



# Town of Farmville

## Town Council

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April 1, 2026 at 6:00 PM  
Council Chamber of the Town Hall  
116 North Main Street, Farmville, VA

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Adoption of Agenda**
4. **Declaration of Personal Interest**
5. **Presentation: Proposed FY2026-2027 Town Budget**
6. **Finance Report**
  - a. Report by Deputy Town Manager/Finance Director
7. **Discussion: Sidewalks**
  - a. Sidewalks Draft Ordinance March 2026 (for Council Review)
8. **Discussion: Proposed Joint Emergency Operations Plan**
  - a. Prince Edward-Farmville EOP - 2026
9. **Discussion: Erosion and Stormwater Management Program**
  - a. Proposed Ordinance No. 242
10. **Discussion: Tax Increase from 7% to 8% on the Sale of Prepared Food**
  - a. Proposed Ordinance No. 243
11. **Discussion: Tax Increase from 7% to 8% on Transient Lodging**
  - a. Proposed Ordinance No. 244
12. **Town Manager's Report**
13. **Comments by Mayor and Town Council**
14. **Closed Session**
  - a. 2.2-3711 A.3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 6.a. – Report by Deputy Town Manager/Finance Director

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**BACKGROUND:**

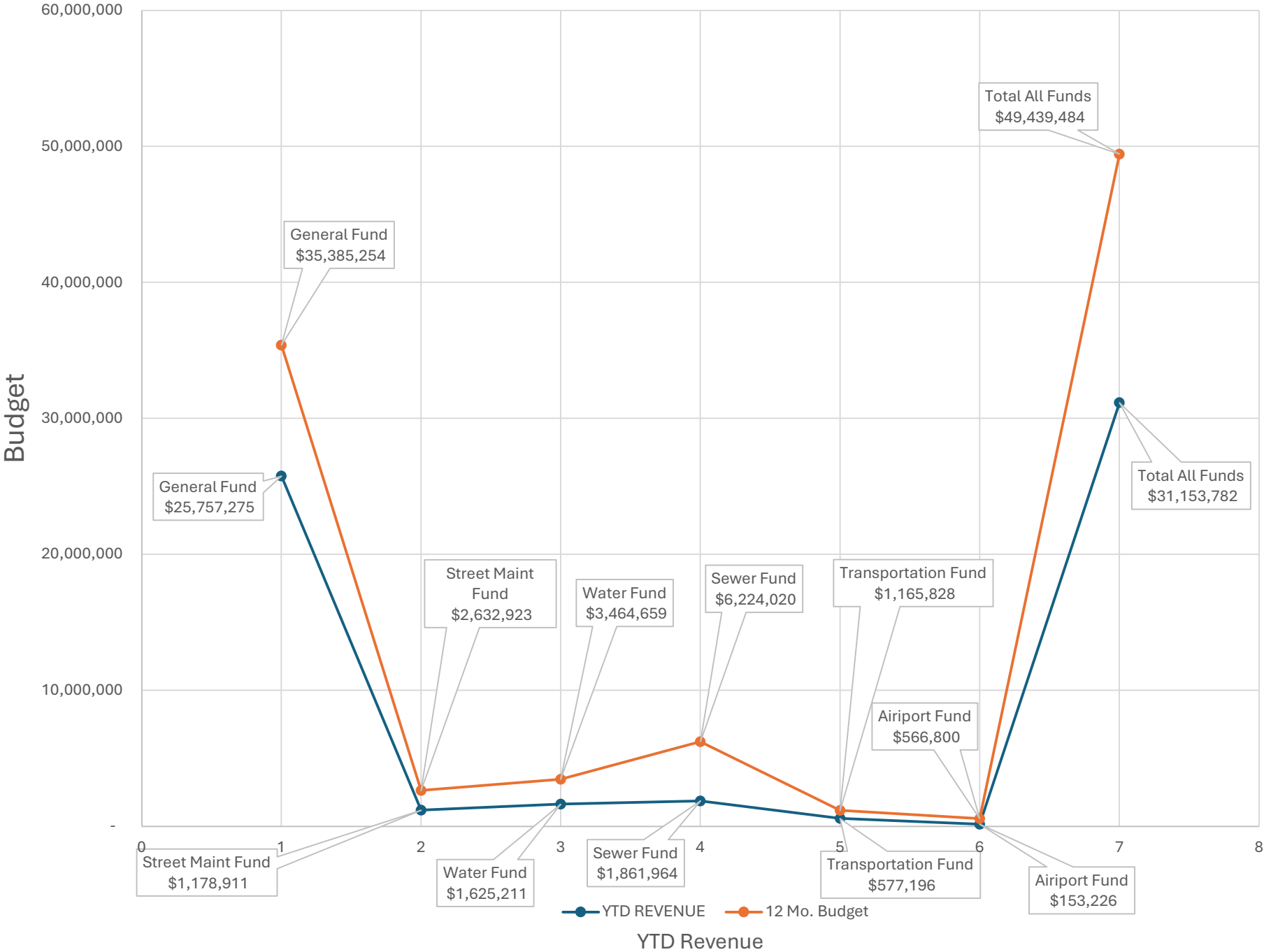
**RECOMMENDATION:**

**FISCAL IMPACT:**

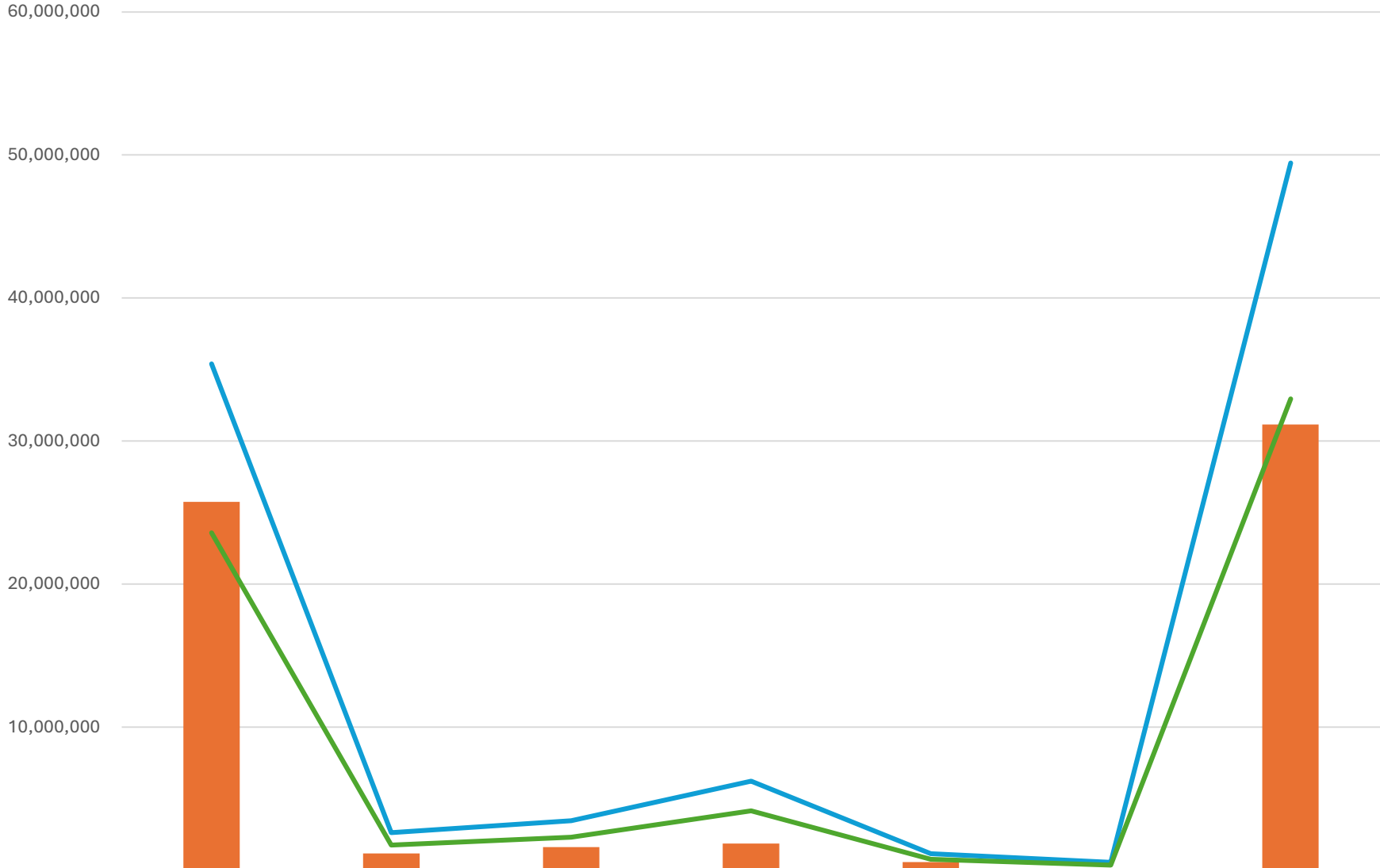
**ATTACHMENTS:**

1. Revenue - All Funds - CY Vs Budget - February 2026
2. Expense - All Funds - CY Vs Budget - February 2026
3. Expense - All Funds - CY Vs PY - February 2026
4. Revenue - All Funds - CY Vs PY - February 2026
5. Revenue - GF Dept - CY Vs Budget - February 2026
6. Expense - Dept - CY Vs Budget - February 2026
7. Expense - Dept - CY Vs PY - February 2026
8. Revenue - GF Dept - CY Vs PY - February 2026
9. Salary Report - February 2026
10. Revenue Report - February 2026

# Revenue All Funds - YTD- February 2026



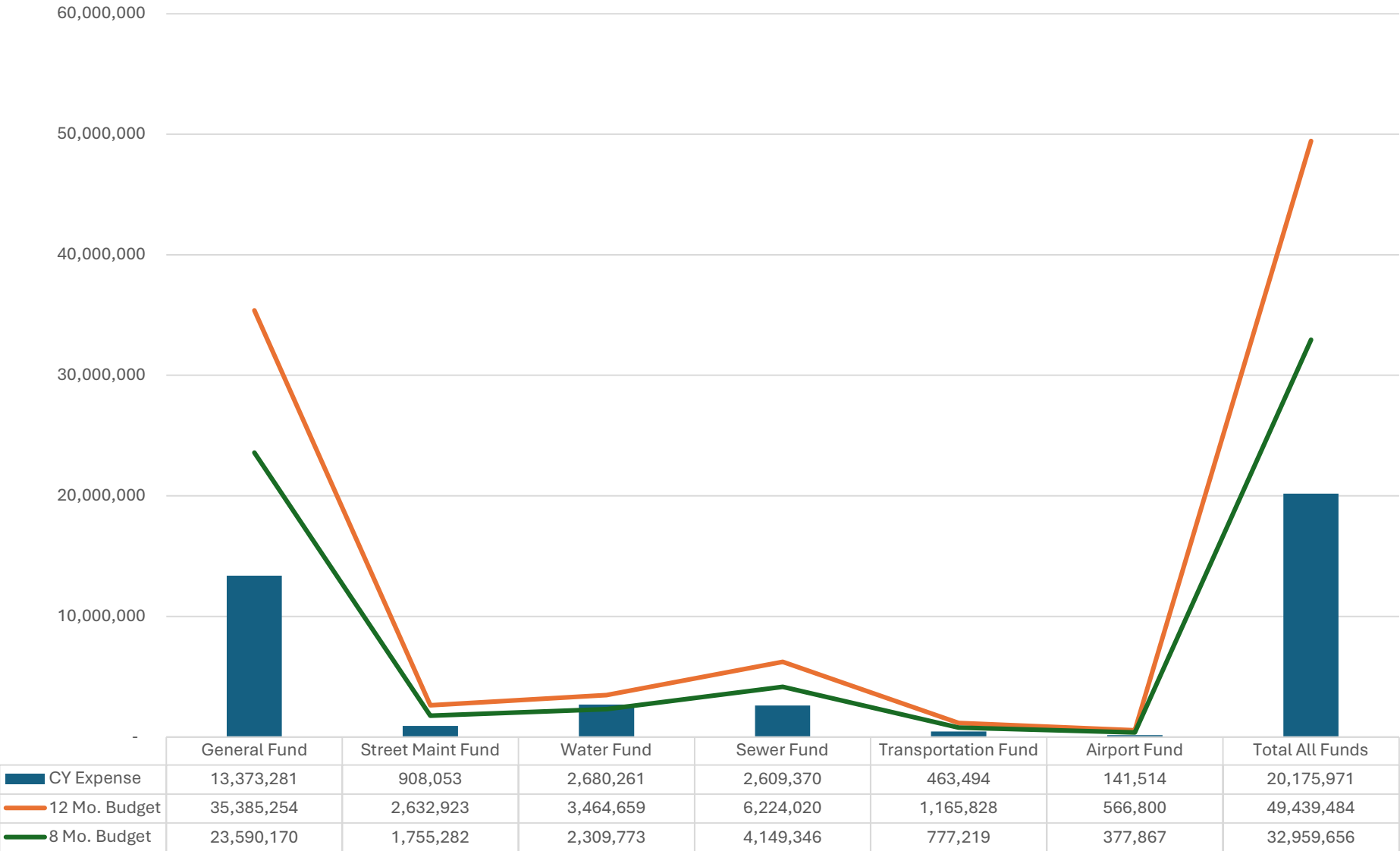
### February 2026 Actual Vs. 12 Month Budget and 8 Month Budget



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
YTD REVENUE	25,757,275	1,178,911	1,625,211	1,861,964	577,196	153,226	31,153,782
12 Mo. Budget	35,385,254	2,632,923	3,464,659	6,224,020	1,165,828	566,800	49,439,484
8 Mo. Budget	23,590,170	1,755,282	2,309,773	4,149,346	777,219	377,867	32,959,656

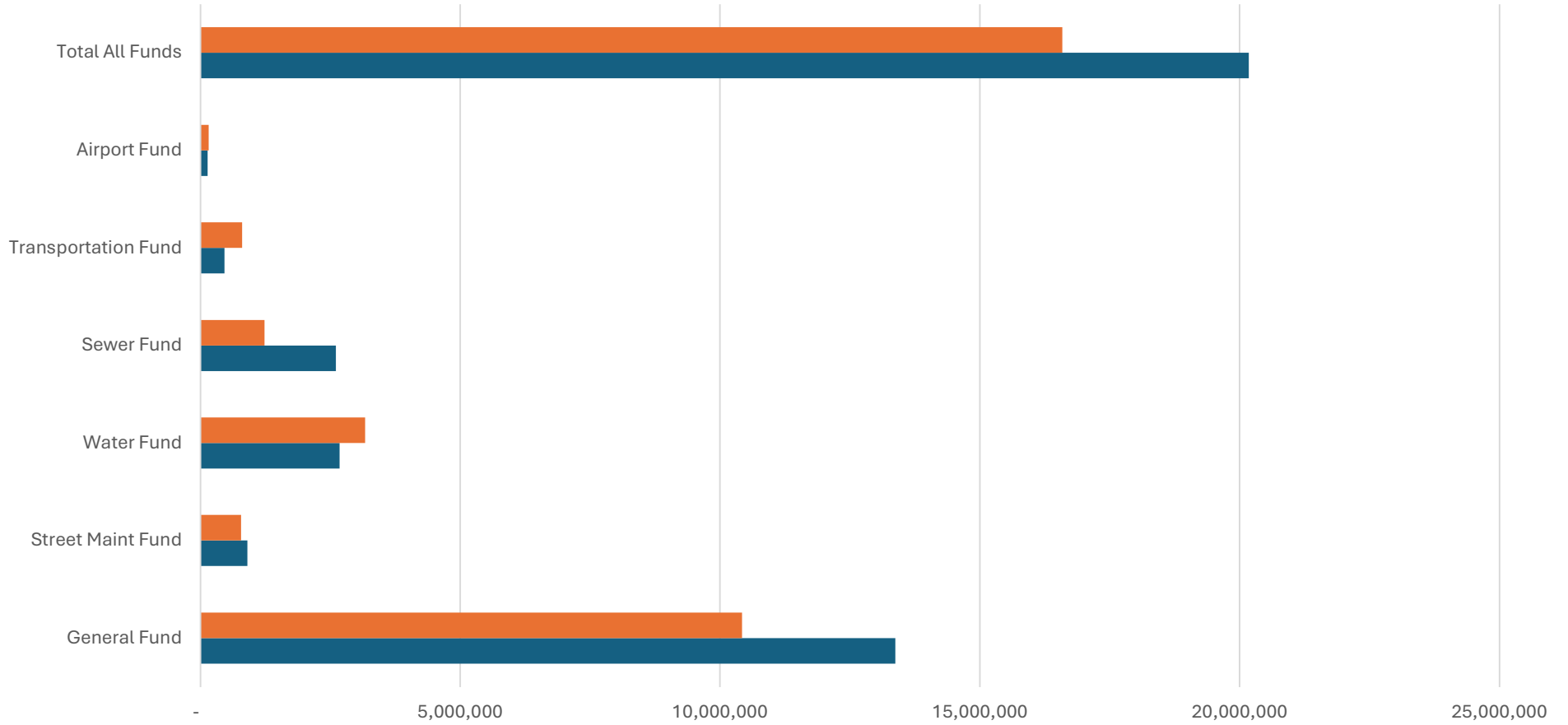
■ YTD REVENUE    
 — 12 Mo. Budget    
 — 8 Mo. Budget

### February 2026 YTD Expenses Vs. Budgeted - by Fund



■ CY Expense    
 — 12 Mo. Budget    
 — 8 Mo. Budget

### Fund Total Expenses Current Year Vs. Prior Year - February 2026



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
<span style="color: orange;">■</span> PY Expenses	10,425,250	782,593	3,173,954	1,237,352	806,418	162,046	16,587,614
<span style="color: darkblue;">■</span> CY Expense	13,373,281	908,053	2,680,261	2,609,370	463,494	141,514	20,175,971

■ PY Expenses ■ CY Expense

**Notes on comparisons:**

**General Fund:** Please see the Expense Department Breakdown chart for additional details on variances within the General Fund.

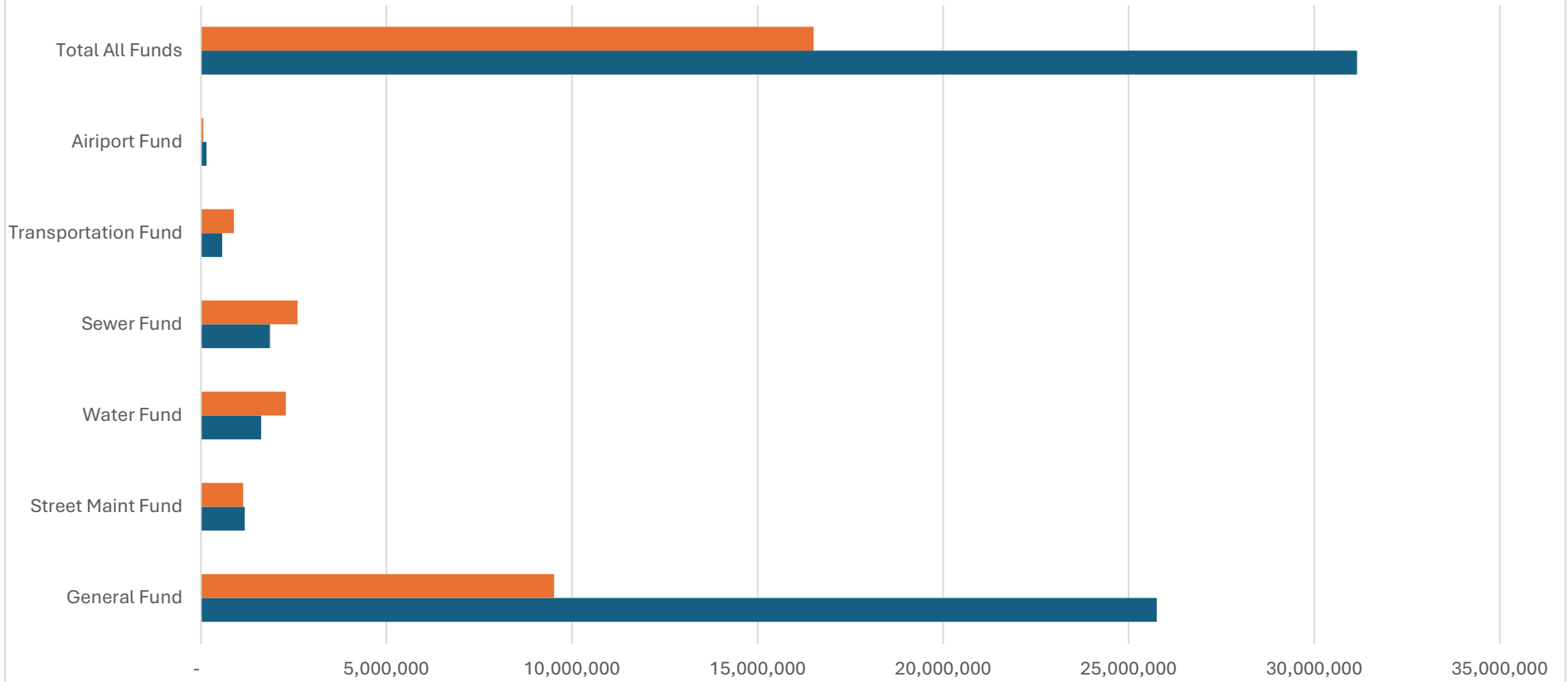
**Street Maintenance Fund:** FY26 reflects the Town's portion of the 3rd Street paving project.

**Sewer Fund:** The FY26 increase is primarily due to the one-time purchase of UV treatment equipment.

**Transportation Fund:** Higher expenses in July 2024 reflect bus purchases received and paid during that period. No bus purchases have occurred in FY26.

**Airport Fund:** A tractor was purchased in July 2024. No comparable purchases were made in FY26.

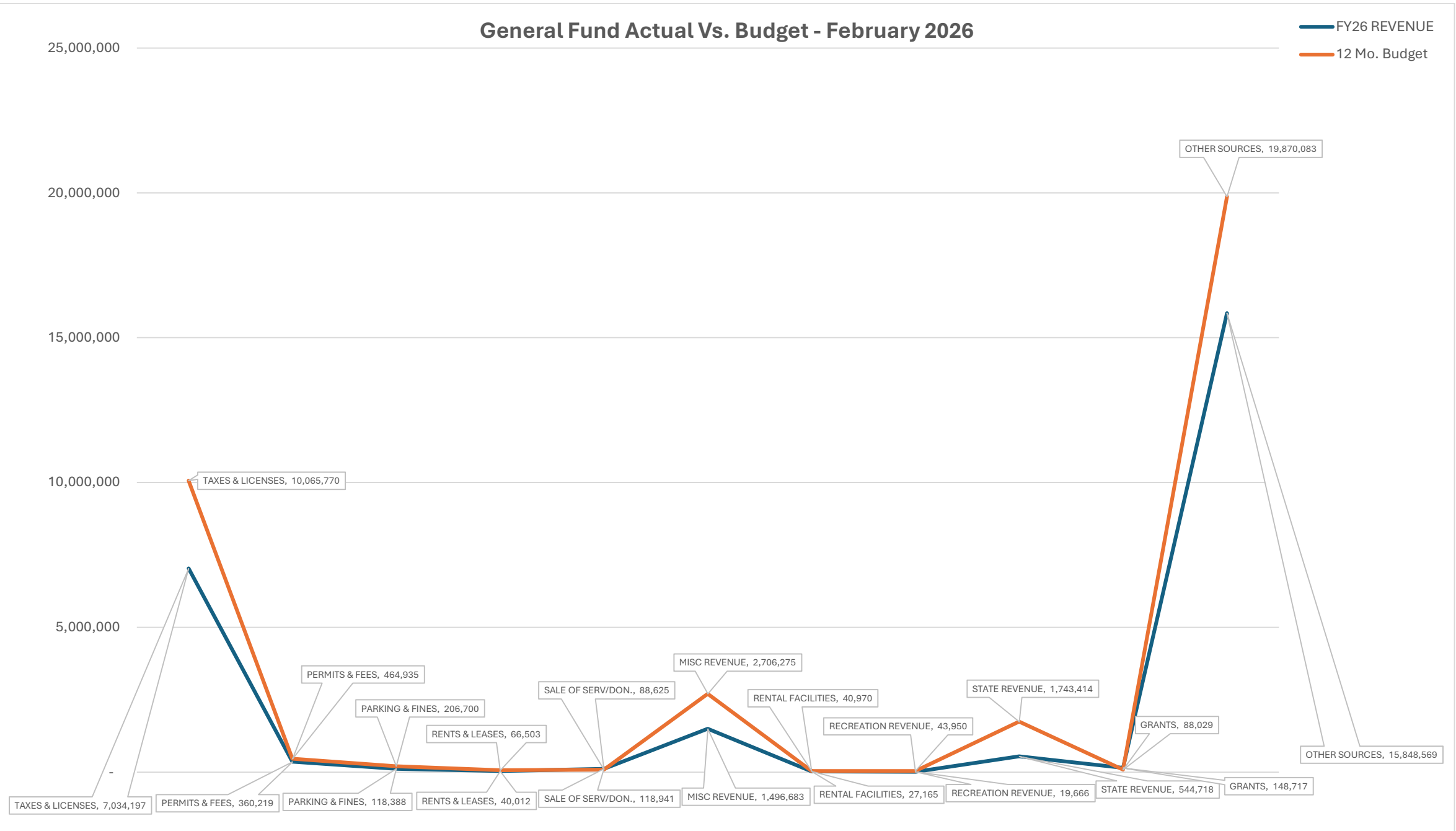
## CURRENT FEBRUARY 2026 COMPARED TO PRIOR FEBRUARY 2025 YTD REVENUE



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
<span style="color: orange;">■</span> PY YTD REVENUE	9,521,394	1,142,231	2,291,450	2,602,191	889,091	66,674	16,513,032
<span style="color: darkblue;">■</span> YTD REVENUE	25,757,275	1,178,911	1,625,211	1,861,964	577,196	153,226	31,153,782

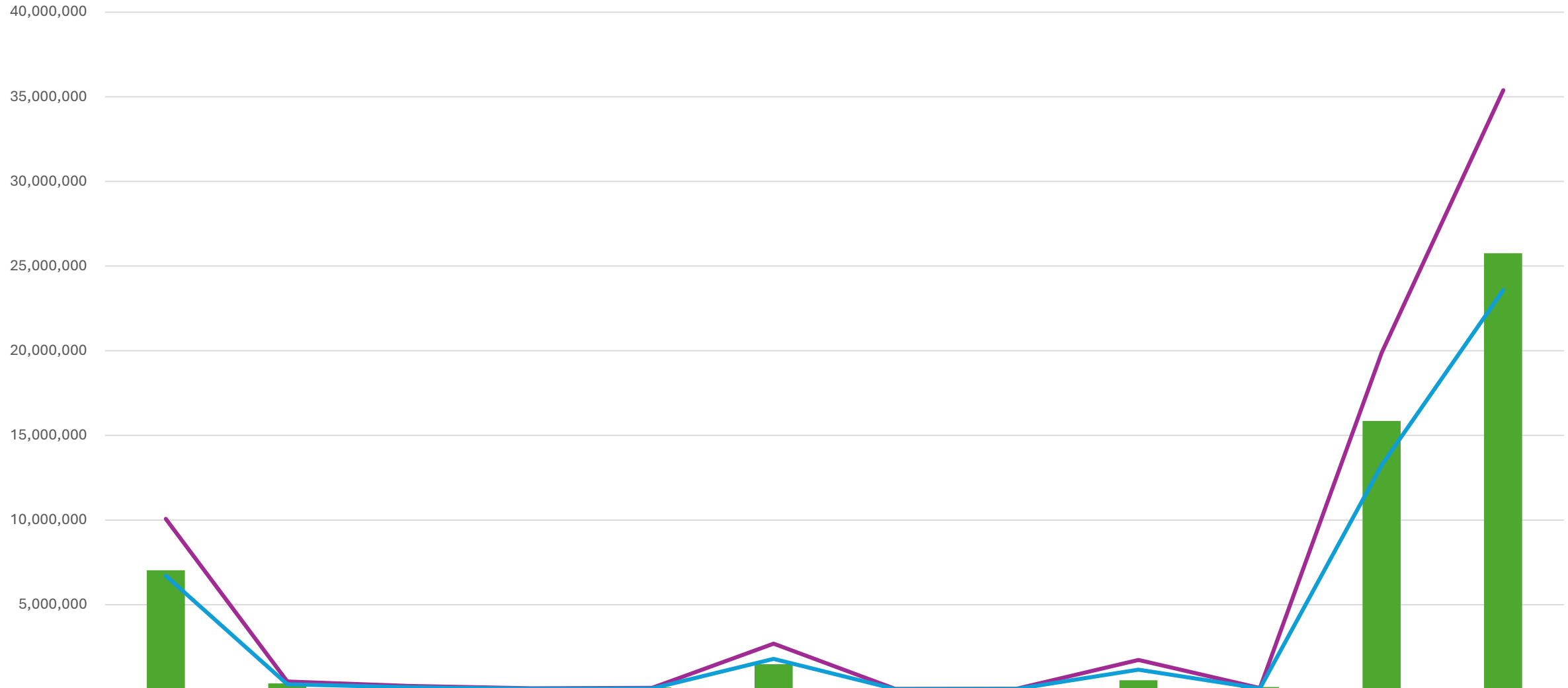
■ PY YTD REVENUE    ■ YTD REVENUE

### General Fund Actual Vs. Budget - February 2026



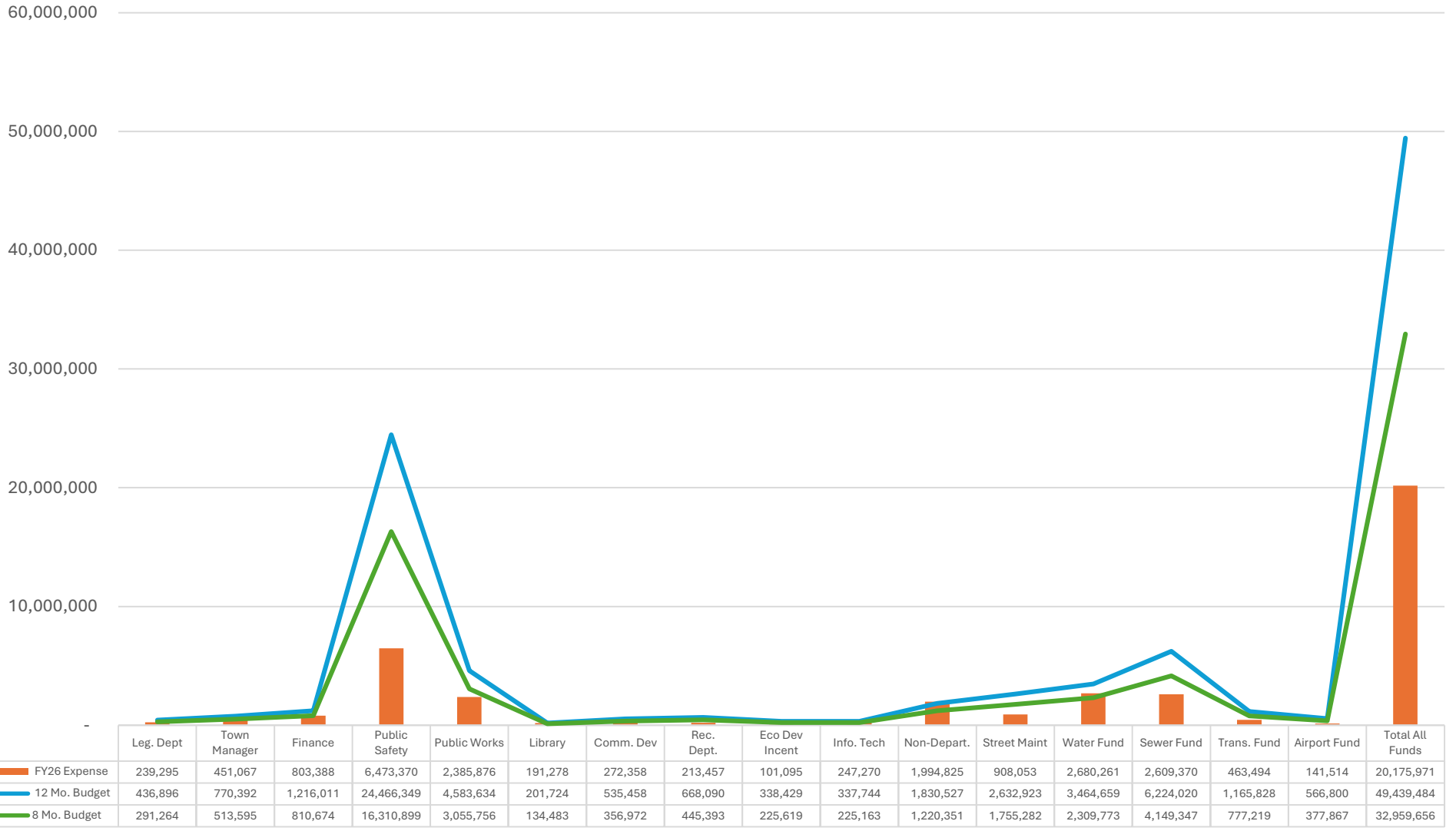
Note: Budget amounts are above the line, and actual amounts are below the line.

### February 2026 General Fund - YTD Revenue Vs. Budget



■ FY26 REVENUE    
 — 12 Mo. Budget    
 — 8 Mo. Budget

### February 2026 - YTD Expenses Vs. 12 Month Budget and 8 Month Budget



FY26 Expense    12 Mo. Budget    8 Mo. Budget

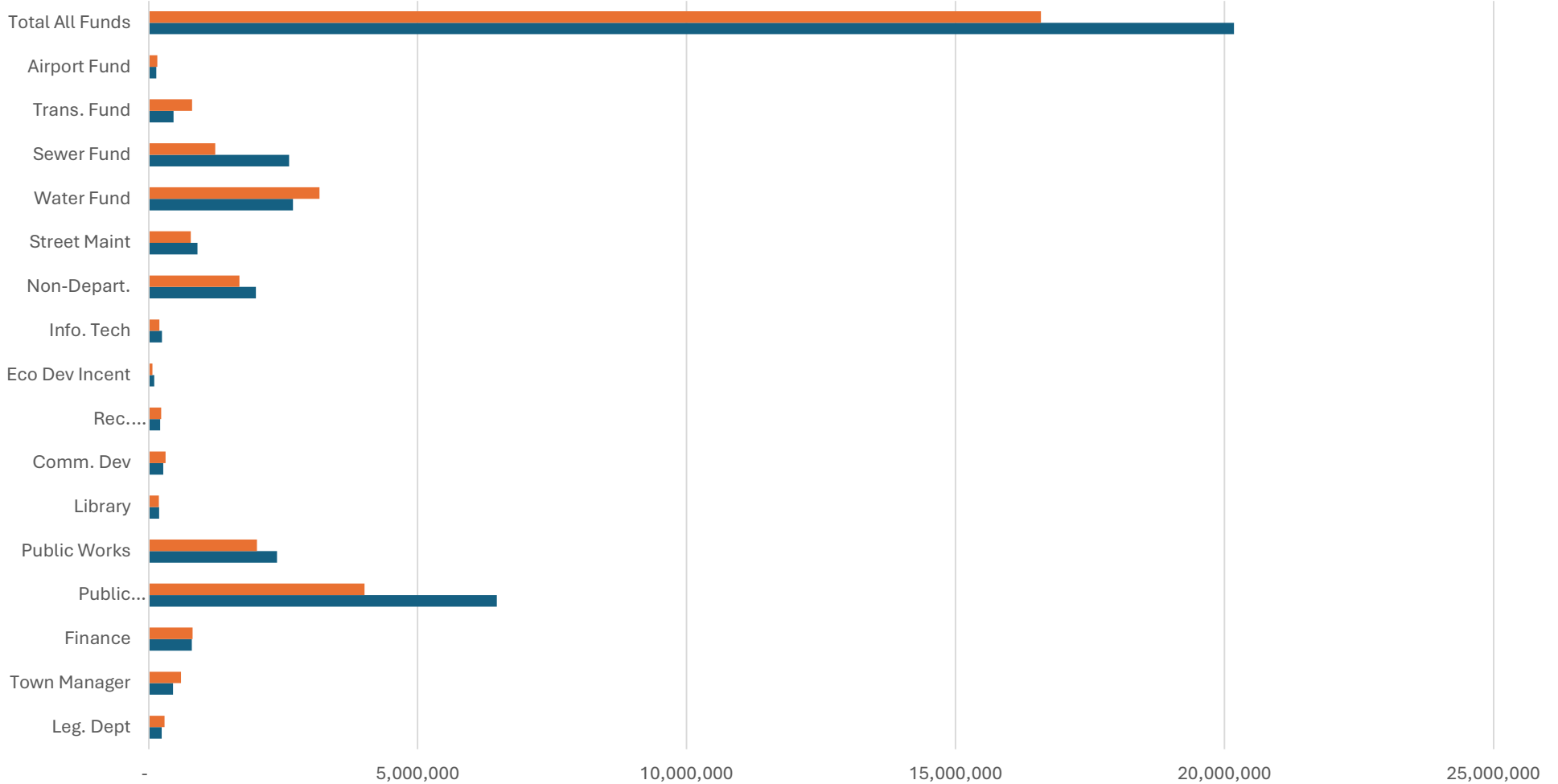
**Current Year Vs. Budget Notes:**

**Public Safety:** Construction of the new firehouse has not yet started; however, the budget assumes project-related expenditures will begin and are spread monthly for planning purposes.

**Library:** The Library appropriation was paid in July 2025; the budget assumes this is paid evenly each month.

**Non-Departmental:** The October bond payment was made in September 2025; the budget assumes this is paid evenly each month.

## Current Year Expenses Vs. Prior Year Expenses - February 2026



■ FY25 Expense    ■ FY26 Expense

**Current Year Vs. Prior Year Notes:**

**Legislation:** FY26 retirement payouts are lower than FY25 at this point in the year.

**Town Manager:** FY25 expenses include a one-time consultant cost for a Town-wide manhole evaluation.

**Public Safety:** FY26 reflects the purchase of a new ladder truck paid in December 2025.

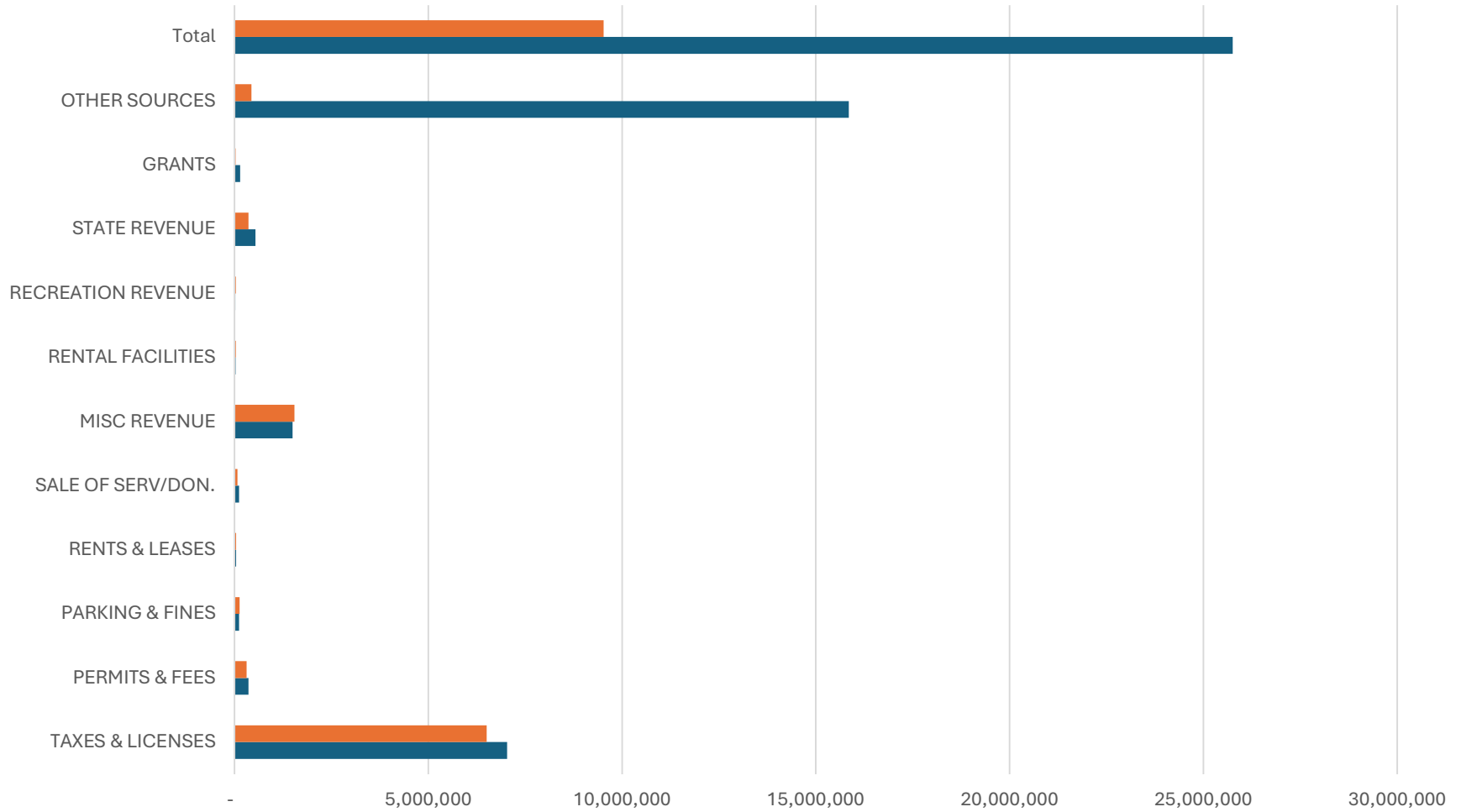
**Street Maintenance:** FY26 reflects the Town's portion of the 3rd Street paving project.

**Sewer Fund:** The FY26 increase is primarily due to the one-time purchase of UV treatment equipment.

**Transportation Fund:** Higher expenses in July 2024 reflect bus purchases received and paid during that period. No bus purchases have occurred in FY26.

**Airport Fund:** A tractor was purchased in July 2024. No comparable purchases were made in FY26.

### February 2026 Actual vs. February 2025 Actual



	TAXES & LICENSES	PERMITS & FEES	PARKING & FINES	RENTS & LEASES	SALE OF SERV/DON.	MISC REVENUE	RENTAL FACILITIES	RECREATION REVENUE	STATE REVENUE	GRANTS	OTHER SOURCES	Total
<span style="color: orange;">■</span> FY25 REVENUE	6,508,205	314,554	135,458	44,936	74,903	1,545,040	34,925	33,447	361,915	29,379	438,632	9,521,394
<span style="color: darkblue;">■</span> FY26 REVENUE	7,034,197	360,219	118,388	40,012	118,941	1,496,683	27,165	19,666	544,718	148,717	15,848,569	25,757,275

■ FY25 REVENUE ■ FY26 REVENUE

## February 2026 Salary Report

Below are the departments with explanations that are over their 8 Month Actual to Budget.

This percentage should be at 100% or below.

		<u>Actual/Budget</u>	<u>\$ Overage</u>
10-312	Salaries-Overtime-Police	211.00%	59,612 Shift Coverage & Special Events Coverage.

<b>FY26 INFORMATION</b>	<b><u>Total All Funds</u></b>
	Expended YTD      5,262,186
	8 Mo Budget Amt <u>5,747,427</u>
	(485,241)
Expended through February for Salaries is <b>\$485,241 less</b> than our 8 Month Budget Amount.	

<b>FY25 INFORMATION (PRIOR YEAR)</b>	<b><u>Total All Funds</u></b>
	Expended YTD      5,001,255
	8 Mo Budget Amt <u>5,400,102</u>
	(398,847)
Expended through February for Salaries is <b>\$398,847 less</b> than our 8 Month Budget Amount.	

**TOWN OF FARMVILLE  
REVENUE REPORT  
AS OF FEBRUARY 28, 2026**

<b>Account Id</b>	<b>Description</b>	<b>Current Revenue</b>	<b>YTD Revenue</b>	<b>Anticipated</b>	<b>% Realized</b>
10-1101-0001	CURRENT REAL PROP TAXES	8,332	1,698,469	1,770,000	95.9600
10-1102-0001	CURRENT PUBLIC SERVICE CORP TA	0	115,301	62,590	184.2200
10-1103-0001	CURRENT PERSONAL PROPERTY TAX	1,908	256,258	273,030	93.8600
10-1106-0001	PENALTIES-TAXES	1,015	7,984	1,500	532.2400
10-1106-0002	INTEREST-TAXES	16	556	1,500	37.0600
10-1106-0003	PENALTY-PP TAX	192	4,008	500	801.6200
10-1106-0004	INTEREST-PP TAX	16	436	150	290.9200
10-1107-0001	DELINQUENT TAXES	317	6,870	5,000	137.4000
10-1200-0001	CONSUMPTION TAX	-	17,434	27,000	64.5700
10-1201-0001	SALES TAX	-	263,397	455,000	57.8900
10-1202-0001	UTILITY TAX	-	219,886	360,000	61.0800
10-1203-0001	BUSINESS LICENSE TAX	843,402	987,664	1,620,000	60.9700
10-1203-0099	PENALTY-BUSINESS LICENSES	-	631	5,000	12.6200
10-1204-0001	BANK FRANCHISE TAXES	-	-	235,000	0.0000
10-1204-0004	RIGHT OF WAY ACCESS FEE	-	11,442	16,000	71.5100
10-1205-0001	MOTOR VEHICLE LICENSES	-	2,495	87,000	2.8700
10-1206-0001	COMMUNICATION SALES & USE TAX	-	166,946	360,000	46.3700
10-1207-0001	PRECIOUS METAL PERMIT	200	200	-	0
10-1210-0001	LODGING TAX	59,315	622,103	800,000	77.7600
10-1211-0001	FOOD TAX	323,401	2,576,176	3,800,000	67.7900
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	420	4,798	2,000	239.8900
10-1220-0001	SANITATION FEE	32,352	264,287	390,000	67.7700
10-1301-0001	FERN BEAUTIFICATION PROJECT	-	2,000	2,900	68.9700
10-1302-0002	BRANCH OUT TREE PROGRAM	-	1,350	5,000	27.0000
10-1302-0003	VFIC GRANT	-	-	15,000	0.0000
10-1303-0005	VARIANCE FEE	-	-	250	0.0000
10-1303-0006	CONDITIONAL-USE-PERMITS	-	500	500	100.0000
10-1303-0007	ZONING & RE-ZONING FEES	50	2,200	1,000	220.0000
10-1303-0008	BUILDING PERMITS	5,991	69,474	32,000	217.1100

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10-1303-0009	SURVEYOR-SITE INSPEC-E&S,RENTAL EQUIP	-	100	200	50.0000
10-1303-0010	PARTY BIKE PERMIT	-	-	365	0.0000
10-1303-0020	STATE SURCHRG-BLDG PERMIT FEE	120	1,394	500	278.8300
10-1303-0031	FITNESS PROGRAM REVENUE	-	-	200	0.0000
10-1303-0032	KARATE PROGRAM REVENUE	135	975	1,000	97.5000
10-1303-0033	PICKLEBALL PROGRAM REVENUE	206	460	500	92.0000
10-1303-0071	FOOTBALL PROGRAM REVENUE	-	10,471	21,250	49.2800
10-1303-0072	SOFTBALL PROGRAM REVENUE	-	-	1,500	0.0000
10-1303-0073	SUMMER CAMP REVENUE	3,500	3,920	15,000	26.1300
10-1303-0077	SPONSORSHIP-JINGLE BELL RUN	-	-	500	0.0000
10-1303-0078	REGISTRATION FEE-JINGLE BELL R	285	1,380	1,000	138.0000
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	2,625	2,625	1,000	262.5000
10-1303-0081	ADULT VOLLEYBALL REVENUE	-	(165)	1,000	-16.5000
10-1303-0099	NEW REC PROGRAMS/GRANTS	-	-	1,000	0.0000
10-1305-0001	REINSPECTION-BLDG. PERMITS	-	60	-	0
10-1307-0001	PLAN REVIEW-BLDG INSPECTOR	-	793	500	158.6000
10-1307-0002	CERTIFICATE OF OCCUPANCY-BLDG	-	-	100	0.0000
10-1308-0001	FINGERPRINT FEE	-	-	20	0.0000
10-1309-0001	SURVEYOR-PLAN REVIEW	-	-	500	0.0000
10-1311-0001	BURN PERMIT	-	-	400	0.0000
10-1401-0001	COURT FINES & COSTS	-	56,025	90,000	62.2500
10-1401-0002	PARKING FINES	948	11,054	25,000	44.2200
10-1401-0003	Parking Fines-Payments	-	(1,490)	(9,000)	16.5600
10-1401-0004	LIENS ON REAL ESTATE	40	259	500	51.7300
10-1402-0003	E-CITATION	-	4,804	5,000	96.0800
10-1501-0001	INTEREST-REPO	4,951	45,501	110,000	41.3600
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	-	1,893	30,000	6.3100
10-1501-0003	INTEREST-MEDICAL COMPENSATION	6	302	3,000	10.0700
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0	47	100	47.3200

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10-1501-0006	INTEREST-MM-BENCHMARK-E911	13	87	50	174.2600
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	6,817	74,435	150,000	49.6200
10-1501-0015	INTEREST-E911 RESERVE	1,027	9,566	7,239	132.1400
10-1501-0016	INTEREST-GO BOND REINVESTED	38,633	115,442	375,000	30.7800
10-1501-0021	INT-CK ACCT-BENCHMARK-E-CITATION	3	33	40	81.6500
10-1501-0072	INT-CHECKING-BENCHMARK	14,999	119,346	100,000	119.3500
10-1502-0001	RENT-BURN BUILDING	-	-	500	0.0000
10-1502-0002	RENT-WILCK LAKE	400	2,000	2,500	80.0000
10-1502-0005	SALE OF FIXED ASSETS	10,000	86,777	19,500	445.0100
10-1502-0006	SALE OF MATERIAL	41	8,397	1,500	559.8000
10-1502-0008	SALE OF COPIES	45	480	500	96.0000
10-1502-0009	CEMETERY LOTS	-	5,600	17,000	32.9400
10-1502-0010	SALE OF POSTAGE	8	19	25	75.2000
10-1502-0011	SALE OF ROLL OUT CARTS	-	500	1,000	50.0000
10-1502-0012	RENT-TRAIN STATION	1,250	9,550	14,000	68.2100
10-1502-0013	RENT-PARKING-VENABLE ST	240	1,920	2,700	71.1100
10-1502-0014	RENT-TOWN PKG-NORTH ST	-	300	300	100.0000
10-1502-0018	LEASE-SOUTH ST CONF-FIRE PROG	-	5,118	15,353	33.3300
10-1502-0020	RENT-RIVERFRONT PARK	-	-	250	0.0000
10-1502-0021	FARMER'S MARKET REVENUE	1,030	5,515	7,720	71.4400
10-1502-0022	FARMER'S MARKET SPONSORSHIP	-	-	7,280	0.0000
10-1502-0024	RENT-SPORTS ARENA	1,800	10,100	15,500	65.1600
10-1502-0025	RENT-PROB/PAROLE BLDG	4,084	32,674	47,650	68.5700
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	-	-	1,000	0.0000
10-1503-0001	EXCESS SALE-TACS	-	1,730	-	0
10-1607-0003	PARKING METERS REVENUE	4,152	43,788	50,000	87.5800
10-1610-0001	RENTAL PARKING SPACES	325	3,500	8,700	40.2300
10-1620-0001	RESIDENTAL PARKING	-	707	2,000	35.3500
10-1620-0002	LONGWOOD STREETS	-	-	35,000	0.0000

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10-1620-0099	PENALTY-SANITATION FEE	429	3,855	5,100	75.5900
10-1630-0001	CIGARETTE TAX	7,500	82,525	200,000	41.2600
10-1899-0002	SALE OF SERVICE-ADMIN	-	-	1,000	0.0000
10-1899-0004	MISC REVENUE	-	299	100	298.9700
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	2,424	5,000	48.4800
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	2,500	12,200	22,000	55.4500
10-1899-0007	SALE OF SERVICE-DUMP TK	200	200	500	40.0000
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	-	-	100	0.0000
10-1899-0014	SALE OF SER-DISPATCH-HAMPDEN S	-	-	6,000	0.0000
10-1899-0015	SALE OF SERVICE-BAD CHECKS-TAXES	-	224	-	0
10-1899-0017	SALE OF SER-FALSE BURG ALARM	400	1,740	2,000	87.0000
10-1899-0033	SALE OF SERVICE-POLICE	-	-	1,000	0.0000
10-1899-0035	SALE OF SERVICE-LIBRARY MAINTEN	-	-	600	0.0000
10-1899-0097	DONATIONS-FOURTH OF JULY CELEBRATION	650	900	20,000	4.5000
10-1901-0003	AMINISTRATIVE SERV-FUND 15	-	-	10,000	0.0000
10-1901-0004	REIMB-FUND 10-ADMIN SERV	65,310	522,480	838,146	62.3400
10-1901-0005	RECOVERY-JURY DUTY FEES	168	834	501	166.6500
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PROP	-	34,353	50,000	68.7100
10-1902-0001	DAMAGE TO TOWN PROPERTY	-	1,602	5,000	32.0400
10-1903-0001	REFUNDS - CO-OPS	-	313	500	62.6900
10-2201-0003	ROLLING STOCK TAXES	-	117	100	117.3400
10-2201-0005	MOBILE HOME TITLING TAX	-	885	1,000	88.5000
10-2201-0006	CAR RENTAL TAX	-	41,489	75,000	55.3200
10-2201-0009	GRANT-RECREATION DEPT	-	-	12,000	0.0000
10-2401-0022	GRANT-BURN BLDG-VFP	25,000	25,000	25,000	100.0000
10-2401-0029	GRANT-DISPATCH-VDEM	100	833	4,000	20.8400
10-2401-0030	GRANT-VA911-HANDLING EQ	-	83,683	83,683	100.0000
10-2401-0031	VDEM-GIS & DATA	-	3,720	13,000	28.6200
10-2401-0033	GRANT-NG911-ADDITIONAL FUNDING	22,016	33,832	150,000	22.5500

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10-2401-0034	VDEM CONSOLIDATION GRANT-DISPATCH	15,000	64,616	1,000,000	6.4600
10-2401-0035	VDEM-GIS & DATA-REIMB PE CO PORTION	-	(720)	-	0
10-2402-0001	WIRELESS	-	76,410	117,000	65.3100
10-2404-0007	LITTER & RECYCLING GRANT	-	5,400	2,500	215.9900
10-2404-0010	AID TO LAW ENFORCEMENT	55,596	166,788	220,000	75.8100
10-2404-0011	FIRE ALLOCATION	-	41,826	-	0
10-2404-0012	GRANT-VFIRS HARDWARE GRANT-VA DEPT FIRE	-	700	700	100.0000
10-2404-0027	GRANT-VDFP-PPE GRANT-FIRE	-	-	45,231	0.0000
10-2404-0032	GRANT-VML-SAFETY	-	-	4,200	0.0000
10-2404-0062	VIRGINIA STATE POLICE - HEAT GRANT	10,000	10,000	10,000	100.0000
10-2405-0004	MARKETING/TOURISM LOCAL REVENU	-	139	2,000	6.9500
10-2501-0022	GRANT-VDEM-SHSP-SURVEILLANCE EQUIP	-	109,381	-	0
10-2501-0023	GRANT-WELLNESS-FIRST RESPONDERS	-	6,598	6,729	98.0500
10-2504-0019	GRANT-DMV-ALCOHOL-25	-	1,133	18,800	6.0300
10-2504-0020	GRANT-BULLETPROOF VEST-FED	-	6,605	3,700	178.5100
10-2504-0027	GRANT-DMV-SPEED-25	-	-	18,800	0.0000
10-2511-0001	GRANT-OPERATION CEASE FIRE (POLICE)	15,000	15,000	15,000	100.0000
10-4100-0088	CARRYOVER FUNDS FY24-25	-	-	428,034	0.0000
10-4100-0089	CARRYOVER FUNDS TO FY25-26	-	-	111,570	0.0000
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	-	2,224	36,553	6.0800
10-4104-0015	FM LIBRARY-APPROP LEASE RENT	-	180,000	180,000	100.0000
10-4104-0016	FM CKING-MEDICAL COMPENSATION BENEFIT	-	-	98,000	0.0000
10-4104-0018	FM SETASIDE ACCT-BONDS	-	-	1,072,113	0.0000
10-4104-0022	LEASE PROCEEDS	184,317	487,867	1,140,317	42.7800
10-4104-0025	FM SETASIDE ACCT-CIP PROJECTS	-	-	575,000	0.0000
10-4104-0027	FM SETASIDE ACCT-ABM PROJECT - BOA	-	-	117,822	0.0000
10-4104-0029	GO BOND ISSUANCE	-	14,675,000	16,000,000	91.7200
10-4104-0031	PREMIUM GO BOND 25	-	685,701	-	0
10-4107-0004	FM-PE CO-INSTANT ALERT	-	3,240	2,000	162.0000

**TOWN OF FARMVILLE  
REVENUE REPORT  
AS OF FEBRUARY 28, 2026**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-4107-0006	FM-LONGWOOD-DISPATCH SERV	-	350,000	350,000	100.0000
10-4107-0007	FM-PRINCE EDARD'S-DISPATCH SERV	-	-	404,266	0.0000
10-4113-0003	FROM-911 RESERVE	-	-	327,228	0.0000
10-4113-0004	FROM FARMVILLE FIRE DEPT-PAYME	-	35,000	35,000	100.0000
<b>TOTAL GENERAL FUND (FUND 10)</b>		<b>1,778,796</b>	<b>25,757,275</b>	<b>35,385,254</b>	<b>72.79%</b>
15-2404-0007	HIGHWAY FUNDS	-	1,178,911	2,285,000	51.5900
15-4100-0050	USE OF PY FUND BALANCE	-	-	347,923	0.0000
<b>TOTAL HIGHWAY MAINTENANCE FUND (FUND 15)</b>		<b>-</b>	<b>1,178,911</b>	<b>2,632,923</b>	<b>44.78%</b>
40-1501-0001	Interest - Unrestricted	2,473	24,181	40,000	60.4500
40-1501-0002	Interest - RESTRICTED	-	3,907	40,000	9.7700
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	46	338	2	16,917.0000
40-1502-0005	SALE OF FIXED ASSETS	3,300	3,400	-	0
40-1502-0006	SALE OF MATERIAL	-	1,175	-	0
40-1502-0007	LEASE-JACKSON HTS WATER TANK	2,556	20,444	27,848	73.4100
40-1502-0009	LEASE-ANDREWS DR WATER TANK	3,610	27,392	40,468	67.6900
40-1620-0001	WATER SERVICE	173,167	1,362,259	1,882,000	72.3800
40-1620-0002	WATER TAPS	11,300	79,152	30,000	263.8400
40-1620-0003	SURCHARGE-MULTIPLE METERS	7,738	62,048	93,000	66.7200
40-1620-0004	SALE OF WATER	258	8,774	10,000	87.7400
40-1620-0005	LEAD/COPPER SURVEY CREDIT	(40)	(1,840)	-	0
40-1620-0010	METER CREDIT ONE TIME	-	-	18,000	0.0000
40-1620-0099	PENALTY-WATER SERVICE	1,166	10,534	18,000	58.5200
40-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	696	-	0
40-1899-0010	SERVICE CHARGES	1,060	9,080	10,000	90.8000
40-1899-0011	SERVICE CRG-BAD CHECK	50	750	750	100.0000
40-1899-0012	SALE OF SERVICE-TESTING	1,400	12,920	10,000	129.2000
40-4100-0050	USE OF PY FUND BALANCE	-	-	469,022	0.0000
40-4100-0089	CARRYOVER FUNDS TO FY25-26	-	-	219,319	0.0000
40-4102-0001	FM PE CO-APPOMATTOX RIVER-USGS	-	-	8,930	0.0000

**TOWN OF FARMVILLE  
REVENUE REPORT  
AS OF FEBRUARY 28, 2026**

<b>Account Id</b>	<b>Description</b>	<b>Current Revenue</b>	<b>YTD Revenue</b>	<b>Anticipated</b>	<b>% Realized</b>
40-4104-0025	FM SETASIDE ACCT - CIP AND DEBT	-	-	547,320	0.0000
<b>TOTAL WATER FUND (FUND 40)</b>		<b>208,083</b>	<b>1,625,211</b>	<b>3,464,659</b>	<b>46.91%</b>
42-1501-0001	Interest - Unrestricted	8,092	89,225	25,000	356.9000
42-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	45	346	-	0
42-1502-0005	SALE OF FIXED ASSETS	15,000	15,000	-	0
42-1502-0006	SALE OF MATERIAL	-	7,600	-	0
42-1620-0099	PENALTY-SEWER SERVICE	1,387	12,196	17,500	69.6900
42-1630-0001	SEWER SERVICE	222,207	1,646,542	2,258,400	72.9100
42-1630-0002	SEWER TAPS	10,000	53,779	28,800	186.7300
42-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	170	400	42.5600
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	-	13,806	25,000	55.2200
42-1899-0013	SALE OF SERVICE-SEWER TREAT	1,200	10,800	10,000	108.0000
42-1901-0010	RECOVERY-VML INS	-	12,500	-	0
42-2404-0005	VML SAFETY GRANT	-	-	2,000	0.0000
42-4100-0050	USE OF PY FUND BALANCE	-	-	349,427	0.0000
42-4100-0088	CARRYOVER FUNDS FY24-25	-	-	3,489,625	0.0000
42-4100-0089	CARRYOVER FUNDS TO FY25-26	-	-	17,868	0.0000
<b>TOTAL SEWER FUND (FUND 42)</b>		<b>257,930</b>	<b>1,861,964</b>	<b>6,224,020</b>	<b>29.92%</b>
44-1520-0001	PASSENGER FARES	734	6,399	8,800	72.7200
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	-	178,800	178,800	100.0000
44-1521-0003	CONTRIBUTION-P E COUNTY	-	18,750	25,000	75.0000
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	-	-	10,000	0.0000
44-1902-0001	DAMAGE TO TOWN PROPERTY	-	850	-	0
44-2403-0001	MISC GRANTS	-	-	10,000	0.0000
44-2410-0003	STATE FORMULA GRANT	-	196,085	215,000	91.2000
44-2410-0006	STATE GRANT-BUSES/VANS	-	-	26,723	0.0000
44-2411-0007	STATE GRANT-3 BUS SHELTERS	-	-	124,164	0.0000
44-2510-0001	GRANT-STATE PASS THRU-FED	24,713	175,916	400,000	43.9800
44-2510-0006	FED GRANT-BUS/VANS	-	-	133,614	0.0000

**TOWN OF FARMVILLE  
REVENUE REPORT  
AS OF FEBRUARY 28, 2026**

<b>Account Id</b>	<b>Description</b>	<b>Current Revenue</b>	<b>YTD Revenue</b>	<b>Anticipated</b>	<b>% Realized</b>
44-2512-0001	RTAP REVENUE	-	396	-	0
44-4100-0050	USE OF PY FUND BALANCE	-	-	33,727	0.0000
<b>TOTAL TRANSPORTATION FUND (FUND 44)</b>		<b>25,447</b>	<b>577,196</b>	<b>1,165,828</b>	<b>49.51%</b>
45-1501-0001	INT-CK ACCT-BENCHMARK	40	340	400	85.1000
45-1502-0001	RENT-HANGER SPACE	1,670	3,382	6,660	50.7800
45-1502-0002	AIRPORT MAINTENANCE FEE	250	1,250	2,040	61.2700
45-1690-0001	SALE OF AV GAS	1,651	38,421	44,000	87.3200
45-1691-0001	SALE OF JET FUEL	1,197	31,007	51,000	60.8000
45-1899-0001	DONATIONS-PRINCE ED COUNTY	-	7,600	7,600	100.0000
45-2401-0008	STATE GRANT-AWOS MAINT	-	2,280	3,600	63.3300
45-2401-0013	STATE GRANT-MAINTENANCE	3,476	5,430	31,500	17.2400
45-2401-0014	STATE GRANT-WEED KILL	-	-	1,000	0.0000
45-2402-0001	GRANT-STATE-PAPI DESIGN PHASE	-	-	7,440	0.0000
45-2403-0001	MISC GRANTS	-	-	50,000	0.0000
45-2502-0001	GRANT-FED-PAPI DESIGN PHASE	51,300	63,515	176,700	35.9500
45-4100-0050	USE OF PY FUND BALANCE	-	-	184,860	0.0000
<b>TOTAL AIRPORT FUND (FUND 45)</b>		<b>59,584</b>	<b>153,226</b>	<b>566,800</b>	<b>27.03%</b>
70-1501-0001	INTEREST	2	14	-	0
70-2405-0001	STATE FORFEITURES UNDER \$500	-	276	-	0
<b>TOTAL NARCOTICS FUND (FUND 70)</b>		<b>2</b>	<b>290</b>	<b>-</b>	<b>0</b>
<b>Final Totals</b>		<b>2,329,842</b>	<b>31,154,072</b>	<b>49,439,484</b>	<b>63.01%</b>



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 7.a. – Sidewalks Draft Ordinance March 2026 (for Council Review)

---

**BACKGROUND:** Verbal report by the Town Manager and/or Community Development Director.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Sidewalks Draft Ordinance March 2026 (for Council Review)

Sec. \_\_\_\_\_ . Sidewalks Required.

**1. New Public Right of Way.** The Town requires that a five (5) foot sidewalk be installed on both sides of a new public right of way and dedicated to the Town on all property subdivided in the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts when one of the following conditions are met:

- A. When the proposed subdivision requires the construction of fifteen (15) or more lots;
- B. The proposed subdivision is within one-quarter mile of an existing primary/secondary school or planned school site;
- C. The parcel being subdivided is eighty (80) feet or less from an existing public sidewalk; or
- D. The Comprehensive Plan has identified the property to be subdivided as a priority for future pedestrian infrastructure.

**2. Existing Public Right of Way.** The Town requires that one five (5) foot sidewalk be installed on and dedicated to the Town on all property subdivided on an existing street in the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts when one of the following conditions are met:

- A. When the proposed subdivision requires the construction of five (5) or more lots;
- B. The proposed subdivision is within one-quarter mile of an existing primary/secondary school or planned school site;
- C. The parcel being subdivided is eighty (80) feet or less from an existing public sidewalk; or
- D. The Comprehensive Plan has identified the property to be subdivided as a priority for future pedestrian infrastructure.

**3. Multi-Use Path.** A multi-use path may be constructed on one side of the street in lieu of sidewalks when required on both sides of a new public right of way. Multi-use paths along streets shall have a preferred minimum width of ten (10) feet, though a minimum width of eight (8) feet may be approved by the subdivision agent.

Except as otherwise provided by the Zoning Ordinance, sidewalks shall be constructed of concrete or other approved materials, shall be a minimum of five (5) feet in width, and shall be parallel to the street.

Nothing in this Section shall alter VDOT's authority to require the construction and maintenance of sidewalks.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 8.a. – Prince Edward-Farmville EOP - 2026

---

**BACKGROUND:** Verbal report by the Town Manager.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Prince Edward-Farmville EOP - 2026

# EMERGENCY OPERATIONS PLAN



## Prince Edward County Town of Farmville

Updated: March 2026



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# PRINCE EDWARD COUNTY / TOWN OF FARMVILLE EMERGENCY OPERATION PLAN

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**County of Prince Edward, Virginia**

**Board of Supervisors-2026**

E. Harrison Jones.  
*Chair*

B. VonCannon Watson  
*Vice Chair*

Pattie Cooper-Jones

K. David Emert

Llew W. Gilliam, Jr.

Victor (Bill) Jenkins

E. Harrison Jones

Odessa H. Pride, Ed.D.

Jerry R. Townsend

B. VonCannon Watson

~~~~~

**Director of Emergency Management**

Douglas P. Stanley, AICP, ICMA-CM, County Administrator

**Coordinator of Emergency Management**

H. E. "Trey" Pyle, III

**County Attorney**

Terri Atkins Wilson, Esq.



**Town of Farmville, Virginia**

**Town Council -2026**

Brian R. Vincent  
*Mayor*

A.D. "Chuckie" Reid  
*Vice Mayor*

Daniel E. Dwyer

Thomas M. Pairet

John Hardy

Adam Yoelin

Donald L. Hunter

Sallie O. Amos

~~~~~

**Director of Emergency Management**

C. Scott Davis, LP.D., ICMA-CM, Town Manager

**Coordinator of Emergency Management**

Daniel Clark, Fire Chief

**Town Attorney**

Gary Elder



**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE**

**COUNTY OF PRINCE EDWARD, VIRGINIA**

**ADOPTION OF 2026 UPDATE OF  
PRINCE EDWARD – FARMVILLE COUNTY EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the Board of Supervisors of the County of Prince Edward, Virginia, recognizes the need to mitigate, prepare for, respond to, and recover from natural and manmade disasters; and

**WHEREAS**, the County of Prince Edward and the Town of Farmville share common risks, resources, and responsibilities in protecting the lives, property, environment, and economic stability of their residents and visitors; and

**WHEREAS**, pursuant to § 44-146.19 of the Code of Virginia, each political subdivision is required to maintain and keep current an Emergency Operations Plan (EOP), which shall be reviewed and updated at least once every four (4) years; and

**WHEREAS**, the County of Prince Edward and the Town of Farmville have collaborated to develop a joint Emergency Operations Plan to ensure coordinated planning, unified command and control, efficient resource utilization, and effective emergency response and recovery operations; and

**WHEREAS**, the Board of Supervisors of the County of Prince Edward, Virginia, has established and appointed a Director of Emergency Management and a Coordinator of Emergency Management in accordance with state law;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Prince Edward, Virginia, that the 2026 Prince Edward County – Town of Farmville Emergency Operations Plan, as presented and revised, is hereby officially adopted as the governing Emergency Operations Plan for Prince Edward County; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Board of Supervisors, the Director of Emergency Management, and all County employees and agencies tasked to mitigate, prepare for, respond to, and recover from natural and manmade disasters shall implement and carry out the provisions of the Prince Edward County – Town of Farmville Emergency Operations Plan in coordination with the Town of Farmville; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Emergency Operations Plan shall be applied equitably, ensuring that the needs of minority, underserved, and vulnerable populations are addressed before, during, and after emergencies; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Director of Emergency Management, or his/her designee, is authorized and directed to maintain, review, and revise the Prince Edward County – Town of Farmville Emergency Operations Plan as necessary during the next four (4) year period, or until such time as it is brought before this Board for further action.

**Certification**

*I hereby certify the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia, at a special meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, this 10<sup>th</sup> day of March, 2026.*

---

E. Harrison Jones, Chair

**CERTIFIED A TRUE COPY**

Attest:

---

Douglas P. Stanley, County Administrator



## RESOLUTION

### TOWN OF FARMVILLE, VIRGINIA

#### ADOPTION OF 2026 UPDATE OF PRINCE EDWARD COUNTY – TOWN OF FARMVILLE EMERGENCY OPERATIONS PLAN

**WHEREAS**, the Town Council of the Town of Farmville, Virginia, recognizes the need to mitigate, prepare for, respond to, and recover from natural and manmade disasters; and

**WHEREAS**, the County of Prince Edward and the Town of Farmville share common risks, resources, and responsibilities in protecting the lives, property, environment, and economic stability of their residents and visitors; and

**WHEREAS**, pursuant to § 44-146.19 of the Code of Virginia, each political subdivision is required to maintain and keep current an Emergency Operations Plan (EOP), which shall be reviewed and updated at least once every four (4) years; and

**WHEREAS**, the County of Prince Edward and the Town of Farmville have collaborated to develop a joint Emergency Operations Plan to ensure coordinated planning, unified command and control, efficient resource utilization, and effective emergency response and recovery operations; and

**WHEREAS**, the Town Council of the Town of Farmville, Virginia, has established and appointed a Director of Emergency Management and a Coordinator of Emergency Management in accordance with state law;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Farmville, Virginia, that the 2026 Prince Edward County – Town of Farmville Emergency Operations Plan, as presented and revised, is hereby officially adopted as the governing Emergency Operations Plan for the Town of Farmville; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Town Council, the Director of Emergency Management, and all Town employees and agencies tasked to mitigate, prepare for, respond to, and recover from natural and manmade disasters shall implement and carry out the provisions of the Prince Edward County – Town of Farmville Emergency Operations Plan in coordination with the Town of Farmville; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Emergency Operations Plan shall be applied equitably, ensuring that the needs of minority, underserved, and vulnerable populations are addressed before, during, and after emergencies; and

**BE IT FURTHER RESOLVED AND ORDERED** that the Director of Emergency Management, or his/her designee, is authorized and directed to maintain, review, and revise the Prince Edward County – Town of Farmville Emergency Operations Plan as necessary during the next four (4) year period, or until such time as it is brought before the Town Council for further action.

**Certification**

*I hereby certify the foregoing resolution was duly considered by the Town Council of the Town of Farmville, Virginia, at a meeting in Farmville, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.*

---

Brian R. Vincent, Mayor

**CERTIFIED A TRUE COPY**

Attest:

---

Mary H. McKay, Clerk of Council





**Declaration of Adoption**

**National Incident Management System**

**BE IT RESOLVED** by the Farmville Town Council as follows:

**WHEREAS**, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

**WHEREAS**, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and Whereas the Governor of the State of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

**WHEREAS**, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

**WHEREAS**, Farmville Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

**WHEREAS**, Farmville Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

**BE IT THEREFORE RESOLVED**, that Farmville Town Council adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all Farmville local DEM training courses, and reflected in all DEM emergency mitigation, preparedness, response and recovery plans and programs.

\_\_\_\_\_  
Mayor  
Farmville Town Council

ATTEST:  
\_\_\_\_\_  
Clerk of Council

Adopted this \_\_\_\_\_ day of \_\_\_\_\_

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## Preface

The *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, §44-146.13 to §44-146.29:2) requires each locality to develop and maintain a current Emergency Operations Plan (EOP) to ensure preparedness for a wide range of potential emergencies and hazards. This requirement is founded on the principle that a coordinated, pre-planned response by local officials working in support of on-scene emergency responders—can save lives, protect property, and accelerate the restoration of essential services. The law further mandates that each locality review and update its EOP at least once every four years.

Prince Edward County and the Town of Farmville, like other jurisdictions in the Commonwealth, are vulnerable to numerous natural and human-caused hazards, including flooding, winter storms, hurricanes, tornados, hazardous materials incidents, and criminal acts.

In recognition of these risks, Prince Edward County and the Town of Farmville have jointly developed the following *All-Hazards Emergency Operations Plan (EOP)*. The plan establishes a coordinated framework for managing emergency response, recovery, and mitigation activities within both jurisdictions. It is composed of:

- A Basic Plan that outlines the overall concept of operations and assigns emergency service functions, duties, and responsibilities to County and Town officials, departments, and partner agencies.
- Support Branch Annexes that describe in general terms how the County and Town will organize and conduct emergency response and recovery operations. These annexes align local response activities with the Emergency Support Functions (ESFs) identified in the Commonwealth of Virginia Emergency Operations Plan (COVEOP).
- Additional appendices and attachments, as necessary, to provide supporting details and reference materials.

This Plan is designed to be compatible with both the Virginia Emergency Operations Plan and the National Response Framework, ensuring a seamless integration of local, state, and federal response efforts. It draws upon public domain guidance and authoritative sources, as listed in the Reference section.

Additionally, the federal Superfund Amendments and Reauthorization Act (SARA Title III) mandates the development and maintenance of procedures to identify facilities containing extremely hazardous materials and to ensure adequate emergency response capabilities both by those facilities and by local emergency services.

The Prince Edward County and Town of Farmville Emergency Operations Plan was developed with guidance from the Virginia Department of Emergency Management (VDEM). For maximum effectiveness, local emergency operations are designed to be fully compatible with State and Federal response systems. During a major disaster, state resources will augment and

supplement local operations as needed. If additional resources are required, VDEM will coordinate out-of-state assistance.

During the recovery phase, the Federal Emergency Management Agency (FEMA) may implement provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, enabling the delivery of federal disaster assistance to affected local governments and individuals.

---

### ***Emergency Operations Plan Preparation***

The development of the Prince Edward County and Town of Farmville EOP is based on the principle that local personnel possess the knowledge, skills, and abilities necessary to deliver essential services within their respective areas of responsibility. However, the scale or severity of an incident may at times exceed local capabilities, overwhelming available personnel and resources.

Residents and businesses within both the County and the Town are encouraged to maintain sufficient resources to remain self-sufficient for at least 72 hours following a significant event.

The Prince Edward County and Town of Farmville EOP is a capabilities-based, task-oriented, all-hazards plan, designed to measure and enhance local readiness to respond effectively to emergencies and disasters of any type or magnitude.

# BASIC PLAN

## BASIC PLAN

### Prince Edward County and Town of Farmville Emergency Operations Plan (EOP)

#### I. INTRODUCTION

To respond effectively to any emergency of a size or complexity beyond a routine response, it is critical that all Prince Edward County and Town of Farmville public officials, departments, agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and a response ensues, becoming particularly important as command organizes beyond the initial response of the County and Town's first responders.

The basis for the coordinated response is established through the Prince Edward County and Town of Farmville Emergency Operations Plan (EOP). The EOP identifies the departments and agencies responsible for providing command and coordination for large-scale or non-routine events. A planned and coordinated response by local officials in support of first responders can save lives, protect property, and more quickly restore essential services.

#### II. PURPOSE

The Basic Plan is an overview of Prince Edward County and the Town of Farmville's emergency response organization and policies. It provides for emergency operations in response to any type of disaster or large-scale emergency affecting either or both jurisdictions. It assigns duties and responsibilities to departments, agencies, and support organizations for disaster mitigation, preparedness, response, and recovery.

The Plan provides the legal and organizational framework within which more detailed emergency plans, procedures, and implementing instructions can be developed and maintained by all agencies, departments, and organizations involved in delivering services during any emergency incident or event.

The EOP addresses the immediate requirements for emergency response when normal operations are interrupted and special measures must be implemented to:

- Save lives
- Protect the health and safety of the public and emergency responders
- Protect property and reduce damage to the community and environment
- Safeguard and restore critical infrastructure and natural resources

- Manage County and Town resources effectively during an emergency
- Ensure the continuity of government and critical functions
- Facilitate recovery
- Track resources through all phases of response and recovery

### III. SCOPE

A. This plan and all its contents apply to the County of Prince Edward, the Town of Farmville, and the citizens within their borders, including populations with specific needs such as mobility or mental health concerns. The EOP applies to all County and Town officials, departments, agencies, non-governmental organizations, and the public, as well as any other group or entity that could be requested to provide assistance in response to an emergency or incident.

B. The County has the primary responsibility for emergency operations outside the corporate limits of the Town of Farmville, while the Town maintains responsibility for operations within its limits. Both will commit available resources to save lives and minimize property damage. This plan represents a unified effort between Prince Edward County and the Town of Farmville for coordinated emergency management.

C. Personnel and partners who have roles in disaster response will have access to and be knowledgeable of this EOP.

### IV. ASSUMPTIONS

A. The County and Town have primary responsibility for emergency operations and will commit all available resources to save lives and minimize property damage.

B. Emergencies can happen with little or no warning, causing significant loss of life, property damage, and economic impact.

C. In the event of an emergency, the immediate response priorities are:

1. Life safety
2. Incident stabilization
3. Mitigating property damage

D. County and Town residents and businesses will be expected to use their own resources and be self-sufficient for at least 72 hours following a significant event.

E. When local response capabilities are overwhelmed, assistance is available through mutual-aid agreements or through the Virginia Emergency Operations Center (VEOC). A local emergency

will be declared and local resources will be fully committed before state and federal assistance is requested.

F. Prince Edward County and the Town of Farmville will use the National Incident Management System (NIMS) and Incident Command System (ICS) in all emergency management operations.

G. Facilities such as those storing Extremely Hazardous Substances (EHS), hospitals, and care facilities will develop emergency plans per their licensing regulations and participate in Tier 2 reporting as mandated by the Environmental Protection Agency (EPA) and Virginia Emergency Response Council (VERC).

H. The Local Emergency Planning Committee (LEPC) will coordinate with major institutions and facilities to ensure compatibility of emergency plans and procedures.

I. Historically, major emergencies in Prince Edward County and the Town of Farmville include natural disasters (flooding, hurricanes, winter storms, tornadoes), man-made incidents (hazardous materials accidents, power failures, dam failures), and deliberate criminal acts.

## **V. SITUATIONAL OVERVIEW**

### **Government**

Prince Edward County is structured for service delivery as enabled by the Virginia Constitution and Code of Virginia. The County has an eight-member Board of Supervisors and a County Administrator, who also serves as Director of Emergency Management. The Prince Edward County Courthouse is located at 124 N. Main Street in the Town of Farmville, the County Seat. The County elects five Constitutional Officers: Clerk of Court, Sheriff, Commonwealth's Attorney, Treasurer, and Commissioner of the Revenue.

The Town of Farmville operates under a Council–Manager form of government. The Town has a Mayor and seven-member Town Council, which sets policy and adopts ordinances. The Town Manager oversees day-to-day operations, including Police, Fire, Public Works, Finance, and Community Development. The Town Manager will serve as the Director of Emergency Management. The Town maintains its own police department and combination fire department to work in partnership with the County on fire, EMS, and emergency management coordination.

Prince Edward County and the Town of Farmville maintain intergovernmental coordination through mutual-aid agreements, shared emergency communications, and joint participation in regional hazard mitigation and emergency planning efforts. With the exception of law enforcement, most first responder services within the County are provided by volunteer agencies.

## Emergency Services

The County and Town's first responders include a combination of paid, volunteer, non-profit, and law enforcement agencies. Prince Edward County has six volunteer fire companies and one combination fire department in Farmville: Farmville, Hampden-Sydney, Pamplin, Prospect, Meherrin, Darlington Heights, and Rice. The County's EMS transport agencies are Prince Edward Volunteer Rescue Squad and Meherrin Fire & Rescue, with Hampden-Sydney Fire Department and Farmville Fire Department providing first responder services providing additional coverage.

Law enforcement within the County and Town is provided by the Prince Edward County Sheriff's Office, the Farmville Police Department, Longwood University Police Department, and Hampden-Sydney College Police Department. The Virginia State Police and Virginia Department of Wildlife Resources and Conservation Law Enforcement also serve the area.

## Prince Edward County

### Geography and Location

- Prince Edward County is located in the Virginia Southern Piedmont. It is approximately 65 miles southwest of Richmond, 50 miles east of Lynchburg, and 65 miles south of Charlottesville. The County covers approximately 354 square miles.
- The Town of Farmville, the County Seat, is centered at latitude 37.2978° N and longitude 78.3958° W. In Farmville, the terrain elevation is 351 feet above sea level. The Appomattox River flows along the northern boundary of the Town, providing a defining geographic feature and a natural resource that influences both recreation and floodplain management. Wilck's Lake and Buffalo Creek are also located within or adjacent to the Town, serving as important water resources and recreational areas.
- In the western portion of the County, near the Town of Pamplin at the County's boundary, terrain elevation reaches approximately 690 feet above sea level, illustrating the gradual rise in elevation from east to west.
- The County's largest waterway, the Appomattox River, separates Prince Edward County from Buckingham and Cumberland Counties to the north. The County has two large lakes — Sandy River Reservoir (740 acres) and Briery Creek Lake (845 acres) — as well as several smaller watershed impoundments that support water supply, recreation, and emergency response needs.
- Prince Edward County is home to two incorporated towns, both of which extend into adjoining counties. The Town of Farmville lies primarily within Prince Edward County, with a smaller portion in Cumberland County. The Town of Pamplin City

lies primarily in Appomattox County, with a small portion extending into Prince Edward County.

- The County also includes the following unincorporated “village” areas: Hampden-Sydney, Green Bay, Meherrin, Prospect, Darlington Heights, and Rice. These areas contribute to the County’s geographic diversity and serve as important focal points for community-based emergency preparedness and response.

**List of Towns/Villages, Coordinates, and Elevations**

Towns/Villages	Latitude/Longitude	Feet Above Sea Level
Farmville	37°29'78"N, 78°39'58" W	351
Pamplin City	37.2637° N, 78.6810° W	690
Hampden-Sydney	37.2424° N, 78.4597° W	538
Darlington Heights	37.2001° N, 78.6042° W	600
Green Bay	37.1338° N, 78.3147° W	590
Meherrin	37.1032° N, 78.3667° W	587
Prospect	37.3026° N, 78.5592° W	574
Rice	37.2752° N, 78.2914° W	500

**Climate**

- A Prince Edward County weather summary is provided below. Averages are based on historical weather data from the past 10 years.

Prince Edward County Monthly Climate Averages												
Month	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temperatures	Hi 44°F Lo 30°F	Hi 49°F Lo 33°F	Hi 56°F Lo 39°F	Hi 68°F Lo 49°F	Hi 77°F Lo 58°F	Hi 85°F Lo 65°F	Hi 90°F Lo 69°F	Hi 88°F Lo 67°F	Hi 81°F Lo 62°F	Hi 70°F Lo 52°F	Hi 57°F Lo 41°F	Hi 50°F Lo 36°F
Avg. Wind Speed	7 mph	7 mph	7 mph	8 mph	6 mph	6 mph	5 mph	5 mph	6 mph	6 mph	6 mph	7 mph
Avg. Precipitation	5.1 in	5.5 in	6 in	5.2 in	6.2 in	5.1 in	5.7 in	5.4 in	5.3 in	3.9 in	4.7 in	5.2 in

Average Humidity	74%	76%	75%	73%	76%	72%	70%	73%	75%	75%	73%	77%
Avg. Cloud Cover	41%	44%	44%	38%	40%	32%	32%	34%	39%	35%	35%	42%
Pressure Average	30.1 in	30.1 in	30.1 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.2 in	30.1 in
Average Dry Days	16	12	12	12	8	10	7	8	13	18	18	17
Avg. Precip. Days	12	13	16	16	21	17	21	20	15	11	10	12
Avg. Snow Days	5	4	2	0	0	0	0	0	0	0	0	2
Average Fog Days	4	4	3	4	8	7	5	7	7	5	5	6
Average UV Index	2	3	4	5	6	7	6	6	5	4	3	2
Avg. Hours of Sun	277	243	276	299	306	325	346	336	292	304	285	275

- The **Appomattox River**, the County’s largest waterway, flows along the northern boundary of **Prince Edward County**, separating it from **Buckingham and Cumberland Counties**. The river also passes adjacent to the **Town of Farmville**, providing a significant natural feature for flood management, recreation, and local water resources.
- Prince Edward County contains two major lakes, **Sandy River Reservoir (740 acres)** and **Briery Creek Lake (845 acres)**, along with a number of smaller **watershed impoundments** that support drinking water supply, recreational activities, and emergency operations.
- Within the **Town of Farmville**, additional waterways such as **Buffalo Creek, Gross Creek, and Wilck’s Lake** provide local recreation, water supply, and environmental benefits, and play a role in floodplain management and emergency planning.

### Population and Demographics

- Prince Edward County has a 2020 population of 21,849, down from 23,349 in 2010 (U.S. Census). The County’s population density is approximately 65 people per square mile.
- The Town of Farmville, the County seat, has an estimated population of 8,000–8,500 residents (2020 Census and local estimates). The Town population fluctuates significantly due to the presence of higher education institutions, including Longwood University and Hampden-Sydney College.
- Age distribution for Prince Edward County (2020 Census):

<u>Age Group</u>	<u>Population</u>	<u>% of Total</u>
0–4	1,009	4.6%
5–19	5,319	24.3%
20–64	11,773	53.8%
65+	3,748	17.3%
Median Age	—	32.1

*(Source: U.S. Census Bureau, 2014–2018 ACS 5-Year Estimates, Table DP05)*

- Higher education institutions influence demographics:
  - Longwood University and Hampden-Sydney College have a combined student population of approximately 6,000, most residing in the Town of Farmville during the academic year. This seasonal population affects housing, transportation, public safety, and emergency planning.
- Institutional populations in the County and Town include:
  - Piedmont Regional Jail – Average Daily Census: 350
  - Piedmont Juvenile Detention Facility – Average Daily Census: 10–20
  - Immigration Centers of America – Farmville Detention Center – Average Daily Census: <100
- Town of Farmville Seasonal Considerations:
  - The Town’s population can increase by nearly 6,000 students during the academic year, and additional temporary residents (faculty, staff, and visitors) further impact demand for public services.
  - Emergency planning must account for this transient population, ensuring adequate sheltering, transportation, medical, and security resources are available during large-scale or non-routine incidents.
- Emergency operations planning must consider both permanent residents and transient/institutional populations to ensure adequate preparedness, response, and recovery capabilities across the County and Town.

### **Housing and Access to Vehicles**

- Prince Edward County has 9,229 housing units with 7,113 households. According to the 2020 U.S. Census, the average household size is 2.33 persons, and owner-occupied housing is estimated at 62%.

- The Town of Farmville, as the primary population center, contains a significant portion of the County’s households, including student housing associated with Longwood University.
- Emergency planning must consider households without access to private vehicles, multi-family housing, and seasonal student populations for evacuation, sheltering, and transportation needs.

### **Historic and Culturally Significant Places**

- Prince Edward County is home to thirteen structures or sites listed on the National Register of Historic Places, including:
  - Hampden-Sydney College campus
  - Robert Russa Moton School
  - High Bridge Trail State Park
  - Sayler’s Creek Battlefield
  - Twin Lakes State Park
- Numerous other historic civil rights and Civil War-related sites are scattered throughout the County. These sites are important in emergency planning for protection, evacuation routes, and preservation during disaster events.

### **Building and Fire Code Provisions**

- Building construction in the County is regulated by the Prince Edward County Building Office and in the Town by the Farmville Building Office, using the Uniform Statewide Building Code (USBC), supplemented by the Uniform Building Maintenance Code and Uniform Statewide Fire Prevention Code.
- Fire Code enforcement:
  - In Prince Edward County: State Fire Marshal’s Office (Richmond)
  - In the Town of Farmville: Town Fire Marshal
- Emergency planning should consider building types, code enforcement, and occupancy patterns in both the County and Town for fire suppression and structural safety during disasters.

### **Transportation Infrastructure**

- Major corridors:

- U.S. 460 (east-west)
- U.S. 360 (east-west)
- U.S. 15 (north-south)
- Road maintenance:
  - VDOT maintains primary and secondary roads in the County
  - The Town of Farmville maintains its own streets
- Rail: Approximately 35 miles of single rail line operated by Norfolk Southern, plus a shortline operated by Buckingham Branch Railroad
- Pipeline: One petroleum pipeline (two pipes), ~1 mile in length
- Airports:
  - No commercial airport within the County
  - Two private grass landing strips
  - Closest general aviation airport: Farmville Municipal Airport (~3 miles north of Farmville in Cumberland County)
  - Closest commercial airports: Richmond International Airport and Lynchburg Regional Airport

Airport	FAA Identifier	Runway Dimensions
Farmville Municipal Airport	FVX	4,400' x 75'

- The Farmville MOA (Military Operations Area) covers most of Prince Edward County and is designated as a lights-out approved MOA, which must be considered in emergency response planning and coordination with military authorities.

## VI. Utilities and Services

### Water

- Most residential structures in Prince Edward County are served by private wells.
- Town of Farmville operates a water treatment plant and provides water service to all residential and business structures.
- There are three public water systems in the County:
  - The Town of Farmville system serves all areas within the corporate limits of the Town and provides water to the County water system for distribution to areas outside the Town, including along Route 15 to The Manor development.

- Hampden-Sydney College maintains a water system for the campus and nearby residential areas.
- Water sources include the Appomattox River, commercial wells, and private wells. The Sandy River Reservoir is designated as a future water supply.

### **Waste Water**

- Town of Farmville operates a waste water plant that has chemicals, that receives waste water from the Town of Farmville, Prince Edward and Cumberland County.

### **Communications**

- Landline telephone services are provided by Brightspeed, Verizon, LUMOS, and Kinex.
- Cellular communications are primarily provided by AT&T, Verizon, US Cellular, and nTelos.

### **Internet**

- Internet services are provided primarily by Kinex, Brightspeed, Shentel, and Planet Network.

### **Petroleum Products Pipeline**

- A Colonial Pipeline transmission line is located in the far northwest corner of the County.
- Two underground pipelines transport refined petroleum products, including gasoline, diesel fuel, jet fuel, and home heating oil (no natural gas or LP gas).

### **Electricity**

- Primary electric utilities include Dominion Energy and Southside Electric Cooperative.
- A small portion of the northwestern edge of the County is served by Central Virginia Electric Cooperative.

### **Food**

- Major grocery stores: Food Lion and Walmart, both located in Farmville.
- Dollar General stores are located in Green Bay, Rice, Prospect, Hampden-Sydney, and Pamplin (Appomattox County).
- Numerous smaller convenience stores are located throughout the County and Town.

- Food assistance programs include FACES (primary Food Bank), Meals on Wheels, and Piedmont Senior Resources.

## Fuel

- Most County fuel (gasoline and diesel) is obtained through infrastructure at Prince Edward County Public Schools.
- Town of Farmville fuel (gasoline and diesel) is obtained through infrastructure at the Town Fuel Depot.
- Convenience stores dispense both gasoline and diesel.
- Three major residential LP gas providers serve the County.

## Medical Facilities

- Centra Southside Community Hospital (86 staffed beds) is located in Farmville.
- Centra Medical Group operates a primary care clinic offering walk-in care six days per week, Monday–Saturday, 8 am–8 pm.
- Heart of Virginia Free Clinic provides free care and prescriptions for working, uninsured, or underinsured adults in the Farmville area.
- Long-term care facilities:
  - The Woodland (120 beds) – located inside the Town of Farmville
  - Farmville Health and Rehab (120 beds) – located in the County
- Additional private medical practices are located in and around Farmville.

## College Facilities

- Hampden-Sydney College, a private four-year liberal arts college for men, has ~1,000 students and is located in Prince Edward County.
- Longwood University, a state university, has ~4,800 students and is located in the Town of Farmville.

Both colleges maintain law enforcement staffs and rely on County first responders for support. The County’s seven Volunteer Fire Departments and two EMS/Rescue agencies have first responder responsibilities for both institutions.

**VII. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)**

Prince Edward County and the Town of Farmville are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public and private property. The County and Town have identified potential hazards based on historical data, regional risk assessments, and input from local officials and agencies.

This assessment is based on historical data, the Commonwealth Regional Council Regional Hazard Mitigation Plan (last adopted May 2024), and input from County and Town emergency services, law enforcement, public works, and community stakeholders.

### Purpose

The purpose of this section is to identify the hazards that pose the greatest risk to Prince Edward County and the Town of Farmville, evaluate their likelihood and potential impact, and inform preparedness, mitigation, response, and recovery planning.

### Methodology

Hazards were evaluated based on three primary factors:

1. Probability – the likelihood of occurrence within the next 10 years.
2. Impact – the potential severity or consequences to people, property, and infrastructure.
3. Overall Risk – a combined qualitative rating based on probability and impact.

The following table summarizes the hazards most likely to affect the County and Town.

**Table 3.1 — Hazard Identification and Risk Summary**

Hazard Type	Probability	Impact	Overall Risk	Comments / Notable History
Severe Thunderstorms / Wind	High	Moderate	High	Frequent summer storms; downed trees and power lines.
Tornadoes	Moderate	High	High	Several historical touchdowns; localized damage.
Winter Storms / Ice	High	High	High	Regular ice accumulation; power outages and travel disruption.

Hazard Type	Probability	Impact	Overall Risk	Comments / Notable History
Flooding (Riverine / Flash)	Moderate	High	High	Appomattox River and Buffalo Creek; Farmville areas impacted.
Drought / Extreme Heat	Moderate	Moderate	Moderate	Periodic drought conditions impact agriculture and water supply.
Wildfire	Moderate	Moderate	Moderate	Primarily rural/wooded western areas; controlled burn escapes.
Hazardous Materials Incident	Moderate	High	High	Rail and highway transport (U.S. 460, Route 15); Farmville rail corridor.
Dam Failure	Low	High	Moderate	Several small dams; potential downstream impacts.
Public Health Emergency	Moderate	High	High	COVID-19 pandemic highlighted healthcare surge needs.
Terrorism / Active Threat	Low	High	Moderate	Large public events and college campuses (Longwood, Hampden-Sydney).
Cyber Attack / IT Failure	Moderate	Moderate	Moderate	Risk to county and town systems; essential services dependent on connectivity.
Utility Failure (Power/Water)	High	High	High	Power outages from storms; town provides water for county system.
Transportation Accident	High	Moderate	High	Major highways and rail lines; Farmville town center congestion.

### Summary of Risk

Prince Edward County and the Town of Farmville’s most significant risks are associated with severe weather events (thunderstorms, winter storms, and flooding), utility failures, and hazardous materials incidents. These events have historically caused power outages, property damage, and disruptions to transportation and essential services.

## **II. ROLES AND RESPONSIBILITIES**

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. Section 44.1-146.19 of the Code of Virginia establishes the powers and duties of political subdivisions. Prince Edward County and the Town of Farmville organize emergency operations through local government officials, existing government departments, and non-governmental and private sector emergency response organizations. Roles are summarized below:

### **Elected Officials**

Members of the Prince Edward County Board of Supervisors and the Mayor and Town Council of Farmville are responsible for:

- Declaration of a “local emergency”, as necessary.
- Protecting the lives and property of County and Town residents.
- Understanding and implementing laws and regulations that support emergency management and response.
- Establishing and maintaining the local emergency management program.
- Appointing the local Director of Emergency Management.
- Appointing the local Emergency Management Coordinator (and deputies).
- Adopting and promulgating the Prince Edward County and Town of Farmville Emergency Operations Plan (EOP).

### **Director of Emergency Management / Local Chief Executive Officer**

The Prince Edward County Administrator serves as the Director of Emergency Management for the County. The Town Manager of Farmville serves as the Director of Emergency Management within the Town. Responsibilities include:

- Declaring a “local emergency” in accordance with Section 44-146.21 of the Code of Virginia.
- Determining the need for and directing the evacuation of endangered areas.
- Coordinating local resources to address an incident.
- Establishing a curfew, if needed.

- Ordering a quarantine in coordination with the District Health Director, if necessary.
- Providing leadership and direction during emergency operations.
- Exercising command and control from the Emergency Operations Center (EOC) during disaster operations.
- Maintaining and updating the EOP.
- Communicating information to the public.

### **Emergency Management Coordinator (and Deputies)**

Appointed by the Board of Supervisors and the Town Council, the Emergency Management Coordinator has the following responsibilities:

- Assessing the availability and readiness of local resources likely required during an incident.
- Advising local officials on emergency management activities before, during, and after an incident.
- Exercising direction and control from the EOC during disaster operations.
- Coordinating damage assessment during an incident.
- Developing mutual aid agreements to support incident response.
- Developing and implementing public awareness and education programs.
- Developing and maintaining the EOP, as required by the Code of Virginia.
- Coordinating exercises to test the EOP.
- Activating and coordinating the Everbridge mass notification system.
- Coordinating assistance from private organizations, groups, or volunteers.
- Coordinating with federal, state, and local officials for the opening, staffing, and maintenance of a Disaster Recovery Center (DRC).
- Assuming duties in the absence of the Director of Emergency Management.

### **Constitutional Officers and Local Government Agencies**

Constitutional Officers, County departments, and Town departments collaborate with the emergency manager during EOP development and provide key response resources. Their

responsibilities include:

- Participating in planning to ensure capabilities (law enforcement, public works, finance, mass care) are integrated into the EOP.
- Participating in interagency training to maintain operational readiness.
- Serving as coordinators, primary response agencies, and/or support agencies within the Emergency Support Function (ESF) structure.
- Developing and maintaining continuity of operations plans.
- Identifying sources of emergency supplies, equipment, and personnel.
- Protecting and preserving records essential for the continuity of government.
- Establishing and maintaining a line of succession for key personnel.

### **Emergency Support Functions (ESFs)**

An Emergency Support Function (ESF) is a grouping of government and private sector capabilities into an organized structure to provide support, resources, program implementation, and emergency services most likely needed during incidents. Operating agencies and local departments participate in the ESF structure as coordinators and response agencies.

Primary and Support Agencies:

- Primary agencies are identified based on authorities, resources, and capabilities.
- Support agencies are assigned based on resources and functional expertise.

Note: Not all incidents require the activation of ESFs. Some incidents may be addressed without ESF activation.

### **Responsibilities of ESFs include:**

- Developing and maintaining detailed plans and operating procedures to support functional requirements.
- Identifying sources of emergency supplies, equipment, and personnel.
- Maintaining accurate records of disaster-related expenditures and documentation.
- Identifying, protecting, and preserving records essential for continuity of government.
- Establishing a line of succession for key personnel.

## **Non-Governmental and Volunteer Organizations (NGOs)**

Non-governmental organizations collaborate with first responders, local, County, and State government agencies to provide relief services, sustain life, reduce physical and emotional distress, and promote recovery for disaster victims when assistance is not available from other sources.

- When available, NGOs are integrated into County and Town operations and incorporated into an ESF to support critical functions based on their skills and capabilities.

## **Private Sector**

Private sector organizations play a critical role before, during, and after incidents. They are responsible for:

- Ensuring the welfare and protection of their employees.
- Providing services upon which both response and recovery depend, such as water, food, power, communications, transportation, medical care, security, and technology.
- Supporting local emergency management efforts by sharing information with local government, identifying risks, performing vulnerability assessments, developing emergency response plans, and donating or providing goods and services via contracts or disaster relief efforts.
- Developing and maintaining capabilities to sustain themselves while supporting emergency response and recovery activities.

## **Individuals and Households**

While not formally part of emergency management operations, individuals and households play a critical role in overall emergency preparedness. Community members can contribute by:

- Reducing hazards around their homes.
- Preparing an emergency supply kit and household emergency plan, including food, water, prescriptions, and supplies for pets to sustain the household for up to 72 hours.
- Monitoring emergency communications carefully to be prepared to shelter in place, reduce the risk of injury, keep emergency routes clear, and limit demands on communications systems.
- Volunteering with established organizations to become part of the emergency management system and ensure efforts are directed where most needed.

## VIII. CONCEPT OF OPERATIONS

- A. Prince Edward County and the Town of Farmville have adopted the National Incident Management System (NIMS) as the standard for incident management.
- B. The Director of Emergency Management for the County (County Administrator) and for the Town (Town Manager) will, in conjunction with the Emergency Management Coordinators, direct and control emergency operations in times of emergency. They will issue directives to services and organizations concerning disaster preparedness and be responsible for emergency public information.
- C. Succession to the Director of Emergency Management shall be the Coordinator of Emergency Management for both the County and the Town.
- D. The Director of Emergency Management, or in their absence the Coordinator, will determine the need to evacuate large areas and will issue orders for evacuation or other protective actions as necessary. Local law enforcement will implement evacuation and provide security for evacuated areas. In the event of a hazardous materials incident, the local Fire Chief or their representative on scene should implement immediate proactive actions, including evacuation as appropriate.
- E. The County and Town EOPs are developed on the concept that emergency operations will be conducted using local resources. When it becomes apparent that these resources may be overwhelmed, decisions will be made regarding whether assistance should be requested from adjoining localities or the State. To accomplish this, a local emergency must be declared before state assistance is requested.
- F. The EOP defines the role of the County and Town before (mitigation and preparedness), during (response), and after (recovery) a disaster or major emergency. It establishes the concepts and policies under which all County and Town agencies and supporting organizations will operate during emergencies. It provides a basis for more detailed plans and procedures, and for local emergency management training programs. It establishes concepts and policies for cooperation with other local governments, the State, and federal government. Supplemental agency or interagency plans may be implemented concurrently with the EOP but are subordinate to the overarching core coordinating structures, processes, and protocols detailed in the EOP.
- G. The County and Town will maintain the EOP in accordance with guidance and operational concepts set forth in the State EOP. County and Town departments and agencies assigned emergency response or recovery duties must develop and maintain

designated parts of the EOP. Incident-specific sub-plans will contain detailed procedures, including readiness action checklists and specific reporting requirements.

H. The "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Section 44-146.19, requires that the County and Town prepare and keep current a Local Emergency Operations Plan. The Plan will be officially adopted and promulgated by the Board of Supervisors and the Town Council of Farmville, and will be staffed, revised, exercised, readopted, reprinted, and reissued at least every four years.

I. General principles applicable to all parts of the EOP:

1. On-site incident command is vested in the agency/entity having primary incident response responsibility.
2. All County and Town agencies with emergency responsibilities will provide assistance to the agency having primary responsibility. Agency heads must ensure participation in EOP planning.
3. On-scene coordination will follow the Incident Command System (ICS) framework, allowing integration of local, state, and federal agencies into a Unified Command, following NIMS doctrine.
4. State and Federal assistance is supplemental, not a substitute for locally available services.
5. All locally available forces and resources will be fully committed before requesting higher-level assistance.

J. Declarations of Local Emergency:

1. The Board of Supervisors and Town Council shall declare an emergency whenever the threat or occurrence of a disaster requires coordinated response. A local emergency may also be declared by the Director of Emergency Management with consent of the governing body. If the governing body cannot convene, the Director or Coordinator may declare an emergency, subject to confirmation within 45 days (Title 44-146.21, Code of Virginia).
2. A declaration activates the County and Town EOPs and authorizes aid and assistance (Title 44.1-146.21(b)).
3. Declarations are binding only upon the jurisdiction issuing them.
4. Upon declaration, the Director or Coordinator may enter contracts and incur obligations as necessary to mitigate effects, protect health and safety, and provide emergency assistance.
5. The Director or Coordinator will notify the Virginia EOC immediately and provide daily situation reports during the emergency.

6. The governing bodies shall, when appropriate, affirm the declaration and terminate the emergency by resolution.
  - Command and control authority during an incident remains with the County and Town, except where state or federal law transfers authority to a specific agency.
  - The County Board of Supervisors and Town Council are responsible for establishing an emergency response organization and maintaining the EOP to effectively meet emergency response responsibilities under Section 44-146.19. This will be executed by the Director and Coordinator of Emergency Management.
  - The County and Town Directors or Coordinators of Emergency Management will establish and maintain a local Emergency Operations Center (EOC). During disasters, operations will be coordinated from the EOC, with liaison personnel provided by County and Town departments, agencies, and supporting organizations.
  - Formal mutual aid agreements for disaster assistance will be established with adjacent jurisdictions, NGOs, businesses, and other agencies. The County and Town have adopted the Statewide Mutual Aid Program.
- O. The Prince Edward County and Town of Farmville EOP will be executed when conditions warrant.

## **X. FINANCE AND ADMINISTRATION**

Depending on the jurisdiction impacted by the incident, financial oversight and disaster-related fiscal activities will be coordinated through either the Prince Edward County Administrator's Office and County Finance Department or the Town Manager's Office and Town Finance Department, as appropriate. The impacted locality will maintain primary responsibility for cost tracking, purchasing, procurement approvals, and reimbursement documentation. If an incident affects both the County and the Town, financial operations will be jointly coordinated to ensure accurate records, clear cost-sharing responsibilities, and eligibility for state and federal assistance.

County and Town leadership, working in conjunction with the County Finance Department and the Town of Farmville Finance Department, will ensure that appropriate management controls, budget authorities, and accounting procedures are in place to provide timely funding for emergency operations, properly document expenditures, and maximize reimbursement opportunities following a disaster.

The Directors of Emergency Management for both Prince Edward County and the Town of Farmville must notify appropriate staff that a local emergency or disaster has been declared in accordance with Section 44-146.21 of the Code of Virginia, as amended.

### **Concept of Operations**

- A. In an emergency situation, as defined by the EOP, the County Administrator or designee, in coordination with the Town Manager of Farmville or designee, will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, budget change requests must be documented at a later time. The Directors of Emergency Management must request verbal approval of funding.
  
- B. The County Administrator and the Town Manager may permit over-spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined by the EOP. A year-end adjustment can be made, if required.

- C. Administration staff, supplemented by staff from the County Finance Department and Town Finance Department, will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Branches to facilitate needed purchases.
- D. The Directors of Emergency Management, or designees, must define disaster-related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement by the state or federal government. The Finance Section will implement record keeping of all incurred expenses throughout the emergency/disaster period. Finance will also assist in the compilation of information for the "Report of Disaster-Related Expenditures," as required.
- E. The Finance Section will work with the Emergency Management Branch, County and Town departments, to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete time sheets, including overtime hours worked, during disaster response and recovery operations. Copies of employees' time sheets must be signed by the County Administrator, Town Manager, or their respective Department Directors, as appropriate.
- G. The County Administrator and Town Manager may reassign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.

## **XI. SEQUENCE OF ACTION**

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

### **Non-Emergency / Normal Operations**

These are actions implemented during non-emergency or disaster periods to prepare Prince Edward County and the Town of Farmville for potential emergency response, if necessary:

- Public information and educational materials will be provided to the public via county and town websites, social media, and other public media;
- Develop, review, and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts; and
- Conduct response and incident management training.

### **Pre-Incident Actions**

These actions are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings, or other reliable sources. Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the local governing bodies of Prince Edward County and the Town of Farmville of impending situations;
- Alert emergency response personnel and develop a staffing pattern;
- Be prepared to coordinate with external agencies (e.g., VDOT, VDH, American Red Cross, etc.); and

- Determine protective action measures that need to be implemented in preparation for the situation.

### **Response Actions**

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance;
- Protection and restoration of critical infrastructure;
- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

### **Recovery Actions**

These actions occur after the initial response has been implemented and should assist individuals and communities to return to normal as much as feasible. During the recovery period, some issues that will need to be addressed are:

- Initial damage assessment—within 72 hours of impact, complete and submit an

Initial Damage Assessment (IDA) to the VEOC;

- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs;
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archaeological sites during other recovery operations.

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO serves as the central coordination point among Federal, State, Local agencies, and voluntary organizations for delivering recovery assistance programs.

### **Mitigation Actions**

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the Regional All-Hazard Mitigation Plan and update as necessary any mitigation actions that could assist in preventing similar impacts in a future disaster;
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at-risk areas;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conduct flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Community education and outreach necessary to foster loss reduction; and
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event.

## **XII. PLAN DEVELOPMENT AND MAINTENANCE**

Both localities Emergency Management Coordinators will update the Prince Edward County and Town of Farmville EOP annually, or as needed. The Emergency Managers will coordinate with each emergency resource organization, and assure the development and maintenance of an appropriate emergency response capability. The County and Town will conduct a comprehensive plan review and revision of the EOP every four years, followed by adoption by the Prince Edward County Board of Supervisors and the Town Council of Farmville. Such review shall also be certified in writing to the Virginia Department of Emergency Management. It is the responsibility of the Emergency Manager of each locality to assure the plan is tested and exercised on a scheduled basis.

## **XIII. EXERCISE AND TRAINING**

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Prince Edward County and Town of Farmville Emergency Operations Plan (EOP). The Director of Emergency Management will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Prince Edward County and the Town of Farmville. This program will be designed to attain an acceptable level of emergency preparedness for both localities.

Training will be based on federal and state guidance. Instructors may be selected from County and Town government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator will develop, plan, and conduct tabletop, functional, and/or full-scale exercises as required. These exercises will be designed to not only test the EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Prince Edward County and the Town of Farmville. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Prince Edward County and the Town of Farmville may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and

assure that the appropriate resources are available to complete these activities. Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed, and incorporated into an update of the EOP.

# BRANCHES

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## Emergency Management Branch (ESFs #5, #7, #12, #14, #15, #16)

Primary Agencies	
County/Town Administration (ESF 7, 14, 15)	Emergency Management (ESF 5, 7, 12, 14, 15, 16)
Secondary Agencies	
Building Inspections Dept. (ESF 5)	Planning & Zoning (ESF 5, ESF 14)
Commissioner of Revenue (ESF 5)	Treasurer's Office/Town Finance Department (ESF 7)
Energy Utilities (ESF 12)	Virginia National Guard (ESF 16)
Cooperative Extension (ESF 5)	Commonwealth Regional Council (ESF 5, 14)

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #5, #7, #12, #14, #15, and #16 under one element within the Emergency Operations Center. The Prince Edward / Farmville Emergency Operations Center does not operate based on ESFs. However, the responsibilities of the Coordinator of Emergency Management, or their designee, are identified in this guide as they relate to the corresponding Emergency Support Functions.

### Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Department of Emergency Management will coordinate the responsibilities associated with Emergency Support Functions #5 Emergency Management, #7 Resource Support, #12 Energy, #14 Recovery, #15 External Affairs, and #16 Military Affairs.

- ESF #5 provides overall coordination of emergency operations for all associated agencies.
- ESF #7 identifies, procures, inventories, and distributes critical resources for the affected locality during an emergency.
- ESF #12 monitors, supports, and provides input into the restoration of public energy utility systems (electric, petroleum, natural gas) critical to saving lives.
- ESF #14 facilitates both short-term and long-term recovery following a disaster.
- ESF #15 provides for a coordinated and continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.
- ESF #16 provides for military support during a declared state of emergency.

### Concept of Operations

- Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center, thereby allowing field units to concentrate on essential tasks.

- When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center staff provides guidance, decision making, and resources to each branch of active emergency operations. They obtain information from a variety of sources and seek information to develop an accurate picture of the emergency.
- Prince Edward County and the Town of Farmville are fully capable of operating a virtual EOC for smaller events or as most conditions may warrant.
- The Emergency Operations Center is located in the 116 N. Main Street, Farmville, Virginia 23901. Initial staffing of the EOC consists of only the Coordinator of Emergency Management, who is also responsible for managing, maintaining, and activating the EOC. Additional staff may be added once the situations and/or need is fully determined.
- Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The designated Branch Director is responsible for the coordination and performance of their Emergency Support Functions.
- To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.
- The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.
- During an emergency/disaster, the Director of Emergency Management exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations.
- There are many resources that can be used during an emergency, including those that are critical to the immediate emergency response following a major emergency/disaster event. Others may be critical for long-term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the County/Town may be requested when needed for emergency response. A local resource list will be compiled and maintained by the Emergency Management Coordinator.
- The Coordinator of Emergency Management will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.
- All financial and resource expenditures shall be reported to the Finance/Administration section of the Emergency Operations Center during activations.
- A disaster or emergency may affect areas of the County/Town disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular service delivery. Routine operations may be disrupted or postponed to support recovery.

- Any disaster or emergency is likely to have an economic impact on the County/Town which must be assessed in order to minimize the long-term impact on the County/Town and its fiscal condition. Completing this assessment may require the assistance of outside resources.
- The Emergency Management Branch may begin the recovery process for any disaster with the implementation of short-term disaster relief programs by governmental and non-governmental organizations.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments, the private sector, and individuals, while coordinating activities and assessments of need for additional assistance.
- The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.
- During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore, it is important to provide timely and accurate information to the public and to media outlets.
- Emergency information will be disseminated by appropriate means based on the incident. The primary methods may include the use of radio, “Farmville-Prince Edward Alert”, print media outlets, the County/Town websites, social media and television. News coverage will be monitored to ensure that accurate information is being disseminated.
- Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.
- Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.
- There may be instances in which additional resources from the military are needed during declared disasters. At that time, requests for assistance may be made through the Virginia EOC for mission specific assistance related to saving human life, preventing human suffering, or to prevent damage to or destruction of property.

### **Responsibilities**

- The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.
- The Emergency Management Branch, with assistance from the County/Town Administration, is responsible for maintaining records of all expenses related to its emergency functions.

### **Emergency Management**

#### ESF #5 Emergency Management

- Provide multi-agency coordination for emergency operations;

- Produce situation reports, for distribution to the EOC staff, on-scene incident command staff, state EOC, and Board of Supervisors, as necessary;
- Support and coordinate the damage assessment process with staff from Building Inspection, Planning & Zoning, and Commissioner of Revenue/Finance;
- Support short-term and long-term planning activities; and
- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

#### ESF #7 Resource Support

- Develop, maintain, and utilize resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources. The resource list will be compiled, maintained, and made available to relevant personnel by the Emergency Management Department. Efforts will be made to include NIMS resource typing when compiling the resource list, as applicable;
- Prepare mutual aid agreements with local and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated). Such facilities will be included in the Resources List maintained by the Emergency Management Coordinator;
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of cost and expenditures associated with resource procurement.

#### ESF #12 Energy

- Maintain a list of critical facilities and energy providers (included in Resources List) and continuously monitor those included to identify vulnerabilities;
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

#### ESF #14 Recovery

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the County/Town's participation in recovery operations with FEMA, SBA and other federal agencies during Federally Declared Disasters. Individual and Public

Assistance would be coordinated by the JFO from a centrally located site, although a Disaster Recovery Center would likely be established within the locality;

- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine governmental agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

#### ESF #15 External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Monitor various media platforms to ensure accurate information is being shared. Efforts should be made to correct misinformation and rumors as soon as they are discovered;
- In coordination with the County Administrator's Office and/or Town Manager's Office, brief local news media personnel, community officials, local, state, and federal agencies on local emergency policies, plans, and procedures;
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases (Resource List);
- Monitor the media to ensure accuracy of information and correct inaccurate information as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

#### ESF #16 Military Affairs

- Request the need for military resources (Virginia National Guard) through the Virginia EOC during gubernatorially-declared disasters as conditions may warrant.

### **County/Town Administration**

#### ESF #7 Resource Support

- Assist with maintaining records of cost and expenditures associated with resource procurement.

#### ESF #14 Recovery

- Prepare economic impact analysis of the event detailing the event’s short and long-term effects on all facets of the County/Town’s economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and
- Work with the Coordinator of Emergency Management to identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.

ESF #15 External Affairs

- The County Administrator is the primary spokesperson for the County.
- The Town Managers is the primary spokesperson for the Town.
- Brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, Governor’s Press Secretary and the Secretary of Public Safety;
- Prepare copies of emergency information packages for release through the news media during actual emergencies; and
- Disseminate information to elected officials.

**Building Inspections**

ESF #5 – Emergency Management

- Assist in the damage assessment process and record data in Crisis Track software.

**Commissioner of Revenue (Real Estate office)**

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

**Planning & Zoning**

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

**Extension Office**

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

**Commonwealth Regional Council**

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.
- Assist with development of a recovery strategy that addresses infrastructure, economic development, and human services; and
- Work with the Coordinator of Emergency Management to identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.

## Emergency Communications Branch (ESF #2)

Primary Agencies	
Farmville-Prince Edward Emergency Communications Center	
Secondary Agencies	
Information Technology	

### Purpose

The purpose of this coordination guide is to bring the responsibilities of ESF #2 within the Emergency Operations Center. The responsibilities of the Director of Emergency Communications or his/her designee are identified in this guide.

### Scope

This guide aligns the duties of the Emergency Communications Branch with the Emergency Support Functions comparable to the day-to-day operations of the County and Town agencies listed. Emergency Communications will coordinate the responsibilities associated with ESF #2 - Communications.

- The ESF #2 responsibilities include accurately and efficiently transferring information during an incident and ensuring that the County and Town have the ability to rapidly notify and warn the public.

### Concept of Operations

- The Farmville-Prince Edward Emergency Communications Center (ECC) serves as the 911 center and is most often the first point of contact for the general public. As calls are received for emergency service, addresses are verified through the CAD system and dispatching occurs based on pre-determined service areas. Response agencies and support organizations are notified through the county-wide radio system and text paging through the CAD paging system.
- The ECC will share information on disasters and emergencies in the County and the Town with the EOC. The ECC also has the capability to access the Emergency Alert System and the County/Town's mass notification system to deliver alerts and warnings to the public and those with access and functional needs. Message types include: phone calls, emails, and text messages. However, use of all available forms of warning and notification may not provide warning to all the general public or those having special communications needs. Emergency warning contact lists for schools, nursing homes, etc., can be found in the Contact Cards in the CAD and is maintained by the ECC.
- Emergency communications are heavily dependent on the commercial telephone network. The County/Town's emergency communications may be adversely affected if commercial telephone service is interrupted. The County and Town operate radio systems for

emergency services communications. This system is dependent upon county/town and commercial communications infrastructure.

- Communications between different agencies and mutual aid jurisdictions can also take place through the RIOS Radio Interoperability Systems, and specifically with Virginia COMLINC. This radio network interface unifies non-compatible communication resources across the Commonwealth.
- In the event of a total communication failure, Prince Edward County/Farmville would utilize a state radio cache. Lunenburg County hosts the closest cache team to our location.
- Additionally, the Farmville ECC has backup mobile ECC equipment or for Incident Command.

### **Responsibilities**

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

- The **Emergency Communications Branch** is responsible for maintaining records of all expenses related to its emergency functions.

### **Farmville Emergency Communications Center**

#### **ESF #2 Communications**

- Alert and warning the community of a threatened or actual emergency.
- Serve as the Primary PSAP for Prince Edward County and Town of Farmville.
- Dispatch Fire & EMS call for the County.
- Dispatch all law enforcement related calls to the appropriate law enforcement agency.
- Accurately and efficiently transfer information during an incident.
- Contact the Emergency Management Coordinator of threatened or actual emergency conditions/incidents.
- Initiate Everbridge alerting and warning to the community and other appropriate personnel, as required.
- Develop and maintain a redundant/interoperable communications system (primary and alternate) to ensure a seamless flow of communications between and among all entities involved.
- Identify emergency communications and data requirements.
- Ensure technical support and equipment exists to enable functional Countywide communications systems.
- Identify government or private sources that can render communications assistance from outside the affected area.

- Assure that resources needed to maintain communication systems are on hand.
- Develop supplemental and back up communications plans and procedures in coordination with private sector entities to provide for continuity of operations and disaster recovery.
- Provide downstream notifications during dam safety emergencies.
- Develop mutual aid agreements with like agencies in adjacent localities, in the event of a communications system failure/outage.
- Ensure communications lines and equipment essential to emergency services are maintained and operational; and
- Provide personnel to the EOC to assist with communications functions.

## **Information Technology**

### ESF #2 Communications

- In conjunction with the private vendor, assist with the restoration of County and Town communications infrastructure and resources during a significant event.
- Assist with identifying and combating a cyber-attack on county/local facilities.
- Monitor and report conditions and information on the impact and status of critical communications infrastructure.
- Provide support to the ECC during disasters to maintain operational readiness of ECC systems;
- Provide voice, video, and data services to the Emergency Operations Center and/or incident site; and
- Secure additional technology equipment/resources when needed.

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## Fire and EMS Services Branch (ESF #4, #10)

Primary Agencies	
Volunteer Fire Departments	Emergency Medical Service Agencies
Secondary Agencies	
Emergency Management	

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #4 and #10 under one element within the Emergency Operations Center. The County/Town's EOC does not operate based on emergency support functions. However, the responsibilities of the Emergency Management Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the county agencies listed. Emergency Management will coordinate the responsibilities associated with ESFs #4 (Firefighting) and #10 (Oil & Hazardous Materials Response).

- ESF #4 provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.
- ESF #10 responds to and stabilizes hazardous materials incidents.

### Concept of Operations

In a disaster, the fire departments and emergency medical services (EMS) agencies may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department(s) may assist EMS personnel and provide extrication of trapped persons, assess hazardous materials situations, clear debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire station may become a place where people go for information and assistance.

Most fire departments are operated by volunteer personnel while Farmville Fire and Prince Edward EMS are provided through a combination of volunteers and career staff. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and EMS personnel and equipment should be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state, and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations Center.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/EMS incident in the County. If fire or threat of fire is involved, the Fire Chief or designated Incident Commander will be in charge.

During the critical phases of an emergency/disaster, fire stations may be staffed continuously as conditions permit. Communications will be established with the Emergency Communications Center and the Emergency Operations Center.

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

The County is served by VDEM's Regional Hazardous Materials Teams from Danville and Henrico, with both providing specialist-level hazardous materials response. Local volunteer fire departments/EMS agencies respond to the incident in the initial phase in a defensive operations level without assistance from outside the jurisdiction. This includes reconnaissance of the situation and, if necessary, notification and warning of the public, evacuation, sheltering-in place, immediate first aid and/or isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County/Town. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short- to long-term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304.

To help offset the threat of wildfires the County observes the statewide burn ban from February 15th – April 30th and has adopted a local burn ban ordinance (see Appendix J).

### **Responsibilities**

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Fire and EMS Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### **Emergency Management**

#### **ESF #4-Firefighting**

- Assist incident commanders when with technical assistance requested and available.

### ESF#10-Oil & Hazardous Materials Response

- Respond to large unusual hazardous materials incidents to provide technical assistance to the Incident Commander.
- Manage reporting to VEOC, as warranted.

### **Fire Departments**

#### ESF #4-Firefighting

- Coordinate the prevention of, planning for and response to natural and human-caused fires;
- Provide qualified personnel to staff the Fire Branch during EOC activations;
- Provide/assist in rescue operations, evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions;
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire department response activities.
- Coordinate with local Virginia Department of Forestry and Emergency Management when local conditions constitute the need for a Board of Supervisors declaration of a local burn ban outside the annual statewide burn ban from February 15-April 30.
- There is no open burning within the Town of Farmville year-round.

### ESF#10-Oil & Hazardous Materials Response

- Execute the Farmville-Prince Edward Hazardous Material Emergency Response Plan.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Develop and follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials.
- Warn, shelter-in-place, or evacuate affected areas of the County/Town as necessitated by the incident.
- When activated, provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

## **EMS Agencies**

### **ESF #4-Firefighting**

- Primary duty is to provide patient care;
- Provide emergency medical services and provide/assist in rescue operations;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions; and
- Perform other emergency response duties as required.

### **ESF#10-Oil & Hazardous Materials Response**

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.

**Law Enforcement Branch (ESFs #9, #13)**

<b>Primary Agencies</b>	
Farmville PD (ESF 9,13) Sheriff's Office (ESF 9, 13)	Other Law Enforcement Agencies (ESF 9, 13) -Virginia State Police -Longwood Police Department -Hampden-Sydney Police Department -Virginia DWR Conservation Law Enforcement -Virginia DCR State Park Lawn Enforcement
<b>Secondary Agencies</b>	
Department of Emergency Management (ESF 9)	Volunteer Fire Departments (ESF 9)
EMS Agencies (ESF 9)	

**Purpose**

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #9 and #13 under one element within the Emergency Operations Center. The responsibilities of the Sheriff and Chief of Police, or their designee, are identified in this Branch.

**Scope**

This branch aligns duties of the Law Enforcement agencies with the ESFs comparable to the day-to-day operations of the County/Town agencies listed. Law Enforcement will coordinate the responsibilities associated with ESFs #9 (Search and Rescue) and #13 (Safety and Security).

- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped.
- ESF #13 responsibilities include maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities.

**Concept of Operations**

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of people could be in life threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings or other obstacles. Due to the mortality rate dramatically increasing beyond the 72-hour window, search and rescue must begin immediately.

Predominately, search and rescue operations occur in neighborhoods, wooded areas, or other “open field” areas. However, other scenarios requiring SAR response can include collapsed structures, missing/overdue aircraft, or incidents involving water (including flood events). A list of search and rescue resources is maintained by each of the responding agencies.

The Sheriff's Office/Farmville PD utilize their existing personnel to begin search and rescue operations, as well as bloodhounds and a drone as applicable. The decision to call in additional

resources is based on a variety of factors, including but not limited to the following: time, weather conditions, and the missing persons health condition(s).

During an emergency, the presence of law enforcement or other safety measures may be needed to protect life and property. Extra patrols and increase surveillance will be needed in evacuated areas to prevent looting and to protect property. Providing for the security of critical facilities and supplies may also be necessary.

During an evacuation, traffic control personnel will be needed to ensure an orderly flow of traffic and property parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may also necessitate a law enforcement presence to maintain orderly conduct.

### **Responsibilities**

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Law Enforcement Branch is responsible for maintaining records of all expenses related to its emergency functions.

## **Sheriff's Office/Police Department and Law Enforcement Agencies**

### **ESF #9-Search and Rescue**

- In conjunction with the Fire Departments and EMS agencies, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Request further assistance from surrounding localities, VDEM, or federal authorities for additional search and rescue resources, as necessary.

### **ESF #13-Public Safety and Security**

- Staff control points and roadblocks to expedite traffic to reception centers and prevent re-entry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement, and security at damaged County/Town property;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations and the coordination of needed equipment in support of this effort;
- Develop mutual aid agreements with surrounding law enforcement agencies/jurisdictions;
- Provide the EOC with frequent updates as to the status of law enforcement activities; and

- Assist with contacting the **Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund**, as applicable:

*“In the event of any emergency when there are crime victims involved as defined by § 19.2-11.01 of the Code of Virginia the County of Prince Edward/Town of Farmville will contact the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Compensation Fund (VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.”*

## VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Contact: Julia Fuller-Wilson

During office hours: (804) 371-0386

After hours: (804) 840-4276

[vacrisisresponse@dcjs.virginia.gov](mailto:vacrisisresponse@dcjs.virginia.gov)

**Online reporting tool:** this is another option for reporting

<https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

## VIRGINIA VICTIM FUND

### (THE CRIMINAL INJURIES COMPENSATION FUND)

Kassandra Bullock, Director

During office hours: (804) 367-1018

Leigh Snellings, Assistant Director

During office hours: 1-800-552-4007

*“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”*

## Emergency Management

### ESF #9-Search and Rescue

- In conjunction with the Sheriff's Office/Farmville PD, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

### **Volunteer Fire Departments**

#### ESF #9-Search and Rescue

- In conjunction with the Sheriff's Office/Farmville PD, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

### **EMS Agencies**

#### ESF #9-Search and Rescue

- Primary duty is to provide patient care;
- In conjunction with the Sheriff's Office/Farmville PD, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

## Social Services Branch

Primary Agencies	
Department of Social Services (ESF 6, 17)	
Secondary Agencies	
American Red Cross (ESF 6)	Faith Community/Houses of Worship (ESF 17)
EMS (ESF 6)	Sheriff's Office/Farmville PD (ESF 6)
Emergency Management (ESF 17)	Crossroads Community Services Board (ESF 6)
County Animal Control (ESF 6)	Virginia Volunteer Organizations Active in Disaster (ESF 17)
VDH – Piedmont Health District (ESF 6)	

### Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #6 and #17 under one element within the Emergency Operations Center. The County/Town's EOC does not operate based on ESFs. However, the responsibilities of the Director of Social Services, or their designee, are identified in this branch as they relate to the identified ESFs.

### Scope

This branch aligns the duties of the Department of Social Services with the ESFs comparable to the day-to-day operations of the primary and secondary County/Town agencies identified in this branch. The Department of Social Services will coordinate the responsibilities associated with ESF #6 (Mass Care, Housing, & Human Services) and the Emergency Management Coordinator will be in charge of ESF #17 (Donations and Volunteer Management).

- ESF #6 addresses the non-medical mass care, housing, and human services needed by individuals and/or families impacted by emergency incidents.
  - Mass Care involves the coordination of non-medical mass care services to include: sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
  - Housing involves the provision for temporary emergency shelter needs of victims.
  - Human Services includes providing victim related recovery efforts such as counseling, identifying support for persons with access and functional needs, and the processing of new benefit claims.
- ESF #17 addresses the coordination needed for the flow of unsolicited donations of goods and services following an emergency event.

### Concept of Operations

Some emergencies may necessitate evacuation of affected areas, resulting in individuals and/or families being deprived of normal means of obtaining food, clothing, shelter, and medical needs.

The responsibility for the provision of temporary emergency shelter and mass care for victims, when necessary, falls to Prince Edward County. Additionally, as a result of a major emergency/disaster affecting other jurisdictions within the Commonwealth, the County may be requested to shelter evacuees.

The existing shelter sites/public water & charging stations in Prince Edward County are ADA compliant and include:

- Prince Edward-Farmville Youth Association Gymnasium (PEFYA)
- Farmville Sports Arena
- Volunteer Fire Departments – Darlington Heights, Pamplin, Meherrin
- Southside Virginia Family YMCA

The Emergency Management Coordinator and Department of Social Services will work cooperatively in identifying any new shelter locations. Additional details on the sites are maintained by the Department of Social Services. Various factors go into deciding when to open shelters and which facilities to utilize, including, but not limited to the following: weather conditions, power outages, availability of water, etc. Once the decision to open a shelter is made, the County/Town should utilize their various media contacts and platforms listed on the Resource List to inform the public.

Upon arrival, registration forms will be completed for each family member. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained. The American Red Cross may assist Social Services with food, clothing, and shelter operations in accordance with any existing agreements between the two. Daily situation reports should be provided to the EOC about the status of evacuees and of operations at the shelters.

There may be instances in which damage to housing may be limited, but utilities such as power and water may be negatively impacted. Convenience centers may be opened at designated shelter sites and operated during day-time hours to provide access to food, water, and charging stations for medical and electronic devices.

The Department of Social Services will ensure that those with access and functional needs are provided for during emergencies. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Individuals may develop serious physical or psychological problems requiring specialized medical services. Should crisis-counseling services be required, the Department of Social Services should coordinate with the Southside Community Services Board to have trained mental health professionals made available to those in need.

During emergency events family members may become separated and unable to locate each other. In the event of family member separation efforts will be made to coordinate among agencies

providing information to create a Family Assistance Center (FAC) that will serve as a single unified inquiry point for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

The County does not have the ability to shelter a large number of animals during emergencies. The Prince Edward County Animal Shelter is limited in its capacity to house pets. Animal Control will make efforts to partner with other agencies to care for displaced and separated pets. They will work to identify and reunite pets with their owners and protect citizens from any dangers posed by animals. Prince Edward County does not have the resources to allow the sheltering of pets within the designated emergency shelters.

The Emergency Management Coordinator will identify sites and/or facilities that will be used to receive, process, and distribute donated goods. During times of emergency, the public will be made aware of such distribution locations and the goods/services being offered by each through various outreach methods and in coordination with ESF #15. In the event of unplanned donations and/or volunteers arriving at a disaster area, the Incident Commander will immediately contact the EOC for proper coordination.

Emergency Management and Social Services will maintain the list of pre-identified site/facilities and the relevant contact information for them, as well as for those organizations and/or agencies who will be staffing and/or assisting at them during times of emergency.

### **Responsibilities**

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### **Department of Social Services**

#### **ESF #6-Mass Care, Housing, & Human Services**

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating emergency shelter facilities;
- Provide for the mass feeding of evacuees and relief workers at the emergency shelter facilities;
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of an emergency shelter operations plan;
- Identify food assistance needs;

- Work to obtain critical food supplies that are unavailable from existing inventories;
- Through coordination with Public Services and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas; and
- Submit reports to the EOC on shelter operations and status, feeding needs of affected populations, and requests for additional resources.

#### ESF #17-Donations and Volunteer Management

Provide assistance to Emergency Management with the following:

- Assist in pre-identifying sites/facilities to receive, process, and distribute donated goods.
- Develop procedures for the management of donated goods and services.
- Ensure that sites/facilities have staffing lined up for emergency events and alert them to action during times of need.

#### **American Red Cross**

*\*Currently, Prince Edward County does not have a written agreement with the American Red Cross that defines what services they will provide. However, Prince Edward County Social Services maintains a relationship with the American Red Cross and are properly trained to receive their assistance.*

#### ESF #6-Mass Care, Housing, & Human Services

When requested by Social Services, the American Red Cross may:

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating emergency shelter facilities;
- Assist with mass feeding of evacuees and act as relief workers at the shelter facilities; and
- Assist in the coordination of the Family Assistance Center.

#### **Emergency Medical Services (EMS)/VDH-Piedmont Health District**

#### ESF #6-Mass Care, Housing, & Human Services

- Ensure provision of medical support at the shelter sites; and
- May provide personnel, supplies, and other resources to assist in shelter operations for victims of the emergency/disaster.

#### **Sheriff's Office/Farmville PD**

#### ESF #6-Mass Care, Housing, & Human Services

- Provide security for emergency shelters and donation/volunteer facilities.

## **Prince Edward County Animal Control**

### ESF #6-Mass Care, Housing, & Human Services

- Rescue lost or stranded animals and transport to animal shelters or other designated locations;
- Receive and care for animals at animal shelters, or other designated locations;
- Register, tag and maintain accurate records; and
- Work to identify and reunite pets with their owners.

## **Emergency Management**

### ESF #17-Donations and Volunteer Management

- Pre-identify site/facilities to receive, process, and distribute donated goods;
- Develop procedures for the management of donated goods and services; and
- Work to have staffing lined up at emergency sites/facilities for events and alert them to action during times of need.

## Public Health and Medical Branch

Primary Agencies	
VDH - Piedmont Health District/Prince Edward County Health Department (ESF 8)	
Secondary Agencies	
EMS Agencies (ESF 8)	Crossroads Community Services Board (ESF 8)

### Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The EOC does not operate based on ESFs. However, the responsibilities of the Health District Director, or their designee, are identified in the branch as they related to the identified ESF.

### Scope

This branch aligns the duties of the Health and Medical Branch with the ESF comparable to the day-to-day operations of the primary and secondary agencies identified in this branch. The Health District will coordinate the responsibilities associated with ESF #8 (Health and Medical).

- ESF #8 provides the health and medical services to residents of the County during and/or after an emergency situation.

### Concept of Operations

Health and medical services are an essential element of the emergency/disaster response. During a threatened or actual emergency, the Southside Health Director, or their designee, will coordinate the health/medical response during an EOC activation. Contact information relating to the health department, hospital, long-term care facilities, funeral homes, medical examiner, and ambulance services can be found in the Resource List maintained by the Emergency Services Coordinator.

Mass casualty incidents (MCI) requiring emergency transportation and medical care may occur. Such events may result in a surge in medical patients at the local hospital. Emergency Medical Services personnel are trained to provide in-field triage as necessary. Such an event may result in a surge at the local hospital. Emergency Medical Services personnel will work to decompress the scene and then assist to decompress at the local hospital in conjunction with local transport ambulance companies. First responders should identify MCI victims with access/functional needs or those with language barriers and follow procedures that will properly assist these individuals.

Pursuant to § 32.1-283 of the Code of Virginia, the following deaths are investigated by the Office of the Chief Medical Examiner:

- Accidental deaths during or following natural events, as well as nuclear, biological, chemical, or any other mass fatality event;

- Homicidal, suicidal, accidental, or undetermined causes related to a mass casualty event (bio-terrorism events are considered homicides); and
- Suspected infectious diseases that may represent a bio-terrorism event or the initial presentation of an emerging infection that may result in an epidemic.

In the aftermath of an emergency/disaster, the public's health can be jeopardized in many ways. There could be disruptions to public utilities, water supplies, and wastewater systems. Destruction or damage to homes and other residential housing can dislocate people and require the establishment of emergency shelter facilities. Spoilage of food and medications can occur due to a lack of power. Quarantine measures may become necessary to control the spread of disease. Additionally, such events have the potential to raise stress levels in survivors and emergency responders, which could negatively affect their mental and emotional well-being.

### **Responsibilities**

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies responsibilities of each agency.

The Health and Medical Branch is responsible for maintaining records of all expenses related to its emergency functions.

### **Piedmont Health District/Prince Edward County Health Department**

- Provide qualified personnel to staff the Health and Medical Branch during an EOC activation;
- Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster;
- Coordinate through the EOC, and specifically with the PIO, on the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable guidance on health and measures that can be taken for preventative health;
- Ensure that health standards, including those for food, water, and sanitation, are maintained at all shelter sites;
- Assess community behavioral needs following an emergency/disaster;
- Coordinate with hospitals and other health providers on response to health needs; and
- Provide frequent updates to the EOC as to the status of public health.

### **EMS Agencies**

- Primary duty is to provide patient care; and
- Provide pre-hospital emergency medical and transport services.

### **Crossroads Community Services Board**

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the event;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

## Public Services Branch

Primary Agencies	
County/Town Administration (ESF 1, 3)	
Secondary Agencies	
County/Town Building Inspections (ESF 3)	County Solid Waste (ESF 3)
County General Services (ESF 3)	Town Public Works Departments (ESF 1, 3)
Prince Edward County Public Schools (ESF 1)	VDOT (ESF 1, 3)

### Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #1 and #3 under one element within the Emergency Operations Center. The EOC does not operate based on ESFs. However, the responsibilities of the County Administrator and/or Town Manager, or their designee, are identified in this branch as they relate to the identified ESFs.

### Scope

This branch aligns the duties of the Public Services Branch with the ESFs comparable to the day-to-day operations of the primary and secondary agencies in this branch. The County Administrator's and/or Town Manager's office will coordinate the responsibilities associated with ESFs #1 (Transportation) and #3 (Public Works and Engineering).

- ESF #1 assists local, state, and federal government entities and volunteer organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 assesses the overall damage to public and private property, conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.

### Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings, and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation and public utility support will be submitted to the EOC for coordination, validation, and/or action.

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities, including ensuring access to critical facilities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessments must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations, including: insurance companies, VDEM, VDOT, Virginia DEQ, VDH, utility companies, and federal agencies. The Public Services Branch will coordinate activities with these organizations, agencies, and other Branches within the County/Town EOC.

VDOT maintains the roads in Prince Edward County, while the Town of Farmville is responsible for maintaining the streets within its corporate limits. Transportation resources and/or contact information, including resources for those with access or functional needs, is listed in Resource List maintained by the Emergency Management Coordinator.

Actual inventories of equipment and transportation resources are maintained by the respective department and/or agency. Call-up rosters for public works personnel would also be maintained by each department, as applicable.

### **Responsibilities**

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies specific responsibilities of each agency.

The Public Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### **County/Town Administration**

#### **ESFs #1 Transportation and #3 Public Works and Engineering**

- Provide staff to assist in providing a coordinated response involving all the secondary agencies when the EOC is activated; and
- Process transportation requests from other agencies and other EOC branches, as applicable.
- Assist with damage assessments to transportation infrastructure to establish priorities and determine needs;
- Prioritize and allocate transportation resources to address the emergency for town-maintained transportation infrastructure; and
- Identify viable transportation routes to, from and within emergency or disaster areas.
- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures;
- Document expenses related to the event.

### **VDOT – Farmville Residency/Hampden-Sydney AHQ**

#### **ESF #1 – Transportation**

- Coordinate activities and resources for state-maintained transportation infrastructure, including the prioritization and/or allocation of transportation resources to address the emergency, as applicable;
- Facilitate damage assessments to transportation infrastructure to establish priorities and determine needs; and
- Identify viable transportation routes to, from, and within emergency or disaster areas.

ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures for state-maintained transportation infrastructure; and
- Assist with prioritizing removal and separation of debris for proper disposal.

**Building Inspection Office**

ESF #3 – Public Works and Engineering

- Coordinate county-wide initial damage assessment and provide the assessment to the Emergency Management Coordinator, as well as the VEOC;
- Facilitate emergency repair of damaged infrastructure and other critical facilities;
- Develop work priorities in conjunction with other agencies when necessary;
- Obtain required waivers and clearances related to public works support;
- Acquire any outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

**Prince Edward County Public Schools**

ESF #1 – Transportation

- Coordinate and assist with evacuations or other mass movements of the public in coordination with other transportation agencies.

**County General Services**

ESF #3 – Public Works and Engineering

- Ensure generators and auxiliary equipment are operational at all county facilities.
- Facilitate emergency repair of damaged infrastructure and other critical facilities.

## **County Solid Waste**

### ESF #3 – Public Works and Engineering

- Prioritize removal (disaster areas, critical facilities, primary roadways, etc.) of debris for proper disposal;
- Coordinate and removal and separation of debris for proper disposal.

## **Town Public Works**

### ESF #1 – Transportation/ESF #3 – Public Works and Engineering

- Prioritize removal (disaster areas, critical facilities, primary roadways, etc.) and separation of debris for proper disposal;
- Inspect town infrastructure (roads, water/sewer, buildings, etc.) for damage;
- Provide other assistance as requested.
- Ensure generators and auxiliary equipment are operational at all county facilities.

# APPENDICES

## APPENDIX A

Department/Branch	Emergency Mgmt.	Emergency Comm.	Fire & EMS	Law Enforcement	Social Services	Health & Medical	Public Services
<b>County</b>							
Administration	P						P
Animal Control					S		
Building Inspection	S						S
Commissioner of Revenue	S						
Emergency Management	P		S	S	S		
Extension Office	S						
General Services							S
IT		S					
Planning/Zoning	S						
Public Schools							S
Sheriff's Office		P		P	S		
Social Services					P		
Solid Waste							S
Treasurer	S						
<b>Town</b>							
Administration	P						P
Building Official							S
Emergency Communications Center		P					
Emergency Management	P		S	S	S		
Finance	S						
Fire Department			P			P	
Police Departments				P			
Public Works Department							S
<b>State/Regional</b>							
Commonwealth Regional Council	S						
Crossroads Community Services Board					S	S	
Longwood University Police Department				P			
Virginia Department of Conservation & Recreation				P			
VDH-Piedmont Health District					S	P	
Virginia State Police				P			
Virginia Department of Transportation							S
Virginia Department of Wildlife Resource				P			
<b>Non-Government</b>							
American Red Cross					S		
EMS – PEVRS & MVR			P	S	S	S	
Energy Utilities	S						
Hampden-Sydney College Police Department				P			
Volunteer Fire Departments			P	S			
Volunteer Organizations Active in Disaster (VOAD)					S		
Houses of Worship					S		

P = Primary / S = Secondary

## APPENDIX B

### AUTHORITIES & REFERENCES

#### A. Federal

1. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
3. Emergency Services and Assistance," Code of Federal Regulations, Title 44.
4. Homeland Security Presidential Directive Eight "National Preparedness."
5. Homeland Security Presidential Directive Five "Management of Domestic Incidents."
6. The National Response Framework, FEMA, 2013
7. National Preparedness Goal, 2011
8. The Homeland Security Act of 2002
9. Developing and Maintaining Emergency Operations Plans, CPG 101 V.2, FEMA

#### B. State

1. "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Sections 44-146.13 to 44-146.29:2, Code of Virginia. (See Appendix 1),
2. Commonwealth of Virginia, Office of the Governor, Executive Order Number Four (2002), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters ...
3. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2000), Promulgation of the Commonwealth of Virginia Emergency Operations Plan.
4. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2000), Virginia's Secure Commonwealth Initiative.
5. Commonwealth of Virginia, Office of the Governor, Executive Order Number One Hundred and Two (2005) Adoption of National Incident Management System and Use of the National Response Goal ..."
6. Statewide Mutual Aid Program, 2008
7. The Commonwealth of Virginia Emergency Operations Plan (all sections)

## APPENDIX C

### SUCCESSION OF LOCAL AUTHORITY

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

**Organization/Service Function** **Authority in Line of Succession**

<b>Prince Edward County</b>		
Direction and Control	1.	County Administrator/Director of EM
	2.	Chair, Board of Supervisors
	3.	Vice Chair, Board of Supervisors
	4.	Board Member in order of Seniority (Years of Service)
Coordination/Operations	1.	Coordinator of Emergency Management
	2.	Deputy Coordinator of Emergency Mngt.
	3.	Director of Emergency Management
Emergency Public Information	1.	County Administrator
	2.	Coordinator of Emergency Management
	3.	Chair, Board of Supervisors
	4.	Vice Chair, Board of Supervisors
Sheriff's Department	1.	Sheriff
	2.	Chief Deputy
Volunteer Fire Departments	1.	Chief
	2.	Assistant Chief
P.E. Volunteer Rescue Squad	1.	Operations Chief
	2.	Crew Chief
Meherrin Volunteer Rescue	1.	EMS Chief
	2.	Attendant in Charge of 1 <sup>st</sup> Arriving Vehicle
Prince Edward Co. Public Schools	1.	School Board Chairman
	2.	Superintendent
Department of Social Services	1.	Director of Social Services
Health Department	1.	District Health Director
VDOT	1.	Resident Engineer
	2.	Assistant Resident Engineer
	3.	Area Headquarters Superintendent

**Town of Farmville**

Direction and Control	1.	Town Manager/Director of EM
	2.	Deputy Town Manager
Coordination/Operations	1.	Fire Chief
	2.	Police Chief
Emergency Public Information	1.	Town Manager
	2.	Deputy Town Manager
	3.	Fire Chief
Police Department	1.	Chief of Police
	2.	Captain
	3.	Lieutenants
Fire Departments	1.	Chief
	2.	Assistant Chief
	3.	Captain
Public Works	1.	Director
	2.	Superintendents
Community Development	1.	Director
	2.	Building Official

APPENDIX D

Prince Edward County

SAMPLE RESOLUTION #1

DECLARATION OF LOCAL EMERGENCY  
BY DIRECTOR OF EMERGENCY MANAGEMENT

County of Prince Edward, Virginia

The Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

1. In anticipation of the effects of <incident name/event impacting or having potential to impact> has threatened the health, safety and welfare of the persons and property of Prince Edward County, Virginia; and
2. That due to <incident name/event impacting or having potential to impact>, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency; and
3. Under the authority of Section 44.-146.21 of the *Code of Virginia*, the County Administrator, in his capacity as Director of Emergency Management, has issued a Declaration of Local Emergency; and
4. WHEREAS, the local emergency is declared to ensure that County agencies can enlist the necessary resources to respond quickly and effectively to these conditions;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout the County of Prince Edward; and

IT IS FURTHER PROCLAIMED AND ORDERED, that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Prince Edward County shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Prince Edward County in order to mitigate the effects of said emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED, that any action taken by County agencies or personnel pursuant to the declaration of local emergency and this resolution shall be to mitigate the effects of the declared local emergency.

Effective Date: \_\_\_\_\_

Effective Time: \_\_\_\_\_

\_\_\_\_\_  
County Administrator/Director of Emergency Management  
County of Prince Edward, Virginia

A Copy Teste: \_\_\_\_\_

County Attorney

Date/Time: \_\_\_\_\_

APPENDIX D  
Town of Farmville  
SAMPLE RESOLUTION #1

DECLARATION OF LOCAL EMERGENCY  
BY DIRECTOR OF EMERGENCY MANAGEMENT

Farmville Virginia

The Director of Emergency Management of the Town of Farmville, Virginia does hereby find:

1. In anticipation of the effects of <incident name/event impacting or having potential to impact> has threatened the health, safety and welfare of the persons and property of Farmville, Virginia; and
2. That due to <incident name/event impacting or having potential to impact>, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency; and
3. Under the authority of Section 44.-146.21 of the *Code of Virginia*, the Town Mager, in his capacity as Director of Emergency Management, has issued a Declaration of Local Emergency; and
4. WHEREAS, the local emergency is declared to ensure that Town departments can enlist the necessary resources to respond quickly and effectively to these conditions;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout the Town of Farmville; and

IT IS FURTHER PROCLAIMED AND ORDERED, that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of the Town of Farmville shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the Town of Farmville in order to mitigate the effects of said emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED, that any action taken by Town departments or personnel pursuant to the declaration of local emergency and this resolution shall be to mitigate the effects of the declared local emergency.

Effective Date: \_\_\_\_\_

Effective Time: \_\_\_\_\_

---

Town Manager/Director of Emergency Management  
Farmville, Virginia

APPENDIX D

Prince Edward County

SAMPLE RESOLUTION #2

RESCINDING A DECLARATION OF LOCAL EMERGENCY  
BY DIRECTOR OF EMERGENCY MANAGEMENT

County of Prince Edward, Virginia

WHEREAS, the Director of Emergency Management of the County of Prince Edward, Virginia, does hereby find:

<EXAMPLE: The severe Winter Storm that of January 22, 2016 through January 24, 2016, that produced significant periods of sustained heavy snowfall, sleet and gusty winds, with total accumulations in the County of 8 to 10+ inches, caused dangerous public safety conditions and peril to life and property, and necessitated the Declaration of Local Emergency, effective 5:00 p.m., Thursday, January 21, 2016 in the County of Prince Edward, Virginia, has now abated;>

NOW, THEREFORE, IT IS HEREBY RESOLVED, that an emergency no longer exists in the County of Prince Edward, Virginia, and the Declaration of Local Emergency is rescinded, effective immediately.

Effective Date: \_\_\_\_\_

Effective Time: \_\_\_\_\_

\_\_\_\_\_  
County Administrator/Director of Emergency Management  
County of Prince Edward, Virginia

A Copy Teste: \_\_\_\_\_

County Attorney

Date/Time: \_\_\_\_\_

APPENDIX D  
Town of Farmville  
SAMPLE RESOLUTION #2

RESCINDING A DECLARATION OF LOCAL EMERGENCY  
BY DIRECTOR OF EMERGENCY MANAGEMENT

Farmville, Virginia

WHEREAS, the Director of Emergency Management of the Town of Farmville, Virginia, does hereby find:

*<EXAMPLE: The severe Winter Storm that of January 22, 2016 through January 24, 2016, that produced significant periods of sustained heavy snowfall, sleet and gusty winds, with total accumulations in the Town of 8 to 10+ inches, caused dangerous public safety conditions and peril to life and property, and necessitated the Declaration of Local Emergency, effective 5:00 p.m., Thursday, January 21, 2016 in the Town of Farmville, Virginia, has now abated;>*

NOW, THEREFORE, IT IS HEREBY RESOLVED, that an emergency no longer exists in the Town of Farmville, Virginia, and the Declaration of Local Emergency is rescinded, effective immediately.

Effective Date: \_\_\_\_\_

Effective Time: \_\_\_\_\_

---

Town Manager/Director of Emergency Management  
Farmville, Virginia

APPENDIX D

Prince Edward County

SAMPLE RESOLUTION #3

RESOLUTION OF THE BOARD OF SUPERVISORS  
AFFIRMATION OF DECLARATION OF LOCAL EMERGENCY

WHEREAS, at <time> on <date>, as a result of <incident name/event impacting or having potential to impact>, W.W. Bartlett, County Administrator, in his capacity as Director of Emergency Management of the County of Prince Edward, found that the County of Prince Edward, Virginia, faced emergency conditions which threatened the health, safety and welfare of the citizens and property of Prince Edward County, Virginia and issued a Declaration of Local Emergency; and

WHEREAS, at <time> on <date>, W.W. Bartlett, County Administrator, Director of Emergency Management of the County of Prince Edward, Virginia, found that the conditions of peril to life and property had abated and therefore the Declaration of Local Emergency was rescinded; and

WHEREAS, Section 44-146.21 of the *Code of Virginia* requires that such Declaration of Local Emergency be approved and confirmed by Board of Supervisors, as the governing body of the County of Prince Edward, Virginia;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency, dated <date>, attached hereto and incorporated herein fully by reference, be, and the same hereby is approved and confirmed; and

BE IT FURTHER RESOLVED, and affirmed by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency was rescinded effective <time> on <date>.

Certification

*I do hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a special board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, \_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_.*

---

Chairman, Board of Supervisors

A Copy Teste: \_\_\_\_\_  
County Administrator

APPENDIX D  
Town of Farmville  
SAMPLE RESOLUTION #3

RESOLUTION <resolution number>

AFFIRMATION OF DECLARATION OF LOCAL EMERGENCY

WHEREAS, at <time> on <date>, as a result of <*incident name/event impacting or having potential to impact*>, Scott Davis, Town Manager, in his capacity as Director of Emergency Management of the Town of Farmville, Virginia, found that the Town of Farmville, Virginia, faced emergency conditions which threatened the health, safety and welfare of the citizens and property of Farmville, Virginia and issued a Declaration of Local Emergency; and

WHEREAS, at <time> on <date>, Scott Davis, Town Manager, Director of Emergency Management of the Town of Farmville, Virginia, found that the conditions of peril to life and property had abated and therefore the Declaration of Local Emergency was rescinded; and

WHEREAS, Section 44-146.21 of the *Code of Virginia* requires that such Declaration of Local Emergency be approved and confirmed by Council, as the governing body of the Town of Farmville, Virginia;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Farmville, Virginia, that the Declaration of Local Emergency, dated <date>, attached hereto and incorporated herein fully by reference, be, and the same hereby is approved and confirmed; and

BE IT FURTHER RESOLVED, this resolution shall be in full force and effect upon passage.

**Certification**

***I do hereby certify that the foregoing resolution was duly considered by the Farmville Town Council of Farmville, Virginia at a special board meeting in Farmville, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, \_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_.***

Mayor

Attest: \_\_\_\_\_

Clerk of Council

## APPENDIX E

### ESSENTIAL RECORDS

#### COURT RECORDS

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

1. Real Estate Records\*
2. Criminal Records
3. Wills
4. Civil Records
5. Chancery Records
6. Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The loading and transportation of these records is the responsibility of the Sheriff's Office.

#### REAL ESTATE RECORDS

**\* A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

#### BOARD OF SUPERVISORS RECORDS

1. Minute books.
2. Financial records.

## AGENCIES/ORGANIZATIONS

Each agency/organization/department within Prince Edward County/Town of Farmville government shall establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate/electronic copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

## APPENDIX F

### GLOSSARY OF KEY TERMS

#### **Amateur Radio Emergency Services**

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

#### **American Red Cross**

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

#### **Command Section**

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

#### **Command Post**

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

#### **Comprehensive Resource Management**

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

#### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

#### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing,

making harmless, or removing the Hazardous Materials/HAZMAT.

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Alert System**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

### **Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

### **Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

### **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

### **Emergency Support Function**

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

## **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

## **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

## **Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

## **Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

## **Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

## **Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

## **Homeland Security Exercise and Evaluation Program**

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP constitutes a national standard for all exercises. The HSEEP is maintained by the Federal Emergency Management

Agency's National Preparedness Directorate, Department of Homeland Security.

### **Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

### **Incident Commander**

The individual responsible for the management of all incident operations.

### **Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

### **Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

### **Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

### **Local Emergency Planning Committee**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

## **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

## **Mobile Crisis Unit**

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

## **Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

## **National Response Framework**

Is a guide to how the Nation conducts all-hazard response? It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

## **National Weather Service**

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

## **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

## **Presidential Declaration**

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

## **Primary Agency**

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the ‘primary agency.’ The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principal advisor to the County Emergency Management during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Administrator or his/her designee.

## **Regional Information Coordination Center**

The center facilitates communications and coordination among local, State Fusion Center, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

## **Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

## **Span of Control**

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

## **State of Emergency**

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

## **Superfund Amendments and Reauthorization Act of 1986**

Established Federal regulations for the handling of hazardous materials.

## **Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

## **Weapons of Mass Destruction**

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

## APPENDIX G

### LIST OF ACRONYMS

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region

NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers USCG      U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

## APPENDIX H

### EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

<b>Organization</b>	<b>#</b>	<b>Electronic/Hard Copy</b>
Prince Edward County Board of Supervisors	8	E
County Administrator	1	E/H
County Coordinator of Emergency Management	1	E/H
County Deputy Coordinator	1	E/H
County Attorney	1	E
County Departments Directors: - Animal Control - Building Official - Finance - General Services - IT - Planning & Zoning - Solid Waste -Tourism & ED	1	E
Department of Social Service	1	E/H
Constitutional Officers: - Treasurer - Commissioner of Revenue	1	E/H
Constitutional Officers		
Town of Farmville Town Council	8	E
Town Manager	1	E/H
Town Coordinator of Emergency Management	1	E/H
Town Attorney	1	E
Town of Farmville Department Directors: - Community Development - Finance - Public Works	1	E
Farmville Police Department	1	E
Farmville-Prince Edward Emergency Communications Center	1	E
Farmville-Prince Edward Community Library	1	H
Prince Edward Area Firefighters Association: - Darlington Heights Vol Fire Department - Farmville Volunteer Fire Department - Hampden-Sydney Volunteer Fire Department - Meherrin Volunteer Fire Department & EMS - Pamplin Volunteer Fire Department & EMS - Prospect Volunteer Fire Department - Rice Volunteer Fire Department - Prince Edward Volunteer Rescue Squad	8	H
Prince Edward County Sheriff's Office	4	E/H
Prince Edward County Public Schools	2	E
Prince Edward County Extension Office	1	E
Piedmont Health District	2	E
Virginia Department of Transportation – Residency & AHQ	2	E
Virginia Department of Emergency Management	2	E
Hampden-Sydney College	1	E

Longwood University Emergency Management	1	E
Commonwealth Regional Council	1	E
Virginia State Police	1	E
Red Cross	1	E
Crossroads Community Services Board	1	E

## APPENDIX I

### Hazard Identification and Risk Assessment (HIRA)

The table below was taken from the Commonwealth Regional Hazard Mitigation Plan. Additional information on each identified hazard and the methodology utilized to assess risks for Prince Edward County can also be found in the Plan.

### Prince Edward County Hazard Rankings

Hazard rankings are based on a qualitative assessment, as described below. The values assigned for each option chosen are added together for each hazard to arrive at a total score. See chart on following page.

## APPENDIX J

### Burn Ban Ordinance

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#### AN ORDINANCE REGULATING OR PROHIBITING THE MAKING OF FIRES

Enacted: January 11, 2022

#### ARTICLE ONE

This ordinance is adopted pursuant to the authority granted in § 15.2-922.1 of the 1950 Code of Virginia, as amended.

#### ARTICLE TWO

- A. No person shall at any time make a fire in the streets or in other public places.
  
- B. During a local declaration of drought, dry or parched conditions:
  - 1. The County Administrator, in consultation with the Chair (or Vice Chair, if the Chair is unavailable) of the Board of Supervisors, County Emergency Management, the Prince Edward Area Firefighters Association and other appropriate agencies as he/she deems necessary, may declare that a drought condition exists or that forest lands, brush lands and fields have become so dry or parched or that other conditions exist so as to create an extraordinary fire hazard.
  - 2. The County Administrator may then declare that open burning is prohibited in part or all of the county.
  - 3. Following such a declaration it shall be unlawful for any person to burn brush, grass, leaves, trash, debris or any other flammable material or to ignite or maintain any open fire within the county or within any part of the county subject to the prohibition.
  - 4. The declaration of the County Administrator shall remain effective until the

County Administrator declares the condition and the prohibition to have terminated.

5. When any such declaration is issued, amended or rescinded, the County Administrator shall promptly post a copy of the declaration, amendment or rescission on the public notice board near the front of the courthouse and also post the same on the County's website. In addition, the County Administrator may publish or circulate the declaration, amendment or rescission as is deemed appropriate by the County Administrator.

### ARTICLE THREE

Any person violating or failing to comply with the provisions of this division shall be guilty of a Class 4 misdemeanor. Each violation or failure shall constitute a separate offense and each day during which the same violation or failure is found to have existed shall constitute a separate offense.

This ordinance shall take effect upon enactment.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 9.a. – Proposed Ordinance No. 242

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**BACKGROUND:** Verbal report by the Town Manager.

Discussion was held previously and most recently in December 2025, on whether the Town should take over its stormwater management. The Town already handles its own erosion and sediment control. The ordinance would allow the Town to manage its stormwater permitting process in-house.

A Public Hearing is scheduled for the April 8, 2026, Regular Meeting.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Ordinance No. 242 - Erosion and Stormwater Management Program

**ORDINANCE NO. 242**

**Repealing Chapter 10 – Erosion and Sediment Control and Enacting Chapter 10 – Erosion and Stormwater Management Program to fulfill the Town regulating erosion, sediment control, and stormwater management in accordance with the regulations from the Virginia Erosion and Stormwater Management Program**

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. The repeal of Chapter 10 – Erosion and Sediment Control of the Town of Farmville Town Code be repealed as follows:

**~~Chapter 10 EROSION AND SEDIMENT CONTROL~~**

**~~Sec. 10-1. Title, purpose, and authority.~~**

~~(a) — This chapter shall be known as the 'Erosion and Sediment Control Ordinance of Farmville, Virginia.' The purpose of this chapter is to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources of the Town of Farmville by establishing requirements for the effective control of soil erosion, sediment deposition and non-agricultural runoff and by establishing procedures whereby these requirements shall be administered and enforced.~~

~~(b) — This chapter is authorized by § 62.1-44.15:54 of the Code of Virginia.  
(Ord. No. 237, § 2, 10-9-2024)~~

**~~Sec. 10-2. Definitions.~~**

~~The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.~~

~~"Agreement in lieu of a plan" means a contract between the Farmville Department of Community Development (FDCCD) and the owner that specifies conservation measures that must be implemented to comply with the requirements of this chapter for the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than five (5) percent; this contract may be executed by the FDCCD in lieu of formal site plan.~~

~~"Applicant" means any person submitting an erosion and sediment control plan for approval in order to obtain authorization for land-disturbing activities to commence.~~

~~"Board" means the state water control board.~~

~~"Certified inspector for ESC" means an employee or agent of the Virginia Erosion and Sediment Control Program authority who (i) holds a certificate of competence from the department in the area of project inspection or (ii) is enrolled in the department's training program for project inspection and successfully completes such program within one (1) year after enrollment.~~

~~"Certified plan reviewer for ESC" means an employee or agent of the VESCP authority who (i) holds a certificate of competence from the department in the area of plan review, (ii) is enrolled in the department's training program for plan review and successfully completes such program~~

*within one year after enrollment, or (iii) is licensed as a professional engineer, architect, landscape architect, land surveyor pursuant to Article 1 of Chapter 4 of Title 54.1 of the Code of Virginia (§ 54.1-400 et seq.) or professional soil scientist as defined in § 54.1-2200.*

*"Certified program administrator for ESC" means an employee or agent of the VESCP authority who holds a certification from the department in the classification of program administrator or (ii) is enrolled in the department's training program for program administration and successfully completes such program within one (1) year after enrollment.*

*"Clearing" means any activity which removes the vegetative ground cover including, root mat removal or topsoil removal.*

*"County" means the County of Prince Edward or Cumberland.*

*"Department" means the Virginia Department of Environmental Quality.*

*"District" or "soil and water conservation district" refers to the Piedmont or Central Soil and Water Conservation District.*

*"Erosion and sediment control administrator" or "ESC administrator" means employee or agent of the Farmville Department of Community Development responsible for the administration of Farmville's Erosion and Sediment Control program.*

*"Erosion and sediment control plan" or "plan" means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives.*

*"Erosion impact area" means an area of land that is not associated with a current land-disturbing activity but is subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of five thousand (5,000) square feet or less used for residential purposes or to shorelines where the erosion results from wave action or other coastal processes.*

*"Excavating" means any digging, scooping or other methods of removing earth materials.*

*"Farm building or "structure" means the same as that term is defined in § 36-97 of the Code of Virginia and also includes any building or structure used for agritourism activity, as defined in § 3.2-6400, and any related impervious surfaces including roads, driveways, and parking areas.*

*"FDCD" means Farmville Department of Community Development.*

*"Filling" means any depositing or stockpiling of earth materials.*

*"Grading" means any excavating or filling of earth material or any combination thereof, including the land in its excavated or filled conditions.*

*"Land disturbance" or "land-disturbing activity" means a man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including the clearing, grading, excavating, transporting, and filling of land.*

*"Land-disturbing permit or "approval" means a permit or an approval allowing a land-disturbing activity to commence issued, by FDCD after the requirements of § 62.1-44.15:55 of the Code of Virginia have been met.*

*"Natural channel design concepts" means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and its floodplain.*

*"Owner" means the same as provided in § 62.1-44.3 of the Code of Virginia. For a land-disturbing activity that is regulated under Article 2.4 of Chapter 3.1 of Title 62.1 of the Code of Virginia (§ 62.1-44.15:51 et seq.) and this chapter, "owner" also includes the owner or owners of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.*

*"Peak flow rate" means the maximum instantaneous flow from a prescribed design storm at a particular location.*

*"Percent impervious" means the impervious area within the site divided by the area of the site multiplied by one hundred (100).*

*"Permittee" means the person to whom the permit is issued.*

*"Person" means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the commonwealth, governmental body, including a federal or state entity as applicable, any interstate body, or any other legal entity.*

*"Responsible land disturber" or "RLD" means an individual holding a certificate issued by the department who is responsible for carrying out the land-disturbing activity in accordance with the approved erosion and sediment control plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the erosion and sediment control plan or permit as defined in the Virginia Erosion and Stormwater Management Regulation (9VAC25-875) as a prerequisite for engaging in land disturbance. The RLD must be designated on the erosion and sediment control plan or permit as defined in this chapter as a prerequisite for engaging in land disturbance.*

*"Runoff volume" means the volume of water that runs off the land development project from a prescribed storm event.*

*"Single-family detached residential structure" means a noncommercial dwelling that is occupied exclusively by one (1) family.*

*"State waters" means all water, on the surface and under the ground, wholly or partially within or bordering the commonwealth or within its jurisdiction, including wetlands.*

*"Transporting" means any moving of earth materials from one (1) place to another place other than such movement incidental to grading, when such movement results in destroying the vegetative ground cover either by tracking or the buildup of earth materials to the extent that erosion and sedimentation will result from the soil or earth materials over which such transporting occurs.*

*"Town" means the incorporated Town of Farmville, Virginia.*

*"Virginia Erosion and Sediment Control Program" or "VESCP" means a program approved by the department that is established by a VESCP authority for the effective control of soil erosion, sediment deposition, and nonagricultural runoff associated with a land-disturbing activity to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources and shall include such items where applicable as local ordinances, rules, policies and guidelines, technical materials, and requirements for plan review, inspection, and evaluation consistent with the requirements of the Erosion and Sediment Control Law (ESCL).*

*"Virginia Erosion and Sediment Control Program authority" or "VESCP authority," for purposes of this chapter means the Town of Farmville that has been approved by the Department to operate a Virginia Erosion and Sediment Control Program in accordance with Article 2.4 of*

*Chapter 3.1, the State Water Control Law, of Title 62.1 of the Code of Virginia (§ 62.1-44.15:51 et seq.).*

*"VESCP plan-approving authority" means the Farmville Department of Community Development responsible for determining the adequacy of a plan submitted for land-disturbing activities on a unit or units of lands and for approving plans.*

*"VPDES Permit" means a General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Construction Activities, 9VAC25-880, issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-3. Local erosion and sediment control program.***

*Pursuant to § 62.1-44.15:54 of the Code of Virginia, the Town hereby establishes a Virginia Erosion and Sediment Control Program (VESCP) and adopts the regulations promulgated by the board (for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources).*

*(1) — For plans approved on and after July 1, 2014, the flow rate capacity and velocity requirements for natural and man-made channels shall be satisfied by compliance with water quantity requirements specified 9VAC25-875-600, unless such land-disturbing activities are in accordance with the grandfathering provisions of 9VAC25-875-490.*

*(2) — Pursuant to § 62.1-44.15:53 of the Code of Virginia, an erosion control plan shall not be approved until it is reviewed by a certified plan reviewer for ESC. Inspections of land-disturbing activities shall be conducted by a certified inspector for ESC. The erosion and sediment control program of the town shall contain a certified program administrator for ESC, a certified plan reviewer for ESC, and a certified inspector for ESC (who may be the same person.)*

*(3) — The town hereby designates FDCCD as the VESCP plan-approving authority.*

*(4) — The program and regulations provided for in this chapter shall be made available for public inspection at the office of the FDCCD.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-4. Regulated land-disturbing activities.***

*(a) — Land-disturbing activities that meet one (1) of the criteria below are regulated as follows:*

*(1) — Land-disturbing activity that disturbs five thousand (5,000) square feet or more, is less than one (1) acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area, and not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V of the Virginia Erosion and Stormwater Management Regulation (Regulation).*

*(2) — Land-disturbing activity that disturbs two thousand five hundred (2,500) square feet or more, unless such size is reduced by the Town, is less than one acre, and in an area of a locality designated as a Chesapeake Bay Preservation Area is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) and Article 3 (9VAC25-875-570 et seq.) of Part V unless Article 4 (9VAC25-875-670 et seq.) of Part V of the Regulation is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-5. Activities not required to comply with the ESCL.***

*(a) — Notwithstanding any other provisions of the Erosion and Sediment Control Law (ESCL) for Localities Not Administering a Virginia Erosion and Stormwater Management Program, the*

*following activities are not required to comply with the ESCL unless otherwise required by federal law:*

- (1) — Disturbance of a land area of less than five thousand (5,000) square feet in size*
  - (2) — Minor land-disturbing activities such as home gardens and individual home landscaping, repairs, and maintenance work;*
  - (3) — Installation, maintenance, or repair of any individual service connection;*
  - (4) — Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;*
  - (5) — Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;*
  - (6) — Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;*
  - (7) — Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot operations; agricultural engineering operations, including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the board in regulations. However, this exception shall not apply to harvesting of forest crops, unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 of Title 10.1 of the Code of Virginia (§ 10.1-1100 et seq.) or is converted to bona fide agricultural or improved pasture use as described in Subsection B of § 10.1-1163 of the Code of Virginia;*
  - (8) — Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;*
  - (9) — Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Virginia Marine Resources Commission, or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the ESCL and the regulations adopted pursuant thereto;*
  - (10) — Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the VESCP authority shall be advised of the disturbance within seven (7) days of commencing the land-disturbing activity, and compliance with the administrative requirements of sections 10-6, 10-7 and 10-8 of this chapter are required within thirty (30) days of commencing the land-disturbing activity;*
  - (11) — Discharges to a sanitary sewer or a combined sewer system that are not from a land-disturbing activity; and*
  - (12) — Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company.*
- (Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-6. Submission and approval of plans; contents of plans.***

*(a) — Except as provided herein, no person may engage in any regulated land-disturbing activity until he or she has submitted to the FDCCD an erosion and sediment control plan for the regulated land-disturbing activity and such plan has been approved by the FDCCD. No approval*

~~to begin a land disturbing activity will be issued unless evidence of VPDES permit coverage is obtained where it is required. Where the land disturbing activity results from the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than five (5) percent, and the construction does not require fill from an off-site location or removal of cut material to an off-site location, an agreement in lieu of a plan may be substituted for an erosion and sediment control plan if executed by the FDCD.~~

~~(b) — The standards contained within the "Virginia Erosion and Stormwater Management Regulation (9VAC25-875)," or the Virginia Stormwater Management Handbook, as amended are to be used by the applicant when making a submission under the provisions of this chapter and in the preparation of an erosion and sediment control plan. The VESCP plan-approving authority, in considering the adequacy of a submitted plan, shall be guided by the same standards, regulations and guidelines. When the standards vary between the publications, the Virginia Erosion and Stormwater Management Regulation shall take precedence.~~

~~(c) — The VESCP plan-approving authority shall review erosion and sediment control plans submitted to it and grant written approval within sixty (60) days of the receipt of the plan if it determines that the plan meets the requirements of the Erosion and Sediment Control Law for Localities not Administering a Virginia Erosion and Stormwater Management Program and 9VAC25-875, and if the person responsible for carrying out the plan certifies that he or she will properly perform the erosion and sediment control measures included in the plan and will comply with the provisions of this chapter. In addition, as a prerequisite to engaging in the land-disturbing activities shown on the approved plan, the person responsible for carrying out the plan shall provide the name of the responsible land disturber to the VESCP authority, as required by 9VAC25-875-300 and 9VAC25-875-550, who will be in charge of and responsible for carrying out the land-disturbing activity. Failure to provide the name of the responsible land disturber, prior to engaging in land-disturbing activities may result in denial of the approval of the plan and the person responsible for carrying out the plan shall be subject to the penalties provided in this chapter.~~

~~However, the VESCP plan-approving authority may waive the responsible land disturber certificate requirement for an agreement in lieu of a plan for construction of a single-family detached residential structure. If a violation occurs during the land-disturbing activity associated with the construction of the single-family detached residential structure, then the person responsible for carrying out the agreement in lieu of a plan shall correct the violation and provide the name of the responsible land disturber to the VESCP authority. Failure to provide the name of the responsible land disturber shall be a violation of this chapter.~~

~~(d) — When the plan is determined to be inadequate, written notice of disapproval stating the specific reasons for disapproval shall be communicated to the applicant within forty five (45) days. The notice shall specify such modifications, terms and conditions that will permit approval of the plan. If no action is taken within forty five (45) days, the plan shall be deemed approved and the person authorized to proceed with the proposed activity.~~

~~(e) — The FDCD shall act on any erosion and sediment control plan that has been previously disapproved within forty five (45) days after the plan has been revised, resubmitted for approval, and deemed adequate.~~

~~(f) — The FDCD may require changes to an approved plan when:~~

~~(1) — The inspection reveals that the plan is inadequate to satisfy applicable regulations; or~~

*(2) — The person responsible for carrying out the plan finds that because of changed circumstances or for other reasons the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this chapter, are agreed to by the VESCP plan approving authority and the person responsible for carrying out the plans.*

*(g) — Variances: The VESCP plan approving authority may waive or modify any of the standards that are deemed to be inappropriate or too restrictive for site conditions, by granting a variance. A variance may be granted under these conditions:*

*(1) — At the time of plan submission, an applicant may request a variance to become part of the approved erosion and sediment control plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the VESCP plan approving authority shall be documented in the plan.*

*(2) — During construction, the person responsible for implementing the approved plan may request a variance in writing from the VESCP plan approving authority. The VESCP plan approving authority shall respond in writing either approving or disapproving such a request. If the VESCP plan approving authority does not approve a variance within ten (10) days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.*

*(3) — The town shall consider variance requests judiciously, keeping in mind both the need of the applicant to maximize cost effectiveness and the need to protect off-site properties and resources from damage.*

*(h) — In order to prevent further erosion, the town may require approval of a plan for any land identified in the local program as an erosion impact area.*

*(i) — When a land disturbing activity will be required of a contractor performing construction work pursuant to a construction contract, the preparation, submission, and approval of an erosion and sediment control plan shall be the responsibility of the owner.*

*(j) — As an alternative to submitting soil erosion control and stormwater management plans to the FDCD pursuant to § 62.1-44.15:34 of the Code of Virginia, any person engaging in more than one jurisdiction in the creation and operation of a wetland mitigation or stream restoration bank that has been approved and is operated in accordance with applicable federal and state guidance, laws, or regulations for the establishment, use, and operation of (i) a wetlands mitigation or stream restoration bank, pursuant to a mitigation banking instrument signed by the Department, the Marine Resources Commission, or the U.S. Army Corps of Engineers, or (ii) a stream restoration project for purposes of reducing nutrients or sediment entering state waters may submit standards and specifications for Department approval that describe how land disturbing activities shall be conducted. The Department shall have sixty (60) days after receipt in which to act on standards and specifications submitted to it or resubmitted to it for approval. (Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-7. Erosion and sediment control plan; contents of plans.***

*(a) — An erosion and sediment control plan shall be filed for a development and the buildings constructed within, regardless of the phasing of construction. The erosion and sediment control plan shall be consistent with the criteria, techniques, and methods set forth in 9VAC25-875-560. The erosion and sediment control plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives in 9VAC25-875-560. The erosion and sediment control plan may include:*

*(1) — Appropriate maps;*

*(2) — An appropriate soil and water plan inventory and management information with needed interpretations; and*

*(3) — A record of decisions contributing to conservation treatment.*

*(b) — Plan format: Any erosion and sediment control plan shall be submitted in paper copy of as many copies as instructed by the FDCD, and in an electronic file of a format instructed by the FDCD.*

*(c) — The person responsible for carrying out the plan shall provide the name of an individual holding a certificate who will be in charge of and responsible for carrying out the land-disturbing activity to the VESCP authority. Note: The VESCP authority may waive the responsible land-disturber certificate requirement for an agreement in lieu of a plan in accordance with § 62.1-44.15:34 or § 62.1-44.15:55 of the Code of Virginia.*

*(d) — If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by an erosion and sediment control plan or an "agreement in lieu of a plan" signed by the property owner.*

*(e) — Land-disturbing activity of less than five thousand (5,000) square feet on individual lots in a residential development shall not be considered exempt from the provisions of the Virginia Erosion and Stormwater Management Act (VESMA), ESCL, or this chapter if the total land-disturbing activity in the development is equal to or greater than ten thousand (10,000) square feet.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-8. Permits; fees; security for performance.***

*(a) — Agencies authorized under any other law to issue grading, building, or other permits for activities involving land-disturbing activities shall not issue any such permit unless the applicant submits with his application an approved erosion and sediment control plan, certification that the plan will be followed and evidence of Virginia Pollutant Discharge Elimination System ("VPDES") permit coverage where it is required.*

*(b) — No person may engage in any land-disturbing activity until he or she has acquired a land-disturbing permit (unless the proposed land-disturbing activity is specifically exempt from the provisions of this chapter), has paid the fees and has posted the required bond.*

*(c) — An administrative fee of an amount set out in the appropriate fee schedule, shall be paid to the town at the time of submission of the erosion and sediment control plan.*

*(d) — No land-disturbing permit shall be issued until the applicant submits with his or her application an approved erosion and sediment control plan, or agreement in lieu of an approved erosion and sediment control plan, and certification that the plan will be followed.*

*(e) — Prior to the issuance of any permit, the town may also require an applicant to submit a reasonable performance bond with surety, cash escrow, or an irrevocable letter of credit acceptable to the ESC Administrator to ensure that measures could be taken by the Town at the applicant's expense should the applicant fail, after proper notice, within the time specified to initiate or maintain appropriate conservation measures required of him or her by the approved plan as a result of his land-disturbing activity.*

*The amount of the bond or other security for performance shall not exceed the total of the estimated cost to initiate and maintain appropriate conservation action based on unit price for new public or private sector construction in the locality and a reasonable allowance for estimated administrative costs and inflation which shall not exceed twenty five (25) percent of the cost of the conservation action. Should it be necessary for the town to take such conservation*

*action, the town may collect from the applicant any costs in excess of the amount of the surety held. Within sixty (60) days of adequate stabilization, as determined by the FDCD in any project or section of a project, such bond, cash escrow or letter of credit, or the unexpended or unobligated portion thereof, shall be either refunded to the applicant or terminated, based upon the percentage of stabilization accomplished in the project or project section. These requirements are in addition to all other provisions relating to the issuance of permits and are not intended to otherwise affect the requirements for such permits.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-9. Monitoring, reports, and inspections.***

*(a) — The responsible land disturber, as defined by § 62.1-44.15:52, shall be in charge of and responsible for carrying out the land-disturbing activity and provide for and assist in the periodic inspections of the land-disturbing activity. The person responsible for carrying out the plan shall monitor the land-disturbing activity. The person responsible for carrying out the plan will maintain records of these inspections and maintenance, to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation.*

*(b) — The FDCD shall periodically inspect the land-disturbing activity in accordance with 9VAC25-875-330 to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation. The owner, permittee, or person responsible for carrying out the plan shall be given notice of the inspection and shall such inspection in accordance with § 62.1-44.15:60 and the land-disturbing permit. If the ESC Administrator determines that there is a failure to comply with the plan, notice to comply may be served upon the permittee or person responsible for carrying out the plan. Such notice shall be served by delivery by facsimile, e-mail, or other technology; by mailing with confirmation of delivery to the address specified in the permit application or in the plan certification, if available, or in the land records of the locality; or by delivery at the site of the land-disturbing activities to the agent or employee supervising such activities.*

*The notice to comply shall specify the measures needed to comply with the land-disturbance approval conditions or shall identify the plan approval or land-disturbance approval needed to comply with this article and shall specify a reasonable time within which such measures shall be completed. In any instance in which a required land-disturbance approval has not been obtained, the VESCP authority or the FDCD may require immediate compliance. In any other case, the VESCP authority or the FDCD may establish a time for compliance by taking into account the risk of damage to natural resources and other relevant factors. Notwithstanding any other provision in this chapter, a VESCP authority or the FDCD may count any days of noncompliance as days of violation should an enforcement action be taken. The issuance of a notice to comply shall not be considered a case decision, as defined by § 2.2-4001 of the Code of Virginia.*

*Upon failure to comply within the specified time, any plan approval or land-disturbance approval may be revoked and the permittee or person responsible for carrying out the plan shall be subject to the penalties provided by this chapter.*

*(c) — Upon issuance of an inspection report denoting a violation of § 62.1-44.15:55 of the Code of Virginia, the ESC Administrator may, in conjunction with or subsequent to a notice to comply as specified in this chapter, issue an order requiring that all or part of the land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken.*

*If land-disturbing activities have commenced without an approved plan, the ESC administrator may issue an order requiring that all of the land-disturbing activities be stopped until an approved plan or any required permits are obtained.*

*Where the alleged noncompliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the commonwealth, or where the land-disturbing activities have commenced without an approved erosion and settlement control plan, a stop work order may be issued without regard to whether the alleged violator has been issued a notice to comply as specified in this chapter. Otherwise, such an order may be issued only after the alleged violator has failed to comply with such a notice to comply. The stop work order shall be served in the same manner as a notice to comply and shall remain in effect for a period of seven (7) days from the date of service pending application by the town or permit holder for appropriate relief to the Circuit Court of Prince Edward County or Cumberland County, depending on the location of work, or other appropriate court. The town shall serve such stop work order for disturbance without an approved plan upon the owner by mailing with confirmation of delivery to the address specified in the land records. The order shall be posted on the site where the disturbance is occurring, and shall remain in effect until permits and plan approvals are secured, except in such situations where an agricultural exemption applies.*

*If the alleged violator has not obtained an approved plan within seven (7) days from the date of service of the stop work order, the ESC administrator may issue an order to the owner requiring that all construction and other work on the site, other than corrective measures, be stopped until an approved plan has been obtained. Such an order shall be served upon the owner by mailing with confirmation of delivery to the address specified in the plan or the land records of the town. The owner may appeal the issuance of an order to the circuit court of the jurisdiction wherein the violation was alleged to have occurred, either the Circuit Court of Prince Edward County or Cumberland County, or other appropriate remedy.*

*Any person violating, failing, neglecting or refusing to obey an order issued by the ESC administrator may be compelled in a proceeding instituted in the Circuit Court of Prince Edward County or Cumberland County to obey same and to comply therewith by injunction, mandamus or other appropriate remedy.*

*Upon completion and approval of corrective action or obtaining an approved plan, the order shall immediately be lifted.*

*Nothing in this section shall prevent the director of the department of community development from taking any other action authorized by this chapter or other applicable laws.*

*(Ord. No. 237, § 2, 10-9-2024)*

***Sec. 10-10. Penalties, injunctions, and other legal actions.***

*(a) — Any person who has violated, failed, neglected, or refused to obey any order, notice, or requirement of the FDCD any condition of a land disturbance approval, or any provision of this chapter shall, upon a finding of a court of competent jurisdiction, be assessed a civil penalty. The civil penalty for any one (1) violation shall be not less than one hundred dollars (\$100.00) nor more than one thousand dollars (\$1,000.00), except that the civil penalty for commencement of land disturbing activities without an approved plan shall be one thousand dollars (\$1,000.00). Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties which exceed a total of ten thousand dollars (\$10,000.00), except that a series of violations arising from the commencement of land disturbing activities without an approved plan for any site shall not result in civil penalties which exceed a total of ten thousand dollars (\$10,000.00).*

*(b) — The director of FDCD or the owner or property which has sustained damage, or which is in imminent danger of being damaged, may apply to the Circuit Court of Prince Edward County or Cumberland, depending on the location of the property, to enjoin a violation or a threatened violation of §§ 62.1-44.15:55 or 62.1-44.15:58 of the Code of Virginia, without the necessity of showing that an adequate remedy at law does not exist.*

*However, an owner of property shall not apply for injunctive relief unless (i) he has notified in writing the person who has violated the local program, and the program authority, that a violation of the local program has caused, or creates a probability of causing, damage to his property, and (ii) neither the person who has violated the local program nor the program authority has taken corrective action within fifteen (15) days to eliminate the conditions which have caused, or create the probability of causing, damage to his property.*

*(c) — In addition to any criminal or civil penalties provided under this chapter, any person who violates any provision of the Erosion and Sediment Control Law may be liable to the town in a civil action for damages.*

*(d) — Without limiting the remedies which may be obtained in this section, any person violating or failing, neglecting, or refusing to obey any injunction, mandamus or other remedy obtained pursuant to this section shall be subject, in the discretion of the court, to a civil penalty not to exceed two thousand dollars (\$2,000.00) for each violation. A civil action for such violation or failure may be brought by the Town.*

*Any civil penalties assessed by a court shall be paid into the treasury of the town except that where the violator is the locality itself, or its agent, the court shall direct the penalty to be paid into the state treasury.*

*(e) — With the consent of any person who has violated, failed, neglected, or refused to obey any regulation or condition of a permit or any provision of this chapter, or order of the FDCD, the town may provide for the payment of civil charges for violations in specific sums, not to exceed the limit specified in subsection (d) of this section. Such civil charges shall be instead of any appropriate civil penalty which could be imposed under subsection (a) or (d).*

*(f) — The commonwealth's attorney shall, upon request of the town, take legal action to enforce the provisions of this chapter.*

***(Ord. No. 237, § 2, 10-9-2024)Sec. 10-11. Appeals and judicial review.***

*(a) — Final decisions of the town under this chapter shall be subject to review by the Circuit Court of Prince Edward County or Cumberland County, provided an appeal is filed within thirty*

~~(30) days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in land-disturbing activities. (Ord. No. 237, § 2, 10-9-2024)~~

2. Enact Chapter 10 – Erosion and Stormwater Management Program of the Town of Farmville Town Code as follows:

### **Chapter 10 - EROSION AND STORMWATER MANAGEMENT PROGRAM**

*Pursuant to § 62.1-44.15:27 of the Code of Virginia, this chapter is adopted as part of an initiative to integrate the Town of Farmville stormwater management requirements with the Town of Farmville Erosion and Sediment Control Requirements into a consolidated erosion and stormwater management program. The erosion and stormwater management program is intended to facilitate the submission and approval of plans, issuance of permits, payment of fees, and coordination of inspection and enforcement activities for land-disturbing activities into a more convenient and efficient manner for both the Town of Farmville and those responsible for compliance with these programs.*

#### **Sec. 10-1. - Title, Purpose, and Authority.**

- A. *This chapter shall be known as the “Erosion and Stormwater Management Ordinance of the Town of Farmville.”*
- B. *The purpose of this chapter is to ensure the general health, safety, and welfare of the citizens of the Town of Farmville, protect the quality and quantity of state waters from the potential harm of unmanaged stormwater and soil erosion, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources, and to establish procedures whereby stormwater requirements related to water quality and quantity shall be administered and enforced.*
- C. *This chapter is authorized by § 62.1-44.15:27 of the Code of Virginia.*

#### **Sec. 10-2. - Definitions.**

*The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.*

*“Adequate channel” means a channel that will convey the designated frequency storm event without overtopping the channel bank nor causing erosive damage to the channel bed or banks.*

*“Agreement in lieu of a plan” means a contract between the Town of Farmville Director or Public Works or designee and the owner or permittee that specifies methods that shall be implemented to comply with the requirements of the VESMA and this chapter for the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious*

*cover from the farm building or structure to be constructed, of less than five percent; such contract may be executed by the Town of Farmville Director of Public Works or a designee in lieu of a soil erosion control and stormwater management plan.*

*“Applicant” means person submitting a soil erosion control and stormwater management plan to a VESMP authority for approval to obtain authorization to commence a land-disturbing activity.*

*“Best management practice” or “BMP” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices, including both structural and nonstructural practices, to prevent or reduce the pollution of surface waters and groundwater systems.*

*“Nonproprietary best management practice” means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are in the public domain and are not protected by trademark or patent or copyright.*

*“Proprietary best management practice” means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are privately owned and controlled and may be protected by trademark or patent or copyright.*

*“Board” means the State Water Control Board.*

*“Causeway” means a temporary structural span constructed across a flowing watercourse or wetland to allow construction traffic to access the area without causing erosion damage.*

*“CFR” means the Code of Federal Regulations.*

*“Channel” means a natural stream or manmade waterway.*

*“Clean Water Act” or “CWA” means the federal Clean Water Act (33 USC § 1251 et seq.), formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, or any subsequent revisions. This definition includes all applicable regulations published in the Code of Federal Regulations promulgated thereunder.*

*“Cofferdam” means a watertight, temporary structure in a river, lake, etc., for keeping the water from an enclosed area that has been pumped dry so that bridge foundations, dams, etc., may be constructed.*

*“Common plan of development or sale” means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.*

*“Construction activity” means any clearing, grading, or excavation associated with large construction activity or associated with small construction activity.*

*“Control measure” means any BMP, stormwater facility, or other method used to minimize the discharge of pollutants to state or Town waters.*

*“Dam” means a barrier to confine or raise water for storage or diversion, to create a hydraulic head, to prevent gully erosion, or to retain soil, rock, or other debris.*

*“Denuded” means a term applied to land that has been physically disturbed and no longer supports vegetative cover.*

*“Department” means the Virginia Department of Environmental Quality.*

*“Development” means land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures or the clearing of land for nonagricultural or nonsilvicultural purposes. The regulation of discharges from development, for purposes of stormwater management, does not include the exclusions found in 9VAC25-875-860 of the Virginia Stormwater Management Regulations.*

*“Dike” means an earthen embankment constructed to confine or control water, especially one built along the banks of a river to prevent overflow of lowlands; levee.*

*“Discharge” when used without qualification, means the discharge of a pollutant.*

*“Discharge of a pollutant” means:*

*(A) Any addition of any pollutant or combination of pollutants to state waters from any point source; or*

*(B) Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This definition includes additions of pollutants into surface waters from: surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person that do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.*

*“District” or “soil and water conservation district” means a political subdivision of the Commonwealth organized in accordance with the provisions of Article 3 (§ 10.1-506 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.*

*“Diversion” means a channel with a supporting ridge on the lower side constructed across or at the bottom of a slope for the purpose of intercepting surface runoff.*

*“Dormant” means denuded land that is not actively being brought to a desired grade or condition.*

*“Drainage area” means a land area, water area, or both from which runoff flows to a common point.*

*“Energy dissipator” means a nonerodable structure which reduces the velocity of concentrated flow to reduce its erosive effects.*

*“Environmental Protection Agency” or “EPA” means the United States Environmental Protection Agency.*

*“Erosion and sediment control plan” means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives.*

*“Erosion impact area” means an area of land that is not associated with a current land-disturbing activity but is subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes or to shorelines where the erosion results from wave action or other coastal processes.*

*“ESC” means erosion and sediment control.*

*“ESM plan” means a soil erosion control and stormwater management plan, commonly referred to as the erosion control and stormwater management plan.*

*“Farm building or structure” means the following:*

*(A) A building or structure not used for residential purposes, located on property where farming operations take place and used primarily for any of the following uses or combination thereof:*

- (1) Storage, handling, production, display, sampling, or sale of agricultural, horticultural, floricultural, or silvicultural products produced in the farm;*
- (2) Sheltering, raising, handling, processing, or sale of agricultural animals or agricultural animal products;*
- (3) Business or office uses relating to the farm operations;*
- (4) Use of farm machinery or equipment or maintenance or storage of vehicles, machinery, or equipment on the farm;*
- (5) Storage or use of supplies and materials used on the farm; or*

*(6) Implementation of best management practices associated with farm operations.*

*(B) Any building or structure used for agritourism activity, and any related impervious services including roads, driveways, and parking areas.*

*(1) For the purposes of this Section, "Agritourism Activity" is defined as any activity carried out on a farm or ranch that allows member of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, wineries, ranching, horseback riding, historical, cultural, harvest-your-own activities, or natural activities and attractions. An activity is an agritourism activity whether or not the participant paid to participate in the activity.*

*"Flood fringe" means the portion of the floodplain outside the floodway that is usually covered with water from the 100-year flood or storm event. This includes the flood or floodway fringe designated by the Federal Emergency Management Agency.*

*"Flooding" means a volume of water that is too great to be confined within the banks or walls of the stream, water body, or conveyance system and that overflows onto adjacent lands, thereby causing or threatening damage.*

*"Floodplain" means the area adjacent to a channel, river, stream, or other water body that is susceptible to being inundated by water normally associated with the 100-year flood or storm event. This includes the floodplain designated by the Federal Emergency Management Agency.*

*"Flood-prone area" means the component of a natural or restored stormwater conveyance system that is outside the main channel. Flood-prone areas may include the floodplain, the floodway, the flood fringe, wetlands, riparian buffers, or other areas adjacent to the main channel.*

*"Floodway" means the channel of a river or other watercourse and the adjacent land areas, usually associated with flowing water, that must be reserved in order to discharge the 100-year flood or storm event without cumulatively increasing the water surface elevation more than one foot. This includes the floodway designated by the Federal Emergency Management Agency.*

*"Flume" means a constructed device lined with erosion-resistant materials intended to convey water on steep grades.*

*"General permit" means a permit authorizing a category of discharges under the CWA and the VESMA within a geographical area.*

*"Hydrologic Unit Code" or "HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset unless specifically identified as another order.*

*“Impervious cover” means a surface composed of material that significantly impedes or prevents natural infiltration of water into soil.*

*“Incorporated place” means a city, town, township, or village that is incorporated under the Code of Virginia.*

*“Inspection” means an on-site review of the project’s compliance with any applicable design criteria, or an on-site review to obtain information or conduct surveys or investigations necessary in the implementation or enforcement of the VESMA and applicable regulations.*

*“Karst area” means any land area predominantly underlain at the surface or shallow subsurface limestone, dolomite, or other soluble bedrock regardless of any obvious surface karst features.*

*“Karst features” means sinkholes, sinking and losing streams, caves, large flow springs, and other such landscape features found in karst areas.*

*“Land disturbance” or “land-disturbing activity” means a man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.*

*“Land-disturbance approval” means an approval allowing a land-disturbing activity to commence issued by (i) the VESMP authority after the requirements of § 62.1-44.15:34 of the Code of Virginia have been met or (ii) a Virginia Erosion and Sediment Control Program Authority after the requirements of § 62.1-44.15:55 have been met.*

*“Large construction activity” means construction activity including clearing, grading, and excavation, except operations that result in the disturbance of less than five acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more. Large construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.*

*“Linear development project” means a land-disturbing activity that is linear in nature such as, but not limited to the following: (i) the construction of electric and telephone utility lines, and natural gas pipelines; (ii) construction of tracks, rights-of-way, bridges, communication facilities and other related structures of railroad company; (iii) highway construction projects; (iv) construction of stormwater channels and stream restoration activities; and (v) water and sewer lines. Private subdivision roads or streets shall not be considered linear development projects.*

*“Live watercourse” means a definite channel with bed and banks within which concentrated water flows continuously.*

*“Locality” means Town of Farmville.*

*“Localized flooding” means smaller scale flooding that may occur outside of a stormwater conveyance system. This may include high water, ponding, or standing water from stormwater runoff, which is likely to cause property damage or unsafe conditions.*

*“Main channel” means the portion of the stormwater conveyance system that contains the base flow and small frequent storm events.*

*“Minimize” means to reduce or eliminate the discharge of pollutants to the extent achievable using stormwater controls that are technologically available and economically practicable.*

*“Minor modification” means modifications and amendments not requiring extensive review and evaluation including changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor permit modification or amendment does not substantially alter permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.*

*“Natural channel design concepts” means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bank full storm event within its banks and allows larger flows to access its bank full bench and its floodplain.*

*“Natural stream” means a tidal or nontidal watercourse that is part of the natural topography. It usually maintains a continuous or seasonal flow during the year and is characterized as being irregular in cross-section with a meandering course. Constructed channels such as drainage ditches or swales shall not be considered natural streams; however, channels designed utilizing natural channel design concepts may be considered natural streams.*

*“Nonerodible” means a material, e.g., riprap, concrete, plastic, etc., that will not experience surface wear due to natural forces.*

*“Nonpoint source pollution” means pollution such as sediment, nitrogen, phosphorous, hydrocarbons, heavy metals, and toxics whose sources cannot be pinpointed but rather are washed from the land surface in a diffuse manner by stormwater.*

*“Operator” means the owner or operator of any facility or activity subject to the VESMA and this chapter. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit or VESMP authority permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions).*

*“Owner” means the Commonwealth, or any of its political subdivisions, including but not limited to sanitations district commissions and authorities and any public or private institution, corporation, association, firm, or company organized or existing under the laws of this or any other state or country, or any officer or agency of the United States, or any person or group of persons acting individual or as a group that owns, operates, charters, rents, or otherwise exercises control over or is responsible for any actual or potential discharge of sewage, industrial wastes, or other wastes to state waters, or any facility or operation that has the capability to alter the physical, chemical, or biological properties of state waters in contravention of § 62.1-44.5 of the Code of Virginia.*

*(A) For a regulated land-disturbing activity that does not require a permit, “owner” also means the owner or owners of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.*

*“Peak flow rate” means the maximum instantaneous flow from a prescribed design storm at a particular location.*

*“Percent impervious” means the impervious area within the site divided by the area of the site multiplied by 100.*

*“Permit” means a VPDES permit issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity.*

*“Permittee” means the person to whom the permit is issued.*

*“Person” means any individual, partnership, corporation, association, governmental body, municipal corporation, or any other legal entity.*

*“Point of discharge” means a location at which concentrated stormwater runoff is released.*

*“Point source” means any discernible, confined, and discrete conveyance including any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or maybe discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.*

*“Pollutant discharge” means the average amount of a particular pollutant measured in pounds per year or other standard reportable unit as appropriate, delivered by stormwater runoff.*

*“Pollution” means such alteration of the physical, chemical, or biological properties of any state waters as will or is likely to create a nuisance or render such waters: (a) harmful or detrimental or injurious to the public health, safety, or welfare, or to the health of animals, fish or aquatic life; (b) unsuitable with reasonable treatment for use as present or possible future sources of public water supply; or (c) unsuitable for recreational, commercial, industrial,*

*agricultural, or other reasonable uses, provided that (i) an alteration of the physical, chemical, or biological property of state waters, or a discharge or deposit of sewage, industrial wastes or other wastes to state waters by any owner which by itself is not sufficient to cause pollution, but which, in combination with such alteration of or discharge or deposit to state waters by other owners, is sufficient to cause pollution; (ii) the discharge of untreated sewage by any owner into state waters; and (iii) contributing to the contravention of standards of water quality duly established by the State Water Control Board, are “pollution” for the terms and purposes of this chapter.*

*“Post-development” refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.*

*“Predevelopment” refers to the conditions that exist at the time that plans for the land-disturbing activity are submitted to the VESMP authority. Where phased development or plan approval occurs (preliminary grading, demolition of existing structures, roads and utilities, etc.), the existing conditions at the time prior to the commencement of land-disturbing activity shall establish predevelopment conditions.*

*“Prior developed lands” means land that has been previously utilized for residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures, and that will have the impervious areas associated with those uses altered during a land-disturbing activity.*

*“Qualified personnel” means a person knowledgeable in the principles and practices of erosion and sediment and stormwater management controls who possesses the skills to assess conditions at the construction site for the operator that could impact stormwater quality and quantity and to assess the effectiveness of any sediment and erosion control measures or stormwater management facilities selected to control the quality and quantity of stormwater discharges from the construction activity.*

*“Responsible land disturber” or “RLD” means an individual holding a certificate issued by the department who is responsible for carrying out the land-disturbing activity in accordance with the approved erosion and sediment control plan or ESM plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the erosion and sediment control plan, ESM plan, or permit as defined in this chapter as a prerequisite for engaging in land disturbance.*

*“Runoff” or “stormwater runoff” means that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.*

*“Runoff characteristics” includes maximum velocity, peak flow rate, volume, and flow duration.*

*“Runoff volume” means the volume of water that runs off the land development project from a prescribed storm event.*

*“Sediment basin” means a temporary impoundment built to retain sediment and debris with a controlled stormwater release structure.*

*“Sediment trap” means a temporary impoundment built to retain sediment and debris which is formed by constructing an earthen embankment with a stone outlet.*

*“Sheet flow” (also called overland flow) means shallow, unconcentrated, and irregular flow down a slope. The length of strip for overland flow usually does not exceed 200 feet under natural conditions.*

*“Shoreline erosion control project” means an erosion control project approved by local wetlands boards, the Virginia Marine Resources Commission, the department, or the United States Army Corps of Engineers and located on tidal waters and within nonvegetated or vegetated wetlands as defined in Title 28.2 of the Code of Virginia.*

*“Site” means the land or water area where any facility or land-disturbing activity is physically located or conducted, including adjacent land used or preserved in connection with the facility or land-disturbing activity. Areas channel ward of mean low water in tidal Virginia shall not be considered part of a site.*

*“Site hydrology” means the movement of water on, across, through, and off the site as determined by parameters including soil types, soil permeability, vegetative cover, seasonal water tables, slopes, landcover, and impervious cover.*

*“Slope drain” means tubing or conduit made of nonerosive material extending from the top to the bottom of a cut or fill slope with an energy dissipator at the outlet end.*

*“Small construction activity” means:*

- (A) Construction activities including clearing, grading, and excavating that results in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. The department may waive the otherwise applicable requirements in a general permit for a stormwater discharge from construction activities that disturb less than five acres where stormwater controls are not needed based on an approved “total maximum daily load” (TMDL) that addresses the pollutants of concern or, for nonimpaired waters that do not require TMDLs, an equivalent analysis that determines allocations for small construction sites for the pollutants of concern or that determines that such allocations are not needed to protect water quality based on consideration of existing in-stream concentrations, expected growth in pollutant contributions from all sources, and a margin of safety. For the purpose of this subdivision, the pollutants of concern include sediment or a parameter that addresses sediment (such as total suspended solids, turbidity, or siltation) and any*

*other pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the construction activity. The operator shall certify to the department that the construction activity will take place, and stormwater discharges will occur, within the drainage area addressed by the TMDL provide an equivalent analysis. As of the start date in Table 1 of 9VAC25-31-1020, all certifications submitted in support of the waiver shall be submitted electronically by the owner or operator to the department in compliance with this subdivision and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.*

*(B) Any other construction activity designated by either the department or the EPA regional administrator, based on the potential for contribution to a violation of a water quality standard or for significant contribution of pollutants to surface waters.*

*“Soil erosion” means the movement of soil by wind or water into state waters or onto lands in the commonwealth.*

*“Soil erosion control and stormwater management plan,” commonly referred to as the erosion control and stormwater management plan, or “ESM plan” means a document describing methods for controlling soil erosion and managing stormwater in accordance with the requirements adopted pursuant to the VESMA. The ESM plan may consist of aspects of the erosion and sediment control plan and the stormwater management plan as each is described in this chapter.*

*“Stabilized” means land that has been treated to withstand normal exposure to natural forces without incurring erosion damage.*

*“State” means the Commonwealth of Virginia.*

*“State application” or “application” means the standard form or forms, including any additions, revisions, or modifications to the forms, approved by the administrator and the department for applying for a permit.*

*“State Water Control Law” means Chapter 3.1 (§ 62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.*

*“State waters” means all water, on the surface and under the ground, wholly or partially within or bordering the commonwealth or within its jurisdiction, including wetlands.*

*“Storm sewer inlet” means a structure through which stormwater is introduced into an underground conveyance system.*

*“Stormwater,” for the purposes of the VESMA, means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snowmelt runoff, and surface runoff and drainage.*

*“Stormwater conveyance system” means a combination of drainage components that are used to convey stormwater discharge, either within or downstream of the land-disturbing activity. This includes:*

- (A) “Manmade stormwater conveyance system” means a pipe, ditch, vegetated swale, or other stormwater conveyance system constructed by man except for restored stormwater conveyance systems;*
- (B) “Natural stormwater conveyance system” means the main channel of a natural stream and the flood-prone area adjacent to the main channel; or*
- (C) “Restored stormwater conveyance system” means a stormwater conveyance system that has been designed and constructed using natural channel design concepts. Restored stormwater conveyance systems include the main channel and the flood-prone area adjacent to the main channel.*

*“Stormwater detention” means the process of temporarily impounding runoff and discharging it through a hydraulic outlet structure to a downstream conveyance system.*

*“Stormwater management facility” means a control measure that controls stormwater runoff and changes the characteristics of that runoff including the quantity and quality, the period of release or the velocity of flow.*

*“Stormwater management plan” means a document containing material describing methods for complying with the requirements of the VESMP.*

*“Stormwater Pollution Prevention Plan” or “SWPPP” means a document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges. A SWPPP required under the VESMP for construction activities shall identify and require the implementation of control measures and shall include or incorporate by reference an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan.*

*“Subdivision” means the same as defined in the Town of Farmville subdivision ordinance.*

*“Surface waters” means:*

- (A) All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide;*

*(B) All interstate waters, including interstate wetlands;*

*(C) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:*

*(1) That are or could be used by interstate or foreign travelers for recreational or other purposes;*

*(2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or*

*(3) That are used or could be used for industrial purposes by industries in interstate commerce;*

*(D) All impoundments of waters otherwise defined as surface waters under this definition;*

*(E) Tributaries of waters identified in subdivisions (A) through (D) of this definition;*

*(F) The territorial sea; and*

*(G) Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in subdivisions (1) through (6) of this definition.*

*(H) Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA and the law, are not surface waters. Surface waters do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.*

*“SWM” means stormwater management.*

*“Temporary vehicular stream crossing” means a temporary nonerodible structural span installed across a flowing watercourse for use by construction traffic. Structures may include bridges, round pipes or pipe arches constructed on or through nonerodible material.*

*“Total maximum daily load” or “TMDL” means the sum of the individual waste load allocations for point sources, load allocations (LAs) for nonpoint sources, natural background loading, and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.*

*“Town” means the incorporated Town of Farmville.*

*“Virginia Erosion and Stormwater Management Act” or “VESMA” means Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1, State Water Control Law, of Title 62.1 of the Code of Virginia.*

*“Virginia Erosion and Stormwater Management Program” or “VESMP” means a program established by the VESMP authority for the effective control of soil erosion and sediment deposition and the management of the quality and quantity of runoff resulting from land-disturbing activities to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources. The program shall include such items as local ordinances, rules, requirements for permits and land-disturbance approvals, policies and guidelines, technical materials, and requirements for plan review, inspection, and enforcement consistent with the requirements of the VESMA.*

*“Virginia Erosion and Stormwater Management Program Authority” or “VESMP authority” means the Town of Farmville’s Director of Public Works approved by the department to operate the VESMP.*

*“Virginia Pollutant Discharge Elimination System (VPDES) permit” or “VPDES permit” means a document issued by the department pursuant to the State Water Control Law authorizing, under prescribed conditions, the potential or actual discharge of pollutants from a point source to surface waters.*

*“Virginia Stormwater BMP Clearinghouse” means a collection that contains detailed design standards and specifications for control measures that may be used in Virginia to comply with the requirements of the VESMA and associated regulations.*

*“Virginia Stormwater Management Handbook” means a collection of pertinent information that provides general guidance for compliance with the VESMA and associated regulations and is developed by the department with advice from a stakeholder advisory committee.*

*“Wasteload allocation” or “wasteload” means the portion of a receiving surface water’s loading or assimilative capacity allocated to one of its existing or future point sources of pollution. Wasteload allocations are a type of water quality-based effluent limitation.*

*“Water quality technical criteria” means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control nonpoint source pollution.*

*“Water quantity technical criteria” means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control localized flooding and stream channel erosion.*

*“Watershed” means a defined land area drained by a river or stream, karst system, or system of connecting rivers or streams such that all surface water within the area flows through a single outlet. In karst areas, the karst feature to which water drains may be considered the single outlet for the watershed.*

*“Wetlands” means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.*

***Sec. 10-3. - Establishment of Virginia Erosion and Stormwater Management Program.***

*Pursuant to Section 62.1-44.15:27 of the Code of Virginia, the Town of Farmville hereby establishes a Virginia Erosion and Stormwater Management Program for land-disturbing activities and adopts the Virginia Erosion and Stormwater Management Regulation that specify standards and specifications for VESMPs promulgated by the State Water Control Board for the purposes set out in section 10-1 of this Chapter. The Town of Farmville’s Director of Public Works shall serve as the administrator of the Town’s Erosion and Stormwater Management Program established by this chapter.*

***Sec. 10-4. - Regulated Land Disturbing Activities.***

- a) *Land-disturbing activities that meet one of the criteria below are regulated as follows:*
1. *Land-disturbing activity that disturbs 10,000 square feet or more, is less than one acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area, and not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V of the Virginia Erosion and Stormwater Management Regulation (Regulation).*
  2. *Land-disturbing activity that disturbs less than one acre, but is part of a larger common plan of development or sale that disturbs one acre or more, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) and Article 3 (9VAC25-875-570 et seq.) of Part V, unless Article 4 (9VAC25-875-670 et seq.) of Part V of the Regulation is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.*
  3. *Land-disturbing activity that disturbs one acre or more is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) and Article 3 (9VAC25-875-570 et seq.) of Part V, unless Article 4 (9VAC25-875-670 et seq.) of Part V is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.*
  4. *All new detached single-family homes that disturb less than 5 acres of land, is subject to criteria defined in Article 2 (9VAC25-875-540 et seq.) of Part V of the Virginia Erosion and Stormwater Management Regulation (Regulation).*
- b) *Land-disturbing activities exempt per 9VAC25-875-90 are not required to comply with the requirements of the VESMA unless otherwise required by federal law.*

***Sec. 10-5. - Review and Approval of Plans; Prohibitions.***

- a) *The Director of Public Works shall review and approve soil erosion control and stormwater management (ESM) plans, except for activities not required to comply with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA), pursuant to § 62.1-44.15:34 of the Code of Virginia. Activities not required to comply with VESMA are defined in 9VAC25-875-90.*
- b) *A person shall not conduct any land-disturbing activity in the Town until:*
1. *An application that includes: (i) a permit registration statement, if required; (ii) a Town permit for land disturbance; (iii) a soil erosion control plan and a stormwater management plan, if required; (iv) or an executed agreement in lieu of a plan, if required, which has been submitted to the Director of Public Works;*
  2. *The name of the individual who will be assisting the owner in carrying out the activity and holds a Responsible Land Disturber certificate pursuant to § 62.1-44.15:30 of the Code of Virginia is submitted to the Director of Public Works. The Town may waive the Responsible Land Disturber certificate requirement for an agreement in lieu of a plan; however, if a violation occurs during the land-disturbing activity, then the owner shall correct the violation and provide the name of the individual holding the certificate as provided by § 62.1-14:30. Failure to provide the name of an individual holding a Responsible Land Disturber certificate prior to engaging in land-disturbing activities may result in revocation of the land-disturbance approval and shall subject the owner to the penalties provided by the VESMA; and*
  3. *The Director of Public Works has issued a land-disturbance approval.*
- c) *The Director of Public Works may require changes to an approved ESM plan in the following cases:*
1. *Where inspection has revealed that the plan is inadequate to satisfy applicable regulations or ordinances; or*
  2. *Where the owner finds that because of changed circumstances or for other reasons the plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of the Act, are agreed to by the VESMP authority and the owner.*
- d) *To prevent further erosion, the Director of Public Works may require approval of an erosion and sediment control plan and a stormwater management plan for any land it identifies as an erosion impact area.*
- e) *Prior to issuance of any land-disturbance approval, the Director of Public Works may also require an applicant, excluding state agencies and federal entities, to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement it finds acceptable, to ensure that it can take measures at the applicant's expense should the applicant fail, after proper notice, within*

*the time specified to comply with the conditions it imposes as a result of his land-disturbing activity. If the Director of Public Works takes such action upon such failure by the applicant, it may collect from the applicant the difference should the amount of the reasonable cost of such action exceed the amount of security held. Within 60 days of the completion of the Director of Public Works's conditions, such bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.*

- f) The Director of Public Works may enter into an agreement with an adjacent VESMP authority regarding the administration of multijurisdictional projects, specifying who shall be responsible for all or part of administrative procedures. Should adjacent VESMP authorities fail to reach such an agreement, each shall be responsible for administering the area of the multijurisdictional project that lies within its jurisdiction.*
- g) No exception to, or waiver of, post-development nonpoint nutrient runoff compliance requirements shall be granted unless offsite options have been considered and found not available in accordance with subsection D of § 62.1-44.15:35 of the Code of Virginia.*
- h) The Director of Public Works is authorized to cooperate and enter into agreements with any federal or state agency in connection with the requirements for land-disturbing activities in accordance with § 62.1-44.15:50 of the Code of Virginia.*

***Sec. 10-6. - Review of a Soil Erosion Control and Stormwater Management Plan (ESM Plan).***

- a) The Director of Public Works shall approve or disapprove an ESM plan according to the following:*
  - 1. The Director of Public Works shall determine the completeness of any application within 15 days after receipt and shall act on any application within 60 days after it has been determined by them to be complete.*
  - 2. The Director of Public Works shall issue either land-disturbance approval or denial and provide written rationale for any denial.*
  - 3. Prior to issuing a land-disturbance approval, the Director of Public Works shall be required to obtain evidence of permit coverage when such coverage is required.*
  - 4. The Director of Public Works also shall determine whether any resubmittal of a previously disapproved application is complete within 15 days after receipt and shall act on the resubmitted application within 45 days after receipt.*

***Sec. 10-7. - Permit Requirement; Exemptions.***

- a) Except as provided herein, no person may engage in any land-disturbing activity until a permit has been issued by the Director of Public Works in accordance with the provisions of this chapter and regulations.*

- b) *Notwithstanding any other provisions of this chapter, the following activities are not required to comply with the requirements of this chapter unless otherwise required by federal law:*
1. *Minor land-disturbing activities, including home gardens and individual home landscaping, repairs, and maintenance work;*
  2. *Installation, maintenance, or repair of any individual service connection;*
  3. *Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;*
  4. *Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;*
  5. *Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;*
  6. *Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot operations; agricultural engineering operations, including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the Board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq. of the Code of Virginia) or is converted to bona fide agricultural or improved pasture use as described in subsection B of §10.1-1163 of the Code of Virginia;*
  7. *Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;*
  8. *Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission, or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the VESMA and the regulations adopted pursuant thereto;*
  9. *Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company;*

10. *Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the Director of Public Works shall be advised of the disturbance within 7 days of commencing the land-disturbing activity, and compliance with the administrative requirements of subsection A is required within 30 days of commencing the land-disturbing activity; and*
  11. *Discharges to a sanitary sewer or a combined sewer system; that are not from a land-disturbing activity.*
- c) *Notwithstanding this chapter and in accordance with the Virginia Erosion and Stormwater Management Act, Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia, the following activities are required to comply with the soil erosion control requirements but are not required to comply with the water quantity and water quality technical criteria, unless otherwise required by federal law:*
1. *Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;*
  2. *Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection; and*
  3. *Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.*

***Sec. 10-8. - Stormwater Pollution Prevention Plan; Contents of Plans.***

- a) *A stormwater pollution prevention plan shall include, but not be limited to, an approved erosion and sediment control plan, an approved stormwater management plan, a pollution prevention plan for regulated land-disturbing activities, and a description of any additional control measures necessary to address a TMDL pursuant to subsection D of this section.*
- b) *A soil erosion control and stormwater management (ESM) plan consistent with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA) and regulations must be designed and implemented during construction activities. Prior to land disturbance, this plan must be approved by the Director of Public Works in accordance with the VESMA, this chapter, and attendant regulations.*
- c) *A pollution prevention plan that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site and describe control measures that will be used to minimize pollutants*

*in stormwater discharges from the construction site must be developed before land disturbance commences.*

- d) In addition to the requirements of subsections (a) through (c) of this section, if a specific wasteload allocation for a pollutant has been established in an approved TMDL and is assigned to stormwater discharges from a construction activity, additional control measures must be identified and implemented by the operator so that discharges are consistent with the assumptions and requirements of the wasteload allocation.*
- e) The stormwater pollution prevention plan must address the following requirements as specified in 40 CFR 450.21, to the extent otherwise required by state law or regulations and any applicable requirements of a state permit:*
  - 1. Control stormwater volume and velocity within the site to minimize soil erosion;*
  - 2. Control stormwater discharges, including both peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion;*
  - 3. Minimize the amount of soil exposed during construction activity;*
  - 4. Minimize the disturbance of steep slopes;*
  - 5. Minimize sediment discharges from the site. The design, installation and maintenance of erosion and sediment controls must address factors such as the amount, frequency, intensity and duration of precipitation, the nature of resulting stormwater runoff, and soil characteristics, including the range of soil particle sizes expected to be present on the site;*
  - 6. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal and maximize stormwater infiltration, unless infeasible;*
  - 7. Minimize soil compaction and, unless infeasible, preserve topsoil;*
  - 8. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the VESMP authority. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the VESMP authority; and*
  - 9. Utilize outlet structures that withdraw water from the surface, unless infeasible, when discharging from basins and impoundments.*

- f) *The SWPPP shall be amended whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters and that has not been previously addressed in the SWPPP. The SWPPP must be maintained at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site.*

***Sec. 10-9. - Stormwater Management Plan; Contents of Plan.***

- a) *A stormwater management plan shall be developed and submitted to the Director of Public Works. The stormwater management plan shall be implemented as approved or modified by the Director of Public Works and shall be developed in accordance with the following:*
  - 1. *A stormwater management plan for a land-disturbing activity shall apply the stormwater management technical criteria set forth in this chapter and Article 4 (9VAC25-875-670 et seq.) of Part V of the Regulation to the entire land-disturbing activity. Individual lots in new residential, commercial, or industrial developments, including those developed under subsequent owners, shall not be considered separate land-disturbing activities.*
  - 2. *A stormwater management plan shall consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff.*
- b) *A complete stormwater management plan shall include the following elements:*
  - 1. *Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and predevelopment and post-development drainage areas;*
  - 2. *Contact information including the name, address, telephone number, and email address of the owner and the tax reference number and parcel number of the property or properties affected;*
  - 3. *A narrative that includes a description of current site conditions and final site conditions or if allowed by the VESMP authority, the information provided and documented during the review process that addresses the current and final site conditions;*
  - 4. *A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;*
  - 5. *Information on the proposed stormwater management facilities, including (i) detailed narrative on the conversion to a long-term stormwater management facility if the facility was used as a temporary ESC measure; (ii) the type of facilities; (iii) location, including*

*geographic coordinates; (iv) acres treated; and (v) the surface waters or karst features into which the facility will discharge;*

- 6. Hydrologic and hydraulic computations, including runoff characteristics;*
  - 7. Documentation and calculations verifying compliance with the water quality and quantity requirements of these regulations;*
  - 8. A map of the site that depicts the topography of the site and includes:*
    - a. All contributing drainage areas;*
    - b. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;*
    - c. Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;*
    - d. Current land use including existing structures, roads, and locations of known utilities and easements;*
    - e. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;*
    - f. The limits of clearing and grading, and the proposed drainage patterns on the site;*
    - g. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and*
    - h. Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including planned locations of utilities, roads, and easements.*
  - 9. If an operator intends to meet the requirements established in 9VAC25-875-580 or 9VAC25-875-600 through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included; and*
  - 10. If the Director of Public Works requires payment of a fee with the stormwater management plan submission, the fee and the required fee form in accordance with Section 10-19 of this chapter must have been submitted.*
- c) All final plan elements, specifications, or calculations of the stormwater management plans whose preparation requires a license under Chapter 4 (§ 54.1-400 et seq.) or 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately signed and sealed by a professional who is licensed to engage in practice in the Commonwealth of Virginia. Nothing in this subsection shall authorize any person to engage in practice outside his area of professional competence.*

**Sec. 10-10. - Pollution Prevention Plan; Contents of Plans.**

- a) *A plan for implementing pollution prevention measures during construction activities shall be developed, implemented, and updated as necessary. The pollution prevention plan shall detail the design, installation, implementation, and maintenance of effective pollution prevention measures as specified in 40 CFR 450.21(d) to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:*
1. *Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;*
  2. *Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and*
  3. *Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.*
- b) *The pollution prevention plan shall include effective best management practices to prohibit the following discharges in accordance with 40 CFR 450.21(e):*
1. *Wastewater from washout of concrete, unless managed by an appropriate control;*
  2. *Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;*
  3. *Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and*
  4. *Soaps or solvents used in vehicle and equipment washing.*
- c) *Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls in accordance with 40 CFR 450.21(c).*

**Sec. 10-11. - Erosion and Sediment Control Plan; Contents of Plans.**

- a) *An erosion and sediment control plan, which is a component of the ESM plan, shall be filed for a development and the buildings constructed within, regardless of the phasing of construction. The erosion and sediment control plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives in 9VAC25-875-560. The erosion and sediment control plan may include:*

1. *Appropriate maps;*
  2. *An appropriate soil and water plan inventory and management information with needed interpretations; and*
  3. *A record of decisions contributing to conservation treatment.*
- b) *The person responsible for carrying out the plan shall provide the name of an individual holding a certificate who will be in charge of and responsible for carrying out the land-disturbing activity to the Director of Public Works.*
  - c) *If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by an erosion and sediment control plan.*
  - d) *Land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt from the provisions of the VESMA if the total land-disturbing activity in the development is equal to or greater than 10,000 square feet.*

***Sec. 10-12. - Technical Criteria for Regulated Land Disturbing Activities.***

- a) *To protect the quality and quantity of state water from the potential harm of unmanaged stormwater runoff resulting from land-disturbing activities, the Town of Farmville hereby adopts the technical criteria for regulated land-disturbing activities set forth in Part V of 9VAC25-875 expressly to include 9VAC25-875-580 [water quality design criteria requirements]; 9VAC25-875-590 [water quality compliance]; 9VAC25-875-600 [water quantity]; 9VAC25-875-610 [offsite compliance options]; 9VAC25-875-620 [design storms and hydrologic methods]; 9VAC25-875-630 [stormwater harvesting]; 9VAC25-875-640 [linear development project]; and, 9VAC25-875-650 [stormwater management impoundment structures or facilities], which shall apply to all land-disturbing activities regulated pursuant to this chapter, except as expressly set forth in subsection (b) of this Section.*
- b) *Any land-disturbing activity shall be considered grandfathered and shall be subject to Article 4 (9VAC25-875-670 et seq.) of Part V of the Regulation provided the following are applicable:*
  1. *A proffered or conditional zoning plan, zoning with a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the Town of Farmville to be equivalent thereto (i) was approved by the Town of Farmville prior to July 1, 2012; (ii) provided a layout as defined in 9VAC25-875-670; (iii) complies with the technical criteria of Article 4 of Part V of 9VAC25-875, and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge, and such that there is no increase in the volume or rate of runoff;*

2. *A permit has not been issued prior to July 1, 2014; and*
  3. *Land disturbance did not commence prior to July 1, 2014.*
- c) *Locality, state, and federal projects shall be considered grandfathered by the Director of Public Works and shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875 provided the following are applicable:*
1. *There has been an obligation of locality, state, or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012.*
  2. *A permit has not been issued prior to July 1, 2014; and*
  3. *Land disturbance did not commence prior to July 1, 2014.*
- d) *Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the technical criteria of Article 4 of Part V of 9VAC25-875 for one additional permit cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.*
- e) *In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875.*
- f) *Nothing in this section shall preclude an operator from constructing to a more stringent standard at his discretion.*

***Sec. 10-13. - Long-term Maintenance of Permanent Stormwater Facilities.***

- a) *The operator shall submit a construction record drawing for permanent stormwater management facilities to the Director of Public Works in accordance with 9VAC25-875-535. The record drawing shall contain a statement signed by a professional registered in the Commonwealth of Virginia pursuant to Chapter 4 of Title 54.1 of the Code of Virginia, stating that to the best of their knowledge, the construction record drawing shows all adjustments and revisions to the Stormwater Management Plan made during construction and serve as a permanent record of the actual location of all constructed elements.*
- b) *The Director of Public Works shall require the provision of long-term responsibility for, and maintenance of, stormwater management facilities and other techniques specified to manage the quality and quantity of runoff. Such requirements shall be set forth in an instrument recorded in the local land records prior to general permit termination or earlier as required by the Director of Public Works and shall at a minimum:*

1. *Be submitted to the Director of Public Works for review and approval prior to the approval of the stormwater management plan;*
  2. *Be stated to run with the land;*
  3. *Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;*
  4. *Provide for inspections and maintenance and the submission of inspection and maintenance reports to the Director of Public Works; and*
  5. *Be enforceable by all appropriate governmental parties.*
- c) *At the discretion of the Director of Public Works such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the satisfaction of the Director of Public Works that future maintenance for those facilities will be addressed through an enforceable mechanism at the discretion of the Director of Public Works.*
- d) *If a recorded instrument is not required pursuant to subsection (c), the administrator shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other method targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Director of Public Works or their duly authorized agent.*

***Sec. 10-14. - Monitoring and Inspections.***

- a) *The Director of Public Works shall inspect the land-disturbing activity during construction for:*
1. *Compliance with the approved erosion and sediment control plan;*
  2. *Compliance with the approved stormwater management plan;*
  3. *Development, updating, and implementation of a pollution prevention plan; and*
  4. *Development and implementation of any additional control measures necessary to address a TMDL.*
- b) *The Director of Public Works shall conduct periodic inspections on all projects during construction. The Director of Public Works shall either:*

1. *Provide for an inspection during or immediately following initial installation of erosion and sediment controls, at least once in every two-week period, within 48 hours following any runoff producing storm event, and at the completion of the project prior to the release of any performance bonds; or*
2. *Establish an alternative inspection program which ensures compliance with the approved erosion and sediment control plan. Any alternative inspection program shall be:*
  - a. *Approved by the department prior to implementation;*
  - b. *Established in writing;*
  - c. *Based on a system of priorities that, at a minimum, address the amount of disturbed project area, site conditions and stage of construction; and*
  - d. *Documented by inspection records.*
- c) *The Director of Public Works shall establish an inspection program that ensures that permanent stormwater management facilities are being adequately maintained as designed after completion of land-disturbing activities. Inspection programs shall:*
  1. *Be approved by the department;*
  2. *Ensure that each stormwater management facility is inspected by the Director of Public Works, or their designee, not to include the owner, except as provided in subsections(d) and (e) of this section, at least once every five years; and*
  3. *Be documented by records.*
- d) *The Director of Public Works may utilize the inspection reports of the owner of a stormwater management facility as part of an inspection program established in subsection (b) of this section if the inspection is conducted by a person who is licensed as a professional engineer, architect, landscape architect, or land surveyor pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence from the department.*
- e) *If a recorded instrument is not required pursuant to 9VAC25-875-130, the Director of Public Works shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other methods targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Director of Public Works.*

**Sec. 10-15. - Appeals.**

- a) *A final decision by the Town, shall be subject to judicial review, provided that an appeal is filed within 30 days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in a land-disturbing activity.*
- b) *The appeal must be filed in writing with the Clerk of the Circuit Court of Prince Edward County, Virginia within 30 days of the final decision being rendered. Such petition must specify the grounds on which the appeal is based. The filing of the petition shall not stay the decision of the locality unless otherwise ordered by the Circuit Court.*
- c) *Final decisions by the Town shall be subject to judicial review in accordance with the provisions of the Administrative Process Act of the Code of Virginia (§. 2.2-4000 et seq.)*

**Sec. 10-16. - Right of Entry.**

- a) *The Director of Public Works or any duly authorized agent thereof may, at reasonable times and under reasonable circumstances, enter any establishment or upon any property, public or private, for the purpose of obtaining information or conducting surveys or investigations necessary in the enforcement of the provisions of this chapter.*
- b) *In accordance with a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement, the Director of Public Works may also enter any establishment or upon any property, public or private, for the purpose of initiating or maintaining appropriate actions that are required by conditions imposed by the Director of Public Works on a land-disturbing activity when an owner, after proper notice, has failed to take acceptable action within the time specified.*

**Sec. 10-17. - Enforcement.**

- a) *If the Director of Public Works determines that there is a failure to comply with the permit conditions or determines there is an unauthorized discharge, notice shall be served upon the permittee or person responsible for carrying out the permit conditions by any of the following: verbal warnings and inspection reports, notices of corrective action, consent special orders, and notices to comply. Written notices shall be served by registered or certified mail to the address specified in the permit application or by delivery at the site of the development activities to the agent or employee supervising such activities.*
  - 1. *The notice shall specify the measures needed to comply with the permit conditions and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, a stop work order may be issued in accordance with subsection (2) or the permit may be revoked by the administrator.*

2. *If a permittee fails to comply with a notice issued in accordance with this section within the time specified, the Director of Public Works may issue an order requiring the owner, permittee, person responsible for carrying out an approved plan, or the person conducting the land-disturbing activities without an approved plan or required permit to cease all land-disturbing activities until the violation of the permit has ceased, or an approved plan and required permits are obtained, and specified corrective measures have been completed. Such orders shall become effective upon service on the person by certified mail, return receipt requested, sent to his address specified in the land records of the locality, or by personal delivery by an agent of the administrator. However, if the Director of Public Works finds that any such violation is grossly affecting or presents an imminent and substantial danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the commonwealth or otherwise substantially impacting water quality, it may issue, without advance notice or hearing, an emergency order directing such person to cease immediately all land-disturbing activities on the site and shall provide an opportunity for a hearing, after reasonable notice as to the time and place thereof, to such person, to affirm, modify, amend, or cancel such emergency order. If a person who has been issued an order is not complying with the terms thereof, the Director of Public Works may institute a proceeding for an injunction, mandamus, or other appropriate remedy.*
- b) *In addition to any other remedy provided by this chapter, if the Director of Public Works, or their designee, determines that there is a failure to comply with the provisions of this chapter, they may initiate such informal and/or formal administrative enforcement procedures.*
- c) *Any person violating, failing, neglecting, or refusing to obey any rule, regulation, ordinance, order, approved standard or specification, or any permit condition issued by the Director of Public Works may be compelled in a proceeding instituted in the Prince Edward County, Virginia Circuit Court by the Town of Farmville to obey the same and to comply therewith by injunction, mandamus, or other appropriate remedy.*
- d) *Stormwater management violations for which a penalty may be imposed shall include, but not be limited to, the following:*
  1. *No state permit registration;*
  2. *No SWPPP;*
  3. *Incomplete SWPPP;*
  4. *SWPPP not available for review;*
  5. *No approved erosion and sediment control plan;*
  6. *Failure to install stormwater BMPs or erosion and sediment controls;*

7. *Stormwater BMPs or erosion and sediment controls improperly installed or maintained;*
8. *Operational deficiencies;*
9. *Failure to conduct required inspections;*
10. *Incomplete, improper, or missed inspections; and*
11. *Discharges not in compliance with the requirements of 9VAC25-880-70.*

*e) Stormwater management violations may be assessed civil and criminal penalties in accordance with § 62.1-44.15.48 of the Code of Virginia.*

*f) A civil penalty for erosion and sediment control violations in the amount listed on the schedule below may be assessed against the owner of the property, in accordance with § 62.1-44.15.63 of the Code of Virginia, for a violation of each of the following offenses:*

1. *Commencement of land-disturbing activity prior to the issuance of a land disturbance permit shall be a fine of not more than \$1,000.00 and not less than \$100.00.*
2. *Vegetative measures: Failure to comply with minimum standards (9 Virginia Administrative Code 25-875-560) - MS-1, MS-2, MS-3 and MS-5 shall be a fine of \$100.00.*
3. *Structural measures: Failure to comply with minimum standards MS-4, MS-6, MS-10, MS-11, MS-15, and MS-17 shall be a fine of \$100.00.*
4. *Watercourse measures: Failure to comply with minimum standards MS-12, MS-13 and MS-15 shall be a fine of \$100.00.*
5. *Slope stabilization/protective measures: Failure to comply with minimum standards MS-7, MS-8 and MS-9 shall be a fine of \$100.00.*
6. *Underground utility measures: Failure to comply with minimum standard MS-16(a), (b), (c), and/or (d) shall be a fine of \$100.00.*
7. *Erosion control standards and specifications: Failure to comply with any standards and specifications contained in the current edition of the Virginia Stormwater Management Handbook shall be a fine of \$100.00.*
8. *Dust control: Failure to comply with the standards relating to dust control shall be a fine of \$100.00.*
9. *Failure of the person responsible for carrying out the plan to provide the name of an individual holding a certificate of competence, as provided by Code of Virginia, § 62.1-*

*44.15:15, who will be in charge of and responsible for carrying out the land-disturbing activity shall be a fine of \$100.00.*

*10. Certified responsible land disturber: Failure of the certified responsible land disturber to fulfill any responsibilities provided for in this chapter shall be a fine of \$100.00.*

*11. Failure to obey a stop work order shall be a fine of \$100.00.*

*12. Failure to stop work when a permit is revoked shall be a fine of \$100.00.*

*Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties that exceed a total of \$10,000.00, except that a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not result in civil penalties that exceed a total of \$10,000.00.*

*g) The Director of Public Works shall prepare an erosion and sediment control civil violation summons for use in enforcing the provisions of Section F, above. Such notice shall contain the following information:*

- 1. The name and address of the person charged;*
- 2. The nature of the violation and minimum standards and specifications that are not being met;*
- 3. The location and dates that the violation occurred or was observed;*
- 4. The amount of the civil penalty established for the violation;*
- 5. The manner, location, and time that the civil penalty may be paid to the Town; and*
- 6. A statement that it is the right of the recipient of the notice to elect to stand trial for the infraction and the date of such trial.*

*h) Should a civil violation summons be issued as provided in subsection (g), it shall provide that any person issued the summons may, within 5 working days of receipt of the summons, elect to pay the civil penalty by making an appearance in person or by certified mail to the Town's treasurer's office and, by such appearance may enter a waiver of trial, admit liability, and pay the civil penalty established for the violation charged and provide that a signature to an admission of liability shall have the same force and effect as a judgment in court; however, an admission shall not be deemed a criminal conviction for any purpose.*

*i) If a person charged with a civil violation summons as provided in section (g), does not elect to enter a waiver of trial and admit liability, the Director of Public Works shall cause the law enforcement to serve the summons on the owner or permittee.*

- j) Any civil penalties assessed as a result of a summons issued by the Town of Farmville shall be paid into the Treasury of the Town of Farmville to be used for the purpose of minimizing, preventing, managing, or mitigating pollution of the waters of the locality and abating environmental pollution.
- k) Erosion and sediment control violations may be assessed civil and criminal penalties in accordance with § 62.1-44.15.48 of the Code of Virginia.

**Sec. 10-19. - Fees.**

- a) Fees to cover costs associated with implementation of a VESMP related to land disturbing activities and issuance of general permit coverage and VESMP authority permits shall be imposed in accordance with Table 1 below. When a site(s) has been purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees (“total fee to be paid by applicant” column) in accordance with the disturbed acreage of their site or sites according to Table 1.

**Table 1: Fee Schedule**

<b>Fee Type</b>	<b>Total fee to be paid by applicant (includes both VESMP authority and department portions)</b>	<b>Department portion of “total fee to be paid by applicant” (based on 28% of total fee paid*)</b>
<i>Erosion and Stormwater Management Plan Review</i>	<i>\$200.00 plus \$15.00 per acre or portion thereof.</i>	<i>\$0.00</i>
<i>Town Land Disturbance Permit (Land disturbance acreage of 10,000 square feet or greater)</i>	<i>\$200.00 plus \$15.00 per acre or portion thereof.</i>	<i>\$0.00</i>
<i>Single Family Residential (Agreement in Lieu of)</i>	<i>\$50.00</i>	<i>\$0.00</i>
<i>General/Stormwater Management—Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</i>	<i>\$290.00</i>	<i>\$81.00</i>

<i>General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)</i>	\$2,700.00	\$756.00
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</i>	\$3,400.00	\$952.00
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)</i>	\$4,500.00	\$1,260.00
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</i>	\$6,100.00	\$1,708.00
<i>General Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</i>	\$9,600.00	\$2,688.00

*\* If the project is completely administered by the department such as maybe the case for state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department.*

- b) Fees for the modification or transfer of registration statements from the general permit issued by the department shall be imposed in accordance with Table 2. If the general permit modifications result in changes to stormwater management plans that require additional review by the Town of Farmville, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.*

**Table 2: Fees for the modification or transfer of registration statements for the General Permit for Discharges of Stormwater from Construction Activities**

<b>Type of Permit</b>	<b>Fee Amount</b>
-----------------------	-------------------

<i>General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</i>	<i>\$20.00</i>
<i>General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)</i>	<i>\$200.00</i>
<i>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</i>	<i>\$250.00</i>
<i>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)</i>	<i>\$300.00</i>
<i>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</i>	<i>\$450.00</i>
<i>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</i>	<i>\$700.00</i>

c) *The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the general permit, these fees shall apply until the permit coverage is terminated. General permit coverage maintenance fees shall be paid annually to the Town of Farmville, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until notice of termination is effective.*

**Table 3: Permit Maintenance Fees**

<b>Type of Permit</b>	<b>Fee Amount</b>
<i>General/ Stormwater Management—Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</i>	<i>\$50.00</i>
<i>General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)</i>	<i>\$400.00</i>

<i>General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)</i>	<i>\$500.00</i>
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)</i>	<i>\$650.00</i>
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</i>	<i>\$900.00</i>
<i>General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)</i>	<i>\$1,400.00</i>

*d) The fees set forth in subsections (a) through (c) of this section, shall apply to:*

- 1. All persons seeking coverage under the general permit;*
- 2. All persons seeking coverage for a Town of Farmville land disturbance permit;*
- 3. All permittees who request modifications to or transfers of their existing registration statement for coverage under a general permit; and*
- 4. Persons whose coverage under the general permit has been revoked shall apply to the department for an individual permit for discharges of stormwater from construction activities.*

*e) No general permit application fees will be assessed to:*

- 1. Permittees who request minor modifications to general permits as defined in section 10-2 of this chapter. Permit modifications at the request of the permittee resulting in changes to stormwater management plans that require additional review by the Director of Public Works shall not be exempt pursuant to this section; or*
- 2. Permittees whose general permits are modified or amended at the initiative of the department, excluding errors in the registration statement identified by the Director of Public Works or errors related to the acreage of the site.*

*f) All incomplete payments will be deemed as nonpayment, and the applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in § 58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10 percent late payment fee shall be charged to any delinquent (over 90 days past due) account. The Town of Farmville shall*

*be entitled to all remedies available under the Code of Virginia in collecting any past due amount.*

**Sec. 10-20. - Performance bond**

- a) *Prior to the issuance of any permit, the applicant shall post a performance bond in favor of the Town with an acceptable corporate surety, in an amount approved by the Director of Public Works as sufficient to install the controls specified in the approved erosion and sediment control plan and the stormwater management plan. The bond shall be conditioned on the faithful performance of the approved erosion and sediment control plan and the stormwater management plan and shall indemnify and save harmless the Town from any loss that results from the applicant's failure to comply with the requirements of this chapter. The form of the bond shall be approved by the Town attorney.*
  - b) *In lieu of a performance bond, the applicant may submit to the Director of Public Works cash escrow or an irrevocable letter of credit which is approved as to form by the Town attorney. The amount of the cash escrow or letter of credit shall be approved by the Director of Public Works in the manner described in subsection (a). If the applicant and the Director of Public Works have both approved an agreement in lieu of a plan, no other security shall be required pursuant to this section.*
  - c) *The amount of the bond, cash escrow, or irrevocable letter of credit shall include an amount that is equal to ten percent of the installation cost to cover maintenance costs.*
  - d) *If the owner or permit holder does not faithfully perform the approved erosion and sediment control plan or any other measures deemed necessary by the Director of Public Works, as provided for in the § 62.1-44.15:24 et seq. of the Code of Virginia, 9VAC25-875-560, and the most recently approved edition of the Virginia Stormwater Management Handbook, the Director of Public Works shall revoke the land disturbance permit prior to using any funds that are posted to implement any portion of the erosion and sediment control plan or other measures deemed necessary by the Director of Public Works. The person who posted the bond, letter of credit, or cash escrow shall increase the bond, letter of credit or cash escrow back to the original amount approved by the Director of Public Works before the reissuance of the land disturbance permit to the permit holder.*
  - e) *Within 60 days of the completion of the requirements of the permit conditions, such bond, cash escrow, letter of credit or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.*
3. This ordinance shall be in full force and effect upon passage.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

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I certify that the above ordinance was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Adam Yoelin \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable John Hardy \_\_\_\_\_.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 10.a. – Proposed Ordinance No. 243

---

**BACKGROUND:** Verbal report by the Town Manager.

The proposed health insurance rates were discussed at last month's regular meeting. The Council voted in favor of the proposed budget being prepared using a Meals Tax Increase from 7% to 8%, with a Public Hearing being held in April as part of the motion.

That Public Hearing is scheduled for the April 8, 2026, Regular Meeting for the proposed tax increase on the Sale of Prepared Food.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. ORDINANC 243 - ARTICLE V - Tax on the Sale of Prepared Food

## ORDINANCE NO. 243

### **Amending Sec.(s) 25-101, 102, 106, 108, and 110 of Article V - Tax on the Sale of Prepared Food to increase the tax from seven (7) percent to eight (8) percent and make changes to positions in the Town**

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. The amending of Sec.(s) 25-101, 102, 106, 108, and 110 of Article V - Tax on the Sale of Prepared Food to increase the tax from seven (7) percent to eight (8) percent and make changes to positions in the Town as follows:

#### **ARTICLE V. - TAX ON THE SALE OF PREPARED FOOD**

##### **Footnotes:**

--- (4) ---

**Editor's note**— Ord. No. 57, adopted June 14, 2000, repealed the former Art. V., §§ 25-101—25-113, and enacted a new Art. V. as set out herein. The former Art. V. pertained to similar subject matter and derived from Code 1973, §§ 25-24, 25-25, 25-27—25-35; Ord. of June 26, 1990(1); Ord. No. 13, adopted June 11, 1992; Ord. No. 20, adopted Feb. 10, 1993.

**State Law reference**— Meals tax, Code of Virginia, § 58.1-3840.

##### **Sec. 25-101. - Definitions.**

The following words and phrases, when used in this article, shall have, for the purposes of this article, the following respective meanings except where the context clearly indicates a different meaning:

Cater means the furnishing of food, beverages, or both on the premises of another, for compensation.

Collector means the ~~treasurer~~ *finance director* or designee.

Food means all food, beverages or both, including alcoholic beverages purchased in or from a food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not, and without regard to the manner, time or place of service.

Food establishment means any place in or from which food or food products are prepared, packaged, sold or distributed in the town, including but not limited to, any restaurant, dining room, grill, coffee shop, cafeteria, cafe, snack bar, lunch counter, convenience store, movie

theater, delicatessen, confectionery, baker, eating house, eatery, drugstore, ice cream/yogurt shops, lunch wagon or truck pushcart or other mobile facility from which food is sold, public or private club, resort, bar, lounge, or other similar establishment, public or private, and shall include private property outside of and contiguous to a building or structure operated as a food establishment at which food or food products are sold for immediate consumption.

Meal means that any prepared food or drink offered or held out for sale by a food establishment for the purpose of being consumed by any person to satisfy the appetite and is ready for immediate consumption. All such food and beverage, unless otherwise specifically exempted or excluded herein shall be included, whether intended to be consumed on the seller's premises or elsewhere, whether designated as breakfast, lunch, snack, dinner, supper or by some other name, and without regard to the manner, time or place of service.

(Ord. No. 57, 6-14-2000)

**Sec. 25-102. - Levy.**

There is hereby imposed and levied by the town on each person a tax rate of ~~seven (7)~~ **eight (8)** percent on the amount paid for meals purchased from any food establishment or not, and whether consumed on the premises or not.

(Ord. No. 57, 6-14-2000; Ord. No. 76, 10-8-2003; Ord. No. 139, 6-16-2011)

**Sec. 25-106. - Report of taxes collected; remittance; preservation of records.**

It shall be the duty of every person required by this article to pay to the town the taxes imposed by this article to make a report thereof setting forth such information as the ~~treasurer~~ **finance director** may prescribe and require, including all purchases taxable under this article, the amount charged the purchaser for each such purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article, and shall sign and deliver such report to the ~~treasurer~~ **finance director** with the remittance of such tax. Such report and remittance shall be made as require by the ~~treasurer~~ **finance director**, which shall be at least once in every thirty-day period, and each shall be filed no later than the twentieth (20<sup>th</sup>) day of each month. Failure to remit the tax due by the twentieth (20<sup>th</sup>) day of each month shall create a presumption that the responsible person has unlawfully converted the tax due to his own use and has committed larceny thereof.

Any such tax records shall be kept and preserved for a period of five (5) years. The ~~treasurer~~ **finance director** or his duly authorized agents shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article, and to make transcripts of all or any parts thereof.

(Ord. No. 57, 6-14-2000)

**Sec. 25-108. - Penalties, interest on delinquent taxes.**

If any responsible person shall fail or refuse to remit to the ~~treasurer~~ *finance director* the tax required to be collected and paid him under the provisions of this article within the time and in the amount required, there shall be added to such tax by the ~~treasurer~~ *finance director* a penalty in the amount of ten (10) percent thereof, and interest thereof at the rate of eight (8) percent per annum which shall be computed upon the taxes and penalty from the date such taxes are due and payable.

(Ord. No. 57, 6-14-2000)

**Sec. 25-110. - Enforcement.**

If any responsible person shall fail or refuse to collect the tax imposed by the provisions of this article and to make payment within the time required according to the reports and remittances required by this article, the ~~treasurer~~ *finance director* shall proceed in such manner as he may deem best to obtain the facts and information on which to base his estimate of the tax due. As soon as the ~~treasurer~~ *finance director* procures such facts and information as he is able to obtain upon which to base the assessment of any tax payment by any person who shall fail or refuse to collect such tax and to make such report and remittance, he shall proceed to determine and assess against such responsible person such tax and penalty and interest provided by this article and shall notify such responsible person by registered mail sent to his last known place of address of the amount of such tax and penalty and interest, and the total amount thereof shall be payable within ten (10) days from the date of such notice. The ~~treasurer~~ *finance director* shall have the power to examine such records for the purpose of administering and enforcing the provisions of this section. If any responsible person fails to comply with this article or any provision of it, the ~~treasurer~~ *finance director* may terminate the business license issued pursuant to [section 14-11](#) or in the alternative, may require the responsible person to place a deposit with the ~~treasurer~~ *finance director* equal to the greater of one thousand dollars (\$1,000.00) or the equivalent of one (1) month's tax imposed under this article. Said deposit is to serve as security for the payment of future taxes due hereunder.

(Ord. No. 57, 6-14-2000)

2. This ordinance shall be in full force and effect on July 1, 2026.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_

Clerk of Council

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I certify that the above ordinance was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Adam Yoelin \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable John Hardy \_\_\_\_\_.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 11.a. – Proposed Ordinance No. 244

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**BACKGROUND:** Verbal report by the Town Manager.

The proposed health insurance rates were discussed at last month's regular meeting. The Council voted in favor of the proposed budget being prepared using a Lodging Tax Increase from 7% to 8%, with a Public Hearing being held in April as part of the motion.

That Public Hearing is scheduled for the April 8, 2026, Regular Meeting for the proposed tax increase on Transient Lodging.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. ORDINANCE 244 - ARTICLE VI - Tax on Transient Lodging

**ORDINANCE NO. 244**

**Amending Sec.(s) 25-131, 133, 137, 138,139,140, and 141 of Article VI – Tax on Transient Lodging to increase the tax from seven (7) percent to eight (8) percent and make changes to positions in the Town**

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. The amending of Sec.(s) 25-131, 133, 137, 138,139,140, and 141 of Article VI – Tax on Transient Lodging to increase the tax from seven (7) percent to eight (8) percent and make changes to positions in the Town as follows:

**ARTICLE VI. - TAX ON TRANSIENT LODGING**

**Footnotes:**

--- (5) ---

**State Law reference**— Tax on transient room rentals, Code of Virginia, § 58.1-3840.

**Sec. 25-131. - Definitions.**

The following words and phrases, when used in this article, have the following respective meanings except when the context clearly indicates a different meaning:

Hotel means any public or private hotel, inn, hostelry, tourist home or house, motel, rooming house, or other lodging place within the city offering lodging for compensation to any transient.

Lodging means space or room furnished any transient.

Transient means any person who, for a period of not more than thirty (30) consecutive days, either at his own expense, or at the expense of another, obtains lodging at any hotel.

~~Treasurer~~ **Finance Director** means the town ~~treasurer~~ **finance director** and any of his/**her** duly authorized agents.

(Code 1973, § 25-36)

**Sec. 25-133. - Levied.**

There is hereby imposed and levied by the town on each transient a tax equivalent to ~~seven~~ ***(7) eight (8)*** percent of the total amount paid for lodging including any other taxes levied thereon by or for any transient to any hotel or motel.

(Ord. of 6-26-90(2); Ord. No. 77, 10-8-2003; Ord. No. 141, 6-16-2011)

**Sec. 25-137. - Reports, remittance of tax collected.**

The responsible person collecting any tax as provided in this article shall make out a record thereof upon such forms and setting forth such information as the ~~treasurer~~ ***finance director*** may prescribe and require, showing the amount of lodging charges collected and the tax required to be collected, and shall sign and deliver such reports to the ~~treasurer~~ ***finance director*** with a remittance of such tax. Such report and remittance shall be made on or before the twentieth day of each month for taxes collected the preceding month. All payments of monies shall be to the town ~~treasurer~~ ***finance director***.

(Code 1973, § 25-42; Ord. No. 18, 2-10-93)

**Sec. 25-138. - Interest, penalties.**

If any responsible person shall fail or refuse to remit to the town ~~treasurer~~ ***finance director*** the tax required to be collected and paid under this article within the time and in the amount specified in this article there shall be added to such tax by the ~~treasurer~~ ***finance director*** a penalty in the amount of ten (10) percent thereof and interest thereon at the rate of eight (8) percent per annum which shall be computed upon the taxes and penalty from the date such taxes are due and payable. ***The Town shall be permitted to recover its attorney's fees incurred in collection efforts against any non-compliant person or entity.***

(Code 1973, § 25-43; Ord. No. 18, 2-10-93)

**State Law reference**— Maximum interest rate, etc., Code of Virginia, § 58.1-3916.

**Sec. 25-139. - Failure or refusal to collect and report tax.**

If any responsible person shall fail or refuse to collect the tax imposed by the provisions of this article and to make payment within the time required according to the reports and remittances required by this article, the ~~treasurer~~ ***finance director*** shall proceed in such manner as he may deem best to obtain the facts and information on which to base his estimate of the tax due. As soon as the ~~treasurer~~ ***finance director*** procures such facts and information as he is able to obtain upon which to base the assessment of any tax payable by any person who shall fail or refuse to collect such tax and to make such report and remittance, he shall proceed to determine and assess against such responsible person

such tax and penalty and interest provided by this article and shall notify such responsible person by registered mail sent to his last known place of address of the amount of such tax and penalty and interest, and the total amount thereof shall be payable within ten (10) days from the date of such notice. The ~~treasurer~~ **finance director** shall have the power to examine such records for the purpose of administering and enforcing the provisions of this section. If any responsible person fails to comply with this article or any provision of it, the ~~treasurer~~ **finance director** may terminate the business license issued pursuant to [section 14-11](#) or in the alternative, may require the responsible person to place a deposit with the ~~treasurer~~ **finance director** equal to the greater of one thousand dollars (\$1,000.00) or the equivalent of one (1) month's tax imposed under this article. Said deposit is to serve as security for the payment of future taxes due hereunder.

(Code 1973, § 25-35; Ord. No. 13, 6-11-92; Ord. No. 18, 2-10-93)

**Sec. 25-140. - Records.**

It shall be the duty of every person liable for the collection and payment to the town of any tax imposed by this article to keep and to preserve for a period of two (2) years such suitable records as may be necessary to determine and show accurately the amount of such tax as he may have been responsible for collecting and paying to the town. The ~~treasurer~~ **finance director** may inspect such records at all reasonable times.

(Code 1973, § 25-45)

**Sec. 25-141. - Procedure upon cessation of business.**

Whenever any person required to collect and pay to the town a tax under this article shall cease to operate or dispose of his business, he shall notify the ~~treasurer~~ **finance director** of such fact and any tax payable on the date such person shall cease to operate or dispose of his business and such person having made a report through such date for the collection of such taxes thereafter. Otherwise such person shall be liable for such taxes through the succeeding collection date.

(Code 1973, § 25-46)

2. This ordinance shall be in full force and effect on July 1, 2026.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

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I certify that the above ordinance was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Adam Yoelin \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable John Hardy \_\_\_\_\_.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** April 1, 2026

**ITEM NUMBER:** 14.a. – 2.2-3711 A.3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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**BACKGROUND:** Mr. Mayor, I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.3 of Section 2.2-3711, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:** None