

# COUNTY OF YORK

## MEMORANDUM

**DATE:** February 23, 2018

**TO:** York County Board of Supervisors

**FROM:** Neil A. Morgan, County Administrator



**SUBJECT:** Administrative Reorganization

Effective April 29, 2018, the following organizational and position changes shall be effective. These changes are made in conjunction with the retirement of Mark Carter and with my best judgment regarding how our organization should evolve going forward. An organization chart effective April 29 is attached.

The Department of Planning and Development Services is established to include the Divisions of Planning, Development Services, and Building Regulation.

Mark Bellamy is promoted to Deputy County Administrator. His initial portfolio will include the Departments of Public Works, Community Services, and Planning and Development Services. Brian Woodward is promoted to Director of Public Works. Joe Sisler and Rob Krieger are promoted to Deputy Directors of Public Works. Susan Kassel is promoted to Director of Planning and Development Services, and Tim Cross is promoted Deputy Director of Planning and Development Services. Also, Carolyn Cuthrell is promoted to Deputy Director of Finance.

The attached organization chart illustrates the changes.

Thank you for your support of these changes and the individuals taking on additional responsibility.

NAM:mes

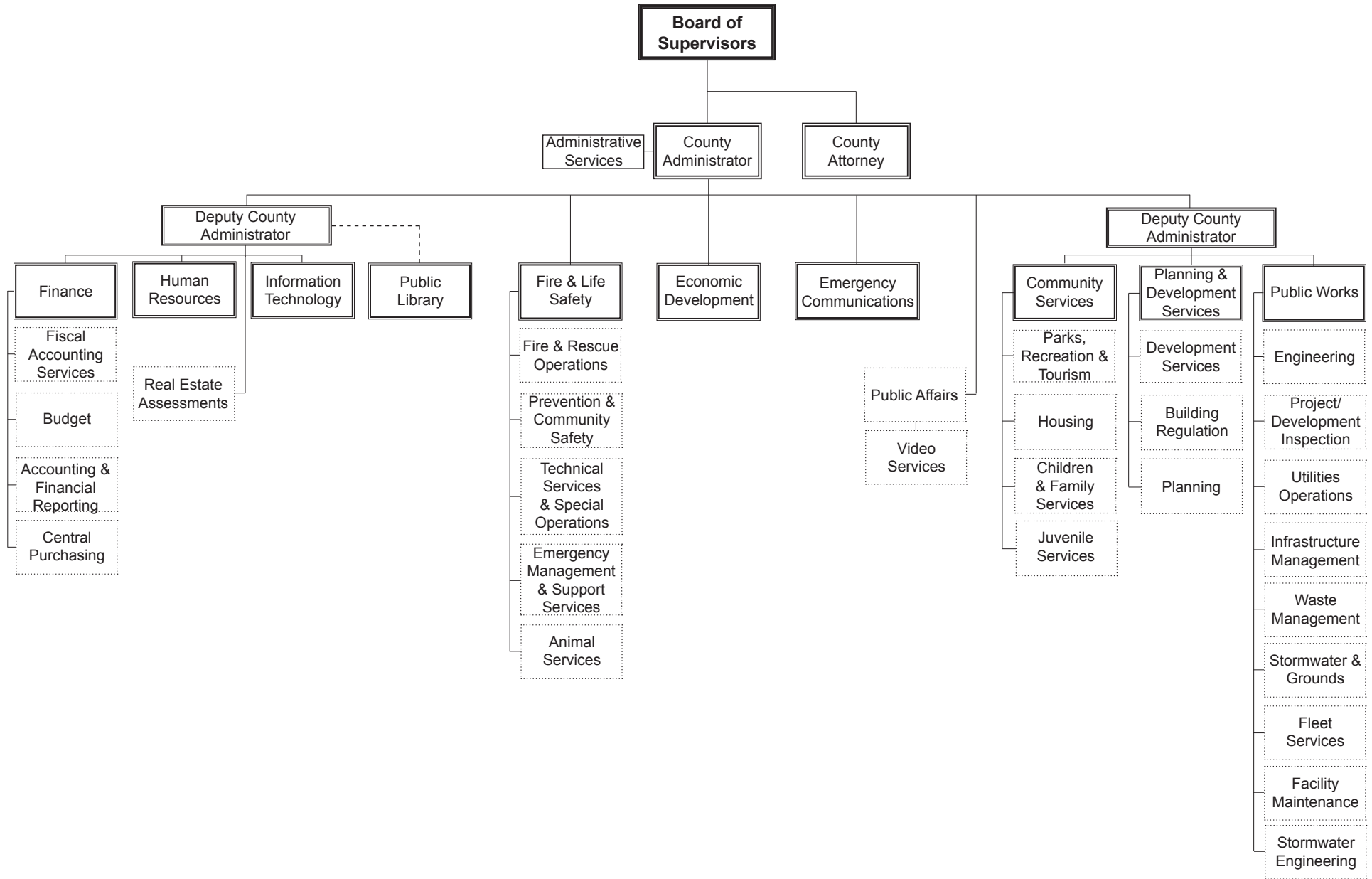
Attachment

- Organization Chart Effective April 29, 2018

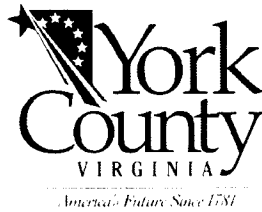
Copies to: Management Team

# Administrative Organizational Chart

## April 29, 2018



County Administrator  
Neil A. Morgan



Deputy County Administrator  
J. Mark Carter

Deputy County Administrator  
Vivian A. Calkins-McGettigan

February 20, 2018

Sarah Kathryn O'Hara  
P.O. Box 408  
Yorktown, VA 23690

Dear Ms. O'Hara:

I am writing to acknowledge receipt of your most recent correspondence concerning the Hornsby House Inn, as well as the previous document dated December 12, 2017. I did, in fact, review the December 12<sup>th</sup> correspondence and, having perceived the questions that it contained as rhetorical in nature, did not provide a written response to you. I trust that this letter will suffice as a response to both.

First, let me note that I have reviewed the records associated with the authorizations for the Hornsby House Inn Bed and Breakfast (Resolution No. R10-68R), the Hornsby House Inn Weddings and Receptions activities (Resolution No. R14-108R) and the accessory pavilion (HYDC-133-17) and found that all were processed and approved in accordance with applicable procedures and requirements as set forth in the York County Zoning Ordinance. The construction that is currently underway on the pavilion is compliant with the architectural design approved by the Historic Yorktown Design Review Committee and all applicable provisions of the Virginia Uniform Statewide Building Code.

With respect to the concerns that you have expressed about the private weddings and events previously hosted at Hornsby House and those that may in the future be hosted in the pavilion, I will offer the following comments and observations:

- The pavilion will have a solid, wood-framed and clapboard-sided wall on the side facing your property. The wall will extend the full depth of the under-roof portion of the structure and an additional 12 feet forward under the retractable canopy. Mr. Bowditch has indicated that the wall will be insulated to help with sound buffering.
- While there are several existing evergreen trees along the common boundary with your property, Mr. Bowditch has indicated that additional landscaping will be installed once construction is complete the final grade of the lawn is established. This evergreen land-

224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320  
Fax: (757) 890-4000 • TDD (757) 890-3621 • Email: [ctyadm@yorkcounty.gov](mailto:ctyadm@yorkcounty.gov)  
*A Hampton Roads Community*

Sarah Kathryn O'Hara

February 20, 2018

Page 2

scaping will be the same or similar to that which was planted along the rear property line and which has matured into a very dense buffer.

- The terms of Resolution No. R14-108(R) stipulate that private events (weddings, receptions, etc.) shall be limited to the time period between 10:00 am and 10:00 pm. and that any take-down/clean-up activity must conclude by 11:00 pm. Late night activity associated with events is not allowed. (Note: it is important to understand that Bowditch-family events/parties are not subject to these time limits).
- Another condition of Resolution No. R14-108(R) reiterates the requirement that events / receptions be conducted in compliance with all applicable terms of Section 16-19, Unnecessary or Excessive Noise, of the York County Code. Mr. Bowditch has been reminded of this requirement and the York County Sheriff's Office has emphasized to Mr. Bowditch the need for compliance and the consequences of not doing so. Sheriff's Office personnel have indicated, and we are confident Mr. Bowditch understands, that events can and will be terminated if the noise restrictions are not observed.
- Lastly, Mr. Bowditch has acknowledged that several events last season were not monitored as carefully as they should have been. He has indicated that fewer events will be hosted in the 2018 season and that better monitoring procedures will be employed to ensure that the residential character of the surrounding area is respected.

Ms. O'Hara, please be assured that the County's Code Enforcement staff is committed to ensuring compliance with the approvals that have been granted for the Hornsby House Inn property by the Board of Supervisors and the Historic Yorktown Design Review Committee. Likewise, the Sheriff's Office has advised Mr. Bowditch of its commitment to enforcement of the terms of the Excessive Noise provisions of the County Code.

Finally, in closing, I will note that Mr. Bowditch has expressed to County staff on several occasions his desire to work with his neighbors to discuss and seek resolution to issues and concerns. I would encourage you to be receptive to having a conversation with him.

Sincerely,



Neil A. Morgan  
County Administrator

Copy to: York County Board of Supervisors  
David Bowditch, Hornsby House Inn