

TOWN OF GROTTOS
TOWN COUNCIL WORKSESSION AGENDA
December 11, 2023
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Comprehensive Plan update agreement.
2. Discussion of a pool lease agreement.
3. Council's Citizen Pool Committee update and discussion.

TOWN OF GROTTUES
TOWN COUNCIL MEETING AGENDA
December 11, 2023
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING –CLERK MORRIS

WELCOME CITIZENS

APPROVAL OF MINUTES – FROM THE MEETINGS OF NOVEMBER 13, 2023.

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

REPORTS OF THE STANDING COMMITTEES:

1. Finance – Council member Raynes, Chair
 - a. ACTION - Approval of Financial Reports
2. Water and Sewer – Council member Bailey, Chair
3. Ordinance, Health, and Property – Council member Kohl, Chair
4. Streets and Street Lights – Council member Justis, Chair
5. Parks, Recreation and Public Facilities – Council member Chittum, Chair
 - a. Discussion of a pool lease agreement
 - b. Council’s Citizen Pool Committee
6. Special Events - Council member Leeth, Chair
7. Personnel, Fire and Police Protection – Mayor Plaster, Chair

STAFF REPORTS:

1. Town Manager
2. Town Attorney
3. Treasurer
4. Assistant to Town Manager
5. Police Chief

6. Public Works Director

7. Parks and Tourism Director

NEW BUSINESS

1. Application for Conditional Use Permit

OLD BUSINESS

CLOSED SESSION - Pursuant to Section 2.2-3711(A)1 of the code of Virginia for matters relating to personnel.

ADJOURN

November 13, 2023

A work session of the Town Council of the Town of Grottoes was held on Monday, September 11, 2023, at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of November 13, 2023, of the Grottoes Town Council to order at 6:00 p.m.

ATTENDANCE: Council Members present: Mayor Jo Plaster, Tim Leeth, David Raynes, Joshua Bailey, Eddie Chittum and Michael Kohl.

Other Town Officials present were: Town Attorney Michael Helm, Town Manager Stefanie McAlister, Town Clerk Tara Morris, Treasurer Rhonda Danner, Public Works Director AJ Hummel, Parks Director Austin Shank and Police Sergeant Steve Knight.

Mayor Plaster said the first item on the agenda was the use of the remaining water ARPA funds. Manager McAlister said the water and sewer committee met a few weeks ago and discussed what money was left in the water ARPA fund after the completion of the water line replacement projects and the radio read water meter project. Manager McAlister said there is \$346,762.00 remaining in the water fund, which is not enough for the 6th Street line replacement project. She said we have also discovered that we do not have functioning valves in the area to shut the water off on 6th Street and that we would have to shut off water to the whole town. Manager McAlister said that therefore, staff has discussed using \$100,000.00 to add valves at strategic locations in the water network. She said another recommendation is to use \$200,000.00 to purchase meter bases, setters, lids, rings and other parts to change out aged or broken components while installing the new radio read meters. Manager McAlister said that staff also recommends extending the water line at the 200 block of 12th Street. She said this will cost about \$8,000.00 but will loop the lines and improve the network in the area. She said the last recommendation is to use \$20,750.00 to cover the cost of the motor and pump installation for well number one. Mayor Plaster said if the council were in agreement with these projects, we would need a motion to approve them. Council member Bailey replied so moved. Council member Leeth seconded the motion and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE

Mayor Plaster said the next item on the agenda is the GPR study results. Manager McAlister said we received the results back from the second Ground Penetrating Radar study and asked if they would provide us with a comparison from the study that was done 2022. She said the two reports were consistent, and the most recent one shows no additional voids or channels. Manager McAlister said with this study they were able to better identify the drain and the pipe which in the last study was marked as a vertical void. The report stated that the pipe terminus may be leaking substantial amounts of water. Council member Leeth asked Council member Kohl if he

has talked with the pool committee. Council member Kohl said he was waiting for the details of GPR report and said he will meet with them now.

Mayor Plaster said she wanted to discuss the Christmas Parade. She said the town staff has decided to organize the parade preparation and line-up. She said they have come up with a theme for the parade, which is Whoville and ask council members if they would be available to help decorate the council's float for the parade. Mayor Plaster said she would send an email out with a date to work on decorating the float.

Mayor Plaster adjourned the work session at 6:21 p.m.

November 13, 2023

A regular session of the Town Council of the Town of Grottoes was held on Monday, November 13, 2023, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of November 13, 2023, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

ATTENDANCE: Council members present Eddie Chittum, Joshua Bailey, Mayor Jo Plaster, David Raynes, Michael Kohl and Tim Leeth. Council members absent Jim Justis.

Other Town Officials present: Attorney Michael Helm, Town Manager Stefanie McAlister, Clerk Tara Morris, Parks Director Austin Shank, Treasurer Rhonda Danner, and Public Works Director AJ Hummel.

APPROVAL OF MINUTES

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; the Council approved the minutes from the meetings on October 11, 2023, as presented.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Michael Betts addressed the council asking for their support to use John Painter Park to invite the JMU Football Team to a “bowl” on Saturday, December 2, 2023. He said we will offer JMU the same as the NCAA Rules Committee which is absolutely nothing for playing in a post season game. He said we would not offer an opponent, a stadium, or SWAG, but we would hold a 2K race, tailgate, and welcome the team, to show our support to them for such a great season. Mr. Betts said he wants to extend the invitation and if accepted proceed with advertising for this event. He said we would need enough fans to outline the sidelines of our field.

REPORTS OF STANDING COMMITTEE:

FINANCE – Council member Raynes made a motion, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of October.

WATER AND SEWER – Council member Bailey said the committee met and discussed additional projects for the remaining ARPA money that was allocated to the water fund. He said they discussed the projects in the work session meeting and approved them to move forward.

Council member Bailey said after those projects are complete, we will have around \$18,000.00 remaining.

ORDINANCE, HEALTH, AND PROPERTY – no report

STREET AND STREET LIGHTS – no report

PARKS, RECREATION AND PUBLIC FACILITIES – Council member Chittum commented on the fall festival. He said it was a good turnout and a well-organized event.

SPECIAL EVENTS – Council member Leeth said the Veterans Day Ceremony was very successful and well attended. Council member Leeth said the Grottoes Christmas Parade is Sunday, December 3, 2023, at 5:00 p.m. with the tree lighting following the parade.

PERSONNEL, FIRE AND POLICE PROTECTION – no report.

STAFF REPORTS

TOWN MANAGER. Manager McAlister pointed out from her staff report that Glo Fiber is interested in a cable franchise agreement with the town. She said the attorney has a copy and that they will be reviewing it.

ATTORNEY. Nothing to report.

TREASURER. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

ASSISTANT TO TOWN MANAGER. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

POLICE CHIEF. A written report was provided.

PUBLIC WORKS. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

RECREATION AND TOURISM DIRECTOR. Director Shank said the fall festival was a great event with over 1,000 attendees. He said he wanted to thank all the volunteers and his staff help make the event a success. Director Shank said the Haunted Cave was also very successful and he needed to thank Tracey Collins for all her hard work in making that event happen. He said next up is Caroling in the Caverns. Director Shank this fundraising event is with the Grottoes Ruritans for the Boys and Girls Club. He said tickets are on sale now online.

NEW BUSINESS – none

OLD BUSINESS – none

Mayor Plaster declared the meeting adjourned at 7:12 p.m.

Mayor

Clerk



MEMORANDUM

TO: Mayor and Town Council
FROM: Stefanie McAlister, Town Manager
DATE: 7 December 2023
SUBJECT: Staff Report

1. Comprehensive Plan Update

On November 30th I met with staff from the Central Shenandoah Planning District Commission (CSPDC) to discuss an update to the Grottoes Comprehensive Plan. Also in attendance was Gleamer Sullivan, chair of the Comprehensive Plan Committee of the Planning Commission. The purpose of the meeting was to discuss the current plan, overall goals for an update, how the process should be conducted and the establishment of an agreement for these services from the CSPDC. On December 5 I reviewed a draft agreement from the CSPDC. That draft is attached to this staff report. We will review the draft agreement and discuss the proposed process for the update during the council's December 11th work session.

2. FY 2023-2024 Paving Schedule

Based on their schedule, Smith's Paving will begin work on town streets starting the week of December 18th. The town has \$152,543.56 in highway funds to put toward these projects. As denoted on the list provided to council earlier this year, paving will happen on Dogwood Avenue from the north side of the intersection with 13th Street to the north side of the 9th Street intersection and all of Edgewood Street. Also, the pull off area across from the Rescue Squad will be re-graveled.

3. Radio Read Water Meter Project

Staff continues to work toward meter replacement or retrofitting with radio read meters. Currently we are in the phase of the project of data correlation between the new meters' data collection and management software and our current financial management system (FMS) that creates water and sewer usage billing based on meter reading. Staff is working with representatives of both companies to accomplish the data integration. Also at this time the Town has an open bid for water meter crock components, which are part of this upgrade project.

**Treasurer's Staff Report
December 2023****Audit**

We are waiting to receive the final FY20 audit report which should be received by the end of this month. The year end trial balance numbers came from PB Mares last week and I am currently reviewing those. I have begun uploading the necessary FY21 files to the shared file system so they will be in place once the auditors are ready to start work on that year. Our last correspondence with PB Mares indicated that their available staff will begin the FY21 audit this month.

Positive Pay Program

The town has entered a new positive pay program with Atlantic Union Bank. This program includes some extra steps to help reduce the risk of fraud with our banking processes. Every outgoing check or ACH payment (electronic fund transfer) from the town's accounts will now be approved for a second time after leaving the office.

Taxes

We have received both real estate and personal property tax files from Rockingham County. These have been sent to Southern Software for the data conversion process. Once the completed files are received this month, the bills will be printed and mailed. Taxes are mailed out on or before January 5th and due on February 5th. These are taxes accrued for the previous calendar year. This will be the first year the town will be able to take tax payments online as well as by card in our office.

Utility Billing

Second notices for delinquent accounts were sent out December 6th. The due date for the 208 notices will be December 14th and cut-offs will happen December 18th.

Accounts Payable

Date:	November 2023
Number of May Checks:	91
Total June AP Expense:	\$526,982.21



Land Development Staff Report December 2023

Zoning Permits issued (November 2023)

- 4 Permits
 - 0 Single-Family
 - 0 Town houses
 - 2 Fence
 - 1 Renovation
 - 1 Pool

2023 total to date

92 Total Permits
2023 Total Dwellings
 15 Single-Family
 14 Townhouse units

Forest Station - (21st Street) – Construction continues on the first group of six townhouses. The developer has successfully completed the 12” water connection.

Cherry Street Townhouses - Construction continues on the Cherry Street Townhouses.

R-7 Area East of Cherry Avenue – Single family residential development continues, and the developers continue to run all service lines and construct the roads to state standards. Active construction continues along 16th Street and 14th Street.

Shady Creek – The developer is working on a contractual agreement with Ryan Homes. If this agreement happens construction on the next phase will begin spring of 2024. Site plan review has been completed and approved by town staff and all departments at Rockingham County for Phases 3-7. The developer has obtained the easements for the left turn lane off Eastside Highway, which must be completed before phase 6 (townhouses) can begin.

Conditional Use Permit – We have received an application for a Conditional Use Permit for 402 Augusta Avenue. A copy of the application is included in the packet for your review. The planning commission reviewed the application and moved to send the application forward to council for a joint public hearing to be held. The only action needed would be to set the public hearing date.

700 Dogwood Avenue – Construction has started at 700 Dogwood Avenue for the approved conditional use permit with the commercial front and two-family residential back.

Respectfully submitted:
 Tara Morris, Assistant to Town Manager

Grottoes Police Department

Staff Report

December 2023

Staffing

	Authorized	Filled	Vacant
Chief	1	1	0
Sergeant	1	1	0
Officer	4	3	1
Administrative Asst.	1	1	0

The police officer position is unfilled. Active recruitment continues.

Part-time Ofc. M.H. Elmore resigned from his position due to obligations at his full-time position with the Rockingham County Sheriff's Office which limited his availability. The vacant part-time position has been filled by Ofc. D. H. Roadcap. Ofc Roadcap started his career with the Rockingham County Sheriff's Office and currently works full-time with the Dayton Police Department.

DMV Grant

Full-time and part-time officers have been allowed to sign up to work traffic safety under the department's DMV Grant. The Officers cannot answer normal calls for service while working the grant project and they cannot work the grant while on a normal scheduled day to work. Officers are given dates and time frames (12 pm-10 pm) when the officer can work. Officers must work a minimum amount of 4 hours during that time frame as outlined in the grant instruction packet. So far 2 officers have logged 8 hours under the DMV grant and have produced 10 Uniform Traffic Summonses and 1 warning.

Police Activity

Officers assisted Virginia State Police with the apprehension of a wanted subject who was not a resident of the town. The wanted subject had outstanding warrants from other jurisdictions in and around the area. The wanted subject was taken into custody within Town limits and officers seized 86 pressed fentanyl pills and U.S. currency.

Equipment

One of the new police vehicles has arrived and will soon be put into service.

The solar flashing stop signs that the Town Council approved the purchase of have been ordered. According to the vendor, the signs will be shipped in 4-6 weeks.

Respectfully submitted
Jason Sullivan
Chief of Police.

December 2023

PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Asst. Public Works Director	1	1	0
Public Works Crew Leader	1	1	0
Maintenance/Utilities Tech	4	4	0
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	1	2

Continuing development in new areas of town will mean more infrastructure that requires maintenance. Maintaining sufficient staffing levels is critical and evaluating appropriate levels will be done yearly.

STREETS

Buildout by the developers of the extensions of 14th and 16th Streets continues. As required by code all streets are constructed to VDOT standards.

Leaf collection has begun for the 2023 fall season. The staff is finishing the first round through town.

Smith's Paving will begin street paving projects the week of December 18.

WATER AND SEWER

Septic Tanks

Staff are working a rotating schedule to get the septic tank pumping back on a consistent schedule. In the future, we will be pumping businesses in town with higher sewer usage (i.e., restaurants and convenience stores) more frequently, once a year, at a minimum. Currently there are 1,107 septic tanks in town. Besides working on a consistent rotating schedule of pumping, staff also pump tanks as requested by citizens. Of that total number of tanks, 335 (33%) have not been pumped in the last 10 years and are our priority. The EPA suggests that septic tanks should be pumped every 5 years. Since our system is designed differently than a typical residential septic tank and drain field system, pumping should not be necessary that frequently. However, the staff is working to ensure that all tanks are inspected at a minimum every 5 years, and a log citing the condition of the tank is kept.

Wastewater Plant

Currently the WWTP operates at about 75% - 80% of its operating capacity. There is a need to begin planning for the dredging of Lagoon A. Over the years sludge accumulates in lagoons and should be periodically removed. Our understanding is that this has not happened in Lagoon A. As sludge builds the capacity of the lagoon diminishes and makes the processing less tolerant of infiltration. There is much involved with a lagoon dredging project especially considering that this is a clay lined lagoon. Staff will continue to investigate how to move forward with this project.

Mr. Wolverton does great work for the town in running, complying, and maintaining the WWTP.

A.J. met with Rob Mangrum at the WWTP and they began discussing ways to make the plant run more efficiently and to look at ways to upgrade the plant in the future. Since that meeting the town has contracted the services of Mr. Mangrum to conduct a wastewater treatment plant capacity and condition assessment report. The report will also investigate planning the dredging of lagoon A if that is found to be necessary.

Water

Town staff in the coming months will be busy getting 2" and 8" main line valves installed to help isolate for leak repairs.

Our staff is updating the GIS map of the utilities whenever a new asset is found or is worked on.

The pump at well #1 went bad on 11/2/2023 and was in operation for approximately 15 years. On 11/06/2023 a new well pump was installed at well #1 along with a new 4" well meter that was already purchased and was planning to change out. The well meter at well #2 also stopped working and staff replaced it on 11/5/2023. It also was already purchased and was planning a change out.

New construction

The Public Works Department conducts inspections for all new water, sewer, and street installations throughout town. As we all know there is a lot of construction around town. The town staff is always looking and trying to plan on the water and sewer service increases. Glo fiber is in the process of running conduit in the alley ways around town which in turn is keeping the Town staff busy marking utilities and repairing sewer laterals. R&L construction is also in full swing of building houses on 16th.St.

Shady Creek Subdivision

There is no new construction currently.

VEHICLE AND EQUIPMENT MAINTENANCE

The department supplies preventative maintenance for the Town's equipment and vehicles, including the police department. The Town received a new utility truck which will benefit staff with snow removal and the establishment of crews.

PARKS AND FACILITIES

Public works staff are working with Parks to get projects at both locations done.

11/1/2023	Maintenance	6th.&Dogwwood	DS,LR,BK,JS	Install fall banners	Installed banners	Streets	1 hr.
11/2/2023	Maintenance	Around Town	LR,JS,BK	Yard work from leaks	Yard work	Water	2 Hrs.
11/3/2023	Maintenance	6th. St.	DS,TB,JP	Leaves on street	Picked up leaves	Streets	8 Hrs.
11/6/2023	Maintenance	Well lot	TB,LR	Well 1 not working	Replaced well motor & pump	Water	8/2 Hrs.
11/8/2023	Maintenance	Birch alley8th.& 9th.	DS,TB,JP	Glo fiber sewer lateral	Repaired sewer lateral	Sewer	1 Hr.
11/9/2023	Homeowner	96 Berkley	BK,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
11/9/2023	Maintenance	3rd. St.	WM,LR,JS	Old wood post	Remove old wood post	Streets	1 Hr.
11/13/2023	Homeowner	300 9th.St.	DS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
11/13/2023	Homeowner	208 13th.St.	DS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
11/14/2023	Homeowner	300 A&B 9TH.St.	DS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
11/15/2023	Homeowner	502 4th.St.	JS,LR	Pump septic tank	Pump septic tank	Sewer	2 Hrs.
11/16/2023	Maintenance	303 19th.St.	JS,LR	Replace meter/base	Replaced meter/base	Water	4 Hrs.
11/16/2023	Maintenance	21St.& Cherry	LR,JS	Rearrange stop signs	Moved stop sign	Streets	2.5 Hrs.
11/20/2023	Homeowner	809 13th.	DS,BK	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
11/20/2023	Maintenance	Berkley&Ast.	DS,BK	Car ran over stop sign	Replaced post	Streets	1 Hr.
11/20/2023	Maintenance	Painter Park	DS,BK	Water leak 2" main	Repaired 2" water main	Water	2 Hrs.
11/22/2023	Maintenance	6th. St.	DS,JS,BK	Take down flags	Removed flags	Streets	1 Hr.
11/27/2023	Maintenance	6th. St.	DS,JS,JP	Hang winter banners/snowflakes	Hung banners/snowflakes	Streets	2 Hrs.
11/27/2023	Maintenance	Painter Park	DS,JP,JS	Fix area from water leak	Fixed area from water leak	Water	3 Hrs.
11/28/2023	Maintenance	Town Hall	DS,BK	Remove weeds from around Town Hall	Removed weeds	Admin.	2 Hrs.
11/29/2023	Homeowner	802&804 Carson Circle	TB,DS,JP,AJ	Pump septic tank	Pumped tank rags on homeowners side	Sewer	3 Hrs.
11/29/2023	Maintenance	208 13th. St.	DS,JP,BK	Missing baffle on Town side of septic tank	Installed baffle in septic tank	Sewer	1 Hr.
11/29/2023	Homeowner	1301 Holly Ave.	JP,DS,BK	Pump septic tank	Pump septic tank	Sewer	2 Hrs.
11/30/2023	Maintenance	Town Hall	LK	Trim bushes in front of Town Hall	Trimmed bushes	Admin.	1 Hr.
11/30/2023	Homeowner	Grottoes Manor 721&723	DS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.

Parks & Tourism Staff Report December 2023

Staffing:	Authorized	Filled	Vacant
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Park Ranger II	1	0	1
Park Ranger I	-	11	-
Park Aide	-	0	-

- Park Aide and Park Ranger I positions replace the prior terminology of Tour Guide. Previously, there were 21 authorized tour guide positions. Staff will determine employee numbers once each position type is filled. With this improved staffing structure, we anticipate needing fewer overall employees.

Revenue:

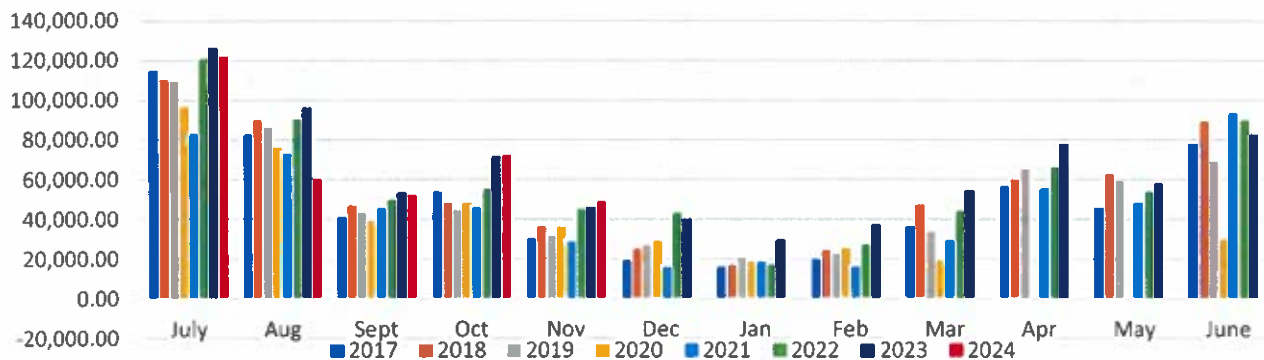
Parks & Tourism generated \$48,813.49 in revenue for the month of November. To compare with previous years please reference the charts at the end of this report.

1. **Caroling in the Caverns** has run smoothly thus far, only one performance remains on Sunday 12/17th, Shenandoah Valley Pipe Band. This is the final year the Ruritan Club will partner with the Parks & Tourism Department, and with their final endorsement, we will continue this beloved tradition exclusively in-house.
2. **Subterranean Sound:** A brand new, exclusive concert series will be launching early in 2024 which will take place inside Grand Caverns. This new project will entail alcohol sales, merchandising, and advance ticketing for a new band each Saturday evening for two months. We haven't gone public yet as the final logistics are nearly set. We're planning to begin promoting during the week of Christmas. This event has gained momentum very quickly resulting in 9 shows booked throughout the months of February and March. Being its inaugural year, we've capped the number of shows but will improve upon it based on success and feedback. This has explicitly been scheduled during our slow season to boost revenue and tourism to Grottoes which promises to segue into new business opportunities for your Parks & Tourism Department. I wish to thank both Town Administration and Council members for endorsing our improved staffing model, which is precisely what makes this type of opportunity feasible.
3. **Park Ranger II hiring.** As you'll recall, a full-time Park Ranger II position was authorized in the FY24 budget, with an anticipated start date of January 2024. We have successfully advertised throughout the month of November and received more applications than any other job posting, just over 50. Interviews are being conducted with the intent to extend a job offer before the holidays. I'll provide an update to council and the Personnel Committee at the next meeting.
4. **Giftshop Renovation.** A renovation project will begin during the month of January with the use of a grant awarded by Augusta County. In addition to all new retail furniture, staff will primarily perform renovation work to remove carpeting, refinish hardwood floors, refinish trim and other finishes, in addition to embedding the front desk/sales counter into the original architecture of the Stone Lodge. To keep costs minimized, Park Rangers will do most if not all of the work. Once completed, we'll also look to complete minor renovations in the Adventure Tour ready room,

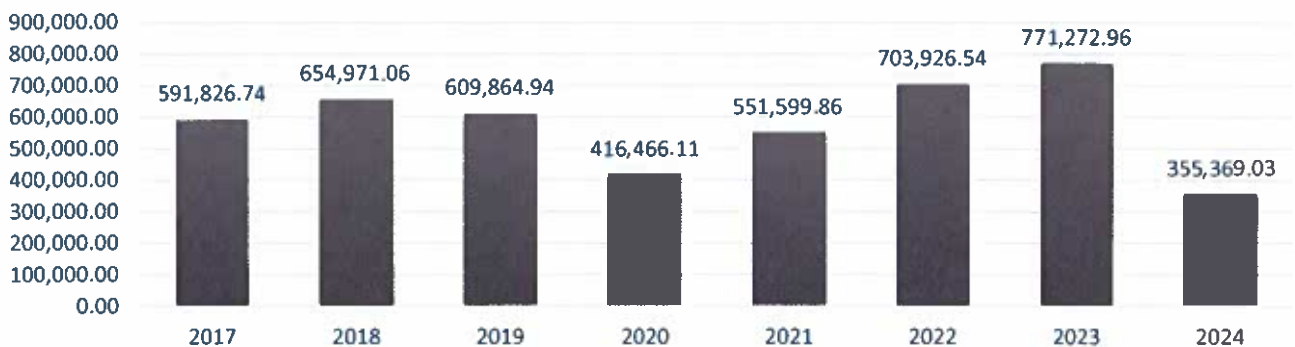
which is the final customer facing space at the Stone Lodge. The end result should vastly improve first impressions and guest experience.

Respectfully submitted,
 Austin Shank
 Parks & Tourism Director

Revenue per Month by Fiscal Year								
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
July	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53
August	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18
September	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89
October	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49
December	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	
January	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	
February	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	
March	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	
April	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	
May	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	
June	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	
Total	591,826.74	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	234,192.60



Total Revenue



TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT

APPLICATION CHECKLIST: Before this application can be accepted for processing, the applicant must submit the following:

- A. Complete the application in full and sign. (If not landowner, the landowner must also sign).
- B. Enclose sketch as required in application. The sketch must be to scale and no larger than 8-1/2" x 11"
- C. Please contact the Assistant to the Town Manager (249-5896) for appointment to review the completed application.

If application is not complete, it will not be accepted.

APPLICANT: Ashleigh Muttai / Richard Muttai
Circle if: owner purchaser other

MAILING ADDRESS: 1111 Scruggs Lane Daytime Phone: 267 236 8478
Grottoes VA 24441 Ashleigh Muttai
City/Town State Zip Contact Person

EMAIL ADDRESS: ashleighmuttai@gmail.com

PROPERTY ADDRESS: 402 Augusta Ave

USE APPLIED FOR: Child Day Care

PARCEL INFORMATION: _____

ACREAGE IN PARCEL: .1570 ZONING: B1

TAX MAP NO: 160D4-8-22D ACREAGE IN REQUEST, IF NOT WHOLE PARCEL: _____

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: 6,534 square feet 1 story

REQUIRED INFORMATION

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth and change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by Town staff in their analysis of your request.

An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

A. Are there any historical features, listed on a national or state registry, located on the property? If so, please provide documentation. no

B. Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation. _____

C. Are there any known cemeteries located on the property? no

D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.
Child Day Care 8am - 4:15m 6-7 employees parent/care giver of child will come twice daily

If the applicant wishes to offer any conditions for this special use request, please provide a copy of the of those conditions signed by those property owners listed on the deed of ownership.

FURNISH ON 8 1/2" X 11 PAPER, ONE (1) COPY OF A DRAWING SHOWING:

- (1) Size and shape of parcel of land where use or building is to be located.
- (2) Location of use of proposed and/or existing buildings---distance from streets and from adjoining property.
- (3) Size and shape of proposed and/or existing buildings.
- (4) Access to and from property.
- (5) Any planned screening or landscaping.
- (7) Number and location of off-street parking spaces.
- (8) Specify proposed use of area (if not contained in building).



Applicant Signature



Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

*****FOR OFFICE USE ONLY*****

FEE: \$200.00

DATE REC: 11/20/23

TAXES PAID 2021

HEARING DATE: _____

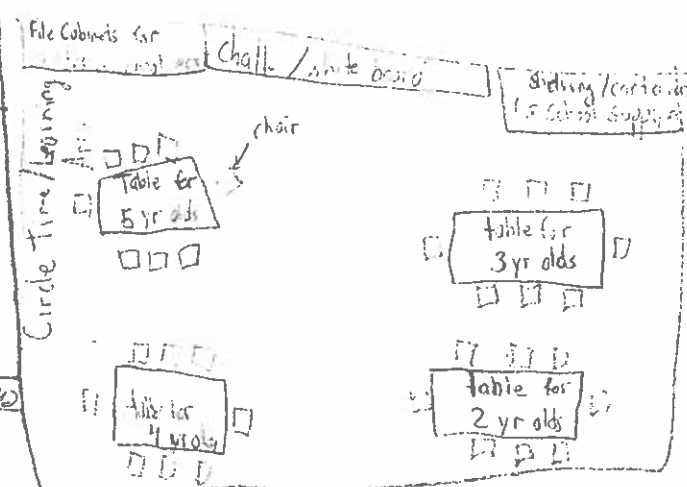
APPROVED / DENIED

gravel area
2535
E. Building

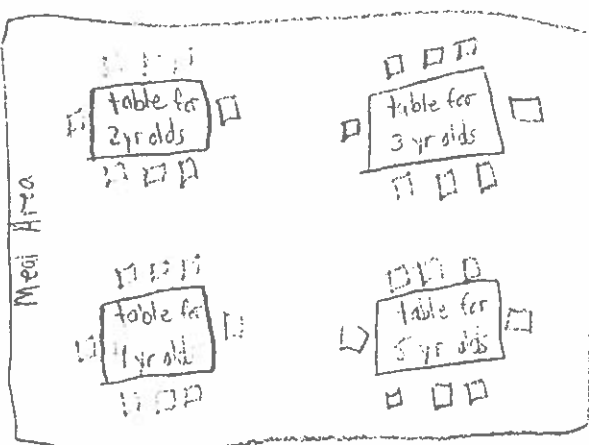
Utility room

12ft X 38ft storage room

closet



31ft X 49ft
School room



sick area
employee/director office 28ft X 18ft

batting cage

pavement/walk way

Vacant building

pavement/walk way

inactive parking lot

inactive parking lot

Emerson Building
4702 Augusta Ave
6400 sq ft building

back of vacant building

back of 102 Augusta
Avenue

back of building
Bathing Cage

gravel

gravel

30 ft

30 ft

900 sq ft fenced in outdoor
play area planning to
lease from field
owner

Open grass field