



Appomattox Workshop Meeting Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Tuesday, March 25, 2025

6:30 PM – Workshop Meeting

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Call to Order

Approval of the Agenda

Scheduled Public Appearances

- [1.](#) Prospective Donation Recipients

Discussion Items

2. Staff Budget Presentations
- [3.](#) Consideration to connect out of Town waterline to Lot 13 within Woodchase Subdivision

Council Standing Committee Reports

4. Centennial Commission

Staff Reports

Council Comments

Adjournment

File Attachments for Item:

1. Prospective Donation Recipients

| ORGANIZATION | MISSION SUMMARY | FY2026 REQUESTED AMOUNT | FY2025 PRIOR DONATION |
|--|---|---|---|
| Appomattox For Equality | Community support for students and health assistance | \$1,000 | \$1,000 |
| Appomattox Youth Sports | Local community sport teams and fields | Not Specified | \$4,000 |
| Appomattox Tourism Committee (attached statement) | Promote tourism for Appomattox County and Town <i>Budgeted under Tourism - Marketing</i> | \$10,000 | \$10,000 |
| Historical Appomattox Railroad Festival | Annual Festival | \$10,000 | \$10,000 |
| EMERGENCY SERVICES | | | |
| Appomattox County Volunteer Fire Department | Fire Safety Service | Prior funding | \$300,000 Truck \$40,000 Donation <u>\$15,000</u> Grant \$355,000 |
| Appomattox Sheriff Department (prior presentation) | Law Enforcement | \$58,000 Vehicle \$111,667 Donation <u>\$55,159</u> Grant \$224,826 | \$108,202 Donation <u>\$55,159</u> Grant \$163,361 |

February 18 - Public Advertisement:

Town Facebook Page

Town Website

February 18 - Emails sent to all prior year applicants:

Till the End of Time Sanctuary Inc

T & C Promotions

Appomattox for Equality

Appomattox for Youth Sports

Appomattox Tourism Committee

Appomattox County Rescue Squad

Historical Appomattox Railroad Festival

Appomattox Civil War Museum

Appomattox County Volunteer Fire Department

EXPERIENCE

Appomattox
A TRUE AMERICAN TOWN

March 22, 2025

To all members of the Appomattox Town Council, thank you for your continued support for the past seven years. Our hope is that you will continue that support so that we can continue to promote tourism in the county.

I apologize that I am unable to be before you in person this evening. Unfortunately, I had a previously scheduled meeting that could not be moved and I must attend. I enjoy visiting with the Council each year and will continue to do so in the future.

Our 24-25 year is going strong and in three weeks we will be promoting the 160th anniversary of the "Beginning of the End of the Civil War" with a major advertising push. This effort will include a six-day television promotion, and additional print ads in *Lynchburg Living* and *Lynchburg Home* magazines. These magazines have a combined circulation more than 100,000 copies in this area. We will also be participating in a local Pod-Cast the week prior to the event. This Pod Cast has a listening audience of over 50,000 in the area. This is the first time we have used the magazines and the Pod Cast and think it will help draw tourists and locals to Appomattox.

Earlier in this fiscal year, we reprinted and updated our tri-fold brochure, reprinted, and updated our local pad map which has become a popular item with tourists as well as with the locals. We have also again produced and run five different television promotions promoting our 4th of July event, Railroad Festival, Christmas Parade and Tree Lighting events, and our down town merchant window decorating contest with all but one business participating in it. We have also contracted to produce 5 banners to cover the existing Wolfbane billboards on the major roads leading into Appomattox. We currently have banners for Railroad Days beginning the first of October each year.

In the coming months we plan to have an evening event at the Appomattox Inn and Suites geared to attracting other businesses to join our efforts in attracting tourists to the area. Our hope is this effort will gain a few more members for us giving us additional revenue to use

In addition to the funding provided by the Town and the County we raise additional funding of \$10,000.00 from private resources and member.

Thank you again for your support. It is deeply appreciated. If you have any additional questions, please feel free to contact me.

Don Jones, Chairman Appomattox Tourism Committee, Chairman

File Attachments for Item:

3. Consideration to connect out of Town waterline to Lot 13 within Woodchase Subdivision



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☐ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Out of Town Water Request

ISSUE: Home being built in Woodchase Subdivision would like to connect to existing waterline

RECOMMENDATION: Waterline and connection already exist so there is no apparent reason why this would not be approved.

TIMING: ASAP

BACKGROUND: Woodchase Subdivision was developed over 20 years ago. There was a waterline installed on Somerset Drive as well as Arbor Court. Connections (water taps) were done at that time.

ENCLOSED DOCUMENTS: Completed Building Permit Checklist and Application for Out-of-Town Utilities Permit and Contract; water request from homeowner

STAFF/SPONSOR: Tori Rothgeb

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jane Allen
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

www.townofappomattox.com



MAYOR RICHARD C. CONNER

COUNCIL MEMBERS:
JAMES J. BOYCE, SR.
TIMOTHY W. GARRETT
CLAUDIA G. PUCKETTE
NATHAN A. SIMPSON
MARY LOU SPIGGLE
JANE T. ALLEN











DEPUTY TOWN CLERK
CINDY MILLER

**INTERIM TOWN MANAGER:
ROB FOWLER**

TOWN TREASURER:
KIM RAY

Building Permit Checklist (NON BUSINESS)

Please initial to acknowledge your understanding. Write "n/a" when the statement does not apply to you.

- Ensure backflow device assembly has been installed on all new businesses.
- Backflow assembly must be tested, and the report shall be submitted to the Public Works Department before water is turned on. (Note: Water can briefly be turned on to test the device.)
- All business irrigation systems shall have a backflow assembly.
-  All residential yard irrigation systems, swimming pools, hot tubs, etc. shall have a backflow assembly.
-  Whenever the Town has to make a water tap, the water meter shall be locked until the backflow is tested and all fees/payments have been received.
- Ensure grease traps are installed on all food processing businesses.
- *Minimum interior grease trap: 100-pound capacity unit
- *Minimum exterior grease trap: 1,000-gallon tank
- (Note: If the inside grease trap requires more than a 100-pound unit, refer to the Virginia Plumbing Code Manual to size it.)
-  Water lines shall be plastic. (Note: The Town allows copper stubs on top of water heaters.)
-  Tracing wire shall be installed on water and sewer lines, from the water meter to the building.
-  The minimum slopes on all sewer lines shall be two percent of the grade. Anything under two percent shall be bedded in stone.
-  Town of Appomattox shall verify setbacks on water and sewer lines before installation.
-  Submit Utility Permit Application to the Public Works Department for approval.
-  It is the responsibility of the Owner/Applicant to call in any Miss Utility requests.
-  Consult VDOT for proper right of way and possible egress/ingress easements if needed.
-  **Building plans and as-built plans must be submitted to the Department of Public Works for review and approval. Any questions pertaining to this checklist, please contact the Public Works Department.**

I, the owner/applicant of the requested Building Permit Checklist, do acknowledge that all the information provided is true to the best of my knowledge.

Lot 13 Somerset Drive
Physical Location of Address
[Signature] 3/6/2025
Approved by Town Manager Date

Signature of Owner/Applicant: Heather Myers Date: 3-3-25
 Approved by Facilities Manager: V. W. [Signature] Date: 3/5/25

TOWN OFFICE

PO BOX 705~210 Linden Street
 Appomattox VA 24522
 434.352.8268-Fax 434.352.2126

PUBLIC WORKS

PO BOX 705~1799 Church St.
 Appomattox VA 24522
 434.352.8393-Fax 434.352.5256

TOWN OF APPOMATTOX

APPOMATTOX, VIRGINIA

Application for OUT OF TOWN Utilities Permit and Contract

Date: 3/8/25

I (we) hereby make application to connect to and/or construct utility services in a building(s);

☒ **TO BE CONSTRUCTED**, ☐ **UNDER CONSTRUCTION**, ☐ **ALTERED** or ☐ **CURRENTLY EXISTING**.

Name of Applicant(s): Will & Heather Myers

Location of Building/Physical Address: Lot 13 Somerset Dr
 Woodchase Subdivision

Billing Address: 145 Pine St Appomattox (current)

Contact Number(s): Heather: 434-942-0916 heathermyers10513@gmail.com

Water Service:

☒ Single Family Dwelling ☐ Duplex Dwelling ☐ Multi-Family Structures ☐ Mobile Home
☐ Commercial and Industrial Other _____

Needed: ☒ Full Connection ☐ Meter Only

Size: ☒ 3/4" ☐ 1" ☐ 2" ☐ 3" ☐ 4" ☐ 6" ☐ 8" ☐ Other _____

All Out of Town customers served by the County Waterline will be responsible for availability fees. If a connection does not already exist, the customer is responsible for all connection fees (including, but not limited to, meters, pressure reducers, and RPZs). If a partial connection exists, the customer is responsible for the costs to complete tap.

As evidenced by his or her signature attached hereto, and in consideration of the services received by Applicant hereunder, the undersigned Applicant acknowledges and agrees to the following: 1) Applicant has read and understands all Town of Appomattox water and sewer service rules and regulations contained within the Appomattox Town Code and elsewhere, 2) Applicant understands that water is a finite resource and water service is subject to a water availability and that Town of Appomattox makes no guarantee of water at any time, and 3) Applicant understands that he or she assumes full financial responsibility for water and sewer service charges associated with this connection until such time that he or she notifies the Town of Appomattox in writing of such time disposal of above described property.

Applicant Signature: Heather Myers

Date: 3-3-25

Authorized Signature: Will Myers

Date: 3/5/25

TOWN OF APPOMATTOX

Out-of-Town Water Connection Charges

Water Connection Fees:

| | | |
|--|------------|-------------|
| <input checked="" type="checkbox"/> ¾" Standard Connection ----- -with water main located on same side of road as the resident. | \$1,500.00 | <u>1500</u> |
| <input type="checkbox"/> 1" Water Connection----- | \$2,000.00 | _____ |
| <input type="checkbox"/> Multi-Family/Unit ----- | \$1,200.00 | _____ |
| <input type="checkbox"/> 2" Water Connection /Cost of materials----- | | _____ |

Water Availability Fees:

| | | |
|---|------------|-------------|
| <input checked="" type="checkbox"/> Single Family Dwelling ¾" Water----- | \$2,500.00 | <u>2500</u> |
| 1" Water----- | \$3,500.00 | _____ |
| <input type="checkbox"/> 2" Water ----- | | _____ |
| <input type="checkbox"/> Multi-Family, per family unit ----- (Duplexes, Condominiums, townhouses, apartments & mobile homes) * Per family unit is considered separately | \$1200.00 | _____ |
| <input type="checkbox"/> Motel per unit or room.----- | \$300.00 | _____ |
| <input type="checkbox"/> Restaurants----- | \$100.00 | _____ |
| <input type="checkbox"/> Laundromats (per machine)----- | \$900.00 | _____ |
| <input type="checkbox"/> Nursing Homes (per bed)----- | \$400.00 | _____ |
| <input type="checkbox"/> Homes for the age (per bed)----- | \$300.00 | _____ |
| <input type="checkbox"/> Hospitals (per bed)----- | \$600.00 | _____ |
| <input type="checkbox"/> Doctor's Office (per patient bed)----- | \$400.00 | _____ |
| <input type="checkbox"/> Theaters, drive in type (per car)----- | \$40.00 | _____ |
| <input type="checkbox"/> Theaters, auditorium type (per seat)----- | \$40.00 | _____ |
| <input type="checkbox"/> Picnic areas (per person & park capacity)----- | \$40.00 | _____ |
| <input type="checkbox"/> Camps, resorts, overnight (per site)----- | \$40.00 | _____ |
| <input type="checkbox"/> Luxury camps with flush toilets (per camp site) ----- | \$200.00 | _____ |

Residential Companion Water Meter for Irrigation Services \$700 ~~\$420.00~~

WATER TOTAL \$ 4000

All rates quoted herein are subject to change. Water and sewer service hereunder is subject to availability.
Once fully signed by all parties, this application for service constitutes a binding contract between the parties.

From: Heather Myers <heathermyers10513@gmail.com>

Sent: Wednesday, March 5, 2025 11:51 AM

To: Tori Rothgeb

Subject: Water

To Whom It May Concern,

I'm Heather Myers and I'm requesting water service for an outside of town lot. Lot 13 on Somerset Dr for Woodchase Subdivision.

Thanks!

Heather and Will Myers



Will & Heather Myers
Lot 13 Woodchase Subdivision



ROOMS

Will & Heather Myers, Lot 13 Woodchase Subdivision