



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, March 05, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Annual Review of SUP ZP-2018-010

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Bowling Green Police Department Monthly Report to Council February 2020
- [3.](#) Public Works and Utilities Dept. Monthly Report to Council February 2020
- [4.](#) Economic Dev. & Events Coordinator Monthly Report to Council February 2020
- [5.](#) Town Clerk/Treasurer's Monthly Report to Council February 2020
- [6.](#) Town Manager's Monthly Report for February 2020

CONSENT AGENDA:

- [7.](#) February 2020 Bills
- [8.](#) Minutes – February 6, 2020 Town Council Meeting

UNFINISHED BUSINESS:

- [9.](#) ZP-2019-027 Special Use Permit Application
- [10.](#) Code of Ethics

NEW BUSINESS:

- [11.](#) Policy on Firearms in Town Vehicles
- [12.](#) Architectural Review Board

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

- [13.](#) Special Event Notification – BG History Run

ADJOURNMENT



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Public Hearing - ZP-2018-010
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Certificate
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The purpose of the hearing will be for the Town Council to receive public comment on the operation of Magnolia Morning / Small Intimate Weddings under ZP-2018-010.

ATTACHMENTS:

Public Hearing Notice

ZP-2018-003 SUP 115 E Broaddus Ave.

REQUESTED ACTION:

None

PUBLIC HEARING

Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, March 5, 2020, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing will be for the Town Council to receive public comment on the operation of Magnolia Morning / Small Intimate Weddings under ZP-2018-010.

The Town Council will take appropriate action after the hearing. ZP-2018-010 is available for review at Town Hall, 117 Butler Street during normal business hours. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck
Town Manger/Zoning Administrator

ZP

2018-003

****This permit shall be posted in a conspicuous place****

FORM REVISED:

October 2007



Town of Bowling Green

Zoning Application

Application is hereby made for a Zoning Permit, and Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this permit.

Owner

Tammie Gaines

Name

540 834 9145

Daytime Telephone Number

115 E Broadbush Ave Bowling Green

Mailing Address

22427

Applicant/Builder

Name

Daytime Telephone Number

Same as owner

Mailing Address

Property Information

43A 1 A25

Tax Map/Parcel Number

R1

Existing Use/Zoning

115 E Broadbush Ave, Bowling Green

Address/Location (use street names)

Existing Structures (number and type)

Type of Permit

Please check appropriate box(s)

Residential

Commercial

Single Family

Alteration

Multi-Family No. of units _____

Reroof

Addition Specify _____

Remodeling

Accessory Building Less Than 100 Feet Specify _____

Accessory Building More Than 100 Feet Specify _____

Commercial/Industrial Structure

Verification of Non-Conforming Use

Sign Permit 30 FT or Less Specify _____

Sign Permit More Than 30 FT Specify _____

Zoning Certification Letter

Modification/Variance Specify _____

Special Use Permit (Property Owner Notification Required) Specify MINOR EVENTS

Administrative Appeal Specify _____

Other Specify _____

Water and Sewer

What is your water supply source?

What is your sewage disposal source?

Municipal Private Well

Municipal Septic Tank

Certification by Owner/Applicant

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

3/13/18
Date

[Signature]
Owner/Applicant Signature

**** FOR TOWN USE ONLY ****

Refer to Planning Commission Yes No

 Recommend Approval Recommend Disapproval Date _____

Refer to Town Council Yes No

 Approved Disapproved Date _____

Refer to Director of Public Works Yes No

 Recommend Approval Recommend Disapproval Date _____

Zoning Administrator Approved Disapproved

 Approved with Conditions (See Attached) Fee Paid \$ _____

Zoning Administrator Signature Date

CERTIFICATE OF ZONING COMPLIANCE

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

Zoning Administrator Signature Date

REMINDER!!

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Special Use Permit is requested. All adjacent property owner information is required to be accurate and complete before the application can be accepted.

NAME

STREET ADDRESS

1) William (Bill) & Maryland Hoffer 113 E. Broaddus Ave
Mailing Address: 113 E Broaddus Ave Bowling Green VA 22427

2) Robert (Bobby) Beasley ~~115~~ 121 E Broaddus Ave
Mailing Address: 16043 Neely St Milford, VA 22514

3) Douglas Simms 118 E. Broaddus Ave
Mailing Address: 120 E. Broaddus Ave Bowling Green

4) Andrew Nicholson 108 E. Broaddus Ave
Mailing Address: 108 E. Broaddus Ave Bowling Green

5) _____
Mailing Address: _____

6) _____
Mailing Address: _____

7) _____
Mailing Address: _____

8) _____
Mailing Address: _____

9) _____
Mailing Address: _____

10) _____
Mailing Address: _____

11) _____
Mailing Address: _____

12) _____
Mailing Address: _____

13) _____
Mailing Address: _____

14) _____
Mailing Address: _____

15) _____
Mailing Address: _____

MAGNOLIA MORNING / SMALL INTIMATE WEDDINGS

Application for minor events permits.

OCCUPANCY:

Maximum guests – 40 persons see approved permit attached.

All events are held in rear of property – not visible from street front.

OPERATING SCHEDULE:

11:00 am - 9:00 pm no exceptions

April – October// 40 person events

November – March // 25 person events

NEIGHBORS: Courtesy calls or texts are sent to our adjoining neighbors when a large wedding and reception will be taking place with times.

PARKING:

Within 600' from Magnolia Morning at 144 E Broaddus Ave aka Glory Reach, property is owned by family. Shuttle van provided for guests to and from. (see map attached) Onsite parking will hold 11 vehicles. NO on street parking is permitted.

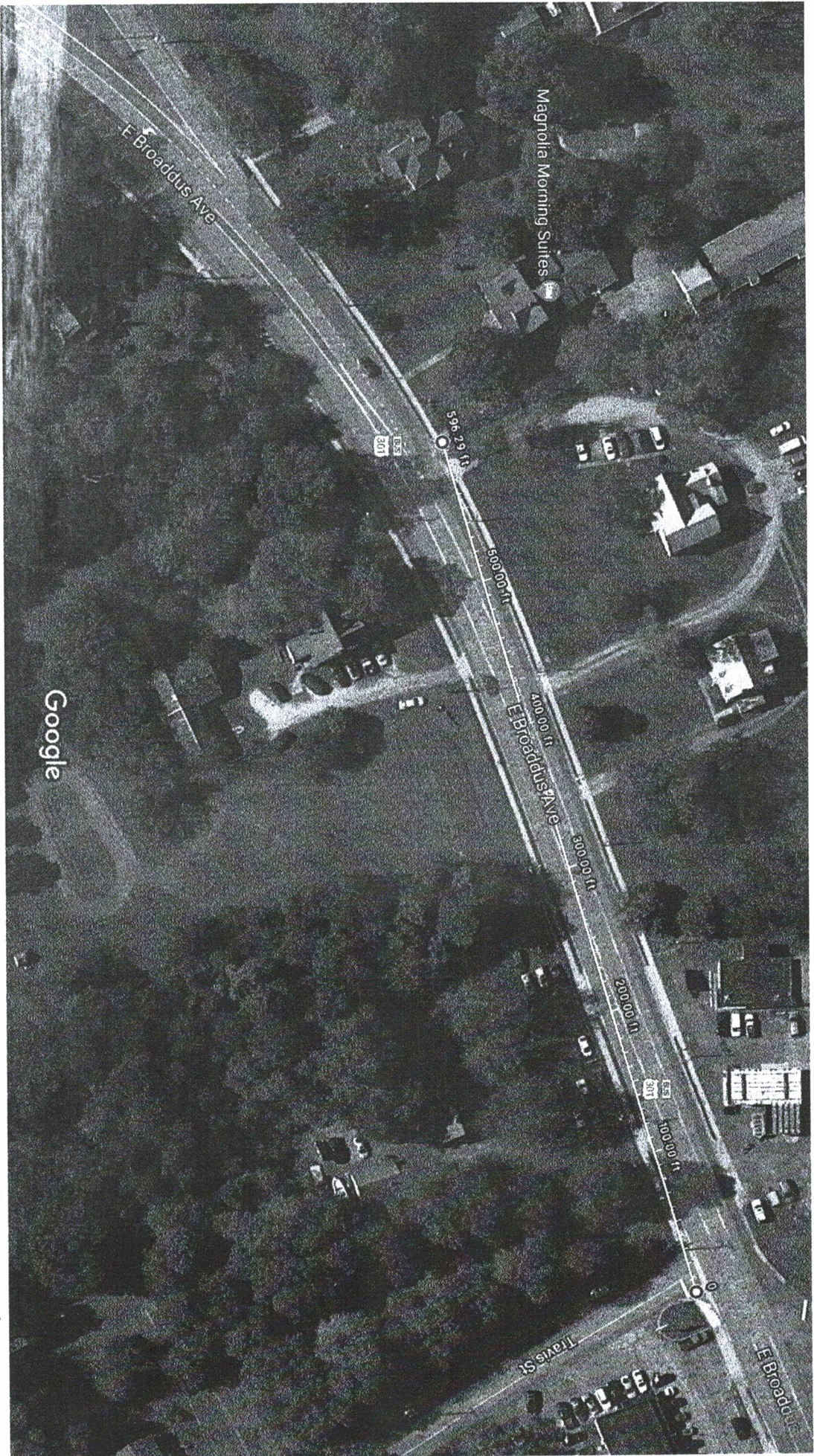
ALCOHOL:

Minimal Beer and wine is allowed and supplied by the customer. Magnolia Morning does furnish a bartender if they wish to have beer and wine to monitor guests' limits. We DO NOT allow hard liquor at events. No alcohol permit is required; private event and no admission fee charged or fee for drinks.

TYPES OF EVENTS HELD;

- A) Full Package: 3 hours max / Wedding and Reception (approx. 10 events April - October)
- B) Ceremony & Cake Package 1.5 hours max (approx. 10 year)
Ceremony outside / inside Appetizers / pictures / cake
- C) Ceremony Only 2-40 persons 45 min
Ceremony outside / inside

Google Maps



Measure distance

Total distance: 596.29 ft (181.75 m)

Imagery ©2018 Google, Map data ©2018 Google

50 ft

2017

					MAILED			
	DATE	ORIDE	COUNTY LICENSE	PLACE MARRIED	OR B&G	YME	FOUND	ma Ot
	450	1	7-Jan St Mich Spotsylvania	Magnolia Morning	B & G	##	friends	miche
	451	2	20-Jan Lc Tash Caroline	Magnolia Morning	hnd 1/24	##		lou gu
3	452	3	21-Jan Kt Kriste Prince William	Magnolia Morning	mld 1/24	##		khi: gu
	453	4	3-Feb Cr Alexa Spotsylvania	Magnolia Morning	B & G	##		alexgo
	454	5	4-Feb Br Madi Fredericksburg	Lavender Heights	B & G	##	Jenny	benjkc
	455	6	12-Feb Dr Tyan Spotsylvania	Magnolia Morning	B & G	##		dh: gu
	456	7	14-Feb R: Lisa S Rockingham	Magnolia Morning	B & G	##	google	rlw val
	457	8	17-Feb K: Marc Newport News	Chatham Manor		##		kaylen
	458	9	25-Feb M Jame Caroline	Ladysmith Rd	mld 3/1	##		
7	459	10	26-Feb Ar Rand Spotsylvania	Magnolia Morning	mld /1	##		rosent
	460	11	2-Mar Sc Sheli: Caroline	Magnolia Morning	hnd 3/3	##		scottie
	461	12	5-Mar O Perla Caroline	Slash Pine Cr	hnd 3/6	##		chicue
	462	13	10-Mar Cl Kia O Fredericksburg	Magnolia Morning	B & G	##		kia. pic
4	463	14	25-Mar Cr Mich: Caroline	Lake Caroline	B & G	##		
	464	15	1-Apr Lt Jose I Spotsylvania	Spotsy Pavillion	B & G	##		idonac
	465	16	1-Apr Al Euge: Prince William	Magnolia Morning	mld 4/4	##		aze cal
	466	17	2-Apr M Core: Spotsylvania	Stevenson Ridge	mld 4/4	##		me rel
	467	18	5-Apr Ja Jessic Caroline	Magnolia Morning	B & G	##		jessica
	468	19	8-Apr Jc Laure Fredericksburg	Magnolia Morning	B & G	##		jfre pk
	469	20	10-Apr Tr Heat: Stafford	Magnolia Morning	B & G	##		cha pk
	470	21	11-Apr Ar Hann Spotsylvania	Magnolia Morning	B & G	##		hanna
	471	22	15-Apr Li John Spotsylvania	Magnolia Morning	B & G	##		lml gu
	472	23	15-Apr Ly Robert Ashburn	Magnolia Morning		##		Re
	473	24	18-Apr St Peter Caroline	BG Nursing Home	Susan M	##		skh w/
	474	25	20-Apr Ja Mart: Spotsylvania	Magnolia Morning	B & G	##		mc \$1
	475	26	20-Apr Sr Ryan Spotsylvania	9061 Lawyers Rd	mld 4/21	##		sto tra
13	476	27	29-Apr N Jeron Caroline	Heritage Club Hse	hnd 5/4	##		ncr tra
	477	28	3-May Dr Kase: Caroline	Magnolia Morning	hnd 5/4	##		list
	478	29	5-May N Ashle Caroline	Magnolia Morning	B & G	##		my2bc
	479	30	5-May Al Jenni Caroline	Magnolia Morning	B & G	##		alex.b:
	480	31	5-May Je Brian Stafford	Magnolia Morning	B & G	##		eadsbr
	481	32	5-May Ar Kristc Stafford	Magnolia Morning	B & G	##		k.a.ste
	482	33	6-May Br Rash: Spotsylvania	Magnolia Morning	B & G	##		blaickl
	483	34	6-May Di Jo Jo Stafford	Kenmore Inn	B & G	##		dia in
	484	35	11-May M Jerry Louisa	Magnolia Morning	B & G	##		luv2fis
	485	36	12-May Vi Mich Spotsylvania	Magnolia Morning	B & G	##		vickie.
	486	37	13-May Cl Calvi: Caroline	Magnolia Morning	mld 5/15	##		cheryl:
11	487	38	26-May Sr Jason Richmond Cty	Magnolia Morning	B & G	##		str8ru:
	488	39	7-Jun Ju Nata: Fredericksburg	Magnolia Morning	B & G	##		just gu
	489	40	10-Jun Je Gerr Stafford	Magnolia Morning	mld 6/12	##		jsy: ful
	490	41	17-Jun Ar Holly Fredericksburg	Burr Hill	mld 6/19	##		afo rel
	491	42	18-Jun Er Richa Spotsylvania	Magnolia Morning	B & G	##		erhunt
	492	43	19-Jun Dr Adam Caroline	Lake Anna	Hnd 6/21	##		dacey:
	493	44	24-Jun Br Jason Louisa	Lake Anna	mld 6/26	##		bre we

7	494	45	26-Jun	G Denn King George	Magnolia Morning	mld 6/26	##	der pic
	495	46	1-Jul	St Will ↑ Orange	106 Happy Creek Rd	mld 7/5	##	sds tra
	496	47	1-Jul	Bi Lisa F Spotsylvania	13017 Maple Springs	mld 7/5	##	bra we
	498	48	4-Jul	Ja Heatl Fairfax	Magnolia Morning	mld 7/5	##	jas pic
	499	49	5-Jul	H: Branc Spotsylvania	Magnolia Morning	B & G	##	hal pic
	500	50	7-Jul	T: Steve Spotsylvania	Magnolia Morning	mld 7/10	##	nes cal
6	501	51	14-Jul	M Josh ↑ Prince William	Magnolia Morning	mld 7/15	##	mo cal
	502	52	4-Aug	Bi Janet Spotsylvania	Magnolia Morning	mld 8/4	##	bruce.
	503	53	5-Aug	R: Adarr Spotsylvania	Fawn Hill Dr	mld 8/15	##	
	504	54	7-Aug	C: Melo Spotsylvania	Magnolia Morning	mld 8/15	##	we pic
	505	55	12-Aug	K: Bo Gi Stafford	Magnolia Morning	mld 8/14	##	kay cal
	506	56	12-Aug	Je Tom Henrico	Caroline Fairgrounds	mld 8/15	##	jen pic
	507	57	13-Aug	Cl Addis Stafford	Magnolia Morning	B & G	##	che pk
	508	58	17-Aug	Ri Lana Stafford	Magnolia Morning	B & G	##	ric pic
	509	59	18-Aug	M Johnr Spotsylvania	Magnolia Morning	mdl 8/18	##	msi gu
	510	60	19-Aug	W R: Hanover	Magnolia Morning	mld 8/21	##	cal
	511	61	19-Aug	N. Cesar Spotsylvania	Magnolia Morning	mld 8/21	##	nat gu
	512	62	20-Aug	Ju Vitor Spotsylvania	4708 Turnberry	mld 8/22	##	just tra
	513	63	26-Aug	M Jame Fredericksburg	Creative Arts Bldg	B & G	##	mic tra
	514	64	27-Aug	C: Dona Spotsylvania	Semper Fi Chapel	B & G	##	sea arr
	515	65	30-Aug	R: Royal Spotsylvania	104 Patterson Ave	B & G	##	tra
	516	66	31-Aug	T: Shakr Fredericksburg	City Dock	B & G	##	shakey
17	517	67	31-Aug	S: Alber Fredericksburg	706 Pelham St	B & G	##	afd tra
	518	68	2-Sep	Bi Branc Spotsylvania	Magnolia Morning	B & G	##	bra gu
	519	69	2-Sep	Fr Rose Stafford	Magnolia Morning	B & G	##	sto pic
	520	70	3-Sep	Al Jame Stafford	Magnolia Morning	mld 9/5	##	a.meir
	521	71	5-Sep	Al Keyo Spotsylvania	Magnolia Morning	mld 9/6	##	angiec
	522	72	9-Sep	Jc Cryst Spotsylvania	Magnolia Morning	hand 9/11	##	ckn lg
	523	73	11-Sep	Jc Kristi Spotsylvania	Ct House	hand 9/11	##	
	524	74	11-Sep	Al Mich Spotsylvania	Magnolia Morning	B & G	##	mn pic
	525	75	17-Sep	Ja Phil ↑ Stafford	Magnolia Morning	B & G	##	jain gu
	526	76	22-Sep	C: Stuar Spotsylvania	Court House Spotsy	B & G	##	
	527	77	23-Sep	Tr Davic Stafford	Sneads Farm	mld 9/25	##	tracyie
	528	78	27-Sep	T: Carlo Spotsylvania	Kenmore Gardens	B & G	##	tas trv
	529	79	27-Sep	Ja Brenr Fredericksburg	Market Sq	B & G	##	ilin trv
	530	80	29-Sep	Sf Larry Fredericksburg	Magnolia Morning	mld 9/30	##	lg
14	531	81	30-Sep	Bi Thomas Terry	Brandy Hill Farm		##	in
	532	82	5-Oct	Ly Sandi Spotsylvania	Magnolia Morning	mld 10/5	##	lmcart
	533	83	7-Oct	K: Kira L Spotsylvania	Magnolia Morning	B & G	##	kei cer
	534	84	7-Oct	S: Chad Culpeper	Magnolia Morning	B & G	##	cal
	535	85	8-Oct	Sc Maia Fredericksburg	Magnolia Morning	B & G	##	son pic
	536	86	12-Oct	W Liane Spotsylvania	Magnolia Morning	B & G	##	so pic
	537	87	13-Oct	Jc Stepl Spotsylvania	Magnolia Morning	B & G	##	leg
	538	88	13-Oct	Bi Stepl Caroline	Magnolia Morning	hand 10/1	##	ste pic
	539	89	14-Oct	S: Mich Spotsylvania	Glen Garden	mld 10/16	##	smi DJ
	540	90	15-Oct	St Mark Stafford	Stevenson Ridge	B & G	##	
	541	91	16-Oct	K: Jason Spotsylvania	City Dock	mld 10/17	##	c

	542	92	19-Oct	Bi Tamr	Spotsylvania	Magnolia Morning	mld 10/20	##	twr gu
	543	93	20-Oct	Bi Rand	Stafford	Magnolia Morning	B & G	##	B-kest
	544	94	22-Oct	Bi Edga	Alexandria	Carriage Ride	mld 10/25	##	brit cal
			24-Oct	Jc Todd	Spotsylvania	Magnolia Morning	B & G	##	jor pic
	545	95	28-Oct	Vi Williæ	Fredericksburg	Magnolia Morning	mld 10/29	##	viol gu
15	546	96	28-Oct	M Jason	Spotsylvania	109 Amelia St	mdl 10/29	##	luv: tra
	547	97	2-Nov	Sæ Trevc	Spotsylvania	Court House Spotsy	hnd 11/2	##	tra
	548	98	4-Nov	Al Mike	Spotsylvania	Magnolia Morning	B & G	##	adi: gu
	549	99	4-Nov	Li Tiffar	Spotsylvania	Rockhill Plantation	mld 11/6	##	lrer rel
	550	100	10-Nov	Si Israel	Stafford	605 Sedgwick Ct	B & G	##	siol tra
	551	101	11-Nov	Ri Laure	Stafford	Castiligos Rest	B & G	##	tra
	552	102	14-Nov	Al Sean	Spotsylvania	Magnolia Morning	hnd 11/15	##	alician
	553	103	18-Nov	Je Williæ	Spotsylvania	Magnolia Morning	B & G	##	goi gu
64	554	104	18-Nov	M Alexa	Orange	Bandit Ridge	mld 11/20	##	dex tra
	555	105	2-Dec	Kæ Rayr	Spotsylvania	Magnolia Morning	B & G	##	
	556	106	20-Dec	Sæ Hale	Spotsylvania	Magnolia Morning	B & G	##	ha: pic
	557	107	23-Dec	M Hann	Spotsylvania	Magnolia Morning	mld 12/23	##	mic gu
	558	108	31-Dec	Kæ Tracy	Spotsylvania	Braehead Manor	B & G	##	klb: pk

12 ceremony 10+
5 cake/ceremony
4 lg pkg ##
47 walk in

68 Magnolia Morning

Caroline County
Bowling Green Va 22427 0424
USBC: 2012

COURTESY

PERMIT NUMBER: 0008151 - 2018

INSPECTION DATE: 3/09/2018
INSPECTION TIME:

OWNER NAME/ADDRESS GAINES, MARK & TAMMIE 115 E. BROADDUS AVE BOWLING GREEN, VIRGINIA 22427 PHONE: 540 907 0369	SITE ADDRESS 000115 E BROADDUS AVE 00000 PHONE: 000 000 0000	CONTRACTOR NAME/ADDRESS OWNER CONTRACTOR
--	---	---

RE ACCOUNT#: TAX MAP NO.: 43A1-A-25	DESCRIPTION OF CONSTRUCTION LOCATION SECTION: BLOCK: LOT: BLDG NO.:		
SET-BACKS: FRONT: BACK: RIGHT: LEFT: CNTR : FRTGE:	UTILITY CO/INQ#: FLOODPLAIN: AREA: RIGHT-OF-WAY:	HEALTH PERMIT#: GREEN CARD:	DISTRICT: TOWN OF B.G. SUB-DIVISION: ZONE: Residential S/E CUP NO.: SITE PLAN:

DIRECTIONS TO SITE: 15/01/00
115 E. BROADDUS AVE - TOWN OF BOWLING GREEN
COURTESY - NEED CERTIFICATE OF OCCUPANCY FOR WEDDING VENUE

NATURE OF WORK: COURTESY

USE GROUP: RESIDENTIAL CONST. TYPE: DECK	USE CODE: INTERNATIONAL RESIDENTIAL SQ FEET:
---	---

ISS. DATE: 3/06/2018 RENEWAL DATE:	COURTESY INSPECTION	CONTRACTOR: OWNER CONTRACTOR
		COURTESY
		Type: COURTESY

Other: CERTIFICATE OF OCCUPANCY

NOTES TO INSPECTOR:

COURTESY - Inspection Results:
SCHEDULED INSPECTOR:
PASS: FAIL: RESCHEDULE DATE: 3/9/18 TIME: _____

*** COMMENTS ***

INSPECTOR SIGNATURE: DH

VamaNet

Virginia Mass Appraisal Network

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Property Information - Tax Map# 43A1 A 25 - Account# 5688

Property Owner:
Limbrick Virginia & Gaines Mark A & Tammie C

Legal Description:
Baltimore Ave

[View Sketch](#)
(Building 1)

Owners Address:
115 E Broaddus Ave
Bowling Green, Va 22427

Prior Assessment: 425,900

Zoned:
R1

Total Land Area:
.827Acres

Assessment Values:

Building 1 165,416

Building 2 155,174

Other Improvements: 5,326

Land Value: 72,000

Calculated Value: 397,916

Rounded Taxable Value: 397,900

Physical Location:
115 Broaddus Ave
Bowling Green, Va 22427

Magisterial District:
Town -bowling Green

[-Property Information-](#) [-Sales Information-](#)

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**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Bowling Green Police Department February 2020 Town Council Report

DATE: 2/28/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

24 Calls for service

1 Reportable call for larceny

68 Virginia uniform summonses issued

78 Traffic Stops

47 Park walk and talk

29 Advice calls

116 Business checks

9 Assist another agency

1 Special events

Chief's Report:

Completed hiring process for auxiliary applicant. The BGPD is pleased to announce the hiring of Mr. Bradley Anderson to an auxiliary position.

Conducted partial field training for newly hired employee.

Attend Grand Opening for Artism By Joey.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs to be passed by council.

Police Chief needs to meet with council in relation to contract renewal if council so wishes to retain.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Council Monthly Report for February 2020

DATE: February 27, 2020

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Water

- Normal Bac-T samples were collected and came back within limits
- Painted all the piping in the well houses
- Ordered new chlorine meter and back up chlorine pump
- Replaced four meters in town
- Virginia Dept. of Health, Office of Drinking Water in for inspection on 2/26/2020, report to follow
- Meters were read the week of February 24th

Wastewater

- Pumped down clarifier #2, had clogged line jetted and also sand filter reject line by Stemmler
- WWTP had broken yard hydrant repaired, and an isolation valve installed on line. Work was done by White Oak
- Had Valerie Coyle and Jeff Voit in for a tour of the WWTP on February 14, 2020
- The Plant is running well with no exceptions to report

Public Works

- Painted interior of 109 Courthouse Lane
- Started trimming back Trewalla Lane
- Normal meeting set up/take down at Town Hall

Status	Idress Numt	Street Name	Work Type	Date Flagged	Description
New Request	103	Lacy Ln	Garbage	2/26/2020 2:38:21 PM	103 Lacy Lane new trash can please
New Request	206	N Main St	Landscaping	2/26/2020 2:00:00 PM	Water Planters 117 Butler Street Lights need replacing in the front lobby of the TH Thank you
New Request	117	Butler St	Other	2/25/2020 5:07:06 PM	Thank you
New Request	129	Lee St	Service Connect	2/24/2020 1:49:31 PM	
Complete	0	Old Maury Ave Well	Trimming	2/21/2020 1:21:26 PM	Trim back branches
Complete	16047	Tyler Ct	Service Connect	2/21/2020 1:19:07 PM	Cut water on
Complete	114	North Main	Service Connect	2/21/2020 1:18:26 PM	Cut water on
Complete	106	Maury Ave	Service Connect	2/21/2020 1:17:59 PM	Cut water on
Complete	127	Lee St.	Service Connect	2/21/2020 1:17:27 PM	Cut water on
Complete	139	Lee St.	Service Connect	2/21/2020 1:17:04 PM	Cut water on
Complete	153	Lee St.	Service Connect	2/21/2020 1:16:39 PM	Cut water on
Complete	17139	Elm St.	Service Connect	2/21/2020 1:16:03 PM	Cut water on
Complete	0	Caroline Manor 1F	Service Connect	2/21/2020 1:15:28 PM	Cut water on
Complete	116	Chase St.	Service Connect	2/21/2020 1:14:44 PM	Cut water on
Complete	162	East Broaddus	Service Connect	2/21/2020 1:14:13 PM	Cut water on
Complete	16047	Tyler Ct	Service Disconnect	2/21/2020 1:13:26 PM	Cutoff nonpayment
Complete	114	North Main	Service Disconnect	2/21/2020 1:12:48 PM	Cutoff nonpayment
Complete	106	Maury Ave	Service Disconnect	2/21/2020 1:12:02 PM	Cutoff nonpayment
Complete	127	Lee St	Service Disconnect	2/21/2020 1:11:31 PM	Cutoff nonpayment
Complete	139	Lee St.	Service Disconnect	2/21/2020 1:11:09 PM	Cutoff nonpayment
Complete	153	Lee St.	Service Disconnect	2/21/2020 1:10:41 PM	Cutoff nonpayment
Complete	17139	Elm St.	Service Disconnect	2/21/2020 1:09:47 PM	Cutoff nonpayment
Complete	0	Caroline Manor 1F,5C	Service Disconnect	2/21/2020 1:08:43 PM	Cutoff nonpayment
Complete	116	Chase St.	Service Disconnect	2/21/2020 1:07:46 PM	Cutoff nonpayment
Complete	162	East Broaddus	Service Disconnect	2/21/2020 1:07:05 PM	Cut off nonpayment
Complete	14399	Farmer Dr.	Other - PW	2/21/2020 12:36:02 PM	Emergency utility mark
Complete	104	Milford St.	Other - PW	2/21/2020 12:35:22 PM	Emergency utility mark
Complete	109	Cedar Ln	Other - PW	2/21/2020 11:04:30 AM	Get tires on backhoe pumped up
Complete	0	VDOT water tower	Other - Water	2/21/2020 11:02:44 AM	Make a prop to get overflow line off ground at the end of pipe
Complete	0	Well 5	Other - Water	2/21/2020 11:01:11 AM	Clean chlorine vat
Complete	0	Well 1	Other - Water	2/21/2020 11:00:40 AM	Clean chlorine vat
Complete	109	Cedar Ln	Other - Water	2/21/2020 11:00:05 AM	Clean chlorine vac
Complete	109	Courthouse Lane	Other - PW	2/20/2020 11:36:47 AM	Put down area rugs and move desk
Complete	219	Anderson Ave	Pressure Wash Clarifiers	2/20/2020 11:34:50 AM	Pump clarifier down and clean and inspect for problems
Complete	150	East Broaddus	Water Sampling	2/20/2020 11:28:07 AM	Collect Bac T sample
Complete	135	South Main	Water Sampling	2/20/2020 11:27:28 AM	Collect Bac T sample
Complete	255	North Main	Sewer Manhole Inspection	2/20/2020 11:26:05 AM	Replace manhole lid it broke into several pieces
Complete	0	Bowling Green Meadows	Pump Station	2/20/2020 11:23:33 AM	Pull pump apart and clean out bowls
Complete	101	Butler St	Other - Water	2/20/2020 9:19:22 AM	Paint well and booster pump pipes at well 1
Complete	0	Well 5	Other - Water	2/20/2020 9:15:49 AM	Paint pipes and clean well hose
Complete	109	Cedar Ln	Other - Water	2/20/2020 9:15:09 AM	Paint pipes and clean well house
Complete	0	Heritage Pines Circle	Hydrant Flushing	2/18/2020 1:07:54 PM	Flushing hydrants customer complaints

Complete	135	Lafayette Ave	Garbage	2/13/2020 4:26:10 PM	135 Lafayette Ave
Void	206	N Main St	Landscaping	2/12/2020 2:00:00 PM	New residents please take trash and recycle cans to location. Thank you
Complete	14419	Crystal Ct	Meter Read	2/12/2020 1:48:52 PM	Water Planters
New Request	117	Butler St	Building Maintenance	2/7/2020 10:05:32 AM	14419 Crystal Ct read meter please new owner Triana, Rebecca & Roger
In Progress	109	Courthouse Ln	Paithing	2/6/2020 1:47:35 PM	117 Butler St replace the first block at the steps in front of office.
Complete	18073	Harding Drive	Other - PW	2/5/2020 1:08:18 PM	Thanks
Complete	14491	Farmer Dr.	Other - PW	2/5/2020 1:07:44 PM	109 Courthouse Lane, Bowling Green, VA 22427
Complete	109	Courthouse Ln	Building Maintenance	2/5/2020 8:09:51 AM	Painting interior of office building. *Please be sure to cover flooring and furniture while painting.
Complete	112	Courthouse Lane	Other - PW	2/3/2020 11:52:58 AM	Mark utilities
Complete	228	Milford St.	Meter Read	2/3/2020 11:31:56 AM	Mark utilities
Complete	17484	Jackson Dr.	Other - PW	2/3/2020 11:30:18 AM	Mark utilities
Complete	109	Dorsey Lane	Other - PW	2/3/2020 10:26:06 AM	Mark utilities
Complete	183	Courthouse Lane	Other - PW	2/3/2020 10:25:34 AM	Mark utilities
Complete	17266	White Meadows	Other - PW	2/3/2020 10:24:55 AM	Mark utilities
Complete	18050	Harding Dr	Other - PW	2/3/2020 10:16:09 AM	Clean gravel out of yard from flushing hydrant
Complete	201	Travis St	Landscaping	2/3/2020 9:32:49 AM	Landscaping yard where a water leak was repaired
Complete	17573	AP Hill Blvd	General Maintenance	2/3/2020 8:24:46 AM	Start generator
Complete	117	Butler St	General Maintenance	1/31/2020 10:23:50 AM	117 Butler St need new light bulb in back room #12
Complete	0	A P Hill Blvd	Landscaping	1/31/2020 10:08:39 AM	E.Broadus and Rt 301 clean up the gravel and the debris in the median
Complete	120	Hoomes Cir	Garbage	1/31/2020 9:48:31 AM	120 Hoomes Circle take new trash can and pick up broken one. thanks
New Request		A P Hill Blvd	Landscaping	1/31/2020 9:46:56 AM	301 Pump Station replace the dead Leland cypress trees
Void	206	N Main St	Landscaping	1/29/2020 2:00:00 PM	Water Planters
New Request	121	Trewalla Ln	Trimming	1/29/2020 10:46:49 AM	Trim trees back beside road



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Economic Dev. & Events Coordinator Council Monthly Report for FEB 2020

DATE: 2/28/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Email Caroline County BOS to request meeting.
- Meet with Caroline County Director of Economic Development, Gary Wilson, to discuss marketing material for Rt. 301 Commercial Corridor and Opportunity Zones in Bowling Green.
- Distribute development package to prospects.
- Create 1/27/20 meeting minutes and publish to website.
- Create, distribute and publish meeting packet for 2/24/20.
- Set up table and chairs for EDA meeting on 2/24/20.
- Coordinate with Public Works to paint Economic Development office on Courthouse.
- Send letter to Dan Webb notifying him of appointment to the Board by Town Council.
- Coordinate with Town Clerk to provide oath of appointment for Dan Webb to the Circuit Court Clerk.
- Research training courses for Certified Economic Developers Program.
- Coordinate with Planning Commission Chairman, Jeff Voit, to discuss Future Use Map.
- Accept mini-fridge, coffee maker for Econ. Dev. office

Bowling on the Green Virginia Wine Festival:

- Coordinate with graphic artist for Save-the-Date. (*See attached)
- Create Facebook event.
- Meet with property owners to discuss event objectives.
- Recruit wineries for participation.
- Send correspondence to property owners with progress report.
- Coordinate with Local Services for bathroom trailer.
- Set up online ticket sales through EventBrite

Community Relations:

- Contact business owners via email and USPS for Facebook Business Spotlight
- Attend BGVA Community Alliance meeting on 2/4/20
- Attend Community Heart & Soul meeting
- Set up A/V for Community Heart & Soul meeting
- Monthly meeting with Fort A.P. Hill MWR on 2/6/20
- Prepare statement for ARTism by Joey Grand Opening (*See attached)
- Attend ARTism by Joey Grand Opening on 2/15/20
- Edit Facebook page roles for Farmers Market
- Coordinate with Local Services for port-o-potties for Farmers Market and Mayberry Days.

Misc:

- Update website event calendar with 2020 events.
- Monday staff meetings.
- Attend Town Council meeting on 2/6/20.

ATTACHMENTS:

- Save-the-Date
- ARTism by Joey

HEADS UP ITEMS:

- Volunteer opportunities for Bowling on the Green Virginia Wine Festival! Please contact Jo-Elsa directly if interested.

★ ★ ★ CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE ★ ★ ★



SAVE THE DATE

22



BOWLING GREEN

2020 VIRGINIA WINE FESTIVAL

Saturday, June 6, 2020

1:00 p.m. - 7:00 p.m.

200 S. Main Street • Bowling Green, VA
www.bowlingonthegreen.com

TICKETS: \$30 IN ADVANCE, \$25 AT THE GATE

IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOL EDUCATION FOUNDATION



BELMONT STAKES VIEWING PARTY • WINE TASTINGS • CRAFT BEER • FOOD • LIVE MUSIC • CHILDREN'S ACTIVITIES

★ MUST BE 21 TO DRINK - ID REQUIRED ★ RACE DAY ATTIRE ★ FREE PARKING/SHUTTLE AT CCPS SCHOOL BOARD OFFICE ★

ARTism *by Joey*

Grand Opening

Saturday, February 15, 2020

On behalf of the Bowling Green Town Council,
The Town of Bowling Green welcomes
ARTism by Joey and the Frye family to Main Street.

For many years, residents and leaders have envisioned new businesses in Town that lend themselves to celebrating the charm of this special place that we call home and also making Bowling Green a destination for visitors. Offering unique art by one our very own talented young artists means that, ARTism by Joey is doing just that!

Thank you for investing in Bowling Green and for choosing our Town to showcase and sell your creative pieces. We look forward to seeing your new business thrive.

Congratulations, Joey!

Jason Satterwhite
Mayor, Town of Bowling Green



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council February 2020

DATE: February 28, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Completed Personal Property and Real Estate Tax abatements and Supplements.
- Worked with Sensus Technical Report to troubleshoot issues with handheld meter reader.
- Prepared Sensus handheld meter reader for bi-monthly meter reading.
- Coordinated with Town Manager and conducted research on zoning applications/complaints.
- Updated Town Website. (contacts, news, meeting schedules, forms, documents)
- Completed U.S Census Bureau Boundary Validation and Boundary and Annex Survey.
- Completed and filed progress report with DHCD for Virginia Main Street Program Grant

Meetings/Training attended:

- February Town Council Meeting
- Teleconference with USDA Rural Development Representative.
- 4 weekly staff meetings
- Work session with accountant to finalize accruals for audit.
- Water Funding and Grant Workshop
- VRWA Water System Workshop

Attachments:

- February Town Hall Rental Report
- Revenue and Expense Summary
- VMS Grant Progress Report

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	606.93	136,620.49	4,879.51	3.44
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	3,295.41	1,204.59	26.76
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	639.16	44,756.69	10,743.31	19.35
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	703.16	3,985.92	10,014.08	71.52
15010	INTEREST EARNED	1,000.00	1,000.00	1,144.72	3,044.82	2,044.82	204.48
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	28,367.51	58,222.77	28,477.23	32.84
120101	SALES TAX	32,000.00	32,000.00	2,480.95	22,476.46	9,523.54	29.76
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	2,658.53	18,638.44	11,361.56	37.87
120301	BUSINESS LICENSE	85,000.00	85,000.00	17,338.72	22,149.16	62,850.84	73.94
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	471.23	18,860.87	8,789.13	31.78
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	351.46	2,775.85	1,724.15	38.31
121101	MEALS TAX	230,000.00	230,000.00	39,361.21	163,856.76	66,143.24	28.75
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	235.00	2,005.00	995.00	33.16
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	8,235.86	27,202.50	15,897.50	36.88
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	1,650.00	16,473.48	9,526.52	36.64
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30	100.00
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	.00	12,738.00	10,262.00	44.61
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	5,661.27	22,564.03	17,435.97	43.58
240407	***GRANTS***	1,034.00	1,034.00	11,081.00	11,895.00	10,861.00	50.38
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	10,000.00	.00	.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	.00	5,401.32	5,401.32	100.00
--FUND TOTAL--		1,111,128.00	1,111,628.00	120,986.71	633,356.30	478,271.70	43.02
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	.00	1,579,597.28	1,579,597.28	100.00
--FUND TOTAL--		.00	.00	.00	1,579,597.28	1,579,597.28	100.00
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
18990	DONATIONS	.00	21,045.36	.00	50,000.00	71,045.36	337.58
--FUND TOTAL--		.00	21,045.36	.00	50,000.00	71,045.36	337.58
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	2,250.00	31,018.97	7,981.03	20.46
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	2,250.00	31,018.97	13,481.03	30.29

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 3/01/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	25,229.81	190,770.19	88.31
	--FUND TOTAL--	<u>216,000.00</u>	<u>216,000.00</u>	<u>.00</u>	<u>25,229.81</u>	<u>190,770.19</u>	<u>88.31</u>
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	143,764.55	276,557.46	137,104.54	33.14
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>143,764.55</u>	<u>276,557.46</u>	<u>137,104.54</u>	<u>33.14</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	154,305.38	333,276.64	88,973.36	21.07
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>154,305.38</u>	<u>333,276.64</u>	<u>88,973.36</u>	<u>21.07</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>421,306.64</u>	<u>2,829,036.46</u>	<u>599,951.10-</u>	<u>26.91-</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 3/01/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	37,563.25	161,306.60	.00	113,862.40	41.37
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	40,505.21	171,739.90	.00	40,134.10	18.94
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	22,439.24	87,474.43	.00	44,606.57	33.77
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	12,000.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	49,186.19	192,897.66	.00	96,157.34	33.26
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
	--FUND TOTAL--	1,111,179.00	1,111,679.00	161,693.89	625,418.59	.00	486,260.41	43.74
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	11,856.20	1,334,516.54	.00	1,334,516.54	100.00
	--FUND TOTAL--	.00	.00	11,856.20	1,334,516.54	.00	1,334,516.54	100.00
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	2,531.37	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	2,531.37	5,711.37	.00	15,333.99	72.86
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	2,623.85	35,061.07	.00	9,388.93	21.12
	--FUND TOTAL--	44,450.00	44,450.00	2,623.85	35,061.07	.00	9,388.93	21.12
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	53,814.00	143,504.00	.00	72,496.00	33.56
	--FUND TOTAL--	216,000.00	216,000.00	53,814.00	143,504.00	.00	72,496.00	33.56
FUND #-500 ***WATER EXPENDITURES***								
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84	100.00
500100	***WATER OPERATIONS***	397,388.00	397,388.00	68,764.85	214,023.34	.00	183,364.66	46.14
	--FUND TOTAL--	397,388.00	397,388.00	68,764.85	214,028.18	.00	183,359.82	46.14
FUND #-520 ***SEWER OPERATIONS***								
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34	100.00
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	73,854.21	308,121.15	.00	114,128.85	27.02
	--FUND TOTAL--	422,250.00	422,250.00	73,854.21	308,140.49	.00	114,109.51	27.02
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	375,138.37	2,666,380.24	.00	453,567.88	20.49

3/02/2020

GL060AA

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 3/01/2020

PAGE 4

TIME 11:57

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00

TOWN HALL RENTALS

February 2020

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
18	Activities Program	Yoga/Tabada	600.00
1	Comp Plan Review	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Community Heart & Soul	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Farmers' Market	Meeting	N/C
1	Budget & Personnel	Meeting	N/C
1	Utilities & Grounds	Meeting	N/C
1	Caroline Chapter No. 174, OES	Fundraiser - Dance	250.00
26		Totals	\$850.00

VMS Grant Quarterly Report

Organization: Town of Bowling Green
Subprogram: DHCD Commercial District Affiliate Grants
Project Name: Bowling Green Affiliate Main Street Project
Contract #:

Due Date: 02/24/2020
Status: Submitted
Updated By: Melissa Lewis
Updated On: 02/13/2020
Printed On: 2/13/2020 2:19:31 PM

Provide an update of all project activities and status of each. Note if there have been any challenges, delays, or issues.

Grant Progress Report

In October 2019 the Bowling Green Main Street Group entered into a contract with Foundation Group, Inc. Under this contract Foundation Group will provide Bowling Green Main Street Group with advice, counsel, IRS case-representation and document creation as is necessary to incorporate a nonprofit organization in the Commonwealth of Virginia and will secure state and federal income tax-exempt status. This contract fulfills item #1 of the required activities as stated in the MOU dated September 1, 2019.

Foundation Group has assisted the Bowling Green Main Street Group in obtaining a Federal Identification Number (FEIN) and provided the organization with Articles of Incorporation and Bylaws with which the Bowling Green Main Street Group was able to establish itself as a legal entity: Bowling Green Virginia Community Alliance, Inc. Bowling Green Virginia Community Alliance, Inc. (BGVCA) has not yet received its 501(c)(3) status, but has a commitment from Foundation Group that an application will be submitted to the IRS requesting exempt status by May 30, 2020 provided that BGVCA submits its three-year budget forecast to Foundation Group by April 15, 2020. BGVCA is working diligently to complete its three-year budget forecast and is confident it will meet the required deadline.

Bowling Green Virginia Community Alliance, Inc. is currently in negotiation with Wagon Wheel Designs to enter into a multi-year contract for website design and maintenance to engage the community and promote local businesses and events. BGVCA expects to secure this contract by Friday February 14th, at which time it will fulfill item #2 of the required activities as stated in the MOU.

Please see the uploaded documents which support this progress report:

- 501(c)(3) status pending letter
- Nonprofit Formation & Federal Tax Exemption Engagement Letter



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Town Manager's Monthly Report for February 2020

DATE: 2/28/2020

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: Budget, Policy, Personnel, and Ordinance Committee and Utilities, Streets, Sidewalks, Building and Grounds Committee.

Commission and Authority Meetings: Planning Commission

Other meetings: Reid Engineering on sewer plant renovations.

ATTACHMENTS:

Solid Waste Collection Services Request for Bids

HEADS UP ITEMS:

MuniCode will be providing a proof of our recodified Town Code by the end of March. Staff and Town Attorney will review in April for accuracy. Permission to publish a public hearing notice will be requested at the Council's May meeting and the public hearing will be held in June.

Solid Waste Collection Services Request for Bids

The Town of Bowling Green, Virginia is seeking bids from qualified firms for the collection of trash and recyclables. Solid waste collection firms qualified to perform the work outlined in this document shall submit proposals in accordance with the attached request. Sealed proposals must be received by the towns by 2:00 p.m., Monday, March 16, 2020. Three (3) copies of all proposal submittals must be sent to: Reese Peck, Town Manager, Town of Bowling Green, 117 Butler Street, P.O. Box 468, Bowling Green, Virginia 22427. Public opening will be at Town Hall located at 117 Butler Street, Bowling Green, VA 22247.

Current customers served.

Residential service:

- 96-gallon cart service to 375 customers; and
- 96-gallon single stream recycling toters to 372 customers.

Commercial customers:

- 6 with 2-yard dumpsters,
- 6 with 4-yard dumpsters
- 3 with 6-yard dumpsters
- 4 with 8-yard dumpsters

All inquiries for bid information should be directed to; Reese Peck, Town Manager, telephone 804-633-6212 or townmanager@townofbowlinggreen.com.

Solid Waste Collection Services Request for Bids

PRICE SCHEDULE

Instructions: Offerors are required to provide a bid on the shaded items in the tables shown below. Any exceptions, comments, variations, etc. for a specific bid item should be detailed in the “Notes” section in the tables. If more space is needed beyond the tables provided, please attach additional separate sheets.

Trash Collection Services

Item	Description	Bid Price (price per customer per month)
Residential		
1	Weekly curbside collection of refuse using contractor-provided totes for each household and transport to a landfill.	\$
2	Weekly collection of recyclables and transport to a recycling facility (single-stream collection) using contractor-provided totes for each household.	\$
Recycling: Alternative A		
3	Bi-weekly collection of recyclables and transport to a recycling facility (single-stream collection). using contractor-provided totes for each household.	\$
4	Weekly collection of recyclables and transport to a recycling facility (separated at the curb) using contractor-provided totes for each household.	\$
5	Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb) Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb).	\$
Commercial*		
6	Weekly collection of refuse using contractor-provided dumpsters or totes for each household and transport to a landfill.	\$
<p>Contract rates will be firm for the first two years and then will increase by ___% at the beginning of the third year and remain firm for the third and fourth year. * Commercial businesses are not required to use our service. Notes:</p>		

Solid Waste Collection Services Request for Bids

The terms and condition contained in the attached proposed contract are agreeable.

Submitted By:

Legal Name of Firm

Address of Firm

Signature **Title**

Printed Name **Date**

Telephone/Fax **Email**

PROPOSED AGREEMENT FOR SOLID WASTE AND RECYCLING
COLLECTION SERVICES

THIS AGREEMENT is dated as of the 1ST day of July 2020, by and between the Town of Bowling Green, a municipal corporation of the Commonwealth of Virginia (hereinafter referred to as Town) and (Name of your company), a Virginia corporation (hereinafter referred to as (Name of your company)).

That in and for consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

ARTICLE I. WORK.

(Name of your company) shall complete all work as specified or indicated in the Contract Documents. The Work is general described as follows:

- 1.1 (Name of your company) shall provide all labor and equipment to conduct once weekly collection of residential and light commercial (municipal) solid waste within the corporate limits of the Town AND weekly collection and sorting of recyclable waste.
- 1.2 (Name of your company) shall collect at each collection all refuse acceptable for collection under Section 56-6 of the Code of the Town of Bowling Green, Virginia (hereinafter referred to as Code) including but not limited to garbage, food containers, paper, cloth, floor covering, rubber, leather, toys, small appliances, newspapers, magazines, cardboard, yard and garden trimmings (includes bagged leaves), and items of wood, metal and plastic that are placed in the (Name of your company) provided containers. Also (Name of your company) shall collect Christmas trees for two weeks following Christmas.
- 1.3 Refuse unacceptable for collection under Section 56-7 of the Code shall include building materials, brick, masonry, drywall, dirt, structural lumber, furniture, mattresses and bed springs, large appliances, tires, automotive batteries and parts, sheet metal, animal carcasses, human and animal waste, and hazardous substances such as poisons, acids, caustics, explosives, and containers of flammable liquids.
- 1.4 Refuse collection shall be made on Fridays between the hours of 7 a.m. and 5 p.m. All nonrecyclable waste shall be disposed of at the (Name of your company) or at such other place as the parties may agree to in writing. (Name of your company) may levy additional charges directly to customers requesting to use optional large capacity refuse containers, although no customer shall be required to use such container.

Solid Waste Collection Services Request for Bids

- 1.5 Recyclable collection shall be made from contractor provided containers at the curbside. Recyclable waste shall be properly disposed of. Recyclable disposal shall be at the discretion of (Name of your company) in accordance with applicable State and Local laws and regulations.

ARTICLE II. PERFORMANCE STANDARDS.

- 2.1 (Name of your company) shall complete all collection activities in a prompt and courteous manner.
- 2.2 (Name of your company) shall complete all collection activities in a neat and orderly manner.
- 2.3 (Name of your company) shall generally begin collection during morning hours, but in no case shall collection begin prior to 7:00 a.m.
- 2.4 (Name of your company) shall collect from all publicly maintained trash cans, and all residences and business other than those, which have been approved by the Town to “opt out” of service, or are considered “heavy commercial” business. (Name of your company) may at its discretion enter into and provide services for said businesses who are considered “heavy commercial” or who have “opted out” of the services provided by the Town. The interpretation of this Section shall be consistent with the Code.
- 2.5 In the event that (Name of your company) fails to collect from any customer during the time of collection on a scheduled collection day, (Name of your company) will return to make the collection provided that (Name of your company) is notified by the Town by 4:00 p.m. on that day. If (Name of your company) fails to return on that day, or if notification of a missed collection is not provided by 4:00 p.m., then (Name of your company) will return and make the collection on the following business day.
- 2.6 (Name of your company) shall maintain collection vehicles in a safe and properly working manner so as to provide for safe and efficient operation and to avoid leaks and spills of refuse or mechanical fluids. (Name of your company) shall ensure that vehicles are maintained according to standards of cleanliness as may reasonably be required by the Town. Spills and leaks from collection vehicles shall be immediately cleaned from streets, alleys and driveways. Vehicles shall at all times comply with applicable state and local inspection and licensing requirements.
- 2.7 (Name of your company) shall maintain adequate records indicating the time and date of collection operations, the weight of refuse collected, and the weight by category of collected recyclables. Reasonable requests by Town to verify weight collected shall be honored by (Name of your company).

Solid Waste Collection Services Request for Bids

ARTICLE III. CONTRACT TERMS.

The term of this agreement shall be for a period of four (4) years commencing on July 1, 2020 and concluding on June 30, 2024.

ARTICLE IV. CONTRACT PRICE.

(This section will be change to reflect the winning Bid)

In consideration of the services herein mentioned, Town agrees to pay (Name of your company) a monthly amount of at the rate of \$____ per unit for residential collection (96-gallon cart service) and \$ per unit for residential single stream recycling collection (96-gallon cart service). Commercial collection is at a rate of \$____ per cubic yard per month for commercial front-end load dumpster service at commercial businesses.

Contract rates will be firm for the first two years and then will increase by ____% at the beginning of the third year and remain firm for the third and fourth year.

ARTICLE V. PAYMENT PROCEDURES.

- 5.1 Payment shall be made in equal monthly installments upon presentation of a bill for services to the Town Treasurer. Bills should be presented on or before the 25th of every month for approval and payment on the first Thursday of the next month.
- 5.2 If during any month (Name of your company) fails to provide work in accordance with this agreement, the Town may reduce the amount of payment by an amount proportional to the reduction in work performed by (Name of your company) , or by an amount equivalent to the actual cost of replacement collection service, whichever is greater.

ARTICLE VI. CONTRACTORS REPRESENTATIONS.

- 6.1 (Name of your company) has examined and carefully studied the Contract Documents.
- 6.2 (Name of your company) has visited the Town and environs and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance or furnishing of work.

Solid Waste Collection Services Request for Bids

6.3 (Name of your company) is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing or the work.

6.4 (Name of your company) will comply with all federal, state and local laws and regulations.

ARTICLE VII. CONTRACT DOCUMENTS.

7.1 The Contract Documents which comprise of the entire agreement between the Town and (Name of your company) concerning the work of the following:

- A. This Agreement;
- B. Chapter 56 of the Code of the Town of Bowling Green;
- C. Certificate of Insurance; and
- D. Contractor's Proposal documents.

The above documents are hereby attached to this agreement and incorporated hereto. There are no other contract documents other than those listed above.

7.2 The agreement between the parties may only be amended, modified, or supplemented pursuant to Article 8 of this Contract.

ARTICLE VIII. AMENDMENTS.

8.1 This agreement may be amended to provide for additions, deletions and revisions in writing and by mutual consent of the parties.

8.2 After the first 12 months either party to this Agreement may request to renegotiate the contract price and the other party shall not delay in accommodating a reasonable and justifiable Amendment to the contract price in accordance with section 8.1. Any amendments to contract price must be finalized by April 1 of each year for incorporation into the Towns next FY budget.

Solid Waste Collection Services Request for Bids

- 8.3 Should the Code of the Town of Bowling Green, Virginia (Code) be amended in such a way that the nature of the work is substantially and/or materially altered, (Name of your company) may seek to amend the terms of this agreement, inclusive of consideration.

ARTICLE IX. INSURANCE AND INDEMNIFICATION.

- 9.1 (Name of your company) shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from (Name of your company)'s activities if said claim, loss, liability, cost or expense is the result of (Name of your company)'s negligent acts and/or omissions.
- 9.2 Town shall defend, indemnify and hold harmless (Name of your company) from any claim, loss, liability, cost or expense that results from Town's activities if said claim, loss, liability, cost or expense is the result of Town's negligent acts and/or omissions.
- 9.3 (Name of your company) shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from Town's breach of this Agreement.
- 9.4 Town shall defend, indemnify and hold harmless (Name of your company) any claim, loss, liability, cost or expense that results from Town's breach of the Agreement.
- 9.5 (Name of your company) shall carry general commercial liability insurance, motor vehicle insurance and worker's compensation insurance in an amount mutually acceptable to the parties herein. Certificates of the aforesaid insurance shall be filed with the Town annually. The Town shall be named as an additional insured on all policies pertaining to the work in this agreement.
- 9.6 (Name of your company) shall not be held responsible for damage to private roads, alleys and/or driveways if (Name of your company)'s vehicles are required to utilize the same in the performance of the collection duties.

ARTICLE X. WARRANTY.

- 10.1 (Name of your company) warrants that this work will be performed in accordance with the Contract documents and accepted industry standards.

Solid Waste Collection Services Request for Bids

- 10.2 Whenever the Town believes that (Name of your company) is not meeting the obligations of this agreement, the Town will notify (Name of your company) in writing. (Name of your company) shall have ten (10) days to respond to the Town's notice. The response shall be in writing and shall explain why (Name of your company) disagrees with the Town or explain how the obligations of this agreement will be met or how the complaint will be resolved.

ARTICLE XI. EQUAL OPPORTUNITY.

(Name of your company) shall conform with Section 11-51 of the Code of Virginia (1950) as amended, pertaining to nondiscrimination in employment and the workplace.

ARTICLE XII. MISCELLANEOUS.

- 12.1 The parties agree that there shall not be any third-party beneficiaries of this agreement.
- 12.2 If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be modified consistent with the original intent of the parties so as to be enforceable, and the remainder of the Agreement shall remain in full force and effect.
- 12.3 If any portion of this Agreement is in conflict with the Code, the Code shall supersede and control the relationship between the parties. If any portion of this Agreement is in conflict with any other contract document, this Agreement shall supercede.

Solid Waste Collection Services Request for Bids

IN WITNESS HEREOF, the Town and (Name of your company) have affixed the signatures of their duly authorized representatives. All portions of the Contract Documents have been identified and acknowledged by the Town and (Name of your company).

TOWN OF BOWLING GREEN, VIRGINIA (Name of your company)

BY _____

BY _____

TITLE _____

TITLE _____

DATE _____

DATE _____



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: February 2020 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in February 2020

ATTACHMENTS:

Check Reports:

- 02/12/2020
- 02/14/2020
- 02/28/2020

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25084	1063	ALACRITI PAYMENTS, LLC	000	2/07/2020	38.54	.00
25085	944	ATLANTIC BROADBAND	000	2/07/2020	194.40	.00
25086	600	BENNETT DEBORAH T	000	2/07/2020	140.00	.00
25087	159	C W WARTHEN COMPANY	000	2/07/2020	138.78	.00
25088	897	CINTAS CORPORATION	000	2/07/2020	525.45	.00
25089	679	DAVID L BROOKS HAULING &	000	2/07/2020	13,741.78	.00
25090	125	E M GRAY & SON	000	2/07/2020	981.12	.00
25091	850	HAUN DAWN	000	2/07/2020	75.00	.00
25092	898	JAMES MARY	000	2/07/2020	105.00	.00
25093	722	PACHELO KRISTIN M	000	2/07/2020	140.00	.00
25094	1043	STATE OF ESCAPE, LLC	000	2/07/2020	160.00	.00
25095	291	USA BLUE BOOK	000	2/07/2020	309.29	.00
25096	19	VERIZON	000	2/07/2020	220.99	.00
25097	256	VERIZON WIRELESS	000	2/07/2020	432.79	.00
25098	12	WASTE MANAGEMENT	000	2/07/2020	7,576.55	.00
25099	930	WEBB EMILY	000	2/07/2020	280.00	.00
		CLASS TOTAL			25,059.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,059.69	
		EPY TOTAL			.00	
		FINAL TOTAL			25,059.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 25,059.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	001063	ALACRITI PAYMENTS, LLC	NMKGNC2136JRX3	2/07/2020		4100-012410-3130	38.54	25084		CREDIT CARD AND BANK FEES
		DISC. TOTAL					.00			TOTAL
0000000	000944	ATLANTIC BROADBAND /		2/07/2020		4520-500100-5230	74.20	25085		TELECOMMUNICATIONS
		DISC. TOTAL					120.20	25085		TELECOMMUNICATIONS
0000000	000944			2/07/2020		4100-012410-5230	.00			TOTAL
0000000	000660	BENNETT DEBORAH T		2/07/2020		4400-071200-1310	140.00	25086		TOWN HALL ACTIVITIES
		DISC. TOTAL					.00			TOTAL
0000000	000159	C W MARTIN COMPANY		2/07/2020		4100-012110-6001	138.78	25087		OFFICE/MEETING SUPPLIES & PRIOR0792 MINUTE ARCHIVAL PA
		DISC. TOTAL					.00			TOTAL
0000000	000897	CINTRAS CORPORATION		2/07/2020		4520-500100-6011	525.45	25088		UNIFORMS/ SAFETY EQUIPMENT
		DISC. TOTAL					.00			TOTAL
0000000	000679	DAVID L BROOKS HAULING &		2/07/2020		4500-500100-6007	1,770.00	25089		REPAIR/MAINTENANCE
		DISC. TOTAL					5,670.97	25089		REPAIR/MAINTENANCE
0000000	000679			2/07/2020		4500-500100-6007	6,300.81	25089		REPAIR/MAINTENANCE
		DISC. TOTAL					.00			TOTAL
0000000	000125	E M GRAY & SON		2/07/2020		4100-043100-7200	981.12	25090		TOWN HALL EXPENSES
		DISC. TOTAL					.00			TOTAL
0000000	000850	HAIN DAMN		2/07/2020		4100-012110-6001	75.00	25091		OFFICE/MEETING SUPPLIES & PRIOR0792 BUSINESS CRD LAYOU
		DISC. TOTAL					.00			TOTAL
0000000	000898	JAMES MARY		2/07/2020		4400-071200-1310	105.00	25092		TOWN HALL ACTIVITIES
		DISC. TOTAL					.00			TOTAL
0000000	000722	PACIELLO KRISTIN M		2/07/2020		4400-071200-1310	140.00	25093		TOWN HALL ACTIVITIES
		DISC. TOTAL					.00			TOTAL
0000000	001043	STRATE OF ESCAPE, LLC		2/07/2020		4100-012110-3160	160.00	25094		COMPENSATION - COUNCIL/COMMIT00792 NOV-DEC MEETING
		DISC. TOTAL					.00			TOTAL
0000000	000291	USA BLUE BOOK		2/07/2020		4520-500100-6007	12.85	25095		REPAIR/ MAINTENANCE
		DISC. TOTAL					215.90	25095		REPAIR/ MAINTENANCE
0000000	000291			2/07/2020		4520-500100-6007	28.08	25095		REPAIR/ MAINTENANCE
		DISC. TOTAL					28.08	25095		REPAIR/ MAINTENANCE
0000000	000291			2/07/2020		4520-500100-6007	12.19	25095		REPAIR/ MAINTENANCE
		DISC. TOTAL					12.19	25095		REPAIR/ MAINTENANCE
0000000	000291			2/07/2020		4520-500100-6007	.00			TOTAL
		DISC. TOTAL					.00			TOTAL
0000000	000019	VERIZON		2/07/2020		4500-500100-5230	15.65	25096		TELECOMMUNICATIONS
		DISC. TOTAL					205.34	25096		TELECOMMUNICATIONS
0000000	000256	VERIZON WIRELESS		2/07/2020		4100-031100-5230	62.56	25097		TELECOMMUNICATIONS
		DISC. TOTAL					100.87	25097		TELECOMMUNICATIONS
0000000	000256			2/07/2020		4100-012110-5250	47.56	25097		TELECOMMUNICATIONS

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25100	979	CAROLINE COUNTY HEALTH DE	000	2/14/2020	121.29	.00
25101	999999	CAROLINE FIRE & RESCUE	000	2/14/2020	150.00	.00
25102	10	DOMINION VIRGINIA POWER	000	2/14/2020	6,793.88	.00
25103	999999	RAPPANNOCK ELECTRIC COO	000	2/14/2020	150.00	.00
25104	999999	ROCK DARNELL	000	2/14/2020	50.00	.00
25105	148	THE FREE LANCE STAR	000	2/14/2020	373.00	.00
25106	700	TREASURER OF VIRGINIA	000	2/14/2020	40.00	.00
25107	44	VUPS	000	2/14/2020	39.90	.00
25108	12	WASTE MANAGEMENT	000	2/14/2020	834.47	.00
25109	1049	MEX BANK	000	2/14/2020	903.12	.00
25110	451	XEROX CORPORATION	000	2/14/2020	261.12	.00
25111	955	ZERBE'S MOVING & DELIVERY	000	2/14/2020	125.00	.00
		CLASS TOTAL			9,841.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,841.78	
		EPY TOTAL			.00	
		FINAL TOTAL			9,841.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,841.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
0000000	000979	CAROLINE COUNTY HEALTH DE	20200214	2/14/2020		4520-500100-6030-	121.29	25100		PLANT & LAB SUPPLIES/CHEMICAL	00793 ALAN'S SHOTS
		DISC. TOTAL					.00				121.29
		CHECK TOTAL					121.29				
0000000	999999	CAROLINE FIRE & RESCUE	THDR 2020-01-25	2/14/2020		100-000200-3500-	150.00	25101		REFUNDS PAYABLE	00793 THDR 2020-01-25
		DISC. TOTAL					.00				150.00
		CHECK TOTAL					150.00				
0000000	000010	DOMINION VIRGINIA POWER	2020-01	2/14/2020		4100-043100-7200-	870.70	25102		TOWN HALL EXPENSES	00793 TH
		DISC. TOTAL					60.65	25102		ELECTRICITY-STREETLIGHTS	00793 MAIN ST LIGHTS
		CHECK TOTAL					1,669.47	25102		ELECTRICITY-STREETLIGHTS	00793 CHS/BUT ST LITRES
0000000	000010		2020-01	2/14/2020		4100-043100-5110-	219.06	25102		ELECTRICITY	00793 PC
		DISC. TOTAL					223.25	25102		ELECTRICITY	00793 BUTLER GRAND TNK
		CHECK TOTAL					484.20	25102		ELECTRICITY	00793 BUT/CHSE WATER TWR
0000000	000010		2020-01	2/14/2020		4500-500100-5110-	723.42	25102		ELECTRICITY	00793 WELL #5
		DISC. TOTAL					2,299.14	25102		ELECTRICITY	00793 WWTP
		CHECK TOTAL					14.62	25102		ELECTRICITY	00793 RGRS CLK PMP STAT
0000000	000010		2020-01	2/14/2020		4520-500100-5110-	110.28	25102		ELECTRICITY	00793 SCHOOL RD PMP STAT
		DISC. TOTAL					79.24	25102		ELECTRICITY	00793 CHASE ST PMP STAT
		CHECK TOTAL					18.74	25102		ELECTRICITY	00793 LACY LN PMP STAT
0000000	000010		2020-01	2/14/2020		4520-500100-5110-	21.11	25102		ELECTRICITY	00793 LACY LN PMP STAT
		DISC. TOTAL					.00				6,793.88
		CHECK TOTAL					150.00	25103		REFUNDS PAYABLE	00793 THDR 2020-01-18
0000000	999999	PAPAHANNOCK ELECTRIC COO	THDR 2020-01-18	2/14/2020		100-000200-3500-	150.00	25103		REFUNDS PAYABLE	00793 THDR 2020-01-18
		DISC. TOTAL					.00				150.00
		CHECK TOTAL					50.00	25104		REFUNDS PAYABLE	00793 THDR 2020-01-19
0000000	999999	ROCK DARNELL	THDR 2020-01-19	2/14/2020		100-000200-3500-	50.00	25104		REFUNDS PAYABLE	00793 THDR 2020-01-19
		DISC. TOTAL					.00				50.00
		CHECK TOTAL					373.00	25105		ADVERTISING	00793 PH
0000000	000148	THE FREE LANCE STAR	2020-01	2/14/2020		4100-012110-3600-	373.00	25105		ADVERTISING	00793 PH
		DISC. TOTAL					.00				373.00
		CHECK TOTAL					40.00	25106		FARMERS' MARKET EXPENSES	00793 FOOD SAFETY ANNUAL
0000000	000700	TREASURER OF VIRGINIA	306271	2/14/2020		4100-012110-6050-	40.00	25106		FARMERS' MARKET EXPENSES	00793 FOOD SAFETY ANNUAL
		DISC. TOTAL					.00				40.00
		CHECK TOTAL					39.90	25107		MISS UTILITY COSTS	00793 TRANSMISSIONS
0000000	000044	VUPS	01200443	2/14/2020		4500-500100-5899-	39.90	25107		MISS UTILITY COSTS	00793 TRANSMISSIONS
		DISC. TOTAL					.00				39.90
		CHECK TOTAL					834.47	25108		SLUDGE REMOVAL	00793 SLUDGE
0000000	000012	WASTE MANAGEMENT	270604302819	2/14/2020		4520-500100-3180-	834.47	25108		SLUDGE REMOVAL	00793 SLUDGE
		DISC. TOTAL					.00				834.47
		CHECK TOTAL					271.82	25109		VEHICLE FUEL/OIL	00793 PC
0000000	001049	WEX BANK	63796003	2/14/2020		4100-031100-6008-	210.44	25109		VEHICLE FUEL/OIL	00793 PC
		DISC. TOTAL					210.43	25109		VEHICLE FUEL/OIL	00793 WATER
		CHECK TOTAL					210.43	25109		VEHICLE FUEL & OIL	00793 SEMER
0000000	001049		63796003	2/14/2020		4520-500100-6008-	210.43	25109		VEHICLE FUEL & OIL	00793 SEMER
		DISC. TOTAL					.00				903.12
		CHECK TOTAL					261.12	25110		OFFICE EQUIPMENT	00793 2020-01
0000000	000451	XEROX CORPORATION	099314095	2/14/2020		4100-012410-3310-	261.12	25110		OFFICE EQUIPMENT	00793 2020-01
		DISC. TOTAL					.00				261.12
		CHECK TOTAL					125.00	25111		TOWN HALL EXPENSES	00793 MOVING DESK FOR JO
0000000	000955	ZEBBER'S MOVING & DELIVERY	2534	2/14/2020		4100-043100-7200-	125.00	25111		TOWN HALL EXPENSES	00793 MOVING DESK FOR JO
		DISC. TOTAL					.00				125.00
		CHECK TOTAL					9,841.78			TOTAL	9,841.78
		CHECK TOTAL					9,841.78			TOTAL	9,841.78

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25115	18	A & M HOME CENTER	000	2/28/2020	162.56	.00
25116	600	BENNETT DEBORAH T	000	2/28/2020	105.00	.00
25117	999999	CAROLINE CHAPTER NO 174	0	2/28/2020	150.00	.00
25118	536	CAS SEVERN	000	2/28/2020	113.00	.00
25119	897	CINTAS CORPORATION	000	2/28/2020	123.29	.00
25120	14	CINTAS OF RICHMOND	000	2/28/2020	849.27	.00
25121	999999	COYTE VALARIE	000	2/28/2020	174.82	.00
25122	1058	DIAMOND SPRINGS	000	2/28/2020	73.35	.00
25123	1052	ENCO UTILITY SERVICES FLO	000	2/28/2020	7.00	.00
25124	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	1,290.00	.00
25125	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	270.00	.00
25126	636	ENVIRONMENTAL RESOURCE	000	2/28/2020	110.72	.00
25127	28	G & G MILFORD FARM SERV.	000	2/28/2020	167.25	.00
25128	999999	GAINES TAMMIE	000	2/28/2020	40.25	.00
25129	898	JAMES MARY	000	2/28/2020	140.00	.00
25130	546	JOHNSON'S EXTERMINATING	000	2/28/2020	1,314.00	.00
25131	999999	LEWIS MELISSA	000	2/28/2020	204.70	.00
25132	179	LUCK STONE CORPORATION	000	2/28/2020	474.54	.00
25133	48	MTD-ATLANTIC LAB	000	2/28/2020	455.00	.00
25134	722	PACHELLO KRISTIN M	000	2/28/2020	140.00	.00
25135	919	PRO SHRED SECURITY	000	2/28/2020	45.00	.00
25136	11	RAPPAHANNOCK ELEC COOP	000	2/28/2020	639.61	.00
25137	880	RETD ENGINEERING CO INC	000	2/28/2020	11,856.20	.00
25138	25	RUTHERFORD JANITOR SUPPLY	000	2/28/2020	141.82	.00
25139	659	SOSMETAL PRODUCTS INC	000	2/28/2020	284.54	.00
25140	54	SOUTHERN POLICE EQUIP CO	000	2/28/2020	195.92	.00
25141	653	STEMMLE PLUMBING REPAIR	000	2/28/2020	3,720.00	.00
25142	930	WEBB EMILY	000	2/28/2020	245.00	.00
25142	878	WHITE OAK ELECTRIC	000	2/28/2020	11,394.79	.00
		CLASS TOTAL			34,887.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,887.64	
		EPY TOTAL			.00	
		FINAL TOTAL			34,887.64	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,887.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
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0000000	000018	A & M HOME CENTER	B38843	2/28/2020	4100-043100-6007-	13.28	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 PAINTING SUPPLIES	
0000000	000018		B38892	2/28/2020	4100-043100-3111-	13.99	25115			VEHICLE MAINT 00795 ANTI-FREEZE TRUCKS	
0000000	000018		B38896	2/28/2020	4100-043100-6007-	22.38	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 PAINT SUPPLIES	
0000000	000018		B38897	2/28/2020	4100-043100-6007-	13.88	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 BLUE PAINT TAPE	
0000000	000018		B38933	2/28/2020	4100-043100-6007-	5.32	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 PAINT SUPPLIES	
0000000	000018		B38933	2/28/2020	4100-043100-6006-	58.26	25115			HAND TOOLS 00795 PAINT & SUPPLIES	
0000000	000018		B39011	2/28/2020	4100-043100-6007-	13.97	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 PAINT SUPPLIES	
0000000	000018		B39102	2/28/2020	4100-031100-2720-	3.00	25115			BUILDING REPAIRS/MAINTENANCE 00795 KEY MADE	
0000000	000018		C53372	2/28/2020	4100-043100-6007-	12.49	25115			REPAIR/ MAINT TOWN BUILDINGS 00795 PAINT SUPPLIES	
0000000	000018		38730	2/28/2020	4100-043100-6006-	5.99	25115			HAND TOOLS 00795 SOCKET	
DISC. TOTAL							162.56			TOTAL 162.56	
0000000 000600 BENNETT DEBORAH T							105.00	25116			TOWN HALL ACTIVITIES 00795 YOGA CLASS
DISC. TOTAL							.00			TOTAL 105.00	
0000000 999999 CAROLINE CHAPTER NO 174 O THDR 2020-02-21							150.00	25117			REFUNDS PAYABLE 00795 THDR 2020-02-21
DISC. TOTAL							.00			TOTAL 150.00	
0000000 000536 CAS SEVERN							113.00	25118			COMPUTER LICENSES/SUPPORT 00795 MELISSA COMPUTER
DISC. TOTAL							.00			TOTAL 113.00	
0000000 000897 CINTAS CORPORATION							28.77	25119			UNIFORMS/ SAFETY EQUIPMENT 00795 FIRST AID
DISC. TOTAL							94.52			TOTAL 123.29	
0000000 000014 CINTAS OF RICHMOND							44.47	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							30.68			TOTAL 75.15	
0000000 000014							44.47	25120			UNIFORMS/ SAFETY EQUIPMENT 00795 UNIFORMS
DISC. TOTAL							88.61			TOTAL 163.82	
0000000 000014							4042026942	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							4042633330			TOTAL 8094.49	
0000000 000014							4042633330	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							4043216814			TOTAL 8094.49	
0000000 000014							4043216814	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							4043216814			TOTAL 8094.49	
0000000 000014							4043216814	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							4043216814			TOTAL 8094.49	
0000000 000014							4043216814	25120			UNIFORMS/ SAFETY EQUIP 00795 UNIFORMS
DISC. TOTAL							4043216814			TOTAL 8094.49	
0000000 999999 COYLE VALARIE							19.55	25121			EDUCATION/TRAINING/LICENSES 00795 WORKSHOP
DISC. TOTAL							135.72			TOTAL 155.27	
0000000 999999							19.55	25121			EDUCATION/TRAINING/LICENSES 00795 WORKSHOP
DISC. TOTAL							174.82			TOTAL 194.37	
0000000 001058 DIAMOND SPRINGS							46.70	25122			TOWN HALL EXPENSES 00795 TH
DISC. TOTAL							8.88			TOTAL 55.58	
0000000 001058							8.88	25122			MISCELLANEOUS 00795 WATER
DISC. TOTAL							8.89			TOTAL 17.77	
0000000 001058							8.89	25122			MISCELLANEOUS 00795 WWT
DISC. TOTAL							73.35			TOTAL 81.24	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
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0000000	001052	ENCO UTILITY SERVICES FLO 7157		2/28/2020		4100-012110-3152-	7.00	25123			WEB BASED SERVICES	00795 JANUARY 2020
DISC. TOTAL							.00				TOTAL	7.00

0000000	000234	ENVIROCOMPLIANCE LAB INC	R014431	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
0000000	000234		R014454	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
0000000	000234		R014497	2/28/2020		4520-500100-3160-	155.00	25124			TESTING	00795 TESTING
0000000	000234		R0244572	2/28/2020		4520-500100-3160-	135.00	25124			TESTING	00795 TESTING
0000000	000234		R0244596	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
0000000	000234		R0244649	2/28/2020		4520-500100-3160-	155.00	25124			TESTING	00795 TESTING
0000000	000234		R0244723	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
0000000	000234		R0244751	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
0000000	000234		R0244779	2/28/2020		4520-500100-3160-	155.00	25124			TESTING	00795 TESTING
0000000	000234		R0244867	2/28/2020		4520-500100-3160-	115.00	25124			TESTING	00795 TESTING
DISC. TOTAL							1,290.00				TOTAL	1,290.00

0000000	000234	ENVIROCOMPLIANCE LAB INC	R0244886	2/28/2020		4520-500100-3160-	115.00	25125			TESTING	00795 TESTING
0000000	000234		R0244929	2/28/2020		4520-500100-3160-	155.00	25125			TESTING	00795 TESTING
DISC. TOTAL							.00				TOTAL	270.00

0000000	000636	ENVIRONMENTAL RESOURCE	9288990	2/28/2020		4520-500100-6030-	110.72	25126			PLANT & LAB SUPPLIES/CHEMICAL	00795 DISSOLVED OXYGEN
DISC. TOTAL							.00				TOTAL	110.72

0000000	000028	G & G MILFORD FARM SERV.	R83755	2/28/2020		4100-043100-6007-	4.15	25127			REPAIR/ MAINT TOWN BUILDINGS	00795 CALKING & GUNS
0000000	000028		183558	2/28/2020		4100-043100-6009-	5.19	25127			EQUIPMENT/ SUPPLIES	00795 WOOD FILLER, BRACE
0000000	000028		183558	2/28/2020		4500-500100-6009-	5.18	25127			EQUIPMENT/ SUPPLIES	00795 WOOD FILLER, BRACE
0000000	000028		183558	2/28/2020		4520-500100-6030-	13.77	25127			PLANT & LAB SUPPLIES/CHEMICAL	00795 WOOD FILLER, BRACE
0000000	000028		183744	2/28/2020		4520-500100-6004-	54.99	25127			LAB SUPPLIES/CHEMICALS	00795 PLASTIC DRYING BHD
0000000	000028		183896	2/28/2020		4500-500100-6009-	10.98	25127			EQUIPMENT/ SUPPLIES	00795 PALM BRUSHES WELL
0000000	000028		183912	2/28/2020		4100-043100-7110-	35.00	25127			PARKING LOT/STREET/SIDEWALK	000795 HERGE TRIMMERS
DISC. TOTAL							167.26				TOTAL	167.26

0000000	999999	GAINES TAMMIE	20200228	2/28/2020		4500-500100-5540-	20.13	25128			EDUCATION/TRAINING/LICENSERS	00795 WORKSHOP
0000000	999999		20200228	2/28/2020		4520-500100-5540-	20.12	25128			EDUCATION/TRAINING/LICENSERS	00795 WORKSHOP
DISC. TOTAL							.00				TOTAL	40.25

0000000	000898	JAMES MARY	2020-02	2/28/2020		4400-071200-1310-	140.00	25129			TOWN HALL ACTIVITIES	00795 HAPPY YOGA CLASS
DISC. TOTAL							.00				TOTAL	140.00

0000000	000546	JOHNSON'S EXTERMINATING	2020-02	2/28/2020		4100-043100-7200-	289.00	25130			TOWN HALL EXPENSES	00795 CLEANING OFFICES
0000000	000546		2020-02	2/28/2020		4100-031100-3320-	50.00	25130			PROFESSIONAL SERVICES	00795 PC
0000000	000546		2020-02	2/28/2020		4100-043100-7120-	75.00	25130			PARK MAINTENANCE	00795 PLAY GROUND
0000000	000546		2020-02	2/28/2020		4100-043100-7200-	65.00	25130			TOWN HALL EXPENSES	00795 TH
0000000	000546		2020-02	2/28/2020		4100-043100-7200-	10.00	25130			TOWN HALL EXPENSES	00795 109 COURTHOUSE LN
0000000	000546		2020-02	2/28/2020		4520-500100-3320-	425.00	25130			PROFESSIONAL SERVICES	00795 PW
0000000	000546		20200228	2/28/2020		4100-043100-7200-	400.00	25130			TOWN HALL EXPENSES	00795 BREAK DOWN SET UP
DISC. TOTAL							1,314.00				TOTAL	1,314.00

0000000	999999	LEWIS MELISSA	20200228	2/28/2020		4500-500100-5540-	79.35	25131			EDUCATION/TRAINING/LICENSERS	00795 GRANT WORKSHOP
0000000	999999		20200228	2/28/2020		4500-500100-5540-	23.00	25131			EDUCATION/TRAINING/LICENSERS	00795 WORKSHOP
0000000	999999		20200228	2/28/2020		4520-500100-5540-	79.35	25131			EDUCATION/TRAINING/LICENSERS	00795 GRANT WORKSHOP
0000000	999999		20200228	2/28/2020		4520-500100-5540-	23.00	25131			EDUCATION/TRAINING/LICENSERS	00795 WORKSHOP
DISC. TOTAL							.00				TOTAL	204.70

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	G/L ACCOUNT	BATCH INV. DESCR
0000000	000179	LUCK STONE CORPORATION	101175502	2/28/2020		4520-500100-6007-	474.54	25132			00795 SAND
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	474.54				474.54
0000000	000048	MID-ATLANTIC LAB	15395	2/28/2020		4500-500100-6022-	455.00	25133			00795 24 HR & WELL 5
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	455.00				455.00
0000000	000722	PACELLO KRISTIN M	2020-02	2/28/2020		4400-071200-1310-	140.00	25134			00795 YOGA CLASS
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	140.00				140.00
0000000	000919	PRO SHRED SECURITY	30513	2/28/2020		4100-012110-3140-	45.00	25135			00795 WELLS #4
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	45.00				45.00
0000000	000011	RAPPANNOCK ELEC COOP	2020-01	2/28/2020		4100-043100-5110-	94.99	25136			00795 CEDAR WAREHOUSE
						4500-500100-5110-	351.85	25136			00795 WELLS #4
						4500-500100-5110-	50.91	25136			00795 TRANS ON POLE CBDA
						4500-500100-5110-	22.61	25136			00795 RT 2 LTR ON TOWER
						4520-500100-5110-	26.68	25136			00795 OAK RIDGE PMP STAT
						4520-500100-5110-	92.57	25136			00795 LAKEWOOD PMP STAT
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	639.61				639.61
0000000	000880	REID ENGINEERING CO INC	02203705	2/28/2020		4300-300100-8700-	9,826.60	25137			00795 ENGINEERING SERVIC
						4300-300100-8700-	2,029.60	25137			00795 ENGINEERING SERVIC
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	11,856.20				11,856.20
0000000	000025	RUTHERFORD JANITOR SUPPLY	1143226	2/28/2020		4100-043100-7200-	141.82	25138			00795 PAPER TOWELS
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	141.82				141.82
0000000	000659	SOSMETAL PRODUCTS INC	1399841	2/28/2020		4520-500100-6007-	284.54	25139			00795 CHAIN LUBE
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	284.54				284.54
0000000	000054	SOUTHERN POLICE EQUIP CO	202042	2/28/2020		4100-031100-6011-	195.92	25140			00795 EQUIPMENT
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	195.92				195.92
0000000	000653	STEMMIE PLUMBING REPAIR	170424	2/28/2020		4520-500100-6007-	3,720.00	25141			00795 WWTTP
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	3,720.00				3,720.00
0000000	000930	WEBB EMILY	2020-02	2/28/2020		4400-071200-1310-	245.00	25142			00795 CARDIO CLASS
						.00 CPA PMT TOTAL	.00				
						DISC. TOTAL	245.00				245.00
0000000	000878	WHITE OAK ELECTRIC	3054	2/28/2020		4100-043100-7110-	654.60	25143			00795 3 BALLAST ST LITERS
						4100-043100-6007-	1,092.60	25143			00795 WATER HEAT 109 CRT
						4100-043100-6007-	171.59	25143			00795 THE STOVE & RECP TIC
						4500-500100-6007-	85.00	25143			00795 WELL #4
						4520-500100-6007-	85.00	25143			00795 MAURY HEIGHTS LIFT
						4520-500100-6007-	85.00	25143			00795 CHECK SCUM PUMPS
						4520-500100-6007-	436.00	25143			00795 WWTTP UV LIGHTS
						4520-500100-6007-	602.00	25143			00795 MAUDY HERI LIFT STA
						4520-500100-6007-	215.00	25143			00795 WWTTP SLUDGE PMP
						4520-500100-6007-	420.00	25143			00795 CHERM PUMP
						4520-500100-6007-	4,815.20	25143			00795 CLARIFIER GEAR BOX
						4520-500100-6007-	2,020.20	25143			00795 STARTER FOR OX DI



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – February 6, 2020 Town Council Meeting
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the February 6, 2020 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 2/6/2020 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, February 06, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor call the meeting to order and noted a quorum was present.

PRESENT

Mayor Jason Satterwhite
Vice-Mayor Glenn McDearmon
Council Member Valarie Coyle
Council Member Jean Davis
Council Member Mark Gaines
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Otis Wright

PUBLIC HEARINGS:

O-2020-001 – Ordinance giving Town Manager Authority to regulate parking - The Mayor opened the Public Hearing at 7:02 pm and read the notice that was published in the Free Lance Star Newspaper on January 21 and January 28, 2020. He explained that the ordinance would add Section 4-411 Restricted and no-parking area generally; Powers of Town Manager to Town Code. The Mayor invited the public to comment on the matter.

There were no public comments.

Decision on the matter was moved to New Business.

DELEGATIONS:

Bowling Green Farmers Market Group - Stephen Manster, manager of the farmers' market, accompanied by Cheryl English, Karen Tignor, and Emily Schantz, informed Council that the farmers' market would be hosting Mayberry Days on April 25th which would include an expanded farmers' market, flea market, and craft and food vendors. The group asked Council to consider a monetary donation to cover the cost of port-a-potty rental for Mayberry Days and the farmers' market season.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to make a monetary donation of up to \$700 to cover the cost of port-a-potties for the Mayberry Days event and Farmers' Market season.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member Gaines, Council Member Gaines, Council Member Howard, Council Member Wright.

Motion passed.

Jessie Rollins, Caroline Complete Count Census 2020 Committee Chairperson - Ms. Rollins shared information about the upcoming census and asked Council and staff to help spread the word about the 2020 Census.

PUBLIC COMMENTS:

There were no public comments.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

- Bowling Green Police Monthly Report to Council January 2020
- Public Works and Utilities Monthly Report to Council January 2020
- Events & Economic Dev. Coordinator Council Monthly Report for January 2020
- Town Clerk/Treasurer's Monthly Report to Council January 2020
- Town Manager's Monthly Report to Council January 2020

CONSENT AGENDA:

The following items were presented to Council:

- January 2020 Bills (attached to these minutes)
- Minutes – December 2, 2019 Special Town Council Meeting
- Minutes – January 2, 2020 Town Council Meeting
- Authorize Town Manager to submit application for Wellhead Protection Grant to Virginia Department of Health
- Approval of amended job description - WWTP Operator III

January 2020 Bills and Minutes – January 2, 2020 Town Council Meeting were pulled for further discussion.

Motion made by Vice Mayor M. Gaines, Seconded by Council Member T. Gaines to approve Consent Agenda items: Minutes – December 2, 2019 Special Town Council Meeting, Authorize Town Manager to submit application for Wellhead Protection Grant to Virginia Department of Health, and Approval of amended job description - WWTP Operator III.

Voting Yea: Vice-Mayor M. Gaines, Council Member McDearmon, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

Upon discussion of court appointed attorney fees that appeared in the January 2020 bills, motion was made by Council Member T. Gaines, Seconded by Council Member Howard to approve the January 2020 bills.

Voting Yea: Vice Mayor M. Gaines, Council Member McDearmon, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

Upon discussion of the representation in the minutes of how Council Member Wright's participation in closed session at the January 2, 2020 Council meeting ended, motion was made by Vice Mayor M.

Gaines, Seconded by Council Member Howard to approve the January 2, 2020 Town Council Meeting Minutes.

Voting Yea: Vice Mayor M. Gaines, Council Member McDearmon, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member Wright.

Voting Nay: Council Member T. Gaines

Motion passed.

UNFINISHED BUSINESS:

Consideration of EDA Appointment - The Mayor recommended Daniel Webb for appointment to the Economic Development Authority. Council Member McDearmon stated the EDA supported the recommendation.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Davis to appoint Daniel Webb to the Economic Development Authority for a term commencing immediately and expiring October 31, 2023.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member McDearmon, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

O-2020-001 - Ordinance giving Town Manager Authority to regulate parking -

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Wright to adopt O-2020-001 - Ordinance giving Town Manager Authority to regulate parking.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member McDearmon, Council Member T. Gaines, Council Member Howard, Council Member Wright

NEW BUSINESS:

Code of Ethics - The Town Attorney presented a draft Code of Ethics to Council. Upon discussion Council directed staff to revise the Code of Ethics to include:

- repercussions for violating of the code of ethics
- procedures for review of alleged violations
- procedure for reporting possible violation

The Town Attorney stated that she would present a revised draft to Council at the March meeting for approval.

Council member T. Gaines handed each Council member a printed email that had been sent by Council member Howard. The email addressed concerns about closed meeting discussion from the January 2, 2020 Town Council meeting being discussed by person(s) that were in the closed meeting. A discussion ensued. The Town Attorney advised Council the Virginia Freedom of Information act does not require confidentiality in closed session but some matters, such as those pertaining to personnel, may have separate legal provisions that require confidentiality.

Amended Budget Meeting Schedule

Motion made by Council Member McDearmon, Seconded by Council Member Howard to adopt the Town Manager's revised budget schedule.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member McDearmon, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

Review of ZP-2018-010 Magnolia Morning / Small Intimate Weddings

Motion made by Council Member McDearmon, Seconded by Council Member Wright to set a Public Hearing to review ZP-2018-010 - Special Use Permit for Magnolia Morning Suite to perform weddings at the bed and breakfast, and authorize the Town Manger to advertise for the Public Hearing.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member Wright

Voting Abstaining: Vice Mayor M. Gaines, Council Member T. Gaines. (owners and applicants of the SUP to be reviewed)

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines – on behalf of the Utilities, Streets, Sidewalks, and Facilities Committee she announced that the Utilities Department is close to having a fully licensed staff.

Council member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee discussed auxiliary police, Dorsey Ln sewer lines, and the FY2021 budget at their last meeting.

Council member Davis – stated that the EDA voted to suspend its facade improvement grant to conserve EDA funds.

Vice-Mayor M. Gaines - had no comment.

Council member Wright - stated that the Utilities, Streets, Sidewalks, and Facilities Committee met with the Town Manager and had a very productive meeting.

Council member McDearmon - stated that the EDA had a lot of positive things going on and that he was excited to have Dan Webb on the board. He said that the EDA Coordinator was doing a great job and was working on posting updated minutes on the Town's website. Council member T. Gaines questioned whether the EDA received and compensation from the performance bond that was issued on the Rte. 301 property. Council member McDearmon stated that the EDA received the property back free and clear when the developer defaulted on the contract.

Council member Coyle – stated that the Planning Commission met and re-elected Jeff Voit as Chairperson. She said that the Planning Commission is working with the George Washington Regional Commission on the Comprehensive Plan Review and a VDOT Smart Scale Application.

Mayor Satterwhite - had no comment.

INFORMATIONAL ITEMS:

The following informational items were noted:

Corrected Planning Commission Schedule

Invitation to Grand Opening for Artism by Joey

SEN-2020-001 - Mayberry Days

ADJOURNMENT

Motion made by Vice-Mayor M.Gaines, Seconded by Council member Howard to adjourn.

Voting Yea: M. Gaines, Howard, Davis, T. Gaines, Wright, McDearmon, Coyle.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25016	1063	ALACRITI PAYMENTS, LLC	000	1/10/2020	76.98	.00
25017	944	ATLANTIC BROADBAND /	000	1/10/2020	194.40	.00
25018	119	BOWLING GREEN FIRE DEPT	000	1/10/2020	11,000.00	.00
25019	180	BOWLING GREEN RESCUE	000	1/10/2020	1,000.00	.00
25020	429	CAROLINE COUNTY SHERIFF'S	000	1/10/2020	360.00	.00
25021	1020	CONSOLIDATED PIPE & SUP	000	1/10/2020	108.00	.00
25022	999999	DANUS FORD	000	1/10/2020	150.00	.00
25023	679	DAVID L BROOKS HAULING &	000	1/10/2020	10,771.00	.00
25024	10	DOMINION VIRGINIA POWER	000	1/10/2020	8,210.00	.00
25025	1076	EXPERT AUTO	000	1/10/2020	110.30	.00
25026	1075	FREDERICKSBURG VA MAIN ST	000	1/10/2020	8,000.00	.00
25027	497	INDUSTRIAL CHEM LABS	000	1/10/2020	416.13	.00
25028	1015	RED BUD SUPPLY INC	000	1/10/2020	359.62	.00
25029	1060	ROCKY TOP EMBROIDERY AND	000	1/10/2020	120.00	.00
25030	859	SUNBELT RENTALS INC	000	1/10/2020	615.10	.00
25031	852	US POSTAL SERVICE	000	1/10/2020	120.00	.00
25032	291	USA BLUE BOOK	000	1/10/2020	749.95	.00
25033	19	VERIZON	000	1/10/2020	221.70	.00
25034	256	VERIZON WIRELESS	000	1/10/2020	433.27	.00
25035	12	WASTE MANAGEMENT	000	1/10/2020	7,368.11	.00
25036	1049	WEX BANK	000	1/10/2020	907.77	.00
		CLASS TOTAL			51,292.33	.00
		ACH TOTAL			.00	
		CHECK TOTAL			51,292.33	
		EPY TOTAL			.00	
		FINAL TOTAL			51,292.33	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 51,292.33- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

API00B 1/13/2020 TOWN OF BOWLING GREEN
TIME-15:49:20

A/P CHECK REGISTER
Check Date - 1/13/2020

ActPd - 2020/01

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25037	257	ON SITE PC	000	1/13/2020	1,603.74	.00
					1,603.74	.00
					.00	
					1,603.74	
					.00	
					1,603.74	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,603.74- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

API00B 1/15/2020 TOWN OF BOWLING GREEN
 TIME-16:47:27

A/P CHECK REGISTER
 Check Date - 1/17/2020

ActPd - 2020/01

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25041	536	CAS SEVERN	000	1/17/2020	2,600.00	.00
25042	865	CASH	000	1/17/2020	89.30	.00
25043	865	CASH	000	1/17/2020	7.47	.00
25044	1020	CONSOLIDATED PIPE & SUP	000	1/17/2020	271.10	.00
25045	679	DAVID I BROOKS HAULING &	000	1/17/2020	8,300.00	.00
25046	1058	DIAMOND SPRINGS	000	1/17/2020	29.15	.00
25047	546	JOHNSON'S EXTERMINATING	000	1/17/2020	275.00	.00
25048	919	PRO SHRED SECURITY	000	1/17/2020	45.00	.00
25049	659	SOMETAL PRODUCTS INC	000	1/17/2020	127.42	.00
25050	148	THE FREE LANCE STAR	000	1/17/2020	855.00	.00
25051	700	TREASURER OF VIRGINIA	000	1/17/2020	42.00	.00
25052	451	XEROX CORPORATION	000	1/17/2020	243.03	.00
		CLASS TOTAL			12,884.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,884.47	
		EPY TOTAL			.00	
		FINAL TOTAL			12,884.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 12,884.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25054	679	DAVID L BROOKS HAULING &	000	1/24/2020	4,609.25	.00
25055	217	FLORAL DESIGNS BY JOYCE	000	1/24/2020	50.00	.00
25056	546	JOHNSON'S EXTERMINATING	000	1/24/2020	1,625.00	.00
25057	257	ON SITE PC	000	1/24/2020	305.25	.00
25058	11	RAPPAHANNOCK ELEC COOP	000	1/24/2020	667.08	.00
25059	444	SENSUS METERING SYSTEMS	000	1/24/2020	1,715.95	.00
25060	1053	TACS	000	1/24/2020	150.00	.00
25061	737	TREASURER OF VIRGINIA	000	1/24/2020	60.00	.00
25062	44	VUPS	000	1/24/2020	18.90	.00
		CLASS TOTAL			9,201.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,201.43	
		EPY TOTAL			.00	
		FINAL TOTAL			9,201.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,201.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 1/29/2020 TOWN OF BOWLING GREEN
 TIME-14:54:48

A/P CHECK REGISTER
 Check Date - 1/30/2020

ActPd - 2020/01

PA

3

1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25063	18	A & M HOME CENTER	000	1/30/2020	34.90	.00
25064	1039	BIG DOG AUTOMOTIVE, LLC	000	1/30/2020	699.70	.00
25065	9999999	CHASE STREET HOPS, LLC.	000	1/30/2020	2,500.00	.00
25066	897	CINTAS CORPORATION	000	1/30/2020	32.01	.00
25067	14	CINTAS OF RICHMOND	000	1/30/2020	633.92	.00
25068	9999999	DAVIS JEAN	000	1/30/2020	18.94	.00
25069	341	DOMINION CHEMICAL CO	000	1/30/2020	352.50	.00
25070	1052	ENCO UTILITY SERVICES FLO	000	1/30/2020	537.11	.00
25071	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	1,330.00	.00
25072	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	650.00	.00
25073	28	G & G MILFORD FARM SERV.	000	1/30/2020	139.92	.00
25074	1059	GOOD EARTH PRODUCTS, INC	000	1/30/2020	547.85	.00
25075	546	JOHNSON'S EXTERMINATING	000	1/30/2020	639.00	.00
25076	1077	MELISSA E DANUCZEK, PLC	000	1/30/2020	316.00	.00
25077	48	MID-ATLANTIC LAB	000	1/30/2020	60.00	.00
25078	257	ON SITE PC	000	1/30/2020	172.50	.00
25079	918	STAPLES ADVANTAGE	000	1/30/2020	485.94	.00
25080	1002	VACORP	000	1/30/2020	163.82	.00
		CLASS TOTAL	000		9,314.11	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,314.11	
		EPY TOTAL			.00	
		FINAL TOTAL			9,314.11	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,314.11 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: ZP-2019-027 Special Use Permit Application
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Public Notice ran in Free Land Star on 12/17 and 12/24 and sent Certified Mail to neighboring properties.

This application has been reviewed by the Planning Commission, they held a Public Hearing on December 16th and returned a recommendation of denial.

ATTACHMENTS:

ZP 2019-027 333 N Main Street

Weldon Request for Outdoor Displays

Proposed Conditions to ZP 2019-027

REQUESTED ACTION:

Approve ZP 2019-027 333 N Main Street with the proposed Conditions.

Type of Permit

Please check appropriate box(s)

Residential

Commercial

- | | |
|--|--|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Multi-Family No. of units _____ | <input type="checkbox"/> Reroof |
| <input type="checkbox"/> Addition Specify _____ | <input type="checkbox"/> Remodeling |
| <input type="checkbox"/> Accessory Building Less Than 100 Feet Specify _____ | <input type="checkbox"/> Accessory Building More Than 100 Feet Specify _____ |
| <input type="checkbox"/> Commercial/Industrial Structure | <input type="checkbox"/> Verification of Non-Conforming Use |
| <input type="checkbox"/> Sign Permit 30 FT or Less Specify _____ | <input type="checkbox"/> Sign Permit More Than 30 FT Specify _____ |
| <input type="checkbox"/> Zoning Certification Letter | <input type="checkbox"/> Modification/Variance Specify _____ |
| <input type="checkbox"/> Special Use Permit (<i>Property Owner Notification Required</i>) Specify _____ | <input type="checkbox"/> Administrative Appeal Specify _____ |
| <input checked="" type="checkbox"/> Other Specify <u>Concurrently apply for text amendment to allow mixed-use by Special Use Permit in R-1 and apply for a Special Use Permit for mixed-use to operate an antique store in existing house.</u> | |

Water and Sewer

What is your water supply source?

What is your sewage disposal source?

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Private Well | <input checked="" type="checkbox"/> Municipal | <input type="checkbox"/> Septic Tank |
|---|--|--|---|

Certification by Owner/Applicant

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

11/06/2019

Date



Owner/Applicant Signature

**** FOR TOWN USE ONLY ****

<u>Refer to Planning Commission</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Refer to Town Council</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Approved	<input type="checkbox"/>	Disapproved	Date _____		
<u>Refer to Director of Public Works</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Zoning Administrator</u>	<input type="checkbox"/>	Approved		<input type="checkbox"/>	Disapproved
<input type="checkbox"/> Approved with Conditions (See Attached)			Fee Paid \$ <u>750.00</u>		
_____ Zoning Administrator Signature			_____ Date		

CERTIFICATE OF ZONING COMPLIANCE

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

Zoning Administrator Signature

Date

REMINDER!!

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Special Use Permit is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

NAME

STREET ADDRESS

1) _____
Mailing Address: _____

2) _____
Mailing Address: _____

3) _____
Mailing Address: _____

See Attached

4) _____
Mailing Address: _____

5) _____
Mailing Address: _____

6) _____
Mailing Address: _____

7) _____
Mailing Address: _____

8) _____
Mailing Address: _____

9) _____
Mailing Address: _____

10) _____
Mailing Address: _____

11) _____
Mailing Address: _____

12) _____
Mailing Address: _____

13) _____
Mailing Address: _____

14) _____
Mailing Address: _____

15) _____
Mailing Address: _____

CAROLINE COUNTY

INSERT 43A1

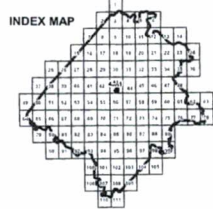
Last Updated 2/7/2018



Map information is believed to be accurate, but accuracy is not guaranteed. Any errors or omissions should be reported to Caroline County. In no event will the County be liable for any damages or other pecuniary loss that may arise from the use of this data.



- LEGEND**
- County Boundary
 - Roads
 - 42 Lots
 - Sections / Blocks
 - Inserts
 - Adjacent Maps Lots
 - Streams
 - Water Bodies
 - Fire Stations
 - Schools



* = Applicants Property
 • = Neighboring Property to receive Notice of Application

First Name	Last Name	Company	Street	City	State	Zip
Pamela	Weldon		333 N. Main St	Bowling Green	VA	22427
Elizabeth	Curran		P.O. Box 802	Bowling Green	VA	22427
		Caroline Community Club	P.O. Box 650	Bowling Green	VA	22427
Tyler and Katie	Gibson		329 N. Main St	Bowling Green	VA	22427
		Mahon Family Partnership LLC	116 Vance Dr	Fredericksburg	VA	22408
Pattie	Saunders		201 Lakewood Rd	Bowling Green	VA	22427
Edwin	Shuler		121 Lakewood Rd	Bowling Green	VA	22427
William and Marilyn	Hoffer	c/o Caroline Frye	111 E Broaddus Ave	Bowling Green	VA	22427
		Auburn Company	12602 Woofdford Rd	Woodford	VA	22580
Ricky and Sandra	Pelter		P.O. Box 61	Bowling Green	VA	22427
Jean	Davis		332 N. Main St	Bowling Green	VA	22427

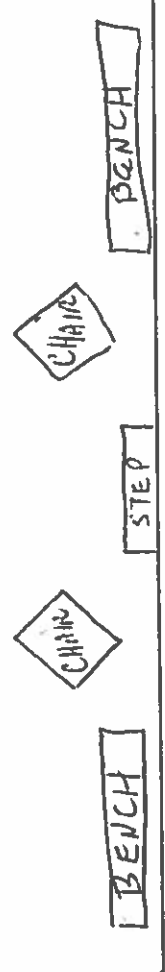
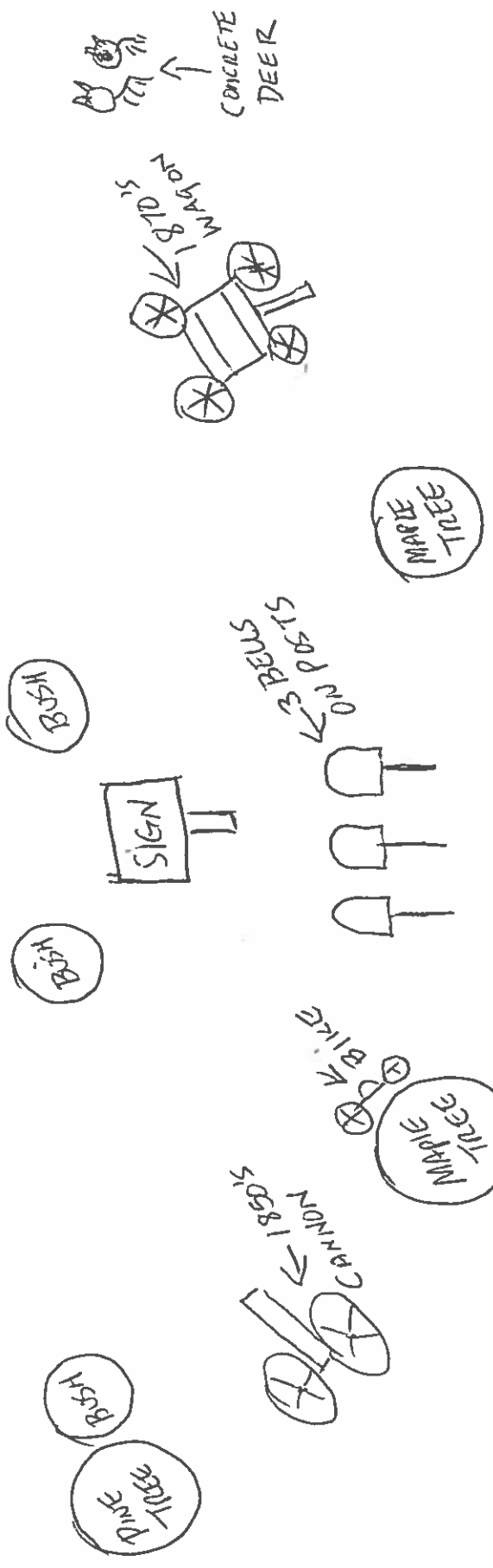
Proposed Conditions to ZP 2019-027 333 N Main Street

- 1. Eight parking spaces and access driveways shall be of an all-weather surface or crushed stone and shall be graded and drained to dispose of surface water. However, no surface water from any parking area shall be permitted to drain onto adjoining property. (See attached photo.)**
- 2. A Certificate of Occupancy from the Caroline County Building Official be proved to the Town of Bowling Green Zoning Administrator and attached to SUP ZP-2019-0027.**
- 3. That signs must comply with the R-1 requirements.**
- 4. That the only outdoor displays allowed are the (front) 1850's Cannon, 1870's Wagon, Concrete Deer and (side) displays as requested adjacent to the parking lot. The front and sided yards and front porch of the house must be kept clear of antiques and/or displays. (See attached photos.)**
- 5. All inventory stored outside the residence be in an enclosed structure or behind a screening fence approved by the zoning administrator.**
- 6. Days and hours of operation are restricted to Friday, Saturday, Sunday and Mondays 9 AM to 5 PM.**
- 7. Provide ADA compliant ramps to the entrance of the house.**

NORTH MAIN STREET

← 56 ft. →

DRIVEWAY - PARKING AREA



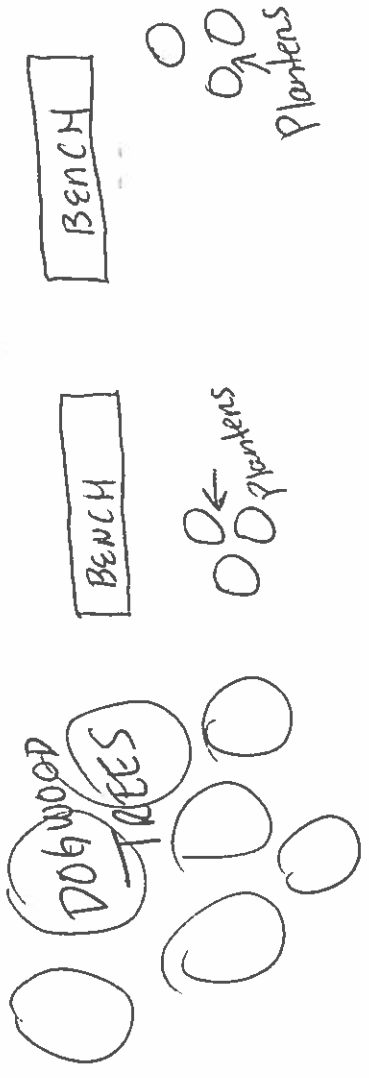
FRONT OF HOUSE

HANDICAP RAMP

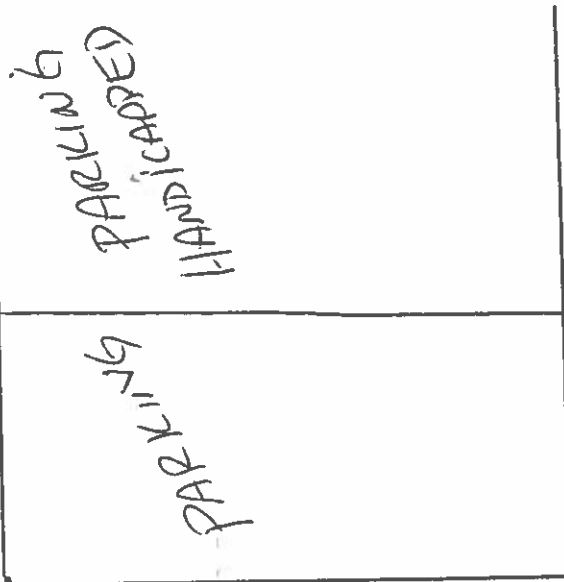
SIDE OF HOUSE

WOOD

HANDICAP RAMP

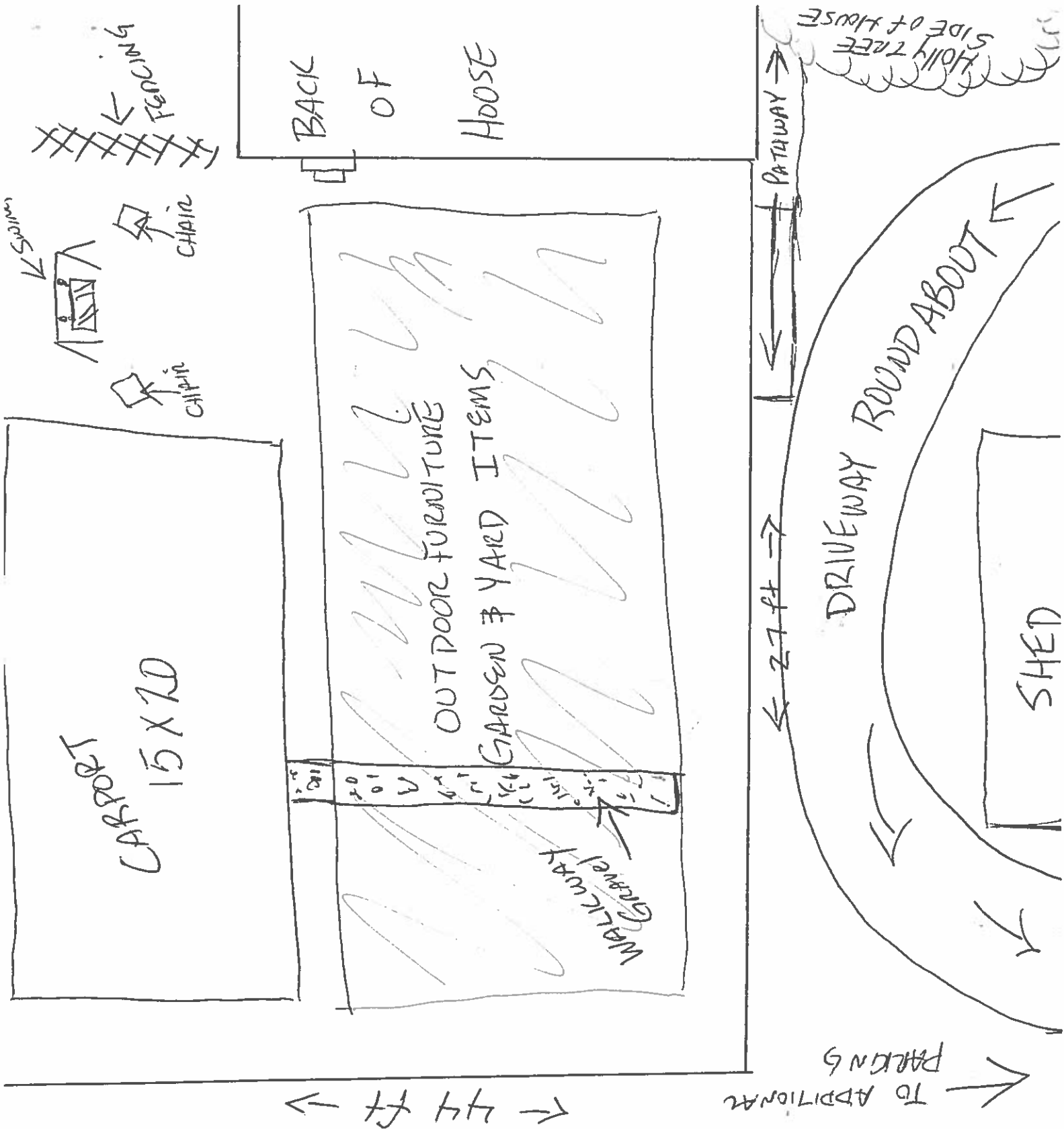


GRAVEL PATHWAY



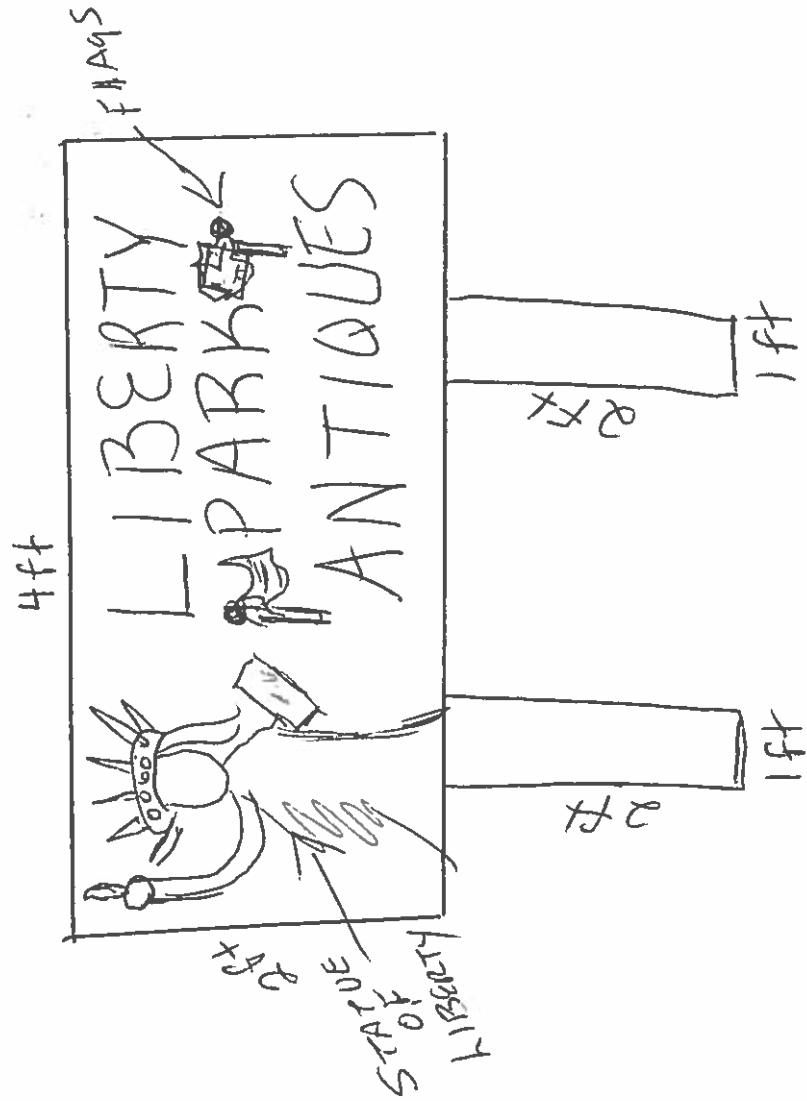
DRIVEWAY 18 ft

27 ft



SIGN

FREE STANDING - 2 SIDED - POLE SIGN



* TO BE CUSTOM
PAINTED *





TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Code of Ethics
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Andrea Erard, Town Attorney
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At the February meeting a draft Code of Ethics was presented to Council for review and comment. Changes have been made to address Council's comments and concerns.

ATTACHMENTS:

- Proposed Code of Ethics for Town Council.
- Acknowledgment of Closed Meeting
- Proposed Code of Ethics for Town Staff.

REQUESTED ACTION:

Adopt Code of Ethics.

(Second draft)



CODE OF ETHICS FOR TOWN COUNCIL

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, during the term of my service on the Bowling Green Town Council, I will:

1. Uphold the Constitution, laws and regulations of the United States, and never be a party to their evasion.
2. Put loyalty to the highest moral principles and to the Town as a whole, above loyalty to individuals, districts, or particular groups.
3. Treat citizens, staff, and fellow Council members with respect and courtesy at all times.
4. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
5. Avoid discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not.
6. Never accept for myself or my family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of my governmental duties.
7. Make no private promises of any kind or make any representations that appear to make a commitment on behalf of the Town or the Council.
8. Uphold the requirements of the Virginia Conflict of Interests Act and engage in no business with the Town government, either directly or indirectly, except as may be consistent with state law.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
10. Make sure that, when expressing a personal belief or opinion, that a clear distinction is made between personal opinion or belief and a decision made by the Council; refrain from making announcements or social media posts unless agreed to by a majority of Council.
11. Conduct myself in a transparent manner so that citizens have full access to the operation of the government, but also to keep confidential any and all information disclosed and/or discussed during a closed meeting, or that is provided as being confidential, in order to protect the Town and its citizens.
12. Preserve the confidentiality of any and all information that is provided or discussed as part of a closed meeting until such time as the information is made public, even if this is prior to the expiration of my term of office.
13. Promptly share all information/documents related to the transaction of public business with

my fellow Council members.

14. Function as a servant leader and part of a team, for the benefit of the Town as a whole, and not for personal recognition or attention.

15. Refrain from engaging in any behavior that could negatively affect my ability to serve on the Town Council or could bring negative attention to the Town of Bowling Green.

In signing below, I agree to uphold this Code of Ethics and acknowledge that if I fail to uphold this Code of Ethics I may be subject to a formal Resolution of Censure by the Bowling Green Town Council.

Signature of Council Member

Date: _____

DRAFT

ACKNOWLEDGEMENT & PROMISE OF CONFIDENTIALITY

In signing below, I acknowledge that the information shared during this closed meeting is strictly confidential, and I will not share with anyone any information that is discussed or provided as part of this closed meeting.

I will also ensure the proper control and storage of all information relating to this closed meeting, and by signing the confidentiality statement, I agree to do everything possible to prevent the rerelease of any information discussed or provided as part of this closed meeting.

Jason Satterwhite

Date: _____

Mark Gaines

Date: _____

Valarie Coyle

Date: _____

Jean Davis

Date: _____

Deborah Howard

Date: _____

Glenn McDearmon

Date: _____

Tammie Gaines

Date: _____

Otis Wright

Date: _____

(First draft)



CODE OF ETHICS FOR ALL TOWN STAFF

Recognizing that working for the Town of Bowling Green demands the highest levels of ethical and moral conduct, I agree to adhere to the following:

1. Uphold the Constitution, laws and regulations of the United States, and to never be a party to their evasion.
2. Put loyalty to the highest moral principles and to the Town as a whole, above loyalty to individuals, districts, or particular groups.
3. Treat citizens, staff, and Council members with respect and courtesy at all times.
4. Assist all citizens regardless of race, sex, age, religion, creed, country of origin or disability to the best of my ability.
5. Avoid discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not.
6. Never accept for myself or my family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of my governmental duties.
7. Make no private promises of any kind or make any representations that appear to make a commitment on behalf of the Town or the Council.
8. Uphold the requirements of the Virginia Conflict of Interests Act and engage in no business with the Town government, either directly or indirectly, except as may be consistent with state law.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
10. Make sure that, when expressing a personal belief or opinion, that a clear distinction is made between personal opinion or belief and a decision made by the Council.
11. Conduct myself in a transparent manner so that citizens have full access to the operation of the government, but also to keep confidential any and all information disclosed and/or discussed during a closed meeting, or that is provided as being confidential, in order to protect the Town and its citizens.
12. Preserve the confidentiality of any and all information that is provided or discussed as part of a closed meeting until such time as the information is made public, even if this is after my separation from employment with the Town.
13. Function as a servant leader and part of a team, for the benefit of the Town as a whole,

and not for personal recognition or attention.

14. Refrain from engaging in any behavior outside of my employment that could negatively affect my ability to do my job or could bring negative attention to the Town of Bowling Green.
15. Perform the functions of my job in the most efficient, cost-effective manner so as to be judicious in the utilization of Town resources.

In signing below, I agree to uphold this Code of Ethics and acknowledge that if I fail to uphold this Code of Ethics I may be subject to disciplinary action up to and including termination.

Signature of Employee

Date: _____

DRAFT



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Policy on Firearms in Town Vehicles

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At the February meeting Council directed staff to draft a policy on firearms in Town vehicles

ATTACHMENTS:

Policy on Firearms in Town Vehicles

REQUESTED ACTION:

Adopt Policy on Firearms in Town Vehicles

Policy: Firearms in Town Vehicles

No employee of the Town of Bowling Green, **except for properly certified law enforcement officers**, shall be permitted to possess or transport a firearm in a vehicle that is owned, leased or operated by the Town of Bowling Green.

DRAFT



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Architectural Review Board

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Several members of Council have expressed an interest in establishing an Architectural Review Board.

ATTACHMENTS:

- Memo
- State Code Excerpt
- Sample Ordinance
- Historic Survey – Caroline County (not attached, available for reference)

REQUESTED ACTION:

Give staff direction on how to proceed.

E

The Law Office of
Andrea G. Erard, Esq.

MEMORANDUM

TO: The Honorable Mayor of the Town of Bowling Green
The Honorable Members of the Bowling Green Town Council

FROM: Andrea G. Erard, Town Attorney

RE: Architectural Review

DATE: March 1, 2020

Several members of Council have expressed an interest in establishing an Architectural Review Board.

I enclose the state law which authorizes the establishment of Architectural Review Boards. I also enclose part of the Hanover County's Code relating to the Hanover County Architectural Review Board to illustrate how Hanover County has implemented the state law. Lastly, I enclose an historical survey of Caroline County from 1991.

I look forward to discussing further the possibility of establishing an Architectural Review Board in Bowling Green at our meeting this week!

§ 15.2-2306. Preservation of historical sites and architectural areas

A. 1. Any locality may adopt an ordinance setting forth the historic landmarks within the locality as established by the Virginia Board of Historic Resources, and any other buildings or structures within the locality having an important historic, architectural, archaeological or cultural interest, any historic areas within the locality as defined by § 15.2-2201, and areas of unique architectural value located within designated conservation, rehabilitation or redevelopment districts, amending the existing zoning ordinance and delineating one or more historic districts, adjacent to such landmarks, buildings and structures, or encompassing such areas, or encompassing parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.2, including § 33.2-319 of that title) found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures or districts therein or in a contiguous locality. A governing body may provide in the ordinance that the applicant must submit documentation that any development in an area of the locality of known historical or archaeological significance will preserve or accommodate the historical or archaeological resources. An amendment of the zoning ordinance and the establishment of a district or districts shall be in accordance with the provisions of Article 7 (§ 15.2-2280 et seq.) of this chapter. The governing body may provide for a review board to administer the ordinance and may provide compensation to the board. The ordinance may include a provision that no building or structure, including signs, shall be erected, reconstructed, altered or restored within any such district unless approved by the review board or, on appeal, by the governing body of the locality as being architecturally compatible with the historic landmarks, buildings or structures therein.

2. Subject to the provisions of subdivision 3 of this subsection the governing body may provide in the ordinance that no historic landmark, building or structure within any district shall be razed, demolished or moved until the razing, demolition or moving thereof is approved by the review board, or, on appeal, by the governing body after consultation with the review board.

3. The governing body shall provide by ordinance for appeals to the circuit court for such locality from any final decision of the governing body pursuant to subdivisions 1 and 2 of this subsection and shall specify therein the parties entitled to appeal the decisions, which parties shall have the right to appeal to the circuit court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided the petition is filed within thirty days after the final decision is rendered by the governing body. The filing of the petition shall stay the decision of the governing body pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the governing body if the decision denies the right to raze or demolish a historic landmark, building or structure. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body.

In addition to the right of appeal hereinabove set forth, the owner of a historic landmark, building or structure, the razing or demolition of which is subject to the provisions of subdivision 2 of this subsection, shall, as a matter of right, be entitled to raze or demolish such landmark

building or structure provided that: (i) he has applied to the governing body for such right, (ii) the owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building or structure, and the land pertaining thereto, to the locality or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building or structure and the land pertaining thereto, and (iii) no bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the governing body, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

4. The governing body is authorized to acquire in any legal manner any historic area, landmark, building or structure, land pertaining thereto, or any estate or interest therein which, in the opinion of the governing body should be acquired, preserved and maintained for the use, observation, education, pleasure and welfare of the people; provide for their renovation, preservation, maintenance, management and control as places of historic interest by a department of the locality or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use thereof or admission thereto; lease, subject to such regulations as may be established by ordinance, any such area, property, lands or estate or interest therein so acquired upon the condition that the historic character of the area, landmark, building, structure or land shall be preserved and maintained; or to enter into contracts with any person, firm or corporation for the management, preservation, maintenance or operation of any such area, landmark, building, structure, land pertaining thereto or interest therein so acquired as a place of historic interest; however, the locality shall not use the right of condemnation under this subsection unless the historic value of such area, landmark, building, structure, land pertaining thereto, or estate or interest therein is about to be destroyed.

The authority to enter into contracts with any person, firm or corporation as stated above may include the creation, by ordinance, of a resident curator program such that private entities through lease or other contract may be engaged to manage, preserve, maintain, or operate, including the option to reside in, any such historic area, property, lands, or estate owned or leased by the locality. Any leases or contracts entered into under this provision shall require that all maintenance and improvement be conducted in accordance with established treatment standards for historic landmarks, areas, buildings, and structures. For purposes of this section, leases or contracts that preserve historic landmarks, buildings, structures, or areas are deemed to be consistent with the purposes of use, observation, education, pleasure, and welfare of the

people as stated above so long as the lease or contract provides for reasonable public access consistent with the property's nature and use. The Department of Historic Resources shall provide technical assistance to local governments, at their request, to assist in developing resident curator programs.

B. Notwithstanding any contrary provision of law, general or special, in the City of Portsmouth no approval of any governmental agency or review board shall be required for the construction of a ramp to serve the handicapped at any structure designated pursuant to the provisions of this section.

C. Any locality that establishes or expands a local historic district pursuant to this section shall identify and inventory all landmarks, buildings, or structures in the areas being considered for inclusion within the proposed district. Prior to adoption of an ordinance establishing or expanding a local historic district, the locality shall (i) provide for public input from the community and affected property owners in accordance with § 15.2-2204;(ii) establish written criteria to be used to determine which properties should be included within a local historic district; and (iii) review the inventory and the criteria to determine which properties in the areas being considered for inclusion within the proposed district meet the criteria to be included in a local historic district. Local historic district boundaries may be adjusted to exclude properties along the perimeter that do not meet the criteria. The locality shall include only the geographical areas in a local historic district where a majority of the properties meet the criteria established by the locality in accordance with this section. However, parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality may be included in a local historic district notwithstanding the provisions of this subsection.

1973, c. 270, § 15.1-503.2; 1974, c. 90; 1975, cc. 98, 574, 575, 641; 1977, c. 473; 1987, c. 563; 1988, c. 700; 1989, c. 174; 1993, c. 770; 1996, c. 424;1997, cc. 587, 676;2009, c. 290;2011, c. 237;2012, c. 790.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

DIVISION 7. - Historic Preservation Overlay - General provisions.

Section 26-215. - Purpose of the district.

Historic Preservation Overlay (HPO) Districts are created for the purpose of promoting the general welfare, education, and recreational pleasure of the public, through the perpetuation of the character of those general areas or individual structures and premises which have been officially designated by the Board as having historic, architectural or cultural significance.

Regulations within such districts are intended to protect against destruction of or encroachment upon such areas, structures, and premises; to encourage uses which will lead to their continuance, conservation and improvement in a manner appropriate to the preservation of the cultural, social, economic, political, architectural, or archeological heritage of the county; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-216. - Establishment of HPO Districts.

- (a) The boundaries of an HPO District shall in general be drawn to include all lands closely related to and bearing upon the character of the historic site, thus providing a landscape unit and affording transitional regulations needed to control potentially adverse environmental influences. Boundaries of each HPO Districts shall be shown on the zoning district map.
- (b) HPO Districts may be established by the Board when such designation of historic sites would serve the purpose of this section, as stated above.
- (c) HPO District shall be established in the same manner and by the same procedures set forth for zoning districts provided for in this ordinance, unless such procedures are qualified by requirements of this section. No more than one posted notice of a public hearing on a proposed HPO District shall be required, even if multiple properties are included in the application.
- (d) Applications for the creation of an HPO District may be made by resolution of the county Board or the county planning commission, or by application of all property owners within the proposed district. The application shall contain information prescribed by the Director. A property owner may petition the Board for initiation of an HPO District application including properties not owned by the petitioner. The architectural review board (ARB) may also petition the Board for initiation of an application.
- (e) Any area in which a structure or group of structures having an important historical, architectural or cultural interest is located, or an area adjacent to the sites of such structures may be designated a historic district in accordance with the procedures set out above if the area meets one or more of the following criteria:
 - 1. Is associated with persons, events, activities or institutions of local, state or national historical significance; or
 - 2. Contains buildings whose exterior design or features embody or exemplify the distinctive design characteristics of one or more historic eras, styles, materials, or construction method, or exemplify the work of an acknowledged master or masters; or

3. Reflects the cultural, political, economic, social, architectural or historic heritage of the county; or
 4. Contains qualities or artifacts which significantly contribute to present-day knowledge and understanding of lifestyles, activities, events or experiences of a previous era; or
 5. Is likely to yield information important to history or prehistory.
- (f) Within an HPO District, uses shall be permitted by right, or with a special use permit, pursuant to the district regulations of the zoning district(s) in which such HPO District is located; provided, that telecommunications towers and related facilities shall be prohibited within an HPO district. The Board may provide for additional permitted uses which may be determined to be appropriate and in character with a specific HPO District. Development standards within an HPO District shall be those of the zoning district(s) in which the HPO District is located, provided that the Board may require additional development standards, modify or eliminate development standards within a specific HPO District. Any modification of permitted uses or development standards shall be approved by the Board upon a finding that the uses and prescribed development standards are appropriate to and compatible with the character of the HPO District and adjacent areas, that they further the protection, restoration, preservation, and improvement of the area of the HPO District and that they promote the purposes of the HPO District.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-217. - Certificate of approval.

- (a) No activity requiring a Certificate of Approval shall be commenced unless a Certificate of Approval has been issued by the ARB, as provided below, except that in cases of fire, flood, other natural disaster, or any similar event beyond the control of the property owner, emergency repairs of a temporary nature may be made so long as a Certificate of Approval for permanent repairs or renovations is applied for within thirty (30) days of the event precipitating the need for such temporary repairs.
- (b) Any party aggrieved by the determination of the ARB may appeal to the Board as specified in section 26-221.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-218. - Applications and procedures—Certificate of approval.

- (a) Applications for Certificates of Approval shall be made to the Director of Planning on forms supplied by the Director. The Director shall refer all applications to the ARB.
- (b) Applications for Certificates of Approval shall be considered by the ARB at a regular meeting, after receiving written reports from the staff. Any individual having information directly related to either the compatibility of a proposed activity with the historical nature of the district, or the effect of the proposed activity on the historical character or architectural integrity of the district, shall be heard by any meeting on the proposed activity. A report on the application from the staff shall be heard at that meeting. An applicant shall provide any additional information requested by the ARB.

- (c) All approvals or disapprovals by the ARB shall include a statement of the reasons for such action. The ARB may approve the application, approve the application with conditions or deny the application. In the case of denial, the ARB may make recommendations to the applicant.
- (d) No substantially similar application for a Certificate of Approval shall be accepted by the Director within twelve (12) months of denial of an application by the ARB.
- (e) A Certificate of Approval shall be null and void twelve (12) months after the date on which it was issued unless within such period the work authorized by the ARB is commenced, or an extension of time, not exceeding one year, is approved by the ARB for good cause shown.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-219. - Review of applications for rezonings, conditional use permits, special exceptions; and variances.

The ARB shall review all applications for rezonings, conditional use permits, special exceptions, or variances proposed within an HPO District and may make recommendations thereon to the board or commission charged with the issuance of such rezoning, conditional use permit, special exception, or variance.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-220. - Certificate of approval—criteria.

- (a) The ARB shall review each completed application for a Certificate of Approval. In reviewing such applications for the erection, construction, reconstruction, remodeling, exterior alteration, razing, demolition, moving or restoration of a building or structure, the ARB shall not consider interior arrangement or features not subject to any public view and shall not make any requirements except for the purpose of preventing developments incompatible with the purposes of the Historic Preservation Overlay District. The ARB shall consider the following in determining the appropriateness of the issuance of a Certificate of Approval:
 1. The architectural or historical significance of a structure.
 2. The exterior architectural features, including all signs incorporated in such construction, which are subject to public view from a public street, way, or place;
 3. The general design, arrangement, shape, texture, material, color, and fenestration of the building or structure and their relation to similar features of buildings or structures in the HPO District;
 4. The compatibility of the proposed construction or alteration with the character of the HPO District;
 5. The extent to which the construction or alteration of the building or structure promotes the purposes of the HPO District; and
 6. The extent to which denial of a Certificate of Approval would constitute a deprivation to the owner of a reasonable use of his or her property.

In addition, the ARB may develop more specific guidelines consistent with the standards in the preceding paragraphs (1) through (6).

- (b) In reviewing an application for a Certificate of Approval for a permit for the razing or demolition of a landmark, building, structure or improvement the ARB shall, in addition to the applicable factors stated in (a), above, review the circumstances and the condition of the structure or part proposed and shall report its finding based on consideration of any or all of the following criteria:
 - 1. Whether the landmark, building, structure or improvement is of such architectural or historical interest that its removal would be to the detriment of the public interest.
 - 2. Whether the landmark; building, structure or improvement is of such old and unusual or uncommon design, texture, and material that it could be reproduced only with great difficulty.
 - 3. Whether retention of the landmark, building, structure or improvement would help preserve and protect a historic site.
- (c) In reviewing a Certificate of Approval application for a permit to move or relocate a historic landmark, building, or structure, the ARB shall consider the following criteria:
 - 1. Whether the proposed relocation would have a detrimental effect on the structural soundness of the landmark, building, structure, or improvement.
 - 2. Whether the proposed relocation would have a detrimental effect on the character of the HPO District.
 - 3. Whether relocation would provide new surroundings which would be harmonious with or incongruous to the historical and architectural aspects of the landmark, building, structure, or improvement.
 - 4. Whether relocation would help preserve and protect a historic site.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-221. - Appeals.

Any applicant or any owner of property located within the particular HPO District in question, when aggrieved by a decision of the ARB, may appeal such decision to the Board, provided that such appeal is filed in writing within thirty (30) days of the date of notification of the ARB's decision. Any applicant or any owner of property located within the particular HPO District in question, when aggrieved by a final decision of the Board, provided that such appeal is filed in writing within thirty (30) days of the date of notification of the ARB's decision, may appeal its decision to the Circuit Court.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-222. - Razing or demolition when certificate of approval denied.

- (a) In addition to the right of appeal set forth in section 26-221, above, the owner of a historic landmark, building, structure or improvement, the razing or demolition of which is subject to the restrictions of the HPO District shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

1. He or she has applied to the governing body for such right;
 2. The owner has, for the period of time set forth in the schedule hereinafter set out and at a price reasonably related to its fair market value, made a bona fide offer to sell such landmark, building, or structure, and the land pertaining thereto, to such county or municipality or to any person, firm, corporation, or government agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto; and
 3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained.
- (b) The fact that an appeal has been made to the Hanover County Circuit Court from a decision of the Board shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the Board, but thereafter the owner may renew his or her request to approve the razing or demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows:
1. Three (3) months when the offering price is less than twenty-five thousand dollars (\$25,000.00);
 2. Four (4) months when the offering price is twenty-five thousand dollars (\$25,000.00) or more, but less than forty thousand dollars (\$40,000.00);
 3. Five (5) months when the offering price is forty thousand dollars (\$40,000.00) or more, but less than fifty-five thousand dollars (\$55,000.00);
 4. Six (6) months when the offering price is fifty-five thousand dollars (\$55,000.00) or more, but less than seventy-five thousand dollars (\$75,000.00);
 5. Seven (7) months when the offering price is seventy-five thousand dollars (\$75,000.00) or more, but less than ninety thousand dollars (\$90,000.00); and
 6. Twelve (12) months when the offering price is ninety thousand dollars (\$90,000.00) or more.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-223. - Architectural Review Board (ARB)—Established.

- (a) Creation and membership: For the purpose of administering the requirements of this section, the Hanover County Architectural Review Board (ARB) is hereby established and shall consist of five (5) voting members who shall be residents of Hanover County and who shall have demonstrated a knowledge of and interest in the preservation of historical and architectural landmarks. Members shall be appointed by the Board for terms of four (4) years, except that the Board may elect to make any of the initial appointments for terms of less than four (4) years to provide for staggered terms of office. Each ARB member shall serve until a successor is appointed. An appointment to fill a vacancy shall be only for the unexpired term. At least two (2) members of the ARB shall have professional training or equivalent experience in architecture, history, architectural history, archaeology or planning.
- (b) Powers and duties: The presence of at least three (3) members of the ARB shall be required to conduct business, and all decisions shall be made by majority vote of those present. The ARB

shall, from time to time, elect its officers and shall adopt rules of procedure consistent with this Ordinance or with state law. The ARB:

1. Shall hear and decide all applications for certificates of approval;
2. May review and make advisory recommendations on all applications for conditional use permits, special exceptions, and variances proposed within an HPO District;
3. May propose the establishment of additional Historic Preservation Overlay Districts, and revisions to existing HPO Districts; and
4. Shall make annual reports to the Board reviewing the activities of the previous year.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-224. - Historic preservation overlay districts.

In furtherance of the purpose of Historic Preservation Overlay districts, the following districts have been created:

1. Old Courthouse Historic Overlay District.
2. Courthouse Transition Historic Overlay District.
3. Laurel Meadow.
4. Doswell-Darnell's Store (changed to Village of Doswell).
5. Montpelier-Dr. Stanley's Office.
6. Sharps.
7. Flanningan Mill.
8. Scotchtown.
9. Church View.
10. Norway and Isabell's Store.
11. Doswell School.
12. Beaverdam Motor Company and Tri-County Bank.
13. Polegreen Church.

The regulations for these districts, other than the Old Courthouse Historic Overlay and the Courthouse Transition Historic Overlay districts, are not codified within this Ordinance. The zoning administrator shall maintain copies of the applicable regulations for these districts.

(Ord. No. 12-08, § 3, 1-9-13; Ord. No. 13-07, § 1, 11-13-13)

ARTICLE 6. - Administration and Enforcement.

DIVISION 1. - Procedural requirements; Amendments to Zoning Ordinance and Zoning Map.

Section 26-302. - Initiation of amendments.

- (a) The Board may amend, supplement, repeal or change, by ordinance, the text of the Zoning Ordinance and the zoning district maps from time to time, whenever required by the public necessity, convenience, general welfare or good zoning practice. Any such amendment may be initiated by (1) resolution of the Board, (2) motion of the Planning Commission, or (3) by petition of the owner, contract purchaser with the owner's written consent, or the owner's attorney in fact, of the property which is the subject of the proposed zoning map amendment.
- (b) A petition of the owner, contract purchaser or the owner's attorney in fact shall be filed on forms prescribed by the Director and shall include information required by the Director.
- (c) An applicant shall be required to pay all required fees in a timely manner, and an application shall not be considered complete until such fees have been paid.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-303. - Report from Planning Commission.

Any proposed amendment to the boundaries of a zoning district or to the text of the regulations established by this Zoning Ordinance shall be submitted to the Planning Commission for its review and recommendation prior to any final action of the proposal by the Board. The application for the rezoning of property shall be scheduled for public hearing by the Planning Commission on the first available date after the Planning Director has determined the application to be complete. Failure of the Planning Commission to report within one hundred days after its first public hearing on the proposed rezoning or text amendment, or within such shorter period of time as may be prescribed by the Board for specific proposals, shall be deemed to constitute a recommendation of approval.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-304. - Notice and Hearings.

The following procedures shall be followed in the consideration of any proposed amendment:

1. The Planning Commission shall hold a public hearing on any proposed amendment, before submitting its report to the Board.
2. Notice of public hearings before the Commission shall comply with the requirements of state law. In addition, the Commission shall cause a notice to be posted conspicuously on the property in accordance with the rules of the Commission indicating how the public may learn more about the proposed amendment, and a certificate of posting shall become a part of the record of the hearing. The published and posted notices shall contain reference to the place or places within the County where the plans, ordinances, or amendments may be examined.
3. Before approving any proposed change or amendment, the Board shall hold a public hearing thereon.
4. Notice of the public hearing before the Board shall comply with the requirements of state law.

5. The Planning Commission and the Board may hold a joint public hearing after the required public notice. If a joint hearing is held, then public notice as set forth above need be given only by the Board.
6. Except upon application of a property owner or his agent, when a proposed amendment involves a change in zoning classification of twenty-five (25) or less parcels of land, then, in addition to the advertising as above required, written notice shall be given at least five (5) days before the hearing to the owner or owners, their agent or occupant, of each parcel involved, and to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected. Notice sent by registered or certified mail to the last known address of such owner, as shown on the current real estate tax assessment books, shall be deemed adequate compliance with this requirement.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-305. - Notice to adjacent jurisdictions.

When any proposed change of a zoning district boundary lies within five hundred (500) feet of a County boundary, notice of the proposal, together with the date, time, and place of the public hearing thereon, if such hearing has been scheduled, shall be forwarded to the Planning Commission, if such exists, or the governing body of the adjacent county or municipality in order to give such jurisdiction an opportunity to appear at the hearing or express its opinion on the effect of said boundary change.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-306. - Applicant may submit proposed proffers.

The owner of property which is the subject of a rezoning request may proffer that, in the event the property is rezoned to a requested zoning district, the use and development of the property will be subject to specified reasonable conditions, in addition to the regulations provided by this Zoning Ordinance for the zoning district; provided, however, (1) that the rezoning itself gives rise to the need for the proffered conditions, (2) such conditions have a reasonable relation to the rezoning, and (3) all such conditions are in conformity with the Comprehensive Plan and requirements of the Code of Virginia.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-307. - Procedure for submission and acceptance of proffers.

The submission and acceptance of proffered conditions shall be in accordance with the following procedures:

- (a) If an applicant for a change of zoning desires to proffer conditions, then either the proffers or a statement of intent to submit proffers shall accompany the rezoning application. All proposed proffers shall be submitted in writing in a form acceptable to the Director.
- (b) Proffered conditions must be signed by the record owner of the subject property, or an agent with power of attorney, and notarized. Proffers shall be clear and succinct and shall be

separated into independently enumerated paragraphs, each of which addresses no more than one (1) aspect of the development and use of the property.

- (c) The applicant shall submit proffers to the Director not less than twenty-one (21) calendar days prior to the public hearing on the application before the Planning Commission. If the Director recommends specific additional proffers or modifications to the submitted proffers, the applicant may submit such additional proffers or modifications not less than fourteen (14) days prior to the public hearing before the Planning Commission. After the public hearing before the Planning Commission, the applicant may submit any additional proffers or modifications to the submitted proffers that have been specifically recommended by motion of the Planning Commission or by the Director; provided, however, that any amendments to the proffers recommended by the Director must relate to issues discussed at the public hearing before the Planning Commission. All proffers shall be signed by the landowners and submitted in final form no later than twenty-one (21) days prior to the public hearing on the application before the Board of ; provided, however, that the Board may accept amended proffers after the public hearing has begun, if the amended proffers do not materially affect the overall proposal. Amended proffers may be accepted by the Board after the public hearing has begun only if the proposed amended proffers are more restrictive than the proffers previously submitted and serve to increase or enhance the compatibility of the proposed use with existing or planned uses for other properties in the vicinity. Such proffer amendments may include but are not limited to:

1. The exclusion of a use that would otherwise be permitted by the zoning district regulations,
2. An increase in the buffer, screening, landscaping or parking requirements for the proposed use,
3. Enhanced onsite or offsite traffic control or road improvements,
4. Enhanced protection from the impact of lighting from the proposed use on other properties in the vicinity,
5. Enhanced architectural, or aesthetic design controls and
6. Greater limits on the hours of operation for the proposed use.

Any proposed amended proffers shall be in writing and shall be signed by the record owner of the subject property, or an agent with power of attorney, prior to the acceptance of the amended proffers by the Board.

- (d) Proffered site plans, architectural elevations, and other graphic representations shall accompany the proffer statement and shall be clearly identified in the text of the proffers.
- (e) In the event that the Board determines that the property should be rezoned to a requested zoning district, it may make such rezoning subject to some or all of the conditions proffered by the applicant.
- (f) The zoning administrator shall be vested with all necessary authority on behalf of the Board to administer and enforce proffered conditions, including the authority to require performance guarantees.
- (g) Proffered conditions shall become a part of the zoning regulations applicable to the property in question and shall be noted on the zoning map. No development shall be

approved by any county official unless it is in substantial conformity with the proffered conditions including proffers defining the specific uses and the physical layout depicted by the plans, profiles, elevations and other demonstrative materials presented by the applicant.

- (h) Once proffered and accepted as a part of an amendment to the Zoning Ordinance, conditions shall continue in effect until a subsequent amendment changes the zoning on the property covered by such conditions; such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised Zoning Ordinance.
- (i) Any person aggrieved by a decision of the zoning administrator regarding any proffered condition may appeal such decision to the Board of supervisors. Such appeal shall be filed within thirty (30) days from the date of the decision rendered by the zoning administrator by filing a written notice of appeal with the zoning administrator in a form acceptable to the zoning administrator. Such notice shall specify the grounds on which the applicant is aggrieved and the basis for the appeal.
- (j) Applications for the amendment or deletion of proffered conditions previously accepted by the Board shall be considered through the same process as any other request for a zoning map amendment.
- (k) The provisions of this section shall be administered and interpreted in accordance with Virginia Code § 15.2-2298.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-308. - Information required on conceptual plans.

For conceptual plans that are required by the district regulations, the applicant shall submit a conceptual plan, and revisions to a conceptual plan, in accordance with the following procedures:

1. If the Director finds that any additions, deletions or modifications are necessary for a required conceptual plan that was submitted with an application, the applicant shall submit a revised plan no less than twenty-one (21) calendar days prior to the public hearing on the application before the Planning Commission.
2. After the public hearing before the Planning Commission, the applicant shall submit a revised conceptual plan, if any, no later than twenty-one (21) days prior to the public hearing on the application before the Board.
3. No conceptual plan that is required by the district regulations shall be considered at a public hearing before the Planning Commission or Board on an application unless the submission of the plan, or revisions to the plan, complies with the provisions of this section.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-309. - Revision after hearing.

Following its public hearing, the Board may make appropriate changes or corrections in an ordinance or proposed amendment; provided, however, that no additional land may be zoned to a

different classification than was contained in the public notice without an additional public hearing after notice as required in sections 26-304 and 26-305 above.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-310. - One year limitation for reconsideration.

Whenever a petition requesting an amendment, supplement, or change has been denied by the Board, such petition, or one substantially similar, shall not be reconsidered sooner than one year after the date of the previous denial by the Board.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-311. - Payment of filing fees.

The appropriate fee shall be paid at the time of submission of any application for a permit, review, or hearing required by this Ordinance, in accordance with a schedule of fees as adopted by the Board from time to time. No such schedule of fees shall be adopted, changed, or amended unless and until the Board shall hold an advertised public hearing on any such proposed adoption, change, or amendment.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-312. - Refund of fees.

No fee shall be refunded pursuant to withdrawal of an application; provided, a refund of ninety (90) percent of the total fee paid, less any costs incurred for traffic or other studies undertaken solely in response to the filing of the application, may be approved by the zoning administrator if a request for withdrawal, signed by the applicant or his designated agent, is received by the zoning administrator in time to prevent publication of the first notice of hearing has subsequently been approved by the Board, or other appropriate decision making body. No refund shall be allowed where the only action required is by the zoning administrator.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-313. - Additional fees for readvertisement.

An additional fee in accordance with the adopted schedule of fees shall be charged each time an application must be readvertised due to any delay or postponement requested by the applicant or necessitated by some act or failure to act on the part of the applicant.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-314. - Certain entities exempt from payment of filing fees.

Notwithstanding any other provision to the contrary, any filing fee required under this Ordinance shall be waived for any applicant which is an agency of the government of the United States, an agency of the Commonwealth, or an agency of the County of Hanover, or for any

applicant which is an organization or corporation which has tax exempt status at the time any such exemption is claimed. Nothing herein shall be construed to exempt any such agency, organization, or corporation from any bonding or penalty provisions of this Ordinance.

(Ord. No. 12-08, § 3, 1-9-13)

DIVISION 2. - Site Plans.

Section 26-315. - Purpose.

For the purpose of ensuring good arrangement, appearance, function, harmony with surroundings and adjacent uses and the objectives of the Comprehensive Plan, and compliance with the requirements of these regulations, site plans shall be submitted, reviewed, and approved prior to the issuance of any permits for construction in accordance with the regulations below.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-316. - Agent for site plan approval.

The zoning administrator or his designee shall be the agent of the Board for site plan approval unless provided for otherwise in the district regulations.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-317. - Uses and activities which require a site plan.

- (a) A site plan shall be required for the following uses:
1. Two-family, townhouse, and multiple-family uses when no residential subdivision lots are being created;
 2. All business and industrial uses and churches and other places of worship, except for:
 - a. The expansion of an existing building or the addition of an accessory structure to an existing site when the expansion or addition, cumulatively, is as follows:
 - i. Where the total square footage of all existing buildings on the site are 5,000 square feet of gross floor area or less, the expansion may not be larger than ten percent (10%) of the existing floor area.
 - ii. Where the total square footage of all buildings on site exceeds 5,000 square feet of floor area the expansion may not exceed ten percent (10%) of the existing floor area for the first 5,000 square feet plus five percent (5%) of the gross floor area above 5,000 square feet, provided the expansion or addition does not exceed 800 square feet.
 - b. The creation, expansion or reconfiguration by 2,500 square feet or less, cumulatively, of a parking area that met all applicable regulations when constructed.
 3. Telecommunications towers and related facilities;
 4. Any use for which a conditional use permit is required;

5. Utility uses only when structures are to be installed above-ground (except for minor appurtenances such as fire hydrants) and only for the tax parcel on which the structures are located.
- (b) For the purposes of this section, the term cumulatively shall mean all changes occurring on or after the date that the building or use became applicable to regulations.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-318. - Review and approval procedures.

- (a) A site plan shall be submitted to the zoning administrator for review and approval. Such application shall be made on forms supplied by the Planning Department and accompanied by the number of copies of the site plan as determined by the zoning administrator. The site plan shall be prepared in accordance with the requirements specified in division 2 of article 6.
- (b) The site plan shall be reviewed and approved or disapproved within sixty (60) days after it has been officially submitted for approval. The site plan shall comply with the requirements of this Ordinance and all other provisions of the Hanover County Code. Site plans for approved conditional uses shall also be reviewed for substantial compliance with the sketch plan approved with the conditional use permit.
- (c) If a site plan is disapproved, the reasons for such action shall be provided to the applicant in writing. The applicant may submit a revised site plan to the zoning administrator that addresses the reasons for disapproval. The zoning administrator shall review the revised site plan and either approve or disapprove the site plan within forty-five (45) days after the site plan has been modified, corrected and resubmitted for approval. If all corrections specified have been made, the site plan shall then be approved. If additional corrections are necessary, the site plan shall be resubmitted and the zoning administrator shall approve or disapprove the site plan within forty-five (45) days after the site plan has been modified, corrected and resubmitted for approval.
- (d) Nothing in this section shall be interpreted to permit a variance or exception to the regulations of this Ordinance or to abridge the procedures or requirements of the laws and ordinances governing the subdivision of land.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-319. - Information required on site plans.

The site plan submitted for review and approval shall include the following information:

1. The proposed title of the project, the names of the engineer, architect, designer, or landscape architect, and the property owner and the developer (if different).
2. A general vicinity map at a scale no greater than 1":2000'.
3. Geographic Parcel Identification Number (GPIN) for all subject parcel(s) and the owner's name, zoning, and GPIN for all adjacent parcels.
4. The use(s) of the subject parcel(s).
5. The north arrow (on applicable sheets), scale, and date of the site plan including any subsequent revisions. The scale of the site plan shall be as follows:

- a. For projects containing more than two hundred (200) acres, not more than two hundred (200) feet to one inch.
 - b. For projects containing fifty (50) to two hundred (200) acres, not more than one hundred (100) feet to one inch.
 - c. For projects containing more than ten (10) acres but less than fifty (50) acres, not more than fifty (50) feet to one inch.
 - d. For projects containing ten (10) acres or less, not more than thirty (30) feet to one inch.
6. Existing zoning (including overlay districts, rezonings, conditional use permits, special exception permits and variances, and any applicable letters, proffers or conditions), magisterial district and zoning district boundaries of the subject parcel(s).
 7. The boundaries of the parcel(s) involved, county or municipal boundaries, the location of all existing easements with associated recordation references, existing property lines, existing streets, buildings, or waterways, mapped dam break inundation zones, areas affected by Chesapeake Bay preservation requirements, major tree masses and other existing physical features in or adjoining the project.
 8. Topography of the project area with contour intervals of two (2) feet or less, unless waived by the zoning administrator as clearly unnecessary to a review of the project or proposal.
 9. The location and sizes of sanitary and storm sewers, water mains, culverts, and other underground structures, and all utility lines, including electric, natural gas, CATV, telephone, and other lines, both underground and overhead, existing and planned, in or near the project.
 10. The location, dimension, height and use of all existing and proposed buildings and structures.
 11. The location, design and materials used to construct proposed streets, alleys, driveways, curb cuts, entrances and exits, loading areas (including numbers of parking and loading spaces), outdoor lighting systems, storm drainage and sanitary facilities.
 12. The location of proposed lots, setback lines, and easements and any proposed reservations for parks, parkways, playgrounds, school sites, and open space areas.
 13. The location, height, and materials of all fences, walls and screens.
 14. The location of outdoor waste receptacles, if provided, and the method of screening.
 15. The location of existing and proposed freestanding signs.
 16. Preliminary plans and elevations of proposed buildings and structures.
 17. A landscape plan (if required), including a list of the specific plant materials to be used to satisfy the applicable landscaping requirements, with a calculation of the area of the parking lot, landscaped area required, and landscaped area provided (where applicable).
 18. A lighting plan, prepared in accordance with section 26-269, if the use(s) of the property will be operating during the hours of darkness.
 19. A tabulation of total number of acres in the project, gross and net, as required in the district regulations, and the percentage thereof proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, off-street parking, streets, parks, schools, and other reservations.

20. A tabulation of the total number of dwelling units of various types in the project and the overall project density in dwelling units per acre, gross and net, as required by district regulations.
21. All applications for site plan approval shall include water quality impact assessments when required by Chapter 10 of the Hanover County Code and the location of all mapped dam break inundation zones. Applications for site plan approval shall be reviewed by the Director of Public Works who shall determine whether the proposed development meets the requirements of Chapter 10 of the Hanover County Code. No approval shall be granted by any approval authority unless the development meets those requirements.
22. Compliance with Chesapeake Bay preservation requirements, in accordance with Chapter 10, Environmental Management, of the Hanover County Code.
23. Compliance with erosion and sediment control requirements in accordance with Chapter 10, Environmental Management, of the Hanover County Code.
24. Other information as may be required by the zoning administrator in order to comply with federal, state, or local laws.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-320. - Amendments.

Proposed amendments to an approved site plan shall be submitted in accordance with the procedures set forth in section 26-318; however, an approved site plan may be amended by redlining or slip-sheeting when:

1. The new building or expansion meets the site plan exemption criteria listed in section 26-317 (a)(2);
2. The expansion will not create a drive-in window, ATM station, or other activity for which adequate stacking and circulation on site is required;
3. The expansion will not affect drainage or required setbacks for structures; and
4. The parking area being created, expanded, or reconfigured is less than 2,500 square feet.

(Ord. No. 12-08, § 3, 1-9-13)

DIVISION 3. - Conditional Use Permits.

Section 26-321. - Purpose.

- (a) The purpose of the conditional use procedure is to provide for certain uses which cannot be well adjusted to their environment in particular locations with full protection offered to surrounding properties by rigid application of the district regulations. These uses either have unusual characteristics or are generally of a public or semipublic character and are essential and desirable for the general convenience and welfare, but because of the nature of the use, the importance of the relationship to the Comprehensive Plan, and possible impact not only on neighboring properties, but on a large section of the County, require the exercise of planning judgment on location and site plan. Conditional uses also include those public uses, public utility,

or public service uses upon which the Planning Commission is required to report following adoption of the Comprehensive Plan under the state planning enabling statutes, thus facilitating coordination of the purposes of state planning statutes with those of state zoning enabling statutes.

- (b) A conditional use may be approved by the Board in accordance with the following:
 - 1. The location is appropriate and not in conflict with the Comprehensive Plan;
 - 2. The public health, safety, morals, and general welfare will not be adversely affected;
 - 3. Adequate off-street parking facilities will be provided;
 - 4. Necessary safeguards will be provided for the protection of surrounding property, persons, and neighborhood values;
 - 5. The additional standards of this article are complied with.
- (c) Unless otherwise specified in this division or specified as a condition of approval, the height limits, yard spaces, lot area, and sign requirements shall be the same as for other uses in the district in which the conditional use is located.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-322. - Application requirements.

- (a) An application for a conditional use permit may be made by any property owner, attorney-in-fact of the owner, or tenant, and by any legal entity authorized by the Commonwealth of Virginia or the United States to acquire land through eminent domain.
- (b) An application for a conditional use permit shall include written permission from the owner of the subject property granting right of entry to the zoning administrator and to agents of the County and law enforcement agencies, for inspection purposes, during the term of any permit which may be issued.
- (c) Applications shall be filed on forms prescribed by the zoning administrator and shall include information required by the zoning administrator.
- (d) Whenever an application has been denied by the Board, such application, or one that is substantially the same, shall not be reconsidered sooner than one year after the previous denial.
- (e) All applications for conditional use permits shall be accompanied by a sketch plan for review and approval by the County staff, Planning Commission, and the Board. Sketch plans, and revisions to sketch plans, shall be submitted in accordance with the following procedures:
 - 1. If the zoning administrator finds that any additions, deletions or modifications are necessary for a required sketch plan that was submitted with an application, the applicant shall submit a revised plan no less than twenty-one (21) calendar days prior to the public hearing before the Planning Commission.
 - 2. After the public hearing before the Planning Commission, the applicant shall submit a revised sketch plan, if any, no less than twenty-one (21) calendar days prior to the public hearing before the Board.

3. No sketch plan that is required by the district regulations shall be considered at a public hearing before the Planning Commission or Board unless the submission of the plan, or revisions to the plan, complies with the provisions of this section.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-323. - Information required on sketch plans.

The sketch plan shall be clearly drawn to a scale as specified below, shall comply with all applicable laws, regulations, and ordinances, and shall show the following:

1. The proposed title of the project, the name of the developer, and the name of the preparer of the plan.
2. The north point, scale, and date. The scale of the sketch plan shall be as follows:
 - a. For projects containing more than two hundred (200) acres: not more than 200':1".
 - b. For projects containing fifty (50) to two hundred (200) acres: not more than 100':1".
 - c. For projects containing ten (10) acres to fifty (50) acres: not more than 50':1".
 - d. For projects containing ten (10) acres or less: not more than 30':1".
3. Existing zoning and zoning district boundaries.
4. The boundaries of the property involved; County or town boundaries; property lines; existing streets, buildings, or waterways; mapped dam break inundation zones; areas affected by Chesapeake Bay preservation requirements; and major tree masses.
5. Topography of the project area with contours of five (5) feet or less.
6. Proposed changes in zoning, if any.
7. The general location and character of construction of proposed streets, alleys, driveways, curb cuts, entrances, and exits.
8. Location(s) of all proposed buildings and structures, accessory and main; major excavation; and the use category for each building.
9. General location, height, and material for all fences, walls, screen plantings, berms, and landscaping. The required perimeter buffer, if any, shall be shown.
10. Architectural elevation(s) for the proposed structures on site.
11. Other information as may be required by the zoning administrator.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-324. - Review, approval and amendment.

A conditional use permit may be approved, or terms of approval amended, by the Board after a public hearing before the Planning Commission and the Board, with advertising and notice in accordance with requirements specified in sections 26-304 and 26-305.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-325. - Substantial conformity with approved sketch plan.

Once a conditional use permit is approved for a property, the property shall be developed and maintained in substantial conformity with the sketch plan submitted with the application and approved by the Board.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-326. - Site plan required for all conditional use permits.

Following approval by the Board and prior to commencement of the use, a site plan shall be prepared and submitted to the Planning Office for review and approval in accordance with the procedures set forth in division 2 of article 6.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-327. - Duration of conditional use permits.

(a) Validity.

- (1) Approval of a conditional use permit shall be valid for a period of one (1) year after the date of approval and, thereafter, shall be void unless substantial construction or use has been initiated during the one-year period, unless:
 - a. Another period of validity is established by the Board at the time of approval, or
 - b. Another period of validity is established by the Board upon application filed before the expiration of the prescribed time period, upon a finding that commencement within the prescribed period is not practical because of circumstances applicable to the proposed development.
- (2) An extension after one year is not necessary for:
 - a. A nonconforming use already established on the property that is required to obtain a conditional use permit to expand their use, or
 - b. An amendment of an approved conditional use permit for an existing use.

(b) Extensions.

- (1) The Board may approve a request for an extension of time for the validity of a conditional use permit in accordance with the following:
 - a. A request for an extension of time shall be filed in writing, on forms prescribed by the zoning administrator, prior to the expiration date of the permit.
 - b. The request shall specify the basis for and the amount of additional time requested and shall include an explanation of the reason that substantial construction or use has not been commenced in accordance with the time specified by the Board in the approval action.
 - c. A request for an extension of time may be approved only if it is determined by the Board that the use is in accordance with all applicable provisions of the Zoning

Ordinance and Subdivision Ordinance, and that approval of additional time is consistent with the public interest.

- (2) If a request for an extension is timely filed, the conditional use permit shall remain valid until a request for additional time is acted upon by the Board.
- (c) Expiration.
1. A conditional use permit shall expire:
 - a. Upon the expiration of any time period imposed by the Board at the time of approval of the conditional use permit;
 - b. If the use or construction has not commenced in accordance with these provisions;
 - c. If the use or activity for which a conditional use permit was approved should cease for any reason for a period of two years or more.
 2. Should any of the situations described in this subsection occur, the conditional use permit shall automatically expire without notice or further proceedings and the approval of a new conditional use permit shall be required prior to any subsequent reinstatement of the use.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-328. - Revocation.

- (a) A conditional use permit shall be revocable by the Board at any time if the owner or operator of the use or the site subject to the permit fails to comply with the terms and conditions of the permit, or with requirements of County, State or federal laws or regulations applicable to the property.
- (b) Before revoking any conditional use permit, the Board shall conduct a public hearing and provide notice as would be required for the issuance of a conditional use permit. In addition, the owner or operator shall be given at least twenty days advance written notice of the hearing date by certified mail. The notice sent to the owner or operator shall include:
 1. The grounds for the proposed revocation;
 2. The date, time and place of the public hearing.
- (c) The provisions of this section shall not be deemed to preclude the use of any other available remedy with respect to violations of the conditions imposed as part of the approval of the conditional use permit or other provisions of this Ordinance.

(Ord. No. 12-08, § 3, 1-9-13)

DIVISION 4. - Special Exception Permits.

Section 26-329. - Purpose.

In order to provide for adjustments in the relative locations of uses and buildings of the same or different classifications, to promote the usefulness of these regulations, as instruments for fact finding, interpretation, application, adjustment, and to supply the necessary elasticity to their efficient operation, special use exceptions, limited as to location and especially in locations described

in this article, are permitted by the terms of these regulations. Uses identified in the district regulations and the following buildings and uses are permitted as special exceptions if the Board finds that such exceptions will not be substantially affect adversely the uses of adjacent and neighboring property permitted in this Ordinance.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-330. - Application requirements.

- (a) An application for a special exception may be made by any property owner, attorney in fact of the owner, or tenant, and by any legal entity authorized by the Commonwealth of Virginia or the United States to acquire land through eminent domain.
- (b) An application for a special exception shall include written permission from the owner of the subject property granting right of entry to the zoning administrator and to agents of the County and law enforcement agencies, for inspection purposes, during the term of any permit which may be issued.
- (c) Applications shall be filed on forms prescribed by the zoning administrator and shall include information required by the zoning administrator.
- (d) Whenever an application has been denied by the Board, such application, or one that is substantially the same, shall not be reconsidered sooner than one year after the previous denial.
- (e) All applications for special exception permits shall be accompanied by a sketch plan for review and approval by the County staff and the Board. Sketch plans, and revisions to sketch plans, shall be submitted in accordance with the following procedures:
 - 1. If the zoning administrator finds that any additions, deletions or modifications are necessary for a required sketch plan that was submitted with an application, the applicant shall submit a revised plan no less than twenty-one (21) calendar days prior to the public hearing before the Board.
 - 2. No sketch plan that is required by the district regulations shall be considered at a public hearing before the Board unless the submission of the plan, or revisions to the plan, complies with the provisions of this section.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-331. - Information required on sketch plans.

In addition to the application requirements set forth in section 2 above, applications for special exceptions shall be accompanied by a sketch plan, which shall show the following:

- 1. The proposed title of the project, the name of the developer, and the name of the preparer of the plan.
- 2. The north point, scale, and date. The scale of the sketch plan shall not more than 200":1.
- 3. The boundaries of the property involved; County or town boundaries; property lines; existing streets, buildings, and waterways; areas affected by Chesapeake Bay preservation requirements; and major tree masses.

4. The general location and character of construction of proposed parking lots, driveways, curb cuts, entrances, and exits.
5. The locations of all proposed buildings and structures.
6. The general locations, heights, and materials of all fences, walls, screen plantings, berms, and landscaping.
7. Any additional information required by the zoning administrator.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-332. - Review, approval and amendment.

- (a) A special exception may be approved, or terms of approval amended, by the Board after a public hearing before the Board, with advertising and notice in accordance with requirements specified in sections 26-304 and 26-305.
- (b) A special exception may only be granted if the Board makes the following findings:
 1. The proposed use or proposed modification of generally applicable regulations is compatible with the character of the surrounding area;
 2. The proposed use or proposed modification will not produce noise, odor, vibration, or glare beyond that which is generally produced by uses that are permitted by right in the applicable zoning district;
 3. The proposed use or proposed modification will not create traffic congestion and will not impair the safe and efficient travel along the county's road network;
 4. The proposed use or proposed modification will not diminish the view shed as seen from the public right-of-way, or unreasonably impact historic or natural resources;
 5. The proposed use or proposed modification will not impair the public health, safety, and general welfare;
 6. The approval of the special exception is consistent with good zoning practices and the comprehensive plan; and
 7. All other additional requirements for a proposed use or proposed modification that are set forth elsewhere in this chapter are satisfied.

(Ord. No. 12-08, § 3, 1-9-13; Ord. No. 18-03, § 3, 4-25-18)

Section 26-333. - Substantial conformity with approved sketch plan.

Once a special exception permit is approved for a property, the property shall be developed and maintained in substantial conformity with the sketch plan submitted with the application and approved by the Board.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-334. - Special exceptions for certain uses.

The following use exceptions may be granted by the Board subject to such conditions as the Board deems necessary to carry out the intent and purpose of the various districts, the Zoning Ordinance and, after considering the impact thereof, upon zoning objectives and practices:

1. Exceptions to parking and loading requirements as follows:
 - a. Waiver or reduction of the loading requirements in any district whenever the character or use of the building is such as to make unnecessary the full provision of loading facilities.
 - b. Waiver or reduction of loading space requirements where adequate community loading facilities are provided.
 - c. Waiver or reduction of loading space requirements for uses which contain less than ten thousand (10,000) square feet of floor area where construction of existing buildings, problems of access, or size of lot make impractical the provision of required loading.
2. Temporary field offices and trailers for business purposes not in conjunction with retail sales and where no part of said field office will be used for living quarters.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-335. - Special exceptions for width in R-1, R-2, and R-3 Districts.

A special width exception may be approved by the Board to allow an exception to lot width in any R-1, R-2, or R-3 district. Applications for special exceptions shall be made on a form provided by the zoning administrator. An exception may only be granted if:

1. An existing dwelling fronts on an existing public road;
2. No additional access is created to the public road upon which the lot fronts; and
3. The Board makes the following additional findings:
 - a. That an exception would enhance the orderly development of the area; and
 - b. That the granting of the exception will not endanger the public safety, or in any other respect impair the health, safety, comfort, and welfare of the inhabitants of the County.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-336. - Special exceptions for height.

The Board may, upon application, permit an exception to the maximum height provided in each zone, subject to the following procedures and limitations:

1. Any application for a special height exception shall be made and processed in the same manner as an application for a special use exception and subject to the rules for same by the Board.
2. An application for a special height exception shall be considered by the Board only after a public hearing following adequate notice as provided for by state law.

3. An exception to the height limit shall be granted only where the Board finds that such exception will not impair the appropriate use and enjoyment of surrounding property nor derogate from the intent and purpose of this Ordinance.
4. No exception shall be granted which would allow encroachment into a "controlled airspace" (as defined). No exception shall be granted which allows a structure located within ten thousand (10,000) feet of any airport runway to exceed an elevation which is one hundred fifty (150) feet above the elevation of the lower end of the airport runway.
5. In granting a special height exception, the Board may impose such conditions as may be necessary to reduce the impact of the building or structure for which the exception is requested. The Board may also impose such conditions as may be necessary to maintain the character of the zoning district.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-337. - Special Exceptions for landscaping.

Exceptions to the buffer, access, front yard, and landscaping requirements may be granted by the Board in accordance with the procedures set out in this Ordinance. Applications shall be made on a form provided by the zoning administrator and shall be accompanied by a sketch plan of the proposed development. An exception may be granted if the Board makes the following findings:

1. That an exception to access requirements would not unreasonably lower the level of service on affected roads;
2. That the design and location of proposed access points are compatible with existing access on the site of the proposed development and on affected streets;
3. That the granting of the exception for access, front yards, or buffers will not substantially affect adversely the use of adjacent and neighboring property;
4. That the granting of the exception for landscaping will avoid the unnecessary replacement of existing landscaping and other improvements on site and will not result in unsafe traffic circulation patterns on site;
5. That the purpose for which the front yard reduction is requested is appropriate in the context of the request, and the reduction is necessary for reasons other than convenience; and
6. That the granting of the exception for access, landscaping, front yards, or buffers will not endanger the public safety, or in any other respect impair the health, safety, comfort, and welfare of the inhabitants of the County.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-338. - Special exceptions for signs.

Any request for a variation in the permitted height, area, location, or number of signs in any district may be granted as a special exception by the Board in accordance with the procedures, set out in this Ordinance. An exception may be granted if the Board makes the following findings:

1. That an exception would not unreasonably affect nor inhibit the movement of traffic on surrounding roads;

2. That the proposed design and location of the signs(s) are compatible with existing signs and sign locations on surrounding properties;
3. That the granting of the exception will not adversely affect the use of adjacent and neighboring property;
4. That the granting of the exception will neither reduce, nor affect the placement of, required landscaping on site and will not result in unsafe traffic patterns on site; and
5. That the granting of the exception will not endanger the public safety, nor in any other respect impair the health, safety, comfort, and welfare of the inhabitants of the County.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-338.1. - Standards for special exceptions for properties in areas designated as Rural Village in the Comprehensive Plan.

Exceptions allowing for multiple use structures or the reduction in required front yard setbacks in those areas designated on the General Land Use Plan of the Comprehensive Plan as Rural Village may be granted by the Board in accordance with the provisions set forth in this section. Applications shall be made on a form provided by the zoning administrator and shall be accompanied by a sketch plan of the proposed development. An exception may be granted if the Board makes the following findings:

1. That the new structure or the expansion of an existing structure shall be located outside of the ultimate right-of-way and is compatible with the prevailing setbacks along the road on which the subject property fronts;
2. That the scale and character of the proposed structure or the expansion of the existing structure is compatible with the surrounding development;
3. That the purpose for which the front yard reduction is requested is appropriate in the context of the physical setting, and the reduction is necessary for reasons other than convenience;
4. That the granting of the exception for front yard setbacks will not adversely affect the use of adjacent and neighboring property; and
5. That the granting of the exception shall not impair the health, public safety, and general welfare.

(Ord. No. 16-13, § 6, 2-8-17)

Section 26-339. - Duration of special exception permits.

(a) Validity.

- (1) Approval of a special exception shall be valid for a period of one (1) year after the date of approval and, thereafter, shall be void unless substantial construction or use has been initiated during the one-year period, unless:
 - a. Another period of validity is established by the Board at the time of approval, or
 - b. Another period of validity is established by the Board upon application filed before the expiration of the prescribed time period, upon a finding that commencement within the

prescribed period is not practical because of circumstances applicable to the proposed development.

- (2) An extension after one year is not necessary for:
 - a. A nonconforming use already established on the property that is required to obtain a special exception permit to expand their use, or
 - b. An amendment of an approved special exception permit for an existing use.
- (b) Extensions.
 - (1) The zoning administrator may approve a request for an extension of time for the validity of a special exception in accordance with the following:
 - a. A request for an extension of time shall be filed in writing, on forms prescribed by the zoning administrator, prior to the expiration date of the special exception.
 - b. The request shall specify the basis for and the amount of additional time requested and shall include an explanation of the reason that substantial construction or use has not been commenced in accordance with the time specified by the Board in the approval action.
 - c. A request for an extension of time may be approved only if it is determined by the zoning administrator that the use is in accordance with all applicable provisions of the Zoning Ordinance and Subdivision Ordinance, and that approval of additional time is consistent with the public interest.
 - (2) If a request for an extension is timely filed, the special exception permit shall remain valid until a request for additional time is acted upon by the zoning administrator.
 - (3) A decision made by the zoning administrator regarding the extension of a special exception may be appealed to the Board.
- (c) Expiration.
 - (1) A special exception permit shall expire:
 - a. If the period of time approved by the Board for the duration of the special exception expires;
 - b. If the use or construction has not commenced in accordance with these provisions, and no extension has been granted in accordance with subsection (b);
 - c. If the use or activity for which a special exception was approved should cease for any reason for a period of two years or more.
 - (2) Should any of the situations described in this subsection occur, the special exception shall automatically expire without notice or further proceedings and the approval of a new special exception shall be required prior to any subsequent reinstatement of the use.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-340. - Revocation.

- (a) A special exception shall be revocable by the Board at any time if the owner or operator of the use or the site subject to the permit fails to comply with the terms and conditions of the permit, or with requirements of County, State or federal laws or regulations applicable to the property.
- (b) Before revoking any exception, the Board shall conduct a public hearing and provide notice as would be required for the issuance of a special exception permit. In addition, the owner or operator shall be given at least twenty days advance written notice of the hearing date by certified mail. The notice shall include:
 - 1. The grounds for the proposed revocation;
 - 2. The date, time and place of the public hearing.
- (c) The provisions of this section shall not be deemed to preclude the use of any other available remedy with respect to violations of the conditions imposed as part of the approval of the special exception permit or provisions of this Ordinance.

(Ord. No. 12-08, § 3, 1-9-13)

DIVISION 5. - Enforcement.

Section 26-341. - Enforcement.

It shall be the duty of the zoning administrator to enforce the provisions of this Ordinance and to refuse to issue any permit for any building, or for the use of any premises which would violate any of the provisions of said Ordinance. It shall also be the duty of all officers and employees of the County to assist the enforcing officer by reporting to him any seeming violation in new construction, reconstruction, or land uses.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-342. - Building permit required.

No building shall be erected, constructed, altered, moved, converted, extended, or enlarged, without the owner or owners first having obtained a building permit. Such permit shall require conformity with the provisions of this Ordinance.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-343. - Previously issued building permits.

No building permit, lawfully issued prior to the effective date of this Ordinance, or of any amendment hereto, and which permit, by its own terms and provisions, is in force and effect at said date, shall be invalidated by the passage of this Ordinance, or any such amendment, but shall remain a valid and subsisting permit, subject only to its own terms and provisions and ordinances, rules, and regulations pertaining thereto, and in effect at the time of the issuance of such permit.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-344. - Plats

All applications for building permits shall be accompanied by a drawing or plat in duplicate or as required by the zoning administrator showing, with dimensions, the lot lines, the building or buildings, the location of buildings on the lot and such other information as may be necessary to provide for the enforcement of these regulations, including, if necessary, a boundary survey and a staking of the lot by a competent surveyor and complete construction plans. The drawings shall contain suitable notations indicating the proposed use of all lands and buildings. A careful record of the original copy of such application and plat shall be kept in the offices of the zoning administrator and a duplicate copy shall be kept at the building at all times during construction.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-345. - Certificates of Occupancy.

- (a) No vacant land shall be occupied or used, except for agricultural uses associated with the conduct of a farm, until a certificate of occupancy shall have been issued by the zoning administrator.
- (b) No premises shall be used, and no buildings hereafter erected or structurally altered shall be used, occupied, or changed in use until a certificate of occupancy and compliance shall have been issued by the zoning administrator, stating that the building or proposed use of a building or premises complies with the building laws and the provisions of these regulations.
- (c) Certificates of occupancy and compliance shall be applied for coincident with the application for a building permit and shall be issued within ten (10) days after the erection or structural alteration of such buildings shall have been completed in conformity with the provisions of these regulations. A record of all certificates shall be kept on file in the office of the zoning administrator.
- (d) A certificate of occupancy shall be required of all nonconforming uses. Application for a certificate of occupancy for nonconforming uses shall be filed with the zoning administrator within twelve (12) months after the effective date of this Ordinance.
- (e) The zoning administrator may issue temporary certificates of occupancy for single-family residences before the off-street parking required by the Zoning Ordinance shall have been completed, provided such temporary certificate shall be valid for a period not to exceed ninety (90) days. No such temporary certificate shall be issued until and unless appropriate surety shall have been posted with the zoning administrator in an amount sufficient to guarantee the cost of providing such off-street parking. No temporary certificate of occupancy shall be issued for a residence in a planned unit development, a subdivision for which proffers were accepted by the Board, or a multi-family zoning district, or for structures or uses requiring conditional uses or special exception approval.
- (f) The zoning administrator may issue temporary certificates of occupancy for commercial and industrial buildings and uses prior to the completion of paving for parking facilities and on-site driveways, provided that the zoning administrator finds that the issuance of the temporary certificate will not be detrimental to the public health, safety and welfare and the following requirements are met:
 - 1. The owner or developer shall have completed a performance agreement guaranteeing the completion of the improvements within a period of six (6) months from the issuance of the temporary permit and shall have provided security in the form of a cash or surety bond or

letter of credit approved by the County Attorney as to form and approved by the zoning administrator as to content.

2. The development shall meet all requirements of the Hanover County Code, including the zoning and subdivision ordinances, and all required improvements other than paving or landscaping shall be complete.
- (g) The zoning administrator may issue temporary certificates of occupancy for commercial and industrial buildings and uses prior to the completion of water facilities to provide required public water service to the subdivision in which the building or use is located, provided that the zoning administrator finds that the issuance of the temporary certificate will not be detrimental to the public health, safety, and welfare and the following requirements are met:
1. The contract for construction of the water facilities by which service will be provided to the subdivision in which the building(s) or use(s) is located shall have been awarded prior to the date of issuance of the temporary certificate of occupancy, and temporary water service to the building(s) or use(s) shall be provided and shall be approved by the Health Department.
 2. The development shall meet all requirements of the Hanover County Code, including the zoning and subdivision ordinances, and all required improvements shall be complete, including facilities within the subdivision which are necessary for connection to the public water system and service within the subdivision.
 3. The temporary certificate of occupancy shall be effective until the water facilities are complete.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-346. - Authority of zoning administrator to enforce provisions of Zoning Ordinance.

In case any building is erected, constructed, reconstructed, altered, repaired, or converted or any building or land used in violation of this Ordinance, the zoning administrator is authorized and directed to institute any appropriate action to put an end to such violation.

(Ord. No. 12-08, § 3, 1-9-13)

Section 26-347. - Violation of provision of Zoning Ordinance; notice of violation.

- (a) Any person, whether the owner, lessee, principal, agent, employee or otherwise, who violates or fails to comply with any of the provisions or requirements of this zoning chapter including, but not limited to, provisions of the district regulations, proffers accepted by the board, or conditions of approval imposed by the board, or the improvement, development or alteration of any site in violation of any plan approved pursuant to this article, shall be subject to the following:
- (1) A civil penalty, as provided for in section 26-348; or
 - (2) Criminal penalties, as provided for in section 26-349, when:
 - a. The amount of civil penalties for a series of violations arising from the same set of operative facts exceeds five thousand dollars (\$5,000.00), or
 - b. A violation results in injury to any person.

- (b) If the zoning administrator determines that a violation of the zoning chapter has occurred, a notice of violation shall be issued to a person or entity responsible for such violation; provided that a notice of violation shall not be required when the zoning administrator or his designee issue a ticket as set forth in section 26-348. A notice of violation shall include the following information:
- (1) the date of the notice;
 - (2) the basis for the decision;
 - (3) a statement informing the recipient that the decision may be appealed to the board of zoning appeals within applicable appeal period and that the decision shall be final and unappealable if it is not timely appealed; and
 - (4) The time within which the violation shall be abated.

The notice shall be either hand delivered, posted on the door of a building on the site, or mailed by regular or certified mail, provided that notice to the property owner, sent by certified mail to, or posted at, the last known address of the property owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall satisfy the notice requirements of this section. In addition, if the notice of violation is issued to a person other than the property owner, a copy of the notice shall also be sent to the owner of the property.

(Ord. No. 12-08, § 3, 1-9-13; Ord. No. 15-11, § 1, 11-10-15)

Section 26-348. - Civil penalties.

- (a) Any person who violates or fails to comply with any of the provisions or requirements of the Zoning Ordinance as described in section 26-347 shall be subject to a civil penalty of two hundred dollars (\$200.00) for the initial summons or ticket, and a civil penalty of five hundred dollars (\$500.00) for each additional summons or ticket arising from the same set of operative facts.
- (b) Proceedings seeking civil penalties for all violations of the Zoning Ordinance shall commence either by the filing of a civil summons in the general district court or by issuance of a ticket by the zoning administrator or his designee. A ticket shall only be issued when, in the judgment of the zoning administrator or his designee, the violation can be corrected immediately and the violator has failed to do so after being given a reasonable opportunity to do so.
- (c) Each day during which any violation exists shall constitute a separate offense. However, in no event shall any such violation arising from the same set of operative fact be charged more frequently than once in any ten-day period, nor shall a series of such violations arising from the same set of operative facts result in civil penalties which exceed a total of five thousand dollars (\$5,000.00).
- (d) The designation of a particular violation of this section as a violation punishable by a civil penalty shall be in lieu of criminal sanctions and except for any violation resulting in injury to any person or persons or where the amount of civil penalties for a series of violations arising from the same set of operative facts has exceeded five thousand dollars (\$5,000.00); such designation shall preclude the prosecution of a violation as a criminal misdemeanor.
- (e) A civil summons or ticket issued shall contain the following information:
 1. The name and address of the person charged.
 2. The nature of the violation and the section provision(s) being violated.

3. The location, date and time that the infraction occurred or was observed.
 4. The amount of the civil penalty assessed for the violation.
 5. The manner, location and time in which the civil penalty may be paid to the county.
 6. The right of the recipient of a civil summons to elect to stand trial for the violation, and either the date scheduled for such trial or the date for scheduling of such trial by the court.
- (f) The summons or ticket shall provide that any person summoned for a violation may elect to pay the civil penalty by making an appearance in person or in writing by mail to the county treasurer's office at least seventy-two (72) hours prior to the time and date fixed for trial and, by such appearance, may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. Such summons shall provide that a signature to an admission of liability shall have the same force and effect as a judgment of court; however, an admission shall not be deemed a criminal conviction for any purpose.
- (g) If a person charged with a violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district court in the same manner and with the same right of appeal as provided by law. A finding of liability shall not be deemed a criminal conviction for any purpose.
- (h) The total civil penalties from a series of violations arising from the same set of operative facts shall not exceed five thousand dollars (\$5,000.00). After the civil penalties reach the five thousand dollar (\$5,000.00) limit, the violation may be prosecuted as a criminal misdemeanor under section 26-349.
- (i) If the violation remains uncorrected at the time of the admission of liability or finding of liability, the court may order the violator to abate or remedy the violation in order to comply with the zoning chapter. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within a period of time as determined by the court, but not later than six (6) months of the date of admission of liability or finding of liability. Each day during which the violation continues after the court-ordered abatement period has ended shall constitute a separate offense.
- (j) Civil penalties are in lieu of criminal penalties. A violation enforced under this section and section 26-347 shall be in lieu of any criminal penalty except as provided in section 26-347(a)(2) and, except for any violation resulting in injury to any person, such a designation shall preclude the prosecution of the particular violation as a criminal misdemeanor. The remedies provided for in this section are otherwise cumulative and not exclusive and shall be in addition to any other remedies provided by law.
- (k) This section shall not be construed to allow the imposition of civil penalties for:
1. Activities related to land development where, for the purposes of this section, the term "land development" means a human-made change to, or construction on, the land surface including, but not limited to, land disturbing activity within the meaning of chapter 10 of the Hanover County Code or the construction of buildings, structures or improvements under an approved site plan or subdivision plat, but does not mean the land development project's compliance with this chapter; and
 2. The violation of any provision of the Hanover County Code relating to the posting of signs on public property or public rights-of-way.

(Ord. No. 12-08, § 3, 1-9-13; Ord. No. 15-11, § 2, 11-10-15)

Section 26-349. - Criminal penalties.

Any person who violates or fails to comply with any of the provisions or requirements of the zoning chapter as set described in section 26-347 and:

1. The violation or failure to comply results in injury to any person, or
2. The violation or failure to comply occurs after the five thousand dollar (\$5,000.00) maximum aggregate civil penalty provided in section 26-347 has been reached,

shall have committed a misdemeanor offense punishable by a fine of not less than ten dollars (\$10.00) nor more than one thousand dollars (\$1,000.00). If the violation is uncorrected at the time of conviction, the court shall order the person convicted to abate or remedy the violation in compliance with this chapter, within a time period established by the court. Failure to remove or abate such violation within the time period established by the court shall constitute a separate misdemeanor offense punishable by a fine of not less than ten dollars (\$10.00) nor more than one thousand dollars (\$1,000.00), and any such failure during any succeeding ten (10) day period shall constitute a separate misdemeanor offense for each ten (10) day period, punishable by a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500.00).

(Ord. No. 12-08, § 3, 1-9-13; Ord. No. 15-11, § 3, 11-10-15)



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Special Event Notification – BG History Run
ITEM TYPE: Informational
PURPOSE OF ITEM: Information Only
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

As required by Section 6-202 (a) of the Town Code, written notification has been submitted to the Town Manager for Bowling Green History Run which will be held on April 18, 2020.

ATTACHMENTS:

- SEN-2020-002

REQUESTED ACTION:

None.

SEN

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE



Date Filed:

FORM INITIATED:
April 22, 2010

Town of Bowling Green Special Event Notification Form

This form provides advance notification to the Town of Bowling Green for a Special Event that will be conducted solely on and within the boundaries of the identified property. The owner of the property must have applied for and received a Special Use Permit for the identified property to allow for the conduct of Special Events. Submission of this form is required for Special Events involving 50 or more invited guests and optional for Special Events involving 49 or less invited guests. This notification allows the Town of Bowling Green to meet its responsibility to provide a safe, calm, and secure environment for all of its citizens and visitors. It also allows the Town of Bowling Green to notify local law enforcement officials for awareness in case any complaints are received and ensure that adjacent property owners are also aware. A separate notification form is required for each proposed Special Event.

Applicant

Scherida Twynr 804-448-9622
Name Daytime Telephone Number

17422 Library Blvd. Ruther Glen, VA 22846
Mailing Address

Same
Physical Address

Is the Applicant the Property Owner? Yes No

Property Information

Tax Map/Parcel Number Property Owner's Telephone Number

Property Owner

Property Owner's Mailing Address

Physical Address of the Property (use street names and numbers)

Special Event Information

Type of Event Race

Date(s) of Event April 18th, 2020

Start Time and End Time of the Event 7:00 am - 11:am

Name of the person in charge of the event Angela Bush / Schericka Turner

Telephone number of the person in charge for contact by Town Officials during the event 804-448-9622

Is music part of the Event? ("Yes" or "No") Yes

Are there any noise producing activities as part of the Event? (If "Yes", identify activity or state "No")
race starter gun

Number of Invited Guests not sure of number of attendees

Will all of the required off street parking be accommodated on the identified property? (If "No", identify the alternate location(s) and provide the name and daytime telephone number of the person(s) granting permission to use the location(s) or state "Yes")
use of town hall, town hall parking lot, Chase St. parking for overflow

Certification by Property Owner and Applicant

I certify that I have the authority to make the foregoing application and the information given is correct, including any attachments. I understand that I am responsible for ensuring music and noise levels remain at reasonable levels so as not to create an issue for surrounding residents, all parking is accommodated as off street parking, temporary signs are placed properly, and the event is conducted during the specified dates and times. Further, I understand that the use of the property by person(s) other than the owner(s) of the property does not change the rights and responsibilities of the property owner. I acknowledge the need to have the contact person available at the identified telephone number in case there are reported issues or complaints during the conduct of the Special Event. I further acknowledge violation of the Code of the Town of Bowling Green regarding the conduct of this Special Event may jeopardize future Special Events on the identified property.

Date

Property Owner Signature (Required)

Date

Applicant Signature (If not the property owner)

**** FOR TOWN USE ONLY ****

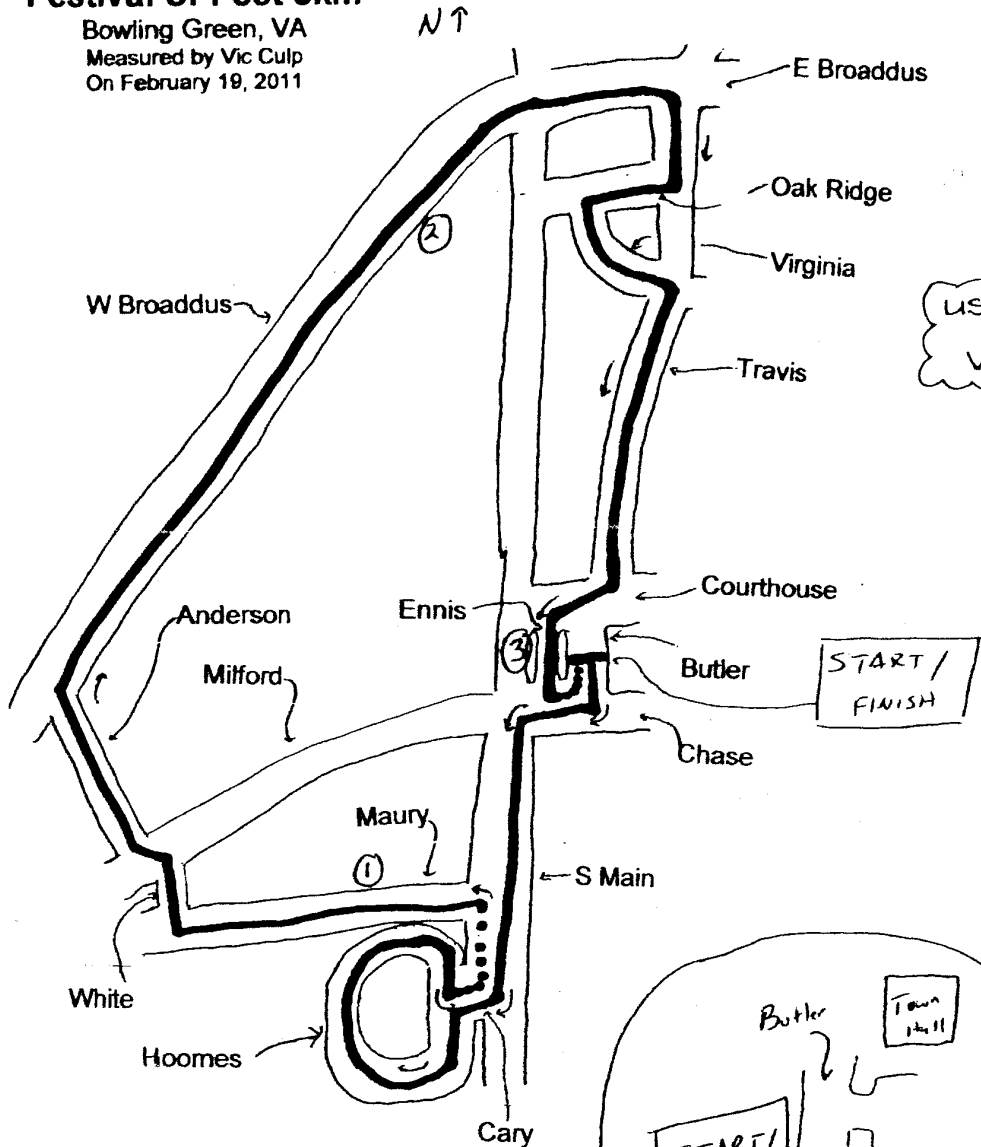
Receipt Acknowledged

Town Manager Signature

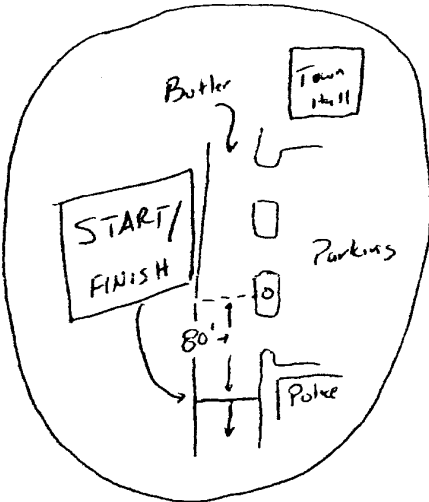
Date

Festival of Feet 5km

Bowling Green, VA
 Measured by Vic Culp
 On February 19, 2011



USATF-CERTIFIED
 COURSE
 VA-11006-RT



START/FINISH – 80' S of southern light pole leading into Town Hall parking from Butler

MILE 1 – 133' E of pole HO326 OD 94 with is across from 127 Maury

MILE 2 – 73'10" E of End Bike Lane Sign on W Broaddus

MILE 3 – 47'6" S of fire hydrant on the south edge of the Courthouse Annex Building

CERTIFICATION IN EFFECT
 25 FEB 2011 – 31 DEC 2021



Road Running Technical Council
USA Track & Field

Measurement Certificate



Name of the course Festival of Feet 5 km Distance 5 km

Location (state) Virginia (city) Bowling Green

Type of course: road race calibration track Configuration: loop

Type of surface: paved 100 % dirt % gravel % grass % track %

Elevation (feet above sea level) Start 50 ft Finish 50 ft Highest 55 ft Lowest 30 ft

Straight line distance between start & finish 0 Drop 0 m/km Separation 0 %

Measured by (name, address, phone & e-mail) Vic Culp, PO Box 8241

Fredericksburg, VA 22404. (540)310-4803. e: vic@farc.org

Race contact (name, address & phone) Steve Munster

e: townmanager@townofbowlinggreen.com

Measuring Methods: bicycle steel tape electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: 19 Feb 2011

Race date: 30 April 2011 Course certification effective date: 25 Feb 2011

Replaces: (if applicable) Certification code: VA-11006-RT

Notice to Race Director
Use this Certification Code in *all* public
announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Validation of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a validation remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2021

AS NATIONALLY CERTIFIED BY:

Robert Thurston

Date: 25 Feb 2011

Robert Thurston – USATF/RRTC National Certifier

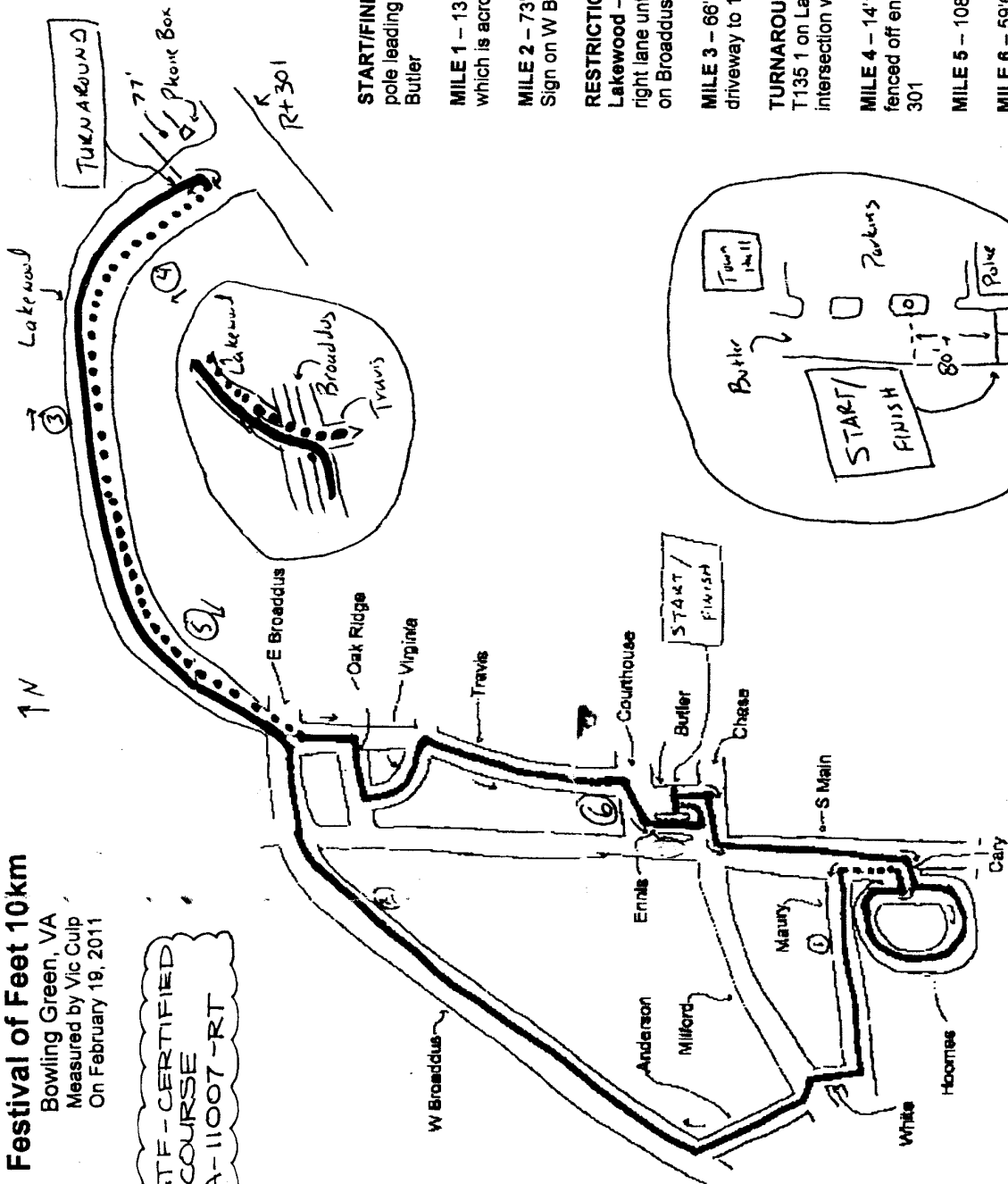
13 Kennedy St, NE, Washington, DC 20011. h (202) 726-1518; c (202) 431-0585 e: thurret@aol.com

VA 11006 RT

Festival of Feet 10km

Bowling Green, VA
 Measured by Vic Culp
 On February 19, 2011

USATF-CERTIFIED
 COURSE
 VA-11007-RT



START/FINISH - 80' S of southern light pole leading into Town Hall parking from Butler

MILE 1 - 133' E of pole HO326 OD 94 which is across from 127 Maury

MILE 2 - 73'10" E of End Bike Lane Sign on W Broadus

RESTRICTION on left turn onto Lakewood - Runners must stay in the right lane until the end of the lane line on Broadus at Lakewood

MILE 3 - 66'6" E of east edge of driveway to 17356 Lakewood

TURNAROUND - 77' N of phone box T135 1 on Lakewood just north of intersection with Rt 301

MILE 4 - 14'1" N of south edge to first fenced off entrance to AP Hill north of Rt 301

MILE 5 - 108'5" W of pole QD61

MILE 6 - 59'6" E of the middle of the sidewalk to 121 E Courthouse

CERTIFICATION EFFECTIVE
 25 FEB 2011 - 31 DEC 2021



Road Running Technical Council
USA Track & Field

Measurement Certificate



Name of the course Festival of Feet 10 km Distance 10 km

Location (state) Virginia (city) Bowling Green

Type of course: road race calibration track Configuration: loop

Type of surface: paved 100 % dirt % gravel % grass % track %

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Measured by (name, address, phone & e-mail) Vic Culp, PO Box 8241

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Race contact (name, address & phone) Steve Munster

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Measuring Methods: bicycle steel tape electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: 19 Feb 2011

Race date: 30 April 2011 Course certification effective date: 25 Feb 2011

Replaces: (if applicable) Certification code: VA-11007-RT

Notice to Race Director
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U 111 007 RT