



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, March 05, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Work Session Minutes- February
- [2.](#) Regular Meeting Minutes- February
- [3.](#) Planning Commission Workplan-2026
- [4.](#) Planning Commission- Annual Report (2025)
- [5.](#) Strategic Planning Retreat Minutes-Jan 7 & 8

PUBLIC HEARINGS:

- [6.](#) Public Hearing- Fats, Oils & Grease Ordinance (FOG)
- [7.](#) Public Hearing- Route 301 Special Tax District Ordinance Amendment
- [8.](#) Public Hearing on the Proposed Issuance of General Obligation Bonds of the Town in the Maximum Principal Amount of \$3,200,000
- [9.](#) Public Hearing- Rezoning Case 2026-001- Fairmont

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

10. FY24 Audit Presentation, Audrey Davis, Davis & Associates
- [11.](#) Utilities Report, IES
- [12.](#) Finance Director/Treasurer Report, Hope Toliver
- [13.](#) Public Works Report, Shawn Fortune, DPW
- [14.](#) Bowling Green Police Department
- [15.](#) Town Manager's Report, India Adams-Jacobs, ICMA-CM, Town Manager

UNFINISHED BUSINESS:

NEW BUSINESS:

- [16.](#) Fats, Oils & Grease Ordinance (FOG), Mark Inboden, IES
- [17.](#) Route 301 Special Tax District Ordinance Amendment, Jeff Gore, Town Attorney
- [18.](#) Council Consideration of an Ordinance Authorizing the Issuance of Bonds in the Maximum Principal Amount of \$3,200,000, Chris Kulp, Bond Counsel, Hunton and Ted Cole, Davenport
- [19.](#) Council Consideration of a Bond Resolution Providing for the Issuance, Sale and Award of Bonds in the Maximum Principal Amount of \$3,200,000, Chris Kulp, Bond Counsel, Hunton
- [20.](#) Rezoning Case 2026-001- Fairmont, Darla Odom, Planner; India Adams-Jacobs, Town Manager/Zoning Administrator
- [21.](#) FY2027 Compensation Direction – Planning Commission and Economic Development Authority
- [22.](#) Economic Development Authority Appointment, India Adams-Jacobs, Town Manager/Clerk
- [23.](#) Consideration of Legal Services Agreement for Delinquent Tax Collection, India Adams-Jacobs, Town Manager; Hope Toliver, Finance Director/Treasurer

INFORMATIONAL ITEMS:

- [24.](#) Clean Sweep- May 16, 2026

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

MINUTES

Thursday, February 05, 2026
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

- The Town Council meeting was called to order at 5:10 PM by Mayor Tina Gambill. A roll call was conducted, and a quorum was established.
- Councilmember Randy Hageman motioned to allow Councilmember Chinault to participate in the meeting electronically. Following a second from Councilmember Voit and unanimous approval from Council, Councilmember Chinault was allowed to participate in the meeting remotely.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Randy Hageman, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember John Chinault (Participated Electronically)

Councilmembers Absent:

Councilmember Storke, Councilmember Davis

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeffrey Smith, Administrative Assistant/Deputy Clerk

BUSINESS:

ACTION ITEMS:

1. Capital Improvement Program, India Adams-Jacobs, Town Manager/Clerk
 - India Adams-Jacobs, Town Manager, presented the proposed FY 2027–2032 Capital Improvement Plan, noting that the plan had been previously discussed at the Town Council retreat and reviewed by the Planning Commission, which recommended approval without modifications. Discussion included planned general fund projects such as community park improvements, public works vehicle replacement, Courthouse Lane building rehabilitation, and Town Hall ballroom flooring, as well as enterprise fund priorities related to water, sewer, and utility infrastructure, including well replacements, waterline projects, meter replacement phasing, fire hydrant replacement, sludge management upgrades, sewer main replacements, and lift station generator needs. The Town Manager emphasized that adoption of the CIP establishes project prioritization and supports future grant-seeking efforts but does not commit funding.
2. 301 Special Tax District Analysis & Presentation, Ted Cole, Davenport & Co. (Action Requested)
 - Mr. Ted Cole, Davenport Financial Advisor, presented an analysis of the Route 301 Utility Service District, including the origin of the district under the 2011 ordinance, the 2010 bond issuance, subsequent refundings, and the incorporation of the original bond obligations into the 2018 USDA bond. Discussion focused on the original intent that 26 percent of the 2010 bond debt service be funded through a special tax within the

district, two potential repayment scenarios based on debt maturity timelines, projected annual revenue requirements, estimated tax rates under each scenario, and the need for clarification of district boundaries, parcel inclusion, and ordinance language. Council discussed flexibility, future valuation changes, refinancing considerations, and the need for ordinance cleanup and a public hearing prior to implementation.

- Councilmember Hageman motioned to direct staff to proceed with preparation of the presented Scenario Two, seconded by Vice-Mayor Coyle. A roll-call was conducted with unanimous approval from Council.

INFORMATIONAL ITEMS:

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the work session at 5:56 PM. Following the second from Vice-Mayor Coyle, the Town Council work session meeting adjourned.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting:

**Town of Bowling Green
Capital Improvement Plan
FY 2027 - FY 2032**

<i>General Fund Projects</i>								
	Funded By	2027	2028	2029	2030	2031	2032	Total
Public Works & Parks								
Town Hall Rehabilitation (Phase II)	Grant/Town	\$ 25,000						\$ 25,000
Community Park (Town Green) Playground Revitalization	Grant		\$ 250,000					\$ 250,000
Leaf Truck	Town	\$ 125,000						\$ 125,000
109 Courthouse Lane Rehabilitation	Town	\$ 56,000						\$ 56,000
Town Hall Ballroom Floor Replacement	Town	\$ 55,000						\$ 55,000
Total Public Works & Parks		\$ 261,000	\$ 250,000	\$ -	\$ -			\$ 511,000
Police								
Police Patrol Vehicle Replacement	Grant/Town	\$ 20,000						\$ 20,000
Total Police		\$ 20,000	\$ -	\$ -	\$ -			\$ 20,000
Total General Fund Supported Projects		\$ 281,000	\$ 250,000	\$ -	\$ -			\$ 531,000
<i>Enterprise Fund Projects</i>								
	Funded By	2027	2028	2029	2030	2031	2032	Total
Water Fund								
Well Replacements/Modification & Radionuclide Treatment	Grant/Town	\$ 1,300,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000			\$ 8,200,000
USDA Waterline Replacement Project	Grant/Town	\$ 5,500,000						\$ 5,500,000
Water Meter Replacement- 10 year life cycle	Grant/Town				\$ 200,000	\$ 200,000	\$ 200,000	\$ 600,000
Fire Hydrant Replacements	Grant/Town	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Truck- F150	Grant/Town	\$ 45,000	\$ 45,000					\$ 90,000
Total Water Fund		\$ 6,895,000	\$ 2,395,000	\$ 2,350,000	\$ 2,550,000	\$ 250,000	\$ 250,000	\$ 14,690,000
Total Water Fund Supported Projects								\$ 14,690,000
Sewer Fund								
Main Street Sewer Repair - Phase III- North Main Street	Town/Loan	\$ 1,100,000						\$ 1,100,000
Main Street Sewer Repair - Phase IV- North Main Street	Town/Loan	\$ 1,250,000						\$ 1,250,000
Sludge Management Upgrades (Belt Press & Facility)	Loan/Grant	\$ 2,700,000						\$ 2,700,000
Generator-Lift Station - Meadows	Town	\$ 60,000						\$ 60,000
Generator- Lift Station - Oak Ridge	Town		\$ 55,000					\$ 55,000
Generator- Lift Station - Lacy Lane	Town			\$ 60,000				\$ 60,000
Total Sewer Fund		\$ 5,110,000	\$ 55,000	\$ 60,000	\$ -			\$ 5,225,000
Total Enterprise Fund Supported Projects		\$ 12,005,000	\$ 2,450,000	\$ 2,410,000	\$ 2,550,000	\$ 250,000	\$ 250,000	\$ 19,915,000
Capital Improvement Plan Total								\$ 20,446,000



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, February 05, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:07 PM by Mayor Tina Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.
- Councilmember Randy Hageman motioned to allow Councilmember Chinault to participate in the meeting electronically. Following a second from Councilmember Jeff Voit and unanimous approval from Council, Councilmember John Chinault was allowed to participate in the meeting remotely.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Randy Hageman, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember Jean Davis, Councilmember John Chinault (Participated Electronically)

Councilmembers Absent:

Councilmember David Storke

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Darla Odom, Planner

CONSENT AGENDA:

1. Minutes- January 8, 2026
 - Vice-Mayor Coyle requested clarification regarding the inclusion of first names in the minutes for identification purposes, which staff confirmed could be accommodated in future minutes.
 - Councilmember Voit motioned to approve the January 8, 2026, minutes as presented. The motion was seconded by Councilmember Hageman and carried out unanimously.
2. Emergency Declaration Ratification
 - Council discussed the statutory requirement to ratify the emergency declaration and formally terminate the emergency.
 - Councilmember Voit motioned to ratify the emergency declaration and end the emergency status. The motion was seconded by Councilmember Hageman and approved unanimously by roll-call vote.
3. RFP 2025-01- Pump and Haul Contract Award- Drainfield Solutions LLC

- Town Staff presented background on the procurement process and recommended award to Drainfield Solutions LLC as the lowest responsive bidder.
 - Councilmember Hageman motioned to authorize the Town Manager and Town Attorney to execute a contract with Drainfield Solutions LLC in the amount of \$257,920 and coordinate all necessary service details. The motion was seconded by Councilmember Voit and approved unanimously by roll-call vote.
4. Administrative Code Section 2, Jeff Gore
- Council discussed clarifications related to advisory boards and compensation provisions, including Planning Commission stipends and Arts Commission status.
 - Councilmember Voit motioned to approve Administrative Code Section 2 as presented. The motion was seconded by Councilmember Hageman and carried unanimously.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Voit acknowledged Councilmember Storke's birthday.
- Councilmember Hageman recognized B&H Improvements for snow and ice removal efforts in the business district.

STAFF REPORTS & PRESENTATIONS:

5. VDOT Update, Giovanni Esposito
- Giovanni Esposito of the Fredericksburg Residency provided updates on the Route 207 bridge replacement project, the Route 301/Chase Street Smart Scale project, pedestrian safety evaluations, and right-of-way maintenance considerations, including crosswalk enhancements and parking enforcement issues.
6. 2025 Annual Report & Monthly Report, India Adams-Jacobs
- India Adams-Jacobs, Town Manager, presented the Town's first comprehensive annual report, highlighting 2025 accomplishments in utilities, infrastructure, grant funding, audits, economic development, downtown improvements, and regional partnerships.
 - Council expressed appreciation for the report and staff efforts. Vice-Mayor Coyle expressed that a report of this nature had never been produced in Town history and thanked the Town Manager for her efforts.
7. Finance Director/Treasurer's Report, Hope Toliver
- Hope Toliver, Finance Director/Town Treasurer, provided updates on audit status, delinquent collections processes, utility billing improvements, leak detection procedures, and Town Hall facility usage.
8. Bowling Green Police Department, Justin Cecil
- Chief Cecil was absent due to professional training. Officer Ervin addressed the Council and expressed appreciation for the Council's support.
 - Council recognized the Police Department's response during recent winter weather events.
9. Public Works Report, Shawn Fortune, DPW
- The Public Works report was provided in the agenda packet. Council discussed snow and ice removal practices and requested future clarification regarding sidewalk responsibilities.

10. Utilities Report, IES, Jamie Silveus

- Jamie Silveus, Inboden Environmental Services Operator, presented the December 2025 utilities report, including wastewater discharge volumes, water production figures, operational issues, and maintenance activities.

11. BGVA Main Street Annual Report

- Council acknowledged receipt of the BGVA Main Street Annual Report, which was included in the meeting packet.

NEW BUSINESS:

12. Fat, Oils, and Grease (F.O.G.) Ordinance- Request to Schedule Public Hearing, Mark Inboden, IES

- Mark Inboden, Inboden Environmental Services CEO, presented the proposed F.O.G. ordinance and discussed its purpose, scope, and enforcement mechanisms.
- Councilmember Voit motioned to advance the proposed wastewater regulations related to fats, oils, and grease to a public hearing at the March 5, 2026, meeting. The motion was seconded by Councilmember Hageman and approved unanimously by roll-call vote.

13. Healthcare Insurance Premium Increase and Cost-Sharing Options – FY26 & FY27, Hope Toliver

- Hope Toliver, Finance Director/Town Treasurer, presented options for addressing an 11.5% health insurance premium increase.
- Councilmember Voit motioned to adopt the presented Option One, absorbing 100% of the premium increase. The motion was seconded by Vice-Mayor Coyle and approved unanimously by roll-call vote.

14. Budget Amendment, Hope Toliver, Finance Director/Treasurer

- Hope Toliver, Finance Director/Town Treasurer, presented a revenue-neutral budget amendment to address audit costs, contractual services, and year-end financial cleanup.
- Councilmember Webb recused himself from the item due to a personal interest.
- Councilmember Voit motioned to approve the supplemental appropriations as presented. The motion was seconded by Councilmember Hageman and approved by roll-call vote, with one recusal.

15. Financial Consultant Contract Amendment-CYM, India Adams-Jacobs

- Town Manager Adams-Jacobs requested authorization to amend the financial consulting contract to a maximum of \$145,000 to support audit and pre-audit work.
- Councilmember Hageman motioned to approve the contract amendment. The motion was seconded by Vice-Mayor Coyle and approved unanimously by roll-call vote.

16. Resolution No. 2026-007 – Planning Commission Appointment, Jeffrey Smith, Deputy Clerk

- Jeffrey Smith, Deputy Clerk, presented the Planning Commission liaison appointment.
- Councilmember Voit was nominated as Town Council liaison to the Planning Commission for the 2026 term by Vice-Mayor Coyle. Following a second from Councilmember Webb and a right-hand raise initiated by the Mayor, Councilmember Voit was appointed by unanimous consent.

17. Temporary Mobile Food Vending Application Review & Fee Setting, India Adams-Jacobs

- Darla Odom, Berkeley Group Consultant, reviewed the proposed policy and application framework for temporary mobile food vending vehicles.

- Council discussed buffer distances, duration limits, vendor types, and interim administrative authority.
- Councilmember Chinault motioned to adopt the temporary mobile food vending vehicle policy with amendments to the presented policy to reflect the temporary mobile food vending vehicle permit and discussions from the Planning Commission. The motion was seconded by Councilmember Webb and carried unanimously by roll-call vote.

UNFINISHED BUSINESS:

None.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ann-Marie Giles, 260 Roper Drive, addressed Council regarding sidewalk safety, snow removal enforcement, and parking conditions on Chase Street.

MEMBER COMMENTS:

- Mayor Gambill and Councilmembers expressed appreciation for Police Department assistance during winter weather events.

CLOSED SESSION:

18. Pursuant to Virginia Code § 2.2-3711(A)(8), for consultation with legal counsel about a Corrective Action Agreement with the Department of Environmental Quality.
- Councilmember Voit motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding a Corrective Action Agreement with the Department of Environmental Quality. The motion was seconded by Councilmember Hageman and approved unanimously by a right-hand raise.

RECONVENE IN OPEN SESSION:

- Council reconvened in open session by roll-call vote and certified that only matters permitted by statute were discussed in closed session.
- Councilmember Voit motioned to approve the draft Corrective Action Agreement with the Department of Environmental Quality. The motion was seconded by Councilmember Hageman and approved unanimously.

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the Town Council meeting, seconded by Councilmember Voit. Following unanimous approval, the meeting adjourned at 9:04 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting:



Town of Bowling Green, VA
Declaration of Local Emergency
January 24, 2026

As per State of Virginia Statute § 44-146.21, "Declaration of local emergency," as Town Director of Emergency Management, I hereby declare that a local emergency will exist in the Town of Bowling Green, Virginia, beginning at 5 PM Saturday, January 24, 2026.

The declaration is due to expected severe Winter weather conditions, including, but not limited to, snow, freezing rain, ice, and an extended period of subnormal freezing temperatures, which are significantly impacting public health, safety, and welfare.

The declaration will continue until such time as the severe weather event concludes and weather conditions return to normal, at which time the declaration will conclude.

Residents are advised to plan for safety by ensuring water, heat, light, and food, and to pay attention to Town and County announcements, which can be found on the Town website and on social media.

India Adams-Jacobs, ICMA-CM
Town Manager and Town Director of Emergency Management
Town of Bowling Green, VA



**TOWN of BOWLING GREEN
RESOLUTION**

2026 Planning Commission Appointment

WHEREAS, pursuant to Section 2.16.010 of the Town Code of the Town of Bowling Green, the Town Planning Commission shall consist of five members, including one Town Council member and four members appointed at-large; and

WHEREAS, the Town Council member serving on the Planning Commission functions as a liaison between the Town Council and the Planning Commission to promote coordination, communication, and continuity of municipal planning activities; and

WHEREAS, the term of the current Planning Commission Liaison has expired, necessitating the election of a Town Council member to fill this position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

The Town Council hereby appoints Jeff Voit, a duly elected member of the Town Council, to serve as the Town Council appointee to the Planning Commission. The Planning Commission appointee shall serve in accordance with Section 2.16.010 of the Town Code and shall hold such position until the expiration of the applicable term from January 1, 2026, to December 31, 2026.

This Resolution was approved this 5th day of February 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: Mayor Tina Gambill
Hon. Tina Gambill, Mayor

Attest: India Adams-Jacobs
India Adams-Jacobs, Town Manager/Clerk

VOTES:
Ayes: Valarie Coyle, Jean Davis, Jeff Voit, Dan Webb, Dr. John Chinault, Randy Hageman

Nays:

Absent: David Storke

Abstain:

TOWN OF BOWLING GREEN

**AN ORDINANCE TO AMEND AND UPDATE CHAPTER 2: ADMINISTRATION OF
GOVERNMENT OF THE BOWLING GREEN TOWN CODE**

WHEREAS, certain provisions in the Bowling Green Town Code related to the administration of government have not been updated in several years; and

WHEREAS, Council now desires to update Town Code to reflect current practices as well as state law.

NOW, THEREFORE, it is Ordained by the Council for the Town of Bowling Green, Virginia, that the Town Code is hereby amended as follows:

§1. CHAPTER 2: ADMINISTRATION OF GOVERNMENT

Article 2.02 Town Seal, Town Council, Mayor

Article 2.04 Officers And Employees Generally

Article 2.06 Specific Officers

Article 2.08 Town Departments

Article 2.10 Economic Development Authority

Article 2.12 Tourism Zones

Article 2.14 Reserved.

Article 2.16 Planning Commission

Article 2.02 Town Seal, Town Council, Mayor

2.02.010 Generally

2.02.020 Council Meetings Rules of Order and Procedure

2.02.010 Generally

(a) Town Seal.

- (1) There is adopted, as the seal of the Town, two (2) embossed concentric circles between which shall be embossed the words "Town of Bowling Green, Virginia." The area within the inner circle shall include the words "SETTLED 1667" at the top and at the bottom "INCORPORATED 1837".
- (2) No one shall be permitted to use, publish, duplicate, sale or distribute materials bearing the Town seal without the prior approval of Town Council.

(b) Town Council, Terms Of Office, Elections.

- (1) Except as otherwise provided in the Town Charter, all powers of the Town and the administration and government thereof shall be vested in the Council and such boards or officers as are hereafter mentioned or as may be by law otherwise provided.
- (2) An election shall be held on the first Tuesday of November, 2012, and every two years thereafter. The Mayor and members of council shall serve for terms of four years. The mayor and councilmen elected at such elections shall enter upon their duties the first day of January next succeeding. Any vacancies on the council occurring other than by expiration of terms shall be filled, from the electors of the Town, for the unexpired term, by a majority vote of the remaining members of the council.
- (3) The council shall judge of the election, qualification, and returns of its members; and, with the concurrence of two-thirds, expel a member, for cause. If any person returned be adjudged disqualified or be expelled, a new election to fill the vacancy shall be held on such day as the council may prescribe. Any vacancy occurring otherwise during the term for which such person was elected shall be filled by the council by the appointment of anyone eligible to such office. A vacancy in the office of mayor shall be filled by the council from the electors of the Town, and any member of the council may be eligible to fill such vacancy.
- (4) A majority of the members of the council shall constitute a quorum for the transaction of business.

(c) **Compensation Of Town Council And Mayor.**

- (1) Each member of the council shall receive a salary in an amount established by council, payable as the council may direct, provided no increase in salary of a council member shall take effect during the incumbent council member's term in office, but this restriction shall not apply when the council members are elected for staggered terms.
- (2) The Mayor shall receive a salary in an amount established by council, payable as the council may direct, but no increase in the mayor's salary shall take effect during the incumbent mayor's term in office.

State law references: Code of Virginia, § 15.2-1406

- (d) **Establishment Of Council Committees.** The mayor may establish such committees as deemed necessary in carrying out the Town functions.

HISTORY

Amended by Ord. 1-11 on 4/7/2011

2.02.020 Council Meetings Rules of Order and Procedure

The Town Council may adopt such rules of procedure it deems proper for the

regulation of the time, place, cancellation, and special meetings; the mayor as presider of meetings, order of business, time limits of speakers, mayor and town council comments, new business items, Robert's Rules of Order, special rules of order, committee of the whole/work session, order of business at meetings, quorums, and the journal of proceedings.

State law references: Code of Virginia, § 15.2-1416.

Article 2.04 Officers And Employees Generally

2.04.010 Tenure Of Officers And Employees

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

2.04.010 Tenure Of Officers And Employees

All appointments of officers and hiring of other employees shall be without definite term, unless for temporary services not to exceed one year, or except as otherwise provided by general law or special act.

State law references: Code of Virginia, § 15.2-1503(A).

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

- (a) Authority vested in and duties imposed upon Town officers by state law, the Town Charter, this Code or other ordinances and resolutions of the Town council may be exercised or performed by their deputies, assistants and other subordinates, to the extent not prohibited by state law, the Town Charter, this Code or other ordinance or resolution of the Town council.
- (b) When any Town officer or employee is absent or disabled, or when any office or position in the Town government is vacant, the person designated by competent authority to act in the place of such absent or disabled Town officer or employee or to hold temporarily the vacant office or position shall have the powers and perform the duties of such absent or disabled officer or employee or appertaining to such vacant office or position.

State law references: Code of Virginia, § 15.2-1502.

Article 2.06 Specific Officers

2.06.010 Town Manager

2.06.020 Town Clerk

2.06.030 Town Attorney

2.06.040 Director Of Finance, Town Treasurer

2.06.050 Signatures On Town Checks

2.06.060 Payment By Commercially Acceptable Means

2.06.010 Town Manager

- (a) The Town Manager, as the Chief Administrative Officer of the Town as provided in the Charter, shall be the administrative head of the Town and shall be responsible for the proper management of all the affairs of the Town which the governing body has authority to control.
- (b) The Town Manager, unless otherwise provided by general law, charter, or by ordinance or resolution of the Town, shall:
 - (1) Enforce all ordinances, resolutions, directives and orders of the Town Council and all laws of the Commonwealth required to be enforced through the Town Council or officers subject to the control of the Town council are faithfully executed;
 - (2) Make reports to the Town council from time to time as required or deemed advisable upon the affairs of the Town under the manager's control and supervision;
 - (3) Receive reports from and give directions to all heads of offices and departments of the Town under the manager's control and supervision;
 - (4) Submit to the Town council a proposed annual budget, in accordance with general law, with the manager's recommendations;
 - (5) Execute the budget as finally adopted by Town council;
 - (6) Keep the Town council fully advised on the Town's financial condition and its future financial needs;
 - (7) Appoint all officers and employees of the Town, except as the manager may authorize the head of an office or department responsible to the Town manager to appoint subordinates in such office or department; and
 - (8) Serve as the Town's Director of Emergency Management pursuant to § 44-146.19 of the Code of Virginia.
- (c) The Town Manager, or his or her designee, is authorized to obtain criminal history record information from the Central Criminal Records Exchange of the Department of State Police on all applicants for employment, permit, or license with the Town to determine if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment, permit, or license.
- (d) Except as otherwise provided by law, Charter or ordinance, the Town Manager or his or her designee shall be authorized to make and execute, during the ordinary course of business and within the limitations of appropriations, all contracts on behalf of the Town.

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1540, 15.2-1541, 19.2-389.

2.06.020 Town Clerk

- (a) The Town Clerk shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town Council.
- (b) No record or other item of personal property of the Town shall be removed from the office of the Town Clerk except by the Town clerk's authority, and for which the clerk may require a written receipt, or by authority of the Town council, the Town manager or a valid subpoena duces tecum issued by a court, tribunal, officer or other body having competent jurisdiction.

State law references: Code of Virginia, §15.2-1539

2.06.030 Town Attorney

- (a) The Town Attorney shall be a member in good standing of the Virginia State Bar and shall be retained by the Town Council upon such terms and conditions as may be mutually agreed upon, subject to the following provisions:
 - i. The Town Attorney shall be legal counsel for the Town Council and Town officers, boards and commissions; shall attend meetings of the Town Council and its committees upon request; and shall draft ordinances, resolutions, contracts, deeds and other legal instruments for the Town Council and Town officers, boards and commissions upon request.
 - ii. The Town Attorney shall have such other powers and perform such other duties as may be provided for by the council, this Code, the charter or other ordinances of the town or the laws of the state.
- (b) The Town Attorney is authorized, with the concurrence of the Caroline County Commonwealth's Attorney, to prosecute criminal cases charging the violation of Town ordinances.

State law references: Code of Virginia, §§ 15.2-1536, 15.2-1542.

2.06.040 Director of Finance, Town Treasurer

The Director of Finance and Town Treasurer shall have such powers and perform such duties as may be prescribed by state law, the Charter, this Code and other ordinances and resolutions of the Town council.

State law references: Code of Virginia, §15.2-1537.

2.06.050 Signatures on Town Checks

All checks drawn against the Town shall be signed by the Town Treasurer and the Town

Manager. If either the Treasurer or Manager is incapacitated or otherwise unavailable, then the Mayor shall be the second signatory.

HISTORY

Amended by Ord. 2015-001 on 4/2/2015

2.06.060 Payment By Commercially acceptable means

The Treasurer is authorized to accept payments of local taxes, other fees, or charges due to the Town including but not limited to taxes, interest, penalties, fees, fines or other charges, by any commercially acceptable means, including but not limited to checks, credit cards, debit cards, and electronic funds transfers. The Treasurer may add to any amount due a sum not to exceed the amount charged to the treasurer for acceptance, pursuant to contract or otherwise.

State law references: Code of Virginia, §2.2-614.1.

Article 2.08 Town Departments

eserve

2.08.040 Planning And Zoning Administration, Building Official

2.08.050 Fee For Review Of Site Development Plans; When Payable

2.08.060 Public Utilities And Public Works Department

2.08.070 Department Of Police; Police Chief

2.08.080 Arts Commission Advisory Committee Created; Composition, Appointment, Terms Of Office

(to be adopted by Council Policy)

HISTORY

Amended by Ord. 12-02-11 on 1/5/2012

Reserved. (to be adopted by Council Policy)

2.08.040 Planning And Zoning Administrator; Building Official

- (a) The Town Manager, or designee shall serve as Zoning Administrator for the Town and shall be responsible for administering land use and zoning for the Town. In this capacity, the Zoning Administrator shall have staff and assistants as the Town Council may from time to time authorize.
- (b) The duly authorized Caroline County Building Official shall serve and hereby has the authority and power of Building Official as the Town of Bowling Green Building Official.

State law references: Code of Virginia, §15.2-2286

2.08.050 Fee For Review Of Site Development Plans; When Payable

- (a) The fees charged by the Town for planning and zoning shall be as established in this code or by separate ordinance adopted by Council in accordance with state law.
- (b) Fees shall be due and payable at the time each application is submitted unless otherwise stated..

State Law Reference: Code of Virginia, §15.2-107

2.08.060 Public Utilities And Public Works Department

- (a) There is created the department of public utilities and public works of the Town. This department shall provide the functions of public utility facilities construction, operation, maintenance, and repair; maintenance and operation of general properties; street construction maintenance and repair; and landscaping, horticulture, and tree preservation.
- (b) There shall be a Director of Public Works and Utilities works who shall be appointed by the Town Manager. The Director of Public Works and Utilities shall be the administrative head of this department and shall have such staff and assistants as the Town council may from time to time authorize.
- (c) The department of public utilities and public works shall be under the supervision and control of the Town manager and the director of this department shall report directly to the Town Manager.

2.08.070 Department Of Police; Police Chief

- (a) The Chief of Police, under the direction of the Town Manager, shall be commanding officer of the police force and shall be responsible for the administration, training, discipline and morale of the members of the force and their effective deployment and employment; to preserve and maintain law and order in the Town and to enforce therein all applicable provisions of state law, the Town Charter, this Code and other ordinances and resolutions of the Town Council and such other responsibilities as may be designated by the Town Manager.
- (b) The Chief of Police and such other members of the police force for whom uniforms or badges may be prescribed by the Town Council shall at all times while on duty wear such uniform and badge as so prescribed. There shall be no modification of the uniform or badge without the consent and approval of Town Council.
- (c) The Town Manager, in consultation with the Chief of Police, shall prepare rules and regulations for the police force of the Town not inconsistent with state law, the Town Charter, this Code or other ordinance of the Town and shall submit them to the Town Council. When any such rules and regulations, so prepared, have been approved by resolution of the Town Council and placed on file in the office of the Town Clerk, with a copy thereof placed on file in the headquarters of the police force for the information of all members of the force, it shall be unlawful for any such member to violate or fail to comply with any such rule or regulation.

2.08.050 Arts Commission Advisory Board; Composition, Appointment, Terms Of Office

- (a) Members of the Bowling Green Arts Commission may be appointed by the Town Council and shall serve at the pleasure of Council. Residents of the Town of Bowling Green and the County of Caroline are eligible for appointment. The term of office

shall be two years beginning on July 1 of the year of appointment. All terms of office shall be served from July 1 to June 30 of the second year of service.

- (b) The Bowling Green Arts Commission shall serve as advisor to the Bowling Green Town Council in matters related to the development and encouragement of the arts in the community. The Bowling Arts Commission is an advisory body to the Town Council.

State Law Reference—Code of Virginia, § 15.2-1411

Article 2.10 Economic Development Authority

2.10.010 Created

Article 2.10 Economic Development Authority

2.10.010 Created

- (a) There is hereby created a political subdivision of the Commonwealth of Virginia with the public and corporate powers stated in the Industrial Development and Revenue Bond Act (Code of Virginia, tit. 15.2, ch. 49 [§ 15.2-4900 et seq.]), including such powers as may hereafter be stated in such act.
- (b) The name of the political subdivision of the state created by this article shall be the Economic Development Authority of the Town of Bowling Green (the Authority).
- (c) The authority shall be governed by a board of seven (7) directors to be appointed by resolution of the town council in accordance with the provisions of said Act, directors to be appointed for four-year staggered terms. If at the end of any term of office of any director a successor thereto has not been appointed, then the director whose term of office has expired shall continue to hold office until his successor is appointed and qualified.
- (d) Members of the Bowling Green Town Council may serve as directors provided, they do not comprise a majority of the board for so long as the population of the Town of Bowling Green remains under 3, 500.
- (e) The directors shall receive no salary but may be compensated such amount per regular, special, or committee meeting or per each official representation as may be approved by the Bowling Green Town Council, not to exceed \$200 per meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.
- (f) The Economic Development Authority of the Town of Bowling Green shall keep suitable records of its financial transactions and, unless exempted by Virginia Code § 30-140, it shall arrange to have the records audited annually. Copies of each such audit shall be furnished to the Bowling Green Town Council and shall be open to public inspection.

State Law Reference—Code of Virginia, § 15.2-4900

HISTORY

Adopted by Ord. 08-01-11 on 8/4/2011

Article 2.12 Tourism Zones

2.12.010 Eligibility Requirements

2.12.010 Eligibility Requirements

- (a) Economic incentives and regulatory flexibility may be made available to any new or expanded business that is located in an area of Town that is zoned for commercial activity which seeks to attract customers into the Town of Bowling Green. The business must advance the town's strategic goals identified in the town's Comprehensive Plan. The business must commit to a performance agreement based upon investment, historic preservation, jobs, sales revenues, or other significant criteria. Examples of eligible business include retail trade establishments, eating establishments, museums, bed and breakfasts, hotels, theaters, cultural art centers, health clubs/fitness centers, conference centers, commercial parking garages, and commercial recreation facilities.
- (b) An existing business must make a capital investment of at least \$50,000.00 or create and sustain at least 5 new full-time jobs in order to be eligible for economic incentives or regulatory flexibility. A new business must make a capital investment of at least \$100,000.00 or create and sustain at least 10 new full-time jobs in order to be eligible for economic incentives or regulatory flexibility.
- (c) Economic incentives may be provided for up to ten years through the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.

HISTORY

Adopted by Ord. 10-02-11 on 11/3/2011

Article 2.14 Reserved.

Article 2.16 Planning Commission

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

2.16.020 Functions, Powers, And Duties

2.16.030 Compensation Of Members

2.16.040 Removal Of Members

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

- (a) The Town Planning Commission shall consist of five members, one town council member and four of which shall be appointed at-large.
- (b) The term of the council member shall be coextensive with the term of office. The remaining members may be appointed for terms of one, two, three and four years,

these terms divided as equally as possible among the membership to ensure staggered terms with no more than two members being appointed in a given year. Their successors shall be appointed to terms of four years by the Town Council. Any vacancy in membership shall be filled by appointment by the town council and shall be for the remainder of the unexpired term.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.020 Functions, Powers, And Duties

The Town Planning Commission shall have the functions, powers and duties which are prescribed by law.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.030 Compensation of Members

Commission members may be compensated for their services, reimbursement for actual expenses incurred, or both HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.040 Removal of Members

A member of the Town Planning Commission may be removed by the town council for malfeasance in office. Members of the Town Planning commission may also be removed by the town council in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

§2. Effective Date: This ordinance shall be effective upon adoption.

Adopted by the Bowling Green Town Council this 5 day of February 2026.

By: Tina Gambill
Tina Gambill, Mayor

Attest: India Adams-Jacobs
India Adams-Jacobs, Town Manager and Clerk to Council

2026 Planning Commission Annual Work Plan

Timeframe	Action Items
February- April	
	2026 Annual Workplan
	Comprehensive Plan Discussions
	Capital Improvement Plan Review
	CBPA Ordinance Changes
May- July	
	Comprehensive Plan Discussions
August- October	
	Comprehensive Plan Discussions
	Comprehensive Plan Hearings
November	Comprehensive Plan Recommendation to Council
December	



**PLANNING COMMISSION
2025 ANNUAL REPORT**

Executive Summary

The Bowling Green Planning Commission completed a productive 2025 with a focus on three strategic priorities: (1) mobile food vendor regulatory framework development, (2) Comprehensive Plan update initiation, and (3) technical infrastructure improvements, including GIS implementation and Chesapeake Bay Preservation Act compliance. The Commission held ten regular meetings, conducted community surveys, facilitated public hearings, and advanced multiple land-use policy initiatives that position the Town for sustainable growth.

Organizational Leadership

February 2025: Conducted annual officer elections; Scott Seigmund elected Chair, Lisa Gattie elected Vice-Chair. Welcomed new Commissioner Lauren Griemsman. Approved 2025 meeting schedule with regular third-Thursday meetings at 6:00 PM; June meeting moved to June 12; July and December meetings cancelled per approved schedule.

Staffing Continuity: Following the June vacancy in the Director of Community Development position, the Commission operated with consulting support The Berkley Group (Darla Odom) and the Town Manager from August through year-end, ensuring project continuity and technical expertise.

2025 Annual Workplan

February 2025: Commission reviewed 2024 accomplishments and approved 2025 Annual Workplan encompassing three major initiatives: (1) Zoning Map Update with GIS integration, (2) Comprehensive Plan Update for state code compliance by 2026, and (3) Chesapeake Bay Preservation Act ordinance amendments.

March 2025: Amended workplan to incorporate tiny homes housing analysis at Town Council request, establishing February-April timeline for policy research and feasibility assessment.

June 2025: Expanded workplan scope to formally integrate food truck regulations and tiny homes analysis as planning priorities, ensuring alignment between regulatory development and long-range planning processes.

Mobile Food Vendor Regulatory Framework

June 2025: Initiated food truck regulatory research following Town Manager referral. Reviewed comparative analysis of municipal policies from similar Virginia localities, examining permit structures, operational requirements, and enforcement mechanisms.

August 2025: Authorized distribution of dual-track community survey targeting business owners and residents. Survey designed to capture distinct stakeholder perspectives on food truck operations, competitive impacts, preferred locations, and regulatory preferences.

September 2025: Analyzed survey results from 36 respondents (18 businesses, 18 residents). Key findings: strong community support for year-round operations; concerns about waste management and parking; preference for commercial district locations; support for discretionary permitting over strict numerical caps. Directed staff to draft ordinance language and permit application incorporating survey input.

October 2025: Reviewed draft zoning ordinance text amendment establishing "Temporary Mobile Vending Vehicles" as permitted uses in B-1 and B-2 Business Districts. Refined regulatory language, including a 100-foot restaurant separation standard, \$100 permit fee structure, and enforcement protocols. Authorized public hearing advertisement for November 20, 2025.

November 2025: Conducted an advertised public hearing on zoning text amendment and reviewed comprehensive permit requirements, including property owner permission, VDH licensing, fire inspection certification, \$1 million liability insurance, residential separation standards, operational day limits (3 consecutive days, 5 days per month per property), meals tax compliance, and waste management responsibilities. **The Commission voted to recommend approval to the Town Council with a targeted December 2025 adoption and January 2026 implementation.**

Comprehensive Plan Update

March 2025: Received briefing on Town Council Strategic Planning Retreat land-use priorities. Reviewed Capital Improvement Plan updates; provided a favorable recommendation to the Town Council.

May 2025: Conducted detailed policy analysis on tiny homes housing format, examining taxation implications, Town Code compatibility, utility service provision, and Virginia State Building Code Appendix Q requirements. Discussion on informed housing element development for the Comprehensive Plan.

September 2025: Town Manager briefed Commission on Comprehensive Plan update requirements per Virginia Code. Identified priority revision areas: geographic data updates, historical trends analysis, housing element development, economic development section separation from tourism component, and state statutory compliance. Assigned individual Commissioner SWOT (Strengths, Weaknesses, Opportunities, Threats) analyses with an October 8 completion target.

October 2025: Facilitated a comprehensive SWOT workshop examining:

- **Strengths:** County seat designation, data-informed planning capacity, historic preservation efforts, proactive growth mindset, connectivity infrastructure, increased community momentum
- **Weaknesses:** Aging infrastructure, public safety capacity questions, Comprehensive Plan formatting challenges, outdated demographic data, missing housing element, insufficient economic development focus
- **Opportunities:** Enhanced community engagement, regional partnerships, town identity definition, Main Street branding, Fort A.P. Hill collaboration, and Architectural Review Board potential

- **Threats:** Regional competition from Ladysmith/Carmel Church growth, housing affordability concerns, infrastructure funding gaps, unfunded state mandates, aging system constraints

SWOT findings compiled for integration into draft Comprehensive Plan revisions. The update process continues into 2026, with public hearings and technical revisions, with adoption targeted for late 2026.

Technical Infrastructure and Zoning Compliance

March 2025: Advanced Chesapeake Bay Preservation Act local compliance review. Received updates on zoning map modernization project, including zoning designation change requests coordinated with Caroline County for Town parcels.

August 2025: The Town Manager/Zoning Administrator secured a partnership with SERCAP for Geographic Information System development at no cost to the Town valued at \$70,000. The GIS system provides a digital asset management foundation and supports infrastructure planning.

Throughout 2025: Continued technical work on zoning map updates, CBPA ordinance amendments, and GIS implementation, establishing infrastructure for improved land-use administration and long-term asset management.

Regional Coordination

Participated in the VDOT Route 301 Smart Scale Project public engagement process for \$14 million state-funded transportation improvements. Coordinated with the George Washington Regional Commission on regional economic study participation. Supported the Mobilizing Main Street program survey on downtown revitalization strategies.

2025 Accomplishments Summary

1. **Mobile Food Vendor Framework:** Completed research, community survey (36 responses), draft ordinance, permit application, public hearing; recommended approval to Town Council with January 2026 implementation target
2. **Comprehensive Plan SWOT:** Completed strategic assessment identifying strengths, weaknesses, opportunities, threats to guide plan revisions
3. **Organizational Leadership:** Elected Chair and Vice-Chair; welcomed new Commissioner; approved and implemented Annual Workplan
4. **Policy Analysis:** Conducted feasibility assessments on tiny homes, food trucks, zoning map updates, CBPA compliance

Pending Actions for 2026

1. Complete Comprehensive Plan update with consultant support; conduct public hearings; forward recommendation to Town Council
2. Finalize Chesapeake Bay Preservation Act ordinance compliance amendments
3. Continuing the tiny homes feasibility analysis for housing element development

Commission Membership (2025)

Scott Seigmund, Chair

Lisa Gattie, Vice-Chair

Matthew Benjamin, Commissioner

Lauren Griemsman, Commissioner

Jeff Voit, Councilmember/Commissioner

Staff Support:

J.C. LaRivere, Jan-May

India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

Darla Orr, July-December

Jeffrey Smith, Deputy Clerk

Conclusion

The Planning Commission maintained focused, collaborative work throughout 2025, balancing immediate regulatory needs with long-term strategic planning. The Commission's systematic approach—combining benchmarking research, community engagement, policy analysis, and public hearings—produced well-developed recommendations that advance Town Council priorities while ensuring broad stakeholder input. The foundation established in 2025 positions the Commission to complete the Comprehensive Plan update, implement new regulatory frameworks, and continue supporting Bowling Green's role as Caroline County's government center and a thriving historic town.

Respectfully submitted,
Bowling Green Planning Commission

Chair

Vice-Chair

FINAL 2025 Workplan

2025 Planning Commission Annual Workplan	
Timeframe	Action Items
February- April	CBPA Ordinance Changes
	Zoning Map Research
	Comprehensive Plan Discussions
May- July	Zoning Map Adoption
	Comprehensive Plan Discussions
	<i>Tiny Homes</i>
	<i>Food Trucks</i>
August- October	Comprehensive Plan Discussions
	Comprehensive Plan Hearings
	Food Trucks/Mobile Vending
November	Comprehensive Plan Recommendation to Council Food Trucks/Mobile Vending Public Hearing-approved and forwarded to the council
December	Comprehensive Plan adopted by Council No December Meeting



Town of Bowling Green, Virginia
Town Council Strategic Planning Retreat Summary
January 7–8, 2026
Facilitated by the Virginia Institute of Government

Notes

Mayor Tina Gambill called the meeting to order at 9:10 a.m. In addition to the Mayor, Vice Mayor Valarie Coyle, and Council members John Chinault, Jean Davis, David Storke, Randy Hageman and Jeff Voit were present on January 7. David Storke and Dr. Chinault were absent on January 8 and Dan Webb was absent on January 7 and 8. Also present were Town Manager/Clerk India Adams-Jacobs; Mark Inboden, Inboden Environmental Services; Sarah Neiderer, Moonshot Missions; Andy Koester, Moonshot Missions; Bryant Mountjoy, Stantec; Jason Early, Stantec; Ted Cole, Davenport & Co.; Jeff Gore, Town Attorney, and Charles Hartgrove of the Virginia Institute of Government, who served as retreat facilitator.

After calling the meeting to order, Mayor Gambill turned the meeting over to the facilitator. Mr. Hartgrove thanked the Council for inviting him to serve as facilitator for the retreat. He then referred to the agenda and reviewed suggested goals for the retreat as follows:

- Work as a team and develop consensus
- Review progress on the work plan developed at last year's retreat
- Review the Town's mission, vision, and values statements.
- Review major strategic goal areas
- Receive a briefing on the Town's infrastructure projects and project updates
- Receive a briefing from the Town's financial advisors
- Craft a work plan for the next 18 to 24 months
- Identify longer term issues
- Understand constraints to progress and identify means to overcome them

He mentioned some themes that might run through the day's discussion including Council roles and responsibilities dynamics and processes, Council/Manager roles and relationships, public engagement, and potential limitations that might have to be overcome to address the Council's

priorities, including an overview of handout for Mayor & Council with some highlights regarding governing in the Commonwealth of Virginia.

Mr. Hartgrove then offered some ground rules to guide the Council's discussion:

- Everyone participates; no one dominates
- Engage
- Be honest
- Listen to each other
- Respect different opinions
- No idea is too outlandish
- Seek to understand
- Ask questions
- Seek consensus (formal action at a future Council meeting)
- Silence means consent – speak up if you disagree
- Use the parking lot for issues that may evade consensus or require more background
- We will take breaks when it seems appropriate

Review of Progress in Addressing Action Items Identified at the Previous Year's Retreat

- ✓ FY 22 & FY23 audit was completed
- ✓ Awarded \$6.2 million grant for water quality and well improvements
- ✓ Awarded \$2.7 million low-interest loan through VCWLRP for wastewater treatment plant (belt press)
- ✓ Completed PER for wastewater treatment plant grant
- ✓ Completed nearly \$1.2 million of sewer repairs on Main Street and Courthouse
- ✓ CCTV of sewer lines began for proactive planning
- ✓ Launched internal GIS for asset management through partnership with SERCAP

Key Themes and Discussion Areas

Economic Development & Community Vitality

- 1) Preserve Bowling Green’s “small-town vibe” while embracing thoughtful growth and modernization.
- 2) Clarify and articulate what makes Bowling Green unique, including:
 - a. Historic assets
 - b. Town Green and Main Street
 - c. Community traditions and special events
- 3) Identify a clear “tagline” or narrative that communicates the town’s identity to residents, visitors, and prospective businesses.
- 4) Recognize progress toward a thriving downtown, including new and expanding businesses.
- 5) Emphasize the importance of:
 - a. Special events as economic drivers
 - b. Customer-friendly town services
 - c. A welcoming and well-maintained public realm
- 6) Continue focus on tourism and economic development as mutually reinforcing strategies.
- 7) Evaluate long-term opportunities related to:
 - a. Hotel feasibility
 - b. Parking needs
- 8) Downtown redevelopment and infill

Strategic Partnerships

- 1) Strengthen Town–County liaison and communication efforts through regular meetings.
- 2) Expand regional partnerships to leverage shared services, tourism, and economic development opportunities.
- 3) Maintain and build strong relationships with:
 - a. Local business community
 - b. Caroline County Public Schools
 - c. Civic and nonprofit organizations

- 4) Explore how the existing Main Street organization can support downtown vitality through a part-time director.
- 5) Use comparable communities as benchmarks for best practices.

Infrastructure

- 1) Celebrate improvements to the town's water and utilities systems.
- 2) Reinforce the importance of budget sustainability through:
 - a. Proactive infrastructure investments
 - b. Long-range financial planning
- 3) Discuss development along the Route 301 corridor, with attention to:
 - a. Business growth
 - b. Balanced residential development
- 4) Explore multi-modal transportation opportunities, including trails and connectivity.

Government Performance

- 1) Commitment to completing a Comprehensive Plan update by December 2026, with interim Council updates.
- 2) Consider targeted planning efforts such as:
 - a. Strategic zoning updates
 - b. Corridor planning
 - c. SWOT analysis for key areas
- 3) Discuss regulatory issues, including:
 - a. Vape shop and cannabis regulations
 - b. Code clarity and consistency
- 4) Reinforce the importance of civility and composure in leadership and public engagement. The Town Council can help set the tone for the entire community.
- 5) Emphasize excellent customer service as a core organizational value.
- 6) Review Town Hall operations, including:
 - a. Office hours
 - b. Accessibility (in-person and virtual)

- c. Space and workflow considerations
- 7) Identify the need for standard operating procedures (SOPs), particularly for small organizations.
- 8) Town Manager to propose a Town Hall operations plan for Council consideration.
- 9) Discussed the balance between reactive vs. proactive code enforcement.
- 10) Evaluate staffing capacity and alternative incentives for compliance.
- 11) Identify priority Town Code updates, including:
 - a. Administrative functions
 - b. Council policies and bylaws
 - c. Cleanup and modernization of outdated provisions
 - d. Clarifying distinctions between law and policy
- 12) Consider future Charter updates and legislative agenda priorities

Financial Sustainability & Resiliency

- 1) Review the following:
 - a. Bank stock tax
 - b. GASB requirements
 - c. Accrual versus cash accounting approaches
- 2) Align financial policies with long-term sustainability goals.
 - a. Create long-term plans for water and sewer enterprise funds

The Town Council also reaffirmed the Town Vision, Mission, and Values/Operating Principles Strategic Planning Goal Areas:

Review of the Town Vision, Mission, and Values/Operating Principles

Mr. Hartgrove suggested only a quick review of the Town vision, mission, and values statements. Council affirmed the language from the previous retreat.

The Town's Vision Statement identified during the previous retreat:

- ✓ Vibrant, lively, thriving community

- ✓ Sustainable/resilient
 - ✓ Connected regionally
 - ✓ Walkable/connected neighborhoods
 - ✓ A destination for visitors
 - ✓ Small town vibe; a village with historic charm
 - ✓ A cultural & business center of Caroline County
 - ✓ Beautiful public spaces and streetscapes
 - ✓ Land use control
 - ✓ Utilities
 - ✓ Public Safety
 - ✓ Attractive physical assets
 - ✓ Amenities and park
 - ✓ Independence and self-government
 - ✓ Sense of community
 - ✓ Location of services, commerce and culture
- ✓ Solid waste collection
- Town Mission Statement: “To serve the citizens.”

Values/Operating Principles

- ❖ Transparency
- ❖ Open communications (two-way)
- ❖ Good customer service
- ❖ Honesty
- ❖ Integrity
- ❖ Sound financial management
- ❖ Follow through
- ❖ Staff development
- ❖ Welcoming
- ❖ Facilitative
- ❖ Creative/innovative
- ❖ Efficiency & effectiveness
- ❖ Trust

Retreat 2026 Goal Areas

- 1) **Financial Sustainability & Resiliency**– Provide fiscally responsible, sustainable, and resilient financial management that addresses both current and future needs.
- 2) **Infrastructure** – Improve and maintain the Town’s water and sewer system infrastructure, including water supply, treatment facilities and distribution/collection systems.
- 3) **Government Performance** – Improve organizational efficiency and effectiveness in service delivery through the adoption of appropriate policies, procedures, and practices; adapt and implement best practice. Foster a Town workforce that is well-trained, appropriately compensated, has development opportunities, and demonstrates a dedication to public service.
- 4) **Economic Development & Community Vitality**– Support business development and expansion that enhances the tax base and provided gainful employment. Support

development that improves community vitality. Act to ensure that the Town remains an attractive, historic, and convenient center for commerce, culture, and services as the County seat.

- 5) **Strategic Partnerships-** Communicate and collaborate with Caroline County for mutually beneficial results.

Next Steps and Follow-Up

- Town Manager to:
 - Develop and present proposed action plans related to Town Hall operations, customer service, and internal processes.
 - Provide Council with updates on Comprehensive Plan progress and key planning initiatives.
- Council and staff continue refining strategic priorities through regular work sessions and annual goal setting.
- Utilize retreat outcomes to guide budget decisions, policy development, and community engagement over the coming months and years.

The Mayor adjourned the meeting at 1:47 pm.

Prepared by:

Charles W. Hartgrove, ICMA-CM
Managing Director-Virginia Institute of Government
UVA's Weldon Cooper Center for Public Service
charles.hartgrove@virginia.edu

Notice of Public Hearing regarding proposed ordinance regulating fats, oils and grease

On Thursday, the 5th day of March 2026, the Town Council of the Town of Bowling Green, Virginia, will conduct a public hearing on the proposed ordinance to adopt regulations related to the handling and disposal of certain fats, oils and grease in relation to the Town sewer system, including civil fines for violations. A full copy of the proposed ordinance can be found here at the <https://www.townofbowlinggreenva.gov/meetings> or the town offices during business hours Monday, Wednesday and Friday, 9:00am- 4:30pm. The public hearing will be conducted at 6:00 p.m. in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia 22427. Interested people may appear at such time and place and present their views.

India Adams-Jacobs
Town Manager/Clerk of the Town Council
Town of Bowling Green, Virginia
COL-3001896



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Mark Inboden, Inboden Environmental Services, Inc.

DATE: March 5, 2026

RE: F.O.G. Policy

BACKGROUND

This agenda item is a request to the members of Town Council to consider approving an ordinance that will establish wastewater regulations related to fats, oils, and grease (F.O.G.).

Grease, oil, sand, rags, string, and other harmful materials building up in sewer lines can lead to blockages that may result in overflows and harm the quality of nearby surface waters. These accumulations also raise the risk of sewer backups and create significant problems at the wastewater treatment plants by disrupting the biological processes.

The policy will apply to any user of the Town wastewater system, including businesses, institutions or establishments engaged in food preparation, automobile repair, and service where fats, oil and grease may be discharged into a public sewer. Some exceptions will apply, such as single-family homes, single-service kitchens, etc.

Newly constructed businesses where grease, oil, sand, rags, string, and other harmful substances and materials that may be discharged into the Town wastewater system shall install, operate, maintain, and repair a grease/grit interceptor, waste oil collection device, or other applicable pretreatment unit solely at the user's expense. This will be necessary prior to the issuance of an occupancy permit.

Food and automobile facilities that existed before this Article was enacted may continue to use and maintain their current grease, oil, or grit interceptors, if these units are operating properly, according to the determination of the Town Manager.

In addition, the proposed ordinance will provide the Town with the necessary authority to effectively administer these regulations. It will establish clear provisions for frequent inspection of facilities and relevant records to ensure ongoing compliance. The ordinance will also include a schedule of fees and penalties for non-compliance, giving the Town leverage to enforce the requirements and maintain the integrity of the wastewater system.

DRAFT MOTION

I move that the Town Council adopt the fats, oils, and grease ordinance as presented.

TOWN of BOWLING GREEN

ORDINANCE No. _____

ESTABLISHING WASTEWATER REGULATIONS RELATED TO FATS, OILS, AND GREASE

Whereas, the Town of Bowling Green Virginia owns and operates drinking water and sanitary sewer systems for the Town, its businesses and residents; and

Whereas, these necessary public services require ongoing investment and maintenance as well as continual oversight and administration; and

Whereas, pursuant to power granted by state law (Va. Code § 15.2-2119), the Town has authority to regulate sewage collection, treatment or disposal service; and

Whereas, pursuant to Town Code Article VI Utilities, §1, Town Council has authority to make reasonable rules and regulations promoting the purity of its water supply and for protecting the same from pollution, and the authority to establish, construct, and maintain sanitary sewers, sewer lines and systems; and

Whereas, pursuant to Va. Code § 15.2-2122, the Town has the authority to establish standards for the use and services of sanitary, combined and stormwater sewer systems, treatment works and appurtenances operated and maintained by any locality, including but not limited to implementation of applicable pretreatment requirements pursuant to the State Water Control Law (§ [62.1-44.2](#) et seq.) and the federal Clean Water Act (33 U.S.C. § 1251 et seq.). Such sewer use standards may be implemented by ordinance, regulation, permit or contract of the locality, where applicable; and

Whereas, the Town's water and sewer regulations are set forth in Chapter 5: Public Facilities (Article 5.02 et seq.) of the Town Code; and

Whereas, pursuant to Va. Code § 15.2-2122, the Town may, by ordinance, establish a uniform schedule of civil penalties for violations of fats, oils, and grease standards; infiltration and inflow standards; and other specified provisions of any ordinance (other than industrial pretreatment requirements of the State Water Control Law (§ [62.1-44.2](#) et seq.) or federal Clean Water Act (33 U.S.C. § 1251 et seq.); and

Whereas, upon the advisement of the Town's licensed wastewater facilities operator and the recommendation from the Town Manager, after careful consideration, the Town Council deems it to be in the best interests and general welfare of its citizens and businesses to adopt wastewater rules and regulations related to fats, oils, and grease.

NOW, THEREFORE, BE IT ORDAINED BY THE BOWLING GREEN TOWN COUNCIL THAT THE TOWN WASTEWATER REGULATIONS AS SET OUT IN TOWN CODE ARE HEREBY AMENDED BY ADDING THE FOLLOWING PROVISIONS:

CHAPTER 5
ARTICLE 5.03
GREASE, OIL AND GRIT INTERCEPTORS

§ 5.03.010 Purpose

It is the duty of the Town to prevent the introduction of excessive grease, oil, grit, and other substances harmful or hazardous to the wastewater system and wastewater treatment plant. This Article is designed to implement and ensure compliance with applicable local, state, or federal rules and regulations.

Accumulations of grease, oil, sand, rags, string, and other harmful substances and materials within the sewer lines increase the potential to cause sewer blockages that, in turn, can cause overflows that degrade the quality of local surface waters and can cause sewer back-up into businesses or homes, which may cause extensive damage.

§ 5.03.020 Applicability

Any user of the Town wastewater system, including businesses, institutions, or establishments engaged in food preparation and service, where fats, oil and grease may be discharged into a public sewer, shall install, operate, maintain, and repair a grease interceptor, waste oil collection device, or other applicable pretreatment unit solely at the user's expense. Any user where automobiles, trucks or equipment are serviced or maintained, including but not limited to: car washes, service centers, repair shops, detailing centers, garages and any other facility where grease, oil, or grit may be discharged into the public sewer shall install, operate, maintain, and repair a grease/grit interceptor or other pretreatment unit solely at the user's expense.

Newly constructed businesses where grease, oil, sand, rags, string, and other harmful substances and material may be discharged into the Town wastewater system, shall install, operate, maintain and repair a grease/grit interceptor, waste oil collection device or other applicable pretreatment unit solely at the user's expense when necessary for the proper handling of wastes prior to the issuance of an occupancy permit.

Food and automobile facilities existing prior to the date of this Article shall be permitted to operate and maintain an existing grease/oil/grit interceptor provided such units are in good operating conditions, as determined by the Town Manager. The Town Manager will require an existing facility to install a new grease/oil/grit interceptor that complies with the requirements of the State of Virginia Plumbing Code, as amended, or to modify or repair any noncompliant plumbing or existing grease/oil/grit interceptor when any of the following conditions exist, at the determination of the Town Manager:

1. The facility is found to be contributing grease/oil/grit in quantities sufficient to cause line stoppages or necessitate increased maintenance on the wastewater collection system.

2. The facility does not have a grease/oil/grit interceptor.
3. The facility has an irreparable or defective grease/oil/grit interceptor.
4. Remodeling of the food preparation or kitchen waste plumbing system is performed which requires a plumbing permit to be issued.
5. Remodeling of the automotive establishment plumbing system is performed which requires a plumbing permit to be issued.
6. The facility is sold or undergoes a change of ownership.
7. The facility has a change of use from one business to another business.
8. The facility does not have plumbing connections to a grease/oil/grit interceptor in compliance with the requirements of this Article. Existing food and automotive service businesses must comply with this Article within six (6) months after the effective date of this Article. Upon written application to the Town Council, this period may be extended up to three (3) additional months, if, in the opinion of the Town Council, it can be demonstrated that unique hardship conditions exist in implementing the program.

§ 5.03.030 Waivers

The Town Manager reserves the right to waive portions of this Article, including the Design, Sizing, Construction and Installation Requirements as identified in the Water & Sewer Supplemental Regulations, at his/her discretion. If a properly sized grease interceptor cannot be accommodated within the property of the existing establishments, a waiver may be requested from the Town Manager. For existing establishments, the establishment shall demonstrate to the satisfaction of the Town Manager that the installation of a grease interceptor would be unfeasible and/or would cause an undue hardship in the utilization of the building as a food service establishment. The establishment seeking the waiver shall submit a written request to the Town Manager detailing the reasons and issues supporting the waiver request. The establishment will still be required to comply with all other provisions of this Article. A waiver shall not relieve the establishment of the requirement to use waste oil barrels to dispose of waste cooking grease. For any establishment granted a waiver that fails to comply with provisions of this Article, the Town reserves the right to require the establishment to install a grease interceptor or pay fees for noncompliance, as well as terminate service.

§ 5.03.040 Exceptions

Exceptions to the requirement to install a grease interceptor shall be allowed under the following conditions:

1. Establishments that use disposable service ware and have less than twenty-five (25) seats will not be required to install a grease interceptor. This exception does not apply to commercial kitchens. The establishment shall write a letter to the Town Manager stating fixtures, seat counts and certifying usage of disposable service ware and stating they shall comply

with all provisions of this Article.

2. A single-family residence shall not be required to install a grease interceptor unless such residence has been converted for commercial food preparation use.
3. Single service kitchens with no food preparation (heat and serve only), and which use only disposable service ware, will not be required to install a grease interceptor. The establishment will be required to submit a letter to the Town Manager stating the number of fixtures, seat count, and certify usage of disposable service ware, and shall comply with all of the other provisions of this Article.

§ 5.03.040 Design, Sizing, Construction and Installation of Pretreatment Devices

All pre-treatment devices shall comply with the Town's design, sizing, construction, and installation requirements, as set forth in the Town Code or any Water & Sewer Supplemental Regulations adopted by the Town Council.

§ 5.03.050 User Responsibilities

1. It is the responsibility of the user to ensure compliance with the Town's discharge limitations as specified in this Ordinance.
2. Hazardous wastes, such as acids, strong cleaners, pesticides, herbicides, paint solvents, or gasoline, must not be disposed of in such a manner as to pass through the grease/grit interceptor.
3. Commercial dishwashers that use detergents and elevated water temperatures that will melt grease must be designed to prevent grease from passing through the grease interceptor and into the collection system.
4. Enzymes, solvents, and emulsifiers that can change the form of grease, allowing it to be carried out of the interceptor and deposited in the treatment works are not permitted to be discharged through a grease interceptor. Biological treatment systems must be pre-approved by the Town Manager.
5. Where fats, oil and grease are by-products of food preparation and/or cleanup, reasonable efforts shall be made to separate waste fats, oil and grease into a separate container for proper disposal. Such waste must be disposed of in containers provided by grease rendering companies for recycling or disposal by a water hauler. Collection containers must be present on the property at all times. Access to such containers should be limited to employees and haulers only. Containers should be labeled to include the facility's name and hauler information.

§ 5.03.060 Maintenance of Pretreatment Devices

The user is responsible for maintaining grease interceptors in a continuous, satisfactory, and effective operation as prescribed in the Plumbing Code, including inspecting the interceptor, making repairs, and adding additional apparatus if necessary. The user must have the grease/grit interceptor serviced, including pumping, cleaning, and inspection, by a waste hauler at a minimum of every ninety (90) days. More frequent service may be required depending on the volume of discharged waste. In addition, grease traps must be serviced by the food establishment's staff at a minimum of weekly intervals. Maintenance shall include the complete removal of all contents, including floatable materials, wastewater, sludge, and solids. Separation, decanting, or back flushing of the interceptor or its wastes is prohibited. Maintenance of interceptors with grease or solids accumulation shall not exceed twenty-five percent (25%) of the total operating hydraulic depth of the interceptor. No interceptor waste shall be discharged directly into the treatment works.

§ 5.03.070 Inspections

The Town may conduct mandatory inspections at a minimum of once a year and at other times as the Town deems necessary, at its sole discretion. All establishments shall be open and available to inspections at all times during normal business hours. If grease or grit is responsible for a sewer blockage, inspections of all upstream food service and automotive service establishments will be conducted. Access to all interceptors shall be maintained in a manner that is free and open to inspection at all times.

§ 5.03.080 Maintenance Records for Pretreatment Devices

The user of the grease/grit interceptor shall be required to maintain cleaning and maintenance records. Cleaning records shall include at a minimum the date and time the cleaning is performed, the volume removed and the initials of the individual who performed the cleaning. Maintenance records shall include the type of maintenance performed, the date and time performed, and the initials of the individual who performed the maintenance. Invoices for contracted services shall be maintained and kept with maintenance records. All cleaning and maintenance records shall be maintained for a minimum of five (5) years.

§ 5.03.090 Prohibitions and Violations

No user shall contribute or cause to be contributed into the sanitary sewer system the following:

1. Hot water running continuously through a grease interceptor.

2. Discharge of concentrated alkaline or acidic solutions.
3. Discharge of concentrated detergents, emulsifiers, de-emulsifiers, surface active agents, enzymes, degreasers, solvents or any type of product that will liquefy grease interceptor wastes.
4. Discharge of any substance that may cause excessive foaming in the sanitary sewer system.
5. Discharge of pure waste fats, oils, and grease directly into an interceptor from a pan, vat, pot, or any similar device.
6. Discharge of any substance capable of passing the solid or semi-solid contents of the grease interceptor to the treatment works.
7. Discharge of any hazardous waste, including concentrated cleaners, pesticides, herbicides, paints, solvents, gasoline, or other petroleum products.

It shall be a violation of this program for any person to:

1. Modify an interceptor without consent from the Town Manager.
2. Falsify maintenance or design records.
3. Not provide maintenance or design records.
4. Discharge toilets, urinals, and other similar fixtures through a grease interceptor.

§ 5.03.100 Violations and Enforcement

Whenever the Town finds that any user has violated this Article, the Town may serve upon the user a written notice stating the nature of the violation. Within thirty (30) days of said notice, a plan for the satisfactory correction of the violation shall be submitted to the Town. All costs incurred by the Town for cleaning sewers downstream of a device failing to meet the Town’s Sewer Ordinance shall be billed to the account of the customer causing the obstruction.

In addition, fines shall be imposed as identified below:

<i>VIOLATIONS</i>	<i>1st Offense</i>	<i>2nd Offense (Within a 12 month period)</i>	<i>3rd Offense (Within a two- Year period)</i>	<i>Fourth & Subsequent Offense (Not to Exceed from the same operative set of facts)</i>
-Failure to Maintain On-Site Records; -Inspection Hindrance (equipment related); -Failure to Properly Clean Interceptor (excess of 25% full)	Warning Letter	\$100	\$150	\$3,000

-Interceptors in Excess of 75% Full; - Failure to Maintain Interceptor Other than Cleaning - Falsification of Maintenance or Cleaning Records and Noncompliance with Policy and Program (Criminal misdemeanor charges may also be filed)	Warning Letter	\$100	\$150	\$3,000 termination of service	+
Source of Sewer Blockage	Warning Letter & Clean up Costs	\$100 + Clean up Costs	\$150 + Clean up Costs	\$3,000 + Clean Up Costs + Termination of Service	
Refusal for Inspection	Termination of Service				

This ORDINANCE ESTABLISHING WASTEWATER REGULATIONS RELATED TO FATS, OIL AND GREASE was approved this ____ day of _____ 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor

Attest:

India Adams-Jacobs, Town Manager/ Clerk of the Council

TOWN OF BOWLING GREEN NOTICE OF PUBLIC HEARING ROUTE 301 SPECIAL TAX DISTRICT

The Bowling Green Town Council will hold a public hearing on an ordinance to amend the 2011 Ordinance to Establish a District for the Route 301 North Corridor, as amended. The public hearing will be held on or about 6:00 p.m. on March 5, in the Town Council Chambers, located in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia. Any person interested may appear at the hearing and present their views. The purpose of the proposed ordinance is to adopt technical amendments clarifying the original scope and intent of the special tax district.

Copies of the proposed ordinance are on file and available for public review in the Town Offices located at 117 Butler Street, Bowling Green, Virginia, during regular business hours. Written comments regarding the proposed renewal agreement may be forwarded either to the Town Manager prior to the public hearing, or to the Council during the public hearings. Requests for special assistance should be made to the Town Manager on or before March 3; such requests should specify the nature of the assistance required.

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India Adams-Jacobs
Town Manager/Clerk of Council
TOWN OF BOWLING GREEN, VIRGINIA
COL-3001909

NOTICE OF PUBLIC HEARING

On Thursday, the 5th day of March, 2026, the Town Council of the Town of Bowling Green, Virginia, will conduct a public hearing on the proposed issuance of general obligation bonds of the Town of Bowling Green in the estimated maximum principal amount of \$3,200,000. Proceeds of the proposed bonds are to be used to fund (1) the permanent financing of an outstanding interim loan undertaken for water and sewer system improvements, (2) the reimbursement of costs for recently completed water and sewer system repairs and improvements, (3) the costs of additional water and sewer system capital projects, and (4) related costs of issuance.

The public hearing will be conducted at 6:00 p.m. in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia 22427. Interested persons may appear at such time and place and present

50 vs.

India Adams-Jacobs
Town Manager/Clerk of the Town Council
Town of Bowling Green, Virginia
COL-3001895

NOTICE OF PUBLIC HEARING TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Town Council will hold a public hearing at its meeting on Thursday, March 5, 2026, beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Rezoning Request (Case # 2026-001) – Fairmont Land, LLC requests Rezoning from Business (B-2) Zoning District to Planned Unit Development (PUD) Zoning District of 19.47 acres to permit a residential and commercial mixed-use development. A density of up to 10 dwelling units per acre is permitted within the PUD Zoning District. The subject property fronts approximately 985 feet on the northwest line of AP Hill Boulevard (Route 301), approximately 535 feet north of its intersection with E. Broadus Avenue, and is identified as Tax Map Parcels 43-A-34 and 43E-1-4R, 5, 6, 7, and 8. The Comprehensive Plan suggests the property is appropriate for mixed-use.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at the Town Office at 117 Butler Street, Bowling Green, Virginia on Mondays, Tuesdays, and Fridays between 9:00 a.m. to 4:00 p.m.

By Order of the Town of Bowling Green
India Adams-Jacobs, Town Manager and Zoning Administrator
COL-3001922



Office
sdays,

UTILITY REPORT



JANUARY 2026

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

Location	Date	Result
010 - Jefferson Drive	1/13/2026	Absent
040 - Town Hall	1/13/2026	Absent

Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.033 MG for an average daily production rate of 0.130 MGD.

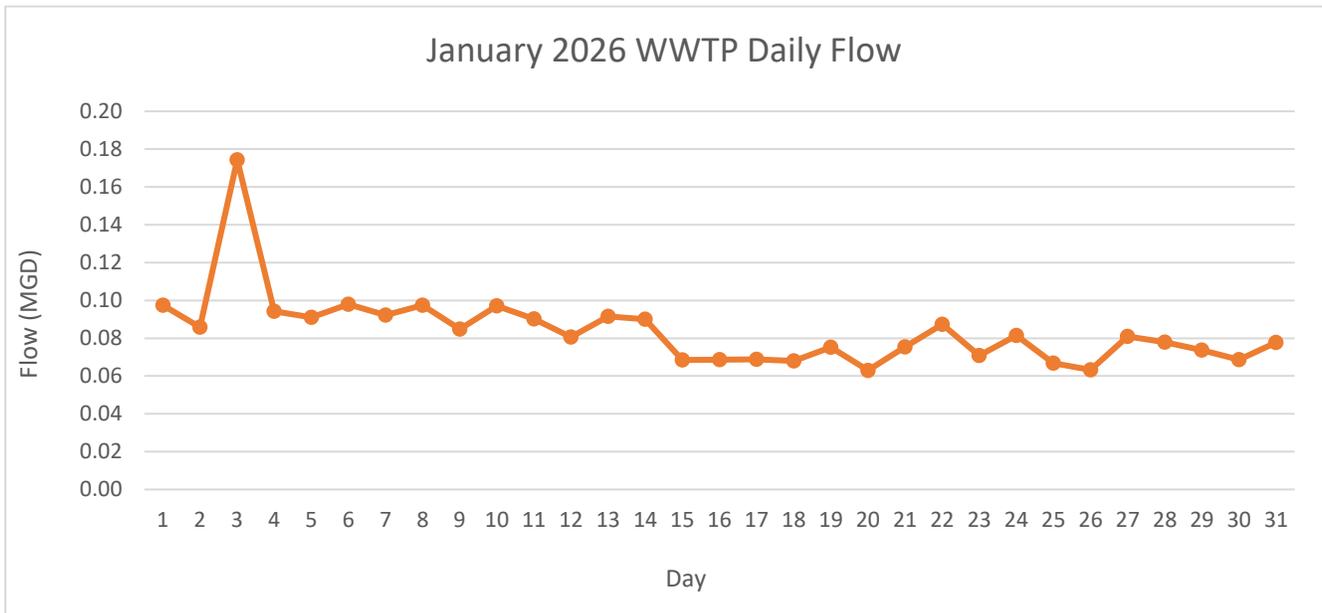
Operational Notes:

- Continuing to disinfect the water per state requirements.
- All state required samples were collected and reported.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.084 MGD for a total monthly effluent discharge of 2.601 MG.

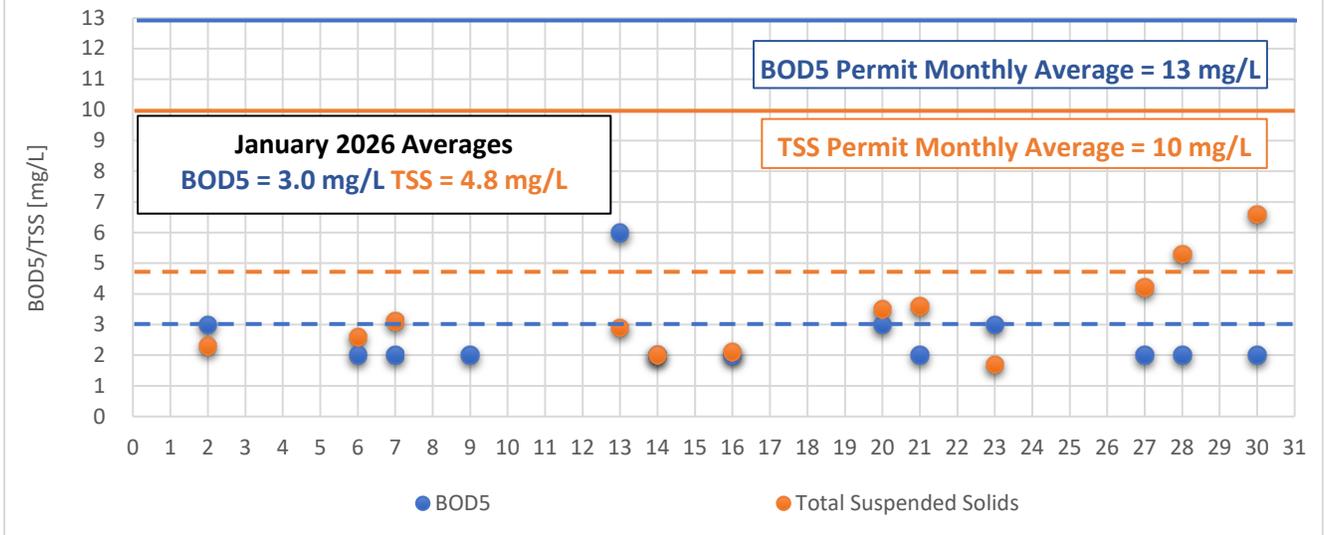


Operational Notes:

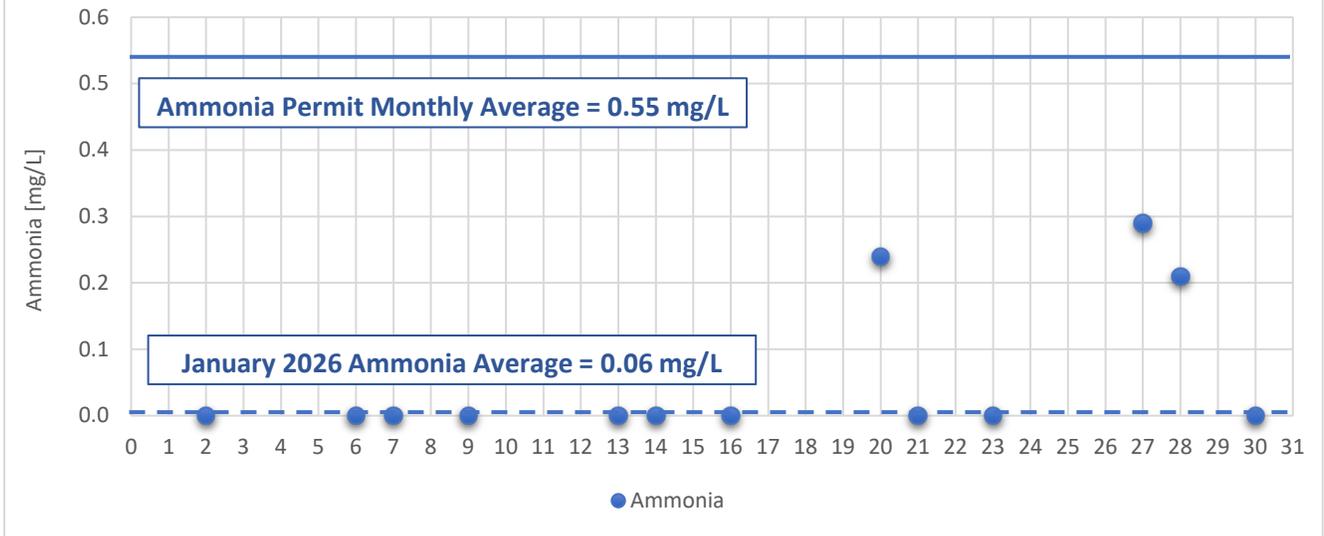
- Sand drying bed was modified for the sludge bag to be put into use for sludge management.
- Quote was received for the new hardware from Hayward for the rotors on the oxidation ditch.
- Continuing to maintain compliance with monitoring and reporting.

Sample Results:

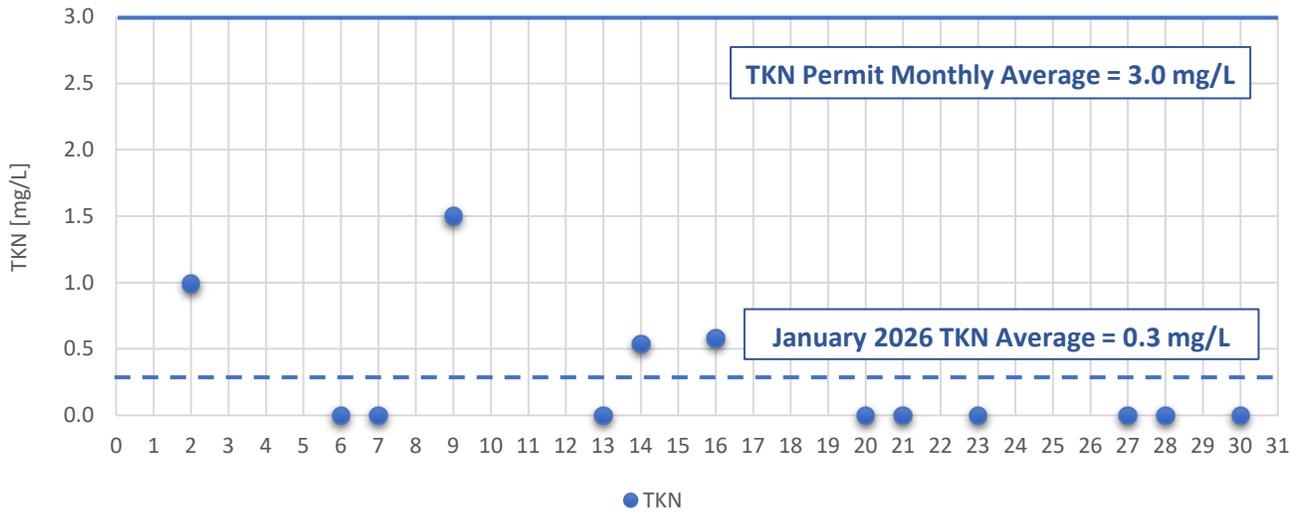
BOD5/TSS January 2026



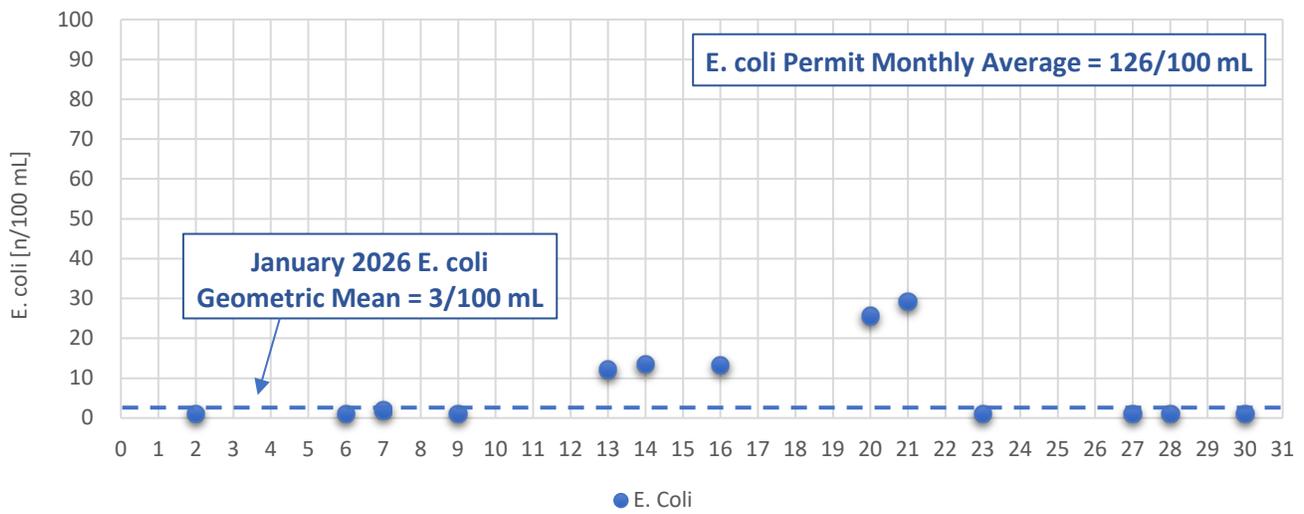
Ammonia January 2026



TKN January 2026



E. coli January 2026



Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl ₂	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



TO: The Honorable Mayor & Town Council
FROM: Hope Toliver, Director of Finance, Town Treasurer
COPY: India Adams-Jacobs, Town Manager, Jeff Gore, Town Attorney
SUBJECT: February 2026 Treasurer's Report
DATE: March 5, 2026

SUMMARY:

During the month of February, the Treasurer's office worked on the following items:

Status of Town Audits

- FY24 Audit
 - Audit has been completed
- FY25 Audit
 - Preliminary work is currently being compiled to prepare

Southern Software

- Staff continue to assist customers with the PSN payment portal and any questions regarding their utility bills
- We finalized completion of our custom utility collections report that can be used for delinquent collections in conjunction with delinquent tax collections
- EFT processing module for Accounts Payable is 70% completed at the time of writing this report; the Town expects that we can fully begin this process by mid-March.

Real Estate/Personal Property

- Contract for TACS Collection Services is currently under review by the Town Manager and the Town Attorney
 - The Town is requesting to use their services for delinquent Real Estate and Personal Property tax collections.

Utility Billing

- Utility Bills for the November/December usage (1/7/26 Bill Date) were due 2/16/2026
 - Any payments not received on or before this due date have incurred late penalties
- Delinquent Cut-Off Notices were distributed on 2/18/2026 to provide a 10-day notice in accordance with our policies for delinquent September/October usage (11/7/2025 Bill Date)
 - Cut-Offs occur on 3/4/2026 if delinquent payment is not paid on or before that date



- Staff have continued to work on further improving our utility systems and workflows to increase efficiency and serve our customers better.

Other Finance Department Operations

(AP, AR, Events, Trash Requests, Business Licenses, Etc.)

- Approximately 275 front desk customers signed in and/or were served at the window
- Continuing with ongoing efforts every day to answer utility billing and usage questions, real estate and personal property questions, and any other concerns, complaints, and requests for assistance
- Monthly AP processing – 4 check runs completed (weekly process)
- Staff processed 2 new business licenses and 12 business license renewals
- 5 Town Hall rental events occurred during the month of December
- The town followed up with 5 leak inquiries this month, with 1 resulting in account adjustments

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	250,000	10,359.43	12,809.02	217,161.87	(32,838.13)	87%	
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	287.87	(1,212.13)	19%	
100-011011-0001 RT 301 CURRENT YEAR TAXES	31,000	(9,730.76)	(5,602.31)	53,893.44	22,893.44	174%	
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	3,000	0.00	2,181.28	4,415.53	1,415.53	147%	
100-011020-0011 PP PUBLIC SERVICE CURRENT YEAR TAXES	0	0.00	3.86	3.86	3.86		
100-011030-0001 PERSONAL CURRENT YEAR TAXES	55,000	1,360.71	36,646.59	46,276.53	(8,723.47)	84%	
100-011030-0002 PERSONAL DELINQUENT TAXES	1,500	0.00	0.00	278.30	(1,221.70)	19%	
100-011060-0001 REAL PENALTY	2,000	49.22	416.46	475.37	(1,524.63)	24%	
100-011060-0002 REAL INTEREST	1,600	49.22	416.46	489.94	(1,110.06)	31%	
100-011060-0011 PERSONAL PENALTY	0	28.38	44.99	44.99	44.99		
100-011060-0012 PERSONAL INTEREST	0	168.73	168.73	168.73	168.73		
100-012010-0001 SALES TAX	52,050	43,395.48	43,395.48	54,638.47	2,588.47	105%	
100-012020-0001 CONSUMER UTILITY TAX	39,500	3,257.11	6,379.75	23,892.49	(15,607.51)	60%	
100-012030-0001 BUSINESS LICENSE	95,000	47,450.94	47,799.48	51,519.76	(43,480.24)	54%	
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	626.56	9,720.47	14,015.87	(984.13)	93%	
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	(428,400.00)		
100-012070-0001 CIGARETTE TAX	35,000	0.00	3,411.20	25,196.74	(9,803.26)	72%	
100-012080-0001 MEALS TAX	375,000	35,816.82	70,158.08	292,714.76	(82,285.24)	78%	
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	434.74	1,240.22	4,099.28	1,099.28	137%	
100-013030-0001 ZONING PERMITS/FEES	3,175	2,747.29	2,822.29	4,326.74	1,151.74	136%	
100-013030-0002 HOME OCCUPATION	100	50.00	100.00	100.00	0.00	100%	

Budget vs Actual

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Period Ending 2/25/2026

100 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
PERMITS						
100-014010-0001 POLICE/COURT FINES	20,000	351.55	1,998.27	10,021.84	(9,978.16)	50%
100-014010-0002 RETURNED CHECK FEE	100	25.00	50.00	225.00	125.00	225%
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	1,300	0.00	0.00	0.00	(1,300.00)	
100-015010-0001 INTEREST EARNED	25,000	0.00	2,682.09	23,167.27	(1,832.73)	93%
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	18,000	2,376.00	6,061.00	20,213.00	2,213.00	112%
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	150.00	(350.00)	30%
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	2,230.00	2,230.00	5,622.82	(44,377.18)	11%
100-016099-0003 TRASH REVENUE	110,000	11,265.55	18,195.32	58,912.64	(51,087.36)	54%
100-016099-0006 PENALTY FEES	0	0.00	0.00	3.30	3.30	
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	0	0.00	0.00	3,000.00	3,000.00	
100-018900-0800 REIMBURSEMENT/RESTITUTION	0	0.00	0.00	576.35	576.35	
100-018950-0001 UNRECONCILED REVENUE	0	0.00	0.00	2,104.80	2,104.80	
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	2.97	2.97	
100-020109-0001 VA 599 POLICE FUNDING	16,000	7,629.00	7,629.00	22,887.00	6,887.00	143%
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	21,907.50	(0.50)	100%
100-020111-0001 COMMUNICATIONS TAX	28,900	2,124.04	4,225.42	17,249.05	(11,650.95)	60%
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	1,658.56	62.56	104%
100-040407-0100 GF GRANT PROCEEDS	4,000	0.00	0.00	4,000.00	0.00	100%
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	(15,000.00)	
100-041050-0002 USE OF FUND BALANCE	113,062	0.00	0.00	0.00	(113,061.71)	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-041050-0500 TRANSFER IN FROM WATER FUND	4,315	0.00	0.00	0.00	(4,314.55)		
100-041050-0520 TRANSFER IN FROM SEWER FUND	8,201	0.00	0.00	0.00	(8,201.42)		
Revenues Totals:	1,843,707	162,065.01	275,183.15	999,702.64	(844,004.04)	54%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
100-011010-0003 REAL TAX REFUNDS	0	0.00	1,213.16	1,213.16	(1,213.16)		
Totals:	0	0.00	1,213.16	1,213.16	(1,213.16)		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-012110-1101 SALARIES	118,928	5,407.87	21,902.19	90,325.34	28,602.66	76%	
100-012110-1150 PT Salaries and Wages	56,176	6,755.55	(5,429.74)	12,255.55	43,920.91	22%	
100-012110-2100 FICA	9,098	413.71	1,675.55	6,871.77	2,226.68	76%	
100-012110-2210 VRS	16,764	843.04	2,529.12	11,802.56	4,961.70	70%	
100-012110-2220 457 PLAN	135	108.96	326.89	1,422.38	(1,287.31)	1053%	
100-012110-2400 GROUP LIFE	1,551	69.13	207.39	967.82	582.85	62%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	216.68	4,283.32	5%	
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	0.00	1,500.00		
100-012110-3100 CONTINGENCY	31,556	0.00	0.00	0.00	31,555.88		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	22,490.26	22,490.26	(21,890.26)	3748%	
100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	1,281.00	10,127.93	10,127.93	(10,127.93)		
100-012110-3142 CONTRACTED SERVICES - LAND USE	0	0.00	17,115.16	17,115.16	(17,115.16)		
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	0.00	(24,519.56)	20,573.94	34,426.06	37%	
100-012110-3152 WEB BASED SERVICES	15,000	(11,000.00)	(11,000.00)	7,720.27	7,279.73	51%	
100-012110-3600 ADVERTISING	3,000	964.94	985.64	2,812.85	187.15	94%	
100-012110-5250 TELECOMMUNICATIONS	3,000	0.00	199.53	2,043.26	956.74	68%	
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	0.00	18,422.88	11,577.12	61%	
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	6,000	23.10	353.70	3,709.70	2,290.30	62%	
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	0.00	1,749.27	(249.27)	117%	
100-012110-5840 MISCELLANEOUS	3,000	0.00	0.00	562.29	2,437.71	19%	
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	0.00	4,472.60	(972.60)	128%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	0.00	805.29	694.71	54%	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	1,087.50	(704.60)	23,986.83	1,013.17	96%	
COUNCIL AND TOWN ADMINISTRATION Totals:	387,689	5,954.80	36,259.46	260,454.63	127,234.16	67%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-012410-1101 SALARIES/WAGES	147,409	5,054.96	20,195.84	80,710.44	66,698.56	55%	
100-012410-1200 PT SALARY AND WAGES	36,066	1,685.46	6,936.96	18,401.16	17,664.84	51%	
100-012410-2100 FICA	14,059	509.59	2,059.35	7,507.03	6,551.97	53%	
100-012410-2210 VRS	20,652	788.03	2,364.09	11,032.42	9,619.58	53%	
100-012410-2220 457 PLAN	0	105.72	317.16	317.16	(317.16)		
100-012410-2300 HEALTH PLAN	26,257	726.62	2,179.86	10,172.68	16,084.32	39%	
100-012410-2400 GROUP LIFE	1,975	64.62	193.86	904.68	1,070.32	46%	
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	870.00		
100-012410-3120 AUDIT	108,245	0.00	0.00	109,063.37	(818.50)	101%	
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	573.24	1,171.11	4,159.32	840.68	83%	
100-012410-3150 PROFESSIONAL SERVICES - CPA	145,000	0.00	29,272.62	89,841.83	55,158.17	62%	
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	0	13,973.38	13,973.38	13,973.38	(13,973.38)		
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	492.88	1,007.12	33%	
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	1,211.75	5,376.25	36,407.57	38,592.43	49%	
100-012410-3600 LATE FEES & PENALTIES	6,517	0.00	28.15	6,544.99	(28.15)	100%	
100-012410-5210 POSTAGE	5,944	0.00	0.00	2,874.42	3,069.70	48%	
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	66.51	627.42	872.58	42%	
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	2,249.68	(249.68)	112%	
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	250.00	450.00	36%	
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	313.44	2,686.56	10%	
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	58.91	574.25	7,024.76	(1,024.76)	117%	
TREASURER Totals:	607,694	24,752.28	84,709.39	402,868.63	204,825.20	66%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-031100-1101 SALARIES/WAGES	115,489	4,435.16	17,988.79	76,413.30	39,075.70	66%	
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	150.00	600.00	2,738.83	3,381.17	45%	
100-031100-2100 FICA	9,303	349.08	1,416.99	6,031.55	3,271.45	65%	
100-031100-2210 VRS	16,180	643.36	1,930.08	9,007.04	7,172.96	56%	
100-031100-2300 HEALTH PLAN	10,341	46.82	140.46	655.48	9,685.52	6%	
100-031100-2400 GROUP LIFE	1,548	56.70	170.10	793.80	754.20	51%	
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	275.00		
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	50.00	225.00	1,775.00	11%	
100-031100-3310 VEHICLE MAINTENANCE	10,000	1,261.84	1,559.68	2,263.72	7,736.28	23%	
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	42.00	158.00	21%	
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	336.00	2,014.00	14%	
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	1,305.35	9,194.65	12%	
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	234.31	765.69	23%	
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	750.00	750.00	50%	
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	2,377.74	122.26	95%	
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	90.41	2,909.59	3%	
100-031100-6008 VEHICLE FUEL/OIL	3,000	32.86	336.36	2,601.13	398.87	87%	
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	0.00	18,222.59	(13,222.59)	364%	
100-031100-6011 UNIFORMS	2,000	0.00	0.00	905.00	1,095.00	45%	
POLICE DEPARTMENT Totals:	202,306	6,975.82	24,192.46	124,993.25	77,312.75	62%	

Budget vs Actual

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100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	4,500.00	
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	4,500.00	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	MTD	QTD	YTD	Variance	Percent		
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	15,000.00	0.00	100%		
DONATIONS Totals:	15,000	0.00	0.00	15,000.00	0.00	100%		

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-043100-1101 SALARIES	62,565	4,463.94	8,961.57	66,750.51	(4,185.71)	107%	
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	400.91	750.23	1,479.71	(459.71)	145%	
100-043100-2100 FICA	7,319	323.78	1,261.50	5,151.71	2,167.29	70%	
100-043100-2210 VRS	1,944	619.76	1,859.28	8,676.64	(6,733.06)	446%	
100-043100-2220 457 PLAN	(574)	49.16	147.48	567.13	(1,141.19)	-99%	
100-043100-2300 HEALTH PLAN	22,322	1,087.66	3,262.98	15,227.24	7,094.76	68%	
100-043100-2400 GROUP LIFE	(2,009)	51.61	154.83	722.54	(2,731.80)	-36%	
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	235.00		
100-043100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	7,674.43	7,674.43	(7,674.43)		
100-043100-3311 VEHICLE MAINT	10,000	43.90	1,364.54	2,940.15	7,059.85	29%	
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	7,756.20	31,243.80	20%	
100-043100-5230 TELECOMMUNICATIONS	3,000	80.20	181.81	1,049.79	1,950.21	35%	
100-043100-5300 INSURANCE	7,500	0.00	0.00	4,605.72	2,894.28	61%	
100-043100-5540 EDUCATION/ TRAINING	500	(746.66)	(746.66)	373.34	126.66	75%	
100-043100-6001 OFFICE SUPPLIES & PRINTING	500	(553.32)	(487.29)	449.09	50.91	90%	
100-043100-6006 HAND TOOLS	500	19.99	19.99	208.90	291.10	42%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	(13,491.28)	(11,753.28)	4,639.71	7,360.29	39%	
100-043100-6008 VEHICLE FUEL/ OIL	3,000	(6,248.46)	(4,848.51)	505.96	2,494.04	17%	
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	(19,254.08)	(14,565.55)	6,358.32	4,641.68	58%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	17.49	279.48	1,055.52	444.48	70%	
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	9,647.00	10,157.00	11,592.00	(5,592.00)	193%	
100-043100-7120 PARK MAINTENANCE/GATEWAY	7,500	0.00	0.00	7,173.39	326.61	96%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
BEAUTIFICATION							
100-043100-7130 REFUSE COLLECTION	100,222	0.00	7,465.95	52,767.28	47,454.72	53%	
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	36,000	(3,638.69)	(3,573.69)	23,955.22	12,044.78	67%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	357,243	(27,127.09)	7,566.09	231,680.50	125,562.56	65%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	400.00	2,025.00	4,925.00	(4,925.00)		
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	50,000.00		
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	14,500.00		
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	204,775.00		
Totals:	269,275	400.00	2,025.00	4,925.00	264,350.00	2%	

Budget vs Actual

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Expenses Totals:	1,843,707	10,955.81	155,965.56	1,041,135.17	802,571.51	56%
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Budget vs Actual

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100 GENERAL FUND	Revenues Over/(Under) Expenses:	154,109.20	119,217.59	(41,432.53)
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Budget vs Actual

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300 CAPITAL PROJECTS

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	(50,000.00)	
Revenues Totals:	50,000	0.00	0.00	0.00	(50,000.00)	

Budget vs Actual

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300 CAPITAL PROJECTS

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
300-300100-0005 CAPITAL PROJECTS RESERVE	50,000	0.00	0.00	0.00	50,000.00	
Totals:	50,000	0.00	0.00	0.00	50,000.00	

Budget vs Actual

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Expenses Totals:	50,000	0.00	0.00	0.00	50,000.00
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Budget vs Actual

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300 CAPITAL PROJECTS

Revenues Over/(Under) Expenses:

0.00

0.00

0.00

Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	22,300.00	22,300.00	56,228.20	56,228.20		
Revenues Totals:	0	22,300.00	22,300.00	56,228.20	56,228.20		

Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
310-016010-0001 INTERGOV SERVICE AGREEMENT	0	0.00	22,300.00	56,228.20	(56,228.20)		
INTERGOV SERVICE AGREEMENT Totals:	0	0.00	22,300.00	56,228.20	(56,228.20)		

Budget vs Actual

TOWN OF BOWLING GREEN

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Expenses Totals:	0	0.00	22,300.00	56,228.20	(56,228.20)
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Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	22,300.00	0.00	0.00
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Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
320-041050-0060 USE OF FUND BALANCE	6,000	0.00	0.00	0.00	(6,000.00)	
Revenues Totals:	6,000	0.00	0.00	0.00	(6,000.00)	

Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
320-031100-3500 PRINTING	1,000	0.00	0.00	0.00	1,000.00	
320-031100-3600 ADVERTISING/MARKETING	2,500	0.00	0.00	0.00	2,500.00	
POLICE DEPARTMENT Totals:	3,500	0.00	0.00	0.00	3,500.00	

Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	MTD	QTD	YTD	Variance	Percent
320-032100-0100 EDA LOANS AND GRANTS	2,500	0.00	0.00	0.00	2,500.00	
DONATIONS STATE FUNDS Totals:	2,500	0.00	0.00	0.00	2,500.00	

Budget vs Actual

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Expenses Totals:	6,000	0.00	0.00	0.00	6,000.00
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Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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Budget vs Actual

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400 EVENTS AND ACTIVITIES							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	0.00	2,135.33	2,135.33		
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	0.00	7,450.00	7,450.00		
400-016050-0051 HARVEST FESTIVAL - CAR SHOW	0	0.00	0.00	2,325.00	2,325.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	0.00	12,970.00	(6,030.00)	68%	
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	(1,000.00)		
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	(14,500.00)		
Revenues Totals:	34,500	0.00	0.00	24,880.33	(9,619.67)	72%	

Budget vs Actual

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400 EVENTS AND ACTIVITIES							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	435.00	(435.00)		
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	0.00	22,943.80	4,556.20	83%	
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	0.00	1,400.00	2,600.00	35%	
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	0.00	0.00	2,601.91	(1,101.91)	173%	
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	1,500.00		
Totals:	34,500	0.00	0.00	27,380.71	7,119.29	79%	

Budget vs Actual

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Expenses Totals:	34,500	0.00	0.00	27,380.71	7,119.29	79%
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Budget vs Actual

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400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	0.00	0.00	(2,500.38)
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Budget vs Actual

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500 WATER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
500-016099-0001 WATER SALES	612,000	75,318.27	123,265.82	473,413.21	(138,586.79)	77%	
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	30.00	(970.00)	3%	
500-016099-0004 WATER RECONNECT FEES	100	0.00	25.00	223.20	123.20	223%	
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	1,500.00	0.00	100%	
500-016099-0006 PENALTY FEES	2,500	0.00	0.00	50.74	(2,449.26)	2%	
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	(18,000.00)		
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	0.00	70.00	70.00		
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	50.00	75.00	75.00	(25.00)	75%	
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	4,169.11	6,761.33	20,359.10	(11,703.90)	63%	
500-016099-0040 GRANT PROCEEDS	0	0.00	0.00	45,000.00	45,000.00		
500-020111-0100 STATE GRANTS	87,000	0.00	0.00	0.00	(87,000.00)		
500-041050-0500 USE OF FUND BALANCE	184,193	0.00	0.00	0.00	(184,193.36)		
Revenues Totals:	938,456	79,537.38	130,127.15	540,721.25	(397,735.11)	58%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

500 WATER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
500-093100-0100 TRANSFER FROM WATER TO GENERAL	4,315	0.00	0.00	0.00	4,314.55		
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	71,013.00		
500-500100-1101 SALARIES	114,703	2,154.66	12,833.45	74,962.98	39,739.89	65%	
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	0.00	729.47	270.53	73%	
500-500100-2100 FICA	4,729	132.17	528.68	2,022.74	2,706.34	43%	
500-500100-2210 VRS	8,554	260.04	780.12	3,640.56	4,913.90	43%	
500-500100-2220 457 PLAN	(1,727)	14.23	42.69	199.22	(1,926.05)	-12%	
500-500100-2300 HEALTH PLAN	14,270	289.92	869.76	4,058.88	10,211.12	28%	
500-500100-2400 GROUP LIFE	801	22.09	66.27	309.26	491.61	39%	
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	101.00		
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	29,519.00	48,108.00	38%	
500-500100-3140 ENGINEERING/PROF. SERVICES	165,000	0.00	0.00	0.00	165,000.00		
500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	1,172.50	1,172.50	(1,172.50)		
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	1,350.00		
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	11,000.00	15,771.53	15,771.53	(7,271.53)	186%	
500-500100-5110 ELECTRICITY	23,500	0.00	0.00	19,594.07	3,905.93	83%	
500-500100-5210 MAILING COSTS	10,693	0.00	(899.53)	5,951.52	4,741.84	56%	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	4,200.00		
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	0.00	6,250.62	3,749.38	63%	
500-500100-5540 Education/Training/License/Permits	1,500	373.33	373.33	373.33	1,126.67	25%	
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	400.00	2,727.00	13%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

Description	Budget	MTD	QTD	YTD	Variance	Percent
500 WATER						
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	3,000.00	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	553.32	553.32	553.32	1,446.68	28%
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	1,500.00	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	1,000.00	
500-500100-6007 REPAIR / MAINTENANCE	184,914	9,839.10	47,694.84	92,910.84	92,003.16	50%
500-500100-6008 VEHICLE FUEL/OIL	10,000	2,414.89	2,638.29	3,892.01	6,107.99	39%
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	1,654.64	1,654.64	1,654.64	345.36	83%
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	1,300.00	
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	1,066.00	2,180.30	2,819.70	44%
500-500100-6022 WATER TESTING	124,000	0.00	300.00	1,785.33	122,214.67	1%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	450.00	2,050.00	18%
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	5,000.00	
500-500100-8500 2018 Loan Interest Expense	53,986	2,585.08	5,261.04	22,324.92	31,661.08	41%
Totals:	938,456	31,293.47	90,706.93	293,440.04	645,016.32	31%

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 2/25/2026

Expenses Totals:	938,456	31,293.47	90,706.93	293,440.04	645,016.32	31%
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 2/25/2026

500 WATER	Revenues Over/(Under) Expenses:	48,243.91	39,420.22	247,281.21
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

520 SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
520-016099-0002 SEWER SALES	676,125	77,369.13	113,752.70	400,877.63	(275,247.37)	59%	
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	750.00	(1,500.00)	33%	
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	(18,000.00)		
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,062	3,079.98	4,829.04	14,492.66	(17,569.34)	45%	
520-016099-0060 PENALTY FEES	0	0.00	0.00	11.16	11.16		
520-041050-0002 USE OF FUND BALANCE SEWER	4,742	0.00	0.00	0.00	(4,741.84)		
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	(240,650.00)		
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	(71,013.00)		
Revenues Totals:	1,044,842	80,449.11	118,581.74	416,131.45	(628,710.39)	40%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

520 SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
520-093100-0100 TRANSFER FROM SEWER TO GENERAL FUND	8,201	0.00	0.00	0.00	8,201.42		
520-500100-1101 SALARIES	339,959	1,727.66	31,016.85	197,242.79	142,716.21	58%	
520-500100-1201 OVERTIME	1,000	0.00	0.00	729.47	270.53	73%	
520-500100-2100 FICA	4,729	132.17	528.68	2,114.72	2,614.36	45%	
520-500100-2210 VRS	8,554	260.04	780.12	3,640.56	4,913.90	43%	
520-500100-2220 457 PLAN	(1,727)	14.23	42.69	199.22	(1,926.05)	-12%	
520-500100-2300 HEALTH INSURANCE	14,270	289.92	869.76	4,058.88	10,211.12	28%	
520-500100-2400 GROUP LIFE	801	22.09	66.27	309.26	491.61	39%	
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	101.00		
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	75,000.00		
520-500100-3160 TESTING	30,000	0.00	667.24	17,330.42	12,669.58	58%	
520-500100-3180 SLUDGE REMOVAL	145,500	11,837.00	32,317.00	171,185.00	(25,685.00)	118%	
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	1,500.00		
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	2,341.00		
520-500100-3321 COMPUTER LICENSES/SUPPORT	0	0.00	4,771.54	4,771.54	(4,771.54)		
520-500100-5110 ELECTRICITY	45,000	3,654.42	3,654.42	11,325.86	33,674.14	25%	
520-500100-5120 PROPANE	2,500	1,822.98	1,822.98	1,822.98	677.02	73%	
520-500100-5210 MAILING COSTS	5,242	0.00	0.00	0.00	5,241.84		
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	1,500.00		
520-500100-5300 INSURANCE	6,000	0.00	0.00	3,618.78	2,381.22	60%	
520-500100-5540 Education/Training/License	2,500	373.33	373.33	373.33	2,126.67	15%	
520-500100-5613 VPDES FEES/DEQ	4,500	3,650.20	3,650.20	4,610.92	(110.92)	102%	
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	266.98	533.96	2,135.84	12,864.16	14%	
520-500100-5899 MISS UTILITY COST	500	(127.20)	(127.20)	0.00	500.00		
520-500100-6001 OFFICE SUPPLIES	800	375.81	375.81	375.81	424.19	47%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 2/25/2026

520 SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	10,582.26	10,582.26	10,582.26	4,417.74	71%	
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	1,000.00		
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	1,000.00		
520-500100-6007 REPAIR / MAINTENANCE	150,000	36,532.13	39,201.08	67,079.21	82,920.79	45%	
520-500100-6008 VEHICLE FUEL/OIL	1,500	2,063.91	2,063.91	2,063.91	(563.91)	138%	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	1,000.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	300.00		
520-500100-8500 Loan Interest Expense	161,270	20,523.07	41,137.04	165,828.95	(4,558.95)	103%	
520-500300-3334 MAINTENANCE-MAINS	0	0.00	0.00	962,062.50	(962,062.50)		
Totals:	1,044,842	94,001.00	174,327.94	1,633,462.21	(588,620.37)	156%	

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 2/25/2026

Expenses Totals:	1,044,842	94,001.00	174,327.94	1,633,462.21	(588,620.37)	156%
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 2/25/2026

520 SEWER	Revenues Over/(Under) Expenses:	(13,551.89)	(55,746.20)	(1,217,330.76)
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**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Public Works Department Monthly Report
DATE: February 20, 2026
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
2. Staff continued dealing with the ice from the storm, putting down ice melt where needed. Staff also cleared some sidewalks for the literacy event on 2/07/2026.
3. Staff set up the Council & Planning meetings for February.
4. Staff cleaned up after the special election.
5. HVAC unit at the Wastewater Treatment Plant was replaced on 2/06/2026.
6. Daily checks of the playground have continued.
7. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
8. Staff removed the tire swing from the playground. The netting had holes in it. We have been trying to find replacement parts, but we haven't been successful.
9. Staff have started a monthly check of all fire extinguishers in all the buildings.
10. Wastewater, Water, and Public Works budget preparation for 2027.
11. Staff have begun updating the Safety Data Sheets at the WWTP. We are compiling a list of all chemicals across all buildings and creating SDS sheets for each product.
12. Staff painted the two interior doors coming into the Rappahannock Room.
13. Toured Town buildings and properties with VRSA representative at the request of the Town Manager. A final report with findings will be provided.
14. Staff replaced the plywood on the ramp for the storage shed at WWTP on 2/12/2026.

15. I have gathered the manufactured data of all the HVAC units that have dates visible to determine which units we should prepare to replace them next. The life expectancy of a unit is 15 years.
16. I have contacted several painters to get quotes on painting the interior of Town Hall.

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.
3. Daily checks of all the Pump Stations have continued.
4. Water main repair was made at 153 Chase St. on 2/08/2026. It was repaired with a repair band.
5. The generators had the yearly maintenance completed on 2/17/2026.
6. Visited well sites with Stantec engineers on 2/11/2026 so they could collect needed data and take pictures. This was completed after our meeting with Inboden, Stantec, and the Town Manager regarding the water-quality improvement and well-replacement project.
7. Staff marked a total of 15(811) Miss Utility tickets.
8. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Water leak door hangers are delivered to the customers to let them know they have an issue on the private side of the meter.
9. Staff delivered 166 delinquent water bill door hangers to customers on 2/18/2026.

ATTACHMENTS:

HEADS UP ITEMS:



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- February 2026
DATE: Feb 23rd, 2026

Police Activity

25-Total calls for service

6-Assist other agencies

1- Arrest/Warrant Service

15-Traffic Summons / 13- Warnings Given

1- Juvenile complaint

47-Property checks/ Vacation checks/ Business Checks

3- Town Hall events

Heads Up

- *2027 Budget preparation*
- *Reviewing Department General Orders*
- *Chief Cecil attended training at 2026 Chief's Conference*



MEMORANDUM

TO: Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: March 5, 2026

RE: Town Manager's Report – February 2026

Revenue Administration and Taxpayer Services

The Town continues to provide responsive, accurate service to residents navigating tax obligations and billing inquiries. February activities demonstrate our commitment to clear communication and efficient problem resolution.

- **Personal Property Tax Jurisdictional Determinations:** Processed multiple taxpayer inquiries regarding proper taxing authority based on vehicle garaged location; provided detailed determinations ensuring residents understand their obligations and preventing duplicate taxation across jurisdictions
- **Utility Billing:** Bills sent to the mailer for this utility billing cycle. Prepared newsletter for distribution and included Gross Alpha notification as required by the Virginia Department of Health.

Grant Compliance and Program Reporting

Maintaining compliance with grant requirements and meeting reporting deadlines ensures continued access to vital funding sources supporting economic development and community health initiatives. All required submissions were completed on schedule.

- **Virginia Main Street Quarterly Reporting:** Submitted a monthly report to the Community Assistance Management System (CAMS) documenting program activities, technical assistance received, volunteer hours contributed, and progress toward Main Street designation benchmarks
- **Legislative Office Coordination:** Confirmed receipt and processing of budget amendment documentation with both legislative offices; established communication protocol for any additional information requests during the General Assembly review period

Procurement and Contract Administration

Strategic procurement activities advanced critical infrastructure projects while ensuring competitive bidding processes and full compliance with Virginia Public Procurement Act requirements.

- **Pump and Haul Services RFP Process:** Executed agreement with Drainfield Solutions for sludge hauling services; they began work officially on February 23
- **Intergovernmental Services Agreement:** Second project completed for roofing- received \$XXX; one project is underway, and two more projects are in the queue from A.P. Hill within the coming weeks.
- **Contract Award Procedures:**



- **Debt Issuance RFP Coordination:** Coordinated comprehensive debt issuance Request for Proposals with Davenport & Company (financial advisor), Town Attorney, Finance Department staff, and bond counsel; established evaluation criteria, timeline, and presentation requirements for potential underwriters; provided follow-up materials as requested by financial advisors. Reviewed responses with financial advisors for Town Council consideration.

Infrastructure Operations and Project Management

February marked the successful completion of a significant wastewater infrastructure improvement project while advancing planning efforts for additional capital improvements.

- **Water Quality Improvement Project & Well Replacements:** Worked collaboratively with Stantec, IES, and Public Works Department to begin the next phase of the water quality improvement project, which is the completion of a professional engineering report.
- **USDA Project:** worked collaboratively with USDA staff, engineers, and internal staff on the project timelines and outstanding deliverables for project completion. Several timing risks are posed to get to closing by early April 2026.

Regulatory Compliance and Environmental Affairs

Proactive engagement with regulatory agencies and the preparation of policy frameworks position the Town to efficiently address compliance requirements and maintain strong environmental stewardship.

- **DEQ Chesapeake Bay Preservation Act (CBPA) Audit:** Based on Town Council direction, signed a corrective action plan for the Chesapeake Bay Act.
- **Gross Alpha Exceedance:** drafted notification as required by the Virginia Department of Health and included in utility billing as required, also included on the town's website under Public Works.

Intergovernmental Relations

Effective collaboration with county, state, and regional partners enhances service delivery and ensures the Town's interests are represented in broader planning initiatives.

- **Health Insurance Coverage Coordination:** All employees completed open enrollment with Caroline County, in collaboration with the Finance Director
- **Caroline Reads Literacy Initiative:** Coordinated with Caroline County Public Schools on Town participation in Caroline Reads community literacy initiative; identified opportunities for Town facility use, staff volunteer participation, and promotional support
- **VML Legislative Briefing:** Attended the Virginia Municipal League (VML) legislative briefing session with Mayor and Vice Mayor to review General Assembly session priorities, proposed legislation affecting municipalities, and advocacy strategy



Utilities Planning and Financial Analysis

The utilities rate study process advanced significantly with detailed methodology discussions, ensuring the analysis will provide comprehensive data for informed decision-making.

- **Rate Study Methodology Meeting:** Conducted an extensive rate study methodology meeting with the University of Maryland consulting team; reviewed analytical approach, data requirements, and project timeline

Audit and Financial Reporting

Progress on the audit moves the Town closer to completion of required financial reporting while supporting Finance Department operations.

- **FY24 Audit Finalization Meeting:** Completed review of draft audit and finalized with finance team
- **FY25 Audit:** Staff are now transitioning to the FY25 audit

Board and Commission Support

Comprehensive staffing support for Town boards and commissions ensures informed decision-making and maintains forward momentum on economic development and land use planning initiatives.

- **Economic Development Authority (EDA) Meeting:** Prepared detailed agenda materials and provided professional staffing support for EDA meeting; facilitated discussion, documented decisions, and coordinated follow-up action items
- **EDA Future Presenter Coordination:** Identified and coordinated future meeting presenters for EDA, including Caroline County Tourism and BGVA Main Street
- **Planning Commission Meeting Support:** Prepared comprehensive agenda materials and staffed Planning Commission meeting; provided technical guidance on land use matters, zoning interpretation, and development review procedures
- **Minutes Review and Approval:** Reviewed draft minutes from Economic Development Authority, Planning Commission, and Town Council meetings to ensure accuracy, completeness, and proper documentation of official actions
- **Public Hearing Notices-** drafted and posted several public hearing notices for Planning Commission and Town Council meeting requirements in the Free-Lance Star

Legal Affairs and Administration Code

Systematic review and updating of administrative code provisions ensure the Town's regulatory framework remains current with statutory requirements and best practices.

- **Administrative Code Revision Coordination:** Coordinated with Town Attorney on comprehensive review of administrative code section revisions, ensuring consistency with Virginia Code requirements and current legal standards



- **Section 3 Review Completion:** Completed thorough review of Taxation Code Section 3; identified outdated references, recommended language modernization, and ensured statutory compliance with recent General Assembly enactments
- **Town Council Agenda Preparation:** Prepared Town Council agenda items with comprehensive supporting documentation, including background information, staff analysis, fiscal impact assessment, and recommended action statements

Strategic Administration

Comprehensive planning tools support effective governance and ensure critical deadlines are met throughout the fiscal year.

- **IGSA Program Review-** met with partners at A.P. Hill regarding IGSA partnership and discussed next steps for the coming year for coordination with Town fiscal years and timelines for greater efficiency

Conclusion

February 2026 operations reflect strong progress across all administrative functions, particularly in advancing strategic planning initiatives, finalizing the FY24 audit, presenting the capital improvement plan to Town Council, and continuing code updates. The coming months will focus on infrastructure project management, grants management, FY27 budget preparation, and continued support for economic development and community engagement activities.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA, ICMA-CM



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Mark Inboden, Inboden Environmental Services, Inc.

DATE: March 5, 2026

RE: F.O.G. Policy

BACKGROUND

This agenda item is a request to the members of Town Council to consider approving an ordinance that will establish wastewater regulations related to fats, oils, and grease (F.O.G.).

Grease, oil, sand, rags, string, and other harmful materials building up in sewer lines can lead to blockages that may result in overflows and harm the quality of nearby surface waters. These accumulations also raise the risk of sewer backups and create significant problems at the wastewater treatment plants by disrupting the biological processes.

The policy will apply to any user of the Town wastewater system, including businesses, institutions or establishments engaged in food preparation, automobile repair, and service where fats, oil and grease may be discharged into a public sewer. Some exceptions will apply, such as single-family homes, single-service kitchens, etc.

Newly constructed businesses where grease, oil, sand, rags, string, and other harmful substances and materials that may be discharged into the Town wastewater system shall install, operate, maintain, and repair a grease/grit interceptor, waste oil collection device, or other applicable pretreatment unit solely at the user's expense. This will be necessary prior to the issuance of an occupancy permit.

Food and automobile facilities that existed before this Article was enacted may continue to use and maintain their current grease, oil, or grit interceptors, if these units are operating properly, according to the determination of the Town Manager.

In addition, the proposed ordinance will provide the Town with the necessary authority to effectively administer these regulations. It will establish clear provisions for frequent inspection of facilities and relevant records to ensure ongoing compliance. The ordinance will also include a schedule of fees and penalties for non-compliance, giving the Town leverage to enforce the requirements and maintain the integrity of the wastewater system.

DRAFT MOTION

I move that the Town Council adopt the fats, oils, and grease ordinance as presented.

TOWN of BOWLING GREEN

ORDINANCE No. _____

AMENDING THE 2011 ORDINANCE, AS PREVIOUSLY AMENDED, WHICH ESTABLISHED THE ROUTE 301 NORTH CORRIDOR SERVICE DISTRICT

Whereas, in 2010, the Town issued approximately \$3.7 million in debt, the proceeds of which funded certain public water and sewer improvements in the Route 301 North Corridor (“2010 Bonds”); and

Whereas, the Bowling Green Town Council adopted Ordinance 4-11, An Ordinance to Establish A Service District For The Route 301 North Corridor (“Service District Ordinance”) pursuant to §§ 15.2-2400, 15.2-2401 and 15.2-2403 of the Code of Virginia, as amended, which took effect on July 1, 2011; and

Whereas, the Service District Ordinance apportioned 26% of the costs to service the 2010 Bonds through an annual special tax assessment on taxable real property within the Service District; and

Whereas, the Town subsequently refinanced the 2010 Debt through a 2017 bank note, and ultimately a 2018 USDA loan, which reduced the borrowing costs by lowering the applicable interest rate; and

Whereas, on February 4, 2021, Town Council adopted an Ordinance Amending Parcels Included in the Route 301 North Corridor Utility Service District, Amending Ordinance 4-11.

Whereas, the Town continues to apply the special tax assessment to the taxable properties in the Service District in order to cover 26% of the related debt; and

Whereas, the purpose of this Ordinance to clarify certain provisions of the Service District Ordinance, including clarifying which parcels in the Service District are subject to the special tax assessment.

NOW, THEREFORE, BE IT ORDAINED BY THE BOWLING GREEN TOWN COUNCIL THAT THE 2011 ROUTE 301 SERVICE DISTRICT ORDINANCE (O-4-11), AS AMENDED BY THE 2021 ORDINANCE (O-2021-001) IS HEREBY AMENDED AS FOLLOWS:

§ 1. The following sections of the 2011 Ordinance, as amended, are further amended as follows:

1. BOUNDARY: ASSESSOR’S PARCELS INCLUDED IN AND EXCLUDED FROM THE SERVICE DISTRICT

The boundary of the Service District is as follows:

The Service District shall include all taxable Assessor’s Parcels not otherwise specifically exempt from local real property taxation by state law or local ordinance, including parcels created through division or subdivision of parcels subsequent to the adoption of the 2011 Ordinance. Exhibit A,

attached hereto, lists all such parcels subject to the annual special assessment as of the date of this Ordinance.

The Service District shall exclude only parcels that are lawfully exempt from local real property taxation by either state law or Town ordinance in the applicable tax year. Any parcel that was previously identified in the 2011 Ordinance or the 2021 Ordinance as exempt from the special assessment due to its tax-exempt status under Virginia law at such time, which thereafter loses such tax-exempt status due to change in ownership or a change in state or local tax law, shall then be subject to the special assessment.

Attached as Exhibit C are updated maps illustrating the Service District boundaries.

5. SPECIAL TAX ASSESSMENT

To provide for additional governmental service not being offered uniformly throughout the Town, as described herein, all property in the Service District shall be subject taxation, at a rate to be set annually by the town council. The special tax shall be levied after public hearing duly advertised. The special tax shall be collected within the Service District at the same time as the Town's general real property tax is collected, and shall be in addition to the general property tax. All rules and regulations of the Town regarding the collection of taxes shall apply to such special tax.

The special tax shall not be assessed against properties that are exempt from taxation under Virginia law.

§ 2. Exhibit A as previously adopted in the 2011 Ordinance and amended by the 2021 Ordinance, shall be replaced in its entirety with the Attached Exhibit A-1, to reflect the tax status of parcels within the Service District as of the adoption of this Ordinance, and shall be subject to updating annually to reflect new parcels created by division or subdivision of existing parcels, and any changes in the tax status of any parcel in the Service District.

§ 3. Subject to the amendments adopted herein, Ordinances O-4-11 and O-2021-001 shall remain in effect.

This ORDINANCE was approved this ____ day of _____ 2027, by the Town Council of the Town of Bowling Green, Virginia, and take effect immediately.

By: _____
Hon. Tina Gambill, Mayor

Attest:

India Adams-Jacobs, Clerk of the Council

EXHIBIT A-1

List of Parcels within in the Route 301 North Corridor Service District Boundary;
and Parcel Tax Status as of the Date of this Ordinance

43 A 34
43 A 35
43 A 42
43 A 42B
43 A 42C
43 A 45
43 A 45A
43 A 46
43 A 49
43 A 50
43 A 51
43 A 52
43 A 53
43E 1 1
43E 1 2
43E 1 4
43E 1 7
43E 2 1
44 A 1A
44 A 1B
44 A 1B1
44 A 2
44 A 3
44 A 4A
44 A 7

HUNTON

MEMORANDUM

TO: India Adams-Jacobs,
Town Manager
Town of Bowling Green

DATE: February 26, 2026

FROM: Christopher G. Kulp

2026 Bond Financing - Requested Actions of Town Council

At the Town Council meeting scheduled for Thursday, March 5, 2026, we would ask Town Council to take the following actions in connection with the issuance of a new 2026 General Obligation Bond:

- (1) **Hold a Public Hearing** – Pursuant to the provisions of the Public Finance Act of 1991 (Va Code Sections 15.2-2600 et seq.), the Town Council is required to hold a public hearing prior to the final authorization of the issuance of bonds. Notice was published on February 17 and February 24, 2026.
- (2) **Consider Adopting the Ordinance** (form attached) – the Ordinance is a short form authorization of the issuance of general obligation bonds to (a) refinance the existing 2021 Bond Anticipation Note held by CoBank and (b) finance the capital improvement projects related to the Town’s water and sewer utility systems, subject to the final approval terms set forth in the bond resolution (see below). The bonds are to be issued as general obligation indebtedness of the Town secured by its full faith and credit.
- (3) **Consider Adopting the Bond Resolution** (form attached) – the Bond Resolution provides approval of the specific financing terms of the loan with the bank selected by Town Council from the bids received. The loan will be evidenced by a 2026 General Obligation Bond to be issued by the Town. By its terms, the resolution (a) approves the primary financing parameters for the 2026 Bond, such as (i) the maximum principal amount, (ii) interest rate, (iii) final maturity date, and (iv) prepayment provisions, (b) approves the form of the 2026 Bond attached to the resolution, (c) delegates to Town officers the authority to finalize the terms of the 2026 Bond (within such agreed upon parameters) and execute the 2026 Bond and related loan documents and closing papers, and (d) includes covenants that the Town will follow the applicable provisions of the federal tax code to maintain the tax-exempt status of the 2026 Bond and will provide annually to the bank (i) the Town’s financial statements and (ii) the Town’s budget.

The Ordinance and the Bond Resolution have been prepared by Hunton Andrews Kurth LLP, Richmond, Virginia, as the Town’s bond counsel, and reviewed as to form by Jeff Gore, as the Town Attorney.

COVERING CERTIFICATE FOR ORDINANCE

The undersigned Clerk of the Town Council (the “Council”) of the Town of Bowling Green, Virginia (the “Town”), certifies as follows:

1. Attached hereto is a true, correct and complete copy of an ordinance entitled “Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Bowling Green, Virginia, in a Principal Amount Not to Exceed \$3,200,000” (the “Ordinance”), as adopted at a regular meeting of the Council held on March 5, 2026, by the recorded affirmative roll-call vote of a majority of all members elected to the Council.

2. Such meeting of the Council was held at the time and place established by the Council for its regular meetings.

3. The minutes of such meeting reflect the attendance of the members and their votes on the Ordinance as follows:

Member	Attendance (Present/Absent)	Vote (Aye/Nay/Abstain)
Tina Gambill, Mayor		
Valarie Coyle, Vice Mayor		
Dr. John Chinault		
Jean Davis		
Randy Hageman		
David Storke		
Jeff Voit		
Dan Webb		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Bowling Green, Virginia, this ____ day of March, 2026.

Town Clerk, Town of Bowling Green, Virginia

(SEAL)

**ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL
OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN
OF BOWLING GREEN, VIRGINIA, IN A PRINCIPAL AMOUNT
NOT TO EXCEED \$3,200,000**

WHEREAS, the Town of Bowling Green, Virginia (the “Town”), desires to issue a series of general obligation bonds and to use the proceeds thereof to fund (1) the permanent financing of an outstanding interim loan undertaken for water and sewer system improvements, (2) the reimbursement of costs for recently completed water and sewer system repairs and improvements, (3) the costs of additional water and sewer system capital projects, and (4) related costs of issuance (collectively, the “Project”);

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BOWLING GREEN, VIRGINIA:

1. It is determined to be necessary and expedient for the Town to finance the Project and to borrow money for such purpose and issue the Town’s general obligation public improvement bonds therefor.

2. Pursuant to the Public Finance Act of 1991 and the Town Charter, there are authorized to be issued general obligation public improvement bonds of the Town in a principal amount not to exceed \$3,200,000 to provide funds, together with other available funds, to finance the Project.

3. The bonds shall bear such date or dates, mature at such time or times not exceeding 40 years from their date or dates, bear interest at such rate or rates, be in such denominations and form, be executed in such manner and be sold at such time or times and in such manner as the Council of the Town may hereafter provide by appropriate resolution or resolutions.

4. The bonds shall be general obligations of the Town for the payment of principal of and premium, if any, and interest on which its full faith and credit shall be irrevocably pledged.

5. The Town Clerk, in collaboration with the Town Attorney, is authorized and directed to see to the immediate filing of a certified copy of this ordinance in the Circuit Court of Caroline County, Virginia.

6. This ordinance shall take effect immediately.

ADOPTED this _____ day of March, 2026.

Mayor, Town of Bowling Green, Virginia

COVERING CERTIFICATE FOR RESOLUTION

The undersigned Town Clerk of the Town of Bowling Green, Virginia (the “Town”), certifies as follows:

1. Attached hereto is a true, correct, and complete copy of a resolution entitled “RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD OF A GENERAL OBLIGATION PUBLIC IMPROVEMENT AND REFUNDING BOND OF THE TOWN OF BOWLING GREEN, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF” (the “Resolution”). The Resolution was adopted at a regular meeting of the Town Council of the Town (the “Council”) held on March 5, 2026, by a majority of all members of the Council by a roll-call vote.

2. The Council meeting at which the Resolution was adopted was held at the time and place established by the Council for its regular meetings.

3. The minutes of such meeting reflect the attendance of the members and their votes on the Resolution as follows:

Member	Attendance (Present/Absent)	Vote (Aye/Nay/Abstain)
Tina Gambill, Mayor		
Valarie Coyle, Vice Mayor		
Dr. John Chinault		
Jean Davis		
Randy Hageman		
David Storke		
Jeff Voit		
Dan Webb		

4. The Resolution has not been repealed, revoked, rescinded, or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Bowling Green, Virginia this _____ day of March, 2026.

(SEAL)

Town Clerk, Town of Bowling Green, Virginia

**RESOLUTION PROVIDING FOR THE ISSUANCE, SALE
AND AWARD OF A GENERAL OBLIGATION PUBLIC
IMPROVEMENT AND REFUNDING BOND OF THE TOWN
OF BOWLING GREEN, VIRGINIA, HERETOFORE
AUTHORIZED, AND PROVIDING FOR THE FORM,
DETAILS AND PAYMENT THEREOF**

WHEREAS, the Town Council (the “Council”) of the Town of Bowling Green, Virginia (the “Town”), by an ordinance adopted on March 5, 2026, has authorized the issuance of general obligation bonds in the maximum principal amount of \$3,200,000 (a) to finance capital improvements related to the Town’s water and sewer systems and (b) to refinance the outstanding principal amount of a Tax-Exempt Multiple Advances Term Promissory Note (RD/RUS Interim Loan – Anticipation Note), dated April 29, 2021, as amended (the “2021 Note”) and (c) to pay the related costs of issuance and refinancing (collectively, the “Project”);

WHEREAS, a representative of Davenport & Company LLC, as the Town’s financial advisor (the “Financial Advisor”), has recommended that the Town solicit bids from qualified banking and financial institutions and has received five bids;

WHEREAS, the Financial Advisor has reviewed such bids and, after consultation with officials of the Town, has advised that the bid of Atlantic Union Public Finance, Inc. (such entity or an affiliate herein referred to as the “Lender”) offers the most favorable loan terms to the Town;

WHEREAS, the Town intends to issue and sell to the Lender a general obligation public improvement and refunding bond of the Town (the “Bond”) to evidence its repayment obligations with respect to such loan; and

WHEREAS, the Council has determined to delegate to the Town Manager the authority to negotiate the final terms of the loan (including the Bond), all within the parameters set forth in this Resolution;

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BOWLING GREEN, VIRGINIA:

1. Issuance and Sale. Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 and the Town Charter, the Council hereby provides for the issuance and sale of the Bond in an aggregate principal amount not to exceed \$3,200,000 and the use of the proceeds thereof to finance the Project, to refinance the 2021 Note, and to pay the related issuance and refinancing costs. The Bond shall be issued and sold to the Lender in accordance with the terms of its bid and this Resolution.

2. Bond Details. Subject to the provisions and limitations of this Resolution, the Council hereby authorizes the Town Manager to undertake the issuance and sale of the Bond and to determine the final terms of the Bond as she shall deem to be in the best interests of the Town. The Bond shall be designated “General Obligation Public Improvement and Refunding Bond, Series 2026,” shall be in registered form, and shall be dated such date as may be determined by the Town Manager. In finalizing the terms of the Bond, the Town Manager shall provide that the

Bond (a) shall not be issued in a principal amount exceeding the limit set forth in Section 1 above, (b) shall not bear interest at a tax-exempt rate exceeding _____% per year, (c) shall be sold at a price not less than 100% of the original aggregate principal amount thereof, or (d) shall have a final maturity date no later than December 31, _____. The Council further authorizes the Town Manager to determine the dates on which interest on the Bond shall be paid and the dates and amounts of the principal installments of the Bond shall be paid. Following the determination of the final pricing terms of the Bond, the Council directs the Town Manager to execute a certificate setting forth such final pricing terms and to file such certificate with the records of the Council. If deemed appropriate, the Town Manager is authorized to negotiate and execute a bond purchase and financing agreement with the Lender, which agreement shall set forth the terms and provisions of the loan and the Bond. The actions of the Town Manager in issuing and selling the Bond shall be conclusive, and no further action with respect to the issuance, sale and award of the Bond shall be necessary on the part of the Council.

If the date on which any payment is due with respect to the Bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. "Business Day" shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday, or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia.

Principal and interest shall be payable by the Registrar (as hereinafter defined) by check or draft mailed to the registered owner at the address as it appears on the registration books kept by the Registrar on the last Business Day of the month preceding each interest payment date; provided, however, at the request of the registered owner of the Bond, payment may be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Principal and interest shall be payable in lawful money of the United States of America.

3. Prepayment Provisions. The Bond may be subject to prepayment prior to maturity at the option of the Town, in whole or in part, at any time, at a prepayment price equal to 100% of the principal amount thereof to be redeemed, plus interest accrued and unpaid to the date fixed for such prepayment.

4. Pledge of Full Faith and Credit. The Bond shall be issued as a "general obligation bond" within the meaning of the Public Finance Act of 1991, and the Town hereby irrevocably pledges its full faith and credit to the payment of principal of and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property within the Town sufficient to pay when due the principal of and interest on the Bond.

5. Execution and Form. The Bond shall be signed by the manual signature of the Mayor or Vice Mayor, and the Town's seal shall be affixed thereto and attested by the manual signature of the Town Clerk (such term as used in this Resolution to include any Deputy or Assistant Clerk). The Bond shall be issued as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions, and changes not inconsistent with this Resolution as may be approved by the Mayor or Vice Mayor, whose approval

shall be evidenced conclusively by such officer's execution of the Bond and delivery to the purchaser thereof.

6. Registration, Transfer and Owner of the Bond. The Bond shall be issued in registered form without coupons, payable to the registered holder or its registered assigns. The Council hereby appoints the Town Treasurer as the initial paying agent and registrar for the Bond (in both capacities, the "Registrar"); provided, however, the Council may at any time, in its sole discretion, after notice to the registered owner of the Bond, appoint a bank or trust company to act as successor Registrar for the Bond. The Registrar shall maintain registration books for the registration and exchange of the Bond. Upon presentation and surrender of the Bond to the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute and deliver in exchange a new Bond or Bonds having an equal aggregate principal amount, of the same form and maturity, bearing interest at the same rate and registered in the name(s) as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal of and interest on the Bond and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person or entity shown as owner on the registration books on the last Business Day of the month preceding each payment date.

7. Preparation and Delivery of the Bond. The officers of the Town are hereby authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with their terms and to deliver the Bond to the Lender upon payment therefor.

8. Mutilated, Lost or Destroyed Bond. If the Bond has been mutilated, lost or destroyed, the Town officers authorized under Section 5 above to execute the original Bond shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that such Town officers shall so execute and deliver only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the Town evidence satisfactory to such Town officers that such Bond was lost or destroyed and (b) has furnished to the Town satisfactory indemnity.

9. Arbitrage Covenants. (a) The Town represents that there have not been issued, and covenants that there will not be issued, any obligations that will be treated as part of the same issue of obligations as the Bond within the meaning of Treasury Regulations Section 1.150-1(c).

(b) The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), or otherwise cause interest on the Bond to be includable in the gross income of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of law that may require the Town at any time to rebate to the United States any part of the earnings

derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bond from being includable in the gross income of the registered owners thereof under existing law. The Town shall pay any such required rebate from its legally available funds.

10. Non-Arbitrage Certificate and Elections. Such officers of the Town as may be requested by the Town’s bond counsel are hereby authorized and directed to execute an appropriate certificate setting forth (a) the expected use and investment of the proceeds of the Bond in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and regulations issued pursuant thereto and (b) any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with the Town’s bond counsel, and such elections shall be made after consultation with bond counsel.

11. Limitation on Private Use. The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed or refinanced therewith to be used in any manner that would result in more than (a) 5% of such proceeds or facilities being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% of such proceeds or facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bond from being includable in the gross income for federal income tax purposes of the registered owner thereof under existing law, the Town need not comply with such covenants.

12. Prepayment of 2021 Note. The Town Manager is authorized and directed to take all proper steps to prepay the 2021 Note and to prepare and deliver any such prepayment notices and correspondence necessary to effect the prepayment.

13. SNAP Investment Authorization. The Council has previously received and reviewed the Information Statement describing the State Non-Arbitrage Program of the Commonwealth of Virginia (“SNAP”) and the Contract Creating the State Non-Arbitrage Program Pool I (the “Contract”), and the Council hereby authorizes the Town Treasurer in her discretion to utilize SNAP in connection with the investment of all or a portion of the proceeds of the Bond. The Council acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the Town in connection with SNAP, except as otherwise provided in the Contract.

14. Provision of Financial Information to the Lender. The Town Manager or her designee is hereby authorized and directed to provide directly to the Lender, or by posting on the Town’s website, for each fiscal year in which the Bond remains outstanding: (a) a copy of the Town’s audited financial statements no later than March 31 of the following year and (b) the Town’s annual budget within 30 days after adoption by Council.

15. Other Actions. All other actions of officers of the Town and the Council in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and

sale of the Bond, the financing of the Project and the refinancing of the 2021 Note are ratified, approved, and confirmed. The officers of the Town are hereby authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bond, the financing of the Project and the refinancing of the 2021 Note.

15. Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are repealed.

16. Effective Date. This Resolution shall take effect immediately.

FORM OF BOND

REGISTERED

REGISTERED

No. R-1

_____, 2026

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
TOWN OF BOWLING GREEN

General Obligation Public Improvement and Refunding Bond
Series 2026

The Town of Bowling Green, Virginia (the “Town”), for value received, promises to pay, to [_____] (the “Lender”), or its registered assigns or legal representative, the principal sum of [_____] **DOLLARS** (\$_____), together with interest from the date of this bond on the unpaid principal, at the rate of [_____] % per year, calculated on the basis of a 360-day year of twelve 30-day months, subject to prepayment as hereinafter provided. Installments of interest shall be payable semi-annually on [_____] and [_____] , commencing [_____] , and installments of principal shall be payable annually on [_____] , commencing [_____] , in the amounts set forth on Schedule I attached hereto. Final payment of principal and interest on this bond shall be due on _____. Principal of and interest on this bond are payable in lawful money of the United States of America.

If the date on which any payment is due with respect to this bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. “Business Day” shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday, or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia. Principal and interest are payable in lawful money of the United States of America by the Town Treasurer, who has been appointed the initial paying agent and registrar for this bond (in both capacities, the “Registrar”).

This bond is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Town Charter and the Public Finance Act of 1991. This bond has been authorized and issued pursuant to an ordinance and a resolution, both adopted by the Town Council of the Town (the “Council”) on March 5, 2026, to provide funds (a) to finance capital improvements related to the Town’s water and sewer systems, (b) to refinance the outstanding principal amount of a Tax-Exempt Multiple Advances Term Promissory Note (RD/RUS Interim Loan – Anticipation Note), dated April 29, 2021, as amended (the “2021 Note”), and (c) to pay the costs of issuing this bond and refinancing the 2021 Note.

This bond is subject to prepayment, in whole or in part, at any time prior to maturity, at the option of the Town, at a prepayment price equal to 100% of the principal amount of this bond to be prepaid, together with any interest accrued and unpaid to the date fixed for prepayment.

This bond constitutes a “general obligation bond” within the meaning of the Public Finance Act of 1991, and the Town has irrevocably pledged its full faith and credit to the payment of principal of and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the Town sufficient to pay when due the principal of and interest on this bond.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to the payment of principal of and interest on this bond and the exercise of all rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the last Business Day of the month preceding each payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town of Bowling Green, Virginia, has caused this bond to be signed by its Mayor, its seal to be affixed hereto and attested by the Town Clerk, and this bond to be dated the date first written above.

(SEAL)

Mayor, Town of Bowling Green, Virginia

(ATTEST)

Town Clerk, Town of Bowling Green,
Virginia

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sell(s), assign(s) and transfer(s) unto

(Please print or type name and address, including zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF TRANSFEREE:

: :
: :
: :
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing _____,
Attorney, to transfer said bond on the books kept for the registration thereof, with full power of
substitution in the premises.

Dated: _____

Signature Guaranteed

NOTICE: Signature(s) must be guaranteed
by an Eligible Guarantor Institution such as
a Commercial Bank, Trust Company,
Securities Broker/Dealer, Credit Union, or
Savings Association who is a member of a
medallion program approved by The
Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must
correspond with the name of the registered
owner as it appears on the front of this bond
in every particular, without alteration or
enlargement or any change whatsoever.

TRANSFER OF BOND

Transfer of this bond may be registered by the registered owner or its duly authorized attorney upon presentation hereof to the Registrar who shall make note of such transfer in books kept by the Registrar for that purpose and in the registration blank below.

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Registrar</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCHEDULE I

[Attach Amortization Schedule at Closing]



**TOWN OF BOWLING GREEN
TOWN COUNCIL
PUBLIC HEARING**

Meeting Date: MARCH 5, 2026

REZONING CASE: #RZ-2026-01

REQUEST:

FAIRMONT LAND, LLC requests rezoning from a Business (B-2) Zoning District to a Planned Unit Development (PUD) Zoning District of 19.47 acres.

PROPOSED LAND USE:

A mixed use development with tree-lined streets, usable open spaces, a variety of attached and detached residential dwelling types, and commercial and office uses is proposed. The development would include a total of 147 dwelling units (forty-three (43) detached single family dwellings; forty (40) attached single family dwellings (townhouses); sixty-four (64) multi-family residential dwellings (including vertical mixed use buildings) and 16,880 square feet of commercial and professional office uses yielding a density of approximately 7.55 dwelling units per acre. The development will also include a public park; walking trail; sidewalks on both sides of internal streets; and a shared use path connecting the development to East Broaddus Avenue to the south and with future development to the northeast also within the planned Mixed Use Area. Proffered Conditions address quality site and architectural design standards, permitted building materials, landscaping and decorative site lighting. (Proffered Conditions 1, 2, 5, 6 and 7, Attachment 2, and General Development Plan (GDP), Exhibit A)

PLANNING COMMISSION RECOMMENDATION:

Following a public hearing at their meeting on February 19, 2026, the Planning Commission voted unanimously to recommend approval of this request to Town Council subject to the Conditions in Attachment 1 and acceptance of the Proffered Conditions in Attachment 2, for the reasons outlined in the report.

APPLICANT REVISIONS SINCE THE COMMISSION'S CONSIDERATION:

To address Planning Commissioners' comments following their public hearing on February 19, 2026, on February 25, 2026, the Applicant updated the General Development Plan (GDP) to add a crosswalk across Emory Lane; updated the GDP and Rezoning Narrative to correct a typographical error in the water/wastewater system demand table; updated Proffered Condition 5 and the GDP to add a sidewalk to be constructed on the north side of Lakewood Road to connect the shared use path to an existing town sidewalk and to add a bike rack and grill to the public park amenities.

STAFF RECOMMENDATION:

Staff recommends approval of this request subject to the Conditions in Attachment 1 and acceptance of the Proffered Conditions in Attachment 2, including the revision to Proffered Condition 5 relative to the additional sidewalk and park amenities, for the following reasons:

- A. The rezoning request complies with the recommendations of the Town's Comprehensive Plan which designate the subject property as part of a larger Mixed Use Area where a variety of residential and commercial land use types and lot sizes and densities are appropriate.
- B. The proffered conditions ensure a quality site design with a walkable environment that will provide continuity and appropriate land use transitions, quality building materials and architecture, on- and off-street parking, sidewalks, shared use and walking paths, useable open spaces, decorative pedestrian-scale lighting, and tree lined streets, as suggested by the Plan.

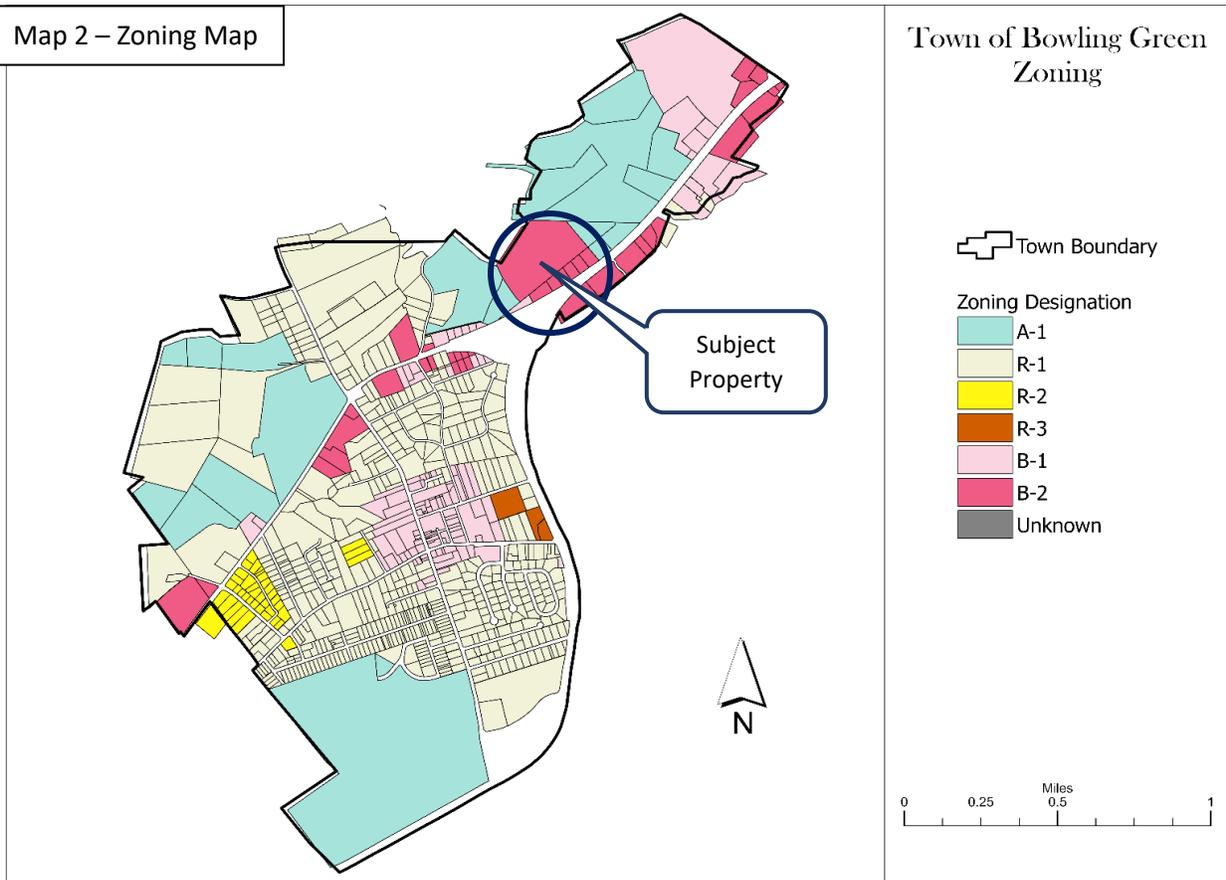
- C. The housing variety and 16,880 square feet of commercial and office uses located along the property's Route 301 frontage complies with the recommendations of the Plan.
- D. The exceptions requested to building height and percentage of open space and to permit private roads offer flexibility in the overall building and site design to accommodate architectural variety and a traditional site design while considering adjacent environmental features, usable open space, and the off-site 1.5 acres of open space for the shared use path.
- E. Where adequate public facilities exist to accommodate new development, the Plan supports the development and notes that new development will add to the Town's tax revenues and new money into the Town's economy. Adequate public facilities exist to support the proposed development.

LOCATION:

The 19.47-acre subject property fronts approximately 985 feet on the northwest line of AP Hill Boulevard (Route 301), approximately 535 feet north of its intersection with East Broaddus Avenue and is known as Tax Map Parcels 43-A-34 and 43E-1-4R, 5, 6, 7 and 8 and is zoned Business (B-2) (See Map 1 below and Map 2 on Page 3). The subject property is a vacant wooded property. Properties to the north, west and south are currently zoned Agricultural (A-1) and are vacant wooded parcels or occupied by large lot single family residential use. Properties to the east across Route 301 are occupied by commercial uses or are vacant wooded parcels. Maracossic Creek abuts the subject property to the south. Property to the west includes a pond and is within Caroline County. A pond is also located in the vicinity of the subject property on the adjacent property to the northeast.



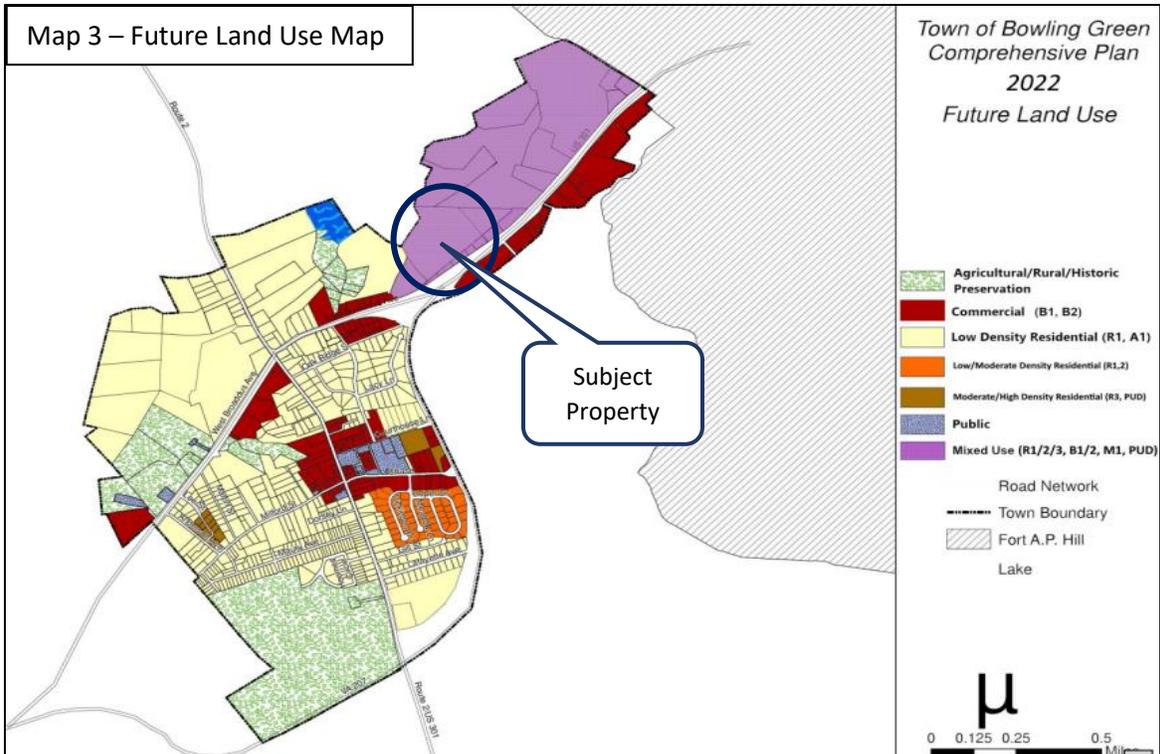
Map 2 – Zoning Map



COMPREHENSIVE PLAN AND FUTURE LAND USE:

The Town’s Comprehensive Plan recognizes that growth will come to Bowling Green and that growth is beneficial to bring new money into the Town’s economy and to increase tax revenues. The Plan recognizes the importance of the Future Land Use Plan to provide the right balance of residential, commercial and industrial land use to the demands for growth without sacrificing Bowling Green’s small town charm and quality of life. The Plan’s Future Land Use Map identifies the subject property as part of a larger Mixed Use Area fronting on Route 301, as identified below:

Map 3 – Future Land Use Map



The Plan states that the Mixed Use Areas provide for a variety of land uses, housing types and prices, lot sizes and density, and architectural variety, in compact, walkable communities. Mixed Land Use will encompass a variety of uses from both retail and office commercial uses and a variety of residential uses including higher density, accessory apartments and residential units over commercial uses. The Plan offers other uses that may be appropriate include educational facilities, “cottage” or “artisanal” industries; live-work projects, recreational facilities and compatible public and civic facilities.

The Plan suggests that pedestrian access should be required as an alternative to automobile reliance and that tracts of land should be developed to provide continuity among the various land uses and to create a compact and walkable living environment and workplace. The Plan recommends transitional uses and/or project design considerations should protect the variety of uses in the development with an interconnected street network and pedestrian connectivity to nearby developments and the core of the Town. Mixed use developments should include both on- and off-street parking, sidewalks, bike lanes, benches, pedestrian scale lighting, and tree lined streets that soften the hardscape and provide shade for pedestrians.

According to the Comprehensive Plan, the primary focus for the Mixed Use Land Use Area fronting Route 301 will be commercial development with residential development within these areas as a secondary or subordinate use (in total land area and square footage devoted) within the overall land use area. The Zoning Ordinance limits commercial development in the PUD Zoning District to a maximum of five percent (5%). The proposed development complies with the maximum limit for commercial use set by the Zoning Ordinance.

The land use designation encourages mixes of residential housing types to provide for housing diversification. Residential development within the Mixed Use Area is intended to help diversify the land use mix. Densities for residential use are intended to be a maximum of 10 dwelling units per acre which aligns with the density regulation of the PUD Zoning District. The Plan recognizes that development densities are permitted based on the provision of adequate infrastructure to serve the proposed uses.

With the Mixed Use Land Use Area description adopted in 2022, policies were added to the Comprehensive Plan to provide guidance for mixed use developments. It is important to note that the Comprehensive Plan is not regulatory such as with requirements of the Zoning Ordinance but is rather a guide with recommendations for development. The sixteen (16) “Mixed Land Use Policies” are summarized in the chart below with the Applicant’s Response provided and Staff’s evaluation of the proposed development’s conformance with these policies on the right side of the chart.

Policy	Summary of <u>Comprehensive Plan</u> Mixed Use Policy	Summary of Applicant’s Response	Staff – Case Conforms ? Yes or No
1	High quality standards (site layout; building configuration, materials, massing/height; landscaping; signage; parking design; pedestrian circulation; lighting; stormwater; environmental protection; mass transit; amenities).	GDP establishes coordinated mixed-use layout with public streets (Fairmont Dr, Emory Ln, Ella Ct), a central community park to be dedicated to the Town, open space & trail corridors, and defined building areas for mixed-use/commercial and residential. Proffers add minimum architectural material standards, pedestrian facilities, and lighting controls. Stormwater management, detailed landscaping, entrance feature, signage, and final lighting photometrics will be confirmed during final site plan and subdivision plat reviews.	Yes
2	Overall architectural theme consistent with the Town’s historic character.	Proffers require durable, higher-quality facade materials (brick/stone/masonry/stone veneer and approved siding products), roof standards, façade articulation/variation, and consistent treatment of multifamily/commercial building elevations to be approved by the Town Manager	Yes
3	Incorporate public open spaces (active and passive) as integrated elements; preserve natural features.	GDP includes significant open space (6.39 acres, 33%) and a centrally located public park (Bowling Green Community Park) with playground, pavilion/bathroom, and parking. A multi-use trail and a walking trail through the RPA buffer provide active recreation and connections while preserving natural features. The shared use path is an additional 1.5 acres of open space (or 40.5%)	Yes

Policy	Summary of <u>Comprehensive Plan Mixed Use Policy</u>	Summary of Applicant's Response	Staff – Case Conforms ? Yes or No
4	Provide appropriate transitions in size/scale/height/massing/density and/or setbacks/buffering to nearby development.	GDP concentrates higher-intensity mixed-use and multifamily buildings toward the Route 301 frontage and central area, while single-family detached lots are located along the upper portion of the site adjacent to open space. Open space areas and buffers along the perimeter support transition to adjacent properties. Final buffering/landscaping treatments will be detailed on the site plan.	Yes
5	Preserve and/or incorporate unique or sensitive environmental features.	Existing environmental features and constraints (including wetland/pond areas and RPA/buffer areas) are identified, with open space and a meandering walking trail planned through the RPA buffer subject to applicable regulations. Final environmental delineations and approvals will be completed during site plan permitting.	Yes
6	Encourage vertical mixed use (commercial lower stories; office/residential on upper stories).	Buildings 1 and 2 are explicitly programmed for vertical mixed use: commercial/retail on the first floor with residential apartments on floors 2 and 3, consistent with the Town policy encouraging vertical integration of uses.	Yes
7	Provide vehicular and bicycle/pedestrian connections to adjoining developments (including inter-parcel access points).	Proffers commit to constructing on-site public roads, including stub roads toward adjacent parcels (Tax IDs 43-A-42 and 43-A-35) to support future inter-parcel connectivity. The 10-foot multi-use trail is planned to connect from the Lakewood Road / E. Broaddus Ave area along Fairmont Dr and Emory Ln to the eastern boundary, supporting bicycle/pedestrian connectivity with surrounding areas.	Yes
8	Plan and manage safe traffic circulation and access; provide an interconnected street network; discourage cul-de-sacs (except where constrained).	The roadway network is interconnected through Fairmont Drive, Emory Lane, and Ella Court (public streets maintained by VDOT). Access management and safety improvements include a dedicated right-turn lane and taper on Route 301, and an emergency access gate connection. The internal street pattern avoids isolated cul-de-sacs; any minor dead-end segments would be evaluated against topographic/environmental constraints at site plan stage.	Yes
9	Design so multiple vehicle trips can be combined into one stop (multiple destinations within easy walking distance).	The project mixes neighborhood-scale commercial/professional office (16,800 sf) with multiple residential types and a community park, creating several on-site destinations within walking distance for residents and visitors.	Yes
10	Emphasize pedestrian orientation in building and public space design; avoid auto-dominant site design.	Pedestrian circulation is emphasized through sidewalks on both sides of public streets, crosswalk connections, and the multi-use trail system. The community park is centrally located and connected to surrounding residential and mixed-use areas. Parking is provided through a combination of off-street and on-street spaces to reduce the visual dominance of large parking fields.	Yes
11	Locate parking to the rear/sides of buildings or at the fringe/structured parking; keep building facades visible from streets.	The mixed-use and multifamily areas include internal parking areas and on-street parking along Emory Ln. The parking program includes 51 on-street spaces along Emory Lane (within 600 feet of residential apartments and commercial/retail) and off-street parking for commercial and apartments. Final building siting and façade orientation relative to streets and parking will be confirmed with the detailed site plan.	Yes
12	Support a diverse housing mix across life stages and income levels.	The proposed housing mix includes single-family detached homes, townhouses, and apartments, including apartments above ground-floor commercial uses. This variety supports different household sizes, lifestyles, and price points.	Yes
13	Promote market-rate affordability through a mix of housing types and price points.	While the proffers do not establish a specific affordability set-aside, the project's mix of smaller-lot single-family homes, attached townhouses, and apartments supports market-rate attainability through diversified housing options. The final unit mix and product types will further demonstrate market-rate affordability objectives.	Yes

Policy	Summary of <u>Comprehensive Plan Mixed Use Policy</u>	Summary of Applicant's Response	Staff – Case Conforms ? Yes or No
14	Residential should not front on roads classified by VDOT as Major Collector or higher.	The GDP shows primary access from Route 301 via Fairmont Drive, with internal streets serving residential areas. No single-family lots take direct driveway access from Route 301. Mixed-use buildings and multifamily buildings are oriented to internal streets and parking areas, with Route 301 frontage generally buffered by open space/landscape areas and access management features. Final frontage/orientation details will be confirmed at site plan.	Yes
15	On Route 301 corridor, residential should be secondary/subordinate compared to commercial within the broader land use area.	Along the Route 301 corridor, the plan includes neighborhood commercial/professional office uses (16,800 sf) and mixed-use buildings with active ground-floor commercial space. Residential uses are provided as a complementary component (including apartments over retail) to support the commercial area. The plan complies with the 5% maximum ordinance requirement for commercial use. This project supports the broader land use area.	Yes
16	Mixed-use may be appropriate on infill/redevelopment sites where public facilities are available (pursuant to master plan).	The GDP notes the property is served by public water and sewer, and the proffers obligate the owner to extend/construct all required water and sewer infrastructure at no cost to the Town. This supports mixed-use development in an area where public facilities are available.	Yes

PROPOSED LAND USE

Land Use and Site Design:

A mixed use development with tree-lined streets, usable open spaces, a variety of attached and detached residential dwelling types, and commercial and office uses is proposed on 19.47 acres. The development is planned for a maximum of 147 dwelling units that would include forty-three (43) detached single family dwellings; forty (40) attached single family dwellings (townhouses); sixty-four (64) multi-family residential dwellings (including vertical mixed use buildings) yielding a density of approximately 7.55 dwelling units per acre. Commercial and professional office uses (16,880 square feet) are planned as first floor use with two (2) floors of apartments above (Proffered Condition 2, Attachment 2 and GDP, Exhibit A). The planned density of the development at 7.55 dwelling units per acre is consistent with the Zoning Ordinance regulations for a maximum of ten (10) dwelling units per acre in a Planned Unit Development (PUD) Zoning District and the density recommendations of the Comprehensive Plan for the Mixed Use Land Use Area.

The development will also include a public park with playground equipment, a covered picnic pavilion, bike rack, grill, and permanent restroom facilities. A natural walking trail within the Resource Management Area buffer is proposed along with sidewalks on both sides of the development's internal streets, and a 10-foot wide hard surfaced shared use path connecting the development to East Broaddus Avenue to the south and to the northeast with future development in the broader future Mixed Use Area, as outlined in the Comprehensive Plan. (Proffered Conditions 1 and 5, Attachment 2, and GDP, Exhibit A)

Modifications to Zoning Ordinance Regulations:

It is common, since the General Development Plan (GDP) establishes the site development pattern for a planned unit development, for modifications to ordinance standards to be necessary. In preparing a GDP, consideration has been given to the unique mix of uses, higher densities planned, livable community character, and any known site constraints. These factors establish development requirements, such as lot sizes, setbacks, etc., and identify necessary modifications to standard development regulations in a PUD. With this request, the Applicant is seeking modifications to three (3) Zoning Ordinance regulations in a Planned Unit Development (PUD) Zoning District.

The first request is an exception to allow the maximum permitted building height to increase from thirty-five (35) feet to forty-five (45) feet. The Applicant explained that the taller structure, if utilized, would permit greater architectural variety, especially with varying rooflines, would allow for screening of roof mounted mechanical equipment and would permit possible roof-top amenities.

The second exception being requested is an exception to permit a reduction in the PUD district standard for the development to maintain fifty percent (50%) of its acreage in open space. For the subject property 50% of the 19.47 acre site would be 9.74 acres. The Applicant provided that the open space of thirty-three (33%) or 6.39 acres is planned. The on-sight open space is usable and still protects environmental resources. The open space would include a public park within a compact walkable community. It is important to note that the 33% of open space counted by the Applicant, does not account for the off-sight shared use path acreage of approximately 1.5 acres, which would equal to 7.89 acres, or 40.5% of open space. The recreational amenities are an important commitment by the Applicant that should not be penalized.

The third exception is to the provision that no streets within a PUD district should be private. All of dwellings within the proposed development would front on public roads. Rear alleys are proposed for the townhouses and drive aisles are planned for access multi-family and mixed use residential and commercial buildings and parking (GDP, Exhibit A). It is common to use privately-owned alleys to serve medium to higher density developments in a traditional neighborhood design where homes front on public streets.

Given these considerations, staff finds that granting these three (3) modifications to the PUD Zoning District regulations is appropriate. (Conditions 1 – 3, Attachment 1)

ENVIRONMENTAL AND CULTURAL RESOURCES

The site is in the Maracossic Creek (Mattaponi) watershed. The property borders the Maracossic Creek, ponds, and wetlands. A 100-foot Resource Protection Area (RPA) buffer is located along the entire southwestern edge of the site. The development proposes a five (5) foot wide meandering natural walking path within this Resource Protection Area buffer (Proffered Condition 5). Recreational uses such as walking paths are permitted provided they are constructed with the least amount of disturbance within the RPA.

The Applicant provided that the project's impact to the natural topography and vegetation has been minimized through site design. The Applicant also stated that wetlands are located on-site but no wetland disturbance is planned. (Rezoning Narrative, Exhibit B)

Final determinations on the location and design of the walking path and protections of environmental sensitive water features and areas will be determined by the Chesapeake Bay Preservation Area Overlay District standards and storm water regulations enforced at the time of site plan and subdivision plat review. Staff is comfortable that for the purposes of this rezoning request, the General Development Plan (GDP) as required by the Zoning Ordinance for PUD zoning districts, has accurately captured environmentally sensitive areas. (GDP, Exhibit A)

The development of 147 dwelling units and 16,880 square feet of commercial space with roads, sidewalks and parking will increase impervious cover and impact stormwater management. The Applicant's design is required to comply with local and state requirements for stormwater management for site development. The exact measures needed will be determined at the time of site plan review.

Based on information from the Virginia Department of Historical Resources, the United States Department of the Interior and the Town's Comprehensive Plan, there are no cultural resources located on the subject property.

TRAFFIC IMPACTS

The development would have direct access to A.P. Hill Boulevard (Route 301) which is four-lane divided Principal Arterial Highway. The Applicant has provided a general traffic impact statement in the Rezoning Narrative (Exhibit B). With the site's current Business (B-2) Zoning the development would generate 5,685.9 Vehicles Per Day (VPD). The proposed zoning would generate 1,672 VPD which is a 271% reduction in vehicles per day, a substantial decrease. (Rezoning Narrative, Exhibit B)

The GDP identifies that access to the development would be provided onto proposed Fairmont Drive by a right-in/right-out access onto A. P. Hill Boulevard (Route 301). A secondary access would be a gated emergency vehicle access towards the northeastern boundary of the property. The development is planned with public road access from the development to adjacent properties within the broader Mixed Use Land Use Area. The exact road construction plans will be approved at the time of site plan and subdivision plat review. (Proffered Conditions 1 and 3, Attachment 2 and GDP, Exhibit A)

PUBLIC UTILITY IMPACTS

Water and Sewer

The development will be served by the Town’s public water and sewer system. Imboden Environmental Services, Inc. reviewed the anticipated flow data and provided written confirmation that “Bowling Green has sufficient water and sewer system capacity to serve the proposed Fairmont development.”

Both water and sewer are available to the site along its frontage. The public sewer line is a force main that will require construction of a pump station to tie into the system. Water and sewer lines will be required to be constructed by the Applicant to meet the Virginia Department of Health Waterworks Regulations and the Town’s design standards and, once final inspections of the work are approved, will be maintained by the

Town (Proffered Condition 4, Attachment 2). Anticipated flow data for the development has been added to Page 1 of the General Development Plan (GDP) and is shown in the table below:

WATER/WASTEWATER SYSTEM DEMAND						
TYPE	UNIT	NO. UNITS	Unit Flow		FLOW	
Single Family Detached	Dwelling	43	280	gpd/unit	12,040	gpd, ADF
Single Family Attached	Dwelling	40	200	gpd/unit	8,000	gpd, ADF
Apartments	Dwelling	64	160	gpd/unit	10,240	gpd, ADF
Commercial/Retail	SF	16,800	100	gpd/1000 sf	1,680	gpd, ADF
				TOTAL	31,960	gpd, ADF
Average Daily Flow	31,960	/	1440	=	22	gpm, ADF
Peak Hour (X 2.5)	31,960	X	2.5	=	79,900	gpd
		/	1440	=	55	gpm
Max Day (X 1.5)	31,960	X	1.5	=	47,940	gpd
		/	1440	=	33	gpm

ESTIMATED AVAILABLE FIRE FLOW = 1,750 GPM

Solid Waste Disposal

The single family attached and detached dwellings will be served by the Town’s trash collection service. (Rezoning Narrative, Exhibit B)

FIRE AND EMERGENCY MEDICAL SERVICE (EMS)

Caroline County Fire-Rescue reviewed this rezoning and stated that they “have no objection to the proposed rezoning of the parcel, subject to the following comments and conditions.”

Impact on Fire and EMS Services

Based on the estimated population increase of approximately 350 residents (Caroline Fire-Rescue projections), the projected impact to Fire and EMS services is anticipated to be minimal and manageable within the County’s current operational capacity. At this time, no extraordinary service demand concerns have been identified.

Fire Apparatus Access

All buildings exceeding 30 feet in height are shown to be provided with aerial apparatus access roads meeting the required minimum unobstructed width of 26 feet. The roadway layout, as depicted on the General Development Plan, appears capable of accommodating Caroline County Fire-Rescue aerial apparatus access requirements. (GDP, Exhibit A)

Emergency Access Gate

The proposed emergency access gate shall be designed and constructed to support an imposed load of 77,000 pounds. A Knox locking device (Knox lock or Knox box) shall be installed on the Route 301 side of the access point to ensure emergency responder access (Proffered Condition 3, Attachment 2 and GDP, Exhibit A). Final gate design and specifications are subject to review and approval during the site plan phase.

Water Supply

The current General Development Plan (GDP) indicates hydrant placement in acceptable locations for the proposed single-family dwellings and townhomes. Additional hydrants may be required during site plan review based on final building construction type, confirmed fire flow calculations, and automatic sprinkler system status for Buildings 1–5.

SCHOOL IMPACTS

Below is the anticipated number of school children that would be generated by the proposed development (Rezoning Narrative, Exhibit B) and chart on Page 9:

SCHOOL STUDENT GENERATION/ UNIT			
USE	Yield Factor	# Units	# Students
Single Family Detached	0.444	43	19
Single Family Attached	0.545	40	22
Multi-Family	0.133	64	9
Total # Students =			49

Data taken from the Caroline County Public Schools Enrollment Projection Study date October 17, 2024.

In their review of the proposed rezoning, Carolina County Public Schools offered no objection to the rezoning and noted the following:

Caroline County Public Schools has reviewed the information presented in Section VI. Schools of the rezoning materials (Rezoning Narrative, Exhibit B). The school division verifies that the student yield factors utilized in this section are consistent with those identified in the Caroline County Public Schools Enrollment Projection Study completed by FutureThink October 17, 2024. The Enrollment Projection Study cited the underlying data source as the statewide average student generation rates for new residential construction in Virginia from the NAHB Economics Housing Policy Group 2020 study.

Caroline County Public Schools would also like to provide workforce-related context relevant to housing within the community. Approximately 50 percent of the school division's employees commute into Caroline County from surrounding jurisdictions. As part of our ongoing recruitment and retention efforts, the availability of affordable and attainable housing within the county is an important consideration for both prospective and current employees.

Mixed-use developments that include a range of housing types, such as single-family detached, single-family attached, and multi-family housing, represent options that the division often shares with potential employees who are interested in living closer to their place of employment. As one of the largest employers in Caroline County, Caroline County Public Schools continues to experience an ongoing need for housing opportunities that support workforce stability and retention.

ECONOMIC IMPACT

The Applicant has provided that the property has not developed for decades under its current B-2 zoning due to a lack of demand for business currently on the Route 301 corridor. The Applicant states that there is currently a market for residential dwellings in the Town at moderate/high densities. The Applicant indicates that the proposed development will provide needed workforce housing and housing opportunities for Caroline County school teachers and for the planned growth at A. P. Hill. (Rezoning Narrative, Exhibit B)

The development will generate additional tax revenue from real estate, personal property, Route 301 tax district, water and sewer connection fees, vehicle license, meals taxes and new residential and visitor spending.

As recommended by the Comprehensive Plan for any new development or re-development, the Town engaged with the Applicant for an independent economic development assessment to gauge the overall impact of the proposed project. That economic analysis resulted in the following highlights for consideration based on current residential and commercial tax rates, water and sewer rates and connections.

Based on the Rezoning Narrative (Exhibit B), the Applicant proposes to build:

- 43 detached homes at an average cost of \$500,000 per unit,
- 40 single family attached townhomes at an average cost \$350,000 per unit,
- 64 mid-rise apartments at an average real estate value of \$250,000 per unit. For rentals, the cost would be \$2,200/month per unit (for 2-bedroom) and \$1,800/month per unit (for 1-bedroom). Based on the plans, these apartments would be broken up into five buildings; three buildings with 12 apartments and two buildings with 14 apartments; and
- 16,880 square feet of commercial space at \$12-\$15 per square foot. Based on current plans, the commercial space could house up to eight businesses with a real estate value of \$250,000 each. (Rezoning Narrative, Exhibit B)

The Applicant will build all infrastructure improvements, such as water and sewer, electrical, roads and other amenities (e.g. a park, shared use path).

In 2026, the Town has collected \$1,431 from the Applicant for the rezoning application fee. It is estimated that the Town would see additional revenue from taxes beginning either in 2027 or 2028, based on the speed of the development. The one-time water and sewer connection fees are estimated to take place between 2027 and 2030 and would be an additional \$1.436 million to the Town. Based on this analysis, it is estimated that the Town could see a continued stream of annual tax revenue from the proposed development totaling an estimated \$664,260-\$800,017 (in 2025 dollar), assuming all tax rates remain the same. The following sections breakdown these findings:

Real Estate Taxes - With town real estate taxes at \$0.13 per \$100, Bowling Green could ultimately collect \$66,300 annually.

Water and Sewer Connection Fees – The Town’s current fee schedule for single family homes is \$1,500 per unit plus availability fees of \$12,000 which equals a total fee for a single family dwelling of \$13,500 and higher if meter sizes are higher. There will be five (5) apartment buildings at \$26,500 each. Based on these fees and the proposal, the Town is estimated to generate \$1,239,500 in water and sewer connection fees (one-time revenues).

Water and Sewer Usage Fees – Based on EPA’s projections for the average water and sewer usage, Census Bureau’s owner occupied household size in the Town (2.59 persons), and the Town’s current water and sewer rates for the estimated monthly usage of 5,439 gallons for owner-occupied units in Town which combined are \$184.17 per household monthly. The estimated revenue generated for the Town, with owner-occupied housing units ultimately generating \$181,223 annually and renter-occupied units generating \$11,124 annually.

Personal Property Taxes – Based on the average of 2.4 cars and 1.3 cars for owner occupied housing and renter occupied housing respectively, and an assumption of an average assessed value of a car in town of \$29,500, the Town is estimated to receive on-going revenue of \$59,472 in Personal Property Taxes annually.

Trash Pickup Fees - Residents have a monthly flat rate fee of \$32.90 currently. Assuming the fee continues at this rate, annual revenue to the Town would be approximately \$34,742 by 2029.

Commercial Development Impacts - For the commercial component of the Fairmont development, Virginia Tech CECE assessed fiscal impacts to the town from: 1) real estate taxes, 2) water and sewer connection fees, 3) water and sewer monthly fees, 4) town meals taxes, and 5) business license taxes. Virginia Tech faculty examined impacts based on a faster-higher revenue scenario and a slower-lower revenue scenario. Depending on the ratio of retail to restaurants, and if all tax rates stay constant, the town is estimated to see annual revenues of \$162,104-\$294,520 after 2030.

Impacts from New Resident Spending – For the Economic Impact, the analysis examined U.S. Spending based on the Bureau of Labor Statistics and the Town’s cost of living and national inflation and determined local spending per household in 2025 to be an estimated \$80,989. Of this amount Virginia Tech estimated the portion of household spending that could be local spending (using a low and high estimate between 43% and 73%) is \$34,914 and \$58,759 per household. Using those estimates for in Town spending for the 147 planned households, the proposed new development is estimated to generate a total new resident spending in Town of approximately \$5.1-\$8.6 million.

Impacts from New Visitor Spending – Taking into account the spending reports from groups such as Virginia Tourism Corporation, the 13.8% Bowling Green contributes to Caroline County’s total gross regional product, new commercial spaces, and new visitors to the new dwellings, an estimated \$768,760-\$775,728 would be spent across the economy, not just in the proposed development.

Virginia Tech estimates the economic impacts of new resident and visitor spending due to the proposed development to range between \$2.10 million and \$4.57 million. This includes between \$545 thousand and \$1.94 million in household income and 16.48-29.92 new full-time equivalent jobs in the Town. Again, these ranges are rather large due to the estimated range of how much households spend in the Town (43-73%).

SITE DESIGN

The General Development Plan (GDP) is required to be submitted with a rezoning request for a Planned Unit Development. The GDP is a conceptual plan showing general land uses, circulations, utilities, open spaces, environmental factors, community facilities, and proposed housing. With this request, development of the property will be required to be in substantial conformance with the General Development Plan (Proffered Condition 1, Attachment 2 and GDP, Exhibit A). Prior to commencing construction, the Applicant must submit for review and approval an engineered site plan and subdivision plats as required by the Zoning and Subdivision Ordinances. Proffered Condition 1 provides that minor modifications to the GDP may be approved by the town’s Zoning Administrator provided the relationship between uses is maintained internally and with adjacent properties, the modifications do not conflict with any conditions of approval and accepted proffered conditions, and the overall character and intent of the planned unit development is not changed (Attachment 2). If it becomes necessary for a modification that cannot be considered minor or that exceeds one of these stipulations for modification, an application to amend the PUD and GDP must be submitted to the Town with consideration of the amendment to follow the same process as this rezoning, with public hearings before the Planning Commission and Town Council.

With this request the Applicant has offered quality site and architectural design regulations for the development to meet. These requirements are above and beyond any standards of the Zoning or Subdivision Ordinances and will impart unique high quality standards, as suggested by the Comprehensive Plan. These standards include:

Landscaping, Driveways and Front Walks

Proffered Condition 1 requires site landscaping to be in substantial compliance with the landscaping shown on the GDP for street trees on both sides of the internal streets, for screening areas which are intended to provide a transition between uses and along the edges of use types, and to provide for a landscaped entrance feature into the development at the intersection of Fairmont Drive with A.P. Hill Boulevard (Route 301). Additional landscaping is required by the Ordinance and will be evaluated at the time of site plan and subdivision plat review.

Proffered Condition 6(g) would require front facades of all units as well as any side facades facing public streets to have foundation beds and plantings to add quality to the development and soften the visual impact.

Also, to add quality to the overall neighborhood design, all driveways shall be constructed of asphalt or brushed or stamped concrete (Proffered Condition 6(e) Attachment 2). Similarly, front walks shall be a minimum of four (4) feet wide and constructed of brushed or stamped concrete.

Site Lighting

The GDP provides for decorative site lighting (to include streetlights and other site lighting) to be installed throughout the development. The anticipated design is provided on the GDP. (GDP, Exhibit A and Proffered Condition 7, Attachment 2)

Architecture and Building Materials

While the Applicant has not submitted architectural elevations or renderings with this rezoning application, Proffered Condition 6 offers minimum standards for building materials and architectural features that will ensure structures are built with quality materials and with minimum architectural detailing.

For Single Family Dwellings and Townhouse Exterior Facades:

Facade Materials - Acceptable siding materials include brick, stone, masonry, stone veneer, horizontal lap siding, vertical siding with siding being manufactured from cement fiber board (such as HardiePlank) or premium quality vinyl siding with a minimum wall thickness of 0.44 inch. Plywood and metal siding is not permitted. (Proffered Condition 6(a), Attachment 2)

Masonry Foundations - Dwelling Foundations will be masonry (brick, brick veneer, stone, stone veneer, cultured stone or other masonry material approved by the Town Manager) for a minimum vertical height of 18 inches and stepped down as described in the proffered condition for units where grades drop or for walk-out basements. (Proffered Condition 6(b), Attachment 2)

Porches and Stoops - Front stoops and porches will be constructed with a continuous foundation wall or masonry piers to match the home's foundation. (Proffered Condition 6(b)(iii), Attachment 2)

Roofs - Roof materials will be standing seam metal or architectural dimensional shingles having a minimum thirty (30) year warranty. (Proffered Condition 6(c), Attachment 2)

Variation in Front Elevations - To ensure there is architectural variety in the single family dwellings and townhouses, Proffered Condition 6(d) prohibits detached single family dwellings and townhouse units located next to one another cannot have the same front façade. Variation cannot be met by simply mirroring the façade. The variation must be accomplished by providing at least three (3) architectural changes from a list that in the proffer such as adding additional masonry, changing the roof lines, varying siding application, varied color application, adding and removing a porch or stoop. The Town will approve the variations at the time of plans review. (Proffered Condition 6(d), Attachment 2)

Upgraded Garage Doors - Garages are required to have an upgraded garage doors that have a minimum of two (2) enhanced features such as windows, raised or decorative panels, ornamental hardware or other architectural features that enhance the entry such as decorative lintels, arches or columns. (Proffered Condition 6(f), Attachment 2)

Screening of HVAC Units and House Generators – When visible from a public road, these units shall be screened by landscaping or low maintenance material such as fencing. (Proffered Condition 6(h), Attachment 2)

Direct Vent Fireplace – For townhouse dwelling units, direct vent gas fireplace boxes which protrude beyond the exterior façade are not permitted on front facades. (Proffered Condition 6(i), Attachment 2)

For Multi-family Residential (Apartments), Commercial/Retail and Mixed Use Buildings:

Exterior Materials – Exterior portions of building wall surfaces above finished grade, excluding windows, doors, breezeways, gables and architectural design features will be constructed of a minimum of 30% of brick, stone or masonry with the remainder of the façade to be constructed of brick, brick veneer, stone, glass, stone veneer, split face block, cementitious siding, composite type siding, or engineered wood (e.g. LP Smartside) or a combination of these materials. (Proffered Condition 6(j), Attachment 2)

Four-sided Equal Architectural Treatment – Requires that each side of the building including sides and rear to have equal architectural treatment and façade materials as the front building façade. (Proffered Condition 6(k), Attachment 2)

Screening of Mechanical Equipment Whether Rooftop or Ground Level – Mechanical equipment must be screened from view of public roads by building elements, such as parapets, or if ground level with building elements or with durable fencing and landscaping. (Proffered Condition 6(l), Attachment 2)

Building Massing, Architectural Variety and Residential Character - Buildings would be required to be designed to impart harmonious proportions and avoid monotonous facades or large bulky masses. This can be accomplished by varied architectural detailing and design and using different materials on the same building side. In addition, multifamily, commercial and mixed use buildings would be required to possess architectural variety while at the same time having an overall cohesive residential character. Residential character may be achieved through the creative use of design elements such as, but not limited to, balconies, terraces, articulation of doors and windows, sculptural or textural relief of facades, architectural ornamentation, varied roof lines or other appurtenances such as lighting fixtures and plantings. (Proffered Condition 6(m), Attachment 2)

Recreational Amenities

Proffered Condition 5 and the GDP identify the location of recreational amenities and provide that these amenities will be constructed prior to the issuance of a certificate of occupancy for the 40th dwelling unit. These amenities include:

- A 10 foot wide shared-use path from the intersection of Lakewood Road and E. Broadus Avenue, along Fairmont Drive and Emory Lane to the eastern boundary of the Property adjacent to parcel Tax ID 43-A-35.
- A sidewalk on the north side of Lakewood Road to be installed from the intersection to the existing sidewalk on E. Broadus Avenue.
- A 5 foot wide walking trail meandering through the Resource Protection Area (RPA) Buffer as identified on the GDP. Such trail shall be designed and located in compliance with regulations permitting trails through RPA buffers and in accordance with local ordinances.
- A minimum of 5 foot wide concrete sidewalks on both sides of all public streets within the development and to provide pedestrian connectivity within the multi-family, townhome and commercial mixed use area. Crosswalks shall be extended to provide connections between residential areas and the mixed use area as generally shown on the GDP.
- A public park identified on the GDP as “Bowling Green Community Park” which includes a children’s playground, bike rack, grill, a minimum of a 24 foot by 28 foot pavilion with a concrete floor and bathroom, vehicular access and parking area.

CONCLUSION

The Comprehensive Plan recognizes properties along Route 301 including the subject property as being a gateway to the town where quality development is imperative. With this proposal, the Applicant has incorporated through the General Development Plan and proffered conditions the quality recommended by the Plan. The proffered conditions ensure a quality site design with a walkable living environment that will provide continuity between uses, appropriate land use transitions, quality building materials and architecture, both on and off-street parking, sidewalks, shared use and walking paths, decorative pedestrian-scale lighting, and tree lined streets that soften the hardscape, as suggested by the Comprehensive Plan.

The rezoning request complies with the future land use recommendations of the Town's Comprehensive Plan which designate the subject property as part of a larger Mixed Use Area where a variety of residential and commercial land use types and lot sizes and densities are appropriate in a well-designed walkable community with architectural quality and variety, useable open/recreational spaces, and connectivity between the town core and future mixed use development northeast of the subject property.

The housing variety and 16,880 square feet of commercial and office uses planned along the property's Route 301 frontage is appropriate since the property is a 19.47 acre portion of the larger Mixed Use Future Land Use Area where the primary focus of the overall area will be commercial development. The property meets the PUD Zoning District regulation which permits a maximum five percent (5%) allowable commercial uses within a planned unit development.

The Applicant has provided the information requested to assess the impacts of the proposed development on the necessary infrastructure. Each of the respective departments reviewed the case and none found the development to have a negative impact on the Town's infrastructure or servicing facilities as noted in each of their sections of this report.

The modifications requested to maximum building height, minimum open space, and to permit private roads are appropriate to offer flexibility within medium to higher density developments, especially to accommodate a compact, walkable community, architectural variety and amenities, as well as private alleys to serve townhouse rows within a traditional mixed use development. Construction of the planned public park and shared use path from East Broaddus Avenue thru the development to connect to future development within the Mixed Use Land Use Area is an important commitment by the Applicant and benefit to the Town.

The Town's Comprehensive Plan recognizes that growth will come to Bowling Green and the guidance of the Future Land Use Map to provide the right balance of residential, commercial and industrial land use to meet the demands for growth without sacrificing Bowling Green's small town charm and quality of life. The proposed mixed use development is exactly where the Comprehensive Plan suggests is appropriate for this use. It is planned along the periphery of the Town, not directly within the Town's more historic core and the quality offered in this case should be a welcomed asset at this proposed location.

In response to comments from the Planning Commissioners following their public hearing, on February 25, 2026, the Applicant updated the General Development Plan (GDP) to add a crosswalk across Emory Lane; updated the GDP and Rezoning Narrative to correct a typographical error in the water/wastewater system demand table; updated Proffered Condition 5 and the GDP to add a sidewalk to be constructed on the north side of Lakewood Road to connect the shared use path to an existing town sidewalk and to add a bike rack and grill to the public park amenities. While these revisions are minor, they do address the Commission's comments and add to the recreational amenities.

Given the foregoing, Staff recommends approval of this rezoning request subject to the three (3) Conditions in Attachment 1 and acceptance of the Proffered Conditions in Attachment 2.

CONDITIONS

1. With the approval of this request, a ten (10) foot modification to the thirty-five (35) foot maximum building height is granted to permit buildings within the development to have a maximum height of forty-five (45) feet.
2. With the approval of this request, a 3.35 acre or 17% modification to the 9.74 acre or 50% open space requirement is granted to permit the 19.47 acre development with 6.39 acres or 33% of its total acreage in open space.
3. With the approval of this request, private roads identified on the General Development Plan as alleys, park entrance, and drive aisles to serve multi-family residential, commercial and mixed use building are permitted.

VOLUNTARY PROFFER STATEMENT

Date: Last Revised February 25, 2026

Case # 2026-001

By the signature below, Fairmont Land, LLC (the “Applicant”) offers the following Proffered Conditions in conjunction with Case # 2026-001 related to property located in the Town of Bowling Green, (the “Town”) and identified as Tax Map Parcel Nos. 43 A 34 and 43E 1 4R, 5, 6, 7 and 8 consisting of 19.47 acres (the “Property”). These proffered conditions shall be binding on the Applicant and their successors and assigns (the “Owner”) with respect to the Property. Each proffered condition herein was made voluntarily and complies with applicable law. No agent of the Town has suggested or demanded a proffered condition that is unreasonable under applicable law, and the proffered conditions herein supersede all previous proffers and letters of clarification, if any, made with respect to the Property. The conditions proffered herewith once approved shall continue in full force and effect unless or until they are modified by subsequent amendment approved by the Town Council of the Town of Bowling Green, Virginia in the same process through which they are approved. The Owners shall not be released from the responsibility of fulfilling each of the enumerated conditions by virtue of any variance or other change in or to the zoning ordinance.

1. General Requirements.

(a) The Property will be developed in substantial conformity with the General Development Plan entitled “Fairmont”, dated July 1, 2025, and last revised February 25, 2026 and prepared by W. W. Webb and Associates, PLLC attached hereto and marked as Exhibit A (the “GDP”).

(b) Landscaping on the Property will be in substantial conformance with the GDP to include street trees, screening and entrance feature. Exact landscaping designed to be determined at time of site plan.

(c) For purposes of the final site plan, the Zoning Administrator in their sole discretion may approve minor modifications to the GDP which may include, although not exclusively, internal parcel lines, parcel sizes, building envelopes and footprints, access points, building sizes, building locations, public road locations, dumpster locations and waste facilities, parking areas, recreational areas, private driveways, road and travel way locations, interparcel connectors, RPAs and wetland areas, utility locations, storm water management facilities, and dimensions of undeveloped areas as may be necessary to address final development, engineering and or/design requirements to comply with federal, state or local regulations provided the relationship between uses is maintained internally and with adjacent properties, the modifications do not conflict with any conditions or proffered conditions approved with this case, and the overall character and intent of this planned unit development is not changed.

2. Density. The development shall include no more than: 43 detached single family dwellings, 40 townhouses, 64 multi-family residential dwellings (apartments), and 16,800 square feet of neighborhood commercial uses/professional office.

3. Transportation.

(a) All off-Property transportation improvements identified on the GDP, including the proposed Fairmont Drive access, the 200 foot right turn lane and 200 foot right turn lane taper, and 10 foot multi-use trail as described in Proffered Condition 6, and any other transportation improvements required by VDOT as part of the approved final site plan will be constructed at no cost to the Town. The Fairmont Drive access, turn lane and taper and secondary emergency access as provided for Proffered Condition 4.(b) shall be constructed as part of the initial site work and completed prior to the issuance of the first Certificate of Occupancy on the Property. Secondary emergency access shall be maintained by the Home Owners' Association. All off-Property transportation improvements will be dedicated to and accepted by VDOT at no cost to the Town. All transportation improvements within the Property shall be constructed at no cost to the Town.

(b) The Owner shall construct an adequate secondary access along AP Hill Boulevard (Route 301) for access by Emergency Service vehicles, subject to approval by the Town and the Virginia Department of Transportation ("VDOT"). Such secondary access shall be secured with a Knox Lock compatible with Fire Rescue equipment or otherwise designed to allow for 24/7 access by emergency personnel as approved by the Town. Such secondary access shall be constructed by the Owner at no cost to the Town as part of the initial site work for the development and shall be completed prior to the issuance of the first Certificate of Occupancy on the Property.

(c) The Owner shall construct all on-site roads, including the stub roads to parcels identified as Tax IDs 43-A-42 and 43-A-35 in accordance with VDOT public road requirements at no cost to the Town.

(d) The Owner will design, construct and maintain all private alleys at no cost to the Town and shall provide public access over such private alleys at the time of final site plan approval.

4. Water & Sewer Infrastructure. The Owner shall be responsible for installation of all infrastructure necessary to connect to all development on the Property to the Town of Bowling Green's public water and sewer systems at no cost to the Town. Such necessary infrastructure, whether on- or off-site, shall be extended, constructed, and installed in accordance with applicable standards of the Town. The Owner shall acquire at no public cost any offsite easements, if needed, to extend public water and/or sanitary sewer lines to the Property and will convey such easements and all water and sanitary lines and structures over to the Town of Bowling Green at no cost to the Town, in accordance with the Town's Ordinances and Regulations as appropriate.

5. Amenities. The Owner will construct the following amenities for the Development as generally shown on the GDP prior to the issuance of a Certificate of Occupancy for the 40th unit at no cost to the Town:

(a) A 10 foot wide shared-use path as generally shown on the GDP from the intersection of Lakewood Road and E. Broadus Avenue, along Fairmont Drive and Emory Lane to the eastern boundary of the Property adjacent to parcel Tax ID 43-A-35. A sidewalk on the North side of Lakewood Road, as generally shown on the GDP, will be installed from the intersection to the existing sidewalk on E. Broadus Avenue.

(b) A 5 foot wide walking trail meandering through the Resource Protection Area (RPA) Buffer as identified on the GDP. Such trail shall be designed and located in compliance with regulations permitting trails through RPA buffers and in accordance with local ordinances.

(c) A minimum of 5 foot wide concrete sidewalks on both sides of all public streets within the development as generally shown on the GDP and to provide pedestrian connectivity within the multi-family, townhome and commercial mixed use area. Crosswalks shall be extended to provide connections between residential areas and the mixed use area as generally shown on the GDP.

(d) A public park identified on the GDP as “Bowling Green Community Park,” the exact design of which shall be approved by mutual agreement between the Owner and the Town Manager, and which includes a children’s playground, bike rack, grill, a minimum of a 24 foot by 28 foot pavilion with a concrete floor and bathroom, vehicular access and parking area.

(e) The exact design and location of these amenities may be modified by mutual agreement between the Owner and the Town Manager at the time of site plan approval provided the modified amenities are of equal or greater value to the Development and the Town as those identified on the GDP.

6. Architectural/Design Elements. All Architectural/Design Elements below are considered minimum standards for the Development of the Property.

Single Family Dwellings/Townhouses Exterior Facades.

(a) Façade Materials - Acceptable siding materials include brick, stone, masonry, stone veneer, horizontal lap siding, vertical siding, or a combination thereof. Siding is permitted to be manufactured from cement fiber board (such as HardiePlank, HardieShingle, or HardieTrim) or may be premium quality vinyl siding or another material approved by the Town Manager. Premium quality vinyl is defined as vinyl siding with a minimum wall thickness of 0.044 inches. Plywood and metal siding shall not be permitted.

(b) Foundation Masonry - There shall be a minimum vertical height of eighteen (18) inches of brick, brick veneer, stone, stone veneer, cultured stone, or other masonry material approved by the Town Manager installed above grade for units with slab-on-grade foundations on all front, side, and rear elevations. All foundations shall be faced entirely of brick, brick veneer, stone, stone veneer, cultured stone, and/or other masonry materials; except

(i) for units where the grade drops along the façade foundation this required masonry may step down at eighteen inch (18”) intervals, and

(ii) for units with a walkout basement siding may continue to the ground level of a walkout basement (aa) if there is a window or door that shows the presence of a basement floor or (bb) if there is a first floor deck. Synthetic or natural stucco foundations may be permitted for facades constructed entirely of stucco. An alternative foundation masonry requirement may be approved by the Town Manager at the time of plans review.

(iii) Porches and Stoops. If a dwelling includes front stoops and porches, then front stoops or porches shall be constructed with continuous foundation walls or masonry piers to match the foundation of the home.

(c) Roofs - Roof materials shall be standing seam metal or architectural dimensional shingles and having a minimum thirty (30) year warranty.

(d) Variation in Front Elevations - The Applicant will ensure that there is architectural variety in the single family detached dwellings and the townhouses. There shall be no single-family houses or townhouses located next to one another that have the same front facade. Townhouse units within the same building with the same front elevation may not be attached to each other. Variation in the front elevation may not be achieved by simply mirroring the façade, but may be accomplished by providing at least three (3) of the following architectural changes:

1. Adding masonry elements above the masonry required in proffer 14(c)(ii).
2. Changing the location of roof type, roof line, front facing gable(s) and/or dormers.
3. Changing the style of roof type, roof line, front facing gable(s) and/or dormers.
4. Providing varied siding application using horizontal siding, shake siding or board and batten siding.
5. Providing varied color application.
6. Adding or removing a porch.
7. Adding or removing a covered stoop.
8. Adding projections such as bay/box windows, second floor balconies, or accent roofs.
9. Adding a third (3rd) enhanced feature to a garage door.
10. Any other element of architectural variation as approved by the Town Manager.

The above variation obligation in above proffer may be achieved on a building by building basis only if approved by the Town Manager at the time of plans review and approval. If Town Manager does not approve, then the owner may submit the proposed building by building variation to the Planning Commission for approval and satisfaction of this variation obligation.

(e) Driveways and Front Walks - The Development's driveways shall be constructed of asphalt or brushed or stamped concrete. If a driveway connects to a sidewalk located outside of the public right of way, then the length of the driveway shall be a minimum of twenty feet (20') as measured from the back of such sidewalk and the face of a front-loaded garage door. Front walks leading from dwelling units to driveways shall be a minimum of four (4) feet in width and constructed of brushed or stamped concrete.

(f) Garages - Garages shall use an upgraded garage door. An upgraded garage door is any door with a minimum of two (2) enhanced features. Enhanced features shall include windows, raised panels, decorative panels, arches, ornamental hardware or other architectural features on the exterior that enhance the entry (i.e., decorative lintels, shed roof overhangs, arches, columns, keystones, eyebrows, etc.). Flat panel garage doors are prohibited.

(g) Unit Landscaping - The entire front façades of all units as well as any side façades facing public streets shall have foundation plantings. Foundation Planting Beds shall be a minimum of four (4) feet wide from the unit foundation. Foundation plantings shall include a combination of plant and shrub material

spaced a maximum of four (4) feet apart. Vertical accent shrubs or small evergreen trees shall be used at building corners to soften the visual impact. (P)

(h) Location of Heating Ventilation and Air Conditioning (HVAC) Units and House Generators - HVAC Units and House Generators shall either be initially screened by landscaping or low maintenance material (as approved by the Town Manager) when visible to a public road or they shall be located at the rear of the dwelling units that they serve in the Development.

(i) Direct Vent Fireplace - Direct vent gas fireplace boxes, which protrude beyond the exterior face of the townhome dwelling unit, are not permitted on front façades.

Residential Apartments-Commercial/Retail Buildings -

(j) Architectural Standards and Exterior Materials - The exterior portions of any building wall surfaces above finished grade, excluding windows, doors, breezeways, gables and architectural design features, shall be constructed of brick, brick veneer, glass, stone, stone veneer, split face block, cementitious siding, composite-type siding, engineered wood (e.g. LP Smartside), or any combination of the foregoing with a minimum of 30% of exterior portions of any building wall surface above finished grade to be constructed of brick, stone, or masonry, unless different architectural treatment and/or materials are specifically approved with respect to the exposed portion of any such wall at the time of plan review.

(k) Four-Sided Architectural Treatment – Each side and rear building façade shall have equal architectural treatment and façade materials as the front building facade.

(l) Screening of Mechanical Equipment, Rooftop or Ground Level -All rooftop and ground mounted mechanical equipment shall be screened from views of public rights of way through use of building elements or, if ground level, with the use of building elements or durable fencing and landscaping.

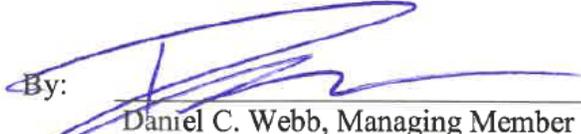
(m) Massing, Architectural Variety and Cohesive Residential Character - Buildings shall be designed to impart harmonious proportions and avoid monotonous facades or large bulky masses. Multifamily, commercial and mixed use buildings shall possess architectural variety while at the same time have an overall cohesive residential character. Residential character may be achieved through the creative use of design elements such as, but not limited to, balconies, terraces, articulation of doors and windows, sculptural or textural relief of facades, architectural ornamentation, varied roof lines or other appurtenances such as lighting fixtures and plantings.

7. Site Lighting. Site lighting on the Property will be in substantial conformance with the GDP to include streetlights. Exact site lighting designed to be determined at time of site plan. Site lighting will include downward reflecting lights to reduce glare and upward light pollution.

8. Severability. If any proffered condition approved with this rezoning is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining proffered conditions.

WITNESS the following signatures:

OWNER:
Fairmont Land, LLC

By: 
Daniel C. Webb, Managing Member
Date: _____

COMMONWEALTH OF VIRGINIA
COUNTY OF SPOTSYLVANIA

The foregoing was subscribed, sworn to and acknowledged before me this 25th day of February 2026, by Daniel C. Webb.


Notary Public

Print Name: Lauren Didlake Brooks
My Commission Expires: September 30, 2027
Registration No. 7657609



FAIRMONT
REZONING NARRATIVE

Applicant/Owner: Fairmont Land, LLC (“Applicant”)
11903 Bowman Drive, Suite 106, Fredericksburg, VA 22408

Engineer: Daniel Webb, P.E., W W Webb & Associates, PLLC
11903 Bowman Dr., Suite 106, Fredericksburg, Va. 22408
Office: (540)371-1209, Fax: (540)371-4650
email: dan.webb@webbassociates.net

Project Name: Fairmont

Property: Town of Bowling Green Tax Parcels 43-A-34; 43E-1-4R, 5 6, 7, 8
consisting of 19.4727 located on the south bound lane of Route #301, A.P.
Hill Boulevard (the “Property”).

Date: Last Revised February 25, 2026

GDP: Generalized Development Plan, entitled “Fairmont”, prepared by W W
Webb & Associates, PLLC, dated July 1, 2025 and last revised on
February 25, 2026, attached hereto as Exhibit A (the “GDP”) ¹

Rezoning Request: From B-2 to Planned Unit Development PUD

Rezoning #: 2026-001

I. Project Overview

The Applicant proposes rezoning of properties listed as Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8 from B-2 to PUD. The total project acreage is 19.4727 acres. Currently, the subject parcels front on Route #301 (A.P. Hill Blvd), a four lane divided highway. To the south is a wide waterbody called Maracossic Creek and zoned A-1. To the west is a pond located in Caroline County and zoned RP. To the North is an undeveloped wooded area with a pond, zoned A1.

This project offers single family dwellings, townhouses, apartment buildings, and commercial/professional offices.

II. Comprehensive Plan

Future Land Use Map

The subject Property lies within the Town’s “Mixed Use” land use designation area on the Town of Bowling Green Comprehensive Plan 2021 Future Land Use map. The table below addresses the Town’s Mixed Land Use Policies (Guidelines items 1–16) and summarizes how the Fairmont GDP and proffers meet or advance each policy.

Policy / Guideline	Town Intent	How Fairmont Responds
Policy 1	High quality standards (site layout; building configuration, materials, massing/height; landscaping; signage; parking design; pedestrian circulation; lighting; stormwater; environmental protection; mass transit; amenities).	The GDP establishes a coordinated mixed-use layout with public streets (Fairmont Drive, Emory Lane, Ella Court), a central community park dedicated to the Town of Bowling Green, open space and trail corridors, and defined building areas for mixed-use/commercial and residential. Proffers add minimum architectural material standards, pedestrian facilities, and lighting controls. Stormwater management, detailed landscaping, entrance feature, signage, and final lighting photometrics will be confirmed during final site plan and construction plan review.
Policy 2	Overall architectural theme consistent with the Town’s historic character.	Proffers require durable, higher-quality facade materials (brick/stone/masonry/stone veneer and approved siding products), roof standards, façade articulation/variation, and consistent treatment of multifamily/commercial building elevations.
Policy 3	Incorporate public open spaces (active and passive) as integrated elements; preserve natural features.	The plan includes significant open space (6.39 acres, 33%) and a centrally located public park (Bowling Green Community Park) with playground, pavilion/bathroom, and parking. A multi-use trail and a walking trail through the RPA buffer provide active recreation and connections while preserving natural features.

Policy / Guideline	Town Intent	How Fairmont Responds
Policy 4	Provide appropriate transitions in size/scale/height/massing/density and/or setbacks/buffering to nearby development.	The GDP concentrates higher-intensity mixed-use and multifamily buildings toward the Route 301 frontage and central area, while single-family detached lots are located along the upper portion of the site adjacent to open space. Open space areas and buffers along the perimeter support transition to adjacent properties. Final buffering/landscaping treatments will be detailed on the site plan.
Policy 5	Preserve and/or incorporate unique or sensitive environmental features.	Existing environmental features and constraints (including wetland/pond areas and RPA/buffer areas) are identified, with open space and a meandering walking trail planned through the RPA buffer subject to applicable regulations. Final environmental delineations and approvals will be completed during site plan permitting.
Policy 6	Encourage vertical mixed use (commercial lower stories; office/residential on upper stories).	Buildings 1 and 2 are explicitly programmed for vertical mixed use: commercial/retail on the first floor with residential apartments on floors 2 and 3, consistent with the Town policy encouraging vertical integration of uses.
Policy 7	Provide vehicular and bicycle/pedestrian connections to adjoining developments (including inter-parcel access points).	Proffers commit to constructing on-site public roads, including stub roads toward adjacent parcels (Tax IDs 43-A-42 and 43-A-35) to support future inter-parcel connectivity. The 10-foot multi-use trail is planned to connect from the Lakewood Road / E. Broadus Avenue area along Fairmont Drive and Emory Lane to the eastern boundary, supporting bicycle/pedestrian connectivity with surrounding areas.
Policy 8	Plan and manage safe traffic circulation and access; provide an interconnected street network; discourage cul-de-sacs (except where constrained).	The roadway network is interconnected through Fairmont Drive, Emory Lane, and Ella Court (public streets maintained by VDOT). Access management and safety improvements include a dedicated right-turn lane and taper on Route 301, and an emergency access gate connection. The internal street pattern avoids isolated cul-de-sacs; any minor dead-end segments would be evaluated against topographic/environmental constraints at site plan stage.
Policy 9	Design so multiple vehicle trips can be combined into one stop (multiple destinations within easy walking distance).	The project mixes neighborhood-scale commercial/professional office (16,800 sf) with multiple residential types and a community park, creating several on-site destinations within walking distance for residents and visitors.
Policy 10	Emphasize pedestrian orientation in building and public space design; avoid auto-dominant site design.	Pedestrian circulation is emphasized through sidewalks on both sides of public streets, crosswalk connections, and the multi-use trail system. The community park is centrally located and connected to surrounding residential and mixed-use areas. Parking is provided through a combination of off-street and on-street spaces to reduce the visual dominance of large parking fields.
Policy 11	Locate parking to the rear/sides of buildings or at the fringe/structured parking; keep building facades visible from streets.	The mixed-use and multifamily areas include internal parking areas and on-street parking along Emory Lane. The parking program includes 51 on-street spaces along Emory Lane (within 600 feet of residential apartments and commercial/retail) and off-street parking for commercial and apartments. Final building siting and façade orientation relative to streets and parking will be confirmed with the detailed site plan.

Policy / Guideline	Town Intent	How Fairmont Responds
Policy 12	Support a diverse housing mix across life stages and income levels.	The proposed housing mix includes single-family detached homes, townhouses, and apartments, including apartments above ground-floor commercial uses. This variety supports different household sizes, lifestyles, and price points.
Policy 13	Promote market-rate affordability through a mix of housing types and price points.	While the proffers do not establish a specific affordability set-aside, the project’s mix of smaller-lot single-family homes, attached townhouses, and apartments supports market-rate attainability through diversified housing options. The final unit mix and product types will further demonstrate market-rate affordability objectives.
Policy 14	Residential should not front on roads classified by VDOT as Major Collector or higher.	The GDP shows primary access from Route 301 via Fairmont Drive, with internal streets serving residential areas. No single-family lots take direct driveway access from Route 301. Mixed-use buildings and multifamily buildings are oriented to internal streets and parking areas, with Route 301 frontage generally buffered by open space/landscape areas and access management features. Final frontage/orientation details will be confirmed at site plan.
Policy 15	On Route 301 corridor, residential should be secondary/subordinate compared to commercial within the broader land use area.	Along the Route 301 corridor, the plan includes neighborhood commercial/professional office uses (16,800 sf) and mixed-use buildings with active ground-floor commercial space. Residential uses are provided as a complementary component (including apartments over retail) to support the commercial area. The plan complies with the 5% maximum ordinance requirement. This project supports the broader land use area.
Policy 16	Mixed-use may be appropriate on infill/redevelopment sites where public facilities are available (pursuant to master plan).	The GDP notes the property is served by public water and sewer, and the proffers obligate the owner to extend/construct all required water and sewer infrastructure at no cost to the Town. This supports mixed-use development in an area where public facilities are available.

The Fairmont GDP and accompanying proffers establish a mixed-use development pattern that is consistent with the Town’s Mixed Use policies. The plan provides neighborhood-scale commercial uses and vertical mixed-use buildings, an interconnected VDOT-maintained street network, robust pedestrian and trail connections, a public community park, and enforceable architectural and lighting standards. Final site plan submissions will provide the detailed engineering and architectural documentation needed to confirm compliance with the remaining guideline items that require design-level detail.

Fiscal Impacts

For decades the subject property has been zoned business B-2 but has not developed due to lack of demand for business on the 301 corridor. There is currently a market for residential in Bowling Green and this location is perfect for this moderate/high density development. It will provide needed workforce housing and housing opportunities for Caroline County school teachers and for the planned growth at A.P. Hill. This development will generate additional tax revenue from real estate, personal property, Route 301 tax district, and vehicle license. In addition to those taxes, the additional rooftops will provide patrons that will continue to fuel the revitalization of our Main Street and other businesses.

Real Estate Tax Income:

	Real Estate Assessment	Real Estate Tax Rate (Per \$100)	Real Estate Tax
Existing Parcels			
43-A-34	\$ 364,400.00		
43E-1-3	\$ 61,900.00		
43E-1-4	\$ 61,900.00		
43E-1-5	\$ 61,900.00		
43E-1-6	\$ 61,900.00		
43E-1-7	\$ 59,700.00		
43E-1-8	\$ 59,700.00		
	\$ 731,400.00	\$ 0.13	\$ 950.82
Developed PUD			
Single Family Homes (43*\$500,000)	\$ 21,500,000.00		
Single Family Attached (40*\$350,000)	\$ 14,000,000.00		
Residential Apartments (64*\$250,000)	\$ 16,000,000.00		
Commercial (8*\$250,000)	\$ 2,000,000.00		
	\$ 53,500,000.00	\$ 0.13	\$ 69,550.00

Real Estate Tax Increase of \$70,500.82/Year

III. Land Use

As noted above, the Applicant proposes rezoning the Property from B-2 to PUD. The proposed Residential PUD zoning uses will be less impactful to all adjacent properties than the possible Business B-2 zoning uses as currently zoned. The adjacent properties located in the town are all designated as “Mixed Use” in the future land use map. This property is unique in the fact this it is bound on all sides by bodies of water except for its 986’ frontage along A.P. Hill Boulevard.

IV. Cultural Resources

Based on review of the Town of Bowling Green Comprehensive Plan and information from the Virginia Department of Historic Resources and the United States Department of the Interior, the Property does not have any cultural resources.

V. Fire, Rescue, Police

We believe the proposal will have a minimal impact on the County’s fire and rescue facilities. The Property is served by the Bowling Green Volunteer Fire Department, which is located approximately 1 mile southwest of this site and the Bowling Green Volunteer Rescue Squad, which is located approximately 1 mile southwest of this site.

The proposal will have a minimal impact on Bowling Green’s Police Department and the Caroline County Sheriff’s Office. The Property is served by the Bowling Green Police Department and the Caroline County Sherriff’s office. Both are approximately 1 mile southwest of this site.

VI. Schools

Below is a table of the number of school children generated by the development.

SCHOOL STUDENT GENERATION/ UNIT			
USE	Yield Factor	# Units	# Students
Single Family Detached	0.444	43	19
Single Family Attached	0.545	40	22
Multi-Family	0.133	64	9
		Total # Students =	49

Data taken from the Caroline County Public Schoos Enrollment Projection Study date October 17, 2024.

VII. Solid Waste

The Single Family Detached, and the Single Family Attached property will be serviced by the Town’s trash collection service.

VIII. Water and Sewer

The property will be serviced by the Town’s water and sewer system. Both public water and sewer run along the frontage of the property. The public sewer line is a force main line and will require the construction of a public pump station in order to tie into the system. All water and sewer lines will be constructed to meet the Town of Bowling Green’s standards and will be maintained by the Town of Bowling Green. Below is a summary of water and sewer fees generated by the site:

	Water & Sewer Availability and Connection Fees	Number of Connections	Total
Developed PUD			
Single Family Homes (5/8" Meter)	\$ 13,500.00	43	\$ 580,500.00
Single Family Attached (5/8" Meter)	\$ 13,500.00	40	\$ 540,000.00
Residential Apartment Bldg (2" Meter)	\$ 26,500.00	5	\$ 132,500.00
Commercial (1" Meter)	\$ 14,500.00	8	\$ 116,000.00
			\$ 1,369,000.00
	Water & Sewer 2-Month Usage Fees	Number of Connections	Total Annual Fee
Developed PUD			
Single Family Homes (5/8" Meter)	\$ 175.28	43	\$ 45,222.24
Single Family Attached (5/8" Meter)	\$ 175.28	40	\$ 42,067.20
Residential Apartment Bldg (2" Meter)	\$ 2,269.80	5	\$ 68,094.00
Commercial (1" Meter)	\$ 164.25	8	\$ 7,884.00
			\$ 163,267.44

IX. Environment

The project’s design will minimize the impact to the natural topography and vegetation located on the Property, and Applicant’s design will comply with County and State requirements for stormwater management for the development of the site. There are wetlands on the site and no wetland disturbance is planned.

X. Transportation

The Property abuts A.P. Hill Drive (Route #301), which is a four (4) lane public road classified as a principal arterial road. Access to the Property will be provided on Fairmont Drive by a right in-right out on A.P. Hill Boulevard. Below table showing the traffic generated by the site with it s current zoning and traffic generated with the proposed development. The proposal will reduce the traffic from 5,685.9 VPD to 1,672 VPD (271% reduction).

CURRENT ZONING								
TRIP GENERATION/ 1000 SF							Peak Hour	
USE	Use Code	Daily	AM	PM	Area (sf)	VPD	AM	PM
Shopping Center	820	37.01	2.87	4.09	40,000	1,480.4	114.8	163.6
Convenience Market w/ Gas Pumps	945	624.2	41.48	50.19	5,500	3,433.1	228.1	276.0
Fast Food Resturant w/ Drive Through Window	934	467.48	50.57	20.94	500	233.7	25.3	10.5
Free Standing Discount Store	815	53.87	5.61	5.42	10,000	538.7	56.1	54.2
					Total =	5,685.9	424.3	504.3
PROPOSED ZONING								
TRIP GENERATION/ UNIT							Peak Hour	
USE	Use Code	Daily	AM	PM	UNITS / Are	VPD	AM	PM
Single Family	210	9.44	0.76	1	43	405.9	32.7	43.0
Multi-Family Housing - Low Rise	220	7.32	0.56	0.67	40	292.8	22.4	26.8
Multi-Family Housing - Mid Rise	221	5.44	0.32	0.41	64	348.2	20.5	26.2
Shopping Center - Commercial/Retail	820	37.75	3	4.21	16,800	634.2	50.4	70.7
					Total =	1,681	126.0	166.8
CURRENT VS PROPOSED USE							Peak Hour	
						VPD	AM	PM
Change in Traffic Volume						-4,004.86	-298.37	-337.55
Percent Change						-271%	-260%	-206%

Data taken from the ITE 10th Addition, Trip Generation.

EXHIBIT A

Generalized Development Plan

FAIRMONT

GENERALIZED DEVELOPMENT PLAN

TOWN OF BOWLING GREEN, VIRGINIA

TM 43-A-34; 43E-1-4R, 5, 6, 7, 8

EXISTING ZONING - B-2
PROPOSED ZONING - PUD

APPLICANT/OWNER:

FAIRMONT LAND, LLC
11903 BOWMAN DRIVE, SUITE 106
FREDERICKSBURG, VA 22408
540-371-1209
DAN.WEBB@WEBBASSOCIATES.NET

SITE STATISTICS:

- 1.) TAX MAP: TM 43-A-34; 43E-1-4R, 5, 6, 7, 8
- 2.) PARCEL ACREAGE: 19.4727 ACRES
- 3.) EXISTING ZONING: BUSINESS DISTRICT B-2
PROPOSED ZONING: RESIDENTIAL DISTRICT PUD
- 4.) PROPOSED USE: 43 SINGLE FAMILY DWELLINGS
40 TOWNHOUSES
64 APARTMENTS
16,880 SF COMMERCIAL/PROFESSIONAL OFFICES
- 5.) OPEN SPACE PROVIDED: 6.39 ACRES (33%)
- 6.) TRIP GENERATIONS: ITE SINGLE-FAMILY DETACHED HOUSING (210)
43 LOTS * 9.44 = 406 VPD
ITE MULTI FAMILY HOUSING LOW RISE, TOWNHOMES (220)
40 LOTS * 7.32 = 293 VPD
ITE MULTI FAMILY HOUSING MID-RISE (221)
64 LOTS * 5.44 = 348 VPD
ITE SHOPPING CENTER-COMMERCIAL/RETAIL (820)
16,800 SF * 0.0378 = 634 VPD
TOTAL = 1,681 VPD
- 7.) CLUSTER MAILBOXES PROVIDED FOR ENTIRE SITE
- 8.) NO EVIDENCE OF ANY PLACES OF BURIAL ON SITE.
- 9.) PROPERTY WITHIN ZONE X PER FLOOD INSURANCE RATE MAP,
COMMUNITY-PANEL NO. 51033 C0240D; DATED 5/23/2023.
- 10.) THIS PROPERTY IS SERVICED BY PUBLIC WATER AND SEWER.

LAND USES:

LOTS 1-43

TYPE: SINGLE FAMILY DETACH
MINIMUM LOT AREA: 4,000 SF
REQUIRED SETBACKS: FRONT: 10'
SIDE YARD: 5'
REAR YARD: 10'

MINIMUM LOT WIDTHS: 40'
MAXIMUM BUILDING HEIGHT: 35'

LOTS 44-83

TYPE: TOWNHOUSES
MINIMUM LOT AREA: 1,100 SF
REQUIRED SETBACKS: FRONT: 0'
SIDE YARD: 5'
REAR YARD: 10'

MINIMUM LOT WIDTHS: 18'
MAXIMUM BUILDING HEIGHT: 45'

BUILDINGS 1 & 2

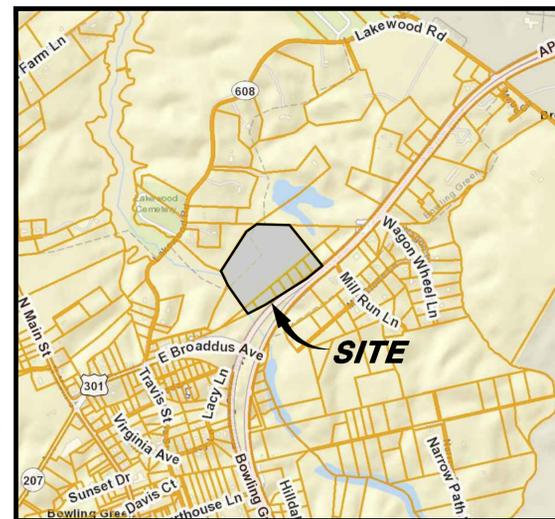
TYPE: COMMERCIAL/RETAIL - FLOOR 1
& RESIDENTIAL APARTMENTS - FLOOR 2 & 3
MINIMUM LOT AREA: 0
REQUIRED SETBACKS: FRONT: 0'
SIDE YARD: 0'
REAR YARD: 0'

MINIMUM LOT WIDTHS: 0'
MAXIMUM BUILDING HEIGHT: 45'

BUILDINGS 3, 4 & 5

TYPE: RESIDENTIAL APARTMENTS
MINIMUM LOT AREA: 0
REQUIRED SETBACKS: FRONT: 0'
SIDE YARD: 0'
REAR YARD: 0'

MINIMUM LOT WIDTHS: 0'
MAXIMUM BUILDING HEIGHT: 45'



VICINITY MAP

SCALE: 1"=1,200'

INDEX TO DRAWINGS

- 1.) COVER SHEET
- 2.) EXISTING CONDITIONS
- 3.) GENERALIZED DEVELOPMENT PLAN
- 4.) UTILITY PLAN
- 5.) PEDESTRIAN PLAN
- 6.) ENTRANCE PLAN
- 7.) FIRE TRUCK AUTO TURN

WATER/WASTEWATER SYSTEM DEMAND					
TYPE	UNIT	NO. UNITS	Unit Flow	FLOW	
Single Family Detached	Dwelling	43	280	gpd/unit	12,040 gpd, ADF
Single Family Attached	Dwelling	40	200	gpd/unit	8,000 gpd, ADF
Apartments	Dwelling	64	160	gpd/unit	10,240 gpd, ADF
Commercial/Retail	SF	16,800	100	gpd/1000 sf	1,680 gpd, ADF
				TOTAL	31,960 gpd, ADF
Average Daily Flow			31,960	/	1440
Peak Hour (X 2.5)			31,960	X	2.5
				/	1440
Max Day (X 1.5)			31,960	X	1.5
				/	1440
					22 gpm, ADF
					79,900 gpd
					55 gpm
					47,940 gpd
					33 gpm

ESTIMATED AVAILABLE FIRE FLOW = 1,750 GPM

PARKING REQUIREMENTS

TYPE	REQUIREMENT	UNIT #	REQUIRED	PROVIDED	DESCRIPTION
SINGLE FAMILY DETACHED	1 SPACE / UNIT	43	43	86	DRIVEWAY
SINGLE FAMILY ATTACHED	1 SPACE / UNIT	40	40	80	DRIVEWAY
COMMERCIAL/RETAIL	1 SPACE / 200 SF	16,800	84	84	OFF-STREET
APARTMENTS	1 SPACES/UNIT	64	64	83	OFF-STREET
COMMUNITY PARK			0	13	ON-STREET PARKING ALONG EMORY LANE WITHIN 600' OF RESIDENTIAL APARTMENTS & COMMERCIAL/RETAIL
				51	
TOTAL OFF-STREET PARKING SPACES PROVIDED =			231	397	

W W WEBB AND ASSOCIATES, PLLC

ENGINEERING - SURVEYING - LAND PLANNING

11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
(540) 371-1209

DATE	PER TOWN COMMENTS	REVISION	BLOCK	BY
10/6/25		PER TOWN COMMENTS	DCW	
11/12/25		PER TOWN COMMENTS	DCW	
12/24/25		PER TOWN COMMENTS	DCW	
2/2/26		PER TOWN COMMENTS	DCW	
2/10/26		PER TOWN/COUNTY COMMENTS	DCW	
2/12/26		PER TOWN/COUNTY/ADOT COMMENTS	DCW	
		DATE	DESCRIPTION	



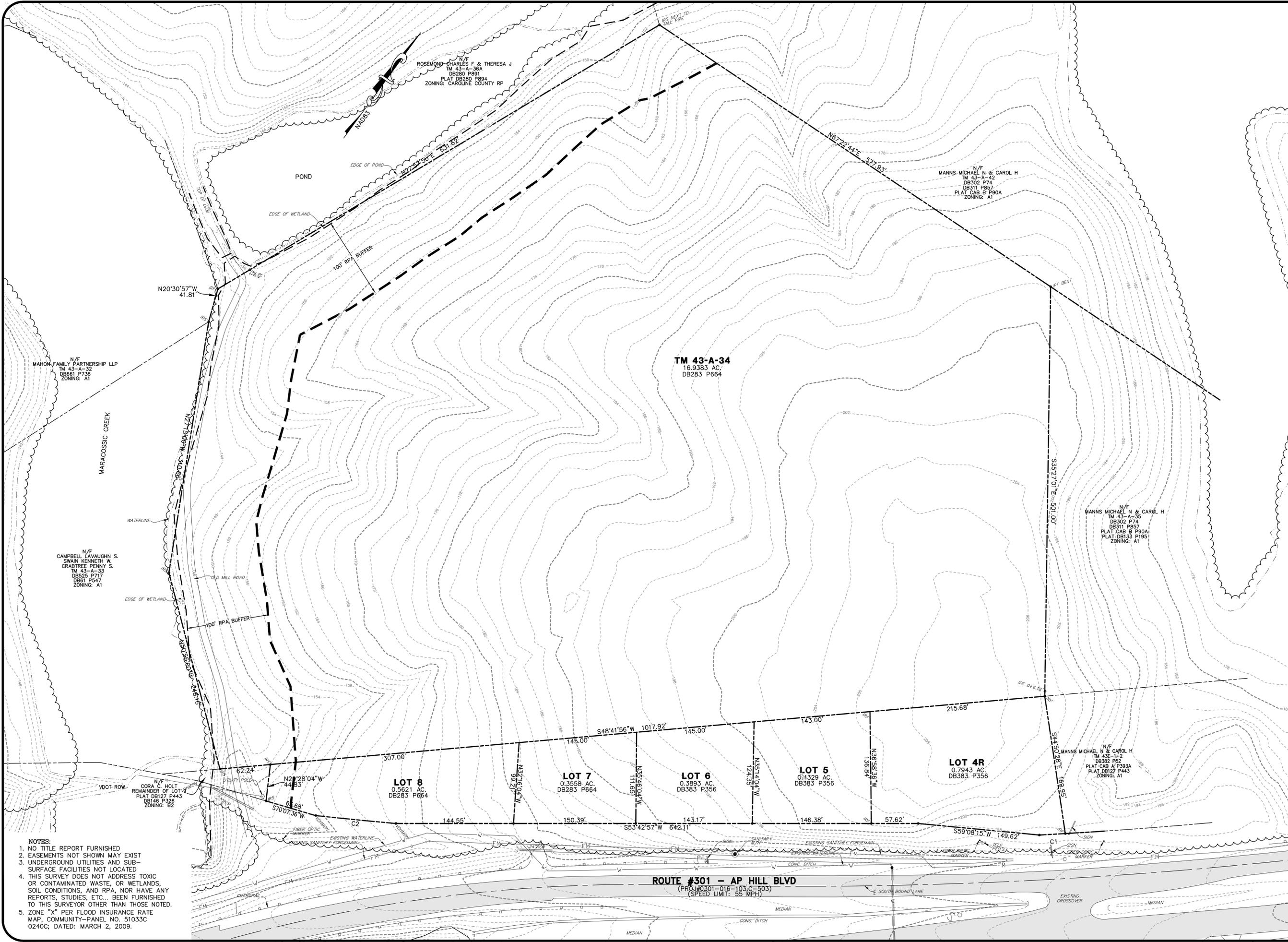
W.W.W. WEBB

ENGINEERING SURVEYING LAND PLANNING
11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
PHONE: (540)371-1209

COVER SHEET

FAIRMONT
GENERALIZED DEVELOPMENT PLAN
TAX MAPS 43-A-34; 43E-1-4R, 5, 6, 7, 8
TOWN OF BOWLING GREEN, VIRGINIA

DATE:	JULY 1, 2025
SCALE:	SHOWN
DESIGNED BY:	DCW
DRAWN BY:	DCW
CHECKED BY:	DCW
ACAD FILE:	25D005GDP
DRAWING NO:	25-D-005
SHEET NO.	1
OF	7 SHEETS



- NOTES:**
1. NO TITLE REPORT FURNISHED
 2. EASEMENTS NOT SHOWN MAY EXIST
 3. UNDERGROUND UTILITIES AND SUB-SURFACE FACILITIES NOT LOCATED
 4. THIS SURVEY DOES NOT ADDRESS TOXIC OR CONTAMINATED WASTE, OR WETLANDS, SOIL CONDITIONS, AND RPA, NOR HAVE ANY REPORTS, STUDIES, ETC... BEEN FURNISHED TO THIS SURVEYOR OTHER THAN THOSE NOTED.
 5. ZONE "X" PER FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NO. 51033C 0240C; DATED: MARCH 2, 2009.

ROUTE #301 - AP HILL BLVD
 (PROJECT #0301-016-103-C-503)
 (SPEED LIMIT: 55 MPH)

REVISION	BLOCK
10/6/25	PER TOWN COMMENTS
11/12/25	PER TOWN COMMENTS
12/24/25	PER TOWN COMMENTS
2/2/26	PER TOWN COMMENTS
2/10/26	PER TOWN/COUNTY COMMENTS
2/12/26	PER TOWN/COUNTY/ADOT COMMENTS
DATE	DESCRIPTION



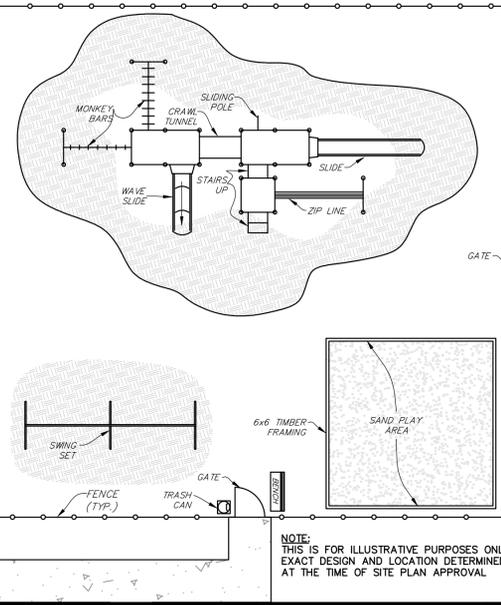
W.W.W. WEBB
ENGINEERING SURVEYING LAND PLANNING
 11903 BOYMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
 PHONE: (540)371-1209

EXISTING CONDITIONS
FAIRMONT
 GENERALIZED DEVELOPMENT PLAN
 TAX MAPS 43-A-34; 43E-1-1-4R; 5.6; 7.8
 TOWN OF BOWLING GREEN, VIRGINIA

DATE:	JULY 1, 2025
SCALE:	1"=50'
DESIGNED BY:	DCW
DRAWN BY:	DCW
CHECKED BY:	DCW
ACAD FILE:	25D005GDP
DRAWING NO:	25-D-005
SHEET NO.	2
OF	7 SHEETS

CHILDREN'S PLAYGROUND DETAIL

SCALE: 1" = 10'



LANDSCAPING

STREET TREES AND LANDSCAPING SCREENING ARE SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. EXACT LOCATIONS AND PLANTING TYPES WILL BE DETERMINED AT TIME OF SITE PLAN.

EROSION AND SEDIMENT CONTROL NOTE:

EROSION AND SEDIMENT CONTROL MUST BE DESIGNED AND MAINTAINED PER VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK (VESCH).

UTILITY NOTE:

WATER AND SEWER DESIGN MUST MEET THE VDH WATERWORKS REGULATIONS; VIRGINIA ADMINISTRATIVE CODE (VAC) - TITLE 9, AGENCY 25, CHAPTER 790-SEWAGE COLLECTION AND TREATMENT REGULATIONS (SCAT)(9VAC25-790); AND COMPLY WITH TOWN OF BOWLING GREEN'S WATER AND SEWER DESIGN STANDARDS.

SWM NOTES:

- 1.) STORMWATER MANAGEMENT FOR THIS PROJECT FOR WATER QUALITY AND QUANTITY WILL BE PROVIDED PER STATE CODE 9VAC25-870-60.
- 2.) A VSMP PERMIT WILL BE REQUIRED PER STATE CODE 9VAC25-880-70.

HOA NOTE:

THE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE ALLEYS AND PARKING AREAS FOR THE RESIDENTIAL APARTMENTS AND COMMERCIAL/RETAIL BUILDINGS, EASEMENTS, STORMWATER AND DRAINAGE FACILITIES AND OTHER COMMON AREAS.

BOWLING GREEN COMMUNITY PARK

THE BOWLING GREEN COMMUNITY PARK WILL BE OWNED AND MAINTAINED BY THE TOWN OF BOWLING GREEN AND DEDICATED FOR PUBLIC USE AS A PARK. THE PARK SHALL INCLUDE A BIKE RACK AND A GRILL.

LEGEND

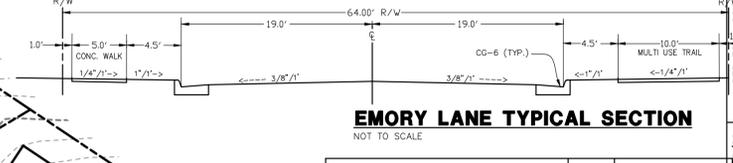
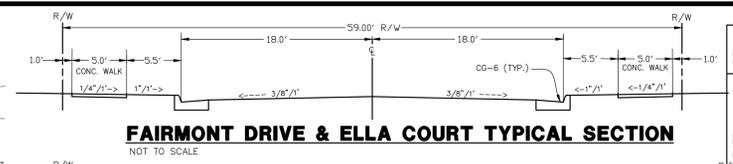
- DENOTES EX. 2' CONTOUR
- DENOTES EX. 10' CONTOUR
- DENOTES PROP. PAVEMENT
- DENOTES EX. PAVEMENT
- DENOTES OPEN SPACE

N/E ROSEMOND CHARLES F & THERESA J
TM 43-A-36A
DB280 P891
PLAT DB280 P884
ZONING: CAROLINE COUNTY RP

N/E CORA C. HOLT
REMAINDER OF LOT 9
PLAT DB127 P443
DB146 P326
ZONING: B2

N/E MANN'S MICHAEL N & CAROL H
TM 43-A-35
DB302 P74
DB311 P857
PLAT CAB B P90A
PLAT DB133 P195
ZONING: A1

N/E MANN'S MICHAEL N & CAROL H
TM 43-1-2
DB382 P62
PLAT CAB A P333A
PLAT DB127 P443
ZONING: A1



STREET NAME	VPD	TYPICAL SECTION
FAIRMONT DRIVE 10+00 TO 14+00	1,681	36'
FAIRMONT DRIVE 14+00 TO END	315	36'
EMORY LANE	1,347	38'
ELLA COURT	248	36'

FAIRMONT DRIVE, EMORY LANE, AND ELLA COURT WILL BE PUBLIC ROADS MAINTAINED BY VDOT.

REVISION	DATE	DESCRIPTION
10/16/25	DCW	PER TOWN COMMENTS
11/12/25	DCW	PER TOWN COMMENTS
12/24/25	DCW	PER TOWN COMMENTS
2/2/26	DCW	PER TOWN COMMENTS
2/10/26	DCW	PER TOWN/COUNTY COMMENTS
2/12/26	DCW	PER TOWN/COUNTY/ADOT COMMENTS



WEBB

ENGINEERING SURVEYING LAND PLANNING

11903 BOYMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
PHONE: (540)371-1209

GENERALIZED DEVELOPMENT PLAN

FAIRMONT

GENERALIZED DEVELOPMENT PLAN

TAX MAPS 43-A-34; 43E-1-4R; 5.6; 7.8

TOWN OF BOWLING GREEN, VIRGINIA

DATE: JULY 1, 2025

SCALE: 1" = 50'

DESIGNED BY: DCW

DRAWN BY: DCW

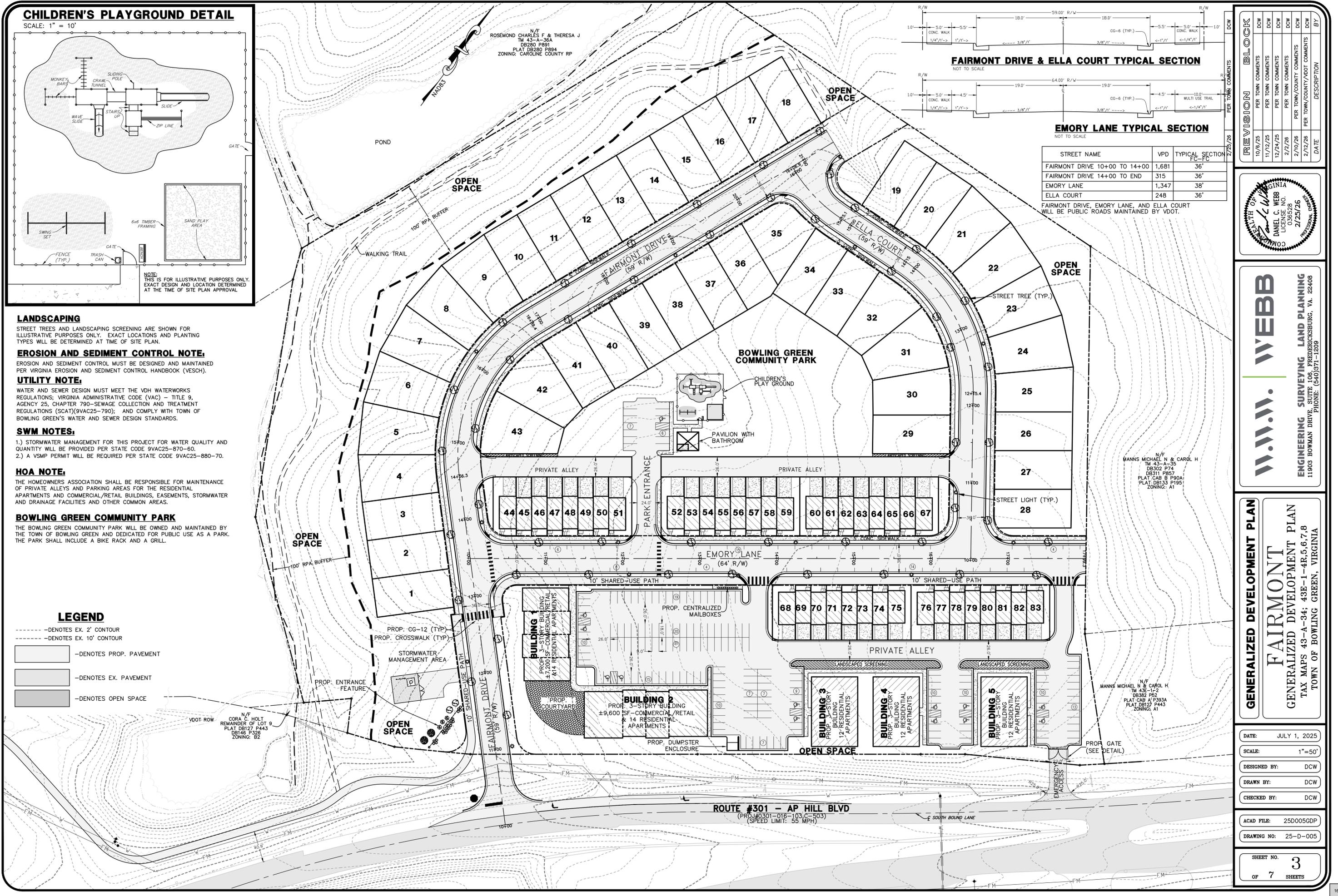
CHECKED BY: DCW

ACAD FILE: 25D005GDP

DRAWING NO: 25-D-005

SHEET NO. **3**

OF 7 SHEETS





Cutoff Colonial

A Colonial style luminaire for use in residential areas, pedestrian lighting applications, and in parks and small parking areas where no light is desired.

- Decorative cast aluminum housing with a matte black paint finish.
- Top mounted horizontal lamping with a Judd distribution.
- Rated to suit.
- Fixture fits to slip panels.
- High pressure sodium lamping in 70, 100, and 150 watts.

Wattage	Lamp	Height	Finish Color	Light Output (lm)	Beam Spread	Mounting Height (ft)	Weight (lb)	WMS CU	Utility Block #
70	MS	6.00	Matte Black	6,500	42	10' 1/2"	8.5	LOA,DB,DCD	4213130
100	MS	6.00	Matte Black	9,500	32	11' 1/2"	12.4	LOA,DB,DCD	4213131
150	MS	14.00	Matte Black	16,000	30	14' 1/2"	18.8	LOA,DB,DCD	4213132

Poles Available:
 Smooth Round Tapered Black Composite - Standard
 Smooth Round Tapered Concrete - Standard

Pole - Smooth Round Tapered Black Composite

Smooth round tapered poles constructed of heavy duty fiberglass reinforced pigmented polyester plastic resin for pole top luminaires.

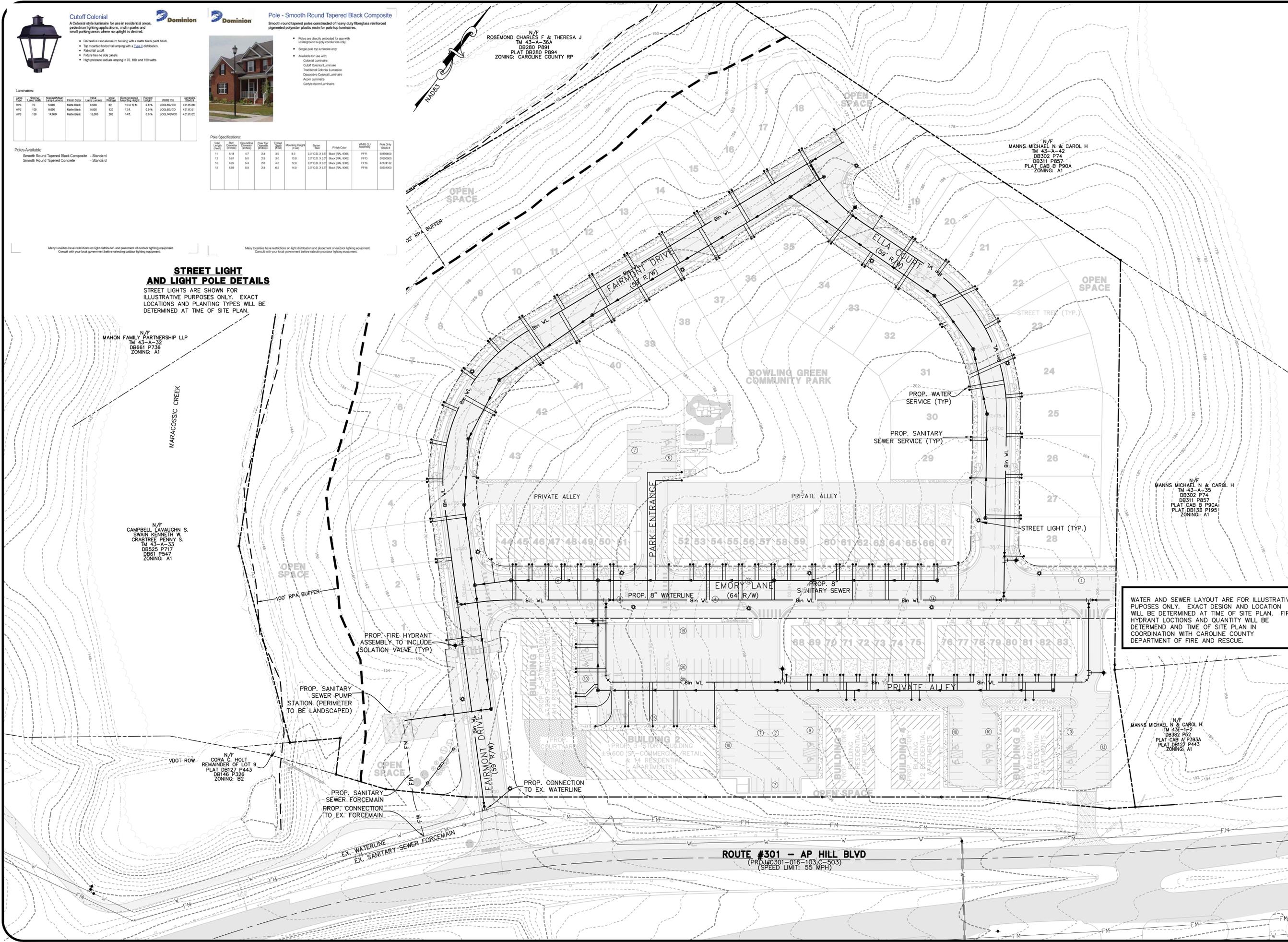
- Poles are directly embedded for use with underground supply conductors only.
- Single pole top luminaire only.
- Available for use with:
 Colonial Luminaire
 Cutoff Colonial Luminaire
 Traditional Colonial Luminaire
 Decorative Colonial Luminaire
 Apex Luminaire
 Carlye Apex Luminaire

Type	Length (ft)	Height (ft)	Weight (lb)	Mounting Height (ft)	Top Dia. (in)	Bottom Dia. (in)	Finish Color	WMS CU Assembly	Pole Only Block #
11	5.18	4.7	2.8	3.0	3.0	3.0	Black (RAL 9005)	PF11	5049000
15	5.81	5.5	2.8	3.0	3.0	3.0	Black (RAL 9005)	PF13	5050000
18	6.28	6.1	2.8	4.5	3.0	3.0	Black (RAL 9005)	PF14	4213132
18	6.89	5.8	2.8	6.5	3.0	3.0	Black (RAL 9005)	PF18	5051000

Many localities have restrictions on light distribution and placement of outdoor lighting equipment. Consult with your local government before selecting outdoor lighting equipment.

STREET LIGHT AND LIGHT POLE DETAILS

STREET LIGHTS ARE SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. EXACT LOCATIONS AND PLANTING TYPES WILL BE DETERMINED AT TIME OF SITE PLAN.



WATER AND SEWER LAYOUT ARE FOR ILLUSTRATIVE PURPOSES ONLY. EXACT DESIGN AND LOCATION WILL BE DETERMINED AT TIME OF SITE PLAN. FIRE HYDRANT LOCATIONS AND QUANTITY WILL BE DETERMINED AND TIME OF SITE PLAN IN COORDINATION WITH CAROLINE COUNTY DEPARTMENT OF FIRE AND RESCUE.

N/F MAHON FAMILY PARTNERSHIP LLP
 TM 43-A-32
 DB561 P726
 ZONING: A1

N/F CAMPBELL LAUGHAN S.
 SWAIN KENNETH W.
 CRABTREE PENNY S.
 TM 43-A-33
 DB525 P717
 DB61 P547
 ZONING: A1

N/F CORA C. HOLT
 REMAINDER OF LOT 9
 PLAT DB127 P443
 DB146 P326
 ZONING: B2

N/F ROSEMOND CHARLES F & THERESA J
 TM 43-A-36A
 DB280 P891
 PLAT DB280 P894
 ZONING: CAROLINE COUNTY RP

N/F MANN'S MICHAEL N & CAROL H
 TM 43-A-42
 DB302 P74
 DB311 P857
 PLAT CAB B P90A
 ZONING: A1

N/F MANN'S MICHAEL N & CAROL H
 TM 43-A-35
 DB302 P74
 DB311 P857
 PLAT CAB B P90A
 PLAT DB133 P195
 ZONING: A1

N/F MANN'S MICHAEL N & CAROL H
 TM 43E-1-2
 DB382 P62
 PLAT CAB A P93A
 PLAT DB127 P443
 ZONING: A1

REVISION	DATE	PER TOWN COMMENTS	DESCRIPTION
1	10/16/25	DCW	PER TOWN COMMENTS
2	11/12/25	DCW	PER TOWN COMMENTS
3	12/24/25	DCW	PER TOWN COMMENTS
4	2/2/26	DCW	PER TOWN COMMENTS
5	2/10/26	DCW	PER TOWN/COUNTY COMMENTS
6	2/12/26	DCW	PER TOWN/COUNTY/ADOT COMMENTS

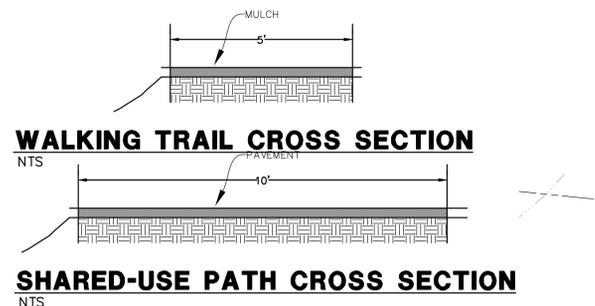
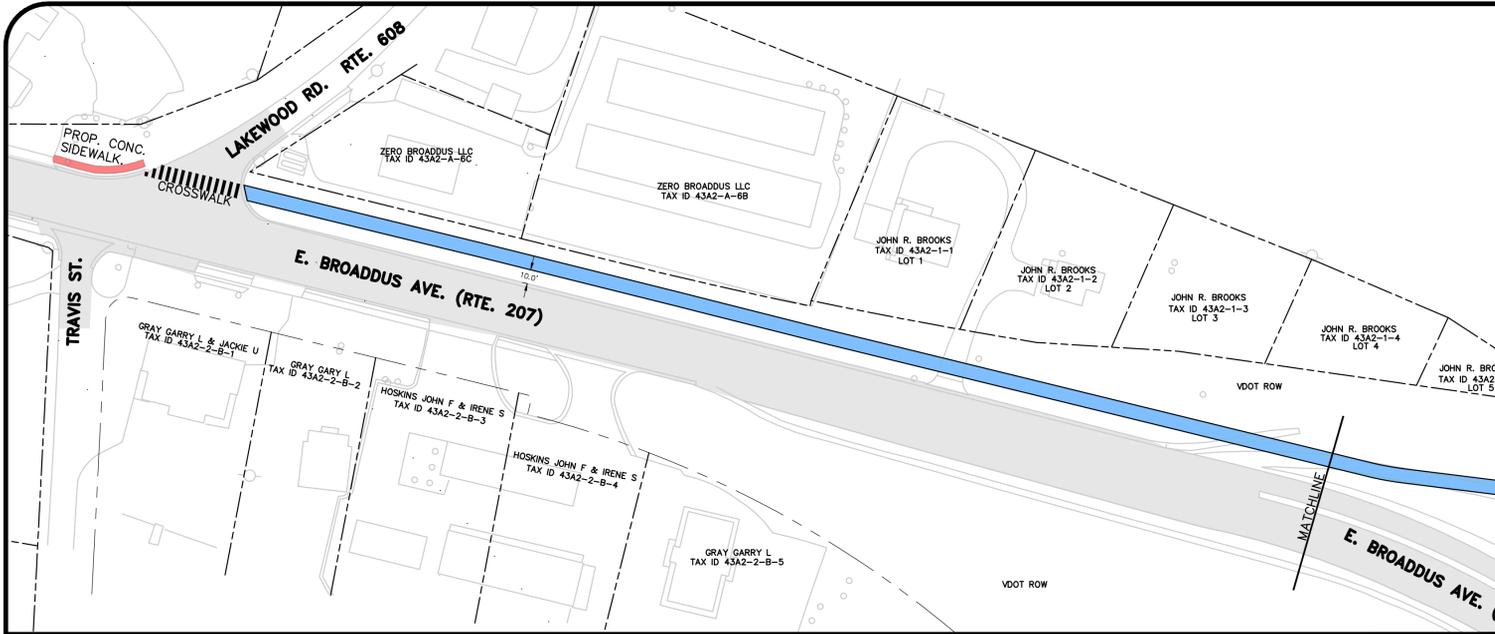


WEBB
 ENGINEERING SURVEYING LAND PLANNING
 11903 BOYMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
 PHONE: (540)371-1209

UTILITY PLAN
FAIRMONT
 GENERALIZED DEVELOPMENT PLAN
 TAX MAPS 43-A-34; 43E-1-4R; 5.6; 7.8
 TOWN OF BOWLING GREEN, VIRGINIA

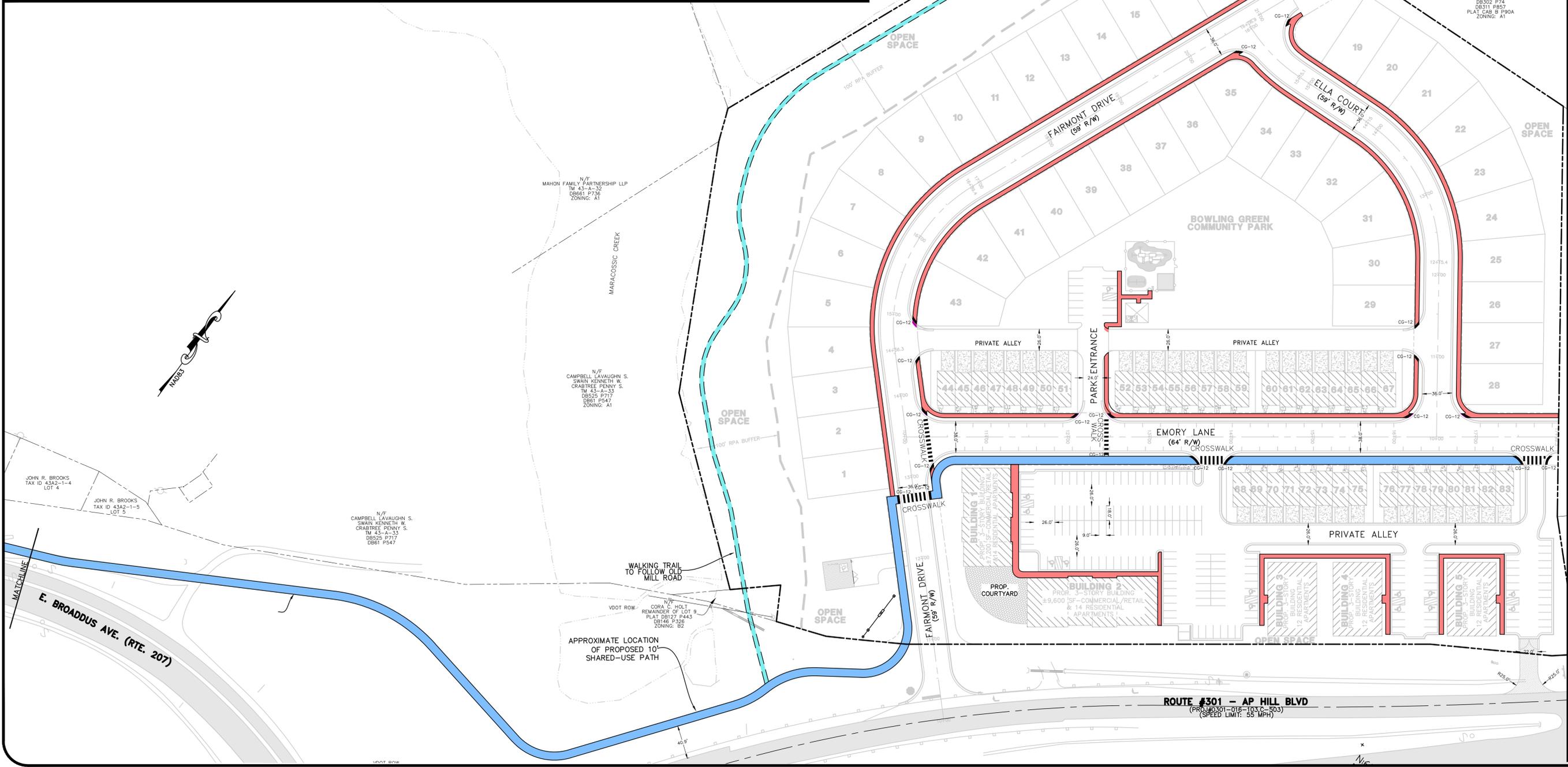
DATE: JULY 1, 2025
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 DESIGNED BY: DCW
 DRAWN BY: DCW
 CHECKED BY: DCW
 ACAD FILE: 25D005GDP
 DRAWING NO: 25-D-005

SHEET NO. **4**
 OF 7 SHEETS



LEGEND

- DENOTES 5' WALKING TRAIL
- DENOTES 10' MULTI-USE TRAIL
- DENOTES 5' PUBLIC SIDEWALKS



PER TOWN COMMENTS: 2/25/26

REVISION	DATE	DESCRIPTION
10/16/25	PER TOWN COMMENTS	DCW
11/12/25	PER TOWN COMMENTS	DCW
12/24/25	PER TOWN COMMENTS	DCW
2/2/26	PER TOWN COMMENTS	DCW
2/10/26	PER TOWN/COUNTY COMMENTS	DCW
2/12/26	PER TOWN/COUNTY/ADOT COMMENTS	DCW



W.W.W. WEBB

ENGINEERING SURVEYING LAND PLANNING
11903 BOYMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
PHONE: (540)371-1209

PEDESTRIAN PLAN

FAIRMONT
GENERALIZED DEVELOPMENT PLAN
TAX MAPS 43-A-34; 43E-1-4R; 5,6,7,8
TOWN OF BOWLING GREEN, VIRGINIA

DATE: JULY 1, 2025

SCALE: 1"=60'

DESIGNED BY: DCW

DRAWN BY: DCW

CHECKED BY: DCW

ACAD FILE: 25D005GDP

DRAWING NO: 25-D-005

SHEET NO. **5**
OF 7 SHEETS

ROUTE #301 - AP HILL BLVD
(PROJECT 0301-01B-103, CD03)
(SPEED LIMIT: 55 MPH)

W W WEBB & ASSOCIATES, PLLC

ENGINEERING-SURVEYING-LAND PLANNING

11903 Bowman Drive, Suite 106, FREDERICKSBURG, VA. 22408

November 11, 2025

**FAIRMONT
TOWN OF BOWLING GREEN, VA
ENTRANCE ON US 301
Turn Lane Analysis**

This a mixed used project with a total of 43 single family detached units, 40 single family attached townhome units, 64 mid-rise apartment units and 16,830 sf of commercial/retail space. The project will have an entrance onto US 301 AP Hill Blvd, which is a 4 lane divided highway. Data taken from ITE 10th Edition, Trip Generation.

US 301 - Traffic Volume

Historical VDOT Traffic Data, Year/AADT

Construction Year	Design Year	VDOT Traffic Data Year	10 yr Ann Avg
2025	2035	2013	2023
		11000	11000
			0
			0.0%

Design Growth*	Design Years	Design Year	Design AADT	k Factor	Peak Hour	Direction Factor	PH in Peak Dir.	PH in Opp Direction
1.0%	10	2035	12395	0.094	1165	0.509	593	572

* Assumed Growth Rate

SITE- TRIP GENERATION DATA

Section 210 - Single Family Detached Housing

Total Units	Average VPD, Weekday	VPD, Average	Peak Hour VPH, AM	VPH, AM Peak	Entering	Exiting
43 Dwelling Units	9.44 VPD/Unit	43.00	33 VPH	26%	8.50	24.18
Peak Hour VPH, PM	1.00 VPH/1000 SF	43.00	33 VPH	64%	27.52	15.48

Section 220 - Multifamily Housing (Low Rise, Townhomes)

Total Units	Average VPD, Weekday	VPD, Average	Peak Hour VPH, AM	VPH, AM Peak	Entering	Exiting
40 Dwelling Units	7.32 VPD/Unit	40.00	22 VPH	28%	6.27	16.13
Peak Hour VPH, PM	0.67 VPH/1000 SF	40.00	22 VPH	59%	15.81	10.99

Section 221 - Multifamily Housing (Mid Rise, Apartments)

Total Units	Average VPD, Weekday	VPD, Average	Peak Hour VPH, AM	VPH, AM Peak	Entering	Exiting
64 Dwelling Units	5.44 VPD/Unit	64.00	20 VPH	27%	5.53	14.95
Peak Hour VPH, PM	0.41 VPH/1000 SF	64.00	20 VPH	60%	15.74	10.50

Land Use: 820 (Shopping Center - Commercial/Retail)	Total gross floor area =	16,800 SF	16.80 (1,000 SF)	37.75 VPD/1000 SF	634 VPD	
Average VPD, Weekday	VPD, Average	16.80	X	37.75	=	634
Peak Hour VPH, AM	VPH, AM Peak	16.80	X	3.00	=	50
Entering =	Exiting =	54%		46%		
Peak Hour VPH, PM	VPH, PM Peak	16.80	X	4.21	=	71
Entering =	Exiting =	50%		50%		

TOTAL TRIP GENERATION

	Total	Entering	Exiting	Total
Average VPD, Weekday	=	1681	VPD	
Peak Hour VPH, AM Peak Hour	=	126	VPH	47.51 VPH
Peak Hour VPH, PM Peak Hour	=	167	VPH	94.44 VPH

TURN LANE ANALYSIS

A.M. PEAK HOUR

Project - Traffic Data	Peak Hour, A.M. Weekday	Vehicles Per Hour	Peak Hour	Vehicles Entering Site =	Assume % making a right turn =	100% X	48	=	48	VPH
US 301 - VDOT Traffic Data	Projected VPD =	12,395	AADT, 2035	K Factor =	0.094	Peak Hour	Dir Factor =	0.509	% of Traffic in Peak Direction	
Assume AM Peak Direction is Northbound	Using Projected AAWDT	Peak Hour =	12,395	X	0.094	=	1,165	VPH		
Northbound =	1,165	X	0.509	=	593	VPH				
Southbound =	1,165	-	593	=	572	VPH				

P.M. Peak Hour

Project - Traffic Data	Peak Hour, P.M. Weekday	Vehicles Per Hour	Peak Hour	Vehicles Entering Site =	Assume % making a right turn =	100% X	94	=	94.4	VPH
US 301 - VDOT Traffic Data	Projected VPD =	12,395	AADT, 2035	K Factor =	0.094	Peak Hour	Dir Factor =	0.509	% of Traffic in Peak Direction	
Assume PM Peak Direction is Southbound	Using Projected AAWDT	Peak Hour =	12,395	X	0.094	=	1,165	VPH		
Southbound =	1,165	X	0.509	=	593	VPH				
Northbound =	1,165	-	593	=	572	VPH				

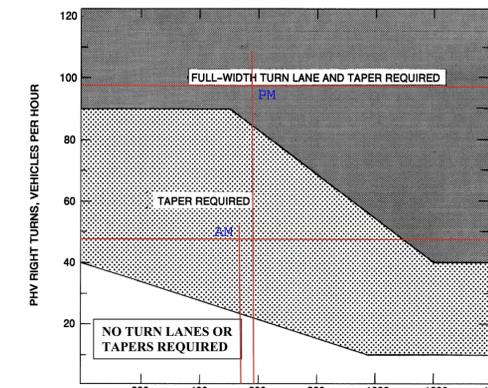
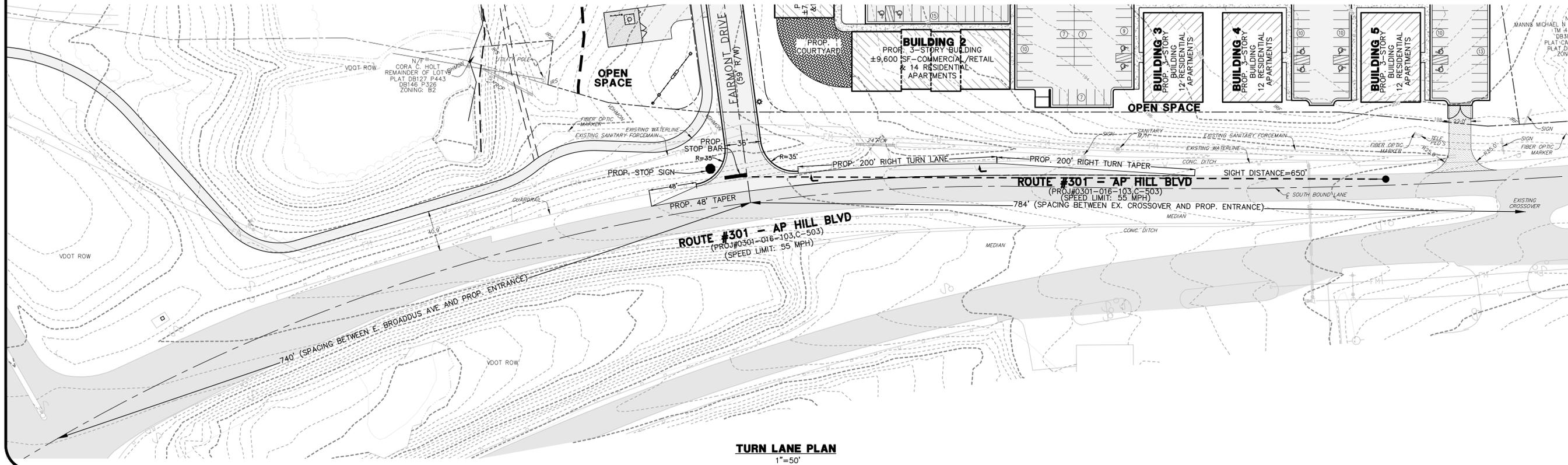


FIGURE 3-27 WARRANTS FOR RIGHT TURN TREATMENT (4-LANE HIGHWAY)
Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

LEGEND
PHV- Peak Hour Volume (also Design Hourly Volume equivalent)
Adjustment for Right Turns
If PHV is not known use formula: PHV = ADT x K x D
K = the percent of AADT occurring in the peak hour
D = the percent of traffic in the peak direction of flow
Note: An average of 11% for K x D will suffice.
When right turn facilities are warranted, see Figure 3-1 for design criteria.

RIGHT TURN LANE ANALYSIS

A.M. PEAK HOUR	P.M. PEAK HOUR
Using data from above and Figure 3-27, VDOT Design Manual.	Using data from above and Figure 3-27, VDOT Design Manual.
PHV (Peak Hour Volume, Approaching, Northbound) =	593 VPH
Right Turn Volume into Site =	48 VPH
Percentage of Right Turning Vehicles =	8%
Enter Data in Figure 3-27 (See Attached)	Taper Required
PHV (Peak Hour Volume, Approaching, Northbound) =	572 VPH
Right Turn Volume into Site =	94 VPH
Percentage of Right Turning Vehicles =	17%
Enter Data in Figure 3-27 (See Attached)	FULL TURN LANE AND Taper Required



TURN LANE PLAN
1"=50'

REVISION BLOCK

DATE	DESCRIPTION	BY
10/16/25	PER TOWN COMMENTS	DCW
11/12/25	PER TOWN COMMENTS	DCW
12/24/25	PER TOWN COMMENTS	DCW
2/2/26	PER TOWN COMMENTS	DCW
2/10/26	PER TOWN/COUNTY COMMENTS	DCW
2/12/26	PER TOWN/COUNTY/ADOT COMMENTS	DCW



W.W.W. WEBB
ENGINEERING SURVEYING LAND PLANNING
11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408
PHONE: (540)371-1209

ENTRANCE PLAN
FAIRMONT
GENERALIZED DEVELOPMENT PLAN
TAX MAPS 43-A-34; 43E-1-4R; 5.6; 7.8
TOWN OF BOWLING GREEN, VIRGINIA

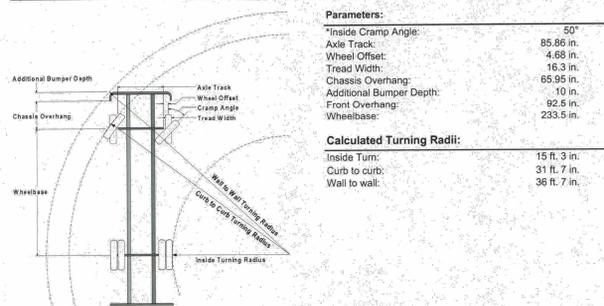
DATE:	JULY 1, 2025
SCALE:	1"=50'
DESIGNED BY:	DCW
DRAWN BY:	DCW
CHECKED BY:	DCW
ACAD FILE:	25D005GDP
DRAWING NO:	25-D-005
SHEET NO.	6
OF	7 SHEETS



Turning Performance Analysis

09/06/2022

Bid Number: 656 Chassis: Enforcer Chassis, Aerials, Single Axle, Ascendant
 Department: Caroline County Department of Fire & Rescue Body: Aerial, HD Ladder 107' ASL Single, Quint, Alum Body



Parameters:

*Inside Cramp Angle:	50°
Axle Track:	85.86 in.
Wheel Offset:	4.88 in.
Tread Width:	16.3 in.
Chassis Overhang:	65.95 in.
Additional Bumper Depth:	10 in.
Front Overhang:	92.5 in.
Wheelbase:	233.5 in.

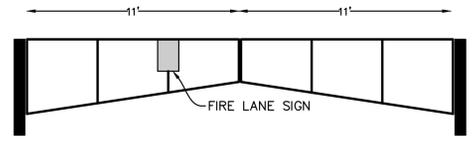
Calculated Turning Radii:

Inside Turn:	15 ft. 3 in.
Curb to curb:	31 ft. 7 in.
Wall to wall:	36 ft. 7 in.

Category	Option	Description
Aerial Devices	0755098	Aerial, 107' ASL Single Axle, 750/500 Tip, 35 MPH Wind
Bumpers	0793544	Bumper, 10" Extended, Painted/Reinforced, Saber FR/Enforcer
Wheels, Front	0660547	Wheels, Front, Accorde, 22.50" x 12.25", Aluminum, Hub Pilot
Axle, Front, Custom	0629557	Axle, Front, Mentor MFS-20, 20,000 lb Saber FR/Enforcer
Tires, Front	0899438	Tires, Front, Goodyear, Armor MAX MSA, 425/65R22.50, 20 ply

Notes:
 *Actual Inside cramp angle may be less than shown.
 Curb to Curb turning radius calculated for 9.00 inch curb.

N/E
 ROSEMOND CHARLES F & THERESA J
 TM 43-A-36A
 DB280 P891
 PLAT DB280 P894
 ZONING: CAROLINE COUNTY RP



GATE WILL BE SECURED AND ACCESSIBLE USING A KNOX LOCK COMPATIBLE WITH FIRE RESCUE EQUIPMENT.

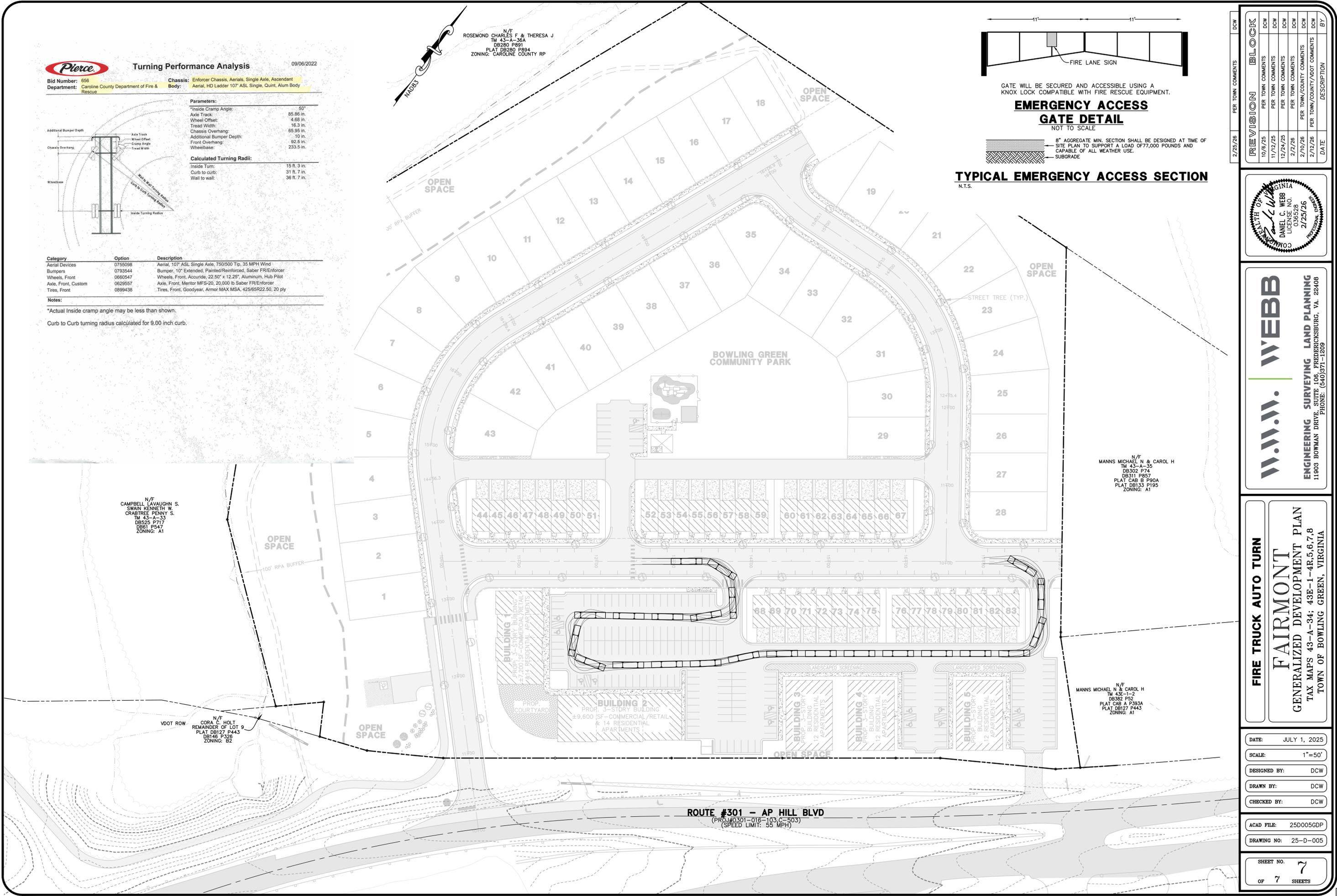
EMERGENCY ACCESS GATE DETAIL

NOT TO SCALE

8" AGGREGATE MIN. SECTION SHALL BE DESIGNED AT TIME OF SITE PLAN TO SUPPORT A LOAD OF 77,000 POUNDS AND CAPABLE OF ALL WEATHER USE. SUBGRADE

TYPICAL EMERGENCY ACCESS SECTION

N.T.S.



N/E
 CAMPBELL LAVAUGHN S.
 SWAIN KENNETH W.
 CRASTREE PENNY S.
 TM 43-A-33
 DB525 P717
 DB61 P847
 ZONING: A1

N/E
 CORA C. HOLT
 REMAINDER OF LOT 9
 PLAT DB127 P443
 DB146 P326
 ZONING: B2

N/E
 MANN'S MICHAEL N & CAROL H
 TM 43-A-35
 DB302 P74
 DB311 P857
 PLAT CAB B P90A
 PLAT DB133 P195
 ZONING: A1

N/E
 MANN'S MICHAEL N & CAROL H
 TM 43E-1-2
 DB382 P52
 PLAT CAB A P393A
 PLAT DB127 P443
 ZONING: A1

REVISION	DATE	DESCRIPTION
1	10/16/25	PER TOWN COMMENTS
2	11/12/25	PER TOWN COMMENTS
3	12/24/25	PER TOWN COMMENTS
4	2/27/26	PER TOWN COMMENTS
5	2/10/26	PER TOWN/COUNTY COMMENTS
6	2/12/26	PER TOWN/COUNTY/ADOT COMMENTS
7		DATE



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 PHONE: (540)371-1209

FIRE TRUCK AUTO TURN
FAIRMONT
 GENERALIZED DEVELOPMENT PLAN
 TAX MAPS 43-A-34; 43E-1-4R; 5,6,7,8
 TOWN OF BOWLING GREEN, VIRGINIA

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DRAWING NO:	25-D-005
SHEET NO:	7
OF 7 SHEETS	



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Clerk

DATE: March 5, 2026

RE: FY2027 Compensation Direction – Planning Commission and Economic Development Authority

BACKGROUND

As part of the FY2027 budget preparation process, staff requests direction from the Council on compensation for members of the Planning Commission and the Economic Development Authority.

For your consideration, the staff seeks guidance on the following:

1. Whether member stipends/compensation should be established for FY27, and the amount
2. Whether the same pay direction should apply uniformly to both bodies, or whether each should be addressed individually.

DRAFT MOTION

I move that the Town Council direct the Town Manager to include in FY27 proposed budget compensation of _____ for Planning Commission members and authorize payment annually during the month (s) of _____.

I move that the Town Council direct the Town Manager to include in FY27 proposed budget compensation of _____ for Economic Development Authority Members and authorize payment annually during the month (s) of _____.

Article 2.10 Economic Development Authority
2.10.010 Created

2.10.010 Created

- (a) There is hereby created a political subdivision of the Commonwealth of Virginia with the public and corporate powers stated in the Industrial Development and Revenue Bond Act (Code of Virginia, tit. 15.2, ch. 49 [§ 15.2-4900 et seq.]), including such powers as may hereafter be stated in such act.
- (b) The name of the political subdivision of the state created by this article shall be the Economic Development Authority of the Town of Bowling Green (the Authority).
- (c) The authority shall be governed by a board of seven (7) directors to be appointed by resolution of the town council in accordance with the provisions of said Act, directors to be appointed for four-year staggered terms. If at the end of any term of office of any director a successor thereto has not been appointed, then the director whose term of office has expired shall continue to hold office until his successor is appointed and qualified.
- (d) Members of the Bowling Green Town Council may serve as directors, provided they do not comprise a majority of the board for so long as the population of the Town of Bowling Green remains under 3, 500.
- (e) The directors shall receive no salary but may be compensated such amount per regular, special, or committee meeting or per each official representation as may be approved by the Bowling Green Town Council, not to exceed \$200 per meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.
- (f) The Economic Development Authority of the Town of Bowling Green shall keep suitable records of its financial transactions and, unless exempted by Virginia Code § 30-140, it shall arrange to have the records audited annually. Copies of each such audit shall be furnished to the Bowling Green Town Council and shall be open to public inspection.

State Law Reference: Code of Virginia, § 15.2-4900

HISTORY

Adopted by Ord. 08-01-11 on 8/4/2011

Article 2.16 Planning Commission

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

2.16.020 Functions, Powers, And Duties

2.16.030 Compensation Of Members

2.16.040 Removal Of Members

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

- (a) The Town Planning Commission shall consist of five members, one town council member and four of which shall be appointed at-large.
- (b) The term of the council member shall be coextensive with the term of office. The remaining members may be appointed for terms of one, two, three and four years, these terms divided as equally as possible among the membership to ensure staggered terms with no more than two members being appointed in a given year. Their successors shall be appointed to terms of four years by the town council. Any vacancy in membership shall be filled by appointment by the town council and shall be for the remainder of the unexpired term.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.020 Functions, Powers, And Duties

The Town Planning Commission shall have the functions, powers and duties which are prescribed by law.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.030 Compensation Of Members

Commission members may be compensated for their services, reimbursement for actual expenses incurred, or both.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018

2.16.040 Removal Of Members

A member of the Town Planning Commission may be removed by the town council for malfeasance in office. Members of the Town Planning Commission may also be removed by the town council in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period.

HISTORY

Adopted by Ord. O-2018-001 on 1/18/2018



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Clerk

DATE: March 5, 2026

RE: Appointment to the Economic Development Authority

PURPOSE

This memorandum recommends the appointment of _____ to the Economic Development Authority (EDA) of the Town of Bowling Green.

BACKGROUND

The Economic Development Authority operates under the provisions of the Virginia Code §15.2-4900 et seq. and serves as an advisory body to promote economic development and business growth within the Town of Bowling Green.

A vacancy currently exists on the EDA Board following Mr. Dirk Farmer's resignation. This position requires appointments for the remainder of the three-year term through August 2028.

DRAFT MOTION

I move that Town Council appoint _____ to the Economic Development Authority for the remainder of a three-year term through August 2028.



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Clerk; Hope Toliver, Finance Director/Treasurer

COPY: Jeff Gore, Town Attorney

DATE: March 5, 2026

RE: Legal Services Agreement for Delinquent Tax Collection Services with Taxing Authority Consulting Services, PC (TACS)

PURPOSE

This memorandum requests Town Council consideration and approval of a Legal Services Agreement with Taxing Authority Consulting Services, PC (TACS), for delinquent tax collection services.

BACKGROUND

The Town of Bowling Green is responsible for collecting all local taxes, including real estate, personal property, and business taxes. Despite the Town Treasurer's diligent collection efforts, some tax accounts become delinquent and require specialized legal collection services to recover outstanding balances owed to the Town.

Virginia Code §58.1-3919 et seq. authorizes localities to employ collection agencies and attorneys to collect delinquent taxes. Professional collection services provide expertise in tax collection law, litigation, and enforcement remedies that exceed the capacity of in-house staff.

Taxing Authority Consulting Services, PC (TACS) is a Virginia-based law firm specializing in municipal tax collection and has extensive experience representing localities throughout the Commonwealth. TACS last agreement with this town was executed in 2017.

PROPOSED AGREEMENT

The proposed Legal Services Agreement with TACS provides a comprehensive delinquent tax collection service.

RECOMMENDATION:

Town staff recommends approval of the Legal Services Agreement with Taxing Authority Consulting Services, PC (TACS), for delinquent tax collection services and authorizes the Town Manager to execute the agreement on behalf of the Town.

DRAFT MOTION

I move that the Town Council approve the Legal Services Agreement with Taxing Authority Consulting Services, PC (TACS), for delinquent tax collection services, and authorize the Town Manager to execute the agreement and any necessary documents on behalf of the Town of Bowling Green.

LEGAL SERVICES AGREEMENT
Delinquent Real Estate Tax Collection

THIS AGREEMENT is made and entered into by and between TAXING AUTHORITY CONSULTING SERVICES, P.C. (hereinafter "TACS"), located at P.O. Box 31800, Henrico, Virginia 23294-1800 and TOWN OF BOWLING GREEN, pursuant to Code of Virginia §58.1-3966 and §58.1-3919.1 (hereinafter "TOWN"), together the parties.

TACS shall furnish Legal Services to TOWN for the collection of delinquent taxes and other accounts as set forth in the attached Statement of Work.

1. The terms of this Agreement and the attached Statement of Work shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this Agreement.
2. TACS shall provide legal services to TOWN with regard to the collection of delinquent taxes and other accounts. The legal services fees for this work have been negotiated and agreed as follows:
 - a. The parties agree that TACS is entitled to receive a fee of 20% of the assigned account balances it collects. The accounts provided to TACS will include a collection/attorney's fee amount equal to 20% of the debt which reflects the fee due TACS for collecting the debt. TACS shall earn its fee pro rata upon collection of any amount due.
 - b. TACS and COUNTY agree that a separate fee will be negotiated for all accounts that proceed to litigation; however, COUNTY shall be responsible for the payment of any actual costs incurred in the litigation process.
 - c. TACS shall not be paid for collection through the state set off debt program.
3. TOWN understands that certain costs will be incurred in the process of conducting judicial sales of properties subject to delinquent real estate taxes. Anticipated costs include, but are not limited to, title research, appraisals, surveys, service fees, publication costs, deed preparation fees and guardian ad litem fees that are ultimately the responsibility of the TOWN to pay and which will be billed to TOWN as they are incurred. Such costs shall be accounted for and paid to TOWN first prior to any proration of other recovered funds. TOWN understands that TACS may perform some of these services itself and acknowledges and agrees that TACS shall be entitled to a reasonable and customary fee for this work in addition to the legal services fee.
4. Both Parties shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.
5. This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia. If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.
6. TOWN understands and acknowledges that TACS represents other governmental entities and hereby consents to such representation of other governmental entities that may also be seeking payment from the same debtor. In the event that TACS recovers payment from a debtor that is indebted to two or more client entities, such payment will be divided pro rata between or among the client entities unless otherwise dictated by the debtor.
7. The parties acknowledge that other collection services may be desired and agree that such services may be added to this agreement when such services are defined. Such new work, prior to being initiated, shall be specified in writing as mutually agreed to between the Parties.

8. TACS understand and acknowledges that in representing the TOWN it will be privy to confidential information concerning taxpayers, their tax obligations and their property. TACS shall not use any information so provided other than for the purposes of this Agreement and shall be bound to keep such information confidential pursuant to the terms of Virginia Code §58.1-3.

9. This agreement shall remain in full force and effect until canceled or revoked by either party, upon 60 days written notice. If cancelled, TACS shall be entitled to recovery of any costs expended as well as a reasonable fee to cover its services.

IN WITNESS WHEREOF, both Parties have caused this Agreement to be signed by their duly authorized representatives on the day and year set forth below.

TACS, PC

TOWN OF BOWLING GREEN

Signature:

Date

A. Reed Reed

Signature:

11/27/17

Date

LEGAL SERVICES AGREEMENT

Delinquent Tax Collection

This AGREEMENT is made and entered into by and between TAXING AUTHORITY CONSULTING SERVICES, PC (hereinafter "TACS"), and TOWN OF BOWLING GREEN (hereinafter "LOCALITY"), together, the "Parties", pursuant to Code of Virginia §§ 58.1-3934 and/or 58.1-3966.

1. SCOPE OF REPRESENTATION

LOCALITY hereby retains TACS to assist with the collection of certain accounts as its attorney and undertaking such work shall constitute an attorney-client relationship. TACS shall have full authority to perform all acts necessary to effect the collection of the accounts (the "Legal Services"), is designated as an official authorized to collect taxes for the locality, and is authorized to receive payments made on the accounts and to endorse LOCALITY'S name on any checks or other negotiable instruments that may be received in payment on the accounts; to arrange for payments under such terms as TACS deems appropriate for any account; to commence a lawsuit on behalf of LOCALITY; and to use all other necessary legal or administrative tools authorized by law for the recovery of the accounts.

2. LOCALITY RESPONSIBILITIES

Upon assignment of the accounts to TACS, LOCALITY will provide TACS with information reasonably necessary for TACS to perform the Legal Services.

LOCALITY represents and warrants to TACS that (a) the account information provided to TACS and the account balances are accurate and complete; (b) LOCALITY has not received notification that any of the account debtors are in bankruptcy and will immediately notify TACS if it receives notification of a bankruptcy filing by any of the account debtors; (c) all add-on charges such as interest, late fees and collection fees are just and owing and authorized by applicable law, by contract or both; (d) LOCALITY will promptly notify TACS of any adjustments or corrections made to the amount due; (e) any previous collection agency/attorney engaged for the collection of the accounts has been instructed to cease and desist contact with the account debtor; (f) the Statute of Limitations on collection of the account has not run; and (g) upon notification by TACS of a dispute or request for verification of information with respect to any account, LOCALITY will promptly furnish TACS such information.

LOCALITY shall provide regular and periodic update files (or data) on an agreed basis to reasonably maintain appropriate account balances with TACS.

LOCALITY shall refer new accounts that are eligible for turnover on no less than an annual basis.

LOCALITY shall report payments made by debtors directly to LOCALITY on a timely basis that the LOCALITY deposits in its bank. These payments will show on a remittance statement to TACS as payments made directly to the LOCALITY and the TACS fee will be charged, collected, and remitted or handled as otherwise agreed. The LOCALITY may also choose to forward any payments received from the debtor to TACS for deposit and posting. LOCALITY understands and agrees that if it takes any payments directly on accounts that have been referred to TACS without TACS's fee, such fee will be invoiced to LOCALITY, unless otherwise agreed.

3. TACS RESPONSIBILITIES

TACS shall perform all responsibilities under this Agreement as LOCALITY's Attorney-in-fact.

TACS shall accept account referrals from the LOCALITY in a mutually acceptable format via file transfer or will provide LOCALITY with a template to be completed with the necessary data fields. TACS shall ensure that its collection system for processing accounts and its reports are compatible with the LOCALITY'S method of account referral and necessary accounting.

TACS will prepare a weekly Remittance Report listing the account name, account number, credits to the accounts (for accounts involving litigation, recovered costs), total amount collected, and TACS fees associated with the collections. TACS shall remit collected funds to LOCALITY on a weekly basis on a slight delay to permit such funds to clear through the banking system. TACS shall deposit all funds collected in an attorney trust account.

TACS will prepare a report quarterly, or on a more frequent basis if otherwise agreed, of the overall collections with details about the litigation status of the parcels. TACS will prepare other such reports as may be reasonably requested by the LOCALITY.

4. FEES FOR SERVICES

The Parties agree that TACS shall be entitled to receive a fee of 20% of any collected account balances, save and except that TACS shall not be paid for collection of account balances achieved through the state set off debt program.

For accounts that proceed to a real estate tax litigation, or through the non-judicial tax sale process, TACS's fee shall be as follows:

- a. A fee of 25% of the collected balances subsequent to filing suit, or where the property is being sold by non-judicial sale;
- b. If appointed as Special Commissioner of Sale, the fee shall be the greater of 25% of all collected account balances due or the statutory fee permitted the Commissioner of Sale.
- c. Properties which are sold at a delinquent tax auction shall be subject to a minimum legal services fee of \$2,500.00 provided funds are available after the payment of all taxes and costs of sale.
- d. Properties which are sold pursuant to Code of Virginia § 58.1-3975 at a non-judicial sale shall be subject to a minimum legal services fee of \$750.00 provided funds are available after the payment of all taxes and costs of sale.
- e. Notwithstanding the foregoing, the LOCALITY may elect not to pursue certain parcels to tax sale on account of the costs involved.
- f. TACS may also be retained to act as the agent of LOCALITY to hold excess funds from non-judicial sales for an additional fee which can be adopted as an Addendum to this Agreement.

5. COSTS OF LITIGATION AND OTHER COLLECTION EFFORTS

LOCALITY understands that certain costs will be incurred in the process of litigation, conducting judicial or non-judicial sales of properties subject to delinquent real estate taxes, and in the performance

2 of 4

of other collection efforts made on behalf of the LOCALITY. Anticipated costs include, but are not limited to, title research, appraisals, auction services, surveys, court costs or service fees, publication costs and guardian ad litem fees that are ultimately the responsibility of the LOCALITY to pay.

Such costs shall be accounted for and paid to LOCALITY first prior to any proration of recovered funds. In the event another jurisdiction (for example a COUNTY) is also seeking to collect delinquent taxes in the same action, TACS may opt to bill the full expenses to LOCALITY for ease of administration. In the event the Costs are not fully recovered from redemption or sale (and remitted to LOCALITY), TACS shall bill COUNTY for their pro rata portion of the costs and will return them to the LOCALITY.

LOCALITY acknowledges that TACS may elect to perform any services required in the collection of delinquent accounts, including, but not limited to title research, appraisals and auction services with its own employees or subsidiaries and may be reasonably compensated for such services performed. It is agreed that TACS shall receive payment of any unreimbursed costs incurred resulting from the litigation or collection efforts undertaken for LOCALITY.

6. OTHER TERMS

The Parties shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.

This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia. If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

LOCALITY acknowledges that TACS may represent other governmental entities and hereby consents to such representation of other governmental entities that may also be seeking payment from the same debtor. If TACS recovers payment from a debtor indebted to two or more client entities, such payment will be divided pro rata between or among the client entities unless otherwise dictated by the debtor.

The Parties acknowledge that other services may be desired and agree that such services may be added to this Agreement when such services are defined. Such new work, prior to being initiated, shall be specified in writing as mutually agreed to between the Parties.

TACS understands and acknowledges that in representing the LOCALITY it will be privy to confidential information concerning taxpayers, their tax obligations, and their property. TACS shall not use any information so provided other than for the purposes of this Legal Services Agreement and shall be bound to keep such information confidential pursuant to the terms of Virginia Code § 58.1-3.

This agreement shall remain in full force and effect until canceled or revoked by either party, upon 30 days written notice. If cancelled, TACS shall be entitled to recovery of any costs expended on LOCALITY's behalf in accordance with this Agreement, as well as reasonable attorney fees to cover its services.

The terms of this Agreement shall constitute the complete and exclusive statement of understanding between the Parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, both Parties have caused this Legal Services Agreement to be signed by their duly authorized representatives on the date set forth below.

TACS, P.C.

TOWN OF BOWLING GREEN

Print Name

Print Name

Partner

Title

Director of Finance / Treasurer

Title

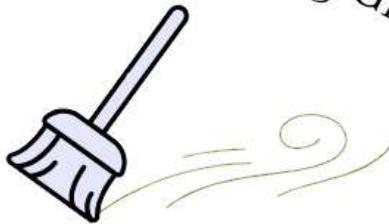
Signature

Signature

Date

Date

The Town of Bowling Green's



CLEAN SWEEP

COMMUNITY YARD SALE

Mark your calendar for May 16 for the Town's Spring Clean Sweep! Scan the QR code to register a yard sale at your home, or for a space at Town Hall.

Sign up by May 8 to get on the map!

For more information, email events@townofbowlinggreenva.gov, or call Town Hall at 804-633-6212

May 16
8 AM – 1 PM



**VIRGINIA IS FOR
OUTDOOR LOVERS™**