or 250 commercial vehicle trips in the peak hour, where a TIA has not been completed for a similar or greater trip generation. Additionally, staff may require a TIA on corridors experiencing significant congestion or safety concerns.
4. A change in use that has not been previously approved by the County and, while not resulting in greater trip generation, results in a significant change in trip demographics or peak travel times resulting in an unstudied impact on the transportation system as determined by VDOT or the County.

Process and Report Requirements

1. Submit a determination form to Planning Staff, which will be used to determine whether the project requires a TIA or a VDOT Chapter 527 submittal.
2. Each TIA will be required to undergo a formal scoping meeting with VDOT and County Staff. The applicant shall be responsible for scheduling the scoping meeting with the above agencies. A re-scoping meeting will not be required in the event that one of the agencies is absent.

3. Each submittal must include the following:
 - a. All required VDOT copies and payment to VDOT for Chapter 527 submittal.
 - b. All items on the checklist which can be found in the Traffic Impact Analysis Regulations Administrative Guidelines published by VDOT in September, 2007. (Utilize the subdivision plat or site plan package checklist for master plans.)
 - c. One paper copy (or PDF on CD) and one CD with modeling files. If submitting PDF of the report, both report and modeling files may be on the same CD.
 - d. Planning Staff will distribute all copies to VDOT for review within ten business days and will provide comments and or approval of the TIA within four weeks of submittal.
4. Each TIA must include the following:
 - a. An executive summary which summarizes the development; significant findings of the TIA; and results of proposed mitigation.
 - b. Sections on existing traffic, existing traffic with design year background traffic, existing traffic with design year background and development generated traffic. In certain situations it may be appropriate to eliminate some of the above scenarios or to have other scenarios included; the Planning Staff in concert with VDOT are entitled to make modifications at the scoping meeting.
 - c. The TIA must include all proposed access points, with details about access type.
 - d. Accident Data for the most recent three year period to include accident type and severity if readily available from the State Police.
 - e. Appendices that include output report sheets from the analysis software, grouped according to location.
 - f. Planning Staff and/or VDOT may require additional analysis, required by the uniqueness of each development.

Technical Details

1. Trip generation must be determined using the most recent addition of the ITE. Trip Generation Report unless a variance is granted by VDOT or the Planning Staff. Only trip generation methodology approved by VDOT and Planning Staff may be used.
2. The TIA must depict the maximum traffic generated by the proposed zoning as determined by the Planning Staff. If the proposed proffers limit the development activities to uses that produce equal or less traffic, a less than maximum impact may be used.
3. The applicant may include other applicable scenarios in their presentation to the Board of Supervisors and/or Planning Commission.

4. Existing signal timings provided by VDOT must be used for existing conditions. However, where existing signal timings are not operating optimally as demonstrated by the applicant and agreed to by VDOT, an improved signal timing plan may be used if that plan is provided by the applicant.
5. Level of Service (LOS) must be considered for all signalized movements and approaches and shown graphically in the report.
6. When level of service does not meet the requirements of the Comprehensive Plan, the report must include suggested improvements that would mitigate the impacts of the development as required by the Comprehensive Plan.
7. When a new signal is proposed, arterial level of service must be analyzed, including a signal progression analysis if warranted.
8. When conditions of existing or existing with background scenarios result in a level of service F, additional analysis must be completed, including development traffic to determine the impacts of the new development. Items to include in this comparison are intersection capacity utilization, changes in delays, queue lengths, and vehicle to capacity ratio.

Traffic Impact Analysis Standards

Proposed for consideration July 2nd, 2025

A Traffic Impact Analysis (TIA) may be required to allow County Officials and staff the opportunity to assess the impact of a proposed development. The TIA should provide sufficient information to allow this assessment to take place. Any application that includes a TIA, which does not meet the standards herein, shall not be considered complete.

When a TIA is required

Any action that meets the thresholds outlined in the Virginia Department of Transportation Chapter 527 regulations shall require a TIA. Additionally, Frederick County may choose to require a TIA under the following scenarios:

1. All rezonings will require a TIA unless waived by Planning Staff.
2. Any other proposed action that has not been previously approved by the County and is expected to generate 100 or more residential vehicle trip ends in the peak hour or 250 commercial vehicle trips in the peak hour, where a TIA has not been completed for a similar or greater trip generation unless waived by Planning Staff. Additionally, staff may require a TIA on corridors experiencing significant congestion or safety concerns.
3. A change in use that has not been previously approved by the County and, while not resulting in greater trip generation, results in a significant change in trip demographics or peak travel times resulting in an unstudied impact on the transportation system as determined by VDOT or the County unless waived by Planning Staff.

Process and Report Requirements

1. When seeking to waive the TIA requirement, a request shall be submitted in writing to Planning Staff. Staff may request additional information such as trip generation or other data which will be used to determine whether the project requires a TIA. Staff may also request a lower level of analysis than a full TIA if warranted.
2. All TIA's will be required to undergo a formal scoping meeting with VDOT and County Staff. The applicant shall be responsible for scheduling the scoping meeting.

3. Regardless of application type (ie Rezoning, Masterplan, Site Plan, Subdivision Plan, etc), TIA's shall be conducted in accordance with guidelines set forth in VDOT's Administrative Guidelines for the Traffic Impact Analysis Regulations and 24 VAC 30-155.



RESOLUTION

Action:

BOARD OF SUPERVISORS:

July 9, 2025

Pending

**DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING CHAPTER 165, ZONING ORDINANCE**

**ARTICLE III
TRANSFER OF DEVELOPMENT RIGHTS (TDR) PROGRAM**

PART 302 – SENDING AND RECEIVING PROPERTIES

§165-302.02. RECEIVING PROPERTIES.

PART 303 – TRANSFER PROCESS AND DEVELOPMENT PROCEDURES

§165-303.01 TRANSFER PROCESS

§165-303.02 DEVELOPMENT APPROVAL PROCEDURES

WHEREAS, a proposal to amend Chapter 165 – Zoning Ordinance to clarify the Transfer of Development Rights receiving property criteria, transfer process, and development approval procedures was considered; and

WHEREAS, the amendment will be referred to the Development Review and Regulations Committee (DRRC) for review at their next regular meeting; and

WHEREAS, the Board of Supervisors discussed the proposed changes on July 9, 2025; and

WHEREAS, the Frederick County Board of Supervisors finds it appropriate in the public necessity, convenience, general welfare, and good zoning practice to direct the Frederick County Planning Commission to hold a public hearing regarding an amendment to Chapter 165;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors, that in the interest of public health, safety, general welfare, and good zoning practice, the Frederick County Planning Commission hold a public hearing to consider changes to Chapter 165 Article III to clarify the Transfer of Development Rights receiving property criteria, transfer process, and development approval procedures.

Passed this July 9, 2025, by the following recorded vote:

Josh E. Ludwig, Chairman

John F. Jewell

Heather H. Lockridge

Robert W. Wells

Blaine P. Dunn

Judith McCann-Slaughter

Robert T. Liero

A COPY ATTEST

Michael L. Bollhoefer
Frederick County Administrator