



**BOARD OF SUPERVISORS' MEETING**

**WEDNESDAY, MARCH 21, 2018**

**7:00 P.M.**

**REGULAR MEETING**

*Amended Agenda Items*

BOARD OF SUPERVISORS  
FRANKLIN D. HARRIS  
CHAIRMAN  
Election District 5  
THOMAS R. GLEASON  
VICE-CHAIRMAN  
Election District 1  
ROGER A. SCOTT  
Election District 2  
RALPH A. WHITAKER, JR.  
Election District 3  
CARROLL E. BARNARD  
Election District 4



A. TAYLOR HARVIE, III  
COUNTY ADMINISTRATOR

16360 Dunn Street, Suite 101  
Post Office Box A  
Amelia Court House, Virginia 23002

Telephone: (804) 561-3039  
Facsimile: (804) 561-6039  
Website: www.ameliacova.com

March 15, 2018

**AMENDED AGENDA ITEMS**

**1. Commissioner of the Revenue Refund Request**

The Commissioner of the Revenue has requested approval of a refund for overpaid taxes on a business license. A copy of the request is attached.

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**2. Special Event Permit-Amelia Day**

A Special Event Permit has been received for the annual Amelia Day, to be held May 12, 2018. A copy of the application and the Resolution for street closings are attached.

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**3. FY 2019 Budget Presentation**

Finance Director, Carla Cave, will present the preliminary FY2019 budget.

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**AMELIA COUNTY**  
OFFICE OF THE COMMISSIONER OF THE REVENUE  
P.O. Box 269 - 16360 Dunn St, Ste 102  
Amelia Court Hse, VA 23002  
(804) 561-2158 - Fax: (804) 561-6472  
www.ameliacova.com

Laura M. Walsh  
Commissioner

March 13, 2018

To Amelia County Board of Supervisors  
From Laura M Walsh  
Re : Refund request

I am respectfully requesting that you approve a refund in the amount of \$7,444.19 for taxes overpaid by [REDACTED] on their Business License. They have been reclassified to their correct category. I have reviewed the information as required by law and determined that this refund is required. **Any receipts or payment information related to Business License taxes are a confidential matter under VA § 58.1-3**, therefore the name of the company should not be disclosed with the refund amount. If the refund amount needs to be disclosed it can be referenced as a local business reclassification.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Laura M. Walsh

Commissioner of the Revenue

**CERTIFICATION**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the Amelia County's Board of Supervisors during their Regular Meeting.

ATTEST

APPROVED

\_\_\_\_\_  
A. Taylor Harvie, III

\_\_\_\_\_  
Franklin D. Harris, Chairman



## APPLICATION FOR SPECIAL EVENT PERMIT

The undersigned hereby applies for a **SPECIAL EVENT PERMIT** for a

Amelia Day Festival to be held on Saturday, May 12, 2018  
(date) at 9:30 - 4 P (time) A.M./P.M. at the  
location described as the courthouse square  
(Street Address)

**Section 1: Application: Contents and Fee.** Pursuant to Section 1.b. of the Amelia County Special Event Ordinance enacted August 17, 2011, the Applicant does hereby attach and make part of this Application the following information and plans of operation. An application for any permit required by this Ordinance shall be made to the County Administrator or his/her designee, accompanied by a nonrefundable processing fee as provided in Section 3. The application shall be submitted not less than thirty (30) days nor more than six (6) months prior to the date of the proposed activity. An application for a major event held for two (2) or more consecutive days shall be filed not less than sixty (60) days nor more than six (6) months before the first day of the proposed activity. The application shall contain the following information:

1. Description of the proposed activity: Crafters, Vendors, local entertainment, children's activities, etc.
2. Date, time and location/route of proposed activity and the anticipated number of participants and spectators: 5/12/18, 9:30 A - 4 P, about 100 vendors and 2,000 spectators
3. Provisions for sanitation facilities, crowd, noise and traffic control, parking and loudspeaker placement: Portable restrooms & handwashing stations will be in place. Streets are closed around the square. Stage placed in front of courthouse doors.
4. Food and beverages to be sold or distributed: Vendors who have been inspected by the health ~~spicer~~ inspector.

5. The designation of an individual or individuals who shall be responsible for ensuring compliance with the provisions of this section and the conditions of the permit: Amelia Day Committee

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6. Proposed equipment, vehicles, staging, bleachers, shelters and electricity requirements: Same as previous years

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7. If revenue is anticipated to be generated by the activity, the individuals or entity that will benefit therefrom: Amelia Day Committee

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8. Such additional information or assurances as the County Administrator may require: N/A

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**Section 2: Permits requiring governing body approval.**

Notwithstanding any provision to the contrary, any permit required by this Ordinance for an event that is known to involve a gathering of over 500 people (or if the county administrator, or his/her designee, has reason to believe that 500 or more people are likely to be present at the event) shall require approval by the Amelia County Board of Supervisors in order to be issued. Upon receipt of an application for such permit, the County Administrator, or his/her designee, shall transmit the application to the Board of Supervisors for its consideration at its next regularly scheduled meeting. Approval or denial decisions of the Board of Supervisors on permits considered under this section are final.

**Section 3: Permit processing fee.**

A nonrefundable processing fee, as follows, shall be submitted with the completed application for a special event.

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|----|---|-----------------|
| a. | Festival, art show or water event held for two or more consecutive days . . .                           | <b>\$ 50.00</b> |
| b. | Parade, procession, march; footrace, bicycle race, other event requiring closure of major thoroughfare; |                 |
|    | Continuing sport tournament (season permit) . . .   | <b>\$100.00</b> |
|    | Outdoor musical entertainment (season permit) . . .   | <b>\$100.00</b> |

- c. Race, march or procession requiring closure or traffic and pedestrian control of boardwalk, sidewalk or residential street . . . \$ 50.00
- Outdoor (tent) circus . . . \$ 50.00
- Large carnival (six (6) or more amusement rides . . . \$ 50.00
- Motorized vehicle contest or exhibition . . . \$ 50.00
- Commercial motion picture or television production . . . \$ 50.00
- Musical or entertainment event on public property (one (1) day) . . . \$ 50.00
- d. Small carnival, bazaar, block party . . . \$ 25.00
- Outdoor musical event or activity on private property . . . \$ 25.00
- e. No fee shall be required to process a permit for a scheduled public gathering not requiring street closure, held for noncommercial purposes, in exercise of the right of expressive activity.

**Section 4: Penalties for violations**

Any person convicted of violating any provision of this Ordinance shall be guilty of a Class 1 misdemeanor, punishable by a fine of up to \$2,500.00 or confinement in jail up to one year, either or both.

This Application made this 15 day of March, 2018.

Applicant: Amelia Day Committee by Sheri Warren  
(Print Name)

Mailing Address: P.O. Box 663  
Amelia, VA 23002

Telephone: \_\_\_\_\_

Signature: 



## RIGHT OF ENTRY

I/We Amelia Day Committee  
Applicant or Property Owner (Circle One)

hereby grant the Board of Supervisors, its lawful agents, or duly constituted law enforcement officers to go upon the property at any time for the purposes of determining compliance with the provisions of the **ORDINANCE FOR SPECIAL EVENTS IN AMELIA COUNTY, VIRGINIA.**

The Board of Supervisors shall have the right to revoke any permit issued under the Ordinance upon noncompliance with any of its provisions and conditions, as understood by the Applicant of the Application.

3/15/18  
Date

*Sheri L. Warren*  
Signature

Sheri L. Warren  
Print Name

P.O. Box 663  
Address

Amelia, VA 23002



**RESOLUTION  
STREET CLOSINGS FOR AMELIA DAY**

WHEREAS, the County of Amelia will be celebrating Amelia Day on Saturday, May 12, 2018; and

WHEREAS, the Amelia Day Committee has scheduled a number of events for the Courthouse Square; and

WHEREAS, the Virginia Department of Transportation's regulations for activities involving street closings requires the local governing body to assume responsibility for liability, and the local governing body has thus permitted the Amelia Day Committee to have liability insurance under the County of Amelia's blanket insurance policy for this event; and

WHEREAS, the traffic on certain routes within the Courthouse area will be in conflict with the proposed event.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Amelia County request permission from the Virginia Department of Transportation to close the following streets on Saturday, May 12, 2018 from 6:00 A.M. to 7:00 P.M.

- Court Street (Rt. 1007) between Virginia St. (Rt. 1009) and Washington St. (Rt. 1006)
- Virginia Street (Rt. 1009) between Court St. (Rt. 1007) and Church St. (Rt. 1003)
- Washington Street (Rt. 1006) between Court St. (Rt. 1007) and Church St. (Rt. 1003)
- Church Street (Rt. 1003) between Virginia St. (Rt. 1009) and Washington St. (Rt. 1006)
- Dunn Street (Rt. 1002) between Parks and Recreation and Library

AND FURTHER BE IT RESOLVED that the Amelia Day Committee shall be responsible for providing the Virginia Department of Transportation the required map showing the streets to be closed, method of closing the streets, method of traffic control at each intersection and detour routes with approved markings.

ATTEST:

Adopted March 21, 2018

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A. Taylor Harvie, III  
Clerk to the Board

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Franklin D. Harris, Chairman  
Board of Supervisors  
County of Amelia, Virginia