

WESTMORELAND COUNTY BOARD OF SUPERVISORS

MINUTES – JUNE 8, 2026

A regular meeting of the Westmoreland County Board of Supervisors was held on Monday, June 8, 2026, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia.

Present: Board of Supervisors
 Timothy J. Trivett, Chairman
 Jeffrey McCormack, Vice Chairman
 Darryl Fisher
 Matthew Ingram (Virtual)
 Woody Hynson

Staff
 Donna Cogswell, Interim County Administrator
 Richard Stuart, County Attorney

1. CALL TO ORDER

Chairman Trivett called the meeting to order at 6:00 p.m.

2. CONSIDERATION OF AMENDMENTS TO THE AGENDA

Chairman Trivett asked if there were any proposed changes to the agenda.

Mr. McCormack requested that Item 7E, *Budget Presentation – Fiscal Year 2026-2027*, be removed from the agenda and that Item 5F, *Appropriation for Westmoreland County Budget Transfer*, presented by Finance Director, Ms. Cox, be added.

With no further discussion, upon motion by Mr. McCormack, seconded by Mr. Fisher, and carried by a unanimous vote, the Board approved the agenda as amended.

3. COMMENT PERIOD

A. Chairman and Board Member Comments

Chairman Trivett noted that Mr. Ingram was participating in the meeting virtually due to being out of town. Mr. Ingram requested clarification regarding the proposed agenda amendments.

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Mr. McCormack thanked Stratford Hall President Karen Daly and her staff for hosting the recent event held on June 6, 2026, and complimented the fireworks display. He also congratulated Taylor and Ander Smith on their ownership of Coles Point Marina and the opening of Shuck It Raw Bar and Grill.

Chairman Trivett also attended the event at Stratford Hall and reported that representatives from 23 countries participated in a naturalization ceremony recognizing 52 new United States citizens. He commended President Karen Daly and her team for their efforts in organizing the event and remarked on the quality of the fireworks display.

B. Recognition of Sheriff's Office – Reaccreditation

Mr. Todd Clingenpeel, Program Manager for the Virginia Law Enforcement Professional Standards Commission (VLEPSC), appeared before the Board to recognize the Westmoreland County Sheriff's Office for successfully achieving its sixth accreditation.

Mr. Clingenpeel explained that a team of assessors conducted a comprehensive on-site review of the Sheriff's Office in April 2026, evaluating all aspects of the agency, including administration, operations, personnel, training, property and evidence management, and community engagement. Assessors also met with Sheriff's Office personnel, members of the community, and conducted ride-alongs and records reviews.

Mr. Clingenpeel commended the Sheriff's Office for its transparency and willingness to undergo rigorous evaluation. He noted that accreditation standards are extensive and that only a limited number of law enforcement agencies in the Commonwealth maintain accredited status. The Sheriff's Office completed the assessment process with zero deficiencies or corrective actions required.

Special recognition was given to Captain Josh Jones, Accreditation Manager, for his professionalism and organization throughout the assessment process. Assessors also praised Sergeant Mulvena for her professionalism and dedication to both the Sheriff's Office and the community during a ride-along evaluation. First Sergeant Fogarty was recognized for maintaining exemplary property and evidence records.

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Mr. Clingenpeel reported that assessors described the Sheriff's Office as professional, courteous, effective, efficient, service-oriented, and a model law enforcement agency within the Commonwealth. He further noted the strong partnership between the Sheriff's Office, County leadership, and the community.

Chief Scott Vantrease, Chief of Police for the Virginia Department of Conservation and Recreation, addressed the Board and echoed the assessors' praise. Chief Vantrease spoke about the rigor of the accreditation process and commended the Sheriff's Office, County leadership, and community for their continued commitment to maintaining the highest professional standards.

Chief Vantrease then presented the Westmoreland County Sheriff's Office with its Sixth Accreditation Award from the Virginia Law Enforcement Professional Standards Commission.

Sheriff C.O. Balderson accepted the award on behalf of the Sheriff's Office and thanked the Board of Supervisors, County staff, and the community for their continued support. Sheriff Balderson recognized the efforts of Captain Josh Jones and all Sheriff's Office personnel, emphasizing that accreditation is a team effort requiring ongoing commitment and accountability. He expressed pride in the agency's accomplishments and reaffirmed the Sheriff's Office's dedication to maintaining professional standards and serving the citizens of Westmoreland County.

The Board of Supervisors and the County's Attorney commended the Westmoreland County Sheriff's Office for its professionalism, dedication, and continued growth despite the challenges facing law enforcement agencies. Board members expressed their appreciation for the agency's commitment to serving the community and maintaining high professional standards.

4. REQUEST FOR APPROVAL OF MINUTES

A. Request for Approval of Minutes, Board of Supervisors Meetings – May 11, 2026

Chairman Trivett stated that everyone should have had an opportunity to review the minutes from the Regular Board meeting on May 11, 2026. The Chairman asked whether any changes were needed to the minutes; if not, he asked for a motion to approve.

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With no further discussion, upon motion by Mr. McCormack, seconded by Mr. Fisher, and carried unanimously, the Board approved the minutes from May 11, 2026 as presented.

5. REQUEST FOR ADMINISTRATIVE APPROVALS

A. Request for Approval of Accounts Payable - May 2026

Chairman Trivett stated that you all received the Accounts Payable for May 2026. He then asked if there were any questions, observations, or concerns. If not, Chairman Trivett asked for a motion to approve the Accounts Payable as presented for May 2026.

Upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried by a vote of 4-0-1 (McCormack, Hynson, Fisher, and Trivett voting aye; Ingram abstaining), the Board approved the Accounts Payable for May 2026, as presented.

B. Request for Approval of Payroll Register - May 2026

Chairman Trivett stated that you all received the Payroll Register for May 2026. He then asked if there were any questions, observations, or concerns. If not, Chairman Trivett asked for a motion to approve the Payroll Register as presented for May 2026.

With no further discussion, upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried by a vote of 5-0 (Ingram, McCormack, Hynson, Fisher, and Trivett voting aye), the Board approved the Payroll Register for May 2026, as presented.

C. Appropriation – Westmoreland Schools – Budget Transfer (Loans)

Mr. McCormack noted that no representatives from the School Board were present and requested that consideration of this matter be tabled until the next meeting.

With no further discussion, upon motion by Mr. McCormack, seconded by Mr. Hynson, and carried unanimously, the Board approved tabling the request until the next meeting.

D. Appropriation – Stratford Hall Refunds

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Finance Director Ms. Cox presented a request for a supplemental appropriation in the amount of \$144,468.85 related to the Stratford Hall Fire Substation donation fund.

Ms. Cox explained that in 2014, a committee was formed to raise funds for the construction of a fire substation near Stratford Hall. Due to changing circumstances, the project was not completed. In accordance with prior agreements and subsequent court proceedings, the County undertook efforts to identify and contact donors regarding potential refunds of their contributions.

Ms. Cox reported that the County completed an accounting of donations and expenditures associated with the project and, pursuant to an order of the Westmoreland County Circuit Court, developed a refund distribution plan. Eligible donors who requested refunds and provided the required documentation would receive refunds equal to 74.08% of their original donations. Remaining funds not claimed or requested for refund would be distributed to the Montross Volunteer Fire Department in accordance with the court order.

County Attorney, Mr. Stuart, provided additional background on the project and the legal process undertaken to obtain judicial approval of the refund methodology. He explained that notice was provided to potentially affected donors and that the Circuit Court approved the proposed distribution plan.

During Board discussion, Mr. McCormack inquired whether all individuals requesting refunds had been identified and contacted. Ms. Cox confirmed that all individuals who submitted the required information had been included in the refund list. Mr. McCormack further noted the importance of maintaining detailed financial records for future community fundraising efforts.

Upon motion by Mr. McCormack, seconded by Mr. Hynson, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board approved a

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supplemental appropriation of \$144,468.85 for the Stratford Hall Fire Substation donation refunds as presented.

E. Appropriation – Deobligate funds due to reduction in ADM

Finance Director, Ms. Cox, requested a supplemental appropriation to deobligate \$128,334.00 from the School Funds transfer line and return the funds to the General Fund balance due to a decrease in Average Daily Membership (ADM).

Upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board approved a supplemental appropriation to deobligate \$128,334.00 from the School Funds transfer and return the funds to the General Fund balance, as presented.

F. Appropriation - Westmoreland County Budget Transfer (Reimbursement for Sheriff's Office Vehicles and HVAC)

Finance Director, Ms. Cox, requested approval to reimburse the General Fund for eligible capital expenditures previously paid using General Fund resources. Ms. Cox explained that, following a review, it was determined that the expenditures qualified for reimbursement under the County's approved Capital Improvement Plan (CIP) funding and associated bond and lease financing programs.

Eligible expenditures included \$259,278.44 for Sheriff's Office vehicles and \$1,238,089.00 for the HVAC replacement project, for a total reimbursement of \$1,497,367.44. Ms. Cox noted that reimbursing the General Fund would align the expenditures with their intended funding sources and ensure accurate financial reporting for both the General Fund and CIP funds.

The Sheriff's Office vehicle reimbursement will be funded through CIP Master Fund 2025C, while the HVAC project reimbursement will be funded through CIP Bond Series 2025A and 2025B.

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Upon motion by Mr. McCormack, seconded by Mr. Fisher, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board approved the reimbursement in the amount of \$1,497,367.44, as presented.

6. PRESENTATIONS

A. Town of Colonial Beach Update, Natasha Tucker, Town Manager

Assistant Town Manager, Mr. Brower, provided an update on upcoming community events and shoreline improvement efforts. The Board was informed that the annual Potomac River Festival would be held June 12–14, with festival activities taking place throughout the weekend and fireworks scheduled for Saturday evening. The representative also announced a public open house regarding the North Beach Shoreline Project scheduled for June 15, 2026, at the Town Center. Representatives from the engineering firm overseeing the project will be available to present conceptual renderings, discuss proposed erosion control measures, and answer questions from residents.

B. Town of Montross Update, Fran Taylor, Town Manager

Town Manager, Fran Taylor, provided an update on recent and upcoming Town activities. Ms. Taylor reported that the Town's first First Friday event of the season was well attended and featured successful entertainment and vendor participation. The next First Friday event is scheduled for July 3 and will include entertainment and activities throughout the day and evening. Ms. Taylor advised that planning for the Fall Festival is underway and encouraged community members to volunteer in support of the event. She also announced the launch of the Town's new banner program, featuring patriotic and America 250-themed banners throughout the community. Additional banners are expected to be installed in the coming weeks. Ms. Taylor reported that construction on the Town's water line improvement project is expected to begin within two weeks. Residents were encouraged to be patient during the construction period as traffic disruptions and other temporary inconveniences may occur. The project is intended to improve the safety and reliability of the Town's water system. Finally, Ms. Taylor announced the opening of a new business, Bunny Burger, located in East Plaza, and encouraged residents to support the new establishment.

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7. ACTION ITEMS

A. Site Inventory RFP Selection

Economic Development Director, Dale Hendon, presented information regarding the Northern Neck Site Inventory and Prioritization Planning Grant, a regional initiative involving Westmoreland County and Lancaster County aimed at identifying and developing market-ready sites for future economic development opportunities.

Mr. Hendon explained that the grant will support the creation of site inventory data, GIS-based resources, and business-ready site information to improve the region's ability to respond to business recruitment opportunities and attract investment. He noted that Westmoreland County currently does not have any certified business-ready sites on the Virginia Economic Development Partnership (VEDP) Business Ready Sites Program platform, which limits the County's ability to compete for economic development projects.

Mr. Hendon reviewed the proposal evaluation process and summarized responses received from four firms. Timmons Group submitted a proposal for a fixed fee of \$96,000 and was recommended by the advisory committee based on its experience with the Virginia Business Ready Sites Program and its partnership with nationally recognized economic development consulting firm Camoin Associates. Dewberry also submitted a proposal and was noted for its extensive Virginia experience. Bright Ideas Consulting presented an innovative approach but had limited experience with Virginia's site readiness programs. The Delayo Group submitted the lowest proposal at \$79,000 and had experience with projects in the Dahlgren area; however, the advisory committee expressed concerns regarding its experience with site inventory and readiness projects within the Commonwealth.

During discussion, County Attorney Richard Stuart raised questions regarding procurement requirements and whether additional legal review was warranted prior to selecting a vendor.

Chairman Trivett inquired about the implications of deferring the matter until the County Attorney could complete his review. Mr. Hendon advised that there was no immediate deadline requiring Board action and that a delay would not affect grant compliance.

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In response to Supervisor Fisher's question regarding the local match requirement, Mr. Hendon clarified that the grant match would be satisfied through in-kind staff time and existing GIS resources and would not require an additional monetary contribution from the County.

Upon motion by Supervisor McCormack, seconded by Supervisor Fisher, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board approved tabling the matter until the next meeting.

B. Town of Montross Development

Mayor Joey King appeared before the Board to discuss a proposed residential development located on approximately 8.5 acres at the intersection of Route 3 and Zacata Road. Mayor King advised that approximately 6.7 acres are located within the Town of Montross and approximately 1.8 acres are located within Westmoreland County.

Mayor King reported that the Town has been working with local developer Tricord and Vice President Tim Hall for approximately twelve months regarding the project. He explained that initial concepts for the property were determined to be too dense and, following discussions with the developer and review by Town officials, the proposal was revised to consist of approximately 60 two-story homes. Mayor King stated that the Town sought to balance growth opportunities with preservation of Montross' small-town character.

Mayor King advised that the Town's Board of Zoning Appeals had conducted a public hearing, received public comment, and approved revisions to the proposed lot sizes. He noted that Town officials had reviewed other developments completed by the developer and expressed confidence in the quality of the proposed project.

Mayor King further reported that the Town has evaluated infrastructure needs associated with the development and believes that existing and planned improvements to the water and sewer systems will support the project. He stated that the developer has agreed to construct a pump station at an estimated cost of approximately \$750,000. Mayor King also

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advised that discussions had been held with EMS, Fire and Rescue, and the Sheriff's Office regarding the proposal and that no concerns had been expressed by those agencies.

Mayor King stated that the proposed homes are anticipated to be priced between approximately \$270,000 and \$300,000 and that market research conducted by the developer indicates demand for that housing type. He further advised that the developer intends to establish a homeowner's association (HOA) to manage the development.

Mayor King requested that the Board consider a boundary line adjustment that would place the entire development within the Town of Montross, allowing the project to proceed through a single development review process.

During discussion, County Attorney, Mr. Stuart, inquired whether the developer had committed in writing to the proposed housing types and homeowner's association structure. Mayor King responded that discussions had occurred and examples of proposed homes had been provided, but additional details would need to be finalized.

Mr. Stuart explained that a boundary line adjustment would require a formal legal process, including public hearings and court approval. Mr. Stuart advised that if jurisdiction were transferred to the Town, the County would likely remain responsible for providing certain services, including schools, public safety, and other governmental functions. He further advised that any commitments regarding the development should be formalized through written proffers rather than informal discussions.

Mr. McCormack requested information regarding concerns raised during the Town's public hearing. Mayor King responded that the public hearing was posted correctly and the primary concerns involved residential density, buffering around the development, and infrastructure capacity. He noted that Town officials had addressed those concerns during the review process.

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Mr. Hynson expressed concern regarding the fiscal impacts of the development, including school enrollment, public safety services, and the overall tax base generated by the project. He indicated that additional information and financial analysis would be beneficial before proceeding.

Mr. Fisher questioned whether the project could proceed without the requested boundary line adjustment. Mayor King advised that the developer had indicated the additional 1.8 acres were necessary for the project to remain economically viable. County Attorney Stuart further noted that the County maintains jurisdiction over the right of way next to Zacata Road and would require County involvement in zoning for those entrances at a minimum.

Mr. Ingram stated that additional information regarding the proposed development would be helpful before the Board considered the request and recommended tabling the matter to the next meeting.

Upon motion by Mr. Ingram, seconded by Mr. McCormack, and carried unanimously, the Board approved tabling the matter to the regular meeting scheduled on July 13, 2026 pending receipt of additional information from the developer. The ideal information for this project is street elevation, number of units, number of bedrooms, etc. in proffered conditions along with offsets of the County's cost and taxpayers. Mr. Stuart also advised that the Town could give the County total jurisdiction of the property.

C. PUBLIC HEARING – Community Block Development Grant Jerusalem Church Road Housing Rehabilitation Project

Northern Neck Planning District Commission representative Jerry Davis presented information regarding a Community Development Block Grant (CDBG) Planning Grant received through the Virginia Department of Housing and Community Development (DHCD).

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Mr. Davis explained that, with assistance from a County-appointed management team, more than 200 housing units throughout Westmoreland County were identified as potentially substandard. Planning District staff subsequently conducted field reviews throughout the County to evaluate the homes against DHCD criteria, focusing on housing conditions, income eligibility, and clusters of homes that could support a competitive grant application.

Following the assessment process, staff identified a concentration of homes in the Jerusalem Church Road and Tavern Run Road area that appeared to meet the program's requirements. A public meeting was held with area residents to determine interest in participating in the program, and strong community support was expressed. Planning District staff then met individually with property owners to verify financial eligibility and conduct housing inspections to evaluate structural, electrical, plumbing, roofing, and other housing conditions.

Mr. Davis reported that thirteen homes were initially evaluated; however, some properties were eliminated due to income eligibility, ownership issues, or other program requirements. Following detailed inspections and eligibility reviews, nine households were identified for inclusion in the proposed application, representing twenty-one beneficiaries.

Mr. Davis advised that DHCD recently increased the maximum grant award for this type of housing rehabilitation project from \$1,050,000 to \$1,500,000. He also noted that the funding limit for substantial reconstruction projects was increased to \$175,000 per dwelling unit. He further explained that recent program changes no longer allow housing rehabilitation and infrastructure improvements to be combined within the same application, requiring separate applications for housing and infrastructure-related projects.

The proposed Jerusalem Church Road Housing Rehabilitation Project would include rehabilitation of six homes and the demolition and replacement of three homes that were determined to be beyond repair. Mr. Davis noted that the three replacement units are

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existing mobile homes that no longer meet current housing standards. Based on the scoring criteria and the success of similar projects, including a recently funded project in Northumberland County, Mr. Davis expressed confidence that the application would be competitive for funding.

Mr. Davis requested authorization for the County Administrator to submit a Community Development Block Grant application in the amount of \$1,500,000. He explained that the County's contribution would consist of the waiver of permit fees, estimated at approximately \$6,400, which would serve as the local match requirement. No direct cash contribution from the County would be required.

Supervisor Fisher expressed strong support for the project, noting that Westmoreland County has successfully participated in similar housing rehabilitation initiatives in the past. He stated that improving housing conditions and quality of life for County residents remains an important objective and recalled previous projects that provided residents with amenities such as indoor plumbing and running water for the first time.

Mr. Hynson thanked Mr. Davis, Planning District staff, and participating residents for their efforts in advancing the project and encouraged the Board to support the application.

Mr. Ingram also expressed appreciation for Mr. Davis's work on housing rehabilitation projects throughout the County and his efforts in bringing the opportunity forward, noting that building a stronger community will make us all better.

Mr. McCormack expressed support for the application and thanked Mr. Davis, County staff, the Department of Social Services, Land Use staff, and the Sheriff's Office for their participation in identifying areas of need and assisting with the development of the project.

PUBLIC HEARING

The public hearing was opened to the audience for comments.

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Ms. Bae Turner, a lifelong Westmoreland County resident and educator, spoke in support of the proposed Jerusalem Church Road Housing Rehabilitation Project. Ms. Turner referenced previous housing improvement projects completed in the County and expressed appreciation that the current project includes residents in her community. Ms. Turner stated that her parents had applied for assistance through the program and that the project would help address needs that many elderly residents are unable to manage on their own. She also noted that she had participated in a housing assessment conducted through the planning process and found the information provided to be beneficial. Ms. Turner expressed gratitude for the County's efforts to improve housing conditions and quality of life for residents and offered her support in assisting community members with the application process and related paperwork.

Ms. Maria Payton spoke regarding the proposed Jerusalem Church Road Housing Rehabilitation Project and requested clarification regarding whether recipients of assistance would be required to repay grant funds or transfer ownership interests in their property. In response, Mr. Jerry Davis explained that assistance is provided in the form of a forgivable loan. He advised that no payments are required from participating homeowners; however, a lien is placed on the property for a specified term, generally ranging from five to fifteen years depending on the amount of assistance provided. Upon completion of the required term, the loan is forgiven.

Mr. Fisher spoke in support of the proposed Jerusalem Church Road Housing Rehabilitation Project in his capacity as a community member and local pastor. Mr. Fisher noted that many of the residents who may benefit from the project are members of his congregation and that he believed the project would provide meaningful improvements to the community and quality of life for area residents. Mr. Fisher stated that he wanted his support for the project to be entered into the record and encouraged favorable consideration of the application. He also noted his personal connection to the area, explaining that he resides near Jerusalem Church Road and is familiar with the community that would be served by the project. Mr. Davis further clarified that if a homeowner sells the property before the forgiveness period expires, the outstanding balance of the forgivable loan would be required to be repaid.

The public hearing was closed to the audience.

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Upon motion by Mr. Fisher, seconded by Mr. Hynson, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board authorized the County Administrator to submit a Community Development Block Grant application, as presented.

Upon motion by Mr. Fisher, seconded by Mr. Hynson, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board adopted a resolution authorizing Westmoreland County to execute the Community Development Block Grant (CDBG) Housing Rehabilitation Program pre-contract documents, as presented.

Upon motion by Mr. Fisher, seconded by Mr. Hynson, and carried by a vote of 5-0 (Fisher, Ingram, Hynson, McCormack, and Trivett voting aye), the Board adopted a resolution authorizing designated County officers and agents to submit and execute the Virginia Community Development Block Grant (CDBG) application and related documents for the Jerusalem Church Road Housing Rehabilitation Project in the amount presented by Mr. Davis.

D. Consideration of Land Use Fee Schedule

Interim County Administrator, Ms. Cogswell, presented proposed updates to the County's Land Use fee schedule on behalf of the Land Use Director, who was unable to attend the meeting.

Ms. Cogswell advised that Land Use fees have not been reviewed since 2016. She reported that staff conducted a comparison of fees charged by neighboring localities and found Westmoreland County's fees to be significantly lower in many categories. The proposed revisions are expected to generate approximately \$139,000 in additional annual revenue and more accurately reflect the cost of services provided by the Land Use Department.

Mr. Hynson inquired whether the proposed fee increases would affect agricultural, forestry, or farming activities. Staff clarified that the proposed revisions apply to building applications, permits, and related land use services.

Mr. McCormack noted that Land Use staff spend a significant amount of time reviewing complex development projects, including solar energy projects, and stated that the current fee structure does not adequately reflect the staff time and resources required for those reviews.

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Ms. Cogswell further noted that certain activities, including the advertising of public hearings, currently result in costs to the County that exceed the fees collected.

County Attorney, Mr. Stuart, stated that the purpose of the proposed fee adjustments is to more closely align fees with the actual cost of services provided, thereby reducing the burden on taxpayers. Mr. Stuart further advised that he would confirm whether a public hearing was required before the Board took final action on the proposed fee schedule.

Upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried unanimously, the Board authorized the advertisement of a public hearing regarding the proposed Land Use fee schedule revisions.

E. Budget Presentation – Fiscal Year 2026-2027

The Board of Supervisors amended the agenda to remove this topic.

8. PUBLIC COMMENT

Chairman Trivett stated that they are now at the Public Comment portion of the meeting, where they will hear from the public present. He asked whoever would like to come to the podium to state their name for the record and proceed to address the Board. Below is who spoke during Public Comment.

Mr. Ray Hamlin spoke regarding the proposed residential development located on the east end of Montross. Mr. Hamlin stated that he has lived in Montross most of his life and noted that family members reside adjacent to the proposed development. Mr. Hamlin expressed concerns regarding the public hearing process, stating that, in his opinion, the public notice focused on proposed reductions in lot sizes and square footage requirements and did not clearly communicate the scope of the overall development. He further stated that his understanding was that the proposal involved approximately 65 homes rather than 60 homes. Mr. Hamlin also

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raised concerns regarding the potential impacts of the development on traffic, population density, public safety services, water and sewer infrastructure, school transportation, and potential roadway improvements that may be required to accommodate increased traffic volumes. Additionally, Mr. Hamlin questioned the proposed homeowner's association (HOA) structure, noting that the development would not include amenities commonly associated with HOA communities and expressing concern regarding the additional costs that would be imposed on homeowners. Mr. Hamlin further questioned the long-term marketability of the proposed homes, citing local employment opportunities and commuting distances as factors that could affect demand for the development.

Mr. Larry Hinson, representing District 3, thanked the Board for its support of the Jerusalem Church Road Housing Rehabilitation Project and expressed appreciation for efforts to improve housing conditions within Westmoreland County. Mr. Hinson also addressed the condition of the County's gateway sign located on the eastern entrance to Westmoreland County from King George County. He noted that the brick sign and seal have deteriorated over time and encouraged the County to consider restoring and repainting the sign, particularly in advance of the upcoming America 250 commemoration and Independence Day celebrations. Additionally, Mr. Hinson spoke in support of attracting additional businesses to Westmoreland County. He specifically identified the need for an automotive parts store within the County and stated that local residents and business owners often travel to neighboring localities to obtain parts and services. Mr. Hinson encouraged continued efforts to promote economic development and business recruitment opportunities within the County.

Mr. James Pillsbury, a lifelong resident of Westmoreland County, spoke regarding the proposed residential development. Mr. Pillsbury stated that he has lived in the County for most of his life and has family ties to the area, including relatives who reside near the proposed development site. He noted that he has also spoken with individuals connected to the project and has followed discussions before the Planning Commission and Board of Zoning Appeals. Mr. Pillsbury explained that he is a builder and developer and expressed that, while he supports growth in the County, he does not believe the proposed development is an appropriate fit in its current form.

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He emphasized that growth is important for maintaining a strong community but raised concerns about the density of the project, noting that the proposed home sizes on relatively small lots may not allow for adequate landscaping or contribute to an attractive neighborhood environment. Mr. Pillsbury also questioned the potential impacts of the development on local infrastructure and services, including schools, traffic, and roadway improvements such as turning lanes. He asked whether sufficient studies have been conducted to evaluate these impacts and expressed concern that the project could place a long-term burden on the community rather than provide sustainable growth. Mr. Pillsbury concluded by stating that he believes the property should be developed but not at a density that could negatively affect the community. He shared these concerns as a resident, taxpayer, and individual with 59-years of experience living in the County.

The public comment was closed.

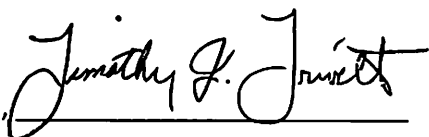
9. ADJOURNMENT

Chairman Trivett asked whether there was any further business to bring before the Board, if not, he asked for a motion to continue the meeting on Friday, June 12, 2026 at 12:00pm to review the budget presentation.

Mr. Ingram shared that Westmoreland County is hosting a community lunch on Friday, July 3, 2026 to celebrate the Fourth of July from 8am-12pm at the Historic Courthouse. Complimentary hotdogs and American flags will be provided.

With no further business, upon motion by Mr. Fisher, seconded by Mr. McCormack, carried unanimously. The Board adjourned the meeting at 8:00 p.m.

The next scheduled meeting is Friday, June 12, 2026, at 12:00 p.m. in the George D. English, Sr. Memorial Building.

Chairman, 

WESTMORELAND COUNTY
APPROPRIATION INCREASE/DECREASE REQUEST
FY2025-2026

I Sanita Cox, FINANCE DEPARTMENT, HEREBY REQUEST A
SUPPLEMENTAL APPROPRIATION INCREASE/DECREASE FOR THE FOLLOWING:

FUND # 100
GENERAL FUND

EXPENDITURES			
(1) INCREASE /DECREASE	LINE ITEM #	3-100-018990-66	BY \$ -144,468.85
(2) INCREASE /DECREASE	LINE ITEM #		BY \$
(3) INCREASE /DECREASE	LINE ITEM #		BY \$
(4) INCREASE /DECREASE	LINE ITEM #		BY \$
(5) INCREASE /DECREASE	LINE ITEM #		BY \$
(6) INCREASE /DECREASE	LINE ITEM #		BY \$
(7) INCREASE /DECREASE	LINE ITEM #		BY \$
TOTAL:			\$ -144,468.85

REVENUE			
(1) INCREASE /DECREASE	LINE ITEM #	0-100-300-1	144,468.85
(2) INCREASE /DECREASE	LINE ITEM #		
(3) INCREASE /DECREASE	LINE ITEM #		
(4) INCREASE /DECREASE	LINE ITEM #		
(5) INCREASE /DECREASE	LINE ITEM #		
TOTAL:			\$ 144,468.85

THIS SUPPLEMENTAL APPROPRIATION IS FOR: to increase the Stratford Hall Fire Substation
Donations from Fund Balance to issues a 74.08% refund to donor and to donate the balance to the Westmoreland
Westmoreland County Fire Department per order from Westmoreland County Circuit Court

FUNDS FOR THIS SUPPLEMENTAL WILL COME FROM: STATE FUNDS
LOCAL ☐ STATE ☐ FEDERAL ☐ OTHER ☐

APPROVAL:	AYE/NAY	
CHAIRMAN		REQUESTING SIGNATURE
		DATE REQUESTED
		POSTED <u>May-26</u>

DATE ACTION TAKEN: _____

WESTMORELAND COUNTY
APPROPRIATION INCREASE/DECREASE REQUEST
FY2025-2026

I, SANITA COX, FINANCE DIRECTOR, HEREBY REQUEST A
SUPPLEMENTAL APPROPRIATION INCREASE/DECREASE FOR THE FOLLOWING:

DEPARTMENT NAME & NUMBER FUND # 100
TRANSFER TO SCHOOLS -

EXPENDITURES

(1) INCREASE	/DECREASE	LINE ITEM #	<u>4-100-93100-9201</u>	BY \$	<u>-128,334.00</u>
(2) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(3) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(4) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(5) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(6) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(7) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(8) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(9) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(10) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
TOTAL:					\$ <u>-128,334.00</u>

REVENUE

(1) INCREASE	/DECREASE	LINE ITEM #	<u>0-100-000300-0001</u>	BY \$	<u>128,334.00</u>
(2) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(3) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(4) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
(5) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$	_____
TOTAL:					\$ <u>128,334.00</u>

REASON FOR THIS APPROPRIATION: DEOBLIGATE SCHOOL LOCAL EFFORT - ADM DECREASE

FUNDS FOR THIS SUPPLEMENTAL WILL COME FROM:

LOCAL ☒ STATE ☐ FEDERAL ☐ OTHER ☐

APPROVAL:

AYE/NAY

CHAIRMAN

APPROVAL SIGNATURE

6/4/2026

DATE REQUESTED

POSTED May-26

DATE ACTION TAKEN: _____

TIMOTHY J. TRIVETT, CHAIRMAN
ELECTION DISTRICT NO. 5
COLONIAL BEACH, VIRGINIA 22443

JEFFREY A. MCCORMACK, VICE CHAIRMAN
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22520

DARRYL E. FISHER
ELECTION DISTRICT NO. 1
HAGUE, VIRGINIA 22469

MATTHEW D. INGRAM
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22520

W. W. HYNSON
ELECTION DISTRICT NO. 4
COLONIAL BEACH, VIRGINIA 22443



WESTMORELAND COUNTY, VIRGINIA

Finance Department

MONTROSS, VIRGINIA 22520-1000

DONNA L. COGSWELL
Interim County Administrator
P.O. BOX 1000
MONTROSS, VIRGINIA 22520-1000
PHONE: 804/493-0130
FAX : 804/493-0134
E-mail: dcogswell@westmoreland-county.org
Web Page: www.westmoreland-county.org

SANITA COX
Finance Director
P.O. BOX 1000
MONTROSS, VIRGINIA 22520-1000
PHONE: 804/493-0130
FAX : 804/493-0134
E-mail: scox@westmoreland-county.org
Web Page: www.westmoreland-county.org

To: Board of Supervisors

From: Sanita Cox, Finance Department

Date: 6/5/2026

RE: Request for Reimbursement – HVAC and Sheriff Vehicles - CIP Funding – Bond Series 2025A and 2025B and Master Lease 2025C

The County previously paid for the purchase of Sheriff's Office vehicles and the HVAC replacement project using General Fund dollars. After review, it has been confirmed that these expenditures qualify for reimbursement under the County's approved Capital Improvement Plan (CIP) bond funding.

I am requesting that the County reimburse the General Fund for the following eligible capital expenditures:

Sheriff's Office Vehicles – \$ 259,278.44

HVAC Replacement Project – \$ 1,238,089.00

These items meet the criteria for capital bond funding because they are included in the adopted CIP and fall within the scope of allowable capital expenditures under the bond issuance. Reimbursing the General Fund will properly align these costs with the intended funding source and ensure accurate financial reporting for both the CIP and the General Fund.

Once approved, the reimbursement will be processed through a transfer from the CIP bond - Master Lease 2025C for the Sheriff's Office Vehicles and the reimbursement will be processed through a transfer from the CIP bond - Bond Series 2025A and 2025B for the HVAC

Total proceeds to the General Fund in the amount of \$ 1,497,367.44

TOWN HALL
15869 KINGS HIGHWAY
P.O. BOX 126
MONTROSS, VA 22520
PH. (804)493-9623
FAX (804)493-9036
E-mail: townofmontross@verizon.net



Est. 1852

Town of Montross

Mayor
JOSEPH P. KING

Vice-Mayor
KATHRYN S. WITTMAN

Council
CLINTON A. WATSON, JR.
CHRISTOPHER L. GARRETT
DARRIN J. LEE
STACY P. MESSENGER
DAVID L. SMITH

Town Manager
Francine G. Taylor

June 4, 2026

Donna L. Cogswell
Interim County Administrator
PO Box 1000
Montross, VA 22520

Dear Donna,

The Town of Montross requests to be added to the agenda for the June 8, 2026 Westmoreland County Supervisors meeting to present our request for a boundary line adjustment. The request is to adjust the boundary of approximately 1.8 acres currently zoned within Westmoreland County to become part of the remaining 6.7-acre parcel within the town limits. The entire property is owned by Call Me First Realty, LLC.

This request is being made to allow for a single-family home development of up to 65 affordable homes in the \$270K - \$300K range. The project can only become reality by including this 1.8-acre parcel.

This development will allow for much needed housing, which is a top priority within the Town's comprehensive plan, as well as growth income in the forms of water and sewer access fees and usage, and property taxes for both government entities.

Previous discussions with the County regarding this boundary adjustment indicated the County would be receptive to the change in order to accommodate needed growth and expansion.

The Town of Montross Board of Zoning Appeals voted to approve a request from the developer to allow for a smaller home footprint than what current Town code dictates.

We appreciate consideration of our request.

Most sincerely,

Francine Taylor

cc: Joey King, Mayor
Kathryn Wittman, Vice-Mayor

County Seat of Historic Westmoreland County

[illegible]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-09-2007 BY 60322
UCBAW/BJS

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[illegible]

TRICORD
INCORPORATED

C1.0

TOWN HALL
15869 KINGS HIGHWAY
P.O. BOX 126
MONTROSS, VA 22520
PH. (804)493-9623
FAX (804)493-9036
E-mail: townofmontross@verizon.net



Town of Montross

Mayor
JOSEPH P. KING

Vice-Mayor
KATHRYN S. WITTMAN

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DARRIN J. LEE
STACY P. MESSENGER
DAVID L. SMITH

Town Manager
Francine G. Taylor

TO: Board of Supervisors, Westmoreland County

RE: Code of Virginia §15.2-3106 - §15.2-3108 Boundary Line change

1. The Town of Montross has authorized by zoning exceptions, a housing development on property zoned R-3 General Residential at the east end of the town consisting of 8.85 acres. A small portion, 1.8 acres, on the back side of the land is zoned by Westmoreland County. The entire parcel is required to allow for the total planned housing development community.
2. Therefore, based upon the above, a Boundary Line Adjustment by the County, in coordination with the Town, is needed conveying the 1.8 acres to the Town limits. In accordance, per Code of Virginia §15.2-3106 - §15.2-3108, we request a joint public meeting to approve the established agreement required for the conveyance.
3. This is a major housing need for the Town and County, as well as an economic development for both entities. Therefore, it is requested that the County Land Use Office in accordance with our Town Manager, expedite the conveyance process.

Your assistance is appreciated.

Cc: Donna Cogswell, Interim County Administrator

County Seat of Historic Westmoreland County

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle III. Boundary Adjustments and Changes of Status of Counties, Cities and Towns

Chapter 31. Settling Boundaries Between Localities

Article 2. Relocation or Change, by Agreement, of Boundary Line Between Localities; Adjustment by Court

§ 15.2-3106. Establishment by agreement

Whenever any two or more localities wish to relocate or change the boundary line between them, the governing bodies of such localities may, by agreement, establish, relocate or change such boundary line between them.

1977, c. 277, § 15.1-1031.1; 1983, c. 594; 1993, c. 392; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle III. Boundary Adjustments and Changes of Status of Counties, Cities and Towns

Chapter 31. Settling Boundaries Between Localities

Article 2. Relocation or Change, by Agreement, of Boundary Line Between Localities; Adjustment by Court

§ 15.2-3107. Publication of agreed boundary line

A. Before adopting an agreement pursuant to § 15.2-3106, each governing body shall advertise its intention to approve such an agreement at least once a week for two successive weeks in a newspaper having general circulation in its locality, and such notice shall include a descriptive summary of the proposed agreement. The summary shall describe the new boundary, but need not include a metes and bounds description. The publication shall include a statement that a copy of the agreement is on file in the office of the clerk of the governing body which is considering the proposed agreement. A joint publication of the proposed agreement by the localities which otherwise meets the requirements of this section shall satisfy this requirement. If joint publication is used, the publication costs shall be apportioned between the participating localities in the manner agreed upon by them. After providing the notice required by this section, each locality shall hold at least one public hearing on the agreement prior to its adoption.

B. Notice of any agreement as provided in subsection A hereof shall be served upon the affected property owners, if any, of the area affected by the agreement, and if the owners of at least one third of the affected parcels object to the change, they shall be permitted to intervene in the proceedings as prescribed in § 15.2-3108 and show cause why the boundary line should not be changed. For purposes of this article "affected parcel" means a parcel of real property that is the subject of the boundary relocation or change, as shown on the current real estate tax assessment records. One notice sent by first class mail to the last known address of the owners of such parcels as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement, provided that a representative of each local governing body shall make affidavit that such mailings have been made and file such affidavit with the papers in the petition as prescribed in § 15.2-3108. Nothing in this subsection shall be construed as to invalidate any subsequently adopted boundary line agreement because of the inadvertent failure by the representatives of the local governments to give written notice to the owner, owners, or their agent of any parcel involved.

1977, c. 277, § 15.1-1031.2; 1983, c. 594; 1993, c. 392; 1997, c. 587; 2014, c. 503.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle III. Boundary Adjustments and Changes of Status of Counties, Cities and Towns

Chapter 31. Settling Boundaries Between Localities

Article 2. Relocation or Change, by Agreement, of Boundary Line Between Localities; Adjustment by Court

§ 15.2-3108. Petition and hearing; recordation of order; costs

Within a reasonable time after a voluntary boundary agreement is adopted by the affected localities, each affected locality shall petition the circuit court for one of the affected localities to approve the boundary agreement. The petition shall set forth the facts pertaining to the desire to relocate or change the boundary line between the localities, and the petition shall include or have attached to it either (i) a plat depicting the change in the boundaries of the localities as agreed; (ii) a metes and bounds description of the new boundary line as agreed upon by the two localities; or (iii) a Geographic Information System (GIS) map depicting the change in the boundaries of the localities as agreed, having been established by Virginia State Plane Coordinates System, South Zone or North Zone, as applicable, meeting National Geodetic Survey standards. If the court finds that the procedures required by § 15.2-3107 have been complied with and that the petition is otherwise in proper order, the court shall enter an appropriate order establishing the new boundary. The order shall include a plat depicting the change in the boundaries of the locality, a metes and bounds description of the new boundary line of the locality, or a GIS map depicting the change in the boundaries of the localities that includes the Virginia State Plane, South Zone or North Zone coordinates, as applicable, and that order shall be entered in the land records of the court and indexed in the names of the localities which were involved. Costs shall be awarded as the court may determine. Whenever such an order is entered, a certified copy of the order shall be sent to the Secretary of the Commonwealth by the clerk of the court.

1977, c. 277, § 15.1-1031.3; 1983, c. 594; 1993, c. 392; 1997, c. 587; 2013, c. 773; 2016, c. 153; 2018, cc. 85, 319; 2019, cc. 118, 385, 705.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

HOUSING REHABILITATION PROJECT

PUBLIC HEARING

Westmoreland County invites the public to provide input on a Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for the **Jerusalem Church Road Housing Rehabilitation Project**.

The proposal includes the rehabilitation and substantial reconstruction of homes to meet Housing Rehabilitation Standards. The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on Westmoreland County's past use of CDBG funds. All interested citizens are urged to attend.

When and where is the Public Hearing?

- Monday, June 8, 2026, at 6:00 p.m.
- George D. English, Sr. Memorial Building, 111 Polk Street, Montross VA 22520

For additional information, contact Donna Cogswell, Interim County Administrator, at 804-493-0130 or by email to dcogswell@westmoreland-county.org

Comments can be submitted in writing to Westmoreland County at Westmoreland County, 111 Polk Street, Montross VA 22520, or by phone at 804-493-0130 until June 5, 2026. If you plan to attend and have any special needs requirements, please call the number listed above.

Resolution Adopting and Authorizing Westmoreland County Housing CDBG Grant Pre-Contract Documents

WHEREAS the **Westmoreland County Board of Supervisors** wants to assure the Department of Housing and Community Development of the County's readiness to proceed, if grant funding is awarded under the 2026 Community Development Block Grant program; and

WHEREAS Westmoreland County has taken, and will continue to take, the necessary steps to ensure the County's readiness;

NOW, THEREFORE, BE IT RESOLVED that in a regular meeting on **June 8, 2026**, the **Westmoreland County Board of Supervisors** adopts *The Section 504 Grievance Procedure* (attached) and *The Non-Discrimination Policy* (attached), and further authorizes the County Administrator to publish the appropriate notices, complete all self-evaluations, and execute all certifications—as represented below, and as required by the Department of Housing and Community Development:

General Assurances and Certification
Citizen Participation Assurances and Certification
Drug-Free Workplace Assurances and Certification
Applicant Disclosure Report
Local (Section 3) Business and Employment Plan
Local (Section 3) Notice
Section 504 Advertising
Section 504 Self Evaluation Narrative
Self-Evaluation Site Accessibility & Checklist
Minority and Female Business Notice
Residential Anti-Displacement & Relocation Plan Certification
Fair-Housing Certification

THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL RESOLUTION, adopted by the **Westmoreland County Board of Supervisors** at a regular meeting held on Monday, June 8, 2026, at the George D. English, Sr. Memorial Building in Montross, Virginia, with a quorum of Board being present.

Donna Cogswell, Interim County Administrator and
Clerk, Westmoreland County Board of Supervisors

Non-Discrimination Policy

Westmoreland County or any employee thereof will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the Westmoreland County Board of Supervisors on June 8, 2026.

Signature of Authorized Official

Section 504 Grievance Procedure

Grievance Procedure

Westmoreland County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b)) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual . . . shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . . ."

Complaints should be addressed to: **Donna Cogswell, Interim County Administrator—Westmoreland County, 111 Polk Street, Montross VA 22520, Mon - Fri 8:30 AM to 4:30 PM at (804) 493-0130**—who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation will be conducted by **Donna Cogswell, Interim County Administrator**. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), **Westmoreland County** need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by **Donna Cogswell, Interim County Administrator**, and a copy forwarded to the complainant no later than 15 days after its filing.
5. The Section 504 coordinator shall maintain the files and records of **Westmoreland County** relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to **Interim County Administrator Donna Cogswell**.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to ensure that **Westmoreland County** comply with Section 504 and the HUD regulations.

Duly adopted at the regular meeting of the Westmoreland County Board of Supervisors on June 8, 2026.

Signature of Authorized Official

**AUTHORIZATION TO SUBMIT A VIRGINIA
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

BE IT RESOLVED THAT, pursuant to two public hearings, **Westmoreland County** wishes to apply for \$ [REDACTED] of Virginia Community Development Block Grant funds for its **Jerusalem Church Road Housing Rehabilitation Project**.

WHEREAS the project will have a total budget of \$ [REDACTED], including \$ [REDACTED] in waived County permit fees.

WHEREAS the project will address housing rehabilitation and the removal of blight in the Project Area; and

WHEREAS the project will rehabilitate and/or substantially reconstruct a total of **five (5)** LMI-occupied housing units;

BE IT FURTHER RESOLVED that Donna Cogswell, Interim County Administrator, is hereby authorized to sign the appropriate documents to submit this Virginia Community Development Block Grant application, including all required pre-contract documents.

Adopted by the Westmoreland County Board of Supervisors on June 8, 2026.

FEE SCHEDULE - Effective September 1, 2008 - Adopted June 30, 2008 (as amended as of September 1, 2016) ~~Changes shown in Red~~ Removed

PLANNING and ZONING - PERMITS & APPROVALS	BASE FEE	ITEM FEE	DESCRIPTION
E-911 Address Assignment	50 100		
E-911 Street Name Assigned	300		
Land Disturbance.... 2,500 to 3,999.99 Sq. Ft.	150		and/or increasing the impervious area 833 Sq. Ft. or more per the Bay Act
Land Disturbance.... 4,000 to 5,999.99 Sq. Ft.	250		and/or increasing the impervious area 833 Sq. Ft. or more per the Bay Act
Land Disturbance.... 6,000 to 9,999.99 Sq. Ft. 2,500 Sq. Ft to less than 1 acre	350 300		and/or increasing the impervious area 833 Sq. Ft. or more per the Bay Act
Land Disturbance.... 10,000 Sq. Ft. and greater 1 acre or greater	500	100	40000 SF to 1st acre is \$500 + \$100/ Acre over the 1st Acre - Bond also required
Major Home Occupation or Major Event	200 500	1000	\$500 for application plus \$1000 if public hearing is required
Minor Home Occupation	100		
Sign Permit	50		
Site or Development Plan other than single family	200 1,500	50	\$200 \$1,500 plus \$50 per dwelling unit acre or lot whichever is greater
Site or Development Plan, Single Family Dwelling	200		Plus recording fees for BMP agreement / SWM fee
Special Event	500		
Wetlands Board Review	500		Relocated to next page with other public hearings
Wetlands Permit Extension	250 400		
Zoning Ordinance Amendment	500 900		
Zoning Permit----- 0 to 149.99 Sq Ft	25	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 150 to 499.99 Sq Ft	75	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 500 to 999.99 Sq Ft	125	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 1000 to 1499.99 Sq Ft	225	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 1500 to 1999.99 Sq Ft	300	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 2000 to 2999.99 Sq Ft	400	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit----- 3000 Sq Ft and larger	600	500	Base fee includes living space & attached garage + \$500 for any development and/or land disturbance RPA
Zoning Permit for --- Bulkhead, Boat Slip, Dock, Pier, Retaining Wall, Rip Rap and/or other RPA construction	500		Plus Land Disturbance permit
Zoning Permit for ---Rework of existing Bulkhead, Boat Slip, Dock, Pier, Retaining Wall, Rip Rap and/or other RPA construction	125		Plus Land Disturbance permit
Comercial Zoning Permit	100		Required for change of use or occupant
Zoning Verification / Determination Letter	250		
Agricultural Structure	100		
BONDS REQUIRED WITH PERMITS			Administrators estimate or Engineers Estimate may be required

FEE SCHEDULE - Effective September 1, 2008 - Adopted June 30, 2008 (as amended as of September 1, 2016) ~~Changes shown in Red~~ Removed

PLANNING and ZONING - PERMITS & APPROVALS	BASE FEE	ITEM FEE	DESCRIPTION
SUBDIVISION and PLAT APPROVALS			Nonrefundable if approval was possible
Administrative Review of a Plat	50		Nonrefundable if approval was possible
All other plat approvals not described	75 100		
Boundary Line Adjustment between two lots	75 150	50	\$150 for first two lots, \$50 for each additional
Boundary Survey	75		
Combination plat of two lots	75 100	50	\$100 for first two lots, \$50 for each additional
Exempt Subdivision	400		
Family Exempt Subdivision	200		
Final Plat or Re-plat of three or more lots	600 1000	15 50	Base fee plus \$15 \$50 per lot which includes public hearing
Line Vacation/adjustment (Admin.)	100	50	\$100 for first two lots, \$50 for each additional
Partition Plat by Court Order	75		
Plat recording bond	200		100% refunded upon the applicant furnishing proof of recordation
Preliminary Plat	600 1000	15 50	Base fee plus \$15 \$50 per lot which includes public hearing
Request for response or approval within 3 business days			The standards fee time four and non refundable if not approved
Request for response or approval 4 to 5 business days			The standards fee times three and nonrefundable if not approved
Request for response or approval 5 to 10 business days			The standards fee times two and nonrefundable if not approved
Vacation Plat includes Public Hearing	600	15	Base fee plus \$15 per lot which includes public hearing

FEE SCHEDULE - Effective September 1, 2008 - Adopted June 30, 2008 (as amended as of September 1, 2016) ~~Changes shown in Red~~ Removed

PLANNING and ZONING - PERMITS & APPROVALS	BASE FEE	ITEM FEE	DESCRIPTION
VARIANCE, REVIEWS, EXCEPTIONS or SPECIAL EXCEPTION THAT REQUIRE A PUBLIC HEARING APPLICATIONS			
Appeal, Board of Zoning Appeals	600 900		
Chesapeake Bay Act Exception	600 900		
Commission Permit (2232 Review)	600 900		If required separately from another reviews, variances or exceptions
Exception	600 900		If required separately from another reviews, variances or exceptions
Public Hearing Deferral that causes a Public Notice	300 450		50% of the original fee - or cost of Advertising wichever is less \$120 plus staff time to revise staff reports
Rezoning	500 2,500	30 50	\$500 \$2,500 plus \$30 \$50 per acre
Special Exception or Use	600 1,500	50.00	\$1,500 plus \$50 per acre
Variance or waiver to Subdivision Regulations	600 900		
Variance or Waiver to the Stormwater or ESC Regulations	600 900		
Variance, Board of Zoning Appeals	600 900		
Wetlands Board Review	500 1000		
ADDITIONAL FEES THAT APPLY TO ALL PERMITS			
Administrative Review at the Applicants Request	100		No refund if application denied or not approved
Consultant Reviews			Applicant shall pay our consultant cost for any review required by the Administrator
Land Use staff charge rate per hour	50		\$50 Per hour
Permit renewal — Amended 8-11-2008 Board of Supervisors	150		\$150 paid annually before the permit expires, provided a required inspection has been approved during the preceding 12 month renewal period. Permit renewal shall not extend beyond 36 months from the original issue date.
Permit transfer of ownership or builder	50		
Site and Subdivision Development Inspection Fees			Land Use staff hourly rate applied to Administrators estimate. Developer shall pay all labor cost
Special Inspections required by the Administrator	50		Charged per hour when construction started without permit's or violation's to remedy
VDOT Traffic Impact Study or Traffic Impact Analysis	50		\$50 plus the appropriate VDOT fee.
Well permit	50		
ESC Temporary Bond	2,000		Required if final ESC inspection is not passed to receive C.O
CONSTRUCTION STARTED WITHOUT PERMIT		CONSTRUCTION STARTED WITHOUT PERMIT	
Permit Fee and Inspection fees	Triple		Triple fees plus staff hourly rate until all required permit applications submitted
Bonds	Triple		Unless Engineers Estimate or the actual contracted price submitted plus 25% administrative cost
Appeals, Special Use or Special Events	Triple		Triple fees plus staff hourly rate until all required application submitted.
Variances, Special Exceptions, Exceptions or Waivers	Triple		Triple fees plus staff hourly rate until all required application submitted.
CONTRACTOR AND THIRD PARTY INSPECTION REGISTRATION -- REGISTRATION REQUIRED TO WORK IN THE COUNTY			
Third Party Inspectors registration	75		Planning Director to develop criteria for applications and approval
Class "A" contractor registration	75		Planning Director to develop criteria for applications and approval
Class "B" contractor registration	50		Planning Director to develop criteria for applications and approval
Class "C" contractor registration	50		Planning Director to develop criteria for applications and approval
All other contractor registration	50		Planning Director to develop criteria for applications and approval

FEE SCHEDULE - Effective September 1, 2008 - Adopted August 11, 2008 (as amended as of September 1, 2016) Changes shown in Red Removed

BUILDING PERMITS	BASE FEE	ITEM FEE	DESCRIPTION
NEW BUILDING & ADDITION			Nonrefundable if review is completed
One and Two Family Dwelling	175	0.05	Plus 0.05 per square foot total building area including attached garage
Multi-Family Dwellings, Including Industrialized Buildings (Modular)	175	0.05	Plus 0.05 per square foot total building area including attached garage
Additions, Basements, and Attached Garage and any Unfinished Interior Space	175	0.05	Plus 0.05 per square foot total building area including attached garage
Single-wide manufactured homes	175		Includes HVAC, Plumbing and Electric
Double-wide	175		Includes HVAC, Plumbing and Electric
Triple-wide	175		Includes HVAC, Plumbing and Electric
Residential Renovation, Alterations and/or Repairs of any Building or Structure are based on SF of the work	175	0.05	Includes HVAC, Plumbing and Electric
Scheduled Inspections (outside of normal business hours, as approved by	100		\$50 per hour; minimum \$100
Commercial	500	0.05	Plus 0.05 per square foot total building area including attached garage
ACCESSORY STRUCTURE			
Detached Garages, Carports, and Storage Buildings > 150 sq. ft	50	0.05	Plus 0.05 per square foot total building area including attached garage
DEMOLITION, REMOVAL & RELOCATION	50		
ELECTRICAL	50	0.05	Plus 0.05 per square foot total building area including attached garage
Temporary Electrical Service	50		
Upgrading Residential Service Entrance	50		
PLUMBING	50	0.05	Plus 0.05 per square foot total building area including attached garage
Backflow Preventer	50		
HVAC - MECHANICAL	50	0.05	
SWIMMING POOL			
Above Ground - Residential	50		
In Ground - Residential	100		
Non-Residential	150		
GENERAL			
Code Modification Request	100		Administrative approval only
Commercial-Industrial and Marina Construction and Structures	50	0.05	Plus 0.05 per square foot total building area including attached garage
Construction Office Trailer/Building	50		
Local Building Board of Appeals	500 900		
Permit Transfer (Ownership and/or Contractor)	50		
Re-inspections	50 75		Charged after 2nd failed inspection
Signs	50		
Fireworks	50		Fire districts and non-profit organizations are exempt from this fee
BONDING			
All Contractors Submit a License & Permit Bond			The minimum value shall be \$100,000 and a copy of their current State License

FEE SCHEDULE - Effective September 1, 2008 - Adopted August 11, 2008 (as amended as of September 1, 2016)Changes shown in Red Removed			
BUILDING PERMITS	BASE FEE	0.00	DESCRIPTION
NEW Fees Since 8-11-2008 ESC & SWM Fees Effective July 1, 2025			
CBPA - Land Disturbing Activity - Permit	290		
CBPA - Land Disturbing Activity - Extension	50		Annual extension fee
CBPA - Land Distrubing Activity - Modification	20 50		This includes any modification to or transfer of the permit
Fireworks	50		Fire districts and non-profit organizations are exempt from this fee Relocated to General