AGENDA
PLANNING COMMISSION
October 7, 2019
7:00 p.m.

I. DETERMINATION OF QUORUM AND CALL TO ORDER

II. CITIZENS’ TIME

III. MINUTES OF PREVIOUS MEETING – September 3, 2019

IV. SUBDIVISION ORDINANCE
   A. Subdivision Plat Report
   B. Major Subdivision – Lewis
      1. Approval by Commission
   C. Minor Subdivision – GRA Properties
   D. Lot Line Revision – Dixon
   E. Adjoining Owner Division – Smith

V. CALENDARS

VI. APEX MINUTES – AUGUST 8, 2019

VII. 2020 CENSUS

VIII. EX-OFFICIO REPORT

IX. ADJOURNMENT
The Wythe County Planning Commission held its regular monthly meeting on Monday, September 3, 2019, in the Board Room of the County Administration Building, 340 South Sixth Street, Wytheville, Virginia beginning at 7:00 p.m.

MEMBERS PRESENT
Eric W. Crowgey, Chair      Douglas E. Wilson
Ronald C. Boone       Heidi D. Lyall
Jeffery S. Lienhart       David P. Midkiff
Robert H. Walk

MEMBERS ABSENT
None

OTHERS PRESENT
K. Michelle Cassell, Assistant Department Head       Alan Hawthorne
Stephen Bear, County Administrator
Ryan Lawson, Ex-officio

DETERMINATION OF QUORUM AND CALL TO ORDER
Chair Crowgey determined that a quorum was present and called the meeting to order.

CITIZENS TIME
Chair Crowgey asked if anyone wished to address the Commission during citizen’s time.

Hearing no comments, Chair Crowgey proceeded with the agenda.

APPROVAL OF MINUTES
A motion was made by Mrs. Lyall to approve the August 5, 2019 minutes as presented. The motion was seconded by Mr. Midkiff and passed.

COMPREHENSIVE PLAN AMENDMENT – PUBLIC HEARING
Chair Crowgey opened the public hearing for discussion to consider a recommendation to revise the transportation section of the Wythe County Comprehensive Plan. The Commission reviewed the recommendation below:

VDOT Revenue Sharing program provides opportunities for Wythe County to collaborate with VDOT to bring non-state maintained roads into the system. The county may apply or qualifying roads to be brought into the system with VDOT providing one-half of the construction funds. The other half of the construction is provided by Wythe County from the residents requesting the road to be brought into the system. In addition to the half of the construction costs, the residents are
responsible for any utility relocation costs. Residents unable to present their share of the estimated costs upfront may petition the Board of Supervisors to establish a transportation service district to create a tax district to raise necessary funds for their share of the costs.

The following roads may be considered for Revenue Sharing:

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<th>COST ESTIMATE</th>
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<td>Beetle Spinner Drive</td>
<td>1.2 miles</td>
<td>Major Grahams Road (SR 619)</td>
<td>Intersection of River Hills Road</td>
<td>$196,128</td>
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<td>Bentwood Drive</td>
<td>0.8 miles</td>
<td>Dunford Road (SR 605)</td>
<td>End of Bentwood Drive</td>
<td>$149,816</td>
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<td>Dyer Road</td>
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<td>Orion Drive</td>
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<td>Ivanhoe Road (US Route 94)</td>
<td>Intersection of Wildwood Lane (SR 1016)</td>
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<td>Penwood Lane</td>
<td>0.1 miles</td>
<td>Topaz Drive (F045)</td>
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<td>$35,000</td>
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<tr>
<td>Staff Street</td>
<td>0.2 miles</td>
<td>Kohler Avenue</td>
<td>End of Staff Street</td>
<td>$150,000</td>
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Mr. Stephen Bear, County Administrator, appeared before the Commission explaining the revenue sharing process to the Commission. He explained that the Grouse Ridge Road project is the construction process. Mr. Bear stated not all citizens that apply for funding will proceed through the revenue sharing process to have their road constructed to state standards. He stated that all the applications for funding must be submitted prior to October 1st.

After further discussion, Chair Crowgey closed the public hearing.

A motion was made by Mr. Lienhart to recommend the proposed amendment to the transportation section of the Wythe County Comprehensive Plan regarding Revenue Sharing to the Board of Supervisors for approval. The motion was seconded by Mr. Boone and passed unanimously.
SUBDIVISION ORDINANCE

1. Request for Variance – Public Hearing – Hawthorne – Chair Crowgey opened the public hearing for discussion on the request for variance to the Subdivision Ordinance submitted by Alan Hawthorne. Chair Crowgey asked Ms. Cassell to give a report on this variance request.

Ms. Cassell reported that Alan Hawthorne is proposing to subdivide his property of 0.59 acre, Lot 11 as shown on a plat dated October 1976 prepared by H.L. Loutthen CLS entitled Property of Jonah Edwards est. This property is located on Pine Glade Road, SR 670 and this division will create a 0.42 acre lot and a 0.17 acre lot.

Mr. Hawthorne is also an heir of the adjoining lot (Lot 10) that contains an existing home with an attached garage. A portion of the garage on this lot is located on Lot 11.

To remedy this issue Mr. Hawthorne is proposing to sell the 0.17 acre that has 60’ of state road frontage to the buyer of Lot 11 as an adjoining owner division. Further, he is proposing to maintain the residual of Lot 11 of 0.42 acre with 50’ of state road frontage. The buyer of the home/garage will have the ability to combine the properties in the future; however, the 0.17 acre will have the statement that no building may be erected on it with the exception of an accessory structure, unless, or until, the lot is brought into compliance with the full terms and conditions of the subdivision ordinance. This lot shall not be sold except (i) along with the tract to which it was conveyed under the adjoining owner’s provision or (ii) to the owner of an adjoining lot.

Because the 0.42 acre residual property does not have adequate state road frontage as required by the ordinance for an adjoining owner division, Mr. Hawthorne is requesting a variance to Section 5.3.1(8) of the Subdivision Ordinance regarding the state road frontage in order to proceed with his proposed division.

Mr. Walk questioned if Mr. Hawthorne has frontage for his other property.

Ms. Cassell explained that a 40’ wide access easement will be granted across Mr. Hawthorne’s residual for his use to his property further up the mountain and for the property owner on Lot 10.

Ms. Cassell stated that Mr. Hawthorne’s property behind the property being discussed does not have state road frontage.

Mr. Bear stated that Mr. Hawthorne’s property behind the property being discussed is currently legal without state road frontage.
Chair Crowgey inquired if this variance is granted can Mr. Hawthorne further subdivide his property off of the 40’ easement.

Ms. Cassell confirmed that Mr. Hawthorne would be able to subdivide his property only for immediate family unless the Commission grants another variance.

Mrs. Lyall inquired if the 0.42 acre and the 0.17 acre could be combined in the future.

Ms. Cassell stated that the future owner can combine them in the future.

After brief discussion, Chair Crowgey closed the public hearing.

A motion was made by Mr. Midkiff to approve the request for variance to Section 5.3.1(8) of the Subdivision Ordinance regarding the frontage requirement submitted by Alan Hawthorne for his property located along Pine Glade Road, SR 670. The motion was seconded by Mr. Walk and passed.

2. Lewis - Major Subdivision – Ms. Cassell reported Walter Randolph Lewis is proposing to subdivide his property totaling 7.1818 acres that located along Johnny Lane, SR 652, in the Black Lick Magisterial District. This major subdivision creates five (5) lots ranging from 1.1308 acres to 1.8399 acres.

The properties will be served by private sewer and public water. The properties are to be utilized for residential purposes and have adequate state road frontage to meet the ordinance requirements.

A motion was made by Mr. Walk to approve the major subdivision plat prepared for Mr. Walter Randolph Lewis creating five (5) lots located off of Johnny Lane in the Black Lick Magisterial District. The motion was seconded by Mr. Boone and passed unanimously.

PLANNING COMMISSION MONTHLY CALENDARS
The Commission reviewed and accepted the monthly calendar for September and October 2019.

APEX MINUTES
The Commission reviewed the Appalachian Regional Exposition Center Authority minutes from their June 28, 2019 meeting.

Chair Crowgey asked how much has been collected by the APEX.
Mr. Bear stated that $16,551 has been collected since the end of June 30, 2019. Mr. Bear stated that it will be some time before the APEX will be self-sufficient.

Chair Crowgey encourages the growth of hotels and restaurants in the I-81/77 corridor.

Mr. Bear reported that the new bids for the APEX barn came in on August 23rd and the low bid was awarded to Colt Simmons in the amount of $745,000.

Mr. Bear reported that the Board of Supervisors has hired Hurt and Proffitt to design a road down to Chapman road and will be constructing five lots to market for hotels, restaurants, etc. to be located in proximity to the APEX. He stated that they are now submitting their plans to VDOT and the project will be put out to bid this fall. Mr. Bear stated that the County is looking into borrowing the money for this project. He stated that the industrial development funds that we usually tap into for access roads they are not eligible for retail established areas only for industrial established areas. Mr. Bear stated that there has been some interest expressed for construction in this area.

COUNTY ENGINEER
Mr. Bear reported that the county has hired Johnny Kincer as the new County Engineer. He stated that he will be attending the Planning Commission meetings starting October.

FAIRVIEW AGRICULTURAL AND FORESTAL DISTRICT
The Commission reviewed Amendment #2 to Ordinance No. 99-4, entitled Fairview Agricultural and Forestal District Ordinance of Wythe County Virginia. This amendment was adopted by the Board of Supervisors on August 13, 2019.

GRA PROPERTIES, LLC
The Commission reviewed a segment from the September 7, 2010 Planning Commission minutes indicating that the Commission approved a final plat for property owned by GRA Properties, LLC located along State Route 669, Huckleberry Road, in the Speedwell Magisterial District.

Ms. Cassell explained that the landowners did not proceed with obtaining the signatures on the plat after it was approved or have it recorded. She stated that there have not been any changes to the plat and recommended that the Commission reapproved the plat.

A motion was made by Mrs. Lyall to approve the plat property owned by GRA Properties, LLC located along State Route 669, Huckleberry Road, in the Speedwell Magisterial District. The motion was seconded by Mr. Walk and passed unanimously.
ADJOURNMENT
With no other business to come before the Commission, a motion was made by Mr. Lyall to adjourn the meeting. The motion was seconded by Mrs. Walk and passed.

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Eric W. Crowgey, Chair
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Total Number of Parcels: 3

Selection Criteria: Date Completed (8/01/2019 to 10/02/2019), Sorted By Landowner Name
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 10/2/2019
Re: Major Subdivision - Lewis

Walter Randolph Lewis is proposing to subdivide his property totaling 15.8239 acres that located along Rose Hill Road, SR 656, in the West Wytheville Magisterial District. This major subdivision creates six (6) lots ranging from 2.3053 acres to 3.4143 acres.

The properties will be served by private sewer and public water. The properties are to be utilized for residential purposes and have adequate state road frontage to meet the ordinance requirements.

Staff recommends that the Planning Commission approve this division of property and will answer any questions that the Commission may have regarding this division.
I, RICKY W. DALTON, LAND SURVEYOR, CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECT SUPERVISION AND THAT THE ERROR OF Closure EXCEEDS 1 PART IN 1,000.

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SUBDIVISION PLAT KNOWN AS WALTER RANDOLPH LEWIS ROSE HILL ROAD IS APPROVED BY THE UNDERSIGNED REGULATIONS AND MAY BE COMMITTED TO RECORD.

DATE                           ADMINISTRATOR
_________________________________________________________
_______________________________________________
LAND SURVEYOR
LAND SURVEYOR

REVIEWED
By Michelle Cassell at 3:26 pm, Sep 24, 2019

NOTARY CERTIFICATE
INTERIORITY OF VIRGINIA
COUNTY OF ___________ TO WIT:
I, ______________________________ , A NOTARY PUBLIC IN AND FOR THE COMMONWEALTH OF VIRGINIA, IN AND FOR THE COUNTY OF ___________, HAVE PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC:
MY COMMISSION EXPIRES: ____________________________________________

INSTRUMENT #990002779 (TRACT 1) TAX PARCEL 24-59
(TAX PARCEL 24-59 (AGRICULTURAL))

DELTON J. HORTON ESTATE
INSTRUMENT #400002779 (TRACT 1)
TAX PARCEL 24-63 (AGRICULTURAL)

SOURCE OF TITLE
WALTER RANDOLPH LEWIS BY JOHN RANDOLPH LEWIS INSTRUMENT 180002065,
TAX PARCEL 24-65
(AGRICULTURAL)

BARRY B. FESTA
JANE J. FESTA
DE 225-PC 245
TAX PARCEL 24-62 (AGRICULTURAL)

NOTES:
1. ALL AREAS ARE DERIVED FROM COORDINATE COMPUTATIONS AND ARE ROUNDED TO THE VALUE EXPRESSED.
2. THIS PROPERTY IS SUBJECT TO ANY RIGHTS-OF-WAY, EASEMENTS OF RECORD, OR INSTRUCTIVE COVENANTS. NO EXISTING COVENANTS WERE DISCOVERED IN DEED RESEARCH. THERE ARE NO PROPOSED COVENANTS FOR THIS PROPERTY.
3. ALL DISTANCES SHOWN HEREIN ARE HORIZONTAL GROUND DISTANCES.
4. EXISTING USE OF LAND IS AGRICULTURAL, PROPOSED USE OF LAND AS SHOWN IS RESIDENTIAL.
5. A PORTION OF THIS PROPERTY LIES IN SPECIAL FLOOD HAZARD AREA "ZONE A" ACCORDING TO FEMA. COMMUNITY PANEL NO. 51197 C0185 D, EFFECTIVE DATE MAY 2, 2008.
6. NEITHER PUBLIC WATER NOR SEWER IS AVAILABLE FOR THIS PROPERTY. ALL LOTS WILL BE SERVED BY PRIVATE WELLS AND SEPTIC SYSTEMS.
7. PUBLIC UTILITY EASEMENTS OF NOT LESS THAN 10 FEET IN WIDTH SHALL BE PROVIDED FOR WATER, SEWER, POWER LINES AND OTHER PUBLIC UTILITIES IN THE SUBDIVISION ALONG EACH PROPERTY LINE EXCEPT ALONG OUTSIDE BOUNDARY LINE WHERE 20 FEET SHALL BE REQUIRED.
8. SIX LOTS ARE BEING CREATED WITH NO RESIDUAL.

AREA OF PARENT TRACT = 15.8239 ACRES
AREA OF CREATED LOTS = 15.8239 ACRES
AREA OF RESIDUAL TRACT = 0 ACRES
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 10/2/2019
Re: Minor Subdivision – GRA Properties, LLC

GRA Properties, LLC recently subdivided their property of 38.957 acres located along Huckleberry Road, SR 669, in the Speedwell Magisterial District. This minor subdivision created two parcels consisting of an 8.049 acre parcel (Parcel A) and a 30.908 acre residual.

Parcel A will be utilized for residential purposes and the residual will continue to be utilized for agricultural purposes. Both properties will be served by private water and private sewer. Both lots have adequate state road frontage to meet the ordinance requirements.

Staff will answer any questions that the Commission may have regarding this division.
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 10/2/2019
Re: Lot Line Revision – Dixon/French

Dixon Construction Company, Inc. recently subdivided their property of 6.002 acres and 5.707 acres located along a 50 feet wide right-of-way (Bentwood Drive) off of State Route 605, Dunford Road, in the Fort Chiswell Magisterial District.

Dixon Construction subdivided their 5.707 acre parcel and conveyed 1.00 acre to their adjoining owners, Andrew and Miranda French. Further they divided a 6.002 acre parcel and conveyed 3.00 acres to Mr. and Mrs. French.

Through a lot line revision, Mr. and Mrs. French combined the 4.00 acres they obtain from Dixon Construction with their existing property of 7.980 acres to create a revised 11.98 acre parcel.

The Planning Commission, at its August 5, 2019 meeting, approved a variance to Section 5.3.1(8) of the Subdivision Ordinance regarding the road frontage requirement in order to allow this division.

Staff will answer any questions that the Commission may have regarding this division.
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 10/2/2019
Re: Adjoining Owner – Smith

Sandra S. Smith recently subdivided her property located on Draper Estate Lane, a 50' wide right-of-way off of East Lee Highway in the Fort Chiswell Magisterial District. This division created a 1.962 acre (Lot 10B) and a 3.427 acre residual (Lot 10A).

Sandra Smith recently conveyed 1.962 acres to his adjoining owners, Jeremy and Carmen Gravely, as an adjoining owner division. At this time, Mr. and Mrs. Gravely do not intend to combine the 1.962 acres with their existing property. Ms. Smith Hedrick intends to retain the residual property.

No building may be erected on the 1.962 acre parcel with the exception of an accessory structure, unless, or until, the lot is brought into compliance with the full terms and conditions of the subdivision ordinance. This lot shall not be sold except (i) along with the tract to which it was conveyed under the adjoining owners provision or (ii) to the owner of an adjoining lot.

Staff will answer any questions that the Commission may have regarding this division.
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- **October 2019**

1. B&G - 8 am
2. Staff Mtg - 8 am
3. Econ Dev - 8 am
4. 
5. 
6. PC - 7 pm
7. BoS - 7 pm
8. 
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13. County offices Closed
14. Water - 9:30 am
15. JPSA - 7 pm
16. NRRWA - 10 am
17. Budget - 4 pm
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20. F&R - 4 pm
21. BoS - 9 am
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<td>PC Mtg 7 pm</td>
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<td>11 County Offices Closed</td>
<td>BoS Meeting 7 pm</td>
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<td>BoS Meeting 9 am</td>
<td>County Offices close at noon</td>
<td>County Offices closed</td>
<td>County Offices closed</td>
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</tbody>
</table>
August 8, 2019

The Appalachian Regional Exposition Center Authority held a meeting on Thursday, August 8, 2019, at 12:30 p.m., at the APEX Center, 290 Ready Mix Road, Wytheville, Virginia.

AUTHORITY MEMBERS PRESENT:
Matthew Miller, Chair
Cory Aker
Buddy Johnstone
Cathy Pattison
Tam Topham

MEMBERS ABSENT:
Doug Hughes
Bob Litton, Vice Chair

OTHERS PRESENT:
Stephen Bear
Joe Hale
Tim Reeves
Manny O’Neal
Jenna Lewis
Kristina Smith

CALL TO ORDER
Chair Miller determined that a quorum was present and called the meeting to order at approximately 12:00 p.m.

Chairman Miller discussed the importance of Board Meeting minutes and time efficiency in doing so. A motion was made by Mr. Johnstone, seconded by Mr. Aker, that in the event the secretary Ms. Lewis is absent, a recording will take place. The vote was unanimous.

CINTAS
Guest speakers Rebecca Honaker and Representative Natalie Connor presented the board with the new chemical dispensers. Their presentation included what current cleaning supply services, replenish doorway rugs weekly, supply SDS sheets, demonstration of new chemical dispensers and rep. would check weekly on amount of fluid and hose condition-it would be most cost efficient since it’s based-on cleaning usage, not by the gallons
August 8, 2019

The Authority were all impressed with the products, quality and cost effectiveness and will review the chemical usage next month.

APPROVAL OF MINUTES
A motion was made by Mr. Johnstone, seconded by Mrs. Pattison, to approve the July 11, 2019 minutes. The vote was unanimous.

APPROVAL OF INVOICES
The Authority review the following invoices:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Finley Webb Creations</td>
<td>$404.95</td>
</tr>
<tr>
<td>Adams &amp; Delp</td>
<td>$2,413.00</td>
</tr>
<tr>
<td>Relevant Law</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Cintas</td>
<td>$219.48</td>
</tr>
<tr>
<td>S&amp;W Fertilizer</td>
<td>$90.60</td>
</tr>
<tr>
<td>Manny O’neal</td>
<td>$19.40</td>
</tr>
<tr>
<td>All Nations Church</td>
<td>$250.00</td>
</tr>
<tr>
<td>JDM Services</td>
<td>$260.00</td>
</tr>
</tbody>
</table>

While going through each invoice, several items were discussed and noted: Paul Cassell’s law firm will offer his services to the APEX Center when needed, order accounting software for the Authority and staff to obtain the checkbook from Adams & Delp to lessen the cost of monthly fee services.

Mr. Bear noted that in doing so, all invoices still have to be approved in the board meeting before writing checks, unless it falls under a consent agenda item such as AEP, Water/utilities, etc.

A motion was made by Mr. Aker, seconded by Mr. Topham, to approve all invoices. The vote was unanimous.

APEX STAGE
A motion was made by Mr. Johnstone, seconded by Mrs. Pattison to approve $800.00 in stage renovations. The vote was unanimous.

The generous donation of the stage from Alliance Tractor Trailer Training Center was greatly appreciated noted the Authority.
A motion was made by Mr. Johnstone, seconded by Mrs. Pattison, for the APEX staff to obtain the checkbook in-house. The vote was unanimous.

SECURITY CAMERAS
The final cost with updated number of cameras was brought to the table to discuss moving forward with Citizens.

A motion was made by Mr. Johnstone, seconded by Mr. Aker, to purchase Citizens security cameras. The vote was unanimous.

Mr. Bear stated that the Authority would need to request the remaining improvement funds to be used for the purchase of cameras.

A motion was made by Mrs. Pattison, seconded by Mr. Johnstone, for a transfer of remaining funds from Capital Improvement Funds (F&E) to the APEX account for Capital Improvements for security cameras. The vote was unanimous.

AUDIT
Mr. Bear spoke about the audit that will take place for the APEX Center. Only one audit proposal was received and that was from Robinson, Farmer, Cox Associates, PLLC when the request for audit bids was placed.

Mr. Bear suggested by the next board meeting the Authority needs to have the new budget FY ’19-’20 for the auditors, revenue and expenditure budget adopted and move forward with the audit proposal.

WORK ORDER
Mrs. Smith stated that moving forward each board member needs to fill out a work order form. This will help with the flow of priorities that are at hand at the facility.

Office hours that were set previously by Mrs. Smith are working good with facility, stated Mrs. Smith.

CLOSED MEETING
Mr. Johnstone made a motion, seconded by Mr. Aker, to enter into Closed Meeting under Section 2.2-3711.A.5 Prospective New Business of the Code of Virginia. The motion passed unanimously.
August 8, 2019

Upon returning to open meeting, Mr. Johnstone made a motion, seconded by Mr. Aker, to adopt the following Resolution certifying the business conducted in closed meeting as follows:

RESOLUTION
CERTIFICATION OF CLOSED MEETING

WHEREAS, the Appalachian Regional Exposition Center Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Appalachian Regional Exposition Center Authority that such meeting was conducted in conformity with Virginia law; and,

NOW, THEREFORE, BE IT RESOLVED that the Appalachian Regional Exposition Center Authority hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Appalachian Regional Exposition Center Authority.

The vote on the motion was unanimous.

ABC LICENSES
A motion was made by Mrs. Pattison, seconded by Mr. Aker, to apply for wine/beer/mixed drinks license through the Virginia Alcoholic Beverage Control Authority. The vote was unanimous.

BLEACHERS
A motion was made by Mr. Topham, seconded by Mr. Johnstone, to approve Hicks Custom Welding to assemble fork tubes on the 9 remaining bleachers at $4,300.00.

This will be included in part as the remaining Capital Improvement fund.

NEXT MEETING
The next meeting will be August 14, 2019 at 12PM.
ADJOURNMENT
With no further business the meeting was adjourned.

______________________________
Matthew Miller, Chairman

______________________________
Stephen D. Bear, Secretary/Treasure
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<th>CONTENTS</th>
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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately $675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

• We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.

• For the first time, you will be able to respond online, by phone, or by mail.

• We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.
HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than $675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.
ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent’s personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of $250,000.
WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.
There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let’s take a look at these and review the differences between the common types and sizes.

**Tribal and Government Complete Count Committees**

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

**Examples of Tribal and Government Complete Count Committee Strategies**

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

**Sample Activities of Tribal and Government Complete Count Committees**

**2018–2019**

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
• Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.

• Host a Census Solutions Workshop (see Appendix C) with others in the community.

• Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.

• Encourage corporations to become official sponsors of your census activities.

• Have census posters, banners, and other signage placed in highly visible public locations.

• Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.

• Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).

• Sponsor a contest to design a sticker or poster promoting the 2020 Census.

• Have census information available during voter registration drives.

January–March 2020

• Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.

• Provide information on federally funded programs that have benefitted the community.

• Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.

• Saturate public access areas with easy-to-read and understandable census information customized for your community.

• Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

• Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

• Place public service announcements in local media encouraging households to respond.

• Have census rallies or parades.

• Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees
Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants’ association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee’s activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies
A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.
Here are some suggestions that worked for them:

• Set clear achievable goals and objectives.
• Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
• Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
• Create promotional materials that appeal to your community.
• Implement special events that will generate interest and participation in the census.
• Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018–2019

• Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
• Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
• Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
• Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.
• Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
• Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January–March 2020

• Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
• Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
• Make public statements of support and the importance of participating in the 2020 Census.

April 2020

• Encourage households to complete the questionnaire online, by phone, or by mail.
• Plan a Census Day event to motivate the community response.
• Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
• Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

• Continue to encourage community individuals to cooperate with census workers.
• Evaluate what worked best for your community and briefly report this information to your census contact.
• Celebrate your success and thank all those involved in making it happen.
WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.
WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. The Census Bureau does not manage Complete Count Committees.

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have
expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

**Recruiting subcommittee**—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

**Government subcommittee**—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

**Education subcommittee**—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

**Faith-based subcommittee**—Creates and coordinates activities and materials that can be used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

**Media subcommittee**—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

**Community-based organizations subcommittee**—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

**Business subcommittee**—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.

**Suggested CCC Membership**

*Suggested CCC Membership*

*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs*
SUMMARY:
THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.
APPENDIX A:
50 WAYS CENSUS DATA ARE USED

• Decision making at all levels of government.
• Drawing federal, state, and local legislative districts.
• Attracting new businesses to state and local areas.
• Distributing over $675 billion annually in federal funds and even more in state funds.
• Forecasting future transportation needs for all segments of the population.
• Planning for hospitals, nursing homes, clinics, and the location of other health services.
• Forecasting future housing needs for all segments of the population.
• Directing funds for services for people in poverty.
• Designing public safety strategies.
• Development of rural areas.
• Analyzing local trends.
• Estimating the number of people displaced by natural disasters.
• Developing assistance programs for American Indians and Alaska Natives.
• Creating maps to speed emergency services to households in need of assistance.
• Delivering goods and services to local markets.
• Designing facilities for people with disabilities, the elderly, or children.
• Planning future government services.
• Planning investments and evaluating financial risk.
• Publishing economic and statistical reports about the United States and its people.
• Facilitating scientific research.
• Developing "intelligent" maps for government and business.
• Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
• Distributing medical research.
• Reapportioning seats in the House of Representatives.
• Planning and researching for media as background for news stories.
• Drawing school district boundaries.
• Planning budgets for government at all levels.
• Spotting trends in the economic well-being of the nation.
• Planning for public transportation services.
• Planning health and educational services for people with disabilities.
• Establishing fair market rents and enforcing fair lending practices.
• Directing services to children and adults with limited English proficiency.
• Planning urban land use.
• Planning outreach strategies.
• Understanding labor supply.
• Assessing the potential for spread of communicable diseases.
• Making business decisions.
• Understanding consumer needs.
• Planning for faith-based organizations.
• Locating factory sites and distribution centers.
• Distributing catalogs and developing direct mail pieces.
• Setting a standard for creating both public and private sector surveys.
• Evaluating programs in different geographic areas.
• Providing genealogical research.
• Planning for school projects.
• Developing adult education programs.
• Researching historical subject areas.
• Determining areas eligible for housing assistance and rehabilitation loans.
APPENDIX B: UNDERSTANDING THE LANGUAGE OF THE 2020 CENSUS

GLOSSARY
The 2020 Census From A to Z

A
Address Canvassing
The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau’s address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)
A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)
A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C
Census Bureau
An agency within the U.S. Department of Commerce and the country’s preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day
The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)
The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop
A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.
Commitment
An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)
A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality
The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

Decennial Census
The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

Enumeration
The process of interviewing people and recording the information on census forms.

Enumerator
A Census Bureau employee who collects census information by visiting households during census field operations.

Group Quarters (GQ)
The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H
Hard to Count (HTC)
Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)
An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)
The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)
A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)
A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

Master Address File (MAF)
A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.
Nonresponse (NR)
A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)
A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents’ answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

Partner
A partner is a group or individual that commits to participate in some way with census activities.

Partnership
An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist
The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act
The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

Regional Census Center (RCC)
One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)
One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent
The person who answers the Census Bureau’s questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)
A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

Self-Response
Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)
The State Data Center (SDC) program is one of the Census Bureau’s longest and most successful partnerships. This partnership between the 50 states, the
District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

**Statistics in Schools (SIS)**

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation’s K-12 students about the importance of the 2020 Census.

**Title 13 (U.S. Code)**

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

**Transitory Locations**

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

**U**

**Update Enumerate (UE)**

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

**Update Leave (UL)**

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

**V**

**Value Added**

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.

How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one. The toolkit is available at: www.census.gov/partners.

For more information, please contact us at: census.partners@census.gov.
CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

<table>
<thead>
<tr>
<th>If you reside in:</th>
<th>Please contact:</th>
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</thead>
<tbody>
<tr>
<td>Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina</td>
<td>ATLANTA</td>
</tr>
<tr>
<td>Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin</td>
<td>CHICAGO</td>
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<tr>
<td>Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming</td>
<td>DALLAS</td>
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<tr>
<td>Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington</td>
<td>LOS ANGELES</td>
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<tr>
<td>Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico</td>
<td>NEW YORK</td>
</tr>
<tr>
<td>Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia</td>
<td>PHILADELPHIA</td>
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ATLANTA
Atlanta.rcc.partnership @2020census.gov

CHICAGO
Chicago.rcc.partnership @2020census.gov

DALLAS
Dallas.rcc.partnership @2020census.gov

LOS ANGELES
Los.Angeles.rcc.partnership @2020census.gov

NEW YORK
New.York.rcc.partnership @2020census.gov

PHILADELPHIA
Philadelphia.rcc.partnership @2020census.gov
<table>
<thead>
<tr>
<th></th>
<th>How census data is used</th>
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<tbody>
<tr>
<td>1</td>
<td>Decision making at all levels of government.</td>
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<tr>
<td>2</td>
<td>Drawing federal, state, and local legislative districts.</td>
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<tr>
<td>3</td>
<td>Attracting new businesses to state and local areas.</td>
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<tr>
<td>4</td>
<td>Distributing over $675 billion annually in federal funds and even more in state funds.</td>
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<tr>
<td>5</td>
<td>Forecasting future transportation needs for all segments of the population.</td>
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<tr>
<td>6</td>
<td>Planning for hospitals, nursing homes, clinics, and the location of other health services.</td>
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<tr>
<td>7</td>
<td>Forecasting future housing needs for all segments of the population.</td>
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<tr>
<td>8</td>
<td>Directing funds for services for people in poverty.</td>
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<tr>
<td>9</td>
<td>Designing public safety strategies.</td>
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<td>10</td>
<td>Development of rural areas.</td>
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<tr>
<td>11</td>
<td>Analyzing local trends.</td>
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<tr>
<td>12</td>
<td>Estimating the number of people displaced by natural disasters.</td>
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<tr>
<td>13</td>
<td>Developing assistance programs for American Indians and Alaska Natives.</td>
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<tr>
<td>14</td>
<td>Creating maps to speed emergency services to households in need of assistance.</td>
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<tr>
<td>15</td>
<td>Delivering goods and services to local markets.</td>
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<tr>
<td>16</td>
<td>Designing facilities for people with disabilities, the elderly, or children.</td>
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<tr>
<td>17</td>
<td>Planning future government services.</td>
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<tr>
<td>18</td>
<td>Planning investments and evaluating financial risk.</td>
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<td>19</td>
<td>Publishing economic and statistical reports about the United States and its people.</td>
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<tr>
<td>20</td>
<td>Facilitating scientific research.</td>
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<tr>
<td>21</td>
<td>Developing &quot;intelligent&quot; maps for government and business.</td>
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<tr>
<td>22</td>
<td>Providing proof of age, relationship, or residence certificates provided by the Census Bureau.</td>
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<tr>
<td>23</td>
<td>Distributing medical research.</td>
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<tr>
<td>24</td>
<td>Reapportioning seats in the House of Representatives.</td>
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<td>25</td>
<td>Planning and researching for media as backup for news stories.</td>
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<td>26</td>
<td>Drawing school district boundaries.</td>
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<td>27</td>
<td>Planning budgets for government at all levels.</td>
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<td>28</td>
<td>Spotting trends in the economic well-being of the nation.</td>
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<td>29</td>
<td>Planning for public transportation services.</td>
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<td>30</td>
<td>Planning health and educational services for people with disabilities.</td>
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<tr>
<td>31</td>
<td>Establishing fair market rents and enforcing fair lending practices.</td>
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<td>32</td>
<td>Directing services to children and adults with limited English-language proficiency.</td>
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<td>33</td>
<td>Planning urban land use.</td>
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<td>34</td>
<td>Planning outreach strategies.</td>
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<td>35</td>
<td>Understanding labor supply.</td>
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<td>36</td>
<td>Assessing the potential for spread of communicable diseases.</td>
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<td>37</td>
<td>Making business decisions.</td>
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<td>38</td>
<td>Understanding consumer needs.</td>
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<td>39</td>
<td>Planning for faith-based organizations.</td>
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<td>40</td>
<td>Locating factory sites and distribution centers.</td>
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<td>41</td>
<td>Distributing catalogs and developing direct mail pieces.</td>
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<td>42</td>
<td>Setting a standard for creating both public and private sector surveys.</td>
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<td>43</td>
<td>Evaluating programs in different geographic areas.</td>
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<td>44</td>
<td>Providing genealogical research.</td>
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<td>45</td>
<td>Planning for school projects.</td>
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<td>46</td>
<td>Developing adult education programs.</td>
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<tr>
<td>47</td>
<td>Researching historical subject areas.</td>
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<tr>
<td>48</td>
<td>Determining areas eligible for housing assistance and rehabilitation loans.</td>
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