

Rules and Regulations Governing Campgrounds
Stakeholders Meeting
Draft Minutes
September 28, 2016

Present: Jeff Turner, Tim Baker, Keith Sessler, David Fridley, Keith Privett, Ray Barker, Josh Newsome, Scott Thomas, Virginia Jeffries, Deborah Hoy, Michelle Caruthers, Alan Mazurowski, Dave Frey, Ryan Murphy, Jack McClelland, Julie Henderson, Kristin Clay, Dave Tiller, Olivia McCormick

The meeting was called to order by Olivia McCormick at 1:01pm. After brief introductions, McCormick notified attendees that the previous meeting's minutes were posted at townhall.virginia.gov and offered all an opportunity to review and submit comments or objections as needed. McCormick then provided a general agenda for the current meeting, and committed to providing all participants a copy of the proposed draft language and the opportunity to submit additional feedback.

The previous meeting's feedback was then reviewed, along with changes made to the regulations as a result of such feedback. The review was as follows:

1. "Rolling" campground permit expiration dates were adopted in lieu of permits ending on December 31st of each year , and changing the terminology of 'seasonal' permits to 'annual' permits.
2. Permit periods were extended to cover multiple operational periods for temporary camping. For this item, the group provided the feedback that they approved of the changes and would not oppose extending time frame to 90 days. Overall, they thought the change was beneficial as it would reduce processing of multiple applications and provide flexibility.
3. The temporary camping section was revised to reflect change requests made during the prior meeting. Clarifications were made to the location exemption, and several stakeholders expressed approval. The requirement for portable toilets was also adjusted in response to feedback and research. Again, several stakeholders expressed general approval.
4. After reviewing the Uniform Statewide Building Code, the maximum distance between sanitary facilities (and dump stations) and campsites was not extended past 500'. No objections were heard.
5. The Sanitary Facilities chart was amended to designate facilities shall be either gender-balanced or single-occupant access with no gender designation. In addition, the number of facilities were amended, the number self-contained camping units shall be taken into consideration when utilizing the sanitary facility schedule to determine the number of facilities required, approved privies may be utilized in certain occurrences, and urinals may be utilized for substitution in certain instances.
6. After reviewing available resources (other state agencies, subject matter experts, other applicable regulation, etc.) the section regarding structural requirements for service buildings will remain the same. In addition, references to the statewide building code will be removed from the proposed text.

7. After consultation with DCHD, several parts of the cabin, yurt, and rental properties section were omitted; the topics in question are governed by the USBC.
8. Various changes made to sections to include language regarding the Administrative Process Act.
9. Text addressing emergency response plans was drafted, and included the need for a register of campers, designation of a point of contact in emergencies, establishment of a central gathering location, and the required posting of emergency services contacts.

Lastly, a request was made for feedback on a topic not previously discussed by the group: the section which references the requirement of plan approval. The stakeholder group was asked to consider a different plan approval process for temporary campgrounds when considering permit approval. Suggestions included reviewing the fee schedule, considering an abbreviated process for approving temporary campgrounds, and considering approving temporary campgrounds as a two-step process.

A summation of the regulatory process was again provided, and stakeholders were notified that revisions would be sent to them the following week. All persons were encouraged to provide feedback to staff during the text development process.

The meeting was adjourned at 2:07 pm.