

**TOWN OF GROTTOS**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**AUGUST 11, 2025**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Request from Little League to help with roof replacement.
2. Request for Conditional Use Permit for 706 Edgewood Street – short term rental R-1
3. Request for Conditional Use Permit for 901 Riverside Avenue – short term rental R-1
4. Milstead Request for purchase unimproved streets
5. Lot line revision for Townhouses on 19<sup>th</sup> Street Block 18 lots 22-26

**ADJOURN**

**TOWN OF GROTTUES**  
**TOWN COUNCIL MEETING AGENDA**  
**August 11, 2025**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – CLERK ALGER**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF JULY 14, 2025.**

**PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)**

**REPORTS OF THE STANDING COMMITTEES:**

**Finance – Council member Raynes, Chair**

1. **ACTION** - Approval of Financial Reports

**Water and Sewer – Council member Bailey, Chair**

**Ordinance, Health, and Property – Council member Kohl, Chair**

1. Set JPH - Short term rental for Conditional Use Permit in R1 zoning – 706 Edgewood Street
2. Set JPH – Short term rental for Conditional Use Permit in R1 zoning – 901 Riverside Avenue
3. Milstead request to purchase unimproved streets
4. Lot Line revision for Block 18 Lots 22-26 off 19<sup>th</sup> Street for possible Townhouse development

**Streets and Street Lights – Council member Justis, Chair**

**Parks, Recreation and Public Facilities – Council member Chittum, Chair**

**Special Events - Council member Taylor, Chair**

**Personnel, Fire and Police Protection - Mayor Plaster, Chair**

**STAFF REPORTS:**

Town Manager

Town Attorney

Treasurer

Assistant Town Manager

Chief of Police

Public Works

Parks and Tourism Director

**NEW BUSINESS**

1. Brandon Heatwole – Event tent zoning violation

**OLD BUSINESS**

**ADJOURN**

July 14, 2025

A work session of the Town Council of the Town of Grottoes was held on Monday, July 14, 2025, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of July 14, 2025, of the Grottoes Town Council to order at 6:00 p.m.

Mayor Plaster turned the meeting over to Town Manager Kyle O'Brien who introduced Nate Riddle from Open Doors and the Navigation Center. Nate spoke of the history, a nonprofit dating back to 2007 that works closely with the City of Harrisonburg and Rockingham County, the location where it operates at 1111 North Main Street in Harrisonburg, Va. Nate shared a lot about the mission it serves on assisting individuals and families facing housing instability. This service is for adults experiencing homelessness and any community members in need of daytime health, housing, and human services through a drop-in clinic. Nate provided Town Manager O'Brien with information that the town provide residents with.

Town Manager O'Brien spoke on the Comprehensive Plan and stated that the plan is solid and fully ready to move forward for approval. Council member Taylor asked Jeremy Crute and Elizabeth Goodloe from CSPDC if they feel all areas have been covered in the Plan and they both agreed that they cannot think of anything that has not been covered, and that it can be amended if necessary or as needed. Mayor Plaster asked if anyone else had comments or questions, at that time there was no further discussion.

Town Manager O'Brien shared the introduction of a new audio/visual equipment and program designed to enhance transparency and accessibility for council meetings. The quote from AVIA would include necessary equipment, training, and software. Town Manager O'Brien noted that while the \$25,000 cost for AVIA is not currently listed as a line item in the budget, it would not be a problem to get the funding. Council member Taylor asked if there would be additional costs for media storage. Attorney Helm stated the recordings would not be stored forever and that the minutes are the official record. Council member Kohl feels it's a good idea and that we can use funds from the interest we are earning to cover the cost. Council member Taylor stated this would bring more transparency and is worth the investment. Mayor Plaster feels everyone should be trained if it is launched. Council member Raynes asked about allowing outside comments and Town Manager O'Brien responded that it would just be recorded and posted or live streamed without accepting comments. Council member Taylor asked about the timeline on this project and Town Manager O'Brien said by the end of the year. Council Member Chittum suggested a trial period to gauge interest.

On a motion by Council member Kohl, seconded by Council member Bailey and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, to approve the purchase and installation of audio/visual equipment in the Council Chambers up to \$25,000.

At 6:45 p.m. Mayor Plaster adjourned the work session.

July 14, 2025

A regular session of the Town Council of the Town of Grottoes was held on Monday, July 14, 2025, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of July 14, 2025, Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

**ATTENDANCE:** Members present: Eddie Chittum, Joshua Bailey, Jim Justis, Mayor Jo Plaster, Vice Mayor David Raynes, Michael Kohl, and Maite Taylor.

Other Town Officials present: Town Manager Kyle O'Brien, Treasurer Rhonda Danner, Deputy Clerk Crystal Ortiz, Town Clerk Melissa Alger, Parks & Tourism Director Austin Shank, Police Chief Jason Sullivan.

### **APPROVAL OF MINUTES**

On a motion by Council member Raynes, seconded by Council member Justis and carried by a vote of 5-0 with one abstaining, voting recorded as follows: CHITTUM – AYE; BAILEY – ABSTAIN; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; TAYLOR – AYE; the Council approved the minutes for the meetings held on June 9, 2025.

### **PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)**

Gleamer Sullivan thanked the CSPDC for all their hard work on the Comprehensive Plan. She expressed additional feedback and strategies that she would like to see included in the Comprehensive Plan, and providing this information would provide transparency and reduce confusion among residents. She had concern about accessibility for residents who work more traditional hours, as the town office is only open from 8am to 4:30pm, which may limit opportunities to access documents. Ms. Sullivan asked that council table the Comprehensive Plan and add strategies she stated to better achieve goals, accurate representation, and accessibility to the residents.

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

**FINANCE** – On a motion by Council member Raynes, seconded by Council member Taylor and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE; BAILEY-AYE to approve the financial reports for the month of June 2025.

**WATER AND SEWER** – Council member Bailey stated that the 6<sup>th</sup> Street line is complete and now continuing down Dogwood to 3<sup>rd</sup> Street. Town Manager O'Brien spoke on the continued upgrades to WWTP for late summer, early fall.

**ORDINANCE, HEALTH, AND PROPERTY** – No report.

**STREET AND STREET LIGHTS** – No report.

**PARKS, RECREATION AND PUBLIC FACILITIES** – No report.

**SPECIAL EVENTS** – Mayor Plaster spoke about the stage dedication at John E. Painter Park that took place on Friday, July 11, 2025. She said Chief Sullivan read the resolution naming the stage the Chief William “Bill” Davies Stage. Mayor Plaster said that there was a very good turnout for the event. She said the Bluegrass Fridays in July kicked off at John E. Painter Park the same evening. Appreciation was extended to Caleb Bailey and Roger Randall for their hard work and dedication to the upgrades on the stage. Mayor Plaster spoke of how the Party in Park was successful, but rain was a factor in the event starting out slowly. She announced the next upcoming event would be the dedication of the Memorial to First Responders on October 18, 2025.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster thanked our PD and Staff for doing a great job.

## **STAFF REPORTS**

TOWN MANAGER. A written report was provided.

ATTORNEY. Nothing to report.

TREASURER. No Budget vs Actual due to wrapping up the fiscal year.

ASSISTANT TOWN MANAGER. A written report was provided.

POLICE CHIEF. A written report was provided

PUBLIC WORK DIRECTOR. A written report was provided.

RECREATION AND TOURISM DIRECTOR. A written report was provided.

## **NEW BUSINESS**

### **1. Consideration of the updated Comprehensive Plan.**

On a motion to accept by Council member Raynes, seconded by Council member Kohl and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY-AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE; to approve Comprehensive Plan as submitted by the CSPDC.

## **OLD BUSINESS**

No old business.

## **ADJOURNMENT**

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

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Mayor

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Clerk



## 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: Rebecca Holloway, (Edgewood Rentals)  
Circle if: owner purchaser other

MAILING ADDRESS: 300 Edgewood St Daytime Phone: 510 383-1193  
Grothues VA 24441 Rebecca Holloway  
City/Town State Zip Contact Person

EMAIL ADDRESS: rebecca@nckcofair.com

PROPERTY ADDRESS: 706 Edgewood St Grothues VA 24441

USE APPLIED FOR: Short term rentals

PARCEL INFORMATION: \_\_\_\_\_

ACREAGE IN PARCEL: 2.969 ZONING: Residential

TAX MAP NO: 110004-A-18 ACREAGE IN REQUEST, IF NOT WHOLE PARCEL: .5 acreage

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: 2-Bedroom, 2-Bath,  
1-living room, 1-Dining room - 1,200 Sq. footage

## 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. NO

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.

Purpose of this special use permit is to provide short-term rentals at 706 Edgewood St Grothoes, VA 24441. This property would be managed by Rebecca Hollaway, Tammy Coftman, Lisa Ruhman, Barbara Begoon and families. The goal is to keep house lived into til we potentially find a renter for long term purposes.

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).

Rebecca Hollaway  
Applicant Signature

Barbara Begoon  
Landowner's Signature  
(if different from applicant)

**NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION**

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

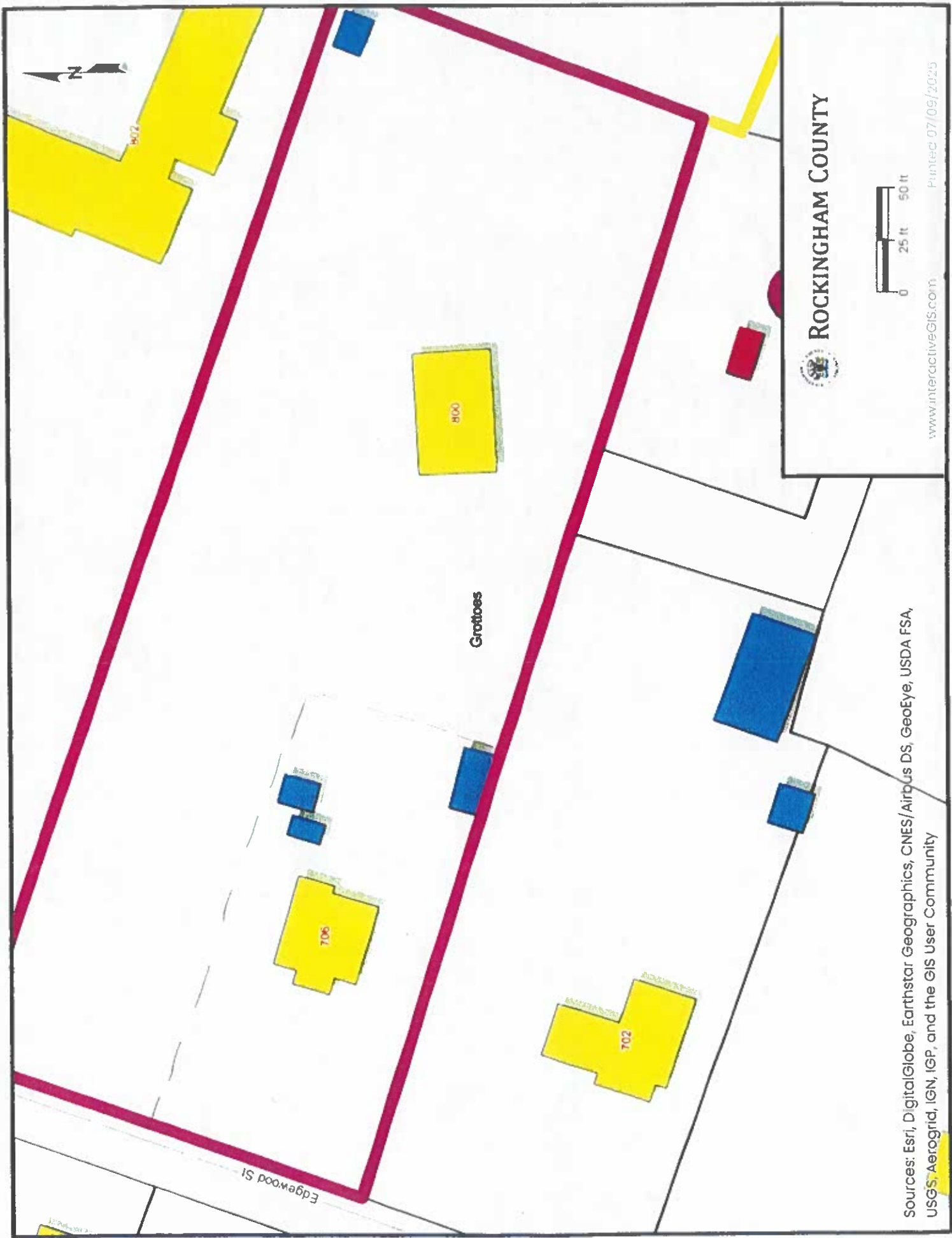
FEE: \$200.00

DATE REC: \_\_\_\_\_

TAXES PAID \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

APPROVED / DENIED



ROCKINGHAM COUNTY

Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA FSA, USGS, Aerogrid, IGN, IGP, and the GIS User Community

www.interactiveGis.com Printed: 07/09/2025

## TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT

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- 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 Town Manager (249-5896) for appointment to review the completed application.

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

**APPLICANT:** Prather Family Revocable Trust, M. Joel Prather and Heather M. Prather, Trustees

Circle if: owner purchaser other

**MAILING ADDRESS:** 12316 Morning Creek Road, Glen Allen, VA 23059 Daytime Phone: (804) 399-0344

M. Joel Prather

City/Town

State Zip

Contact Person

**EMAIL ADDRESS:** mjoelprather@gmail.com

**PROPERTY ADDRESS:** 901 Riverside Ave, Grottoes, VA 24441

**USE APPLIED FOR:** Short Term Rental

**PARCEL INFORMATION:** R52046

**ACREAGE IN PARCEL:** 1.509 acres

**ZONING:** R1

**TAX MAP NO:** 159-(4)-L3

**ACREAGE IN REQUEST, IF NOT WHOLE PARCEL:** 1.509 acres

**SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING:** No change to existing structure; 5 bedrooms, 3 baths; 3,336 square feet.

### 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. No
- 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. Please see attached.

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.
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- (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: \_\_\_\_\_

TAXES PAID \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

APPROVED / DENIED

## **TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT**

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

- D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

### **Overview:**

As owners of the existing 5-bedroom, 3-bathroom home located at 901 Riverside Ave, Grottoes, VA 24441, we propose to operate it as a short-term rental property. Having fallen in love with this beautiful area ourselves, we are passionate about sharing the unique charm and attractions that Grottoes and the surrounding region offer with visitors, thereby bringing additional tourism revenue to our wonderful town.

### **Property Details:**

- **Accommodations:** 5-bedroom, 3-bathroom furnished home capable of sleeping larger families and groups
- **Target Market:** Monthly rentals for professionals seeking furnished accommodations while working in the area, as well as vacationing families and groups
- **Hours of Operation:** 24/7 availability for registered guests during their stay periods

### **Operations:**

- **Employees:** We do not anticipate hiring permanent employees; instead, we will contract with local cleaning and handyman services to maintain the property, directly supporting local businesses
- **Guest Management:** We will personally manage bookings and guest relations
- **Expected Usage:** Primarily monthly stays for traveling professionals, medical personnel, and extended vacation rentals for families

**Community Benefits:** We believe our property will serve as an ideal base for visitors to explore and support local businesses while enjoying everything our area offers, including

- Grand Caverns, one of America's oldest show caves
- Skyline Drive and Shenandoah National Park access
- Local restaurants and vineyards that showcase our region's exceptional cuisine and hospitality
- The pristine South River, offering world-class fly fishing, kayaking, and other recreational activities
- The many other attractions that make this area a premier destination

Our goal is to provide comfortable, extended-stay accommodations that encourage visitors to truly experience Grottoes as a home base, leading to increased local spending and repeat visitors who will continue to support our community's economy.



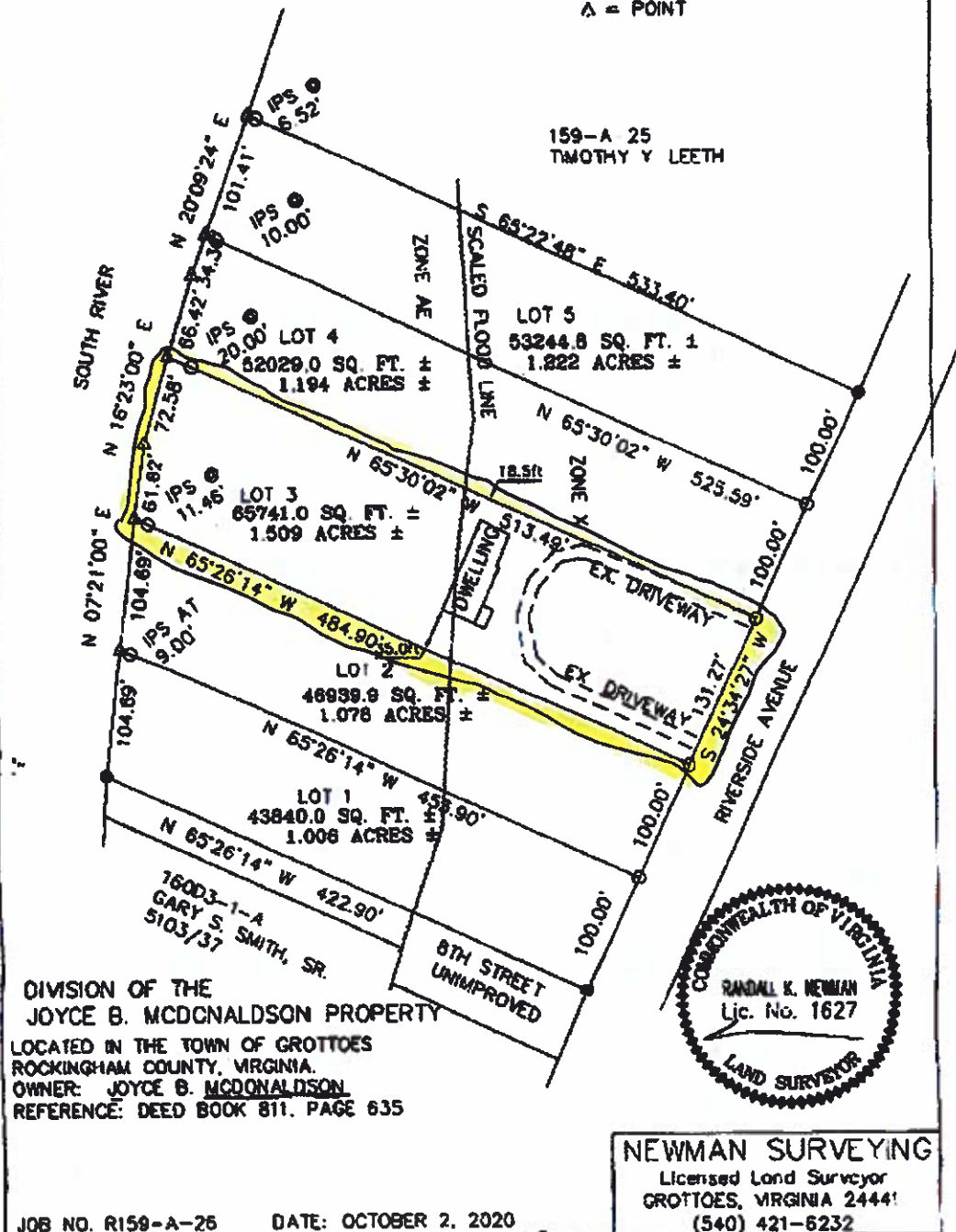


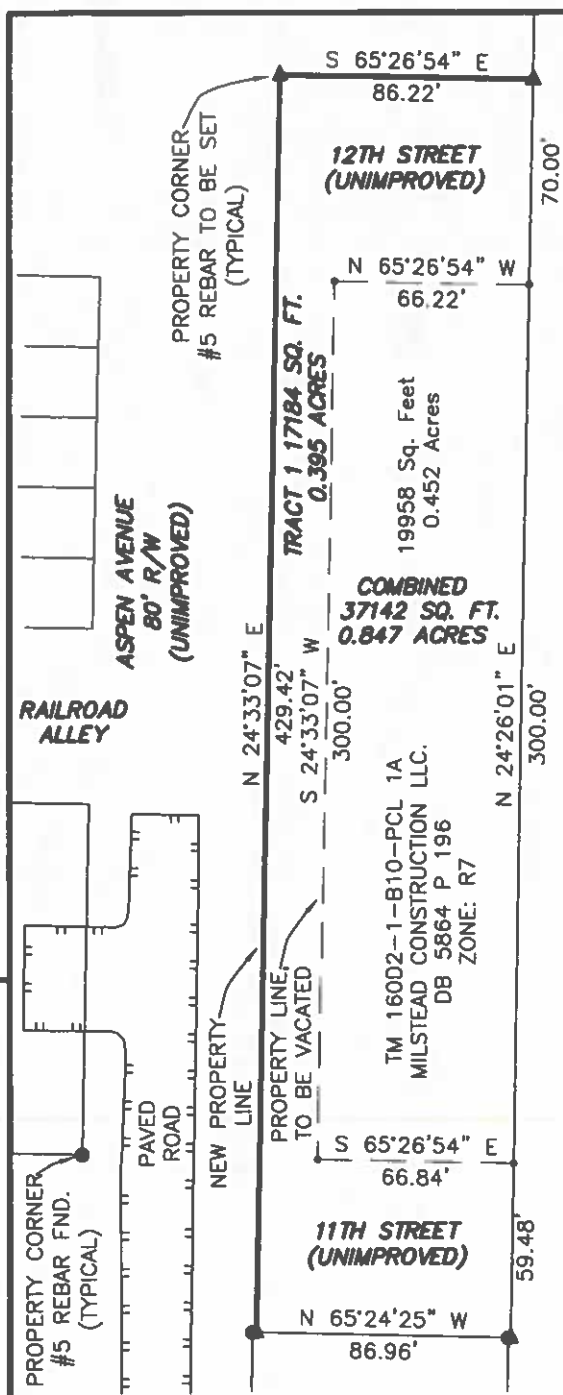
- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 100'
- 3 = TAX MAP = 159-A-26
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

2021-08-27 01:53:04 P: 136  
01/11/2021 01:54 PM Pages: 3  
Timothy Y. Leeth, Clerk of Court  
Rockingham County, VA

LEGEND

- = IRON PIN FOUND
- = IRON PIN SET
- △ = POINT





DB 5328 P 63

N & W RAILROAD  
66' R/W

1. THIS PLAT IS BASED UPON A FIELD SURVEY PERFORMED IN JANUARY 21, 2025.
2. A TITLE REPORT WAS NOT PROVIDED, THEREFORE, ALL ENCUMBRANCES MAY NOT BE SHOWN ON THIS PLAT.
3. TO ALL PARTIES INTERESTED IN TITLE TO PREMISES SURVEYED: SURVEY WAS ACTUALLY MADE ON THE GROUND PER RECORD DESCRIPTIONS AND IS CORRECT.
4. THIS PROPERTY IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD ZONE.
5. NO GRAVES OR PLACES OF BURIAL WERE OBSERVED DURING THE SURVEY.
6. 20' OF UNIMPROVED ASPEN AVENUE, ALL OF UNIMPROVED 11TH STREET, & ALL OF 12TH STREET TO BE CONVEYED FROM THE TOWN OF GROTTOS TO MILSTEAD CONSTRUCTION, LLC.



THIS DOCUMENT IS NOT  
FINAL UNLESS THE SEAL  
IS SIGNED & DATED

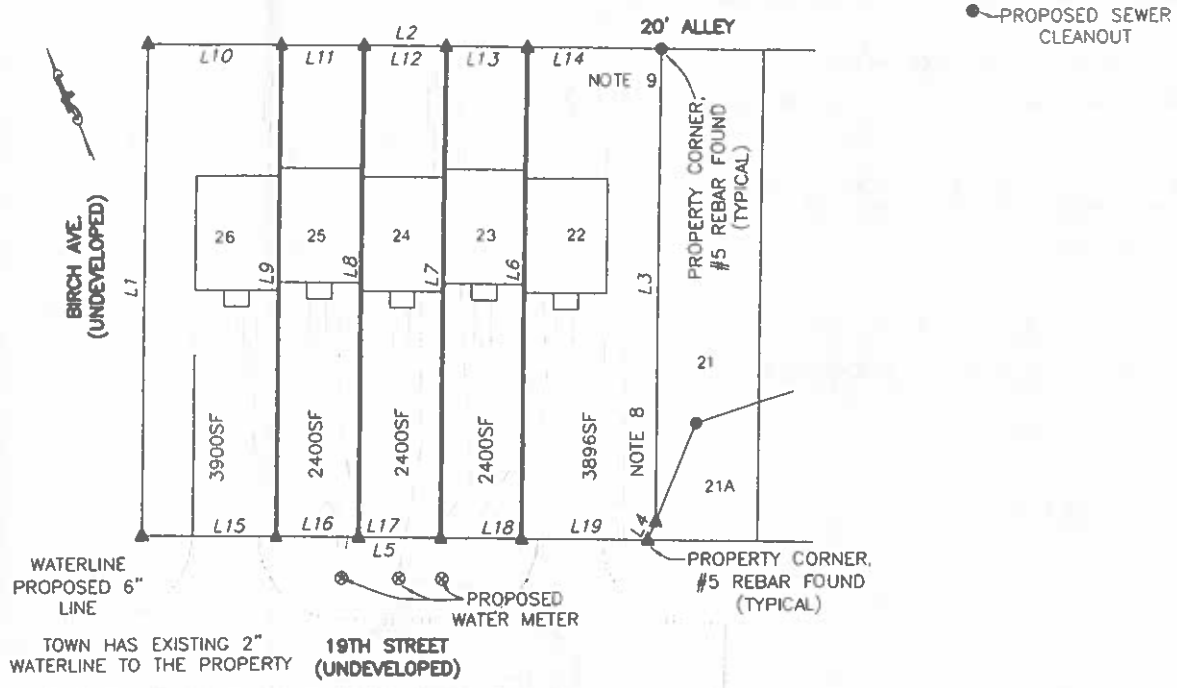
**BERGDOLL SURVEYING, LLC.**  
P. O. BOX 36  
MOUNT SIDNEY, VIRGINIA 24467  
540 416-4081

BOUNDARY SURVEY PLAT  
**TM 160D2 1 B10 PCL 1A**  
TOWN OF GROTTOS  
PORT REPUBLIC DISTRICT  
ROCKINGHAM COUNTY, VA

JUNE 2, 2025  
PLOTTED: JUNE 2, 2025







TM 160D2-1-B18-PCL 21  
ASHBY HOLDINGS, LLC.  
DB 5634 P 516  
ZONE: TOWN

TM 160D2-1-B18-PCL 21A  
SHERIDAN, MARGARET W.  
DB 5305 P 797  
ZONE: TOWN

LINE	BEARING	DISTANCE
L1	N 24°19'00" E	120.00'
L2	S 65°41'00" E	125.00'
L3	S 24°19'00" W	115.39'
L4	S 46°00'54" W	4.96'
L5	N 65°41'00" W	123.17'
L6	N 24°19'00" E	120.00'
L7	N 24°19'00" E	120.00'
L8	N 24°19'00" E	120.00'
L9	N 24°19'00" E	120.00'
L10	S 65°41'00" E	32.50'
L11	S 65°41'00" E	20.00'
L12	S 65°41'00" E	20.00'
L13	S 65°41'00" E	20.00'
L14	S 65°41'00" E	32.50'
L15	S 65°41'00" E	32.50'
L16	S 65°41'00" E	20.00'
L17	S 65°41'00" E	20.00'
L18	S 65°41'00" E	20.00'
L19	S 65°41'00" E	30.67'

TOWNHOUSES TO BE SERVED BY 1500  
GALLON SEPTIC TANKS EXCEPT FOR UNIT  
22 WHICH WILL BE A 1000 GALLON TANK

SURVEYOR'S CERTIFICATE  
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL  
OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND ORDINANCES OF  
THE CITY OF HARRISONBURG, VIRGINIA, REGARDING THE PLATTING OF  
SUBDIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH.

GIVEN UNDER MY HAND THIS 19th DAY OF July, 2025.

Robert W. Bergdoll, L.S.

ROBERT W. BERGDOLL L.S.  
VA. NO. 003164



THIS DOCUMENT IS NOT  
FINAL UNLESS THE SEAL  
IS SIGNED & DATED

BOUNDARY SURVEY PLAT  
19TH  
STREET TOWNHOUSES  
TOWN OF GROTTOS  
ROCKINGHAM COUNTY, VA

BERGDOLL SURVEYING, LLC. P. O. BOX 36 MOUNT SIDNEY, VIRGINIA 24467 540 416-4081	DSN: RWB	DWG: RWB	FILE: 25034	PROJ: 25034
	DATE: JUNE 03, 2025 PLOTTED: JUNE 03, 2025	SCALE: 0 30 60	SHEET 1 OF 2	

- 1 THIS PLAT IS BASED UPON A FIELD SURVEY ON APRIL 15, 2025 & MAY 5, 2025.
- 2 A TITLE REPORT WAS NOT PROVIDED, THEREFORE, ALL ENCUMBRANCES MAY NOT BE SHOWN ON THIS PLAT.
- 3 THIS PROPERTY IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD ZONE.
- 4 NO GRAVES OR PLACES OF BURIAL WERE OBSERVED DURING THE SURVEY.
- 5 THIS PROPERTY IS ZONED R7.
- 6 THIS LOTS CONSISTS OF: TM 160D2 1 B18 LOTS 22-26. SOME INTERNAL PROPERTY LINES HAVE BEEN ADJUSTED. NO NEW LOTS HAVE BEEN CREATED.
- 7 OWNER & DEVELOPER: DAVID W. MILSTEAD  
73131 LUMBER MILL RD.  
DAYTON, VA. 22821
8. A 48' PRIVATE ACCESS EASEMENT IS HEREBY DEDICATED TO PUBLIC USE.
9. A 10' WIDE PUBLIC UTILITY AND DRAINAGE EASEMENT IS HEREBY DEDICATED TO PUBLIC USE. THIS EASEMENT IS ADJACENT TO TO 20' WIDE ALLEY.
10. EACH LOT WILL HAVE 2 DESIGNATED PARKING SPACES 10'X18'.
11. LAND USE: RESIDENTIAL.
12. DRAINAGE SHEET RUN OFF TO THE SOUTHWEST TO DITCHLINE FOR PARCELS 20-22.

OWNER'S CONSENT AND DEDICATION  
OF 19TH STREET TOWNHOUSES

THE PLATTING OR DEDICATION OF THE FOLLOWING LAND, 19 STREET TOWNHOUSES,  
IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF  
THE UNDERSIGNED OWNER(S), PROPRIETOR(S), AND TRUSTEE(S), IF ANY.

BY: David W. Milstead  
DAVID W. MILSTEAD  
MILSTEAD CONSTRUCTION

DATE 6/3/25

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF Rockingham, TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 15<sup>TH</sup>

DAY OF July, 2025, BY DAVID W. MILSTEAD

01/30/2027 7653038 Melinda Sue McDonald  
COMMISSION EXPIRES REGISTRATION NO. NOTARY PUBLIC

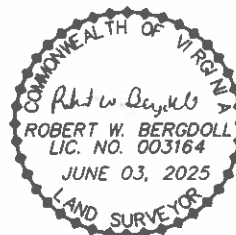
CERTIFICATE OF APPROVAL

THIS SUBDIVISION KNOWN AS 19TH STREET TOWNHOUSES, IS APPROVED BY THE  
UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE  
ADMITTED TO RECORD.

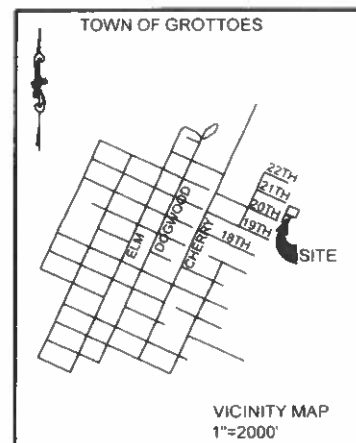
TOWN OF GROTTOS  
ZONING ADMINISTRATOR

DATE

APPROVAL OF THIS PLAT BY THE AGENT OF THE TOWN OF GROTTOS SHALL BE  
VOID UNLESS THIS PLAT IS RECORDED WITHIN SIX MONTHS AFTER APPROVAL.



THIS DOCUMENT IS NOT  
FINAL UNLESS THE SEAL  
IS SIGNED & DATED



VICINITY MAP  
1"=2000'

BOUNDARY SURVEY PLAT  
**19TH**  
**STREET TOWNHOUSES**  
TOWN OF GROTTOS  
ROCKINGHAM COUNTY, VA

**BERGDOLL SURVEYING, LLC.**  
P. O. BOX 36  
MOUNT SIDNEY, VIRGINIA 24467  
540 416-4081

DSN: RWB

DWG: RWB

FILE: 25034

PROJ: 25034

DATE: JUNE 03, 2025  
PLOTTED: JUNE 03, 2025

SCALE:

SHEET  
2 OF 2

# TOWN OF GROTTOS



August 6, 2025

## MEMORANDUM:

**TO:** Town Council  
**FROM:** Kyle D. O'Brien, Town Manager  
**SUBJECT:** Staff Report – August Regular Council Meeting

- **Paving:** Paving is still planned for this month, with milling expected to begin next week, followed by paving and striping.
- **A/V Equipment for Council room:** As approved by the Council, this contract has been executed, and the install will take place late summer/early fall.
- **Dogwood to Third Street Water Line:** This project is underway, and already good progress is being made.
- **Audits:** The auditors are in this week working on completing the older audits. Everything will be caught up by the end of the year.
- **Lagoon Work:** This project is underway with town staff doing the majority of the work. UV equipment will be delivered and installed in the September/October time frame.

\*\*\*

Please let me know if you have any questions regarding these matters.

Respectfully submitted,

Kyle D. O'Brien

## **Treasurer's Staff Report August 2025**

### **Maximum Investment Sweep Account**

For the month of July, we have earned \$18,509.07 in interest. The interest rate was 4.50%.

### **Audit**

Auditors were in house last week. We are still scheduled to be completed through FY25 by the end of the year.

### **Virginia Resources Authority**

Our 21<sup>st</sup> loan payment with VRA was made this month in the amount of \$64,679.61. Our balance is now \$1,082,870.04. This loan will be paid in full 2/1/2035. The loan rate is 2.4%.

### **VRSA Audit**

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

### **Utility Billing**

Billing Period: 4/15/2025 – 06/15/2025

Total Billing Amount: \$208,473.83

Billing Date: 6/5/2025

Due Date: 7/5/2025

Number of Bills Printed: 1398

Number of Bills Emailed: 358

### **Accounts Payable**

Date: July 2025

Number of Checks: 117

Total March AP Expense: \$301,322.37



**Land Development Staff Report  
August 2025**

**Zoning Permits issued (July 2025)**

- 4 Permits
- 0 Single-Family
- 0 Town houses
- 0 Duplex
- 1 Business
- 1 Fence
- 2 Detached garage

**2025 total to date**

23 Total Permits

**2025 Total Dwellings**

2 Single-Family

0 Townhouse units

**LED Street Light Project** – The new LED Street Light has been installed at 21<sup>st</sup> Street and Dogwood Avenue. The work order for the LED installation on 3rd Street and 6<sup>th</sup> Street says the work should be completed by 9/30/25.

**Comprehensive Plan** – Copies of the approved Comprehensive Plan have been delivered by the CSPDC. Copies are limited and the plan is also available on the town website.

**Zoning Violations** – sent the following zoning violations:

- 1002 Dogwood Avenue – Event tent / possible business in R-2 zoning
- 600 17<sup>th</sup> Street – Building structure being built in alley, no zoning permit has been issued

Respectfully submitted:

Tara Morris,  
Assistant Town Manager

## **Grottoes Police Department Staff Report August 2025**

### **Staffing**

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

Officer D. Alger has submitted his resignation effective August 16, 2025. He has accepted a position with the Broadway Police Department as a K-9 Handler.

Recruitment for the upcoming open Police Officer position is in progress.

### **Activities:**

#### **Warrants**

- 10 -Warrants Obtained by Grottoes Officers.
- 13 - Grottoes Warrants served by Grottoes officers.
- 4 - Other Jurisdiction Warrants Served

#### **Recovered stolen/lost Property**

- \$200.00 Bicycle

### **Training:**

Ofc. D Funk completed the 40-Hour Department of Criminal Justice General Instructor School. He will have to complete an apprenticeship, and after the apprenticeship is completed, they will receive their General Instructor certification.

Respectfully submitted:

Jason Sullivan

Chief of Police.

Grotoes Police Department Monthly Activity Log

Calendar Year 2024	January	February	March	April	May	June	July	August	September	October	November	December	2025 Totals
Hrs. Assist Other Agency	10	7	12	11	14	16	5						
Hrs. In Court	6	11	10	12	4	12	11						
Hrs. Training	9	51	200	27	0	18	55						
Hrs. Special Assignment	0	8	14	19	56	43	28						
Funeral Escorts	0	2	0	0	0	1	0						
Security Checks	1046	1063	1189	1219	1469	1259	1451						
Calls For Service	124	92	90	42	157	160	148						
Hours Investigation	80	43	22	46	41	63	39						
Reports Written	13	4	6	12	8	10	20						
Warrants Obtained	4	3	6	2	5	13	10						
Warrants Served	4	4	13	8	21	12	13						
Felony warrants obtained	2	1	1	0	1	4	3						
Felony Warrants Served	2	1	2	8	14	2	3						
Misdemeanor Warrants Obtained	2	2	5	0	4	9	7						
Misdemeanor Warrants Served	2	2	11	0	7	10	10						
Active Warrants	0	0	0	0	0	1	0						
Petitions Obtained	0	2	0	0	0	0	1						
Petitions Served	0	2	0	6	0	1	1						
ECO Served	0	1	1	3	1	0	1						
Hours ECO	0	12	15	9	5	0	61						
Directed Patrol	15	32	167	125	135	138	185						
South River Elementary School	10	18	26	12	29	0	0						
Accidents Worked	1	2	0	1	4	1	1						
Assist Motorist	2	2	2	1	5	2	3						
Traffic Stops	56	79	72	39	90	99	50						
Summonses Issued	37	47	32	19	65	69	13						
Parking Tickets	0	0	0	0	0	1	0						
DUI Arrests	0	1	0	0	0	2	0						
Other Arrests	0	0	0	1	1	2	7						
Fuel (Gallons)	562	625	415.6	455	511	475.4	454						
Miles Driven	5,678	6,003	4,173	4,635	5,116	5,120	5,133						

Bridgewater Police	832	660	772	986	806	732	747						
Broadway Police	594	569	767	597	608	483	490						
Dayton Police	515	549	685	625	605	670	620						
Elkton Police	1,294	1,315	1,844	1,806	1,646	1,522	1,686						
Grotoes	1,226	1,262	1,351	1,300	1,812	1,518	1,676						
Timberville Police	918	990	661	540	504	343	248						

Calls Handled by RSCO






August 2025

## PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Asst. Public Works Director	1	1	0
Public Works Tech	6	4	2
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	1	2

### STREETS

We have continued to monitor and add gravel, when needed, to the spots in the road that we had to cut during the water leaks. We have gathered a list for Rhodes Paving to access for all patches in town. As a group, we have finished tree clean up in problem areas of town to help reduce tree fallings during storms.

### WATER AND SEWER

#### Septic Tanks

We have pumped 12 septic tanks.

#### Wastewater Plant

Repaired a broken valve on the muffin monster at the WWTP, and we have started pumping the water from lagoon A into lagoon B so we can then cut canners out of the lagoon to prevent clogging of sewer lines between the two lagoons.

#### Water

The 6th Street waterline replacement project has been completely finished and is fully in service. The old six-inch line is capped on both ends and abandoned. We are now running a new six-inch line south from 6<sup>th</sup> Street and Dogwood Avenue towards 3<sup>rd</sup> Street. This will help keep a loop in our system to provide pressure and water throughout the town if an emergency break happens on any main feed supply in town

### VEHICLE AND EQUIPMENT MAINTENANCE

PD - oil change

Greased all equipment



## Parks & Tourism Staff Report July 2025

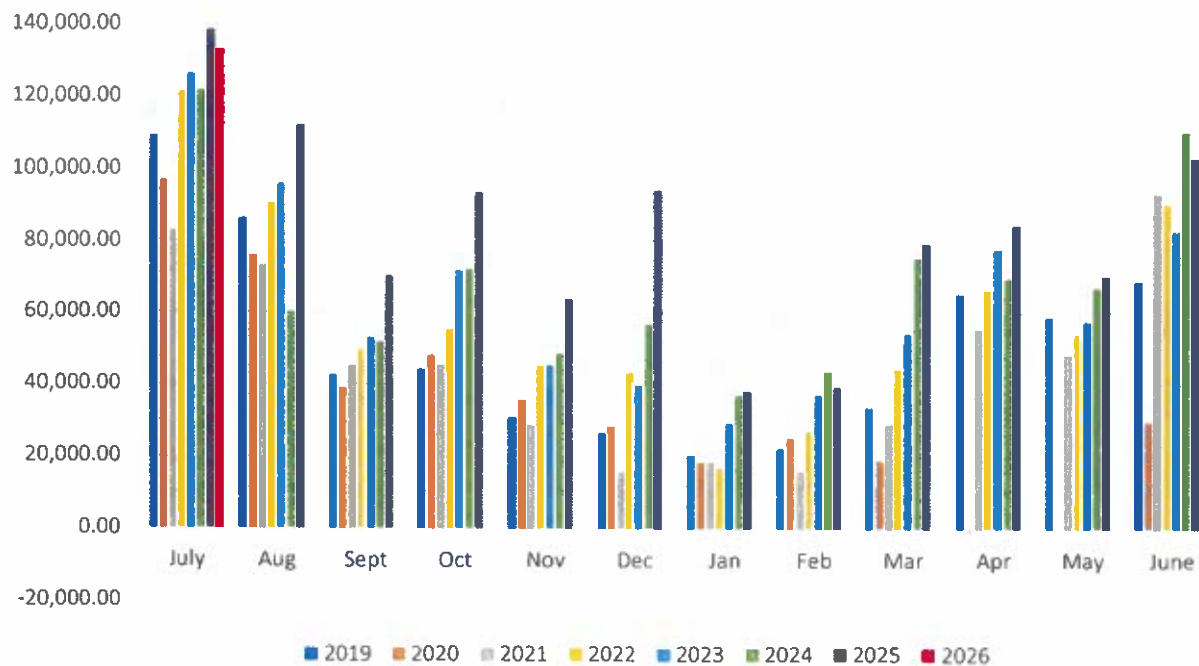
Staffing:	Authorized	Filled	Vacant
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Park Ranger II	2	2	0
Park Ranger I	13	10	3
Park Aide	3	3	0
Lifeguard	10	10	0
Head Lifeguard	2	1	1
Pool Assistant Manager	1	0	1
Co-Pool Manager	2	1	1

### Revenue:

Parks & Tourism generated \$133,105.56 in revenue for the month of July. This is a \$5,562.88 (4%) decrease from July 2024.

1. **Pool:** Generated \$11,825.00 in admissions and \$2,193.69 in concessions for the month of July.
2. **Subterranean Cinema:** We've debuted spooky movies in Grand Caverns for 4 dates in October, 2025. Ticket sales are going well, considering we're 2.5 months away from the showtimes. We have a 2<sup>nd</sup> Phase of movies to schedule/advertise should we sell out early enough.

Revenue per Month by Fiscal Year								
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
July	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53	138,668.44	133,105.56
August	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18	112,013.21	
September	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	70,317.75	
October	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	93,423.55	
November	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	63,760.76	
December	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	93,124.44	
January	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	38,299.23	
February	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	39,404.26	
March	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	75,431.34	76,767.26	
April	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	84,369.04	
May	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	70,213.85	
June	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	103,055.90	
Total	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	986,943.25	133,105.56



### Total Revenue

