

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**August 14, 2023**  
**5:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Discussion on Capital Improvement Projects and ARPA Funds Use
2. Planning Commission and BZA member appointments
3. Council Vacancy
4. Sub Committee of Council



**TOWN OF GROTTOS**  
**TOWN COUNCIL MEETING AGENDA**  
**August 14, 2023**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – DEPUTY CLERK WHETZEL**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – FROM THE MEETINGS OF JUNE 12, 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 – Vacant, Chair
6. Special Events - Council member Leeth, Chair
7. Personnel, Fire and Police Protection – Mayor Plaster, Chair
  - a. Resignation of Council member Sterling

**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. Lot Line Sub-divide 500 block 19<sup>th</sup> Street
2. To set a joint public hearing for a rezoning request of 4.059 acres off Augusta Avenue from B3 to R7
  - a. Staff's rezoning report
  - b. Landowners' presentation
3. Constitution Week Proclamation

**OLD BUSINESS**

**CLOSED SESSION** – Pursuant to Section 2.2-3711(A)1 of the code of Virginia for the interviewing of candidates for a board or commission, and pursuant to section 2.2-3711(A)3 of the Code of Virginia for discussion or consideration of the acquisition of real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**ADJOURN**

July 10, 2023

A work session of the Town Council of the Town of Grottoes was held on Monday, July 10, 2023 at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of July 10, 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, Jim Justis, Michael Kohl, and Mark Sterling.

Other town officials present were: Town Attorney Nathan Miller, Town Manager Stefanie McAlister, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, Public Works Director AJ Hummel, Parks Director Austin Shank and Police Chief Jason Sullivan.

Mayor Plaster stated the first item on the agenda is discussion on Capital Improvement Projects and ARPA fund use. She then turned it over to Town Manager Stefanie McAlister who provided a handout entitled "General Fund Related Projects." Manager McAlister stated that ARPA funds must be allocated by December 2024 and spent by the end of December 2026. Manager McAlister asked the council to consider setting up a different workshop to discuss Capital Improvement Plan related projects. Mayor Plaster asked when the council would like to set up a separate workshop. August was discussed as a possible month to set a date. Council member Kohl asked if it could be a part of the August work session, possibly starting at 5:00 or 5:30 p.m. All in agreement to have work session August 14<sup>th</sup>, 2023, at 5:00 p.m.

Mayor Plaster said the next item on the agenda is Police Department surplus supplies. Chief Sullivan stated that his department had switched to 9mm handguns and that he has 12 cases of 40cal ammunition that he would like to ask the council to allow him to offer to other police departments or sell. Chief Sullivan also stated the police department has switched to nylon duty belts and he has leather duty belts to get rid of. Chief Sullivan states there are also non ballistic tactical gas vests that have been in the police surplus. Last year they updated the heat shield and flashlights for their patrol rifles, and he also has the old ones to get rid of. Council member Justis made a motion to allow Chief Sullivan to sell or get rid of excess equipment. Council member Raynes seconds the motion. The vote was carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

Mayor Plaster stated in other business is the Quiet Zone Establishment. Manager McAlister stated she reached out to the railroad and received information back indicating that there is an administration fee in relation to the request. Manger McAlister stated she does not have clear direction from the council and needs to know how they would like to proceed. Council member Bailey stated that he would like some more information on it. Mayor Plaster asked if the consensus of council is to see what the scope of work is. Council member Raynes and Kohl stated they were against taking the whistle away. Council member Bailey stated that a lot of localities in the Commonwealth do it. Council member Justis suggested that they get the scope of

the work and see what they say. Council was not wanting to move forward if cost were involved. Manager McAlister will take the next step with the railroad and include VDOT.

Mayor Plaster adjourned the work session at 6:17 p.m.

ATTEST:

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Mayor

July 10, 2023

A regular session of the Town Council of the Town of Grottoes was held on Monday, July 10 2023, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of July 10, 2023, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster called for a roll call.

**ATTENDANCE:** Council members present: Jim Justis, Joshua Bailey, Mark Sterling, Mayor Jo Plaster, David Raynes, Tim Leeth, and Michael Kohl.

Other Town officials present: Attorney Nathan Miller, Town Manager Stefanie McAlister, Deputy Clerk Jennifer Whetzel, Parks Director Austin Shank, Treasurer Rhonda Danner, Public Works Director AJ Hummel and Police Chief Jason Sullivan.

### **APPROVAL OF MINUTES**

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE; the council approved the minutes of the meetings on June 12, 2023.

### **PRESENTATIONS OF PETITIONS AND CLAIMS (PUBLIC COMMENT):**

Kathy Andes addressed the council stating that she has been a lifelong resident of Grottoes and that her family has lived in Grottoes for 100 years. She stated that she had two things to share. First, kudos to the Mayor and the town council for the Memorial Day Ceremony. Secondly, she wanted to share that she is in favor of saving the pool and has been attending town council meetings in regards to the pool and has been impressed with the comments being made. She stated that the senior citizens in town benefit from the pool. Ms. Andes spoke about going to the pool after having surgery on her shoulder and about all the people she had seen there that she knew. She had told her husband how good the pool looked after recent renovations and that she felt the town had never had so much to offer as it does now with its two nice parks, a few restaurants, and an affordable public pool. She, like many others, was shocked when she learned of the closing of the pool. She would like to commend the pool committee, their efforts, and their outside the box thinking to save Grand Caverns Pool for both the young and the young at heart.

### **REPORTS OF STANDING COMMITTEE:**

**FINANCE** – Council member Raynes made a motion, seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of June.

**WATER AND SEWER** – no report

**ORDINANCE, HEALTH, AND PROPERTY** – no report

**STREETS AND STREET LIGHTS** – no report

**PARKS, RECREATION AND PUBLIC FACILITIES** – no report

**SPECIAL EVENTS** – Council member Leeth announced that there is Bluegrass in the Park every Friday starting at 7:00 p.m. in July, Grottoes Cardinals' games start back this week, First Responders Day Ceremony, and re-dedication of John Painter Park July 29<sup>th</sup> from 4:00 p.m. – 7:00 p.m. Council member Leeth stated that this is a community event and that the Grottoes Fire Chief, Police Chief and a representative of the Grottoes Rescue Squad will be in attendance.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster announced the 75<sup>th</sup> Anniversary of the Grottoes Fire Department and stated there will be a celebration on August 5<sup>th</sup>, 2023, from 11:00 a.m. – 4:00 p.m. with a ceremony representing the departments past, present, and future. Mayor Plaster stated that this is a community event. Mayor Plaster also stated that the Party in the Park on June 24, 2023, was a nice event and hopefully we can expand on that and see what we can change or improve. Mayor plaster also thanked personnel and staff for their help with the event.

**STAFF REPORTS:**

TOWN MANAGER. Manager McAlister wanted to point out item #3 on staff report regarding Virginia's state budget. She stated that although there is an approved budget, the General Assembly goes through it every year and makes amendments, addendums, appropriations, etc. This year the legislature has not come to an agreement on the budget, so if they make changes, that could affect local government and the funding we receive from the state. Manager McAlister says she does not expect it to affect our budget, but that there is a possibility.

ATTORNEY. Attorney Miller stated that he has no issues 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 THE TOWN MANAGER. Manager McAlister wanted to report on The Shady Creek Subdivision and that they have been working with VDOT and landowners to obtain easements and rights-of-way to put in the left turn lane to be able to resume construction. She stated that they have gotten all the easements and they submitted a new site plan for approval through the Town and Rockingham County. Manager McAlister also mentioned that Shady Creek Subdivision is approved for 167 additional housing units.

POLICE CHIEF. A written report was provided. There were no additional comments from staff and no questions or comments from Council Members.

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



**NEW BUSINESS**

Council member Justis made a motion that the town does a second ground penetrating radar and obtain a report from an engineering firm regarding safety of the pool and cost determination for repairs to or below the pool. Council member Kohl 2<sup>nd</sup> the motion. The vote was 2-4, voting recorded as follows: JUSTICE – AYE; BAILEY – NAY; STERLING – NAY; RAYNES – NAY; KOHL – AYE; LEETH – NAY. Council member Leeth stated for the record “I think its very important we hear what our attorney has to say. I am not unopposed to the pool. I am opposed to making rash decisions without hearing what our attorney has to say,” regarding fundraising and the pool committee established by council.

**OLD BUSINESS**

Council member Justis made a motion, seconded by Council member Bailey, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE, to deny the sale of Town property located on 3<sup>rd</sup> St.

Mayor Plaster declared the meeting adjourned at 7:49 p.m.

ATTEST:

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Mayor

**Treasurer's Report  
July 2023**

**Revenues**

Water Sales	\$	21,709.52
Sewer Sales	\$	43,449.97
Trash Sales	\$	14,495.75
Standpipe	\$	568.80
Sewer Connections	\$	4,500.00
Water Connections	\$	4,500.00
Real Estate Taxes	\$	231.99
Personal Property	\$	521.42
Vehicle License Fee	\$	375.48
Tax Penalty & Interest	\$	88.35
Business License	\$	36,287.84
Cell Tower	\$	1,495.00
Cigarette Tax	\$	6,000.00
Fines & Costs	\$	1,436.96
Golf Cart Decals	\$	50.00
Meals Tax	\$	16,168.16
Sales Tax	\$	20,419.19
Transient Tax	\$	167.47
Zoning Fee	\$	100.00
Zoning Permit	\$	60.00
Communication Tax	\$	338.23
Utility Tax	\$	2,700.14
Consumption Tax	\$	446.56
JE Painter Park Shelter Rentals	\$	447.39
GC Admissions	\$	92,716.23
GC Giftshop Sales	\$	23,495.42
GC Mini Golf Sales	\$	369.00
GC Shelter Rentals	\$	960.75
GC Contracts	\$	<u>1,654.50</u>
	\$	295,754.12

***Disbursements***

Accounts Payable	\$	252,723.60
Payroll	\$	47,237.56
Federal Payroll Taxes	\$	12,638.36
Federal Payroll Taxes	\$	14,172.42
State Payroll Taxes	\$	1,825.00
State Payroll Taxes	\$	2,063.00
Caverns Sales Tax	\$	551.06
Anthem	\$	23,019.00
Aflac	\$	1,360.79
Intuit Transfer Fee	\$	466.05
Merchant Bank Fee	\$	13.50
Town Visa Credit Cards	\$	7,272.82
Virginia Retirement System	\$	<u>17,454.94</u>
	\$	380,798.10

**Highway FY23**

FY 22 Carry-Over	\$	191,285.63
July - June Expenses	\$	(752,834.47)
1st - 4th Quarter	\$	<u>714,092.40</u>
FY23 Carry-Over	\$	152,543.56

**Highway FY24**

July Expenses	\$	43,318.17
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Veterans Memorial	\$	6,638.69
Town Activities	\$	4,110.23
RBEG Checking	\$	27,637.00
Kids Fish Day	\$	6,435.07
Grand Caverns Playground Fund	\$	24,904.23
ARPA Funds	\$	1,772,553.03

\$	6,530,853.43	
\$	(152,543.56)	Highway
\$	<u>(1,772,553.03)</u>	ARPA
\$	4,605,756.84	



New Business #1

PAID

JUL 12 2023

# Development Application

TOWN OF GROTTOES

Development Name: Shreckhise Brothers, Inc., lot division

Type of Plat/Plan:  Preliminary  Final

Plat/Plan Submission Date: June 12, 2023

Will there be a division of land or reconfiguration of lot lines? yes

Contact Person: Tara Durso Phone #: 540 447-6085

Contact's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer/Surveyor: Randy Newman Email: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone #: 540 421-6232

Developers Address: \_\_\_\_\_

Property Owner Name & Address: Shreckhise Brothers, Inc.

Tax Map Number(s): 160D2-1-B126-L1 Total Acres: 0.61 acre Zoning: R2

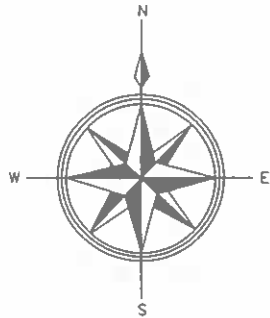
General project description: Dividing lot into two; creating a 0.275 acre lot to build a SFD. Residual portion could be divided again. Could have 1 or 2 additional houses.

Number of Lots: \_\_\_\_\_ Type of Units/#: \_\_\_\_\_

Approximate Development Schedule: Start started Completion Oct-Nov '23

- ❖ Submit two copies of the preliminary plat. One electronic copy (.pdf), plus two printed copies, one of which is no larger than 11" x 17".
- ❖ Submit a copy of the recorded deed if property was purchased in the last 12 months.
- ❖ When submitting plan, please complete and sign the preliminary plan submission requirements checklist.
- ❖ Reminder, after approval of preliminary plan and/or development approval by the elected body, if necessary, construction plans are to be submitted to Rockingham County for disbursement and review.
- ❖ Fees must be paid at the time of submittal.

For office use	Date Received: <u>June 12, 23</u>	Fee: <u>\$100<sup>00</sup></u>	Receipt #: _____
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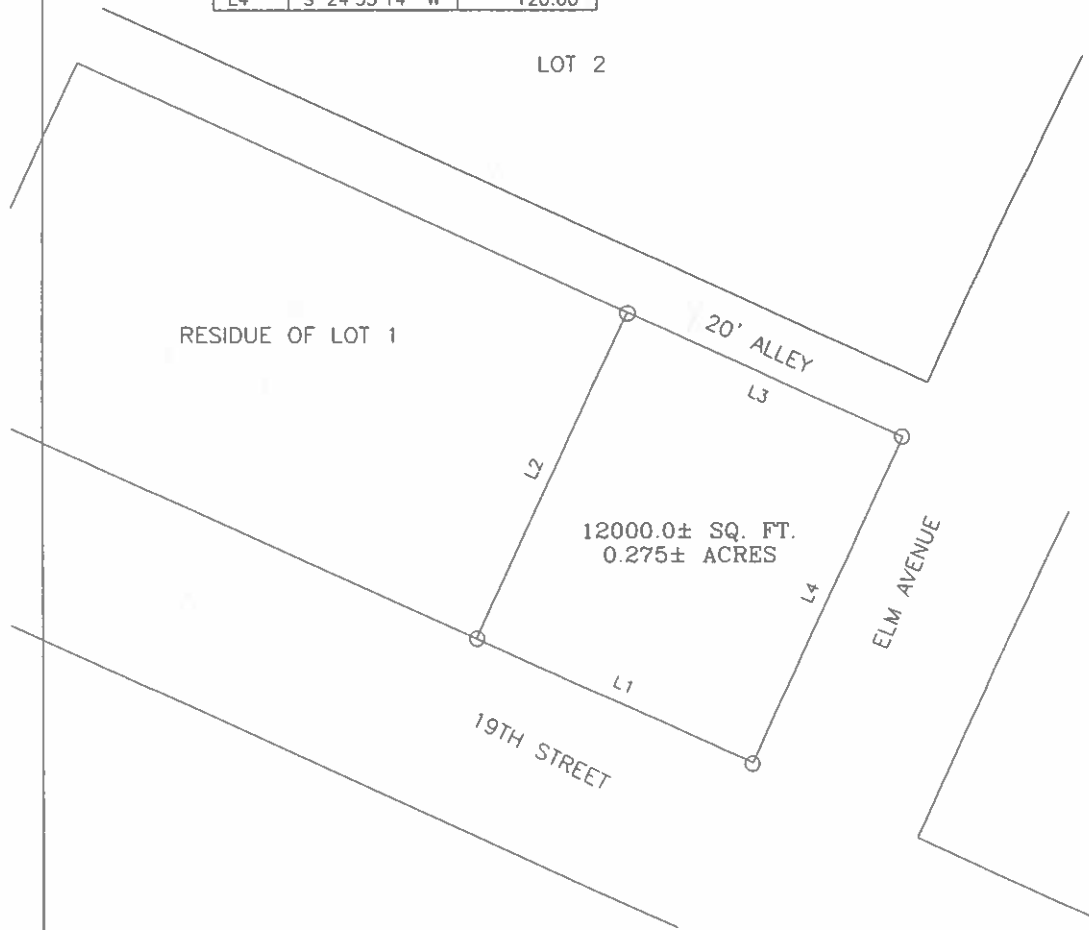


- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 50'
- 3 = TAX MAP = 160D2-1-B126-1
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

LEGEND

O = IRON PIN SET

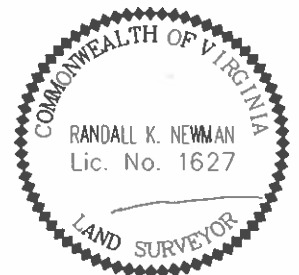
LINE	BEARING	DISTANCE
L1	N 65°26'46" W	100.00'
L2	N 24°33'14" E	120.00'
L3	S 65°26'46" E	100.00'
L4	S 24°33'14" W	120.00'



SUBDIVISION OF A PORTION LOT 1 OF BLOCK 126 OF THE TOWN OF GROTTOS

LOCATED IN THE TOWN OF GROTTOS ROCKINGHAM COUNTY, VIRGINIA.

OWNER: SHRECKHISE BROTHERS, INC.  
 REFERENCE: DEED BOOK 777. PAGE 418



NEWMAN SURVEYING

Licensed Land Surveyor  
 GROTTOS, VIRGINIA 24441  
 (540) 421-6232

JOB NO. 19TH AND ELM

DATE: MAY 29, 2023

## **Rezoning Request of Ashby Holding LLC, represented by Phil Smith 4.059 Acres from B3 to R7 - Case #012023**

### **Applicant**

Phil Smith representing Ashby Holdings, LLC (landowner)

### **Location**

Northwest of Cary Street and north of the intersection of Cary Street and Augusta Avenue (Rt. 340).

### **Tax Map#**

160D4-(A)- L24 and 160D4-(A)-L25A

### **Current Zoning**

B-3 – Business District

### **Proposed Zoning**

R-7 – Planned Unit Development

### **Acreage**

4.059

## **General Information:**

The subject property (and adjacent lots to the west and north) were purchased by Ashby Holdings, LLC in April 2022. The property has been cleared and contains an abandoned house that will be removed as development progresses. If the property is rezoned to R-7 the applicant intends to construct 24 townhouses. If the rezoning does not occur the applicant intends to build single family or two-family residences as allowed by code.

The area requested for rezoning is part of a larger proposed development plan which is attached to this report. The entire site includes a B1 – General Business lot on the west side adjacent to Augusta Avenue (Rt. 340), on which the developer plans to place a business, a new road, proposed Shendun Hill Court, off Augusta Avenue toward the east and bisecting the site, and 3 single family dwelling lots on the north portion of the site. That area is zoned R1- Low Density Residential.

### **Zoning Allowances**

By Grottoes' Town Code, the B3 – Business District (current) zoning allows for the same residential development as the R3 – Residential Limited District. Therefore, under the current zoning, the property could be developed with single family dwellings on 12,000 square foot lots or two-family dwellings on 15,000 square foot lots. Generally, on 4.059 acres that would allow for 14.7 dwellings if other factors like terrain and access were favorable.

The R7- Planned Unit Development zoning is intended to provide for larger scaled development and clustering of single-family residential dwellings and to provide for a neighborhood with a variety of housing types and densities, shopping, parks, playgrounds, etc.

## **Staff and Agency Analysis:**

### **Building Services**

Any development will require approval from the town Zoning Administrator prior to the issuance of a building permit. All future construction will need to meet the requirements of the Virginia State Building Code.

**Fire**

Rockingham County Fire and Rescue’s fire marshal reviewed the proposed request and plan. There were no comments regarding the type of development and impact on fire and/or rescue. The comment provided was as follows, “the addition of a fire hydrant at the entrance and ensure 600 foot spacing of the fire hydrants.”

**Environmental**

The Rockingham County Engineer states that land disturbance to exceed 10,000 square feet requires an erosion and sediment control plan and permit; land disturbance over one acre requires an engineered stormwater management plan and construction general permit. There is a mapped floodplain and creek on a portion of the property. A stream buffer of no less than 50 feet will be required to be maintained along Miller Run. Per an existing agreement, enforcement of these regulations is the responsibility of Rockingham County.

**Planning and Zoning**

*Zoning Ordinance: (Sec. 100-67 - 71)*

By Grottoes’ Town Code, the B3 – Business District (current) zoning allows more flexible uses than the B1 and B2 zoning, in that business and residential uses are permitted. B3 allows for the same residential development as the R3 – Residential Limited District; single-family and two-family dwellings. Therefore, under the current zoning, the property could be developed with single family dwellings on 12,000 square foot lots or duplexes on 15,000 square foot lots.

*Zoning Ordinance (Sec. 100 44 – 53)*

The R7- Planned Unit Development zoning (proposed) is intended to provide for larger scaled development and clustering of single-family residential dwellings and to provide for a neighborhood with a variety of housing types and densities, shopping, parks, playgrounds, etc. The gross residential density shall not exceed 20 dwelling units per acre.

**Comprehensive Plan**

The town’s comprehensive plan does not detail information regarding intentions for community development or land use. Grottoes official zoning map along with its approved ordinances are the detailed documents by which proposals for development should be approved or disapproved.

**Public Works**

Public water and sewer are available to the site. Sewer lines exist on the property and 8-inch water mains are available to be tied in to. Any development will require the developer to extend service lines and put connections in place. All work will be done in coordination with and through approval by the Town’s Public Works Department.

**VDOT**

Rt 340 (Augusta Ave) is a minor arterial road with a daily traffic count of 6,900 vehicles. Site specific comments provided by the Harrisonburg Residency Land Use Engineer include: The proposed road should be designed to meet the VDOT Secondary Street Acceptance Requirements. A full review of the entrance and road design will occur during the site plan review phase.

The developer will need to provide a turn lane warrant analysis. VDOT is satisfied that turn lanes off Rt. 340 are not warranted into this development. Any work on VDOT right-of-way will require a VDOT Land Use Permit.

### **Considerations:**

The surrounding area contains a mix of land uses and zoning districts. Adjacent to the site are B1, B3 and R1 zoning districts. Adjacent land uses are commercial businesses and single-family dwellings. There are two-family and multi-family dwelling units nearby. The subject property does not adjoin existing R7 zoning.

- Due to location, it is unlikely that the property will be developed as a business(es) only. Under the current zoning, business uses, and residential uses are both allowed by right. The landowner/developer intends to place housing only on this property.
- By the provided site plan of the entire proposed development, the single-family houses will be adjacent to existing single-family homes to the north. There is open space indicated between the proposed townhouses and existing single-family homes to the south and east.
- The developer has indicated that increasing the density of dwellings to 24 townhouses will increase their monetary return and allow the developer to invest more heavily into the business zoned property adjacent to the west.
- If this rezoning request is approved, all R7 uses would be available. R7 development requires the governing body to approve a site plan.
- According to the Grottoes Town Code:  
**§ 100-48. Qualifying requirements.**  
A tract or parcel of land may be considered for Planned Unit Development District R-7 zoning only if it meets the following conditions:
  - A. Ownership requirements. The project area must be in one ownership, or the application filed jointly by the owners of all land within the project area. The holder of a written option to purchase land shall, for the purposes of such application, be deemed to be an owner of such land; however, each and every project area in a Planned Unit Development District must be in single or common ownership before the final development plan is approved.
  - B. Availability of public utilities. The project area must be located where public water and sewer systems are available or where a community water and sewer system can be developed as part of the project.
  - C. Land suitability. Rezoning land to Planned Unit Development District R-7 may be denied if, from investigation conducted by all public agencies concerned, it has been determined that the land is not suitable for development because of inadequate road access, geographic constraints, inadequate community facilities, excessive distance to employment area, nonconformity to Town development plans or other public health, welfare or safety objectives.

### **Planning Commission Action:**

On July 25, 2023, the commission voted to recommend that the Town Council set a joint public hearing to consider the rezoning request.





**TOWN OF GROTTOES**  
**Rezoning Request Application**

**Office Use Only**

Date Received: 5/31/23 @ 4:28 pm  
 Staff Initials: JM  
 Project Number: 012023  
 Paid (amt/date): \$490.00

**Application Procedure**

The rezoning process can take up to six weeks from the time of application submittal. However, timing can vary depending on application submission date in correlation to scheduled public meetings.

1. Applicant participation in a recommended pre-application meeting to receive early input from county and agency staff. Call (540) 249-5896 for more information and scheduling.
2. Submission of complete application (as a guide, use the check list provided below).
3. External staff and department/agency application review and comments as necessary
4. Notification letters of public hearing mailed to adjoining landowners.
5. Information and property details gathered and report including staff recommendation compiled.
6. Public hearing advertisement placed in the local paper. Once per week for two weeks prior to the meeting date.
7. Joint public hearing of Planning Commission and Town Council\*. Staff review and recommendation to the public bodies.
8. The decision to approve or deny the rezoning request is ultimately determined by the Town of Grottoes, Town Council.

\*The applicant, or representative, is encouraged to attend both related public hearings.

**Application Checklist**

It is the applicant's responsibility to gather all information and submit it, and a complete rezoning application, to the Town of Grottoes administrative office. All can be mailed or dropped off in person.

**The applicant must provide the following information to support their application:**

1. A completed and signed application (if multiple properties, all landowners must sign).
2. A boundary map of the property showing metes and bounds, showing dimensions and structures and indicating area to be rezoned. Not larger than 11" x 17".
3. A location sketch of the property showing nearest road intersection.
4. If rezoning to a planned district (R-7) a master plan and plan description are required.
5. If rezoning to a conventional district a statement of proffers may be submitted.
6. Required fee of \$250 plus \$10 per lot. Checks made out to Town of Grottoes.

\$490

-(24) \$240

**Rezoning Form: Property Information**

Property Owner: Ashby Holdings LLC  
 Address: 215 Dry River Road Bridgewater Va 22812  
 Telephone: (540) 579 3370 Email: office@rlincva.com

Other Applicant (such as a contract purchaser) if applicable: Phil Smith  
 Address: 215 Dry River Rd, Bridgewater Va 22812  
 Telephone: (540) 810 6150 Email: phil@rlincva.com

Other Contact (such as a law or engineering firm) if applicable: Terra Engineering & Land Solutions  
Address: 2374 Stuarts Draft Hwy, Stuarts Draft, Va 24477  
Telephone: 540 337 4591 Email: sdriver@terraengineering.net

Property Location: (N S E W) of (Road Name) \_\_\_\_\_  
(Route #) \_\_\_\_\_ approximately \_\_\_\_\_ miles/feet (N S E W) of (Road Name) \_\_\_\_\_  
\_\_\_\_\_  
(Route #) \_\_\_\_\_.

Property Tax Map Number(s): 160 D4 - (A) - L24 + 25A (part) SMC

Number of acres in rezoning request: 3.91 Current Zoning: B3 Proposed Zoning: R7?

**Surrounding Landowners**

List the names and addresses of owners or occupants of all adjoining, adjacent or property across a road, highway or railroad right-of-way (use an additional page if necessary).



1. NAME: Ayers, Lawrence L II  
ADDRESS: PO Box 1165, Grothues Va 24441
2. NAME: Shufflett, Clarence D.  
ADDRESS: 49 Cotton tail Lane, Crimora Va 24431
3. NAME: Sweezy, Winter H  
ADDRESS: 561 Ann Don Dr, Penn Laird Va 22846
4. NAME: Swartz Family Revocable Trust  
ADDRESS: 78 Caryst Grothues

**Signature(s)**

The undersigned declares that the above statements and those contained in any exhibits transmitted to the Governing Body are true.

Applicant (signature) Janice Eye Date 5/31/23  
Applicant (print) Janice Eye Telephone (540) 879 3370  
Physical Address 215 Dry River Rd Bridgewater Va 22812  
Mailing Address: 215 Dry River Rd Bridgewater Va 22812

**FOR ADMINISTRATIVE USE ONLY:**  
Date sent to Planning Commission: \_\_\_\_\_  
JOINT Public Hearing Scheduled?  Yes  No Date: \_\_\_\_\_  
Approval by Town Council ?  Yes  No  
Date of Action: \_\_\_\_\_

### **Guide: Statement of Proffers (if applicable)**

The Town of Grottoes Zoning Ordinance allows applicants for rezoning to offer a statement of proffers (conditions) to be placed on the land as a part of the rezoning application and as defined in § 15.2-2297 of the Code of Virginia. If approved by the Town Council, such proffers shall become legally binding regulations applying to the land rezoned in addition to existing zoning regulations. The existence of such proffers will be noted on the Town's zoning map and will apply to the land, regardless of changes in ownership, unless or until the proffers are changed through a future ordinance amendment process. Reference § 100-110 Procedures for proffering conditions of the Land Development Ordinance for more information.

### **Guide: Master Plan and Plan Description for Planned Zoning District**

The Town of Grottoes Zoning Ordinance requires Planned District rezoning applications to include plan requirements and a plan description. The plan, plan description, and any demonstrative materials submitted with the application will become part of the record of the hearing on the application and become legally binding elements of the zoning ordinance and map if the rezoning is approved by the Town Council.

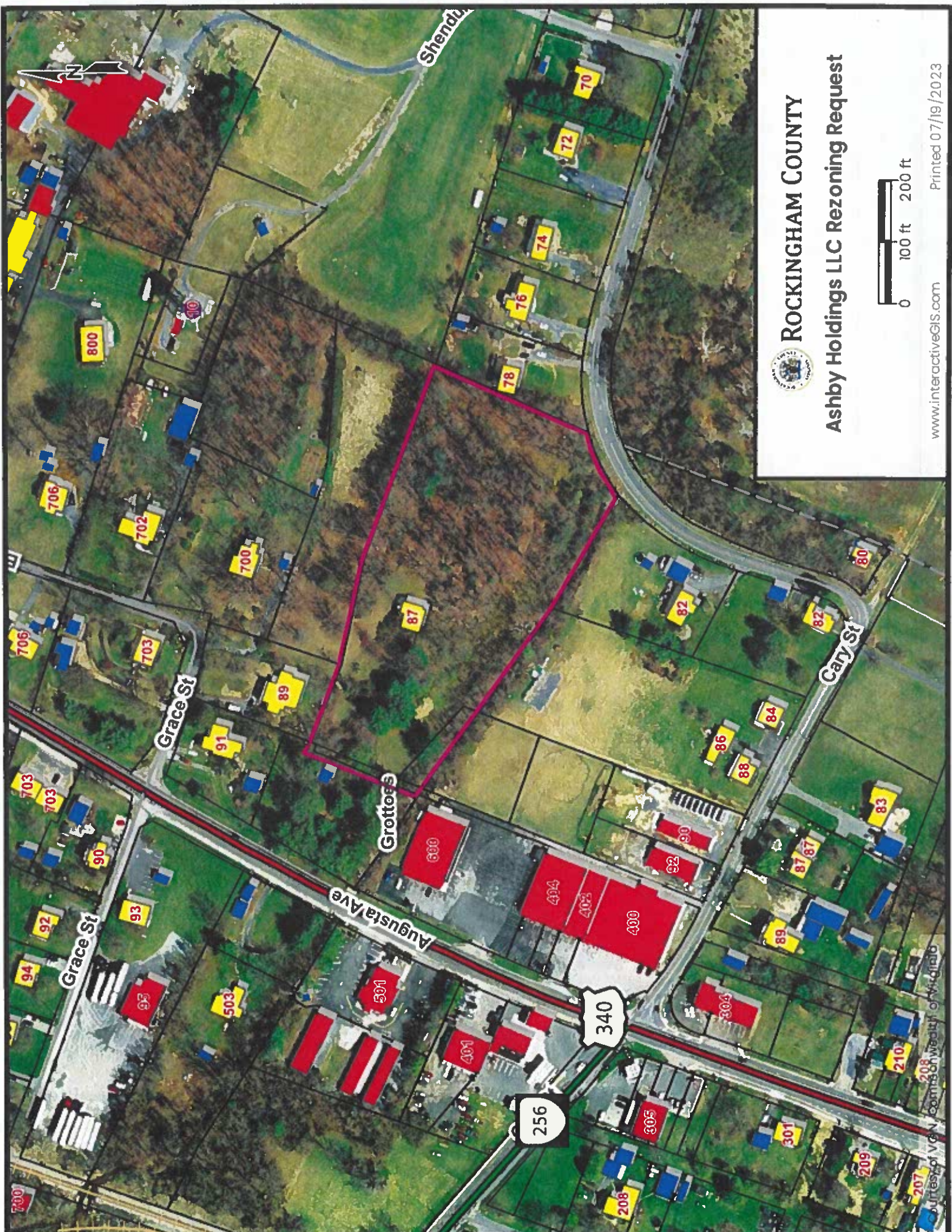
#### **Site plan and plan description shall include the following information as a minimum:**

1. A vicinity map at a scale of not less than one (1) inch equal to one thousand (1,000) feet showing surrounding properties, surrounding public streets, and private roads.
2. An accurate boundary survey of the tract.
3. A preliminary plan showing elements specified in § 100-50
4. A plan description, to include a summary of design elements such as lot characteristics, building heights, and common area characteristics, and to convey any items required above which cannot be effectively illustrated with images.

Reference ARTICLE XII Planned Unit Development District R-7 of the zoning ordinance for more information and requirements.







# ROCKINGHAM COUNTY

## Ashby Holdings LLC Rezoning Request

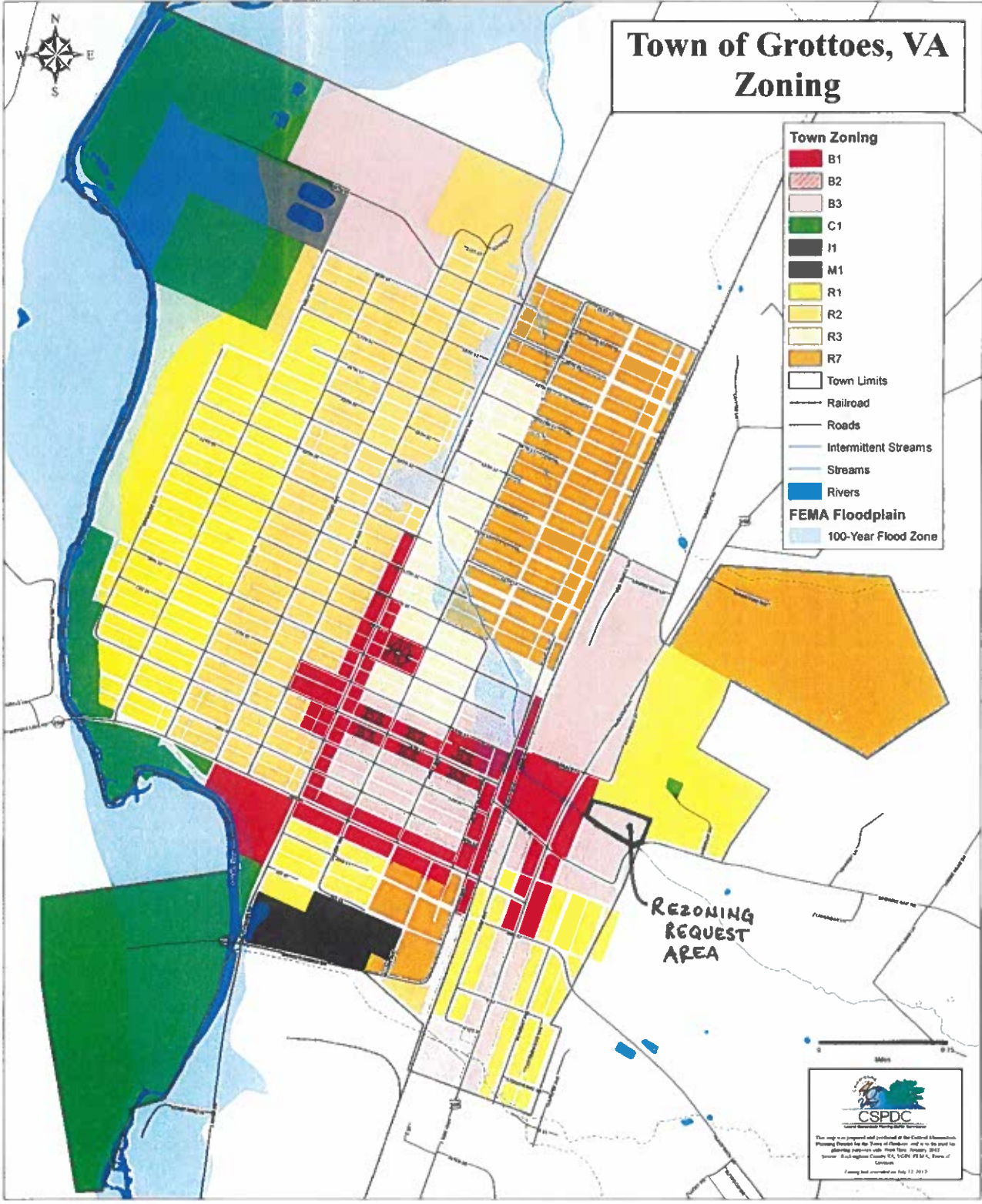


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Jo Plaster  
Mayor

David Raynes  
Council Member

Tim Leeth  
Council Member

Joshua Bailey  
Council Member

Michael Kohl  
Council Member

Jim Justis  
Council Member



Stefanie D. McAlister  
Town Manager

Rhonda Danner  
Town Treasurer

Tara Morris  
Assistant to Town Manager

Jason Sullivan  
Police Chief

A.J. Hummel  
Public Works Director

Austin Shank  
Parks & Tourism Director

Nathan Miller  
Town Attorney

## Constitution Week 2023

**WHEREAS:** It is a privilege and duty of the American people to commemorate the two hundred thirty-six anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

**WHEREAS:** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE I,** Jo Plaster by virtue of the authority vested in me as Mayor of the Town of Grottoes of the State of Virginia do hereby proclaim the week of September 17 through 23 as

### CONSTITUTION WEEK

And urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the Town of Grottoes to be affixed this 14<sup>th</sup> day of August of the year of our Lord two thousand twenty-three.

---

**Jo Plaster, Mayor**

---

SEAL Attest





## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Stefanie McAlister, Town Manager  
**DATE:** August 10, 2023  
**SUBJECT:** Staff Report

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### 1. Rezoning Request

Phil Smith representing Ashby Holdings, Inc (landowner) has submitted a rezoning request for a 4.059-acre parcel situated west of Augusta Ave and north of Cary Street. The property is currently zoned B3 – Business District with the requested rezoning to R7 – Planned Unit Development. The owner intends to develop the site with residences which is allowed in B3 zoning as single family or two-family dwellings. The change to R7 is requested so the landowner can place townhouses on the parcel. A detailed rezoning report is in your meeting packet and will be covered under new business in the Council's regular session on August 14<sup>th</sup>.

### 2. Capital Improvement Projects & ARPA-SLFRF Projects

Staff has been working to compile and refine a list of needs, timelines, and costs for capital projects. Review of these projects and discussion about them, along with projects identified in the Council's strategic plan is necessary to move forward. Also, reviewing ARPA-SLFRF projects and obligations to determine future allocations is necessary. Therefore, starting during the work session on August 14, information on these items will be presented to Council so that work can begin to determine priorities and funding sources.

### 3. Waterline Replacements – 7<sup>th</sup> and 13<sup>th</sup> Streets

The town received 3 bids for the waterline replacement projects along sections of 7<sup>th</sup> Street and 13<sup>th</sup> Street. Based on our needs, schedule and cost received, Atkins Excavating, Inc. from Greenville, VA will be doing the work. They presented the lowest bid for the projects at \$145,118. Atkins Excavating has previously done a waterline replacement project in town along 4<sup>th</sup> Street.

### 4. Waterline Repair- Dogwood Ave and 20<sup>th</sup> Street

On 7/19/2023 the Public Works Department conducted a water main leak repair. Unfortunately, due to a non-functional shut of valve and no other valves in the network between the break and the water source, there was no way to isolate this area to perform the repair in the safest way possible; without water flow. Staff will be working to determine how best to assure that valves are functional and/or in place so that sections of the water network can be shut-off as needed. A full post incident report was provided to the Water and Sewer Committee.

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

Auditors will be on site August 16<sup>th</sup> to finalize the FY20 audit. This visit will be followed by a draft for our review. Once completed we will be moving along with setting up the schedule to get the FY21 audit underway.

**VRSA Audit**

The VRSA payroll audit is scheduled for this month. This is completed each year to calculate the premium for the town's worker's compensation coverage.

**Virginia Resources Authority**

Our 17<sup>th</sup> loan payment with VRA was made this month in the amount of \$64,679.61. Our balance is now \$1,278,868.20. This loan will be paid in full 2/1/2035.

**Taxes**

FY23 Real Estate: \$286,405.52 : 101% of budgeted amount collected.

FY23 Personal Property: \$92,796.33: 160% of budgeted amount collected.

FY23 Vehicle License Fee: \$53,411.72: 119% of budgeted amount collected.

FY23 Personal Property Tax Relief: \$23,861.00; 100% of budgeted amount collected.

**Business License (July 1 – June 30)**

FY23 Business License: \$134,684.97 / 150% of budgeted amount collected.

Licenses Issued in July: 27

Total June Revenue: \$36,287.84

Second notices were sent out in July once all post marked payments had been processed. Final notices will go out August 15<sup>th</sup>. There are currently 26 unpaid business licenses. The follow-up step to the final notices will be having the police department notify businesses to cease operation due to non-valid license.

**Utility Billing**

Billing Period:	4/15/2023-6/15/2023
Billing Date:	7/5/2023
Due Date:	8/5/2023
Total Billing:	\$186,348.31
Bills Generated:	1366
Bills Printed:	1088
Bills Emailed:	278
New Applications:	21

**Accounts Payable**

Date:	July 2023
Number of May Checks:	122
Total June AP Expense:	\$255,686.41



**Land Development Staff Report  
August 2023**

**Zoning Permits issued (July 2023)**

- 5 Permits
  - 3 Single Family
  - 0 Town houses
  - 2 Fence

**2023 total to date**

62 Total Permits  
**2023 Total Dwellings**  
 11 Single-Family  
 0 Townhouse units

**Forest Station - (21<sup>st</sup> Street)** – Construction continues on the first group of six townhouses.

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

**R-7 Area East of Cherry Avenue** – This area is R-7 so any development, other than single family residential, will have to have a plan submitted and go before the Planning Commission and Town Council. The developers will have to run all service lines and construct the roads to state standards. In this area construction has begun on 16<sup>th</sup> Street and 14<sup>th</sup> Street.

**Shady Creek** – Site plan has been reviewed for Phases 3-7 which will include an additional 167 housing units. The developer has obtained the easements for the left turn lane off Eastside Highway. Construction may begin in phases 3-5 but the left turn lane must be completed before phase 6 can begin.

**Shreckhise Brothers subdivide** – A request was submitted to divide 0.61 acre lot into two lots; creating a 12,000 square foot building lot for a single-family house that is already being built. The residual portion of the 0.61 acres could be divided again creating two additional building lots.

Respectfully submitted:  
 Tara Morris, Assistant to Town Manager

# **Grottoes Police Department**

## **Staff Report**

### **August 2023**

#### **Staffing**

	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief	1	1	0
Sergeant	1	1	0
Officer	4	4	0
Administrative Asst.	1	1	0

All full-time positions continue to stay filled.

All part-time positions are now filled with the addition of Officer E. Metlenko. Ofc Metlenko is currently a deputy with Augusta County Sheriff's Office.

#### **Staff Development**

Ofc. B. Weaver has completed AR-15/ M4 armorer school. He is now authorized to do repairs and preventive maintenance to the patrol rifles that are utilized by the police department. This should help extend the life of the patrol rifles.

All officers attend the Active Shooter response training that was hosted by Harrisonburg Police Department.

Ofc. G. Elmore and Ofc. T. Dean are scheduled to attend Field Training Officer certification training this month. This will allow them to train newly graduated cadets from the Basic Law Enforcement class, help them become state-certified police officers, and train already state-certified police officers that are new to the department.

#### **Town Ordinance Enforcement**

Police departments continue to work with citizens to come into compliance with Chapter 53 violations. So far 23 out of 36 properties have come into compliance.

Respectfully submitted:  
Jason Sullivan  
Chief of Police



August 2023

# PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Public Works Crew Leader	1	1	0
Lead Maintenance Tech	1	1	0
Maintenance/Utilities Tech	6	6	0
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	3	0

As development takes place in town, it is important that we monitor issues of strain on our current water and sewer infrastructure and other factors that can affect the overall “health” of the system, such as the age of existing lines and fittings, etc., maintenance of existing and future lines, amount of water usage and health department regulations, and other factors. Also, continued development in new areas of town will mean more roads that will be brought into our system that will need to be maintained, plowed with snow, paved, etc. Maintaining sufficient staffing levels is critical and should be evaluated periodically.

## STREETS

The Streets Committee approved construction of 21<sup>st</sup> Street to connect it from Dogwood Avenue to Cherry Avenue. The Contractor has finished the dirt removal for grade. Frank Lloyd assisted the Town with the installation of the drainage ditches. Town staff installed a new larger culvert on the dogwood avenue end of the street to encourage better drainage. Smith’s paving has us scheduled for August for final grade and paving.

## 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 assure that all tanks are inspected at a minimum every 5-years, and a log citing the condition of the tank is kept. Also, septic tank lids that are plastic and getting brittle and replacing them with metal covers.

## **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.

## **Water**

Town staff in the coming months will be busy getting quotes and plans to get some of the 2" water mains replaced. We are currently working on the projects listed in our waterline replacement plan to begin elimination of the biggest problem areas.

Staff experienced a severe water main break on 20<sup>th</sup> and Dogwood that required shutting off the entire town to repair. The result of this break has caused the Department to begin looking for water valves that might be broken or are not shown on our map of the water system. Our staff is updating the GIS map of the utilities whenever a new asset is found or is worked on.

Adkins Excavating has been awarded the bid for the installation of the 7<sup>th</sup> and 13<sup>th</sup> St water line projects. They will be starting in the next couple of weeks.

The staff is working with SLM Enterprises to install a totalizer in the elevated tank to read the tank level. Dean's Electric started the process of running the wiring. This will allow the pumps to cut on using tank level. They are currently cut on by line pressure which fluctuates and is hard to adjust. We will also be able to keep the tanks fuller. Town staff painted the well house at the well lot.

## **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.

### **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.

### **PARKS AND FACILITIES**

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

R&L Construction has completed the John Painter Park sign structure and Eddie Edwards Signs installed the new John Painter Park sign. R&L construction has also completed the mower building off the back of the restrooms at John Painter Park.

7/5/2023	Maintenance	11th.& Cherry	DS,LR	Limbs blocking view	Cut limbs	Streets	2 Hrs.
7/5/2023	Maintenance	402 15th.St.	BK,CD	Install water meter	Installed meter	Water	1 Hr.
7/6/2023	Maintenance	Painter Park	DS,LR,JP	Gravel around mower building	Spread gravel, seed&straw	Parks	2 Hrs.
7/6/2023	Maintenance	Town Hall	DS,LR	Install conduit between pole barns	Installed conduit	Streets	2 Hrs.
7/7/2023	Homeowner	200D 18th.St.	BK,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
7/10/2023	Maintenance	Grand Caverns	JP,CD,LK	Gravel around shelters	Graveled shelters	Parks	3 Hrs.
7/10/2023	Maintenance	2101 Dogwood Ave.	DS,LR,JS	Water leak 2" main	Fixed water leak	Water	5 Hrs.
7/10/2023	Maintenance	208 9th.St.	DS,LR,JS	Water leak 1 1/2" main	Fixed water leak	Water	4 Hrs.
7/11/2023	Maintenance	256 Ditch	JP,TB,CD	Weed eat ditch	Weedeated ditch	Streets	1 hr.
7/11/2023	Maintenance	Caverns Blvd.	DS,LR,JS	Disconnect 2" main	Disconnected 2"	Water	1 Hr.
7/11/2023	Maintenance	256 Bridge	BK,CD	Trim brush back from guard rail	Trimmed brush	Streets	2 Hrs.
7/12/2023	Maintenance	Painter Park	JP,CD,	Broke fence boards	Replaced fence boards	Parks	1 Hr.
7/12/2023	Maintenance	Painter Park	JP,CD	Weed eat park	Weed eated	Parks	1 Hr.
7/12/2023	Maintenance	Town Hall	JP,CD	Replace ceiling tiles	Replaced tiles	Admin.	1 Hr.
7/12/2023	Maintenance	200 9th.St.	DS,LR	Pump old septic tank to be removed	Homeowner replaced septic tank	Sewer	1 Hr.
7/12/2023	Homeowner	207b 15th.St.	DS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
7/13/2023	Maintenance	Town Hall	JP,TB,JS	Pressure wash maintenance doors	Pressure washed	Admin.	1 Hr.
7/13/2023	Maintenance	Grand Caverns	DS,LR	Fix pot hole	Fixed pot hole	Parks	1 Hr.
7/13/2023	Maintenance	Painter Park	JP,CD	Weed flower beds/weed eat	Weeded flower beds/weed eat	Parks	2 Hrs.
7/13/2023	Maintenance	1702 Forest Ave.	DS,LR,BK	Broken meter base	Complete replace	Water	3 Hrs.
7/17/2023	Maintenance	Town	DS	Spray around town	Sprayed	Streets	7 Hrs.
7/17/2023	Maintenance	Berkley&Ast.	BK,CD	Replace street sign	Replaced sign	Streets	.5 Hr.
7/17/2023	Maintenance	Eadgewood&Augusta	BK,CD	Replace no thru trucks	Replaced sign	Streets	.5 Hrs.
7/17/2023	Maintenance	Cary Ave.& Park	BK,CD	Replace stop sign/post	Replaced	Streets	.5 Hr.
7/17/2023	Maintenance	Town Hall	JP,JS,CD	Grade work behind Town hall	Grade, replaced septic lid/seed/straw	Admin.	4/2/1hr.
7/17/2023	Maintenance	6th.St.	TB,JPJS,BK	Replace pole on 6th.St.	Replaced pole	Streets	2 Hrs.
7/18/2023	Maintenance	Water leaks	LR,JS	Fix Yards water leaks	Fixed yards	Water	1 Hr.
7/18/2023	Maintenance	256 Town sign	JP,CD	Pull weeds around signs	Pulled weeds	Streets	1 Hr.
7/18/2023	Maintenance	Town Hall	JP,CD	Paint maintenance doors	Painted doors	Admin.	2 Hrs.
7/18/2023	Maintenance	Painter Park	DS	Spray weeds at Park	Sprayed weeds	Parks	3 Hrs.
7/19/2023	Maintenance	6th.& Dogwwod	DS,JS,BK	Water leak 2" main	Fixed water leak	Water	2 Hrs.
7/20/2023	Maintenance	20th.& Dogwood	JP,TB,JS,LR,DS	Water leak 2" main	Elbow leaking	Water	7 Hrs.

7/20/2023	Maintenance	804 5th.St.	JP,DS,LR	Prepare driveway for pavement	Removed gravel	Streets	1 Hr.
7/20/2023	Maintenance	21st. St.	DS,LR,	Grade ditch's	Graded ditche's	Streets	7 Hrs.
7/21/2023	Maintenance	Grand Caverns	JP,DS,LR,JS	Large tree limb fell on red bridge	Removed tree limb	Parks	1 Hr.
7/21/2023	Maintenance	Grand Caverns	DS,LR,JS,JP	Repair bridge caverns	Repaired bridge	Parks	3/1 Hrs.
7/24/2023	Maintenance	Aspen Ave.	JP,LR,CD,JS	Move dirt pile,seed,straw	Graded dirt out seeded/strawed	Water	3/2 Hrs.
7/24/2023	Maintenance	21st.St.	DS,BK,CD	Finish ditche's	Finished ditch's	Streets	6/2 Hrs.
7/24/2023	Maintenance	17th.St.& Elm	BK,CD	Replace Stop sign	Replaced stop sign	Streets	1 Hr.
7/25/2023	Maintenance	402 15th.St.	DS,LR,BK	Replace meter/setter	Replaced meter/setter	Sewer	2 Hrs.
7/25/2023	Maintenance	Birch Ave.	DS,LR,JS,CD	Cut tree limbs back	Removed tree limbs	Streets	1 Hr.
7/26/2023	Maintenance	21st.St.	JP,TB,CD	Install new culvert	Installed culvert	Streets	3 Hrs.
7/26/2023	Maintenance	Painter Park	JP,CD	Fill sink hole at park	Filled/seed/straw	Parks	1 Hr.
7/26/2023	Maintenance	300 11th.St.	DS,LR,JS	Water leak 2" main	Fixed water leak	Water	6 Hrs.
7/27/2023	Maintenance	Town Hall	TB,JP,CD	Rope on flag pole broke	Replaced rope	Admin.	1 Hr.
7/27/2023	Maintenance	1702 Cherry Ave.	DS,LR	Water leak 2" main	Fixed water leak	Water	3 Hrs.
7/28/2023	Maintenance	11th.St.&Dogwood	JP,CD	Replace stop sign	Replaced stop sign	Streets	.5 Hrs.
7/29/2023	Maintenance	Painter Park	TB,JP,LR,AJ	Set up tents	Set up tents	Parks	2 Hrs.
7/31/2023	Maintenance	A1/2 St.	BK.	Replace stop sign/post	Replaced sign & post	Streets	1 Hr.
7/31/2023	Maintenance	12th.St. Townhomes	JP	Brush/grass overgrown	Brush hogged alley	Streets	1 Hr.
7/31/2023	Maintenance	Painter Park	JP,TB,CD	Take down tents	Removed tents	Parks	1 Hr.

## Parks & Tourism Staff Report August 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	-	12	-
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:

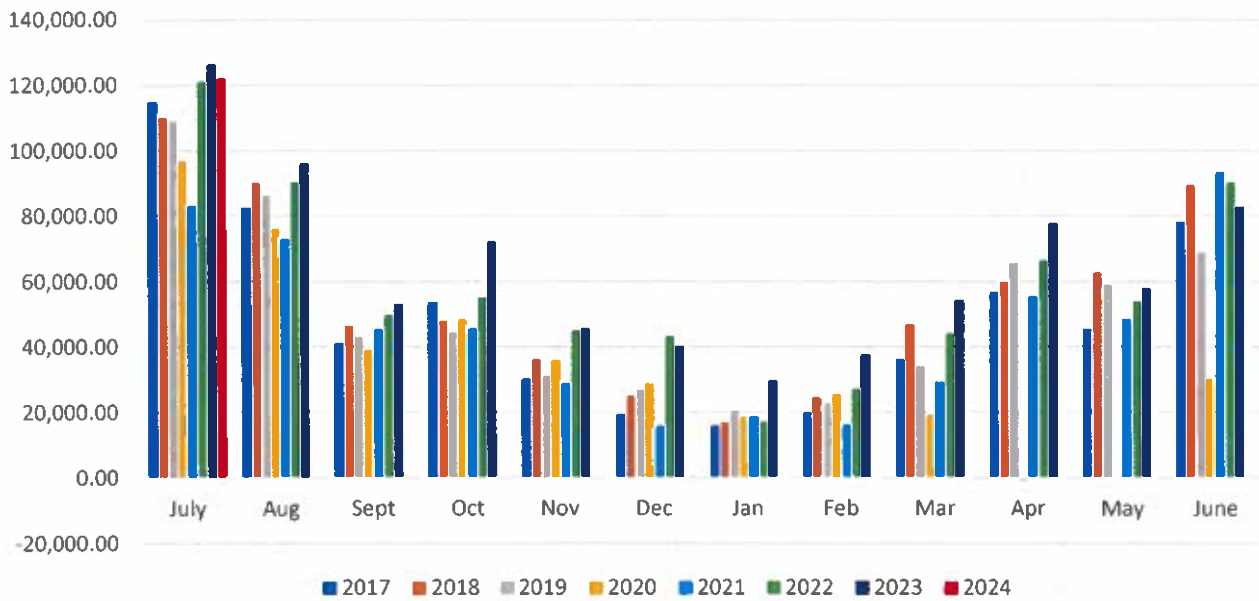
Parks & Tourism generated \$121,896.53 in revenue for the month of July. To compare with previous years please reference the charts at the end of this report.

### Grand Caverns Park/John E Painter Park:

1. **Staffing:** The Parks Department has been able to improve applicant responsiveness, both in quality and quantity, thanks to the improved wages adopted in the fiscal year 2024 budget. During fiscal year 2023 we had a total of 8 Tour Guide applications, despite chronic vacancies. In the 30-day job ad we had over 45 Park Ranger I applications. From this applicant pool we've been able to fill all vacancies.
2. **Phase 2 Communications in Grand Caverns:** This project, funded by Parks Department ARPA money, is scheduled to take place from 8/14 – 9/14. Grand Caverns' tour operations have been modified and advertised to the public but will primarily run on weekends only until Labor Day weekend. This project may require flexibility to accomplish within a 30-day timeframe, but staff will keep Town Hall updated of any changes and advertise them appropriately.

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	
September	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	
October	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	
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	
<b>Total</b>	<b>591,826.74</b>	<b>654,971.06</b>	<b>609,864.94</b>	<b>416,466.11</b>	<b>551,599.86</b>	<b>703,926.54</b>	<b>771,272.96</b>	<b>121,896.53</b>



### Total Revenue

