STAFFORD COUNTY
AGRICULTURAL AND PURCHASE OF DEVELOPMENT
RIGHTS COMMITTEE MINUTES
JANUARY 27, 2014

The meeting of the Stafford County Agricultural and Purchase of Development Rights Committee for Monday, January 27th, 2014, was called to order 7:00 p.m. by Chairman Jeff Adams in the County Administration Conference Room of the George L. Gordon, Jr. Government Center.

Members Present: Jeff Adams, Gail Clark, John Howe, Marty McClevey

Members Absent: Craig DeBenard, Robert Hunt

Staff Present: John Harbin, Sylvia Dyson

Guests Present: Vanessa Griffin, Michael Paul, Ryan Gish, Virginia Adams

1. Call to Order

Mr. Jeff Adams called the meeting to order at 7:00 p.m. and asked Mrs. Dyson to read the roll.

- **Election of Officers**

Following the roll call Mr. Harbin asked if there were any nominations for Chairman. Ms. Clark nominated Mr. Jeff Adams and he accepted. The nomination was seconded by Mr. McClevey. The motion passed 3-0. Subsequent to the Chairman election Ms. Clark nominated Mr. McClevey as Vice Chair. The motion was seconded by Mr. Howe and passed 3-0 with no further discussion.

- **2014 Work Plan**

The Chairman stated that there had already been discussion regarding the PDR scoring criteria and that there was intent to take another look it. Ms. Clark agreed and stated that she would also like to look at which jurisdictions the roll back taxes were coming from versus which areas were preserving land. Ms. Clark also pointed out that there would be more TDMLs and that the Committee could take advantage of Mr. Howe's expertise.
Mr. McClevey stated that he would like to consider some type of farmer's market workshop to try to encourage more participation. He also reminded that the Committee should come up with some kind of PDR easement marker. He also suggested that there should be an inspection on the Silver tract. Mr. Harbin explained that there would be annual inspections by the staff and suggested that staff could provide inspection reports to the PDR Committee.
Ms. Clark and Mr. McClevey also stated that they would like to see the 2013 PDR round on the work plan for 2014 and bring it to completion.

Mr. McClevey further suggested taking another look at areas the Committee would like to target. Mr. McClevey also recommended having a farm plan workshop with NRCS to encourage some of the current farmers to get started on their farm plans. Mr. Adams pointed out that due to the new farmer's bill the NRCS may not have funds available.

2. Approval of Minutes – August 26, 2013

The Chairman asked if there was any discussion on the July 22, 2013 minutes. Mr. Howe asked for clarification on one statement made regarding federal money which Mr. McClevey clarified for him. Mr. McClevey made a motion to approve the minutes. Ms. Clark seconded. With no further discussion the motion passed 4-0.

3. Staff Update

- **PDR Round 2013**

Mr. Harbin stated that staff was able to close on the Shelton property with 10 development units and Holsinger property with 20 development units at $25,000 per unit on December 30th, 2013 which brought the total up to approximately 250 acres. He further explained that staff was working on closing on a third property, the Adams property.
Mr. Howe inquired about the exact location of the properties. Mr. Harbin and Ms. Clark explained that they were located in White Oak.

Mr. Harbin explained that the PDR managers meeting was merely a phone call to discuss current funding from VDACS which was about $150,000 in matching funds for the current year. With the General Assembly currently in session they also discussed legislative updates, in particular house bill 71, 268 and senate bill 51 which all had agricultural components to it. Mr. Harbin explained that they were expanding the definition of agricultural at the state level which will be taking away some of the local jurisdictions. Mr. McClevey inquired about the ramifications and Ms. Clark explained that the last bill they came up with was a little too far reaching and might have had some negative ramifications according to some people and to her knowledge the bill has been reworked to find a balance between the right to farm and agri-tourism. Mr. Harbin added that the bill specifically called out agri-tourism as by-right unless it affects the health and safety of the area. Mr. Harbin further stated that the Virginia Association of Counties (VACO) was adamantly opposed to the measure.

4. New Business

- **New Committee Member John Howe**

Ms. Clark started out the by welcoming Mr. John Howe to the Committee.

- **Farmers Markets – Review of Process and Regulations – Report from Vanessa Griffin**

Ms. Griffin started her report by introducing Mr. Michael Paul as her behind-the-scene partner regarding the Farmers Market. She stated that everybody had been very supportive, that the County had pushed it through very quickly, and everyone had done their part to make the rules. She explained that she had to start a business to back the market since they could not find an organization that was willing to. She referred to the market as a private market.
Ms. Griffin stated that there had been some issues with marketing. She explained that they had received EDA grants in the amount of $10,000 which they divided over two years. She also stated that they will be putting a lot more money into marketing, using the remaining funds from EDA and money from the vendor fees. Ms. Griffin stated that there would be a couple of part time employees who will in part be paid by a grant from Mary Washington Hospital. She stated that the grant was renewable for at least 3 years.
Ms. Griffin mentioned that one big issue in regards to marketing was signage by the street. She pointed out that the market had 13,000 hits on its website and over 1,000 "likes" on Facebook.
Ms. Clark inquired if there had been any issues with signage being legal or illegal and if people took signs down. Ms. Griffin explained that that wasn't the case and that people simply could not see the signs. She also pointed out that there was no specific permit for temporary signs.
Ms. Griffin stated that they changed the market layout to make it a little more condensed. She stated that the market started out with about 20 vendors and she would at this point consider adding more vendors if they offered something "different".
Ms. Clark inquired about the hours of the market. Ms. Griffin explained that the hours were initially 8 a.m. to 1 p.m. and were extended to 2 p.m. after people had complained. She also stated that they will change the hours back to 8 a.m. to 1 p.m. since nobody showed up after 1 p.m.
Ms. Griffin stated that the vendor fees were $150 which they will continue to charge in the new season. She mentioned that there was a new business initiative for Stafford in place where people interested in becoming vendors can get assistance with the vendor fees and the process.
The overall attendance was good but dropped off at the end according to Ms. Griffin.
Ms. Clark asked how long the market stayed open this past season. Ms. Griffin replied that the market stayed open till the end of October.
Ms. Griffin stated that produce vendors will be offered a third spot in the market. So far produce vendors were allowed 2 spots and non-produce vendor were allowed 1.
Ms. Griffin stated that she had questions regarding the farmer's market permit since it was a little vague in her opinion and could be interpreted in different ways. She named KD'z Kidz as an example since they wanted to have a free bouncy house at the market and she was not sure whether that was permitted. Her goal was to build more of a community feel by also having some non-profit organizations there amongst other things. She asked for clarification on the permit and if it was possible to have an "umbrella permit" they could use.
Mr. Adams stated that most markets allowed occasional, scheduled music performances and events and that they discouraged fund raisers.
Ms. Griffin stated that she allowed some non-profits like the boy scouts and "Homes for

Heroes" which she previously discussed with the vendors at the market.
Mr. Adams recommended having a vendor representative to talk to the other vendors since he did not believe they would give their honest opinion to the market management.
Mr. Howe advised Ms. Griffin to be cautious when allowing some non-profits. Mr. Howe referred to the Spotsylvania Market which did not allow any non-profits to prevent any sort of issues with non-profits.
Mr. Adams agreed with Mr. Howe but also pointed out that the rules did not clearly state that there couldn't be any non-profits at the market.
Ms. Griffin asked again if having musicians at the market was permitted. Mr. Howe stated referred to the Spotsylvania Market and stated that entertainment was added to the governance and that musicians were allowed if they were previously scheduled.
Ms. Clark asked Ms. Griffin if she had done any kind of vendor evaluation. Ms. Griffin explained that the vendors came to her throughout the season with their likes and dislikes so she did not see the need for an end of season round up. Ms. Clark suggested having an evaluation.
Mr. McClevey inquired if the permit issued by the County had specific parameters on what could be sold at the market. Mr. Harbin explained that the rules and regulations established by the Agricultural Committee dictated and defined a farmers market which was the sale of local produce and products.
Mr. Adams asked if the Committee received a set of the rules. Mr. Harbin confirmed and explained that that was one of the requirements for the farmer's market application. He reminded that the Committee reviewed the rules as part of the application.
Ms. Clark asked if Ms. Griffin had issues with vendors buying and reselling. Ms. Griffin negated, however she was made aware that somebody might have been buying from somebody else at the market and then selling it.
Ms. Griffin ensured that the rules would be a little more tailored based on the experience from previous farmer's market.
Ms. Clark inquired about the coffee vendor and whether Ms. Griffin let him come in as a vendor, which Ms. Griffin affirmed. She added the farmer's market had completely launched his company as well as three other new businesses.
Mr. McClevey informed Ms. Griffin that the Committee had previous discussions about the market and some of the scenarios and things that were brought up to them, like pet issues for example.
Ms. Griffin stated that initially there was a no-pet rule in place which she changed upon the hospital administrator's request. She pointed out that dog owners represented a big section of the customers. Mr. Howe asked if there were any health issues or concerns regarding pets? Ms. Griffin did not say, but replied that pets were allowed at some markets. Ms. Clark asked if Ms. Griffin had to have a different kind of insurance when you allow dogs on the market. Mr. Adams stated that he knew of three markets where the rules specifically stated that vendors are prohibited from selling to customers who bring pets to the market. Ms. Griffin responded that vendors would still sell their product to customers with pets, even if there was a no-pet rule. She pointed out that they did not have any issues with pets the past season therefore she would not enforce a no-pet rule, she would however check with her insurance to see if there was any type of special insurance required.

Mr. McClevey stated that he had done some research online regarding the pet issue and for the most part the rule only applied to vendors having or selling pets. Mr. Adams stated that at most markets vendors required a certificate of liability insurance. Ms. Griffin added that the market was also insured. Mr. McClevey pointed out the health and safety issue. Ms. Clark reminded that most produce today was kept in baskets and on tables and barely on the ground any more. Mr. McClevey added that a no-dog rule could not be enforced by anybody other than the market manager herself.

Mr. McClevey stated that the Committee will take another look at everything, including what could be sold at the market.

Mr. Adams explained that food vendors were essentially using bought ingredients. Ms. Griffin asked for clarification regarding the hot food vendors and whether they could sell certain things, like drinks. Further she stated that she would have to have some money coming in order for the market to be sustainable. They were considering selling merchandise for the market to help defray the market cost and compensate Ms. Griffin and Mr. Paul. She stated that so far they only had a special permission to sell eco-bags and water and they would benefit from the 10 percent leniency. Mr. Adams stated it would be impossible to monitor and enforce any type of percentage figure.

Ms. Griffin asked for a definition of the 100 percent. Mr. Adams explained that the product that is consumed had to be 100 percent. Ms. Griffin asked what the difference was between vendors buying meat and selling it and selling drinks. Mr. Adams replied that the vendors cook the food before they give it to the customer, but drinks would simply be handed out. Ms. Griffin asked if it made a difference if the vendor poured the drink in a cup first. Mr. Adams negated and added that vendors could make their own drinks like iced tea, lemonade, juices, etc. Mr. Paul agreed that there were many drinks that people could make, however some people preferred soda and having the 10 percent rule could accommodate that. Mr. Adams reminded that it would be impossible to monitor. Mr. Paul agreed but stated that if people wanted a soda they would get one off site which would take customers away from the market site. Ms. Griffin added that there had been a lot of complaints regarding this rule. Mr. Adams asked if any vendor could sell sodas then. Mr. Paul stated that it would be at the market manager's discretion and that the hot food vendors would be selling drinks with their food. Mr. McClevey reminded that a farmers market was supposed to be a venue for farmers to bring fresh produce. He said to be careful not to turn the market into an entertainment area. He also stated that the Committee would probably discuss everything at length in future meetings.

Ms. Clark asked if the food truck vendors required a different kind of license from the County. Mr. Harbin stated that they did not a special permit for the food truck, but they did need a permit from the Health Department.

Ms. Griffin asked for permission to sell market merchandise to create some type of income for the market. Ms. Clark added that a market manager needs some sort of payment for the amount of work they were doing, but she also stated that in other markets the market manager was paid by the Government, vendor fees or grants. Mr. Adams pointed out that Ms. Griffin was a private individual and had to figure out a way to generate profits. Ms. Clark asked Mr. Howe how Spotsylvania was paying market managers. Mr. Howe stated that the County paid the employees.

Ms. Griffin stated that "The Farmers Market.co" tried to incorporate the market into their

network which unfortunately did not work out, since the Stafford Market was a different type of entity. Mr. Howe stated that the King George Market was also a different entity then the Spotsylvania or the City Market and was not sponsored by the County or City. Ms. Griffin stated that they shared resources and the Stafford Market didn't have that support and had to create their own resources. She mentioned that there had been talks regarding sharing some of the resources. She explained that the part of the grant from Mary Washington Hospital that was supposed to go towards that had fallen through.
Mr. Adams asked if the Stafford Market would be using different tokens. Ms. Griffin affirmed. Mr. Adams recommended making the vendors aware that the tokens would not be able to be redeemed in other localities. Ms. Griffin stated that the tokens would have a different color and it would have their name on it. Mr. Howe recommended having an expiration date on the token. Ms. Griffin asked how people would feel about replacing non-cash payments with token payments. The Committee did not think it was a good idea. Ms. Adams stated that having a token system would help out vendors without square registers and would also stop customers from spending part of their money on fundraisers.
Mr. Adams asked Ms. Griffin to provide the market rules to the Committee before the next meeting. Mr. Harbin added that he would send the whole application package, including the rules, to the Committee for approval. Mr. Harbin addressed Ms. Griffin and told her that she could put in her application as soon as she liked, but that she might have to tweak the rules and regulations if the Committee decided to do some adjustments.
Mr. Adams asked Ms. Griffin regarding the delivery business that she was looking to do. Ms. Griffin stated that the delivery business would not be part of the market. They would buy from the market and do home deliveries.
Since there were no more questions from the Committee, Ms. Griffin and Mr. Paul left the meeting.

- **PDR 2013 Application Round Funding**

Mr. Harbin handed out a spread sheet containing PDR funding information.
Ms. Clark informed Mr. Howe that the roll back taxes had been over and above what the County had budgeted and that the overage would go towards the PDR program.
Mr. Harbin mentioned that the PDR program had been receiving a lot more money over the past three years. Mr. Harbin pointed out that the County had exceeded what they typically received from the state, especially in FY 2013/2014. He further explained that the total funds had been just over $900,000 going into the most recent PDR round and referred to the next column on the handout which indicated how the money had been spent on each property. Mr. Adams asked who paid the closing cost. Mr. Harbin replied that the County and the State did combined.
Mr. Harbin moved on to the next column explaining that all State match funds had been exhausted at this point and that there were still $146,360 remaining in County funding. He further explained that they would require another $128,000 to purchase the Adams property. Mr. Harbin stated that there would be additional roll back funds available in July/August time frame which is when the Committee could put in for another fund matching round. Mr. Adams to an email they had received from Ms. Baker regarding $150,000 and asked if that was the only

money they would receive in 2014. Mr. Harbin stated that that would be all the money for this round and that they would re-apply in October and probably receive word on how much in November/December timeframe, which is when they could move forward with closing on the Adams property.
Mr. Adams stated that it was possible to get back roll back taxes until the end of the fiscal year. Mr. Harbin agreed and pointed out that the Committee had to make a decision on whether to apply for state matching funds. Mr. Howe asked if the $146,000 balance would disappear or if it would be held for the purpose of purchasing development rights. Mr. Harbin explained that the money was appropriated to the PDR program and would not go away.
Mr. Adams asked Mr. Harbin to get some information regarding the rollback estimate and the actuals by next meeting.
Mr. McClevey inquired whether the FRPP funds were available. Mr. Harbin explained that the FRPP process would take 2 years which meant that the state funds would have expired by then and be lost. He further explained that the county could not provide a payment in advance before having a recorded easement.
The Committee had a brief discussion regarding FRPP funds and the timing on the different programs and whether it would be possible to use all local, state and federal funds. The Committee agreed that if they took a look at the remaining properties now and started the process they may have a shot at getting the FRPP and the state funds. Ms. Clark stated that the state funds were being released in October 2014 and should be good through 2016. Mr. Harbin replied that some of those funds would have to be used for the third property. He stated that the bottom line was that if the Committee were to apply for FRPP funds they would have to start the process very early and have properties lined up when the funds became available.
Mr. Howe asked if the reevaluation of the scoring system would affect the 3 already chosen properties. Mr. Harbin explained that the Board of Supervisors already approved the purchase for the first 3 properties.

- **PDR Dedication Ceremonies and Signage**

Mr. Harbin presented the sign used in Fauquier County. Mr. McClevey stated that he had sent some suggestions for signs to Ms. Baker. Mr. Adams stated that the signs are usually put up near the driveway and the signs were usually in a green.
Mr. McClevey stated that, as far as a ceremony, he would simply have the Supervisors congratulate the owners at a Board Meeting.
Mr. Adams stated that he would bring in his Harry Jones Conservation Award at the next meeting to give the Committee an idea what it looked like. He stated that Fauquier County gave out a sign that can be put by the driveway, but also a plaque to hang inside.
Mr. Howe stated that outdoor signage was subject to abuse and wear and tear and agreed that having an indoor sign would be a great addition.
Mr. Adams asked if the sign given to Jerry Silver should be changed out, so all signs were the same. The Committee decided that wouldn't be necessary. Mr. McClevey stated that the signage for the Silver Farm had been done by the Federal Prison System and that there should be a Purchase Order with all the information on it. Mr. McClevey asked the Committee to send any ideas and suggestions to Mr. Harbin.

Ms. Clark summarized what the Committee was considering including an outside sign to have by the driveway, a potential corner post and a sign to be kept inside as well as no formal ceremony.

- **Stafford County 350th Celebration – potential activities**

Mr. McClevey stated that he had asked Ms. Baker to add this item to the agenda. He explained that there would be a parade and suggested participating. He stated that he had spoken to Alyssa Walden and asked if they were interested in participating in the 350th. He had suggested to her to do something jointly with 4-H kids, animals, tractors, plaques with names of some of the farms on it and maybe a banner. Mr. McClevey stated he had spoken to Susan Caldwell and she informed him that a 6 foot banner would be around $150.
Ms. Adams asked how many Century Farms were still in the business. Ms. Clark stated that there were more than she thought. Ms. Adams suggested acknowledging the Century Farms in Stafford County. Ms. Clark stated that the 350th Committee did not include anything agricultural, but did she not address the Committee. She further stated that as a member of the Stafford County Farm Bureau she should be able to get some assistance from the Bureau. The Committee agreed that the Century Farms should be included in the 350th parade. Mr. McClevey suggested having the plaques in the parade and sell them to the Century Farms after the event. Ms. Adams asked if the Committee was also interested in recognizing farms that had been there for more than 100 years but were not being operated by the original owners. She suggested using a different color plaque. Mr. McClevey and Ms. Clark suggested including farms in general.
Mr. McClevey mentioned that there was an organization called the "America is Beautiful Fund" and that he had worked with them before. He explained that they were giving out seeds to any organization that was interested. He suggested getting small packages of seeds from them and handing them out in the parade.
Ms. Clark and Mr. Harbin agreed that they felt this was a good idea. Mr. McClevey offered to pursuit the idea of being in the parade with 4-H, tractors, static displays, pop-up tent and the seed handout. He further explained that to his understanding there would be static displays and activities at the end of the parade, but he hadn't talked to the person in charge of the 350th parade. Ms. Clark suggested also having stand-up boards with old pictures of agriculture in Stafford.
Mr. Adams stated that other Counties had weekends where people can travel to different farms. Ms. Clark stated that there was a possibility to do a farm tour in the fall.
Mr. McClevey asked if there was generally interest in being in the parade. Mr. Harbin stated that the parade would take place on May 3rd. Mr. Adams pointed out that the livestock club had there event that day which meant that the 4-H kids would not be available for the parade.
Mr. McClevey inquired again if there was interest in pursuing a participation in the parade. Mr. Adams stated that there was interested, but that they would have to move quickly. Mr. Harbin offered to reach out to the 350th coordinator. Ms. Clark asked if she had permission to approach the Bureau at the next meeting. Mr. Howe stated that he was perfectly fine.

5. Next Meeting

- February 24th, 2014 Regular Meeting

6. Adjournment

Mr. Howe made a motion to adjourn which was seconded by Ms. Clark. The motion passed 4-0.

The meeting adjourned at 9:05 p.m.