



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, June 02, 2022  
7:00 PM

#### **CALL TO ORDER AND QUORUM ESTABLISHED:**

#### **PUBLIC HEARINGS:**

- [1.](#) FY23 Proposed Budget
- [2.](#) Proposed Water & Sewer Rates effective July 1, 2022
- [3.](#) Amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited signs. (C) (3)
- [4.](#) Rezoning – #RZS-2021-020 - Fairmont

#### **DELEGATIONS:**

#### **PUBLIC COMMENTS:**

#### **MEMBER COMMENTS:**

#### **STAFF REPORTS & PRESENTATIONS:**

5. 2022 Harvest Festival
6. COVID-19 Economic Relief Funding Projects
7. Planning Commission Report
- [8.](#) Public Works/Utilities Monthly Report for May 2022
- [9.](#) Police Department Monthly Report for May 2022
- [10.](#) Treasurer/Finance Department for May 2022
- [11.](#) Town Administration Monthly Report for May 2022

#### **CONSENT AGENDA:**

- [12.](#) Minutes – May 5, 2022 Town Council Meeting
- [13.](#) Bills – May 2022

#### **UNFINISHED BUSINESS:**

- [14.](#) Rezoning – #RZS-2021-025 - Northview

#### **NEW BUSINESS:**

- [15.](#) Quarterly Employee Bonuses for FY23

**INFORMATIONAL ITEMS:**

**COMMITTEE REPORTS:**

**ADJOURNMENT**





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

**AGENDA ITEM:** FY23 Budget

**ITEM TYPE:** Town Manager & Staff Comments

**PURPOSE OF ITEM:** Discussion Only

**PRESENTER:** Allyson Finchum, [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

The preparation of the FY23 budget is ongoing. The draft of the revenue, expenditures and proposed water/sewer rates are attached for Council review.

### **ATTACHMENTS:**

Draft FY23 Budget  
Draft FY23 Water and Sewer Rates

### **REQUESTED ACTION:**

None.

# REVENUE

FUND #100	GENERAL FUND	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
<b>11010</b>	<b>REAL ESTATE</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
011010-0001	Current Year Taxes	\$138,886	\$140,000	\$140,000
011010-0002	Delinquent Taxes	\$145	\$500	\$500
	--Total Department--	\$139,031	\$140,500	\$140,500
<b>11011</b>	<b>RT 301 SPECIAL TAX</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
011011-0001	Current Year Taxes	\$3,295	\$34,269	\$25,810
011011-0002	Delinquent Taxes	\$0	\$0	\$0
	--Total Department--	\$3,295	\$34,269	\$25,810
<b>11020</b>	<b>PUBLIC SERVICE</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
011020-0001	Current Year	\$0	\$3,500	\$3,238
	--Total Department--	\$0	\$3,500	\$3,238
<b>11030</b>	<b>PERSONAL PROPERTY</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
011030-0001	Current Year Taxes	\$45,659	\$45,000	\$30,000
011030-0002	Delinquent Taxes	\$2,091	\$500	\$133
	--Total Department--	\$47,750	\$45,500	\$30,133
<b>11060</b>	<b>PENALTY &amp; INTEREST</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
011060-0001	Penalty	\$2,819	\$2,000	\$1,500
011060-0002	Interest	\$3,532	\$3,000	\$1,222
	--Total Department--	\$6,351	\$5,000	\$2,722
<b>15100</b>	<b>REVENUE FROM USE OF MONEY</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
015100-0001	Interest Earned	\$6,535	\$5,000	\$5,000
	--Total Department--	\$6,535	\$5,000	\$5,000
<b>16099</b>	<b>REFUSE COLLECTION</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
016099-0003	Trash Revenue	\$88,141	\$85,729	\$85,000
	--Total Department--	\$88,141	\$85,729	\$85,000



<b>120101</b>	<b>SALES TAX</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
120101-0001	Sales Tax		\$38,902	\$40,000	\$30,000
	--Total Department--		\$38,902	\$40,000	\$30,000
<b>120201</b>	<b>CONSUMER UTILITY TAX</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
120201-0001	Consumer Utility Tax		\$29,464	\$30,000	\$30,000
	--Total Department--		\$29,464	\$30,000	\$30,000
<b>120301</b>	<b>BUSINESS LICENSE</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
120301-0001	Business License		\$79,500	\$68,000	\$90,000
	--Total Department--		\$79,500	\$68,000	\$90,000
<b>120501</b>	<b>VEHICLE LICENSE &amp; REGISTRATION FEES</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
120501-0001	Vehicle License Fees		\$162	\$0	\$0
120501-0005	Vehicle Registration		\$20,636	\$20,000	\$15,000
	--Total Department--		\$20,798	\$20,000	\$15,000
<b>120601</b>	<b>BANK STOCK TAX</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
120601-0001	Bank Stock Tax		\$300,487	\$250,000	\$339,840
	--Total Department--		\$300,487	\$250,000	\$339,840
<b>121001</b>	<b>TRANSIENT OCCUPANCY TAX</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
121001-0001	Transient Occupancy Tax		\$3,842	\$2,000	\$3,000
	--Total Department--		\$3,842	\$2,000	\$3,000
<b>121101</b>	<b>MEALS TAX</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
121101-0001	Meals Tax		\$224,233	\$235,000	\$250,000
	--Total Department--		\$224,233	\$235,000	\$250,000
<b>130306</b>	<b>PERMITS, FEES AND LICENSES</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
130306-0001	Zoning Permits/Fees		\$3,100	\$3,000	\$3,000
130306-0002	Home Occupation Permit		\$310	\$200	\$250
	--Total Department--		\$3,410	\$3,200	\$3,250



140101	FINES AND FORFEITURE	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
140101-0001	Police/Court Fines	\$34,491	\$19,500	\$25,000
140101-0002	Returned Check Fee	\$225	\$0	\$0
140101-0003	E Summons Fees	\$2,349	\$1,300	\$1,300
	--Total Department--	\$37,065	\$20,800	\$26,300
150201	RENTALS	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
150201-0001	Cable Property Rental	\$6,073	\$6,300	\$7,000
150201-0002	Town Hall Rentals	\$18,535	\$5,000	\$12,000
150201-0004	Town Hall Deposit Forfeitures	\$350	\$0	\$0
150201-0005	Town Hall Activity Fees	\$970	\$0	\$0
	--Total Department--	\$25,928	\$11,300	\$19,000
189000	OTHER MISCELLANEOUS REVENUE	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
189000-0060	Sale Of Surplus Equipment	\$50	\$0	\$0
189000-0900	Miscellaneous	(\$3,005)	\$0	\$0
	--Total Department--	(\$2,955)	\$0	\$0
220109	VA POLICE FUNDING	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
220109-0001	VA 599 Police Funding	\$25,476	\$24,500	\$24,500
	--Total Department--	\$25,476	\$24,500	\$24,500
220110	PPTRA STATE REIMBURSEMENT	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
220110-0001	PPTRA Reimbursement	\$21,908	\$21,900	\$21,900
	--Total Department--	\$21,908	\$21,900	\$21,900
220111	COMMUNICATIONS TAX	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
220111-0001	Communications Tax	\$33,802	\$31,500	\$31,500
	--Total Department--	\$33,802	\$31,500	\$31,500



240407	GRANTS	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
240407-0001	Litter Grant	\$814	\$800	\$1,329
240407-0100	USDA Vehicle Grants	\$15,000	\$0	
	--Total Department--	\$15,814	\$800	\$1,329
240412	VA FIRE PROGRAM			
240412-0001	Virginia Fire Program	\$10,000	\$15,000	\$15,000
	--Total Department--	\$10,000	\$15,000	\$15,000
410501	GENERAL FUND RESERVES			
410501-0000	Use Of Fund Balance	\$223	\$0	
410501-0000	Insurance Recoveries	\$10,115	\$0	\$0
410501-0500	Transfer from Water Fund		\$253,986	
410501-0500	Transfer from Sewer Fund		\$161,270	
	--Total Department--	\$10,338	\$415,256	\$0
500200	RESERVE FOR CONTINGENCIES			
999999-0001	Miscellaneous	\$7,599	\$0	\$0
	--Total Department--	\$7,599	\$0	\$0
FUND #100 TOTAL		\$1,176,714	\$1,508,754	\$1,193,022



FUND #300 CIP	GENERAL FUND	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
15000	REVENUE FR	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
015000-0001	USDA Loan Proceeds	\$2,005,908	\$0	\$0
015000-0010	USDA Grant	\$50,000	\$0	\$0
015000-0020	Use of Fund Balance	\$0	\$0	\$0
	--Total Department--	\$2,055,908	\$0	\$0

15010	REVENUE FR	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
015010-0500	Trsf To CIP Fund From W/S	\$1,589,545	\$0	\$0
	--Total Department--	\$1,589,545	\$0	\$0

410501	REVENUE FR	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
410501-0100	Trsf Fr Gen Fund To CIP		\$0	\$0
	--Total Department--	\$0	\$0	\$0
FUND #300 TOTAL		\$3,645,453	\$0	\$0

FUND #320 ECONOMIC DEVELOPMENT AUTHORITY	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
018990-0060	Use of Fund Balance	\$10,000	\$0
	Trsf Fr Gen Fund To Eco Devlp	\$0	\$0
	--Total Department--	\$10,000	\$0
FUND #320 TOTAL	\$0	\$10,000	\$0



FUND #400 EVENTS AND ACTIVITIES*			FY 21 Actual	FY 22 Appropriated	FY 23 Plan
19050	EVENT AND ACTIVITIES		FY 21 Actual	FY 22 Appropriated	FY 23 Plan
019050-0001	Harvest Festival		\$26,056	\$0	\$15,000
019050-0010	Wine Festival		\$0	\$0	\$0
019050-0015	Town Hall Activities		\$4,650	\$0	\$5,500
019050-0020	USO Dance		\$808	\$0	\$0
019050-0500	Misc. Event		\$500	\$500	\$0
	--Total Department--		\$32,014	\$500	\$20,500
410501-0100	GF TRANSFER IN/USE OF FUND BALANCE		FY 21 Actual	FY 22 Appropriated	FY 23 Plan
	Use of Fund Balance		\$0	\$12,950	\$0
	General Fund Transfer In		\$5,500	\$0	\$0
	--Total Department--		\$5,500	\$12,950	\$0
FUND #400 TOTAL			\$37,514	\$13,450	\$20,500

FUND #420 DEBT SERVICE			FY 21 Actual	FY 22 Appropriated	FY 23 Plan
410501-0100	Transfer From General Fund		\$0	\$0	\$0
410501-0800	RT 301 Special Tax		\$27,315	\$0	\$0
	Use of Fund Balance		\$0	\$0	\$0
	--Total Department--		\$27,315	\$0	\$0
FUND #420 TOTAL			\$27,315	\$0	\$0



FUND #500 WATER		FY 21 Actual	FY 22 Appropriated	FY 23 Plan
16099	WATER REVENUES	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
016099-0001	Water Sales	\$334,534	\$370,000	\$407,000
016099-0003	Account Setup Fees	\$1,650	\$2,000	\$2,000
016099-0004	Water Reconnect Fees	\$1,300	\$0	\$2,000
016099-0005	Connections Fees-Water	\$3,800	\$27,000	\$2,250
016099-0006	Penalty Fees	(\$3,207)	\$0	\$5,000
016099-0010	Water Availability Fee	\$30,000	\$200,000	\$24,000
016099-0011	Well Head Protection Grant	\$0	\$10,000	\$50,000
016099-0012	Utility Inspection Fee	\$350	\$1,200	\$140
016099-0015	Irrigation System App	\$125	\$100	\$0
016099-0040	USDA Grant Proceeds	\$30,000	\$0	
016099-00	Interim Financing Proceeds		\$1,700,000	
	Total Department--	\$398,552	\$2,310,300	\$492,390
410501	GF TRANSFER IN/USE OF FUND BALANCE	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
410501-0100	Transfers In	\$32	\$17,135	\$203,986
	Use of Fund Balance	\$0	\$54,069	\$50,000
	--Total Department--	\$32	\$71,204	\$253,986
FUND #500 TOTAL		\$398,584	\$2,381,504	\$746,376



<b>FUND #520 SEWER</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
	<b>Sewer Revenues</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
016099-0002	Sewer Sales	\$459,815	\$415,000	\$408,000
016099-0007	Connection Fees- Sewer	\$3,750	\$27,000	\$2,250
016099-0011	Sewer Availability Fee	\$30,000	\$200,000	\$12,000
016099-0040	Grant Proceeds	\$1,594,367		
	<b>--Total Department--</b>	<b>\$2,087,932</b>	<b>\$642,000</b>	<b>\$422,250</b>
<b>410501</b>	<b>TRANSFER FROM GENERAL FUND</b>	<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
410501-0100	Transfers In	\$123	\$17,135	\$161,270
410501-0300	Transfer in from CIP	\$1,596,495		
410501-0420	Transfer in from Debt Service	(\$1,589,545)		
410501-05	Use of Fund Balance	\$90,120		\$161,270
	<b>Total Department--</b>	<b>\$7,073</b>	<b>\$107,255</b>	<b>\$322,540</b>
		<b>\$2,095,005</b>	<b>\$749,255</b>	<b>\$744,790</b>
<b>FUND #520 TOTAL</b>				

<b>Overview</b>		<b>FY 21 Actual</b>	<b>FY 22 Appropriated</b>	<b>FY 23 Plan</b>
FUND #100	GENERAL	\$1,176,714	\$1,508,754	\$1,193,022
FUND #300	CIP	\$3,645,453	\$0	\$0
FUND #320	EDA	\$0	\$10,000	\$0
FUND #400	Events and Activities	\$37,514	\$13,450	\$20,500
FUND #420	Debt Service	\$27,315	\$0	\$0
FUND #500	Water	\$398,584	\$2,381,504	\$746,376
FUND #520	Sewer	\$2,095,005	\$749,255	\$744,790
	<b>TOTAL GENERAL FUND</b>	<b>\$4,886,996</b>	<b>\$1,532,204</b>	<b>\$1,213,522</b>
	<b>TOTAL WATER &amp; SEWER</b>	<b>\$2,493,589</b>	<b>\$3,130,759</b>	<b>\$1,491,166</b>
<b>FUND TOTALS</b>	<b>Total Revenues</b>	<b>\$7,380,585</b>	<b>\$4,662,963</b>	<b>\$2,704,688</b>

# EXPENDITURES



12110	COUNCIL AND MANAGER'S OFFICE	FY 20 Actual	FY21 Actual	FY22 Appropriated	FY22 YTD	FY22% Remaining	FY 22 \$'s Remaining	FY23 Proposed
012110-1101	Salaries (Town Manager(70%), Town Clerk (75%))	\$102,030	\$94,211	\$115,235	\$80,776	30%	\$34,459	\$86,800
012110-1150	Part-time Salaries and Wages	\$0	\$0	\$0			\$0	\$20,000
012110-2100	FICA	\$7,899	\$7,313	\$8,862	\$6,160	30%	\$2,702	\$6,640
012110-2210	VRS	\$14,741	\$10,724	\$16,773	\$4,433	74%	\$12,340	\$4,105
012110-2300	Health Plan/457 Plan	\$11,591	\$9,282	\$13,689	\$3,731	73%	\$9,958	\$6,644
012110-2400	Group Life	\$1,309	\$992	\$1,517	\$410	73%	\$1,107	\$380
012110-2500	Disability Insurance - VML	\$259	\$298	\$683	\$155	77%	\$528	\$112
012110-2600	Mayor Expenses	\$0	\$1,895	\$2,000	\$1,793	10%	\$207	\$2,500
012110-3000	Town Manager Expenses	\$153	\$1,911	\$2,000	\$230	88%	\$1,770	\$2,000
012110-3100	Contingency	\$5,399	\$13,182	\$20,000	\$70	100%	\$19,930	\$20,000
012110-3140	Contracted Services/Shredding	\$672	\$495	\$675	\$410	39%	\$266	\$675
012110-3150	Professional Services - Legal	\$20,004	\$20,004	\$36,000	\$24,000	33%	\$12,000	\$36,000
012110-3152	Web Based Services	\$12,129	\$8,708	\$15,000	\$9,698	35%	\$5,302	\$15,000
012110-3160	Compensation - Council/Commission	\$16,100	\$15,275	\$17,850	\$8,150	54%	\$9,700	\$17,850
012110-3600	Advertising	\$4,952	\$9,334	\$7,000	\$3,638	48%	\$3,362	\$5,000
012110-5250	Telecommunications	\$1,112	\$2,917	\$1,200	\$869	28%	\$331	\$1,200
012110-5300	Town Insurance-General Fund	\$14,464	\$14,554	\$15,000	\$16,828	-12%	-\$1,828	\$20,000
012110-5545	Conference Expenses/Training	\$2,383	\$2,520	\$3,000	\$1,100	63%	\$1,900	\$3,000
012110-5810	Membership Dues	\$260	\$797	\$500	\$857	-71%	-\$357	\$900
012110-5830	Covid-19 Expenses	\$473	\$209,413	\$0	\$66,572			\$0
012110-5840	Miscellaneous	\$1,443	\$553	\$500	\$3	99%	\$497	\$500
012110-6001	Office/Meeting Supplies & Printing	\$3,123	\$575	\$2,500	\$1,534	39%	\$966	\$2,500
012110-6021	Public Relations	\$616	\$1,666	\$1,000	\$1,616	-62%	-\$616	\$1,000
012110-6050	Farmers Market Expenses	\$0	\$0	\$0	\$40		-\$40	\$0
012110-	FY 21 Employee Compensation Plan	\$0	\$10,302	\$0	\$0		\$0	\$0
12110-7100	BGMS Project - Grant Pass Through	\$14,701	\$5,000	\$5,000	\$0	100%	\$5,000	\$5,000
ADMIN DEPT	-- Total Department--	\$235,812	\$441,921	\$285,984	\$233,073		\$52,911	\$257,806



12410	TREASURER	FY 20 Actual	FY21 Actual	FY22 Appropriated	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
012410-1101	Salaries/Wages (Treasurer(70%), Deputy Treasurer(70%), Town Clerk(25%))	\$121,987	\$161,545	\$106,928	\$91,597	14%	\$15,332	\$87,688
012410-1200	Part Time	\$12,933	\$0	\$0	\$0		\$0	\$0
012410-2100	FICA	\$9,225	\$12,665	\$6,672	\$6,972	-5%	-\$300	\$6,708
012410-2210	VRS	\$17,848	\$21,041	\$12,629	\$11,376	10%	\$1,252	\$12,697
012410-2300	Health Plan/457 Plan	\$16,996	\$23,274	\$16,104	\$13,328	17%	\$2,776	\$14,428
012410-2400	Group Life	\$1,612	\$1,946	\$1,143	\$1,072	6%	\$70	\$1,175
012410-2500	Hybrid Disability Insurance	\$415	\$333	\$218	\$114	48%	\$104	\$462
012410-3120	Audit	\$32,500	\$0	\$15,000	\$20,500	-37%	-\$5,500	\$21,000
012410-3130	Credit Card Fees	\$4,289	\$4,140	\$4,300	\$2,752	36%	\$1,548	\$4,300
012410-3150	Professional Services - CPA	\$21,666	\$9,631	\$12,000	\$48	100%	\$11,953	\$12,000
012410-3310	Office Equipment	\$13,509	\$3,101	\$6,000	\$3,309	45%	\$2,691	\$6,000
012410-3320	Computer Licenses/Support	\$18,097	\$427,846	\$18,600	\$23,699	-27%	-\$5,099	\$25,000
012410-3600	Late Fees & Penalties	\$8	\$47	\$250	\$238	5%	\$12	\$250
012410-5210	Postage	\$2,433	\$2,277	\$5,000	\$3,704	26%	\$1,296	\$5,000
012410-5230	Telecommunications	\$2,661	\$2,305	\$3,000	\$2,581	14%	\$419	\$3,500
012410-5540	Education/Training	\$3,066	\$2,828	\$2,000	\$0	100%	\$2,000	\$2,000
012410-5810	Membership Dues	\$0	\$450	\$500	\$350	30%	\$150	\$500
012410-5840	Miscellaneous	\$27	\$231	\$250	\$1,238	-395%	-\$988	\$250
012410-6001	Office Supplies & Printing	\$2,504		\$2,500	\$3,099	-24%	-\$599	\$3,000
TREAS DEPT.	--Total Department--	\$281,778	\$673,660	\$213,093	\$185,977		\$27,116	\$205,958



31100	POLICE DEPARTMENT	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
031100-1101	Salaries/Wages (Full Time) (Police Chief, Officer)	\$65,000	\$62,350	\$105,000	\$78,771	25%	\$26,229	\$105,000
031100-1150	Part Time	\$17,606	\$22,313	\$12,857	\$3,865	70%	\$8,992	\$12,857
031100-2100	FICA	\$4,978	\$4,775	\$9,016	\$6,033	33%	\$2,983	\$9,016
031100-2210	VRS	\$9,407	\$8,717	\$15,204	\$11,403	25%	\$3,801	\$15,204
031100-2300	Health Plan/457 Plan	\$5,922	\$6,028	\$16,105	\$8,130	50%	\$7,974	\$271
031100-2400	Group Life	\$852	\$806	\$1,376	\$1,055	23%	\$321	\$1,407
031100-2500	Hybrid Disability Insurance			\$0	\$71		<del>-\$71</del>	\$233
031100-2720	Building Repairs/Maintenance	\$50	\$0	\$500	\$0	100%	\$500	\$500
031100-3310	Vehicle Maintenance	\$2,070	\$2,799	\$3,000	\$2,189	27%	\$811	\$3,000
031100-3312	Equipment Repair	\$155	\$133	\$200	\$55	73%	\$145	\$200
031100-3320	Professional Services	\$600	\$600	\$750	\$400	47%	\$350	\$750
031100-3500	Printing	\$0	\$680	\$0	\$0			\$0
031100-3841	Court Appointed Attorney Fees	\$316	\$0	\$300	\$0	100%	\$300	\$300
031100-5110	Electricity	\$1,394	\$838	\$1,800	\$708	61%	\$1,092	\$1,800
031100-5230	Telecommunications	\$1,827	\$3,697	\$4,000	\$1,712	57%	\$2,288	\$4,000
031100-5540	Education/Training	\$350	\$549	\$1,500	\$0	100%	\$1,500	\$1,500
031100-5810	Membership Dues/Subscriptions	\$2,063	\$1,935	\$1,500	\$1,424	5%	\$77	\$2,000
031100-6001	Office Supplies & Printing	\$0	\$1,731	\$1,000	\$1,245	<del>-24%</del>	<del>-\$245</del>	\$1,000
031100-6008	Vehicle Fuel/Oil	\$2,982	\$2,591	\$5,000	\$2,917	42%	\$2,083	\$5,000
031100-6010	Equipment/Supplies	\$4,250	\$12,861	\$5,000	\$251	95%	\$4,749	\$5,000
031100-6011	Uniforms	\$939	\$811	\$3,000	\$1,136	62%	\$1,864	\$3,000
	<b>Total</b>	<b>\$120,759</b>	<b>\$134,213</b>	<b>\$187,107</b>	<b>\$121,363</b>	35%	\$65,745	<b>\$172,038</b>
31200	POLICE DEPT RESTRICTED FUND							
031200-0003	Use of E-Summons Fees	\$0	\$2,583	\$1,000	\$2,970	<del>-197%</del>	<del>-\$1,970</del>	\$3,000
	<b>Total</b>	<b>\$0</b>	<b>\$2,583</b>	<b>\$1,000</b>	<b>\$2,970</b>	<del>-197%</del>	<del>-\$1,970</del>	\$3,000
POLICE DEPT	--Total Department--	\$120,759	\$136,796	\$188,107	\$124,333		\$63,775	\$175,038
32000	DONATIONS							
032000-5640	BG/Volunteer Fire Department	\$1,000	\$0	\$1,000	\$0	100%	\$1,000	\$1,000
032000-5642	BG/Volunteer Rescue Squad	\$1,000	\$0	\$1,000	\$0	100%	\$1,000	\$1,000
032000-5650	Fire Program Funds (State Funds Pass Through)	\$10,000	\$0	\$15,000	\$0	100%	\$15,000	\$15,000
DONATION	--Total Department--	\$12,000	\$0	\$17,000	\$0		\$17,000	\$17,000



43100	Public Works (Streets & Sidewalks)	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
	Salaries (Town Manager(10%), Public Works Director (10%), Chief WWO(20%), PW Foreman (40%), WO2 (70%), WO 2(50%)	\$71,582	\$64,928	\$74,000	\$66,394	10%	\$7,606	\$79,835
043100-1101	Part-Time Seasonal Salaries	\$13,551	\$8,196	\$0	\$0		\$0	\$0
043100-1200	Salaries/ Wages- Overtime	\$755	\$104	\$3,000	\$222	93%	\$2,778	\$1,500
043100-1201	FICA	\$5,467	\$4,983	\$7,100	\$5,002	30%	\$2,098	\$6,107
043100-2100	VRS	\$10,180	\$9,282	\$10,651	\$8,165	23%	\$2,486	\$10,402
043100-2210	Health Plan/457 Plan	\$11,955	\$12,444	\$12,630	\$11,565	8%	\$1,065	\$21,068
043100-2300	Group Life	\$921	\$858	\$961	\$755	21%	\$206	\$963
043100-2400	Hybrid Disability Insurance	\$284	\$225	\$316	\$155	51%	\$161	\$209
043100-2500	Vehicle Maintenance	\$1,389	\$2,580	\$2,000	\$3,224	-61%	-\$1,224	\$2,000
043100-3311	Electricity	\$21,560	\$21,931	\$26,500	\$13,920	47%	\$12,580	\$26,500
043100-5230	Telecommunications	\$2,032	\$1,473	\$2,000	\$636	68%	\$1,364	\$1,500
043100-5300	Insurance	\$4,200	\$4,200	\$4,200	\$4,667	-11%	-\$467	\$6,000
043100-5540	Education/Training	\$183	\$200	\$500	\$416	17%	\$84	\$500
043100-5840	Miscellaneous	\$2,157	\$50	\$500	\$243	51%	\$257	\$500
043100-6001	Office Supplies & Printing	\$702	\$424	\$250	\$675	-170%	-\$425	\$675
043100-6005	Janitorial Supplies	\$441	\$257	\$50	\$175	-250%	-\$125	\$300
043100-6006	Hand Tools	\$204	\$1,738	\$750	\$771	-3%	-\$21	\$750
043100-6007	Repair/ Maintenance Town Buildings	\$13,098	\$28,812	\$14,000	\$9,790	30%	\$4,210	\$14,000
043100-6008	Vehicle Fuel/ Oil	\$3,033	\$1,947	\$2,500	\$2,286	9%	\$214	\$3,000
043100-6009	Equipment/ Supplies	\$1,818	\$6,650	\$1,500	\$2,774	-85%	-\$1,274	\$4,000
043100-6011	Uniforms/ Safety Equip	\$3,312	\$2,371	\$2,500	\$648	74%	\$1,852	\$1,500
043100-7110	Parking Lot/Street/Sidewalk Maintenance	\$3,972	\$5,673	\$5,000	\$5,411	-8%	-\$411	\$7,000
043100-7120	Park Maintenance	\$2,508	\$910	\$2,500	\$600	76%	\$1,900	\$1,500
043100-7130	Refuse Collection	\$87,800	\$91,385	\$94,659	\$58,353	38%	\$36,306	\$98,500
043100-7140	Litter Grant (State Funds)	\$985	\$1,000	\$800	\$0	100%	\$800	\$1,200
043100-7200	Town Hall Expenses	\$25,777	\$24,285	\$30,000	\$25,241	16%	\$4,759	\$35,000
043100-	Play Ground Upgrades			\$50,000	\$0	100%	\$50,000	\$0
PW DEPT	-- Total Department--	\$289,865	\$296,906	\$348,867	\$222,087		\$126,780	\$324,509



410501	TRANSFERS OUT	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
410501-0300	Trsf To CIP From General Fund	\$0		\$0	\$0			
410501-0320	Transfer To EDA	\$0		\$0	\$0			
410501-0400	Trsf To Events & Activities	\$5,500		\$0	\$0			
410501-0420	Transfer To Debt Service	\$182,000		\$0	\$0			
410501-0500	Transfer To Water Fund	\$32		\$17,135	\$0			
410501-0520	Transfer To Sewer Fund	\$123		\$17,135	\$0			
TRANSFER	--Total Department--	\$187,655	\$0	\$34,270	\$0			
	Revenue over Expense			\$234,325	\$0			
FUND 100	Total Fund 100 Expenditures			\$1,087,322	\$0			\$980,311

FUND 300	CIP	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
300100	CAPITAL PROJECTS FUND(GF)							
300100-8100	Emergency Water/Sewer Repairs	\$0		\$0			\$0	\$0
300100-8500	Purchase Vehicle(s) Water/USDA	\$0		\$0			\$0	\$0
300100-8600	General	\$0		\$0	\$30,485		-\$30,485	\$0
300100-8700	Refinancing And USDA Project	\$1,594,211		\$0			\$0	\$0
300100-8800	Public Works Large Equipment	\$0	\$0	\$0	\$0		\$0	\$45,000
CIP	--Total Department--	\$1,594,211	\$0	\$0	\$30,485		-\$30,485	\$45,000

FUND 320	ECONOMIC DEVELOPMENT AUTHORITY	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
320100	EDA Programs							
320100-0001	EDA Loans/Grants	\$5,711	\$106,546	\$10,000	\$2,000	80%	\$8,000	\$0
EDA	--Total Department--	\$5,711	\$106,546	\$10,000	\$2,000		\$8,000	\$0

FUND 400	EVENTS & ACTIVITIES	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
71200								
071200-1110	Event Coordinator (Harvest Festival)	\$0	\$0	\$0			\$0	\$10,000
071200-1210	Harvest Festival	\$21,996	\$81	\$23,500	\$13,409	43%	\$10,091	\$23,500
071200-1220	Wine Festival	\$1,222	\$0	\$0	\$0		\$0	\$0
071200-1230	Music On The Green	\$3,985	\$3,923	\$7,000	\$4,683	33%	\$2,317	\$5,000
071200-1240	Clean Sweep	\$185	\$241	\$250	\$417	-67%	-\$167	\$250
071200-1250	Parade/Holiday Events	\$3,120	\$135	\$3,000	\$12,201	-307%	-\$9,201	\$3,000
071200-1260	USO Dance	\$659	\$0	\$0	\$0		\$0	\$0
071200-1310	Town Hall Activities	\$5,180	\$1,925	\$3,000	\$1,820	39%	\$1,180	\$2,000
071200-1310	Marketing	\$200	\$0	\$200	\$39	81%	\$161	\$200
EV. & ACT	--Total Department--	\$36,547	\$6,305	\$36,950	\$32,569		\$4,381	\$43,950
FUND 420	DEBT SERVICE							
500400								
500400-0002	Debt Service	\$215,256						
DEBT	--Total Department--	\$215,256						
	Total General Fund	\$2,979,595	\$1,662,135	\$1,134,272				\$1,069,261



Fund 500	WATER EXPENDITURES	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
500100	WATER OPERATIONS							
500100-1101	Salaries(Town Manager(10%), Treasurer(15%), Deputy Treasurer(15%), PW Director(50%), Chief WWO(40%), PW Foreman(45%), WO 2(20%), WO 2(40%)	\$74,931	\$72,818	\$110,150	\$79,306	28%	\$30,844	\$122,209
500100-1201	Salaries/Wages-Overtime	\$3,576	\$2,479	\$3,000	\$3,302	-10%	-\$302	\$3,000
500100-2100	FICA	\$5,850	\$5,626	\$8,427	\$6,162	27%	\$2,265	\$9,349
500100-2210	VRS	\$10,860	\$10,270	\$15,950	\$10,510	34%	\$5,440	\$16,537
500100-2300	Health Plan/457 Plan	\$13,549	\$14,855	\$18,923	\$15,887	16%	\$3,036	\$25,934
500100-2400	Group Life	\$983	\$950	\$1,443	\$972	33%	\$471	\$1,530
500100-2500	Hybrid Disability Insurance	\$208	\$126	\$573	\$64	89%	\$509	\$203
500100-3140	Engineering/Prof. Services	\$15,000	\$0	\$0	\$0		\$0	\$0
500100-3311	Vehicle Maintenance	\$1,670	\$4,013	\$2,000	\$2,063	-3%	-\$63	\$2,000
500100-3320	Computer Licenses/Support	\$1,748	\$1,716	\$2,000	\$90	96%	\$1,910	\$2,000
500100-5110	Electricity	\$19,192	\$23,710	\$20,000	\$12,899	36%	\$7,101	\$20,000
500100-5210	Mailing Costs	\$585	\$1,364	\$1,000	\$304	70%	\$696	\$1,000
500100-5230	Telecommunications	\$4,025	\$4,244	\$3,000	\$4,031	-34%	-\$1,031	\$4,200
500100-5300	Town Insurance-Water	\$4,200	\$4,200	\$4,200	\$4,667	-11%	-\$467	\$4,700
500100-5540	Education/Training/Licenses	\$1,277	\$840	\$3,500	\$1,314	62%	\$2,186	\$3,500
500100-5810	Fees And Dues	\$3,181	\$2,831	\$4,000	\$3,234	19%	\$766	\$5,000
500100-5820	Licenses and Permits	\$1,200	\$0	\$1,200	\$0	100%	\$1,200	\$0
500100-5840	Miscellaneous	\$2,032	\$166	\$500	\$222	56%	\$278	\$500
500100-5899	Miss Utility Costs	\$525	\$880	\$500	\$497	1%	\$3	\$500
500100-6001	Office Supplies/Equipment	\$731	\$3,372	\$2,500	\$543	78%	\$1,957	\$2,500
500100-6005	Janitorial Supplies	\$218	\$1,746	\$1,500	\$1,069	29%	\$431	\$1,500
500100-6006	Hand Tools	\$74	\$12,002	\$2,000	\$1,715	14%	\$285	\$2,000
500100-6007	Repair/Maintenance	\$154,703	\$129,812	\$125,000	\$9,113	93%	\$115,887	\$125,000
500100-6008	Vehicle Fuel/Oil	\$3,080	\$1,947	\$2,333	\$2,224	5%	\$109	\$2,333
500100-6009	Equipment/Supplies	\$681	\$69,315	\$3,500	\$1,525	56%	\$1,975	\$3,500
500100-6011	Uniforms/Safety Equip	\$2,379	\$5,837	\$3,333	\$563	83%	\$2,770	\$3,333
500100-6021	Testing Supplies/Chemicals	\$754	\$1,315	\$3,000	\$1,475	51%	\$1,526	\$3,000
500100-6022	Water Testing	\$4,710	\$6,268	\$15,000	\$2,090	86%	\$12,910	\$15,000
500100-6050	Meter Purchases	\$5,641	\$19,674	\$5,000	\$21,978	-340%	-\$16,978	\$5,000
500100-6060	Well Head Protection Grant	\$0	\$13,350	\$10,000	\$0	100%	\$10,000	\$10,000
500100-8500	2018 Loan Payments	\$0	\$24,573	\$53,986	\$18,430	66%	\$35,556	\$53,986
	Expenses Net of Transfer			\$427,518			\$427,518	\$449,314
500100-9100	Repayment of GF Trans FY21			\$253,986	\$0	100%	\$253,986	\$253,986
	-- Total Department--	\$337,563	\$440,299	\$681,504	\$206,250	70%	\$475,254	\$703,300
500500	WATER CIP							
	Engineering	\$0		\$200,000	\$95,389	52%	\$104,611	
500500-3500	2019 USDA System Upgrade	\$0	\$2,791	\$1,500,000	\$478,509	68%	\$1,021,491	
	--Total Department--	\$0	\$2,791	\$1,700,000	\$573,899	66%	\$1,126,102	
WATER	Total Fund 500	\$337,563	\$443,090	\$2,381,504	\$780,148		\$1,601,356	\$703,300



Fund 520	SEWER FUND	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY 22 \$'s Remaining	FY23 Proposed
520100	SEWER OPERATIONS							
	Salaries(Town Manager(10%), Treasurer(15%), Deputy Treasurer(15%), PW Director(40%), Chief WWO(40%), WO 1(100%), PW Foreman(15%), WO 2(10%), WO 2(10%), WO Trainee(100%)							
520100-1101	Overtime	\$150,639	\$175,734	\$141,596	\$108,994	23%	\$32,601	\$158,469
520100-1201	FICA	\$3,423	\$2,286	\$3,423	\$970	72%	\$2,453	\$3,423
520100-2100	VRS	\$1,175	\$13,473	\$10,382	\$8,317	20%	\$2,065	\$12,123
520100-2210	Health Insurance/457 Plan	\$21,291	\$21,374	\$20,503	\$13,847	32%	\$6,656	\$21,788
520100-2300	Group Life	\$26,184	\$25,940	\$25,767	\$16,871	35%	\$8,896	\$25,588
520100-2400	Hybrid Disability Insurance	\$1,926	\$1,967	\$1,855	\$1,279	31%	\$576	\$2,016
520100-2500	Testing	\$757	\$664	\$765	\$164	78%	\$601	\$532
520100-3160	Sludge Removal	\$20,515	\$21,873	\$15,000	\$13,695	9%	\$1,305	\$20,000
520100-3180	Vehicle Maintenance	\$13,188	\$15,803	\$15,000	\$10,064	33%	\$4,936	\$15,000
520100-3311	Professional Services	\$1,342	\$1,908	\$2,000	\$1,981	96%	\$19	\$2,000
520100-3320	Electricity	\$6,844	\$6,175	\$4,000	\$33,111	-726%	<del>-\$29,111</del>	\$4,000
520100-5110	Propane	\$30,038	\$28,177	\$30,000	\$19,323	36%	\$10,677	\$30,000
520100-5120	Mailing Costs	\$297	\$2,353	\$2,000	\$3,520	-74%	<del>-\$1,520</del>	\$2,000
520100-5210	Telecommunications	\$542	\$2,025	\$1,000	\$854	15%	\$146	\$1,000
520100-5230	Insurance	\$3,035	\$2,708	\$3,103	\$1,939	38%	\$1,164	\$3,103
520100-5300	Education/Training/License/P	\$3,470	\$3,740	\$4,200	\$4,207	-1%	<del>-\$7</del>	\$4,200
520100-5540	VPDES Fees/DEQ	\$3,233	\$2,125	\$4,000	\$2,247	44%	\$1,753	\$4,000
520100-5613	Miscellaneous	\$2,825	\$3,650	\$2,750	\$3,768	-37%	<del>-\$1,018</del>	\$3,768
520100-5840	Miss Utility Costs	\$0	\$654	\$500	\$302	40%	\$198	\$500
520100-5899	Office Supplies	\$0	\$0	\$300	\$0	100%	\$300	\$300
520100-6001	Lab Supplies/Chemicals	\$635	\$858	\$600	\$516	14%	\$84	\$0
520100-6004	Janitorial Supplies	\$8,509	\$9,996	\$6,004	\$4,621	23%	\$1,383	\$12,000
520100-6005	Small Tools	\$463	\$99	\$2,000	\$830	58%	\$1,170	\$1,000
520100-6006	Repair/ Maintenance	\$432	\$8,382	\$2,000	\$1,767	12%	\$233	\$2,000
520100-6007	Vehicle Fuel & Oil	\$107,068	\$200,876	\$69,000	\$55,319	20%	\$13,681	\$69,000
520100-6008	Uniforms/ Safety Equipment	\$3,115	\$1,972	\$2,334	\$2,224	4%	\$110	\$2,334
520100-6011	Plant & Lab Supplies/Chemicals	\$7,037	\$6,562	\$2,834	\$1,042	63%	\$1,792	\$2,834
520100-6030	Office Equipment/Supplies	\$4,262	\$4,130	\$3,500	\$1,721	51%	\$1,779	\$0
520100-8101	2018 Loan Payments	\$107	\$346	\$300	\$88	71%	\$212	\$900
520100-8200	Large Equipment Purchase			\$50,000	\$8,509	83%	\$41,491	\$0
520100-8300	2018 Loan Interest Expense	\$0	\$73,419	\$161,270	\$55,064	66%	\$106,206	\$161,270
520100-8500	Expenses Net of Transfer	\$422,353	\$565,850	\$426,715	\$322,089		\$104,626	\$403,878
520100-9100	Repayment of GF Transfer			\$161,270	\$0			\$161,270
SEWER DEPT	--Total Department--	\$422,353	\$639,269	\$587,985	\$377,153		\$210,832	\$565,148



Overview	Expenditures	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY 22 \$'s Remaining	FY23 Proposed
12110	ADMIN DEPT	\$235,812	\$441,921	\$285,984	\$233,073	\$52,911	\$257,806
12410	TREASURER	\$281,778	\$673,660	\$213,093	\$185,977	\$27,116	\$205,958
31100	POLICE DEPT	\$120,759	\$136,796	\$188,107	\$124,333	\$63,775	\$175,038
32000	DONATIONS	\$12,000	\$0	\$17,000	\$0	\$17,000	\$17,000
43100	PUBLIC WORKS	\$289,865	\$296,906	\$348,867	\$222,087	\$126,780	\$324,509
410501	TRANSFERS OUT	\$187,655	\$0	\$34,270	\$0	\$0	\$0
300100	CAPITAL PROJECTS FUND(GF)	\$1,594,211	\$0	\$0	\$30,485	-\$30,485	\$45,000
320100	EDA	\$5,711	\$106,546	\$10,000	\$2,000	\$8,000	\$0
71200	EVENTS & ACTIVITIES	\$36,547	\$6,305	\$36,950	\$32,569	\$4,381	\$43,950
500400	DEBT SERVICE	\$2,979,595	\$1,662,135	\$1,134,272	\$0	\$0	\$0
500100	WATER OPERATIONS	\$337,563	\$443,090	\$2,381,504	\$780,148	\$1,601,356	\$703,300
520100	SEWER FUND	\$422,353	\$639,269	\$587,985	\$377,153	\$210,832	\$565,148
	--TOTAL GENERAL FUND	\$5,743,934	\$3,324,271	\$2,268,543	\$830,524	\$1,438,019	\$1,069,261
	--TOTAL WATER & SEWER--	\$759,916	\$1,082,359	\$2,969,490	\$1,157,302	\$1,812,188	\$1,268,448
	--TOTAL EXPENDITURES	\$6,503,850	\$4,406,630	\$5,238,033	\$1,987,826	\$3,250,207	\$2,337,709

Overview	Revenue	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
FUND #100	GENERAL	\$1,176,714	\$1,508,754	\$1,193,022
FUND #300	CIP	\$3,645,453	\$0	\$0
FUND #320	EDA	\$0	\$10,000	\$0
FUND #400	Events and Activities	\$37,514	\$13,450	\$20,500
FUND #420	Debt Service	\$27,315	\$0	\$0
FUND #500	Water	\$398,584	\$2,381,504	\$746,376
FUND #520	Sewer	\$2,095,005	\$749,255	\$744,790
	TOTAL GENERAL FUND	\$4,886,996	\$1,532,204	\$1,213,522
	TOTAL WATER & SEWER	\$2,493,589	\$3,130,759	\$1,491,166

FUND TOTALS	Total General Fund Revenue	\$7,380,585	\$4,662,963	\$2,704,688
	Total General Funds Expenditures	\$5,743,934	\$3,324,271	\$2,268,543
	Total Remaining to Transfer to General Fund			\$436,145

**NOTICE OF PUBLIC HEARING ON THURSDAY, JUNE 2, 2022**  
**TOWN OF BOWLING GREEN, VIRGINIA**  
**PROPOSED BUDGET FOR FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023**  
**PROPOSED UTILITY AND TAX RATES**

The following Town Manager's recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Bowling Green's Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager's Office by the several Officers and Department Heads of the Town. There is no obligation or allocation of any funds of Town of Bowling Green for any purpose until there has been an appropriation for that purpose by the Town of Bowling Green Council.

The Bowling Green Town Council will, on Thursday, June 2, 2022 at 7:00 p.m. at the Bowling Green Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2023. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Bowling Green Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Council at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Bowling Green Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2022-2023 and the proposed changes in tax and public utility rates at 7:00 p.m. Thursday, June 2, 2022, in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427.

A complete copy of the budget is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to the Town Manager. 804-633-6212; and on the Town of Bowling Green website at <http://www.townofbowlinggreen.com/>

**Proposed Tax and Public Utility Rates**

<b>Proposed BI-Monthly Water &amp; Sewer Rates</b>								
<b>RESIDENTIAL</b>			<b>COMMERCIAL</b>			<b>COMMERCIAL</b>		
<b>In-Town</b>			<b>In-Town</b>			<b>Out -of-Town</b>		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$46.13	\$86.53	0-5,000	\$46.13	\$93.48	0-5,000	\$92.27	\$112.38
5,001-10,000	\$2.34	\$4.39	5,001-10,000	\$2.58	\$5.21	5,001-10,000	\$5.15	\$6.26
10,001-20,000	\$2.47	\$4.62	10,001-20,000	\$2.66	\$5.40	10,001-20,000	\$5.33	\$6.49
20,010-30,000	\$2.58	\$4.82	20,001-30,000	\$2.76	\$5.58	20,001-30,000	\$5.50	\$6.71
30,001 & Up	\$2.66	\$5.00	30,001-40,000	\$2.88	\$5.83	30,001-40,000	\$5.74	\$7.01
<b>Out-of-Town</b>			40,001-50,000	\$2.96	\$6.02	40,001-50,000	\$5.97	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$3.07	\$6.24	50,001-100,000	\$6.12	\$7.50
0-5,000	\$92.27	\$97.80	100,001 & Up	\$3.16	\$6.39	100,001 & Up	\$6.31	\$7.68
5,001-10,000	\$4.69	\$4.96	Reflects a proposed 15% increase to water rates.					
10,001-20,000	\$4.92	\$5.22						
20,010-30,000	\$5.15	\$5.45						
30,001 & Up	\$5.33	\$5.65						

**Solid Waste Collection Bi-Monthly Rate Schedule (No Changes)**

**Residential Rates: proposed: \$31.00**  
**Commercial Rates: proposed: \$36.96 per cubic yard**

**Tax Rates for Calendar Year 2021 (No Changes)**

**Real Estate \$0.11/\$100 \$0.02**  
**Personal Property \$0.72/\$100**  
**Mobile Homes \$0.10/\$100**  
**Machinery/Tools \$0.72/\$100 no increase Route 301 Tax District \$0.85/\$100**  
**Vehicle License Tax \$25 for motorcycles/\$30 for cars and light trucks**

Revenue Estimates	Current Fiscal Year 2022	Fiscal Year 2023 Plan	Fiscal Year 2023 Plan Inc/Dec
Fund #100 General Funds			
Real Estate	\$140,500	\$140,500	\$0
RT 301 Special Tax	\$34,269	\$25,810	(\$8,459)
Public Service	\$3,500	\$3,238	(\$262)
Personal Property	\$45,500	\$30,133	(\$15,367)
Penalty & Interest	\$5,000	\$2,722	(\$2,278)
Revenue From Use Of Money	\$5,000	\$5,000	\$0
Refuse Collection	\$85,729	\$85,000	(\$729)
Sales Tax	\$40,000	\$30,000	(\$10,000)
Consumer Utility Tax	\$30,000	\$30,000	\$0
Business License	\$68,000	\$90,000	\$22,000
Vehicle License & Registration Fees	\$20,000	\$15,000	(\$5,000)
Bank Stock Tax	\$250,000	\$339,840	\$89,840
Transient Occupancy Tax	\$2,000	\$3,000	\$1,000
Meals Tax	\$235,000	\$250,000	\$15,000
Permits, Fees And Licenses	\$3,200	\$3,250	\$50
Fines And Forfeitures	\$20,800	\$26,300	\$5,500
Rentals	\$11,300	\$19,000	\$7,700
Other Miscellaneous Revenue	\$0	\$0	\$0
PPTRA State Reimbursement	\$21,900	\$21,900	\$0
VA Police Funding	\$24,500	\$24,500	\$0
Communications Tax	\$31,500	\$31,500	\$0
Grants	\$800	\$1,329	\$529
VA Fire Program	\$15,000	\$15,000	\$0
Use Of Fund Balance	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0
Repayment Of Previous Year Transfer – Water	\$253,986	\$0	(\$253,986)
Repayment Of Previous Year Transfer – Sewer	\$161,270	\$0	(\$161,270)
<b>Total General Funds</b>	<b>\$1,508,754</b>	<b>\$1,193,022</b>	<b>(\$315,732)</b>
Other Funds (Net of Transfers)			
Fund #300 CIP	\$0	\$0	\$0
Fund #320 Economic Development Authority	\$10,000	\$0	(\$10,000)
Fund #400 Events and Activities	\$13,450	\$20,500	\$7,050
Fund #420 Debt Service	\$0	\$0	\$0
Fund #500 Water	\$2,381,504	\$746,376	(\$1,635,128)
Fund #520 Sewer	\$749,255	\$744,790	(\$4,465)
<b>Total Other Funds</b>	<b>\$3,154,209</b>	<b>\$1,511,666</b>	<b>(\$1,642,543)</b>
<b>Total Revenue Estimates</b>	<b>\$4,662,963</b>	<b>\$2,704,688</b>	<b>(\$1,958,275)</b>
Expenditure Estimates	Current Fiscal Year 2022	Fiscal Year 2023 Plan	Fiscal Year 2023 Plan Inc/Dec
Fund #100 General Funds			
Council & Manager's Office	\$285,984	\$257,806	(\$28,178)
Clerk/Treasurer	\$213,093	\$205,958	(\$7,135)
Police Department	\$188,107	\$175,038	(\$13,069)
Donations	\$17,000	\$17,000	\$0
Public Works	\$348,867	\$324,509	(\$24,358)
<b>Total Direct General Fund Expenditures</b>	<b>\$1,053,051</b>	<b>\$980,311</b>	<b>(\$72,740)</b>
General Fund Transfers			
Fund #300 Capital Project Fund	\$0	\$0	\$0
Fund #320 Economic Development Authority	\$0	\$0	\$0
Fund #400 Events and Activities	\$0	\$0	\$0
Fund #420 Debt Service	\$0	\$0	\$0
Fund #500 Water (Transfer Tax District Revenue)	\$17,135	\$0	(\$17,135)
Fund #520 Sewer (Transfer Tax District Revenue)	\$17,135	\$0	(\$17,135)
<b>Total General Fund Transfers</b>	<b>\$34,270</b>	<b>\$0</b>	<b>(\$34,270)</b>
Other Fund Expenditures			
Fund #300 Capital Project Fund	\$0	\$45,000	\$45,000
Fund #320 Economic Development Authority	\$10,000	\$0	(\$10,000)
Fund #400 Events and Activities	\$36,950	\$43,950	\$7,000
Fund #420 Debt Service	\$0	\$0	\$0
Fund #500 Water Operations	\$2,381,505	\$703,300	(\$1,678,205)
Fund #520 Sewer Operations	\$587,985	\$565,148	(\$22,837)
<b>Total Other Funds</b>	<b>\$3,016,440</b>	<b>\$1,357,398</b>	<b>(\$1,659,042)</b>
<b>TOTAL EXPENDITURE ESTIMATES</b>	<b>\$4,103,761</b>	<b>\$2,337,709</b>	<b>(\$1,766,052)</b>

# **WATER & SEWER RATES**



Current Bi-Monthly Water & Sewer Rates										Proposed Bi-Monthly Water & Sewer Rates									
RESIDENTIAL					COMMERCIAL					RESIDENTIAL					COMMERCIAL				
In-Town					In-Town					In-Town					In-Town				
Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water
0-5,000	\$40.12	\$86.53	0-5,000	\$40.12	0-5,000	\$80.23	\$112.38	0-5,000	\$46.13	0-5,000	\$46.13	\$86.53	0-5,000	\$46.13	0-5,000	\$46.13	\$93.48	0-5,000	\$92.27
5,001-10,000	\$2.04	\$4.39	5,001-10,000	\$2.24	5,001-10,000	\$4.48	\$6.26	5,001-10,000	\$2.34	5,001-10,000	\$2.34	\$4.39	5,001-10,000	\$2.58	5,001-10,000	\$2.58	\$5.21	5,001-10,000	\$5.15
10,001-20,000	\$2.15	\$4.62	10,001-20,000	\$2.31	10,001-20,000	\$4.63	\$6.49	10,001-20,000	\$2.47	10,001-20,000	\$2.47	\$4.62	10,001-20,000	\$2.66	10,001-20,000	\$2.66	\$5.40	10,001-20,000	\$5.33
20,010-30,000	\$2.24	\$4.82	20,001-30,000	\$2.40	20,001-30,000	\$4.79	\$6.71	20,010-30,000	\$2.58	20,010-30,000	\$2.58	\$4.82	20,001-30,000	\$2.76	20,001-30,000	\$2.76	\$5.58	20,001-30,000	\$5.50
30,001 & Up	\$2.31	\$5.00	30,001-40,000	\$2.51	30,001-40,000	\$4.99	\$7.01	30,001 & Up	\$2.66	30,001 & Up	\$2.66	\$5.00	30,001-40,000	\$2.88	30,001-40,000	\$2.88	\$5.83	30,001-40,000	\$5.74
Out-of-Town					Out-of-Town					Out-of-Town					Out-of-Town				
Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water	Gallons	Water	Sewer	Gallons	Water
0-5,000	\$80.23	\$97.80	0-5,000	\$80.23	0-5,000	\$5.32	\$7.50	0-5,000	\$92.27	0-5,000	\$92.27	\$97.80	0-5,000	\$92.27	0-5,000	\$92.27	\$6.39	0-5,000	\$6.31
5,001-10,000	\$4.08	\$4.96	5,001-10,000	\$4.08	5,001-10,000	\$4.96	\$4.96	5,001-10,000	\$4.69	5,001-10,000	\$4.69	\$4.96	5,001-10,000	\$4.92	5,001-10,000	\$4.92	\$5.22	5,001-10,000	\$5.12
10,001-20,000	\$4.28	\$5.22	10,001-20,000	\$4.28	10,001-20,000	\$5.22	\$5.22	10,001-20,000	\$4.92	10,001-20,000	\$4.92	\$5.22	10,001-20,000	\$5.15	10,001-20,000	\$5.15	\$5.97	10,001-20,000	\$5.87
20,010-30,000	\$4.48	\$5.45	20,010-30,000	\$4.48	20,010-30,000	\$5.45	\$5.45	20,010-30,000	\$5.15	20,010-30,000	\$5.15	\$5.45	20,010-30,000	\$5.33	20,010-30,000	\$5.33	\$6.24	20,010-30,000	\$6.12
30,001 & Up	\$4.63	\$5.65	30,001 & Up	\$4.63	30,001 & Up	\$5.65	\$5.65	30,001 & Up	\$5.33	30,001 & Up	\$5.33	\$5.65	30,001 & Up	\$5.50	30,001 & Up	\$5.50	\$6.39	30,001 & Up	\$6.31
This change reflects a 15% increase in Town water rates.																			



## **TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING AGENDA ITEM REPORT**

**AGENDA ITEM:** Amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited signs. (C) (3)

**ITEM TYPE:** Public Hearing - Duly Advertised

**PURPOSE OF ITEM:** Decision - Ordinance

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

An amendment to allow signs on parapet walls that are not greater than five feet in height above the roof line. Planning Commission held a public hearing and provided a recommendation of approval to Town Council.

**ATTACHMENTS:**

Ordinance Amendment

**REQUESTED ACTION:**

Hold Public Hearing; review project; defer or motion to approve or deny.



## **ORDINANCE NUMBER 2022-001**

ORDINANCE NUMBER O-2022-001 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 3, "LAND USE AND BUILDINGS," ARTICLE I, "ZONING ORDINANCE," DIVISION 16, "PROHIBITED SIGNS," (C) (3) TO ALLOW SIGNS TO EXTEND FROM A PARAPET WALL NOT GREATER THAN FIVE FEET.

**BE IT ORDAINED** by the Bowling Green Town Council, at its regular monthly meeting on the 2<sup>nd</sup> day of June 2022, The Bowling Green Code, Chapter 3, "Land Use And Builds," Article I, "Zoning Ordinance," Division 16, "Signs," be amended to allow signs to extend from a parapet wall not greater than five feet.

### **"Division 16 Signs"**

#### **Section 3-189. Prohibited signs.**

The following signs are prohibited:

- (a) General prohibitions.
  - (1) Signs that violate any law of the Commonwealth relating to outdoor advertising.
  - (2) Signs attached to natural vegetation.
  - (3) Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized city official as a nuisance.
  - (4) Vehicle or trailer signs.
  - (5) Freestanding signs more than twenty-five feet in height.
  - (6) Signs hanging from supports, except against the face of a building.
  - (7) Billboards
  - (8) Moving signs and electronic message signs on residential properties in all residential districts.
  - (9) Any sign displayed without complying with all applicable regulations of this article.
  - (10) Any sign that is not expressly permitted by this article.
- (b) Prohibitions based on materials.
  - (1) Signs painted directly on a building, except where expressly permitted by this article.
  - (2) Animated signs where the message content does not change more often than once every seven seconds.
  - (3) Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article.

- (4) Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges of any building, except for temporary decorations not to exceed a total of three months per calendar year.
- (5) Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas.
- (6) Signs that emit sound.
- (7) Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit.
- (8) Strings of flags visible from, and within fifty feet of, any public right-of-way.
- (9) Pole signs less than six feet in height.
- (c) Prohibitions based on location.
  - (1) Off-premises signs, unless specifically permitted by this article.
  - (2) Signs erected on public land other than those approved by an authorized town official in writing, required by law without such approval, or permitted under Virginia Code § 24.2-310(E). Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
  - (3) Signs on the roof surface or extending above the roofline of a building or signs extending from a parapet wall where the sign is greater than five feet above the roof line.
  - (4) Neon signs, except in windows.



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

**AGENDA ITEM:** Rezoning – #RZS-2021-020 - Fairmont

**ITEM TYPE:** Public Hearing - Duly Advertised

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

The Planning Commission held a public hearing on October 18, 2021, continued to November 15, 2021 and recommended denial. The Town Council held a public hearing on January 6, 2022, continued to February 3, 2022. Proffers are amended and a new public hearing was conducted on May 5, 2022 and continued to June 2, 2022.

### **ATTACHMENTS:**

Staff Report  
Application  
Applicant's Narrative  
Maps  
Ordinances

### **REQUESTED ACTION:**

Continue public hearing; review project; motion to approve/deny or defer.



**STAFF REPORT**  
**REZONING #RZS-2021-020**

**Request:** Rezoning  
(Business to R-3 Residential)

**Location:** AP Hill Boulevard

**Tax Map:** #43-A-34; 43E-1-4R, 5, 6, 7, & 8

**Owner/Applicant:** Fairmont Land LLC

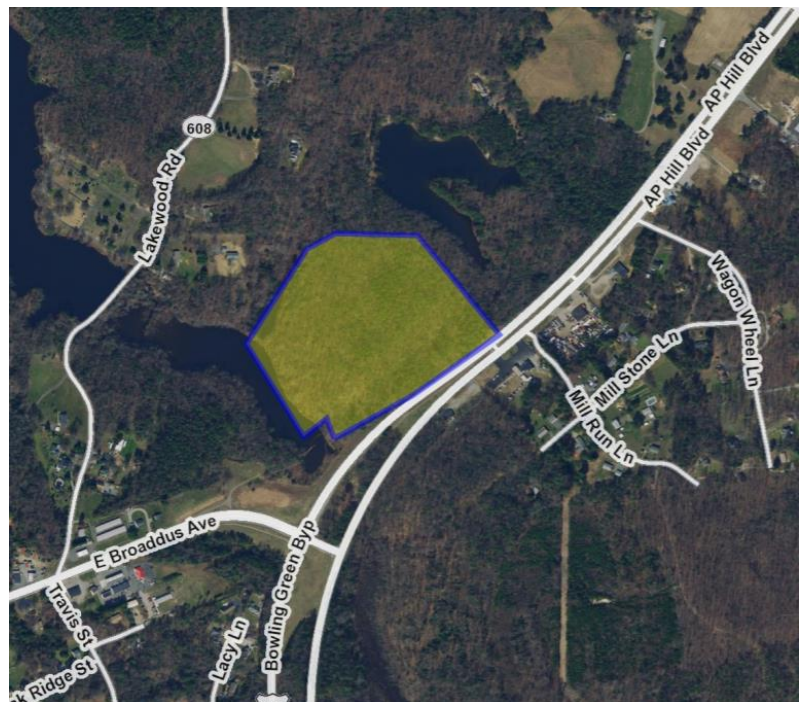
**Proposed Density:** 4.52 du/ac

**Site Size:** 19.47 acres +/- (combined)

**Existing Land Use:** Vacant

**Existing Zoning:** B-1, Business

**Proposed Use:** Residential



**Surrounding Land Uses and Zoning:**

South: Maracossic Creek zoned A-1 West: Pond in Caroline County zoned Rural Preservation

North: Vacant wooded area with Pond zoned A-1

**The 2021 Comprehensive Plan:** Mixed Use (R1, R2, R3, B1, B2, & PUD)

**Staff:** Allyson Finchum, Town Manager/Zoning Administrator

## **Background & Summary of Proposal**

The applicant is requesting to rezone six parcels totaling 19.47 acres from B-1, Business to R-3, Residential to develop (no more than per proffer) a 78-parcel residential subdivision with townhouses and single-family houses with a resulting density of 4.53 units per acre. The application for rezoning was filed on July 12, 2021. An amendment to the application in the form of a draft proffer statement proffering the General Development Plan (GDP), was filed on September 7, 2021 and amended on January 12, 2022 thereby providing for consideration and review of the GDP submitted with the application (upon signature).

- The 19.47 acre site is located on the west side of Route 301 (AP Hill Boulevard) approximately 500 feet north of Broaddus Avenue. It is currently undeveloped land.
- One point of ingress/egress (right in/right out) is identified for the subdivision. This access point is off of AP Hill Boulevard and the only public access to the property.
- A ten-foot wide multi-use path is shown on VDOT right-of-way, which if constructed will provide pedestrian connection to Broaddus Avenue from the development.
- The general development plan depicts common area on the perimeter of the development. The total acreage is not identified.
- No recreational features are shown.
- Area for stormwater features is not shown.
- Building elevations are not provided.
- The applicant has submitted a narrative which is included in the packet.

## **Proffers**

Proffers have been submitted by the applicant as part of the rezoning application. An applicant may voluntarily submit proffers in an effort to address issues or concerns identified by the Town, to help make the proposed application consistent with the Comprehensive Plan or address other identified development issues. Should this application be approved and proffers accepted, the proffer statement will be recorded at the Circuit Court and govern the use and development of the property.

Prior to approval the Town Attorney will review the Proffers to determine if they are legally sufficient and of acceptable legal form.

## **Comprehensive Plan**

The Comprehensive Plan Map shows the future land use for this area as *Mixed Use (R1, R2, R3, B1, B2, & PUD)*. This designation includes a variety of densities, as well as various types of residential and business uses along the corridor.

The Comprehensive Plan identifies the Route 301 North Corridor Area on the northeast side of Bowling Green as one of “three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability.”

Excerpts from the Comprehensive Plan are included in the packet.

### **Natural and Cultural Resources Impacts**

The site is located in the Maracossic Creek (Mattaponi) watershed. The property borders the Maracossic Creek, ponds, and wetlands. The 100' Resource Protection Area (RPA) is found along the entire western edge of the site.

The Chesapeake Bay and storm water regulations provide the framework to protect environmentally sensitive water features.

### **Traffic Impacts**

AP Hill Boulevard is a four-lane divided Principal Arterial Highway. The applicant has provided a general traffic impact statement. The proposed zoning creates and estimated 610.7 vehicle trips per day (vpd). The statement indicates a substantial decrease from 5,709.8 vpd estimate if the site is developed with the currently allowable business uses.

### **Public Utility Impacts**

#### **Water**

Water lines must be extended throughout this subdivision with an individual tap to each parcel. There is an existing Town water main along AP Hill Boulevard to serve the proposed development.

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 gallons per day (gpd) on average. The current average daily production is 153,000 gpd. This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from

Caroline County Fire and Rescue (training, filling trucks, etc.). Current daily reserve is 37,465 which allows for an additional 124 connections at 300 gpd. Approval of any development that exceeds 190,465 gpd is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of a modified withdrawal permit.

The 124 unit capacity figure should take into consideration existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.

### **Sewer**

The Town's current sewer capacity permitted is 250,000 (gallons per day), with 98,000 gpd (39.2%) currently used. There is an existing Town sanitary sewer gravity main along AP Hill Boulevard. Sanitary sewer mains must be extended throughout the subdivision, with an individual lateral to each parcel.

There is ample sewer supply available with less than 40% of the capacity utilized.

### **Storm water Impacts**

The development of 78 residential lots and the corresponding streets/parking areas, with increase in impervious cover and require storm water facilities. The GDP does not show the general location of any potential facilities. Thus, the storm water requirements may affect the final lot layout/ project design.

### **School Impacts:**

School impacts are included in the application on page 3 of the narrative.

Student Generation

Elementary - 25.4 additional students

Middle – 11.4 additional students

High – 14 additional students

Total—50.8 students

The school system is funded through the Caroline County Board of Supervisors. Taxpayers (Town and County) provide financial resources for the school system, through real estate and other taxes, together with available state and federal funding. Information is included in the Comprehensive Plan about the schools. The estimated student generation figures provided in the application are small, compared to overall number of residentially zoned lots throughout the County.

## **Tax Revenue**

Included in the packet is the applicant's economic analysis of the project. The applicant stated, B-2 development (i.e. gas station, fast food, retail) will generate \$7,930.00 of tax revenue as opposed to R-3 residential development which will generate \$32,890.00 of revenue.

## **Zoning and Subdivision Ordinance Considerations**

### **R-3 Residential**

Townhouses and apartment buildings minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such *usable* open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.

### **Subdivision**

3-221(c) Each lot shall abut on a street dedicated by the subdivision plat or on an existing publicly dedicated street.

(2) Streets. [a] All streets shall be constructed in compliance with the state Subdivision Street Design Guide (24 VAC 30-91-160) requirements of the Virginia Department of Highways and Transportation and the Town of Bowling Green, Virginia.

Section 3-205. Definitions and word usage.

"Street" means the publicly owned, principal means of access to any lot in a subdivision. The term "street" shall include road, lane, drive, place, avenue, highway, boulevard or any other thoroughfare used for a similar purpose.

Ultimately, the development must meet subdivision/zoning ordinance requirements at the time of site plan/subdivision submission. The GDP provided may conflict with one or more of the regulations identified above.

## **Evaluation and Staff Comments**



The following comments are provided by staff for consideration:

- This development is one of two currently proposed residential rezonings in the annexed area (Fairmont) along Route 301 north. Land use in the area is predominantly vacant or commercial. There is likely to be a transition to residential development along the corridor with approval of this project.
- The future land use map identifies this area as *Mixed-Use*. While the term is not clearly defined in the Comprehensive Plan the typical use of the term is a mixture of various use districts - Residential(R), Business (B), Planned Unit Development (PUD)). The Town Council must decide whether a residential development is appropriate for the parcel and a comprehensive plan amendment should be approved.
- The application is for R-3 Residential which allows multi-family use at the highest density provided in the Town of Bowling Green zoning ordinance. If a residential development is preferred, the Town Council must decide whether low, medium, or high density and single-family and/or multi-family development is preferred on the parcel.
- The Town's appearance and design are noted in the Comprehensive Plan as an important quality of life issue for its residents and as an economic development tool. Details such as exterior elevations of housing and community amenities are not included. Therefore the developer or builder who ultimately builds the project, will decide the layout, aesthetics and amenities, if any. The Town Council must decide whether the application and proffers adequately address the Comprehensive Plan.
- Entrance corridors, including Route 301 north, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons, which serve to visually identify the Town boundary, establish the first impression of the Town for visitors, and to generally show the Town's commitment to its appearance and attractiveness. To meet this intent, development of structures, signs, landscaping, etc. should be the highest quality on an entrance corridor. The proposed Fairmont GDP does not contain proffers to guarantee this occurring.  
As well, the GDP shows the rear of the townhouses facing to within 100' of AP Hill Boulevard. The Comprehensive Plan identifies berms as a possible solution in providing a visual buffer, though no visual buffers have been proffered.  
Alternatively, the GDP could be redesigned to address these issues identified in the Comprehensive Plan.

- The Comprehensive Plan recommends to “minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.” It also suggests to “prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible, and locate residential development along internal roads within the development to improve traffic flow and enhance safety.”

The GDP indicates a single access to Route 301, limited to right in/right out entrance. The subject property does not have frontage on any other public road, to which access can be relocated.

- The Town currently has water and sewer availability to support this project. About 94.2% of the currently permitted withdrawal will be utilized at full build out of this project without consideration of other development proposals, existing vacant and underdeveloped parcels within Town limits as well as those parcels outside the Town approved to be served by the Town water system. The Town may need to consider beginning the process of identifying additional water supply sources (wells) and permits in the near future.
- The Comprehensive Plan recommends to “protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

The property abuts various water features, including ponds, streams, and wetlands. The Chesapeake Bay Resource Protection Area is identified on the GDP. The Chesapeake Bay Preservation Regulations addresses protection of those areas.

- Townhouse developments must contain 6,000 square feet of lot area and usable open space per unit. Usable open space is landscaped areas that provide a park, playground or swimming pool. The open space layout on the GDP includes most of the designated RPA, which may not allow the above referenced uses. A pedestrian path connecting the townhouses with the RPA and features has been designed to assist in meeting the R3 usable open space requirements. The BMP area should be excluded from the calculations. A more detailed site plan containing calculations will need to be provided to determine the exact amount of usable open space.
- Staff requests amending the GDP to show general consistency with Town ordinances.

**Update:**

The Planning Commission held a public hearing on October 18, 2021, continued to November 15, 2021.

The Planning Commission recommended denial.

The Town Council held a public hearing on January 6, 2022, continued to February 3, 2022.

The Planning Commission and Town Council minutes on the subject prepared to date are attached.

Due to changes in proffers, the proposal was re-advertised and a new public hearing was held May 5, 2022 and continued to June 2, 2022.

**Public Outreach Information:**

As required by State Code, this item was advertised in the Free-Lance Star on April 14, 2022 and April 21, 2022.

The Staff report, as well as all reports for this Town Council meeting, were posted on the Town website [www.townofbowlinggreen.com](http://www.townofbowlinggreen.com) on May 3, 2022.

Adjacent notices were mailed first class.

**Next Steps:**

The Town Council will continue the public hearing for this application on June 2, 2022. Following the public hearing, the Town Council may defer action to consider the application; request more information from the applicant; request a worksession with the applicant; or decide approval/denial on this matter.

## **VOLUNTARY PROFFER STATEMENT**

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

Project Name: “Fairmont”

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

Date: September 7, 2021  
Rev. January 12, 2022  
Rev. February 17, 2022  
Rev. April 7, 2022

GDP: Generalized Development Plan, entitled “Fairmont”, prepared by W W  
Webb & Associates, PLLC, dated July 1, 2021, attached hereto as Exhibit  
A (the “GDP”) <sup>1</sup>

Rezoning Request: From B-2 to R-3

Rezoning #: RZS-2021-020

---

### **1. General Requirements.**

(a) The following proffers are being made pursuant to Sections 15.2-2298 and 15.2-2303, and 15.2-2303.4, et al. of the Code of Virginia (1950), as amended, and Section 3-175, et al. of the Zoning Ordinance of the Town of Bowling Green (2010, as amended). The proffers provided herein are the only proffered conditions offered in this rezoning application and being provided in accordance with Section 15.2-2303.4, et al., of the Code of Virginia 1950, as amended (the “Proffers”). If the Proffers are approved, any prior proffers in which the Property (as generally defined above and shown on the GDP) may be subject to or previously offered with this application or otherwise previously proffered are hereby superseded by these proffers, and said prior proffers will be of no further legal force and effect (collectively “Prior Proffers”). In addition and notwithstanding the foregoing, the Proffers are conditioned upon and become effective only in the event the Applicant’s rezoning #RZS-2021-020 is approved (including through applicable appeal periods) by the Town of Bowling Green’s Town Council (the “Town”).

(b) The Property will be developed in substantial conformity, as determined by the Town Manager, with the development plan entitled “Fairmont”, dated July 1, 2021 and last revised on January 12, 2022, consisting of 5 pages and prepared by W W Webb and Associates, attached

---



hereto and marked as Exhibit A (the “GDP”) and will include no more than 32 single family and 46 townhouse residential units.

(c) For purposes of the final site plan, proposed parcel lines, parcel sizes, building envelopes and footprints, access points, building sizes, building locations, public road locations, dumpster locations and waste facilities, parking areas, recreational areas, private driveways, road and travel way locations, interparcel connectors, RPAs and wetland areas, utility locations, storm water management facilities, and dimensions of undeveloped areas generally shown on the GDP may be relocated and/or amended from time-to-time by the Applicant to address final development, engineering, and design requirements and/or compliance with federal or state agency regulations including, but not limited to, VDOT, DEQ, Army Corps of Engineers, etc., and compliance with the requirements of the Town’s development regulations.

2. **Transportation.** The Applicant agrees to provide a 200 foot right turn lane and a 200 foot right turn lane taper from A.P. Hill Boulevard, as generally shown on Sheet 5 of the GDP.

3. **Water & Sewer Infrastructure.** The Applicant shall be responsible for installation of all infrastructure necessary to connect to Bowling Green’s water and sewer system.

4. **Amenities.** The Applicant will construct a multi-use trail, a nature trail, a children’s playground, and a pavilion that is at least 28 ft. in length and 24 ft. width, as shown on the GDP. These items may be relocated and/or amended by the Applicant with prior approval from the Town Manager.

5. **Architectural Materials.** To ensure quality construction of all the single family and townhouse residential units, architectural related building materials that will be included in the construction for the Units are as follows: 30 year architectural asphalt shingles, cultured stone or brick accents facades on 39 of the units, and double 5 vinyl siding, Hardiplank or Dutch lap vinyl siding. Notwithstanding the foregoing, in the event any of these materials are discontinued or no longer available, then the Applicant will utilize materials of equal or better quality, subject to the approval of the Town Manager.

6. **Buffer.** The Applicant will reserve a 24’ landscaping buffer along the rear of lots 23 thru 32, as shown on the GDP. The 24’ buffer shall be cleared of existing trees and vegetation and a double row of opaque screen evergreen trees shall be installed. The trees shall be spaced 12’ on center. The Applicant will ensure that the homeowner’s association shall be responsible for maintaining the buffer and replacing any trees that die.

7. **Secondary Emergency Access.** The Applicant will install a gated secondary entrance, as shown on the GDP, to meet International Fire Code (IFC) for purposes of access by emergency vehicles.

8. **Variety.** The Applicant will ensure that there is architectural variety in the single family detached dwellings and the townhouses. There shall be no two single-family houses or townhouses located next to one another that have the same façade or color.

9. **HOA.** All HOA documents shall be submitted to the Town for review and approval prior to execution and recording.

10. **Site Lighting.** Site lighting will include downward reflecting lights so as to minimize light pollution.

11. **Public Utilities.** All utilities will be constructed to Town standards, and where appropriate, be dedicated to the Town. Public utility easements will be dedicated along water distribution and sewer collection lines.

12. **Roads.** All roads are public roads built to VDOT standards and accepted into the secondary road system.



The Applicant/Owner makes these Proffers voluntarily, in support of their rezoning application and by our signatures deem them reasonable and appropriate as set out in Virginia Code Section 15.2-2303.4 A.D.1 and the applicants and owners hereby affirm and acknowledge the following:

- This proffer statement supersedes any and all previously submitted proffers.
- All such conditions are in conformity with the Town's Comprehensive Plan.
- Neither the Town staff, the Planning Commission, the Town Council, nor any of its officers, employees, or agents suggested, requested or accepted an unreasonable proffer as defined by state law.
- The Town of Bowling Green is in no way obligated to rezone the subject property; however, in the event the property is rezoned, the conditions proffered shall continue in full force and effect unless or until they are modified by subsequent amendment to the zoning ordinance; and that the applicants and owners, their heirs, personal representatives, assigns, grantees, and other successors in interest or title, shall not be released from the responsibility of fulfilling each of the enumerated conditions by virtue of any variance or other change in or to the zoning ordinance.
- If any proffer attached to this rezoning is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such proffer shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining proffers in this rezoning, it being the intent that this proffer statement shall stand, notwithstanding the invalidity of any proffer hereof.

WITNESS the following signatures:

**OWNER:**

**Fairmont Land, LLC**

By: \_\_\_\_\_

Daniel C. Webb, Managing Member

Date: 4/7/222

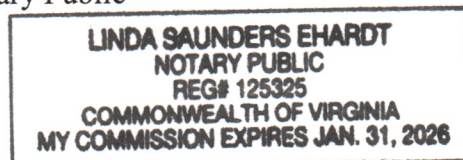
COMMONWEALTH OF VIRGINIA  
COUNTY OF SPOTSYLVANIA

The foregoing was subscribed, sworn to and acknowledged before me this 7<sup>TH</sup> day of April 2022, by Daniel C. Webb.



Notary Public

Print Name: Linda Saunders Ehardt  
My Commission Expires: January 31, 2026  
Registration No. 125325



MY COMMISSION EXPIRES JAN. 31, 2028  
COMMONWEALTH OF VIRGINIA  
REG# 125255  
NOTARY PUBLIC  
LINDA SAUNDERS EHARDT



## **EXHIBIT A**

### Generalized Development Plan

# FAIRMONT

## GENERALIZED DEVELOPMENT PLAN

TOWN OF BOWLING GREEN, VIRGINIA  
TM 43-A-34; 43E-1-4R, 5, 6, 7, 8

EXISTING ZONING - B-2  
PROPOSED ZONING - R-3

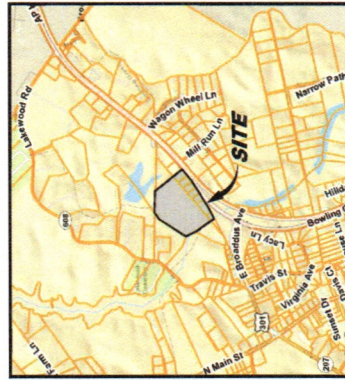
### APPLICANT/OWNER:

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

### SITE STATISTICS:

- 1.) TAX MAP 43-A-34; 43E-1-4R, 5, 6, 7, 8
- 2.) PARCEL ACREAGE: 10.4727 ACRES
- 3.) EXISTING ZONING: RESIDENTIAL DISTRICT B-2
- 4.) PROPOSED ZONING: RESIDENTIAL DISTRICT R-3
- 5.) TRIP GENERATION: ITE SINGLE-FAMILY DETACHED HOUSING (210)  
ITE SINGLE-FAMILY SEMI-DETACHED HOUSING (180)  
ITE MULTI-FAMILY HOUSING MD-HSE (221)  
46 LOTS \* 5.44 = 250 VPD  
TOTAL = 5521 VPD

- 6.) CLUSTER MAILBOXES PROVIDED FOR ENTIRE SITE
- 7.) NO EVIDENCE OF ANY PLACES OR BUILDINGS
- 8.) PROPOSED ZONING: R-3, B200 INSURANCE RATE MAP  
COMMUNITY-PANEL NO. 51033 0240C; DATED 3/7/2009.
- 9.) THIS PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.



VICINITY MAP  
SCALE: 1"=1,200'

### INDEX TO DRAWINGS

- 1.) COVER SHEET
- 2.) EXISTING CONDITIONS
- 3.) GENERALIZED DEVELOPMENT PLAN
- 4.) TRAIL PLAN
- 5.) TURN LANE ANALYSIS

DATE	DESCRIPTION	BY
9/7/21	PER 100% COMMENTS	LIB
10/19/21	PER 100% COMMENTS	LIB
1/12/22	PER 100% COMMENTS	DCM
4/7/22	PER 100% COMMENTS	LIB



11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408  
OFFICE (540)371-1209 FAX (540)371-4650  
**W W WEBB**  
& ASSOCIATES, PLLC  
ENGINEERING - SURVEYING - LAND PLANNING

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

DATE: JULY 1, 2021	SCALE: SHOWN	DESIGNED BY: DCM	CHECKED BY: DCM
PROJECT NO.: 19000000P	DRAWING NO.: 21000000P	SHEET NO.: 1	OF 5 SHEETS

# W W WEBB AND ASSOCIATES

ENGINEERING - SURVEYING - LAND PLANNING

11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408  
[540]371-1209 FAX [540]371-4650





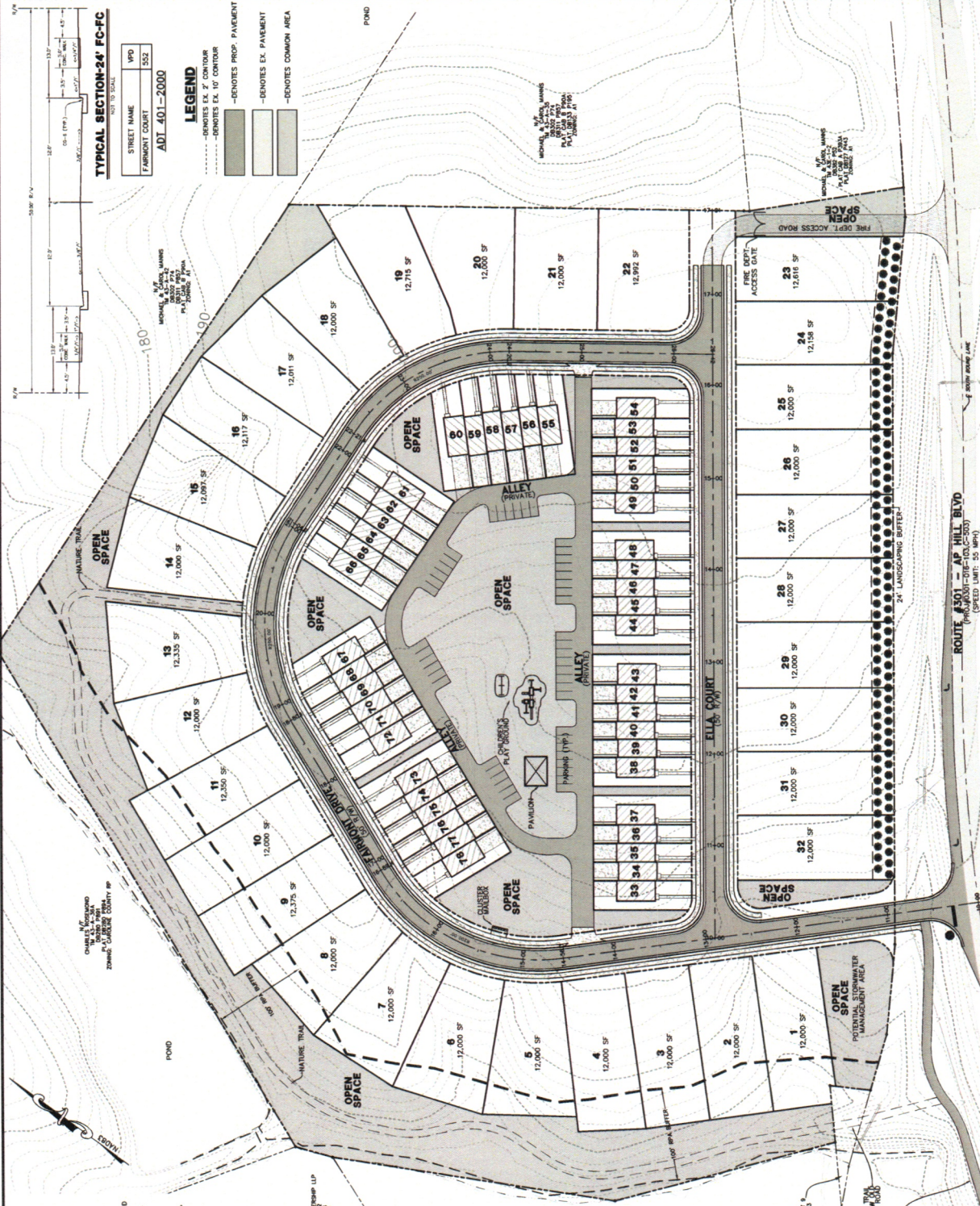


**EROSION AND SEDIMENT CONTROL NOTE:**  
 EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PER VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK (VESH).

**UTILITY NOTE:**  
 WATER MAINS AND SEWER LINES SHALL BE LOCATED AND DEPTHS MAINTAINED TO MATCH TOWN OF BOWLING GREEN'S RECORD DRAWINGS AND SEWER DESIGN STANDARDS.

**SWM NOTES:**  
 1) THE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR FUTURE MAINTENANCE OF TOWN OF BOWLING GREEN'S RECORD DRAWINGS, STANDARDS AND DAMAGE FACILITIES AND OTHER COMMON AREAS.

**HOA NOTE:**  
 THE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR FUTURE MAINTENANCE OF TOWN OF BOWLING GREEN'S RECORD DRAWINGS, STANDARDS AND DAMAGE FACILITIES AND OTHER COMMON AREAS.



DATE	DESCRIPTION	BY
4/17/23	PER TOWN COMMENTS	LB
4/17/23	PER TOWN COMMENTS	LB
4/17/23	PER TOWN COMMENTS	LB
4/17/23	PER TOWN COMMENTS	LB
4/17/23	PER TOWN COMMENTS	LB



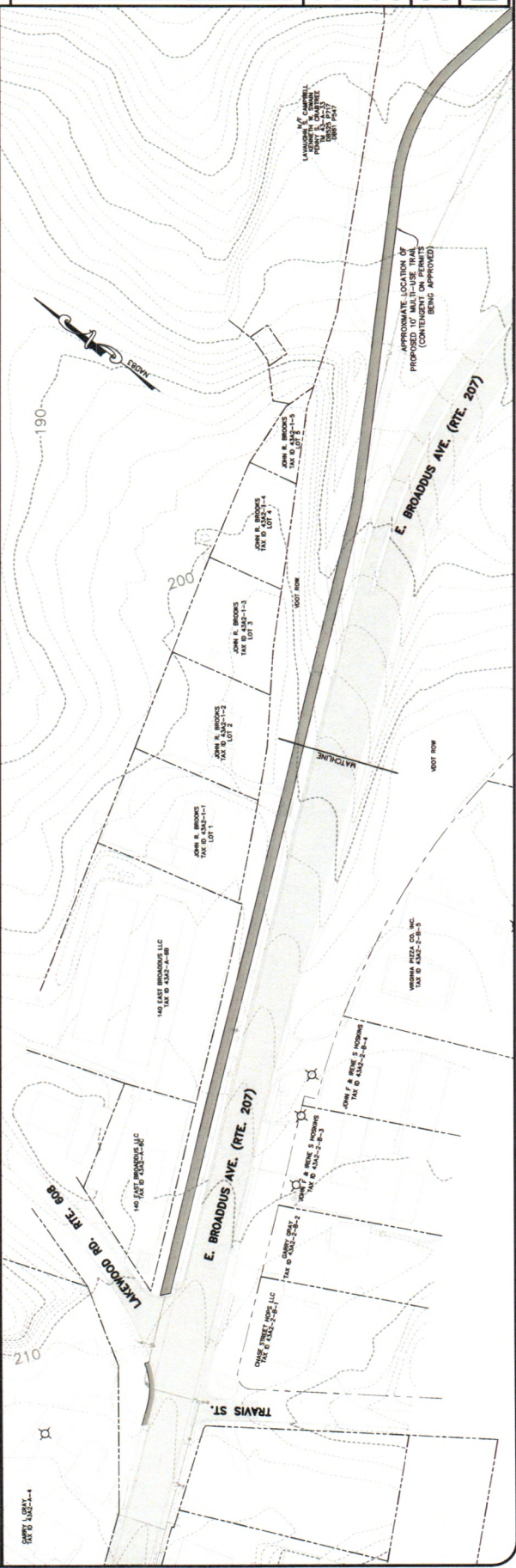
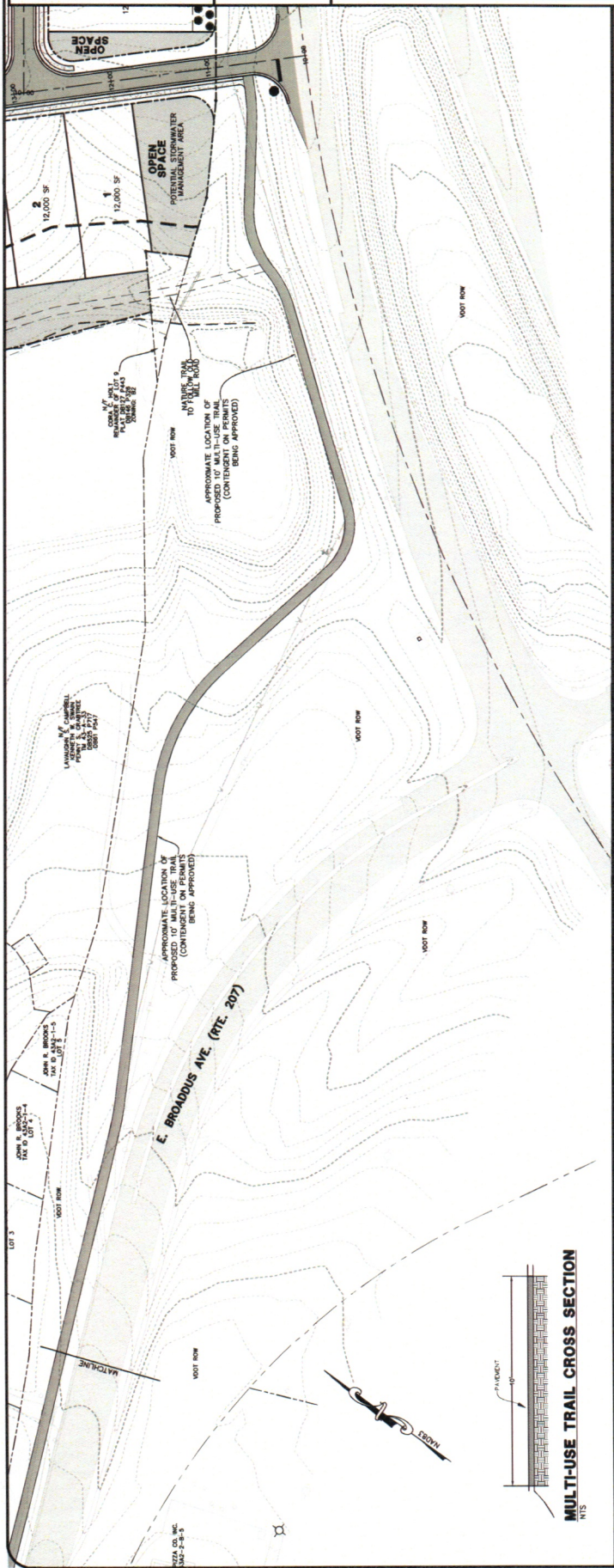
**W.W. WEBB & ASSOCIATES, PLLC**  
 ENGINEERING, ARCHITECTURE, LAND PLANNING  
 11905 BOWMAN DRIVE, SUITE 120, FREDERICKSBURG, VA 22408  
 OFFICE (540) 371-1209, FAX (540) 371-4650

**GENERALIZED DEVELOPMENT PLAN**  
**FAIRMONT**  
 TAX MAPS 43-A-34: 43B-1-4B, 5, 6, 7, 8  
 TOWN OF BOWLING GREEN, VIRGINIA

DATE	JULY 1, 2021
SCALE	1"=50'
DRAWN BY	LB
CHECKED BY	LB
DATE	4/17/23
DATE	4/17/23
DATE	4/17/23
DATE	4/17/23
DATE	4/17/23



REVISION		DATE	DESCRIPTION	BY
1	0	8/7/21	PER TOWN COMMENTS	LDG
2	1	10/8/21	PER TOWN COMMENTS	LDG
3	2	1/2/22	PER TOWN COMMENTS	DO#
4	3	4/7/22	PER TOWN COMMENTS	LDG









**FAIRMONT**  
**REZONING NARRATIVE**

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

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

Project Name: Fairmont

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

Date: July 1, 2021  
Rev. January 12, 2022

GDP: Generalized Development Plan, entitled “Fairmont”, prepared by W W  
Webb & Associates, PLLC, dated July 1, 2021, attached hereto as Exhibit  
A (the “GDP”) <sup>1</sup>

Rezoning Request: From B-2 to R-3

Rezoning #: RZS-2021-020

---

## **I. Project Overview**

The Applicant proposes rezoning of properties listed as Tax Maps 43-A-34; 43E-1-4R, 5, 6, 7, 8 from B-2 to R-3. The total project acreage is 19.4727 acres. Currently, the subject parcels front on Route #301 (A.P. Hill Blvd), a four lane divided highway. To the south is a wide waterbody called Maracossic Creek and zoned A-1. To the west is a pond located in Caroline County and zoned RP. To the North is an undeveloped wooded area bound by another Pond zoned A1.

This project proposes residential subdivision to accommodate single family dwellings and townhouses

## **II. Comprehensive Plan**

### **Future Land Use Map**

The subject Property lies within the Town's "Mixed Use" land use designation area. The "Mixed Use" land use designation area allow for multiple residential and business uses.

### **Fiscal Impacts**

For decades the subject property has been zoned business B-2 but has not developed due to lack of demand for business on the 301 corridor. There is currently a market for residential in Bowling Green and this location is perfect for this moderate/high density development. This development will generate additional real estate, personal, Route 301 tax district, and vehicle license tax. In addition to those taxes, the additional rooftops will provide patrons that will continue to fuel the revitalization of our Main Street business district.

### **Real Estate Tax Income:**

- Town of Bowling Green Real Estate Tax Rate: \$0.13/\$100
  - Current Real Estate Assessment: \$325,300
  - Current Real Estate Tax generated by the site :  $(\$325,300/100)*\$0.13 = \$422.89$
  - Proposed Single Family Home Price: \$350,000
  - Proposed Single Family Tax generated:  $(\$350,000/100)*\$0.13*32 \text{ Houses} = \$14,560$
  - Proposed Townhouse Price: \$250,000
  - Proposed Townhouse Tax generated:  $(\$250,000/100)*\$0.13*46 \text{ Townhouses} = \$14,950$
- Existing Real Estate Tax: \$422.89  
Proposed Real Estate Tax:  $\$14,560 + \$14,950 = \$29,510$

### **Real Estate Tax Increase of \$29,087.11/Year**



### III. Land Use

As noted above, the Applicant proposes rezoning the Property from B-2 to R-3. The proposed Residential R-3 zoning uses will be less impactful to all adjacent properties than the possible Business B-2 zoning uses as currently zoned. The adjacent properties located in the town are all designated as “Mixed Use” in the future land use map. This property is unique in the fact this it is bound on all sides by bodies of water with the exception of its 986’ of frontage along A.P. Hill Boulevard. There will be a buffer maintained along the frontage on A.P. Hill Boulevard to maintain scenic beauty of the Town.

### IV. Cultural Resources

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

### V. Fire, Rescue, Police

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

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

### VI. Schools

Unit Type	<u>Student Generation Factors</u>			Total
	Elementary School	Middle School	High School	
Single Family Dwelling (SFD)	0.2577	0.1307	0.1832	0.5716
Townhouse(TH)	0.3072	0.1286	0.1453	0.5811

*\*Source: Spotsylvania County Planning Department*

School Type	Units	Unit Type	Generation Factor	Total Students
Elementary	32	SFD	0.2577	8.2
Middle	32	SFD	0.1307	4.2
High	32	SFD	0.1832	5.9

Total Single Family Dwelling	18.3
------------------------------	------

School Type	Units	Unit Type	Generation Factor	Total Students
Elementary	46	TH	0.3072	14.1
Middle	46	TH	0.1286	5.9
High	46	TH	0.1453	6.7

Total Townhouse	26.7
-----------------	------

Total Projected Students	45.0
--------------------------	------

## **VII. Solid Waste**

The property will be serviced by the Town's trash collection service.

## **VIII. Water and Sewer**

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

- Water Availability Fee: \$6,000/Lot
- Sewer Availability Fee: \$6,000/Lot
- Water Connection Fee: \$750/Lot
- Sewer Connection Fee: \$750/Lot
- Total # of Lots: 78

**Total Water and Sewer Fees: \$13,500/Lot = \$1,053,000**

- Minimum By-Monthly Water Usage Fee: \$40.12/Lot
- Minimum By-Monthly Sewer Usage Fee: \$86.53/Lot
- Total # of Lots: 78

**Total Minimum Annual Water and Sewer Usage Fee = \$59,272.20**

## **IX. Environment**

The project's design will minimize the impact to the natural topography and vegetation located on the Property, and Applicant's design will be in compliance with County and State requirements for stormwater management for the development of the site. There are wetlands on the site and disturbance of them will be kept to a minimum.

## **X. Transportation**

The Property abuts A.P. Hill Drive (Route #301), which is a four (4) lane public road classified as a principal arterial road. Access to the Property will be provided on Fairmont Drive by a right in-right out on A.P. Hill Boulevard.

If the property were developed as business it could generate 5,710 VPD of overall trips on a daily basis, including 432 VPD during A.M. peak hours and 520 VPD during P.M. peak hours. (Land Use – 815, 820, 853, 934)

This project will generate 552 VPD of overall trips on a daily basis, including 39 VPD during A.M. peak hours and 51 VPD during P.M. peak hours. (Land Use – 210 & 221)

See attached Traffic Generation Impact Analysis Exhibit B.



## **EXHIBIT A**

### Generalized Development Plan

See attached “General Development Plan, Fairmont – Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8” dated July 1, 2021 and last revised on January 12, 2022 prepared by W.W. Webb & Associates, PLLC.

## **EXHIBIT B**

### Traffic Generation Impact Analysis

See attached “Traffic Generation Impact Analysis, Fairmont – dated July 1, 2021 and last revised on January 12, 2022 prepared by W.W. Webb & Associates, PLLC.



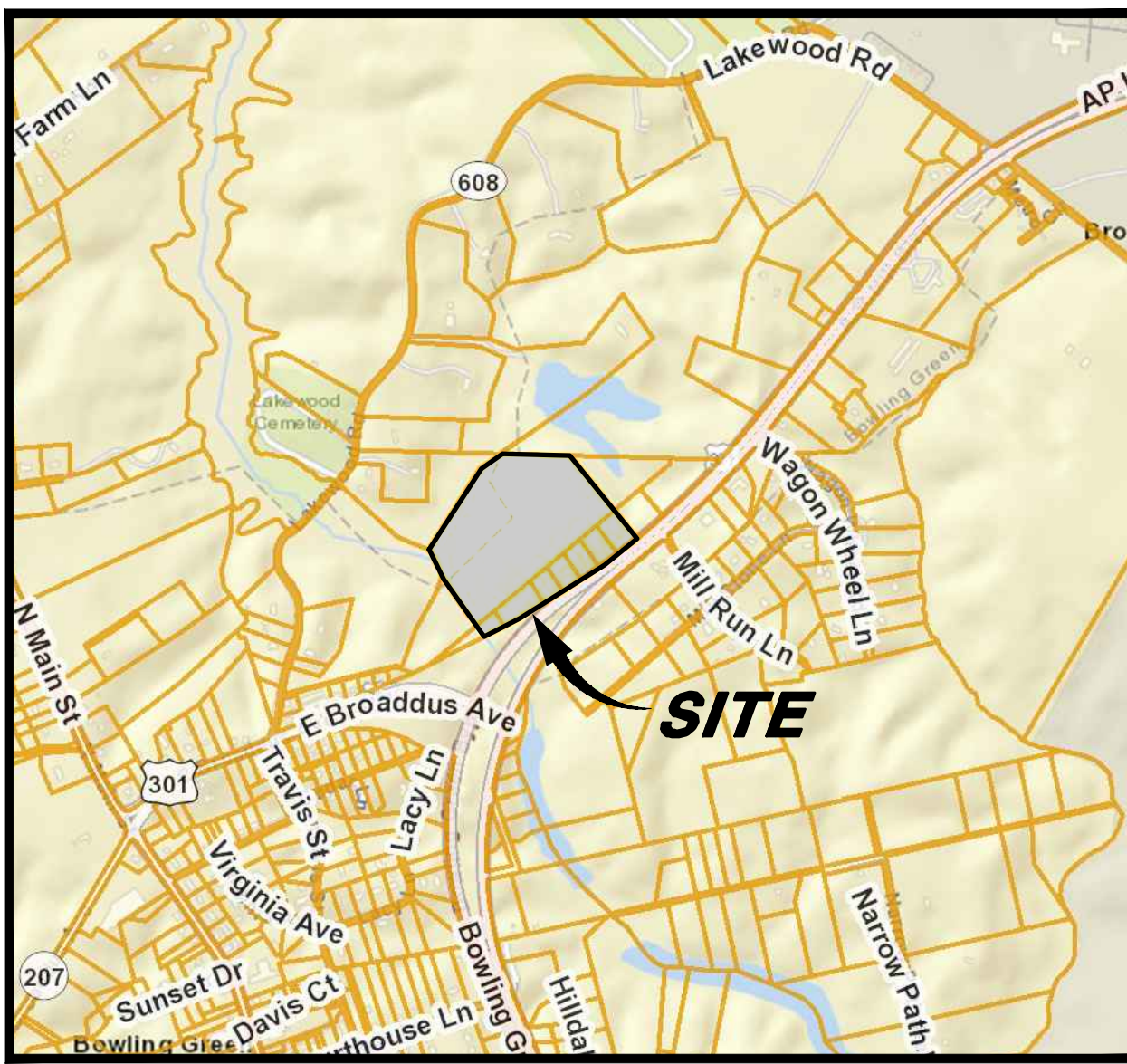
FAIRMONT  
GENERALIZED DEVELOPMENT PLAN  
TOWN OF BOWLING GREEN, VIRGINIA  
TM 43-A-34; 43E-1-4R, 5, 6, 7, 8

EXISTING ZONING - B-2  
PROPOSED ZONING - R-3

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

- SITE STATISTICS:**
- 1.) TAX MAP: TM 43-A-34; 43E-1-4R, 5, 6, 7, 8
  - 2.) PARCEL ACREAGE: 19.4727 ACRES
  - 3.) EXISTING ZONING: BUSINESS DISTRICT B-2  
PROPOSED ZONING: RESIDENTIAL DISTRICT R-3
  - 4.) TRIP GENERATIONS: ITE SINGLE-FAMILY DETACHED HOUSING (210)  
32 LOTS \* 9.44 = 302 VPD  
ITE MULTI FAMILY HOUSING MID-RISE (221)  
46 LOTS \* 5.44 = 250 VPD  
TOTAL = 5521 VPD

- 5.) CLUSTER MAILBOXES PROVIDED FOR ENTIRE SITE
- 6.) NO EVIDENCE OF ANY PLACES OF BURIAL ON SITE.
- 7.) PROPERTY WITHIN ZONE X PER FLOOD INSURANCE RATE MAP,  
COMMUNITY-PANEL NO. 51033 0240C; DATED 3/2/2009.
- 8.) THIS PROPERTY IS SERVICED BY PUBLIC WATER AND SEWER.



**VICINITY MAP**  
SCALE: 1"=1,200'

- INDEX TO DRAWINGS**
- 1.) COVER SHEET
  - 2.) EXISTING CONDITIONS
  - 3.) GENERALIZED DEVELOPMENT PLAN
  - 4.) TRAIL PLAN
  - 5.) TURN LANE ANALYSIS

W W WEBB AND ASSOCIATES  
ENGINEERING - SURVEYING - LAND PLANNING  
11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408  
[540]371-1209 FAX [540]371-4650

REVISION		BLOCK	
8/7/21	PER VDOT COMMENTS	LDB	LDB
10/18/21	PER TOWN COMMENTS	LDB	DCW
1/12/22	PER TOWN COMMENTS		
DATE	DESCRIPTION		BY





**W W WEBB & ASSOCIATES, PLLC**  
ENGINEERING - SURVEYING - LAND PLANNING  
11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408  
OFFICE (540)371-1209 FAX (540)371-4650

**COVER SHEET**

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

DATE:	JULY 1, 2021
SCALE:	SHOWN
DESIGNED BY:	DCW
DRAWN BY:	LDB
CHECKED BY:	DCW
ACAD FILE:	19D003GDP
DRAWING NO:	21D020GDP
SHEET NO.	1
OF 5 SHEETS	







EROSION AND SEDIMENT CONTROL NOTE:

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

UTILITY NOTE:

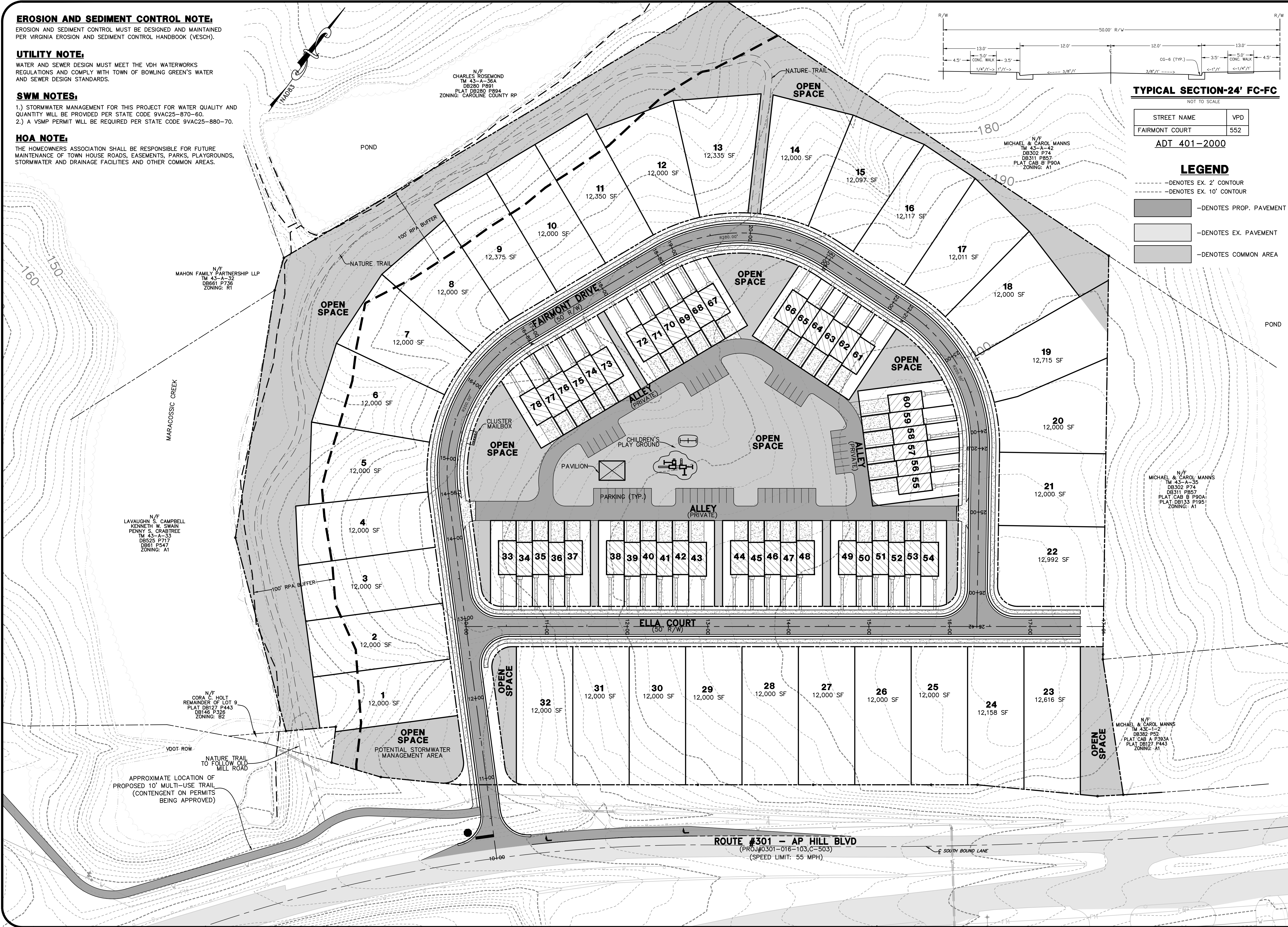
WATER AND SEWER DESIGN MUST MEET THE VDH WATERWORKS REGULATIONS AND COMPLY WITH TOWN OF BOWLING GREEN'S WATER AND SEWER DESIGN STANDARDS.

SWM NOTES:

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

HOA NOTE:

THE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR FUTURE MAINTENANCE OF TOWN HOUSE ROADS, EASEMENTS, PARKS, PLAYGROUNDS, STORMWATER AND DRAINAGE FACILITIES AND OTHER COMMON AREAS.



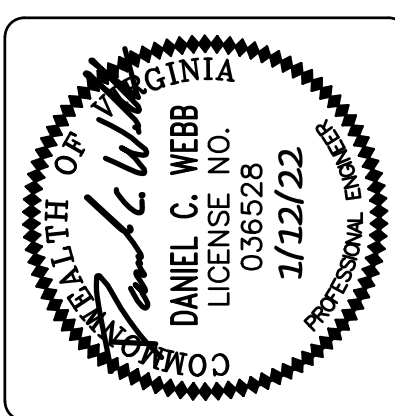
TYPICAL SECTION-24' FC-FC

STREET NAME	VPD
FAIRMONT COURT	552
ADT 401-2000	

LEGEND

- DENOTES EX. 2' CONTOUR
- DENOTES EX. 10' CONTOUR
- DENOTES PROP. PAVEMENT
- DENOTES EX. PAVEMENT
- DENOTES COMMON AREA

REVISION BLOCK		DATE	DESCRIPTION
8/7/21	PER VDOT COMMENTS		
10/18/21	PER TOWN COMMENTS		
1/12/22	PER TOWN COMMENTS		

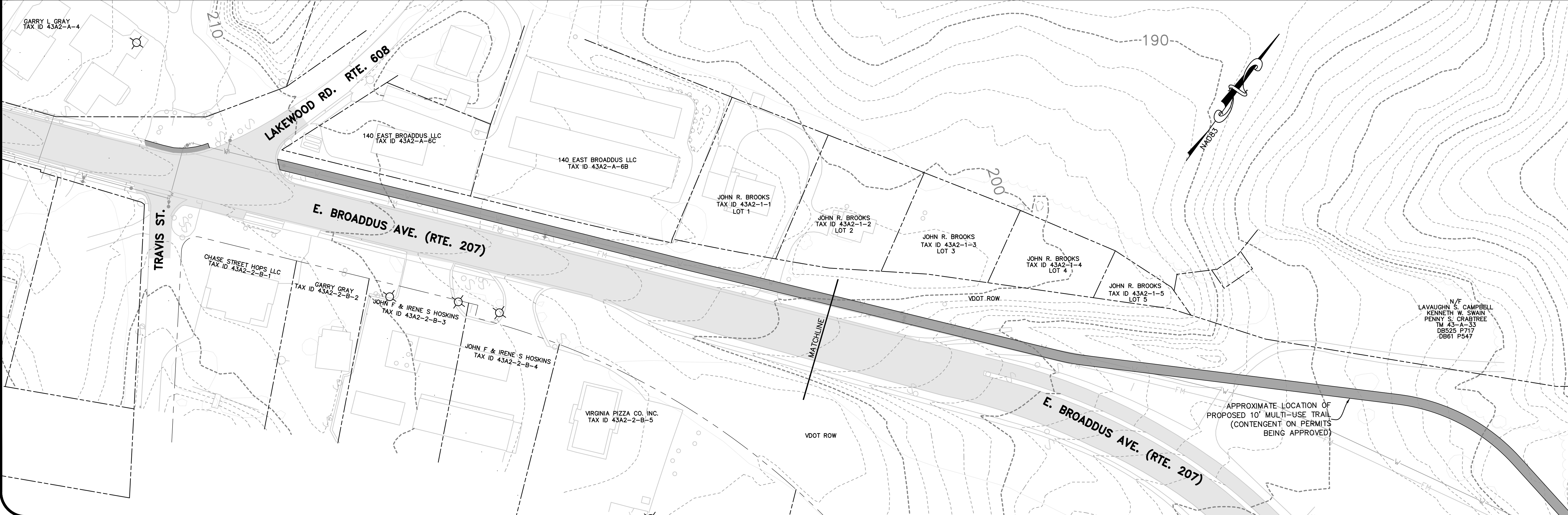
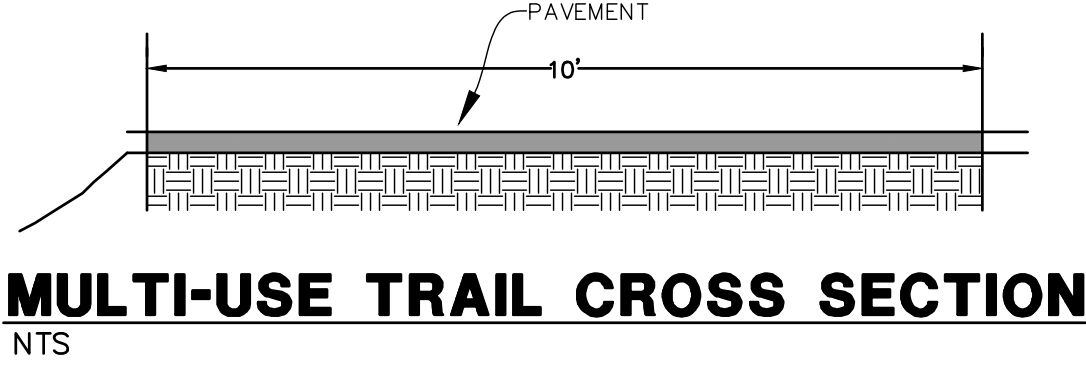
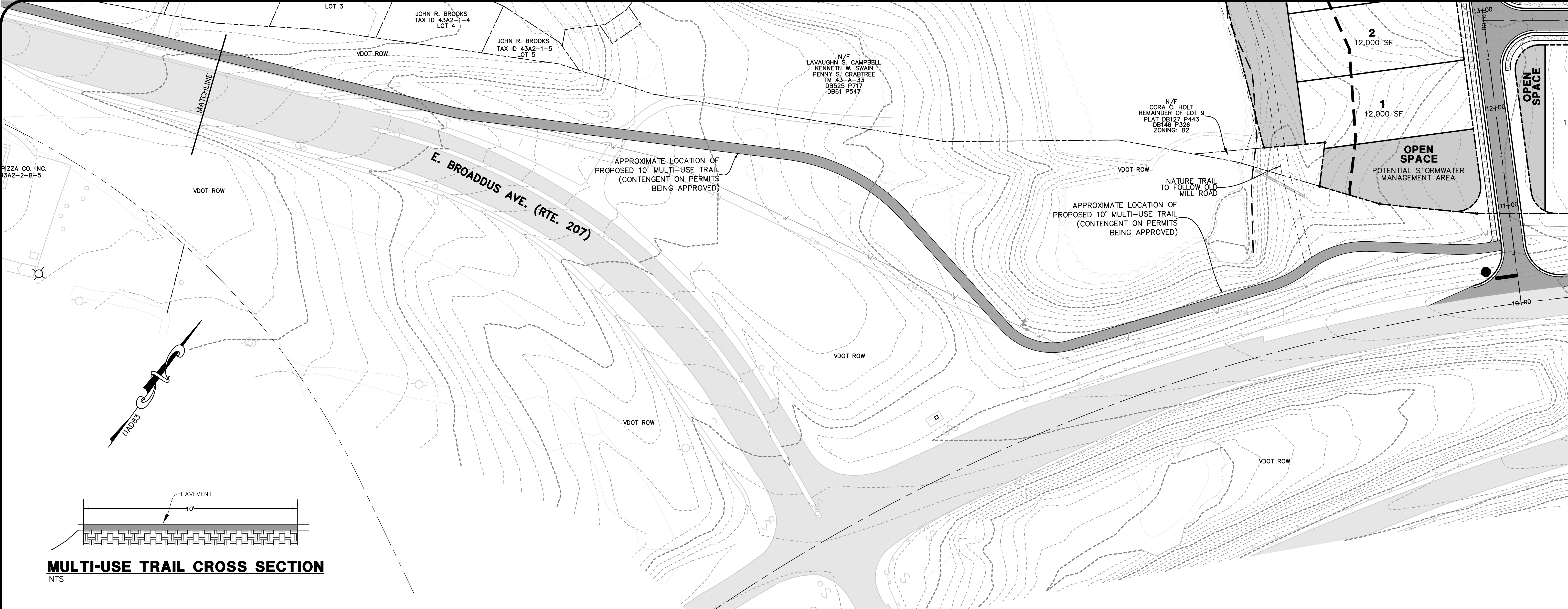


**W W WEBB & ASSOCIATES, PLLC**  
ENGINEERING - SURVEYING - LAND PLANNING  
11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA, 22408  
OFFICE (540)371-1209 FAX (540)371-4650

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

DATE:	JULY 1, 2021
SCALE:	1"=50'
DESIGNED BY:	DCW
DRAWN BY:	LDB
CHECKED BY:	DCW
ACAD FILE:	21D020GDP
DRAWING NO:	21D020GDP
SHEET NO.	3
OF 5 SHEETS	





REVISION BLOCK				
DATE	DESCRIPTION	BY	DATE	DESCRIPTION
8/7/21	PER VDOT COMMENTS	LDB		
10/18/21	PER TOWN COMMENTS	LDB		
1/12/22	PER TOWN COMMENTS	DCW		





**WW WEBB & ASSOCIATES, PLLC**  
ENGINEERING - SURVEYING - LAND PLANNING



11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA. 22408  
OFFICE (540)371-1209 FAX (540)371-4650

**TRAIL PLAN**

**FAIRMONT**

GENERALIZED DEVELOPMENT PLAN

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

TOWN OF BOWLING GREEN, VIRGINIA

DATE:	JULY 1, 2021
SCALE:	1"=50'
DESIGNED BY:	DCW
DRAWN BY:	LDB
CHECKED BY:	DCW
ACAD FILE:	21D020GDP
DRAWING NO:	21D020GDP
SHEET NO.	4
OF 5 SHEETS	



WEBB AND ASSOCIATES, PLLC

A SURVEYING AND DESIGN COMPANY

11903 Bowman Drive, Suite 106, FREDERICKSBURG, VA. 22408  
540-371-1209 FAX 540-371-4650

DATE: 01/12/22  
PROJECT: Fairmont  
PREPARED BY: Lauren D. Brooks, P.E.  
SUBJECT: AP Hill Blvd  
Town of Bowling Green, VA

AP Hill Blvd - Traffic Volume

Historical VDOT Traffic Data, Year/AADT

Construction Year	Design Year	VDOT Traffic Data		10 yr Increase	10 yr Ann Avg % Inc
2022	2032	2009	2019	11000	0
				11000	0.0%

Design Growth*	Design Years	Design Year	Design AADT	k Factor	Peak Hour	Direction	PH in	PH in Opp
1.0%	10	2032	12519	0.094	1177	0.509	599	578

\* Assumed Growth Rate

SITE- TRIP GENERATION DATA

Based on Number of Dwelling Units (ITE 10th Addition, Trip Generation)

Land Use: 221 (Multi-Family Housing - Mid-Rise)

Total Dwelling Units=	46 Dwelling Units	
Average VPD, Weekday =	5.44 VPD/Dwelling Unit	
VPD, Average =	46	X
Peak Hour VPH, AM =	0.32 VPH/Dwelling Unit	
VPH, AM Peak =	46	X
Peak Hour VPH, PM =	0.41 VPH/Dwelling Unit	
VPH, PM Peak =	46	X

Based on Number of Dwelling Units (ITE 10th Addition, Trip Generation)

Land Use: 210 (Single Family Detached Housing)

Total Dwelling Units=	32 Dwelling Units	
Average VPD, Weekday =	9.44 VPD/Dwelling Unit	
VPD, Average =	32	X
Peak Hour VPH, AM =	0.76 VPH/Dwelling Unit	
VPH, AM Peak =	32	X
Peak Hour VPH, PM =	1 VPH/Dwelling Unit	
VPH, PM Peak =	32	X

Average VPD, Weekday =	VPD, Average =	552 VPD
Peak Hour VPH, AM =	VPH, AM Peak =	39 VPH
Peak Hour VPH, PM =	VPH, PM Peak =	51 VPH

RIGHT TURN LANE ANALYSIS

A.M. PEAK HOUR

Project - Traffic Data

Peak Hour, A.M. Weekday: Land Use 221 (Multi-Family Housing - Mid-Rise)

27% Entering and 73% Exiting (Based on ITE manual)

Vehicles Per Hour

Peak Hour			=	15 VPH
Vehicles Entering Site =	15	X	27%	= 4 VPH

Peak Hour, A.M. Weekday: Land Use: 210 (Single Family Detached Housing)

26% Entering and 74% Exiting (Based on ITE manual)

Vehicles Per Hour

Peak Hour			=	24 VPH
Vehicles Entering Site =	24	X	26%	= 6 VPH

Peak Hour, A.M. Weekday

Peak Hour

Vehicles Entering Site =

TOTAL

39 VPH

11 VPH

AP Hill Blvd - VDOT Traffic Data

Projected VPD =

K Factor =

Dir Factor =

Assume AM Peak Direction is Advancing Traffic, Westbound

Using Projected AAWDT

Peak Hour =

Advancing traffic (Westbound) =

Right Turn Volume into Site =

Percentage of Right Turning Vehicles =

Posted Speed Limit = 60 mph

Enter Data in Figure 3-26;(See Attached)

Turn Lane or Taper NOT Required

P.M. PEAK HOUR

Project - Traffic Data

Peak Hour, P.M. Weekday: Land Use 221 (Multi-Family Housing - Mid-Rise)

60% Entering and 40% Exiting (Based on ITE manual)

Vehicles Per Hour

Peak Hour			=	19 VPH
Vehicles Entering Site =	19	X	60%	= 11 VPH

Peak Hour, P.M. Weekday: Land Use: 210 (Single Family Detached Housing)

64% Entering and 36% Exiting (Based on ITE manual)

Vehicles Per Hour

Peak Hour			=	32 VPH
Vehicles Entering Site =	32	X	64%	= 20 VPH

Peak Hour, P.M. Weekday

Peak Hour

Vehicles Entering Site =

TOTAL

51 VPH

32 VPH

AP Hill Blvd - VDOT Traffic Data

Projected VPD =

K Factor =

Dir Factor =

Assume AM Peak Direction is Advancing Traffic, Westbound

Using Projected AAWDT

Peak Hour =

Advancing traffic (Westbound) =

Right Turn Volume into Site =

Percentage of Right Turning Vehicles =

Posted Speed Limit = 60 mph

Enter Data in Figure 3-26;(See Attached)

Taper Required

Road Design Manual

Appendix F

Page F-90

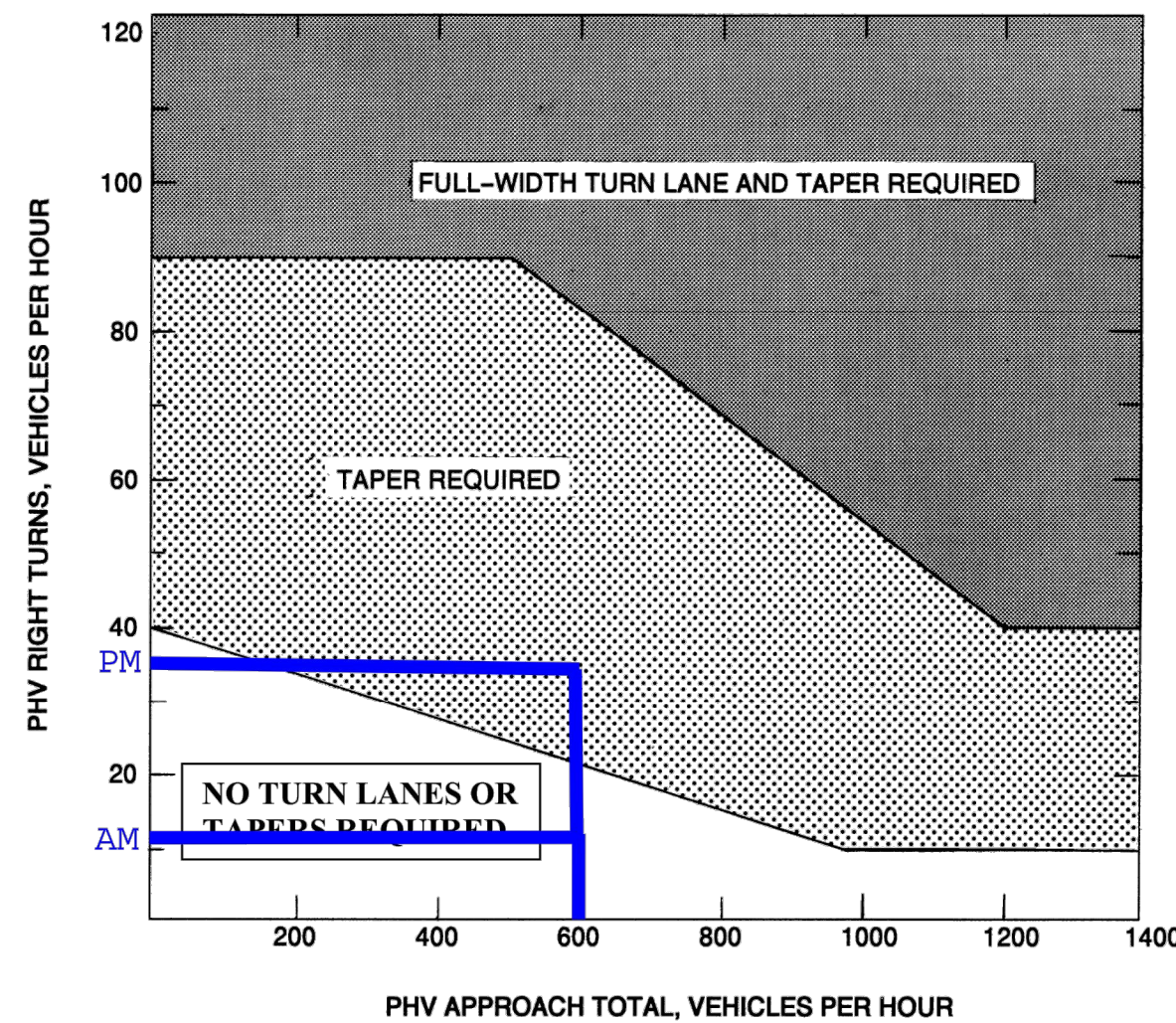


FIGURE 3-27 WARRANTS FOR RIGHT TURN TREATMENT (4-LANE HIGHWAY)

Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

LEGEND

PHV - - Peak Hour Volume (also Design Hourly Volume equivalent)

Adjustment for Right Turns

If PHV is not known use formula:  $PHV = ADT \times K \times D$

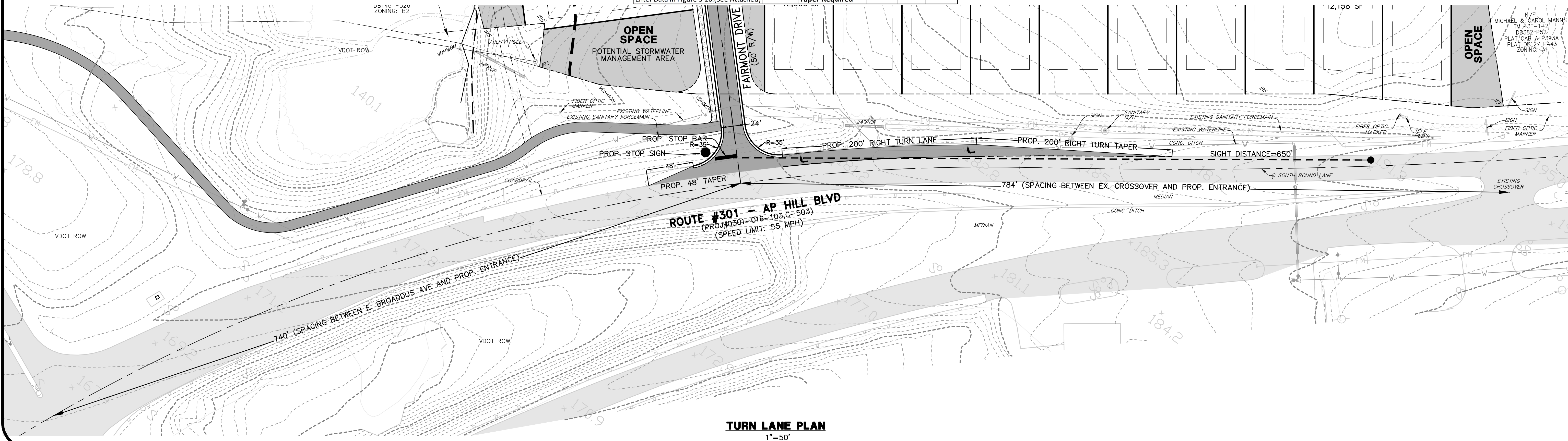
K = the percent of AADT occurring in the peak hour

D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

When right turn facilities are warranted, see Figure 3-1 for design criteria.

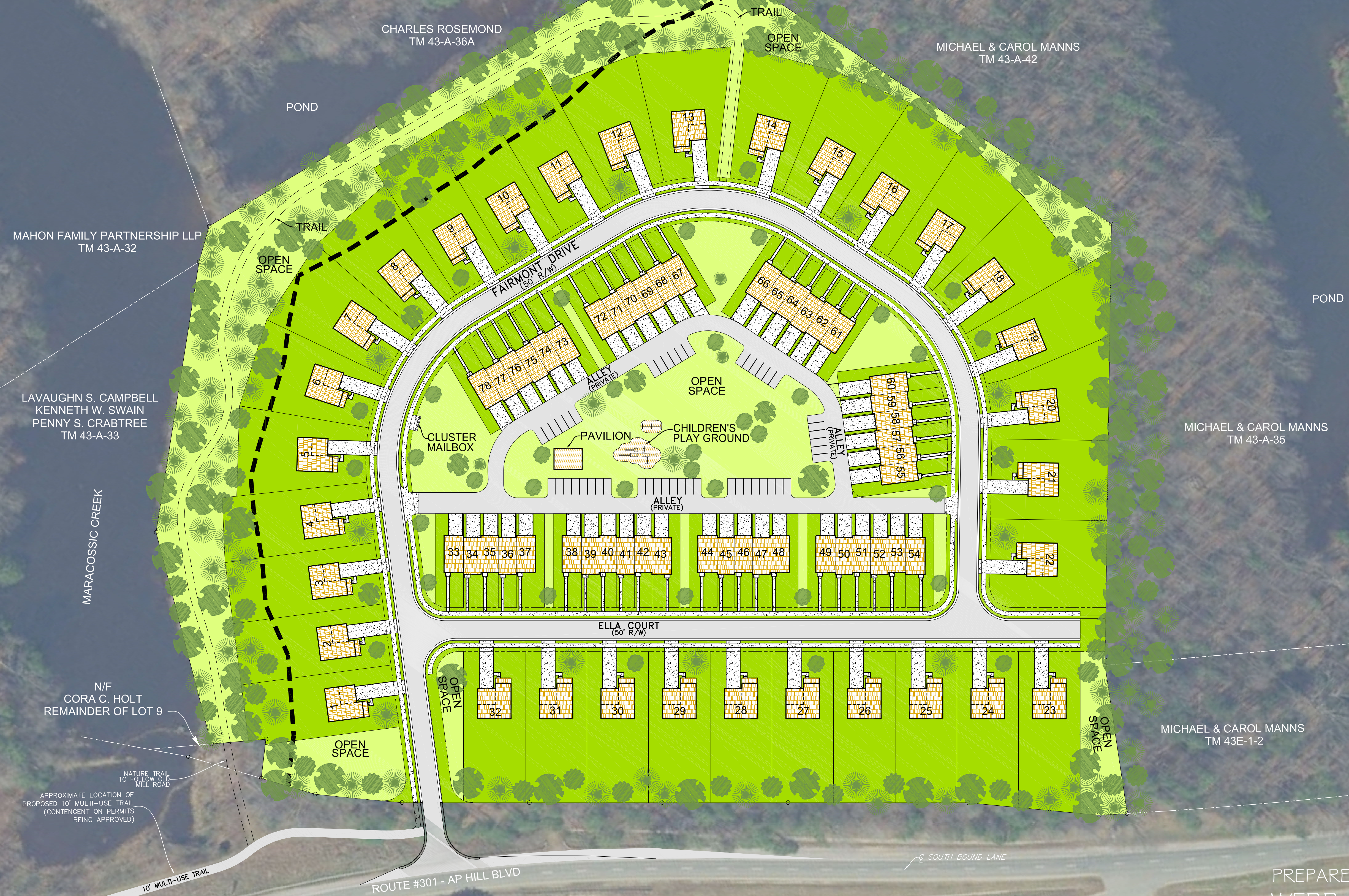
\* Rev. 1/15





# FAIRMONT

TOWN OF BOWLING GREEN, VIRGINIA



PREPARED BY:  
WEBB & ASSOCIATES  
FREDERICKSBURG, VA  
(540) 371-1209



# Real Estate Tax

	Real Estate Assesment	Real Estate Tax Rate (Per \$100)	Real Estate Tax
<b>Current Undeveloped</b>	\$ 325,300.00	\$ 0.13	\$ 422.89
<b>Developed B-2</b>			
Gas Station Site	\$ 1,500,000.00		
Fast Food Site	\$ 1,100,000.00		
Retail Site	\$ 1,000,000.00		
40,000 SF Shopping Center	\$ 2,500,000.00		
Total =	\$ 6,100,000.00	\$ 0.13	\$ 7,930.00
<b>Developed R-3</b>			
Single Family Home (32*\$350000)	\$ 11,200,000.00		
Townhouse (46*\$250,000)	\$ 11,500,000.00		
	\$ 22,700,000.00	\$ 0.13	\$ 29,510.00

## Utilities

	Water & Sewer Availability and Connection Fees	Number of Connections	Total
<b>Current Undeveloped</b>	\$ -	-	\$ -
<b>Developed B-2</b>			
Gas Station Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
Fast Food Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
Retail Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
40,000 SF Shopping Center (1" Meter)	\$ 14,500.00	4	\$ 58,000.00
			\$ 101,500.00
<b>Developed R-3</b>			
Single Family Home (5/8" Meter)	\$ 13,500.00	32	\$ 432,000.00
Townhouse (5/8" Meter)	\$ 13,500.00	46	\$ 621,000.00
			\$ 1,053,000.00
	Water & Sewer Bi- Monthly Usage Fees	Number of Connections	Total Annual Fee
<b>Current Undeveloped</b>	\$ -	-	\$ -
<b>Developed B-2</b>			
Gas Station Site (1" Meter)	\$ 133.60	1	\$ 801.60
Fast Food Site (1" Meter)	\$ 133.60	1	\$ 801.60
Retail Site (1" Meter)	\$ 133.60	1	\$ 801.60
40,000 SF Shopping Center (1" Meter)	\$ 133.60	4	\$ 3,206.40
			\$ 5,611.20
<b>Developed R-3</b>			
Single Family Home (5/8" Meter)	\$ 126.65	32	\$ 24,316.80
Townhouse (5/8" Meter)	\$ 126.65	46	\$ 34,955.40
			\$ 59,272.20



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
EXCERPT OF MINUTES**

November 15, 2021  
Town Hall  
117 Butler Street, Bowling Green, VA 22427

**PUBLIC HEARING:**

**Rezoning – #RZS-2021-020 – Fairmont**

Ms. Finchum presented to the members the request to rezone a 19.47-acre undeveloped site, located on the west side of Route 301 (AP Hill Boulevard), approximately 500 feet north of Broaddus Avenue. Ms. Finchum explained that the applicant is requesting to rezone six parcels from B-1, Business to R-3, Residential to develop an 88-parcel residential subdivision with 55 townhouses and 33 single-family houses, resulting density of 4.53 units per acre. Ms. Finchum discussed the following:

- One point of ingress/egress off of AP Hill Boulevard for public access to the property;
- A ten-foot-wide multi-use path that is proposed to provide pedestrian access to Broaddus Avenue from the development;
- The development would be the first proposed subdivision in the annexed area along Route 301;
- Planning Commission and Town Council will need to determine whether the mixed-use classification in the Comprehensive Plan means mixture of residential uses or a mixture of various use districts such as residential, business, planned unit development;
- The Planning Commission and Town Council must decide whether the project fits in with the design of the town.
- The project is located on an entrance corridor and will need to be attractive in appearance.
- Existing water and sewer are available to support the project; however, 94.2% of the currently permitted withdrawal will be utilized at full build out of this project;
- Additional water resources are being considered for future development needs;
- Proffers have been submitted by the applicant, but there is area for change to be made prior to the final site plan;
- The applicant has addressed traffic concerns with the proffered 200-foot right turn lane and taper from A.P. Hill Boulevard;
- Traffic impact statements have been provided that noted an estimated 610.7 vehicle trips generated by the development;
- Concern of impacts to schools, Fire, EMS, and Law Enforcement;
- If developed as a R-3 residential development, it is expected to generate \$32,890.00 of revenue;
- Public concerns voiced at prior meeting included:
  - Increased traffic



- Traffic patterns
- Safety
- Impacts to services such as water & sewer, schools, Fire & Rescue, and Law Enforcement;
- Land use and density issues;
- More community support for other uses such as grocery stores, restaurants, and other mixed-use projects;
- Revenue and tax concerns;
- Annexed area use;
- Prices of homes;
- Impact to existing taxes and property values;
- Impact to environmentally sensitive land;
- Request for Home Owners Association (HOA) information;
- Open space and amenities;
- Types of vegetative buffers;
- Desire for completion of Maury Heights prior to starting another development;
- Proximity to adjacent properties;
- Elevation information; and
- Request that all applications are carefully considered along the Route 301 Corridor.

Ms. Gattie asked if the applicant would like to address the members.

Mr. Webb, applicant, noted a correction to proposed density of 4.5 units per acres. Ms. Finchum acknowledged.

Mr. Webb noted there was nothing further to add from the previous presentation and offered to answer any questions.

Ms. Gattie opened the public comment period.

Ms. Jean Jordan, resident, asked why surveyors were working on Lakewood Road. and noted concern regarding the proposed number of homes.

Mr. Charles Roseman, resident, noted concern regarding the proposed number of homes on 19 acres.

Mr. Ronnie George, resident, inquired if the entrance had been approved by the Virginia Department of Transportation (VDOT).

Ms. Gattie closed the public comment period.

Mr. Webb, applicant, responded to the residents' responses and discussed the following:

- Surveyors are not associated with this project;





- Number of lots has been consistent throughout proposal; 33 single family homes, and 55 townhomes;
- 4 ½ units per acre, appropriate for Route 301;
- Area purposed for growth;
- Additional homes needed to further growth;
- Open to modifying proposal to make it compatible with surrounding neighbors; and
- Entrance location has been approved by VDOT.

Ms. Gambill inquired if the requested additional documentation on stormwater, elevations, and HOA information had been submitted. Mr. Webb stated they do not have the finished floor elevation at this time, but have provided a proposed elevation and floor plan. The location of the stormwater pond has been shown and meets the Department of Environmental Quality's (DEQ) requirements. Mr. Webb noted there will be a HOA, however the draft has not been completed. Mr. Webb discussed the expected responsibilities of the HOA.

Ms. Gattie inquired if the multi-use trail will be within the development or will the trail be utilized to connect the development to the town. Mr. Webb stated there are two trails; one trail is around the perimeter of the property and the other trail goes from the development along the right of way which ties into the side walk network of the town. Ms. Gattie asked if the proposed trails will remain as part of the proposal. Mr. Webb stated the proposed trails are an important benefit and will remain in the plan unless there is a VDOT issue.

Ms. Coyle asked for clarification regarding the location of the sidewalk. Mr. Webb noted the location of the sidewalk

Mr. Webb added that he has discussed the water concerns with DEQ and further explained the review for additional wells could be approved once the need for an increase in capacity can be shown.

Ms. Gambill stated that the water may not be potable at the aquifer and it was recommended to get on a surface water program instead of depending on the ground water and wells. Mr. Webb explained the tremendous expense of a surface water source and stated the county's well system should be adequate for the next 20 to 30 years.

Ms. Gambill commented that the responses received from residents have been of concern and in opposition of the development. Ms. Gambill recommended they review previous public comments in regard with the Comprehensive Plan, and take into consideration the residents' concerns regarding mixed-use and their requests for commercial development.

Ms. Pelter agreed and noted that the area was purposed as mixed use, to be utilized for commercial with some residential behind.



Ms. Coyle noted appreciation for the explanation regarding water and noted the project would put capacity at 94%. Ms. Coyle stated growth is needed for the town, and agreed that roof tops are great but there is a greater need for revenue. However, the greater concern remains with water and traffic.

Mr. Webb stated that the water concerns could be resolved by drilling a well.

Ms. Coyle asked for information regarding the issue with the existing well at Maury Heights. Mr. Webb stated the casing does not meet current standards.

Ms. Coyle asked if the town is supplying water to Maury Heights due to the existing well issue. Mr. Webb said yes.

Mr. Webb stated the proposed project will produce additional revenue from new connection fees. Mr. Webb noted that additional rooftops are needed for commercial growth.

Ms. Pelter asked how many bedrooms are proposed for each home. Mr. Webb stated the single-family homes and townhomes will have three to four bedrooms.

Ms. Gambill explained that the cost of a well is approximately \$100,000, but if the water is not potable, an additional expense will be incurred to properly abandon the well and drill for another. Mr. Webb stated there could be issues with contaminants in any water source but the water would be tested prior to the placement of the well. Mr. Webb noted a treatment system is typically put in place if contaminants are found.

Ms. Pelter noted concern regarding the calculations of bedrooms and children. Ms. Pelter explained there would be greater impact on the schools and vehicle traffic than what was shown in the report. Mr. Webb stated the traffic generation is based on ITE (Institute of Transportation Engineers) standards and are accurate.

Ms. Gattie noted concern of environmental impact, aesthetics, and traffic. Ms. Gattie stated growth is needed, however there are a lot of reservations about the proposed development.

On the motion of Ms. Coyle, seconded by Ms. Gambill, which carried a vote of 5-0, the Commission agreed to forward the application to Town Council with a recommendation of denial.





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
DRAFT MINUTES**

Thursday, May 5, 2022

7:00 p.m.

Town Hall

**Rezoning - #RZS-2021-020 - Fairmont**

Ms. Finchum noted the public hearing is a continuation from the February 3, 2022, meeting. Ms. Finchum reviewed the following:

- Request to rezone from B-1, Business to R-3, Residential;
- Six (6) parcels, approximately 19.47 acres;
- Proposed 78-parcel residential subdivision;
- Combined townhouses and single-family houses;
- Conditional Rezoning, with Proffers;
- Proffers have been signed and submitted;
- Comprehensive Plan recommendation; and
- Concerns with the project.

Mayor Gaines asked if the applicant would like to address the members.

Mr. Dan Webb, Applicant, addressed the members and reviewed the following revisions:

- Addition of a twenty-four (24) foot buffer along Route 301;
- Buffer to include a double row of opaque evergreens for additional privacy screening;
- Amenity package defined;
- Addition of a secondary emergency access;
- Homeowners Association (HOA) documents to be submitted for review;
- Downward, Reflecting Site Lighting to reduce impact to Fort AP Hill; and
- Contacted DEQ for recommendations for water capacity expansion.

Council asked for clarification regarding the revised proffer for water capacity expansion. The Applicant discussed the revision and requested input from Council. Town Attorney recommended deferral of the discussion to the scheduled meeting with DEQ to resolve the issue.

The Applicant requested to defer the rezoning request to the June 2, 2022, meeting.

Council asked if buffer along Route 30 will be impacted by utility connections. The Applicant noted all applicable utility lines will be installed along the interior streets; not along Route 301.

Council commented favorably on the proffered trail and asked if approval has been obtained from VDOT for the use of the right-of-way. The Applicant noted that written confirmation has not been received. Council requested written confirmation. The Applicant agreed.

Council recommended prohibiting the rental of homes within the first three years of purchase. The Applicant agreed to take the requirement under consideration.

Mayor Gaines opened the public hearing.

Ms. Bonnie Cannon, resident, addressed the members in opposition of the development.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to continue the public hearing and defer action to the June 2, 2022, meeting, at the request of the applicant.

Staff reviewed previously noted concerns regarding land use and inconsistencies with the Comprehensive Plan. Staff requested careful consideration of the request.





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

**AGENDA ITEM:** Public Works/Utilities Monthly Report for May 2022

**DATE:** May 27, 2022

**PREPARED BY:** Josh Irby

**MONTHLY REPORT / PROJECT UPDATE:**

**Water**

- Working on cross connection prevention program- Part of Virginia Waterworks Regulations
- Working with Town Admin Staff to contact customers regarding possible water leaks
- Sensus Analytics Training

**Wastewater**

- Plant is running ok
- Employees signed up for training

**Public Works**

- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Normal grass cutting
- Working on preventative maintenance program
- Playground- Contacted contractors- setting up field visits

**ATTACHMENTS:**

- DMR for April

**HEADS UP ITEMS:**

PERMITTEE NAME/ADDRESS (INCLUDE  
FACILITY NAME/LOCATION IF DIFFERENT)COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)DEPT. OF ENVIRONMENTAL QUALITY  
(REGIONAL OFFICE)Northern Regional Office  
13901 Crown Court

Woodbridge, VA 22193

NAME: Bowling Green Wastewater Treatment Plant  
ADDRESS: co Town of Bowling Green  
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

## MONITORING PERIOD

FACILITY LOCATION: 219 Anderson Ave  
Bowling Green, VA 22427

FROM

YEAR	MO	DAY	TO	YEAR	MO	DAY
2022	04	01		2022	04	30

NOTE: READ PERMIT AND GENERAL  
INSTRUCTIONS BEFORE COMPLETING THIS  
FORM.

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.085	0.13	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****		CONT	TIRE	
pH	REPORTD	*****	*****		7.5	*****	8.0	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0		1/DAY	GRAB	
TSS	REPORTD	0.61	0.91	KG/D	*****	2.04	3.07	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15		3D/W	8HC	
DO	REPORTD	*****	*****		7.0	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****		1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	0.24	0.39	KG/D	*****	0.75	1.11	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5		3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	1.47	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****		3D/W	GRAB	
CBOD5	REPORTD	0.04	0.17	KG/D	*****	0.17	0.67	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15		3D/W	8HC	

GENERAL PERMIT REQUIREMENTS OR COMMENTS:

OUTFALL-SPECIFIC COMMENTS:

PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				Joshua Irby	1965008627
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME	
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	
				TELEPHONE	
				804-221-1834	
				2022-05-09 12:20:18	
				Date	

Page 1





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

**AGENDA ITEM:** Police Departments Monthly Report May 2022

**DATE:** 05/29/2022

**PREPARED BY:** Chief Justin Cecil Sr.

**MONTHLY REPORT / PROJECT UPDATE:**

Police Activity for May 2022

37-Total calls for service

16-Assist other agencies

26-Summons / Parking tickets

88-Park walk and talks

1-Larceny

1- Fraud

1 Domestic/Assault

4- Motor Vehicle Accidents

73-Property checks/ Vacation checks/ Business Checks

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**



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

**AGENDA ITEM:** Town Clerk/Treasurer Council Monthly Report  
May 2022

**DATE:** May 31, 2022

**PREPARED BY:** Jackie Nance

### **MONTHLY REPORT / PROJECT UPDATE:**

- Attended Weekly Staff Meetings.
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Worked with past Treasurer on nights for some training topics.
- Completed VRS brief overview training, more trainings to follow.
- Updated auto insurance policy for new police vehicle.
- Utility bills issued on 05/16.
- Completed signature authority at bank.
- Utility billing training with Sensus on 05/25.
- Started Positive Pay training with bank.
- 

### **ATTACHMENTS:**

- Monthly Town Hall Rental Report – May 2022
- Delinquent Tax Report – Current Report

### **HEADS UP ITEMS: Predicted upcoming paper shortage**



## TOWN HALL RENTALS

May 2022

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
7	Town Hall Activities	Class	\$ 90.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Work Session	Meeting	N/C
1	LOVE works project	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Private Event	Birthday Party	\$ 350.00
12		Totals	\$ 440.00
.			

5/31/2022

## -TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	PAGE	1	TR504
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00			COUNT
	1	PP	.00	6,473.63	32.43	72.07	3,013.76-	.00	3,459.87			0
	1	VL	.00	5,105.00	.00	.00	451.07-	.00	4,653.93			177
	HALF	TOTALS =	.00	11,578.63	32.43	72.07	3,464.83-	.00	8,113.80			348
	DEPT#	TOTALS =	.00	11,578.63	32.43	72.07	3,464.83-	.00	8,113.80			348
PP2019	1	PP	.00	10,097.14	20.82	3.46	4,176.37-	.00	5,920.77			232
	1	VL	.00	6,175.00	.00	.00	44.50-	.00	6,130.50			207
	HALF	TOTALS =	.00	16,272.14	20.82	3.46	4,220.87-	.00	12,051.27			439
	DEPT#	TOTALS =	.00	16,272.14	20.82	3.46	4,220.87-	.00	12,051.27			439
PP2020	1	PP	.00	.00	.00	.00	.00	.00	.00			0
	1	PP	.00	9,836.43	4.82	.26	4,494.19-	.00	5,342.24			278
	1	VL	.00	7,380.00	.00	.00	453.57-	.00	6,926.43			247
	HALF	TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67			525
	DEPT#	TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67			525
PP2021	1	PP	.00	18,946.16	17.06	.75	7,227.19-	.00	11,718.97			199
	1	VL	.00	5,135.00	.00	.00	320.74-	.00	4,814.26			172
	HALF	TOTALS =	.00	24,081.16	17.06	.75	7,547.93-	.00	16,533.23			371
	DEPT#	TOTALS =	.00	24,081.16	17.06	.75	7,547.93-	.00	16,533.23			371
PP		TOTALS =	.00	69,148.36	75.13	76.54	20,181.39-	.00	48,966.97			1683
RE2003	1	HALF	.00	59.08	.00	.00	.00	.00	59.08			1
	HALF	TOTALS =	.00	59.08	.00	.00	.00	.00	59.08			1
	DEPT#	TOTALS =	.00	59.08	.00	.00	.00	.00	59.08			1
RE2004	1	HALF	.00	.00	.00	.00	.00	.00	.00			0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00			0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00			0
RE2015	1	HALF	.00	22.20	6.78	.18	14.64-	.00	7.56			2
	HALF	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56			2
	2	HALF	.00	.00	.00	.00	.00	.00	.00			0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00			0
	DEPT#	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56			2
RE2016	1	HALF	.00	.65	.00	.00	.00	.00	.65			1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65			1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65			1



5/31/2022

-TREASURER INVENTORY BALANCE-																		
			OTHER CHARGES		TAXES		PENALTY PAID		INT. PAID		PAYMENTS		ADJUSTMENTS		PAGE 2		TR504	
DEPT HALF CLASS															BALANCE DUE		COUNT	
5/31/2022	RE2017	1	HALF	TOTALS =	.00	.00	.65	.00	.00	.00	.00	.00	.00	.00	.65	1		
					.00	.00	.65	.00	.00	.00	.00	.00	.00	.00	.65	1		
				DEPT# TOTALS =	.00	.00	.65	.00	.00	.00	.00	.00	.00	.00	.65	1		
	RE2018	1	HALF	TOTALS =	.00	13.06	132.21	13.06	22.68	22.68	272.91-	272.91-	.00	.00	140.70-	3		
					.00	13.06	132.21	13.06	22.68	22.68	272.91-	272.91-	.00	.00	140.70-	3		
				DEPT# TOTALS =	.00	13.06	132.21	13.06	22.68	22.68	272.91-	272.91-	.00	.00	140.70-	3		
	RE2019	1	HALF	TOTALS =	.00	.00	249.21	.00	.00	.00	.00	.00	.00	.00	249.21	4		
					.00	.00	249.21	.00	.00	.00	.00	.00	.00	.00	249.21	4		
				DEPT# TOTALS =	.00	.00	249.21	.00	.00	.00	.00	.00	.00	.00	249.21	4		
	RE2020	1	HALF	TOTALS =	.00	103.37	2,770.56	103.37	85.22	85.22	1,268.97-	1,268.97-	.00	.00	1,501.59	19		
					.00	103.37	2,770.56	103.37	85.22	85.22	1,268.97-	1,268.97-	.00	.00	1,501.59	19		
				DEPT# TOTALS =	.00	103.37	2,770.56	103.37	85.22	85.22	1,268.97-	1,268.97-	.00	.00	1,501.59	19		
	RE2021	1	HALF	TOTALS =	.00	57.42	16,967.05	57.42	7.29	7.29	12,601.57-	12,601.57-	.00	.00	4,365.48	66		
					.00	57.42	16,967.05	57.42	7.29	7.29	12,601.57-	12,601.57-	.00	.00	4,365.48	66		
				DEPT# TOTALS =	.00	57.42	16,967.05	57.42	7.29	7.29	12,601.57-	12,601.57-	.00	.00	4,365.48	66		
	RE			TOTALS =	.00	180.63	20,201.61	180.63	115.37	115.37	14,158.09-	14,158.09-	.00	.00	6,043.52	97		
	TD2019	1	01	HALF TOTALS =	.00	45.96	1,650.94	45.96	76.78	76.78	459.67-	459.67-	.00	.00	1,191.27	2		
					.00	45.96	1,650.94	45.96	76.78	76.78	459.67-	459.67-	.00	.00	1,191.27	2		
				DEPT# TOTALS =	.00	45.96	1,650.94	45.96	76.78	76.78	459.67-	459.67-	.00	.00	1,191.27	2		
	TD2020	1	01	HALF TOTALS =	.00	.00	4,767.44	.00	.00	.00	.00	.00	.00	.00	4,767.44	3		
					.00	.00	4,767.44	.00	.00	.00	.00	.00	.00	.00	4,767.44	3		
				DEPT# TOTALS =	.00	.00	4,767.44	.00	.00	.00	.00	.00	.00	.00	4,767.44	3		
	TD2021	1	01	HALF TOTALS =	.00	.00	8,502.55	.00	.00	.00	.00	.00	.00	.00	8,502.55	5		
					.00	.00	8,502.55	.00	.00	.00	.00	.00	.00	.00	8,502.55	5		
				DEPT# TOTALS =	.00	.00	8,502.55	.00	.00	.00	.00	.00	.00	.00	8,502.55	5		
	TD			TOTALS =	.00	45.96	14,920.93	45.96	76.78	76.78	459.67-	459.67-	.00	.00	14,461.26	10		
	COMPANY TOTALS =				.00	301.72	104,270.90	301.72	268.69	268.69	34,799.15-	34,799.15-	.00	.00	69,471.75	1790		
					DEPT. TOTALS		DEPT. TOTALS		ADJUSTMENTS		PPTRA CREDIT		ADJUSTED TOTAL					



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

**AGENDA ITEM:** Town Administration Monthly Report - May 2022

**DATE:** June 2, 2022

**PREPARED BY:** Allyson Finchum

### MONTHLY REPORT / PROJECT UPDATE:

- Preparation and Staff for the May 28th Planning Commission Meeting & Worksession – Comprehensive Plan Amendments for 1) Mixed Use & 2) Residential Area of East Broadus Ave(portion).
- Approval of Site Plan for ZP 2021-013 Village Self-Storage on Route 301
- Review of Zoning Permits
- Planning and Zoning Inquiries
- Budget Preparation
- ARPA Funds Annual Federal Report
- ARPA Funds Project - Playground Improvements
- ARPA Funds Project – Safety/Security Improvements
- Visitors Center Set-Up
- Preparation of June 2, 2022 Town Council Agenda Packet:
  - Northview Rezoning, Fairmont Rezoning Public Hearing, Sign Ordinance Amendment Public Hearing, Budget Public Hearing
- Preparation of May 5th, 2022 Town Council Worksession: DEQ
- Training of New Staff

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### ***Meetings/Training attended:***

- May 5th Town Council Worksession
- May 5th Town Council Meeting
- May 28th Planning Commission Meeting
- Weekly Staff Meetings
- Meetings on various topics with:
  - Developers/Citizens, State Governmental Agencies, Planning Commissioners, Town Council Members
- Specific Topics:
  - Sensus Training - Utilities
  - LOVE Works Sign



***Schedule:***

- Zoning Ordinance text amendments to allow additional uses in the B-1 business district
- Update of the Comprehensive Plan with Planning Commission



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
DRAFT MINUTES**

Thursday, May 5, 2022  
7:00 p.m.  
Town Hall

**ROLL CALL AND QUORUM ESTABLISHED**

Mayor Gaines called the meeting to order and noted a quorum was present.

The Pledge of Allegiance was recited.

**MEMBERS PRESENT**

Mayor Mark Gaines  
Vice-Mayor Valerie Coyle  
Council Member Jean Davis  
Council Member Jeff Voit  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Randy Hageman  
Council Member Arthur Wholey

**PUBLIC HEARING**

**Rezoning - #RZS-2021-025 – Northview**

Ms. Finchum noted the public hearing is a continuation from the April 7, 2022, meeting. Ms. Finchum reviewed the following:

- Request to rezone 34.54 acres from B-1, Business to R-3, Residential
- Proposed residential subdivision;
- Located at the intersection of Route 301 (AP Hill Boulevard) and Lakewood Road;
- Commercial to front on AP Hill Boulevard;
- Residential to consist of 72 single-family houses and 35 townhomes;
- Proffers submitted and signed;
- Comprehensive Plan recommendation;
- Traffic Impact Analysis not submitted; and
- Available capacity for water and sewer connections.



Council asked if a representative from the Department of Environmental Quality (DEQ) would be attending tonight's meeting. Staff noted that a representative will be present at the June 2, 2022 meeting.

Mayor Gaines asked if the applicant would like to address the members.

Mr. Jason Manns, Applicant, requested a deferral to the June 2, 2022, meeting.

Mayor Gaines opened the public hearing.

Ms. Bonnie Cannon, Resident, addressed the members in opposition of the development.

Mayor Gaines closed the public hearing.

On the motion of Mr. Voit, seconded by Ms. Howard, which carried a vote of 7-0, the Town Council voted to defer action to the June 2, 2022, meeting, at the request of the applicant.

### **Rezoning - #RZS-2021-020 - Fairmont**

Ms. Finchum noted the public hearing is a continuation from the February 3, 2022, meeting. Ms. Finchum reviewed the following:

- Request to rezone from B-1, Business to R-3, Residential;
- Six (6) parcels, approximately 19.47 acres;
- Proposed 78-parcel residential subdivision;
- Combined townhouses and single-family houses;
- Conditional Rezoning, with Proffers;
- Proffers have been signed and submitted;
- Comprehensive Plan recommendation; and
- Concerns with the project.

Mayor Gaines asked if the applicant would like to address the members.

Mr. Dan Webb, Applicant, addressed the members and reviewed the following revisions:

- Addition of a twenty-four (24) foot buffer along Route 301;
- Buffer to include a double row of opaque evergreens for additional privacy screening;
- Amenity package defined;
- Addition of a secondary emergency access;
- Homeowners Association (HOA) documents to be submitted for review;
- Downward, Reflecting Site Lighting to reduce impact to Fort AP Hill; and
- Contacted DEQ for recommendations for water capacity expansion.

Council asked for clarification regarding the revised proffer for water capacity expansion. The Applicant discussed the revision and requested input from Council. Town Attorney recommended deferral of the discussion to the scheduled meeting with DEQ to resolve the issue.

The Applicant requested to defer the rezoning request to the June 2, 2022, meeting.

Council asked if buffer along Route 30 will be impacted by utility connections. The Applicant noted all applicable utility lines will be installed along the interior streets; not along Route 301.

Council commented favorably on the proffered trail and asked if approval has been obtained from VDOT for the use of the right-of-way. The Applicant noted that written confirmation has not been received. Council requested written confirmation. The Applicant agreed.

Council recommended prohibiting the rental of homes within the first three years of purchase. The Applicant agreed to take the requirement under consideration.

Mayor Gaines opened the public hearing.

Ms. Bonnie Cannon, resident, addressed the members in opposition of the development.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to continue the public hearing and defer action to the June 2, 2022, meeting, at the request of the applicant.

Staff reviewed previously noted concerns regarding land use and inconsistencies with the Comprehensive Plan. Staff requested careful consideration of the request.

#### **Rezoning – #RZS-2022-008 – JPM Investments, East Broaddus Ave**

Ms. Finchum presented to the members the request to rezone four (4) parcels totaling 2.29+/- acres from B-1, Business to R-1, Residential. Ms. Finchum discussed the following:

- Three (3) parcels are vacant;
- One (1) parcel contains a principal structure and an accessory structure;
- Existing structure appears to have been built as a dwelling;
- No record of past rezoning approval but changed to commercial;
- Used for many years as an office by State Farm Insurance;
- Accessory structure contains a garage with a second-floor apartment;
- Apartment has been rented continuously as a residence and maintained non-conforming use rights;
- Principal structure must be rezoned for use as a residential dwelling; and
- Area identified as commercial in the Comprehensive Plan.

Mr. Jason Manns, Applicant, addressed the members and presented the following information:

- Principal structure built by grandfather for residential use;
- State Farm obtained past approval for commercial use;
- Adjoining vacant lots intended for the development of single-family homes; and
- Third party contracted to purchase lots for donation to Habitat for Humanity.

Council asked for information regarding the zoning of the western adjoining property. Staff stated the parcel is zoned commercial but has been continuously used as residential.

Council noted the Stormwater Management and Special Use Permit (SUP) stipulations included with the approval by the Planning Commission.



Mr. Jason Tickle, Habitat for Humanity, addressed the members and presented the following information:

- Plans for Stormwater Management;
- Subterranean rain gardens used for water mitigation;
- Assistance from Friends of the Rappahannock for stormwater management;
- Minimization of land disturbance;
- Workforce housing;
- Require ownership of the home for (3) three years prior to selling;
- Difference between workforce and subsidized housing; and
- Income requirements range from \$28,000 to \$72,500 per year.

Council asked if the program was limited to families. The Applicant's Representative stated the program is open to singles and families.

Council asked for information on the programs credit score requirements. The Applicant's Representative explained that the USDA 502 Direct Loan requires a credit score of 640 or above; no late or missed payments for twelve (12) months; no bankruptcy within thirty-six (36) months; current on all government obligations; and two years of consistent income.

Council asked for clarification regarding the third-party purchase of the property. The Applicant's Representative stated a third-party has been contracted to purchase and donate the parcels to Habitat for Humanity.

Council inquired if subletting of the dwellings will be prohibited. The Applicant's Representative stated subletting is prohibited.

Council noted the admirable efforts of Habitat for Humanity. Council noted that the home buyer is required to put in 30 hours per week towards the construction of the home or a surrogate may be designated for those unable to perform the work. The Applicant's Representative concurred, a fully disabled individual is permitted up to three (3) surrogates, a single person up to two (2), and a married or unmarried couple up to one (1).

Mayor Gaines opened the public hearing.

Mr. Mac Williams, Director of Building Operations for Habitat for Humanity, addressed the members and discussed the following:

- Industry leading product design;
- Zero-entry, conditioned crawl space;
- High performance energy star home;
- 1400 square foot homes with three (3) bedrooms, two baths;
- ADA adaptable; and
- Partnerships with retailers reduce cost, not quality of materials.

Mayor Gaines closed the public hearing.

Council asked for clarification regarding the submission of property plats. Staff explained that a property plat is not required for rezoning requests; however, a plat will be required for construction.

Council discussed the land use history of the site; the vision of the area; sufficient water availability for three existing lots; and addition of rental prevention requirements. Staff recommended a Comprehensive Plan Amendment. Council agreed.

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 7-0, the Town Council approved the request to rezone four (4) parcels from B-1, Business to R-1, Residential.

### **DELEGATIONS**

None.

### **PUBLIC COMMENTS**

Mayor Gaines opened the public comment period.

Mr. Brain Marmaduke, Bowling Green Volunteer Fire Department, addressed the members in opposition of the recent increase of Town Hall Rental Rates. Mr. Marmaduke requested Council consider an increase in fund donation.

Mr. Justin Chenault, Bowling Green Volunteer Fire Department, addressed the members to request an increase of funding for the fire department.

Mayor Gaines closed the public comment period.

### **MEMBER COMMENTS**

Council asked that a written request for additional funding be submitted for review.

Council discussed the deferral of hearings, visitor center preparation, audio/video options for meetings, and agenda amendments.

Council asked for information regarding Planning Commission Report. Staff noted the Planning Commission Report will be added to agendas moving forward.

Council discussed the progress of improvement for the playground.

Council noted complaints received on the condition of sidewalks and requested future discussion for sidewalk improvement.

Council noted the completion of repairs to the handicap ramp located on Main Street.

Council noted appreciation to the members and staff for the resolution of street light issues.



**STAFF REPORTS & PRESENTATIONS**

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for April 2022

- Discussed completion of annual hydrant flushing; and
- Need for replacement or repair of out of service hydrants.

Police Departments Monthly Report April 2022

- Discussed options for removal of wildlife under building.

Town Clerk/Treasurer Council Monthly Report April 2022

- Noted successful payroll processed with new accounting software.

Town Manager Monthly Report for April 2022

- No discussion.

**CONSENT AGENDA****Bills – April 2022**

- Council asked for clarification of the new reports and requested a more detailed breakdown. Staff noted differences with the new accounting software and will provide more detailed reports as requested.
- Council asked for information regarding the expense for Local Services LLC. Staff noted the expense is for monthly portable toilet rental.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda item eight (8) as presented.

**Approval of the December 02, 2021; January 06, 2022; February 03, 2022; and April 07, 2022, Worksession Meeting Minutes**

- Council noted correction on page 149, amendment to the attendance of Mr. Wholey, from present to absent;
- Council noted correction on page 151, amendment to the attendance of Mr. Wholey, from absent to present; and
- Council noted correction of page 153. amendment to the attendance of Mr. Wholey, mark present.

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda item nine (9), with corrections as noted.

**Approval of the December 02, 2021; February 03, 2022; and April 07, 2022, Regular Meeting Minutes**

- Council noted correction on page 167-169, amendment to the number of votes from eight (8) to seven (7).

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda item ten (10), with corrections as noted.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **Tinsel Town 2022**

Council discussed the request for a reduction of the new Town Hall Rental Rates. Council suggested donation to mitigate the increase. Council recommended careful consideration when determining which organizations receive donations. Council noted the historic significance of Town Hall and the importance of rental rate collection to maintain the building.

On the motion of Ms. Davis, seconded by Mr. Voit, which carried a vote of 6-1, with Ms. Gaines opposing, the Town Council voted to deny the request for a reduction of Town Hall Rental Rates for Tinsel Town.

#### **Authorize Advertisement of the FY23 Budget Public Hearing**

On the motion of Mr. Wholey, seconded by Ms. Davis, which carried a vote of 7-0, the Town Council approved the advertisement of the FY23 Budget Public Hearing for June 2, 2022.

#### **Authorize Advertisement of the Water Rate Increase Public Hearing**

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council approved the advertisement of the Water Rate Increase Public Hearing for June 2, 2022.

### **INFORMATIONAL ITEMS**

None.

### **COMMITTEE REPORTS**

None.

### **ADJOURNMENT**

Motion to made by Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to adjourn the May 5, 2022 meeting at 8:38 p.m.





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

**AGENDA ITEM:** Bills – May 2022  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Jackie Nance, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in May 2022

**ATTACHMENTS:**

AP Reports: AP May 2022 Bills; AP Check Register Detail 05.19.2022; AP Check Register Summary Listing 05.26.2022; AP Invoice Entry Register Detail 05.26.2022; AP Invoice Entry Register Summary 05.19.2022; AP Invoice Entry Register Summary 05.26.2022; AP Payment Review Report 05.19.2022

**REQUESTED ACTION:**

Approve invoices.

Vendor.....	Invoice No.....	NET.....
18 - A & M HOME CENTER	C70171	56.47
18 - A & M HOME CENTER	B50841	25.07
18 - A & M HOME CENTER	C69758	3.99
18 - A & M HOME CENTER	C69711	41.99
18 - A & M HOME CENTER	C70395	24.48
**		-----
18 - A & M HOME CENTER		152.00
1063 - ALACRITI PAYMENTS, LLC	NMXCQ513FF7H0512	155.20
**		-----
1063 - ALACRITI PAYMENTS, LLC		155.20
648 - ANDREA G ERARD	2022-04	3000.00
**		-----
648 - ANDREA G ERARD		3000.00
944 - ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	96796MAR2022	83.09
944 - ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	8282150110001992MAR2022	129.09
944 - ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	96794APR2022	93.59
944 - ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	8282150110001992APR2022	129.09
**		-----
944 - ATLANTIC BROADBAND METROCAST COMMUNICATIONS /		434.86
1094 - BMW CLEANING SERVI CES	0000018	1050.00
**		-----
1094 - BMW CLEANING SERVI CES		1050.00
4 - CAROLINE COUNTY	20220518	1202.47
**		-----
4 - CAROLINE COUNTY		1202.47
1148 - CHRIS RYAN BAND	42	800.00
**		-----
1148 - CHRIS RYAN BAND		800.00
897 - CINTAS CORPORATION	8405649064	30.43
**		-----
897 - CINTAS CORPORATION		30.43
14 - CINTAS OF RICHMOND	1902919156	1068.71
14 - CINTAS OF RICHMOND	1902906206	50.83
14 - CINTAS OF RICHMOND	1902930706	188.07



Vendor.....	Invoice No.....	NET.....
**		
14 - CINTAS OF RICHMOND		1307.61
1116 - COBANK, ACB	2022-04-20	1135.62
**		
1116 - COBANK, ACB		1135.62
600 - DEBORAH T BENNETT	2022-04	70.00
**		
600 - DEBORAH T BENNETT		70.00
1058 - DIAMOND SPRINGS	0002400495	36.36
1058 - DIAMOND SPRINGS	0002452590	9.95
1058 - DIAMOND SPRINGS	0002453422	9.95
1058 - DIAMOND SPRINGS	0002452690	11.95
1058 - DIAMOND SPRINGS	0002457067	7.59
**		
1058 - DIAMOND SPRINGS		75.80
341 - DOMINION CHEMICAL C O	78000170	516.20
**		
341 - DOMINION CHEMICAL C O		516.20
10 - DOMINION VIRGINIA PO WER	5509902317MAR2022	98.14
10 - DOMINION VIRGINIA PO WER	3855985002MAR2022	1912.80
10 - DOMINION VIRGINIA PO WER	7662938187MAR2022	731.45
10 - DOMINION VIRGINIA PO WER	9803025007MAR2022	257.69
10 - DOMINION VIRGINIA PO WER	9193025005MAR2022	429.08
10 - DOMINION VIRGINIA PO WER	5013017503MAR2022	535.28
10 - DOMINION VIRGINIA PO WER	1964286692MAR2022	65.28
10 - DOMINION VIRGINIA PO WER	7444574185MAR2022	1643.29
10 - DOMINION VIRGINIA PO WER	0243075009MAR2022	24.93
10 - DOMINION VIRGINIA PO WER	1894757945MAR2022	51.77
10 - DOMINION VIRGINIA PO WER	6929697750MAR2022	73.64
10 - DOMINION VIRGINIA PO WER	5003055000MAR2022	70.02
10 - DOMINION VIRGINIA PO WER	3896112509APR22	15.99
10 - DOMINION VIRGINIA PO WER	5509902317APR22	116.77
10 - DOMINION VIRGINIA PO WER	7662938187APR22	798.86
10 - DOMINION VIRGINIA PO	9193025005APR22	393.88

Vendor..... Invoice No..... NET.....

WER

10 - DOMINION VIRGINIA PO 9803025007APR22 272.80

WER

10 - DOMINION VIRGINIA PO 0243075009APR22 25.36

WER

10 - DOMINION VIRGINIA PO 5013107503APR22 493.83

WER

10 - DOMINION VIRGINIA PO 1964286692APR22 74.51

WER

10 - DOMINION VIRGINIA PO 3855985002APR22 2144.02

WER

10 - DOMINION VIRGINIA PO 7444574185APR22 1748.59

WER

10 - DOMINION VIRGINIA PO 1894757945APR22 21.77

WER

10 - DOMINION VIRGINIA PO 6929697750APR22 71.72

WER

10 - DOMINION VIRGINIA PO 5003055000APR22 64.29

WER

10 - DOMINION VIRGINIA PO 3896112509MAR2022 14.59

WER

\*\* -----

10 - DOMINION VIRGINIA PO 12150.35

WER

939 - DRAINFIELD SOLUTION 6401 993.75

S, LLC

\*\* -----

939 - DRAINFIELD SOLUTION 993.75

S, LLC

125 - E M GRAY & SON 152245 699.45

125 - E M GRAY & SON 152244 1349.56

\*\* -----

125 - E M GRAY & SON 2049.01

234 - ENVIROCOMPLIANCE LA R2462170 115.00

B INC

234 - ENVIROCOMPLIANCE LA R2462377 115.00

B INC

234 - ENVIROCOMPLIANCE LA R2361902 115.00

B INC

234 - ENVIROCOMPLIANCE LA R2462206 115.00

B INC

234 - ENVIROCOMPLIANCE LA R2462095 155.00

B INC

234 - ENVIROCOMPLIANCE LA R2361872` 115.00

B INC

234 - ENVIROCOMPLIANCE LA R2361947 155.00

B INC

234 - ENVIROCOMPLIANCE LA R2462025 135.00

B INC

234 - ENVIROCOMPLIANCE LA R2462247 155.00

B INC

234 - ENVIROCOMPLIANCE LA R2462340 115.00

B INC



Vendor.....	Invoice No.....	NET.....
234 - ENVIROCOMPLIANCE LA B INC **	R2462408	155.00 -----
234 - ENVIROCOMPLIANCE LA B INC		1445.00
28 - G & G MILFORD FARM S ERV. 28 - G & G MILFORD FARM S ERV. 28 - G & G MILFORD FARM S ERV. **	194964 194774 K94574	17.18 39.98 31.99 -----
28 - G & G MILFORD FARM S ERV.		89.15
55 - GALL'S LLC **	021017339	24.80 -----
55 - GALL'S LLC		24.80
1149 - GFL ENVIRONMENTAL **	KB0000080570	5812.50 -----
1149 - GFL ENVIRONMENTAL		5812.50
237 - GRAINGER 237 - GRAINGER **	9282641621 9282193292	114.95 34.88 -----
237 - GRAINGER		149.83
546 - JOHNSON'S EXTERMINA TING **	PEST-APRIL2022	625.00 -----
546 - JOHNSON'S EXTERMINA TING		625.00
1115 - JUSTTECH **	84596	176.63 -----
1115 - JUSTTECH		176.63
1139 - KEYSTONE INFORMATI ON SYSTEMS	208409	1294.03
1139 - KEYSTONE INFORMATI ON SYSTEMS	208410	1388.34
1139 - KEYSTONE INFORMATI ON SYSTEMS	208397	3472.00
1139 - KEYSTONE INFORMATI ON SYSTEMS	208398	2450.00
1139 - KEYSTONE INFORMATI ON SYSTEMS **	208396	1825.00 -----
1139 - KEYSTONE INFORMATI ON SYSTEMS		10429.37
743 - LOCAL SERVICES **	175378	154.51 -----
743 - LOCAL SERVICES		154.51

Vendor.....	Invoice No.....	NET.....
898 - MARY JAMES	2022-4	105.00
**		-----
898 - MARY JAMES		105.00
48 - MID-ATLANTIC LAB	16576	60.00
**		-----
48 - MID-ATLANTIC LAB		60.00
987 - MINCZ TIRE SERVICE	1024743	50.00
987 - MINCZ TIRE SERVICE	1024746	50.00
**		-----
987 - MINCZ TIRE SERVICE		100.00
919 - PRO SHRED SECURITY	1016129	45.90
919 - PRO SHRED SECURITY	1011725	45.90
**		-----
919 - PRO SHRED SECURITY		91.80
11 - RAPPAHANNOCK ELEC CO	200528006-2022-03	22.50
OP		
11 - RAPPAHANNOCK ELEC CO	22102	315.20
OP		
11 - RAPPAHANNOCK ELEC CO	13016-A	507.16
OP		
11 - RAPPAHANNOCK ELEC CO	13016	170.04
OP		
**		-----
11 - RAPPAHANNOCK ELEC CO		1014.90
OP		
918 - STAPLES ADVANTAGE	7355151275-0-1	173.84
918 - STAPLES ADVANTAGE	7353598312-0-2	48.49
918 - STAPLES ADVANTAGE	7353598312-0-1	237.17
918 - STAPLES ADVANTAGE	7355009960-0-1	55.00
**		-----
918 - STAPLES ADVANTAGE		514.50
653 - STEMMLE PLUMBING RE	198400	1295.00
PAIR		
**		-----
653 - STEMMLE PLUMBING RE		1295.00
PAIR		
291 - USA BLUE BOOK	952889	342.58
**		-----
291 - USA BLUE BOOK		342.58
1002 - VACORP	2022-04	120.76
**		-----
1002 - VACORP		120.76
44 - VUPS	04220459	96.60
**		-----
44 - VUPS		96.60
12 - WASTE MANAGEMENT	2760857-0281-5	89.71



AP9120

INVOICE ENTRY REGISTER SUMMARY

11:31:38 19 MAY 2022 Page 6

Vendor.....	Invoice No.....	NET.....
12 - WASTE MANAGEMENT	276490-0281-3	304.11
12 - WASTE MANAGEMENT	2761098-0281-5	2415.52
**		-----
12 - WASTE MANAGEMENT		2809.34
1049 - WEX BANK	80743624	1246.26
**		-----
1049 - WEX BANK		1246.26
1114 - XEROX FINANCIAL SE	3209105	123.22
RVICES		
**		-----
1114 - XEROX FINANCIAL SE		123.22
RVICES		
		=====
		51950.05

104 records listed.

Vendor.....	Invoice No.....	NET.....
27 - ARC3 GASES, INC	8892525	154.00
**		-----
27 - ARC3 GASES, INC		154.00
1052 - ENCO UTILITY SERVI	22613	590.40
CES FLORIDA LLC		
**		-----
1052 - ENCO UTILITY SERVI		590.40
CES FLORIDA LLC		
234 - ENVIROCOMPLIANCE LA	R2562981	115.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2562654	115.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2562676	115.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2562717	155.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2462561	155.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2462504	115.00
B INC		
234 - ENVIROCOMPLIANCE LA	R2462531	115.00
B INC		
**		-----
234 - ENVIROCOMPLIANCE LA		885.00
B INC		
1150 - JAY JOHNSON	100	800.00
**		-----
1150 - JAY JOHNSON		800.00
514 - K L LANGFORD EXCAVA	7660	1600.00
TING		
**		-----
514 - K L LANGFORD EXCAVA		1600.00
TING		
1139 - KEYSTONE INFORMATI	208484	16524.00
ON SYSTEMS		
**		-----
1139 - KEYSTONE INFORMATI		16524.00
ON SYSTEMS		
179 - LUCK STONE CORPORAT	IV-101600694	256.75
ION CAROLINE		
**		-----
179 - LUCK STONE CORPORAT		256.75
ION CAROLINE		
512 - MID-ATLANTIC COMMUN	42868	1985.00
ICATIONS		
**		-----
512 - MID-ATLANTIC COMMUN		1985.00
ICATIONS		



Vendor.....	Invoice No.....	NET.....
48 - MID-ATLANTIC LAB	16620	60.00
**		-----
48 - MID-ATLANTIC LAB		60.00
1152 - RK AUTO	251143	38641.00
**		-----
1152 - RK AUTO		38641.00
148 - THE FREE LANCE STAR	A512022	1505.60
**		-----
148 - THE FREE LANCE STAR		1505.60
1151 - WILLIAM HOWARD	BG-6162022	1000.00
**		-----
1151 - WILLIAM HOWARD		1000.00
		=====
		64001.75

18 records listed.

RUN DATE: 05/26/22

USER NAME: ALL

CHECK CODE: AP

SOURCE CODE: ALL

Vendor/Invoice..... SC Budget# / Line Desc..... P/O No... Amount..... Freight... Discount.. Tax..... Extension... Tc

Ven# 27	N	500-500100-6007-0000-000	154.00	0.00	0.00	0.00	154.00	N
		REPAIR / MAINTENANCE-						
		Industrial Cylinder Lease						

ARC3 GASES, INC

Inv# 8892525

Inv 05/10/22, Due 06/10/22

Post Date 05/26/22

1099 Type:

1099 Flag:

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154.00	0.00	0.00	0.00	154.00

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154.00	0.00	0.00	0.00	154.00

Ven# 1052	N	520-500100-5210-0000-000	590.40	0.00	0.00	0.00	590.40	N
		MAILING COSTS- Utility						
		statements						

ENCO UTILITY SERVICES

FLORIDA LLC

Inv# 22613

Inv 05/16/22, Due 06/16/22

Post Date 05/26/22

1099 Type:

1099 Flag:

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590.40	0.00	0.00	0.00	590.40

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590.40	0.00	0.00	0.00	590.40

Ven# 234	N	520-500100-3160-0000-000	115.00	0.00	0.00	0.00	115.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2562981

Inv 05/23/22, Due 05/23/22

Post Date 05/26/22

1099 Type:

1099 Flag:

-----	-----	-----	-----	-----
115.00	0.00	0.00	0.00	115.00

Ven# 234	N	520-500100-3160-0000-000	115.00	0.00	0.00	0.00	115.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2562654

Inv 05/10/22, Due 05/10/22

Post Date 05/26/22

1099 Type:

1099 Flag:

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115.00	0.00	0.00	0.00	115.00



RUN DATE: 05/26/22

USER NAME: ALL

CHECK CODE: AP

SOURCE CODE: ALL

Vendor/Invoice..... SC Budget# / Line Desc..... P/O No... Amount..... Freight... Discount.. Tax..... Extension... To

Ven# 234	N	520-500100-3160-0000-000	115.00	0.00	0.00	0.00	115.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2562676

Inv 05/10/22, Due 05/10/22

Post Date 05/26/22

1099 Type:

1099 Flag:

115.00	0.00	0.00	0.00	115.00
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Ven# 234	N	520-500100-3160-0000-000	155.00	0.00	0.00	0.00	155.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2562717

Inv 05/10/22, Due 05/10/22

Post Date 05/26/22

1099 Type:

1099 Flag:

155.00	0.00	0.00	0.00	155.00
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Ven# 234	N	520-500100-3160-0000-000	155.00	0.00	0.00	0.00	155.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2462561

Inv 05/04/22, Due 05/04/22

Post Date 05/26/22

1099 Type:

1099 Flag:

155.00	0.00	0.00	0.00	155.00
--------	------	------	------	--------

Ven# 234	N	520-500100-3160-0000-000	115.00	0.00	0.00	0.00	115.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2462504

Inv 05/02/22, Due 05/02/22

Post Date 05/26/22

1099 Type:

1099 Flag:

115.00	0.00	0.00	0.00	115.00
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Ven# 234	N	520-500100-3160-0000-000	115.00	0.00	0.00	0.00	115.00	N
		TESTING						

ENVIROCOMPLIANCE LAB INC

Inv# R2462531

Inv 05/02/22, Due 05/02/22

Post Date 05/26/22

1099 Type:

1099 Flag:

RUN DATE: 05/26/22

USER NAME: ALL

CHECK CODE: AP

SOURCE CODE: ALL

Vendor/Invoice..... SC Budget# / Line Desc..... P/O No... Amount..... Freight... Discount.. Tax..... Extension... To

Vendor/Invoice	SC Budget#	Line Desc	P/O No	Amount	Freight	Discount	Tax	Extension	To
				115.00	0.00	0.00	0.00	115.00	
				885.00	0.00	0.00	0.00	885.00	
Ven# 1150	N	400-071200-1230-0000-000 2022-05-26		800.00	0.00	0.00	0.00	800.00	N
JAY JOHNSON Inv# 100 Inv 05/23/22, Due 05/26/22 Post Date 05/25/22 1099 Type: 1099 Flag: N									
				800.00	0.00	0.00	0.00	800.00	
				800.00	0.00	0.00	0.00	800.00	
Ven# 514	N	520-500100-6007-0000-000 REPAIR / MAINTENANCE-Jetted sewer line, removed blockage		1600.00	0.00	0.00	0.00	1600.00	N
K L LANGFORD EXCAVATING Inv# 7660 Inv 05/20/22, Due 05/20/22 Post Date 05/26/22 1099 Type: 1099 Flag:									
				1600.00	0.00	0.00	0.00	1600.00	
				1600.00	0.00	0.00	0.00	1600.00	
Ven# 1139	N	100-012110-5830-0000-000 COVID-19 EXPENSES- Software KEMS Payroll, KeyDocs		16524.00	0.00	0.00	0.00	16524.00	N
KEYSTONE INFORMATION SYSTEMS Inv# 208484 Inv 05/05/22, Due 07/31/22 Post Date 05/26/22 1099 Type: 1099 Flag:									
				16524.00	0.00	0.00	0.00	16524.00	
				16524.00	0.00	0.00	0.00	16524.00	
Ven# 179	N	520-500100-6007-0000-000		256.75	0.00	0.00	0.00	256.75	N



RUN DATE: 05/26/22

USER NAME: ALL

CHECK CODE: AP

SOURCE CODE: ALL

Vendor/Invoice..... SC Budget# / Line Desc..... P/O No... Amount..... Freight... Discount.. Tax..... Extension... Tc

REPAIR / MAINTENANCE-Masonry  
Sand

LUCK STONE CORPORATION

CAROLINE

Inv# IV-101600694

Inv 05/15/22, Due 06/14/22

Post Date 05/26/22

1099 Type:

1099 Flag:

256.75	0.00	0.00	0.00	256.75
--------	------	------	------	--------

256.75	0.00	0.00	0.00	256.75
--------	------	------	------	--------

Ven# 512	N	100-031100-3310-0000-000	1985.00	0.00	0.00	0.00	1985.00	N
		VEHICLE MAINTENANCE- Tahoe						
		window tint, C-ARM-105						

MID-ATLANTIC

COMMUNICATIONS

Inv# 42868

Inv 05/23/22, Due 06/22/22

Post Date 05/26/22

1099 Type:

1099 Flag:

1985.00	0.00	0.00	0.00	1985.00
---------	------	------	------	---------

1985.00	0.00	0.00	0.00	1985.00
---------	------	------	------	---------

Ven# 48	N	500-500100-6022-0000-000 WATER	30.00	0.00	0.00	0.00	30.00	N
		TESTING- 4 A Jefferson Dr						
MID-ATLANTIC LAB		500-500100-6022-0000-000 WATER	30.00	0.00	0.00	0.00	30.00	N
		TESTING- Town Hall						

Inv# 16620

Inv 05/11/22, Due 06/11/22

Post Date 05/26/22

1099 Type:

1099 Flag:

60.00	0.00	0.00	0.00	60.00
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60.00	0.00	0.00	0.00	60.00
-------	------	------	------	-------

Ven# 1152	N	300-300100-8600-0000-000	38641.00	0.00	0.00	0.00	38641.00	N
		GENERAL- 2022 Chevy Tahoe						

RK AUTO

Inv# 251143

Inv 05/11/22, Due 06/11/22

Post Date 05/26/22

RUN DATE: 05/26/22

USER NAME: ALL

CHECK CODE: AP

SOURCE CODE: ALL

Vendor/Invoice..... SC Budget# / Line Desc..... P/O No... Amount..... Freight... Discount.. Tax..... Extension... To

1099 Type:

1099 Flag: N

Amount	Freight	Discount	Tax	Extension
38641.00	0.00	0.00	0.00	38641.00

38641.00	0.00	0.00	0.00	38641.00
----------	------	------	------	----------

Ven# 148	N	100-012110-3600-0000-000	1505.60	0.00	0.00	0.00	1505.60	N
ADVERTISING- Public Hearing								
FLS CLS								

THE FREE LANCE STAR

Inv# A512022

Inv 05/01/22, Due 06/01/22

Post Date 05/26/22

1099 Type:

1099 Flag:

1505.60	0.00	0.00	0.00	1505.60
---------	------	------	------	---------

1505.60	0.00	0.00	0.00	1505.60
---------	------	------	------	---------

Ven# 1151	N	400-071200-1230-0000-000	1000.00	0.00	0.00	0.00	1000.00	N
2022-06-16								

WILLIAM HOWARD

Inv# BG-6162022

Inv 05/25/22, Due 06/16/22

Post Date 05/25/22

1099 Type:

1099 Flag: N

1000.00	0.00	0.00	0.00	1000.00
---------	------	------	------	---------

1000.00	0.00	0.00	0.00	1000.00
---------	------	------	------	---------

64001.75	0.00	0.00	0.00	64001.75
----------	------	------	------	----------

18 records listed.



<b>Vendor Name</b>	<b>Ck Date</b>	<b>Check Amt</b>
A & M HOME CENTER	5/20/2022	152.00
AFLAC	5/20/2022	323.70
ALACRITI PAYMENTS, LLC	5/1/2022	155.20
ANDREA G ERARD	5/6/2022	3,000.00
ARC3 GASES, INC	5/27/2022	154.00
ATLANTIC BROADBAND METROCAST C	4/28/2022	434.86
ATLANTIC UNION BANK	5/17/2022	254.47
BMW CLEANING SERVICES	5/20/2022	1,050.00
CAROLINE COUNTY	5/20/2022	1,202.47
CAROLINE COUNTY	5/20/2022	19,908.30
CENTRAL VIRGINIA DISTRIBUTING	4/8/2022	1,338.85
CHRIS RYAN BAND	5/20/2022	800.00
CINTAS CORPORATION	5/13/2022	45.08
CINTAS OF RICHMOND	5/20/2022	1,307.61
COBANK, ACB	4/20/2022	1,135.62
DEBORAH T BENNETT	5/20/2022	70.00
DIAMOND SPRINGS	5/20/2022	75.80
DOMINION CHEMICAL CO	5/20/2022	516.20
DOMINION VIRGINIA POWER	5/2/2022	12,150.35
DRAINFIELD SOLUTIONS, LLC	4/26/2022	993.75
E M GRAY & SON	5/20/2022	2,049.01
ENCO UTILITY SERVICES FLORIDA LLC	5/27/2022	590.40
ENVIROCOMPLIANCE LAB INC	5/27/2022	885.00
ENVIROCOMPLIANCE LAB INC	5/20/2022	1,445.00
G & G MILFORD FARM SERV.	5/20/2022	89.15
GALL'S LLC	5/20/2022	24.80
GFL ENVIRONMENTAL	4/30/2022	5,812.50
GRAINGER	5/20/2022	149.83
GUARDIAN	4/8/2022	132.20
JAY JOHNSON	5/27/2022	800.00
JOHNSON'S EXTERMINATING	4/28/2022	625.00
JUSTTECH	5/20/2022	176.63
K L LANGFORD EXCAVATING	5/27/2022	1,600.00
KEYSTONE INFORMATION SYSTEMS	5/27/2022	16,524.00
KEYSTONE INFORMATION SYSTEMS	5/20/2022	10,429.37
LOCAL SERVICES	5/20/2022	154.51
LUCK STONE CORPORATION CAROLINE	5/27/2022	256.75
MARY JAMES	5/6/2022	105.00
MID-ATLANTIC COMMUNICATIONS	5/27/2022	1,985.00
MID-ATLANTIC LAB	5/27/2022	60.00
MID-ATLANTIC LAB	5/20/2022	60.00
MINCZ TIRE SERVICE	5/20/2022	100.00
NATIONWIDE RETIREMENT SOL	5/6/2022	1,325.00
ON SITE PC	5/22/2022	862.99
PRO SHRED SECURITY	5/11/2022	91.80
RAPPAHANNOCK ELEC COOP	5/11/2022	1,014.90

RK AUTO	5/27/2022	38,641.00
STAPLES ADVANTAGE	5/20/2022	514.50
STEMMLE PLUMBING REPAIR	3/31/2022	1,295.00
THE FREE LANCE STAR	5/27/2022	1,505.60
USA BLUE BOOK	5/20/2022	342.58
USDA RURAL DEVELOPMENT	4/25/2022	17,938.00
VA DEPT.OF TAXATION	5/20/2022	3,932.08
VACORP	5/20/2022	120.76
VUPS	4/30/2022	96.60
WASTE MANAGEMENT	5/2/2022	2,809.34
WEX BANK	5/6/2022	2,451.82
WILLIAM HOWARD	5/27/2022	1,000.00
XEROX FINANCIAL SERVICES	4/21/2022	123.22
<b>Total</b>		<b>163,187.60</b>



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

**AGENDA ITEM:** Rezoning – #RZS-2021-025 - Northview

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

The Planning Commission held a public hearing on December 20<sup>th</sup>, 2021, continued to January 31, 2022 and provided no recommendation. The Town Council held a public hearing on March 3, 2022, continued to April 7, 2022. Proffers are amended and a new public hearing was conducted on May 5, 2022. The item is on the agenda for further review and/or decision by the Town Council.

### **ATTACHMENTS:**

Staff Report  
Application  
Applicant's Narrative  
Maps  
Ordinances

### **REQUESTED ACTION:**

Review project; motion to approve/deny or defer.





**STAFF REPORT**  
**REZONING #RZS-2021-025**

**Request:** Rezoning  
(B-1 Business to R-3 Residential)

**Location:** AP Hill Boulevard

**Tax Map:** #43-A-42C; 43-22-1, 2, & 3

**Owner:** Northview Properties, LLC

**Applicant:** Northview LLC

**Proposed Density:** 3.1 du/ac

**Site Size:** 42.18 Total; 34.54 acres +/-  
(combined for R-3), 6.15 acres (B-2)

**Existing Land Use:** Vacant

**Existing Zoning:** B-1, Business

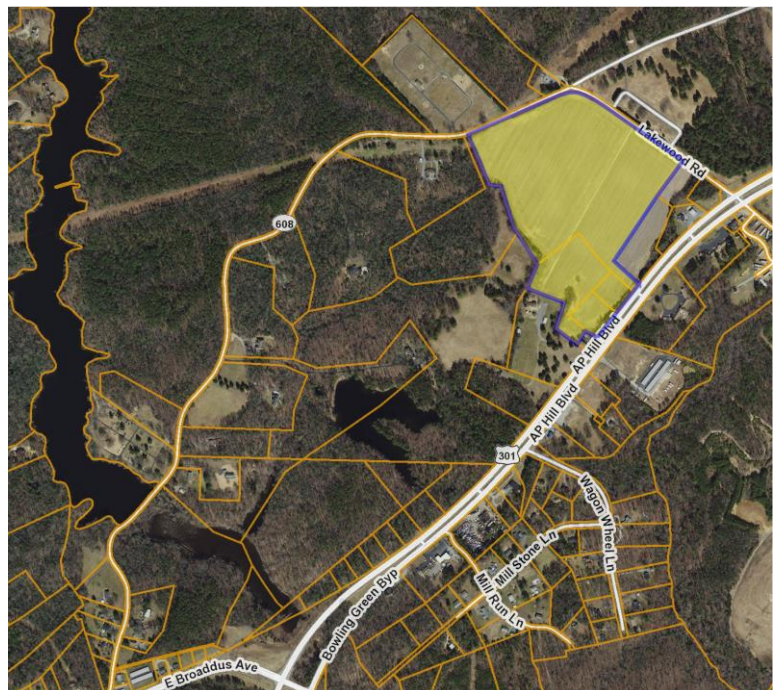
**Proposed Use:** Residential & Business

**Surrounding Land Uses and Zoning:**

Northeast: County Boundary and Fort AP Hill; Southeast: Bowling Green Motel, Relax Inn, Village Self-Storage, zoned B-2; Southwest: vacant land & dwellings zoned A-1; Northwest: vacant wooded land and cemetery

**The 2021 Comprehensive Plan:** Mixed Use (R1, R2, R3, B1, B2, & PUD)

**Staff:** Allyson Finchum, Town Manager/Zoning Administrator



## **Background & Summary of Proposal**

The applicant is requesting to rezone four parcels totaling 34.54 acres from B-1, Business to R-3, Residential to develop a residential subdivision with 72 single-family houses and 35 townhouse dwellings with a resulting density of 3.1 units per acre. The application for rezoning was submitted for review on November 4, 2021.

- The 42.18-acre site is located at the intersection of Route 301 (AP Hill Boulevard) to the west and Lakewood Road to the north. It is currently undeveloped land.
- The general development plan depicts common area on the perimeter of the development. The total acreage of common area for the residential is 27.7%.
- No recreational features are shown.
- Area for stormwater features is on the southeastern corner of the development adjacent to AP Hill Boulevard.
- Building elevations are not provided.
- The applicant has submitted a narrative which is included in the packet.

## **Proffers**

Proffers have been submitted by the applicant as part of the rezoning application. An applicant may voluntarily submit proffers in an effort to address issues or concerns identified by the Town, to help make the proposed application consistent with the Comprehensive Plan or address other identified development issues. Should this application be approved and proffers accepted, the proffer statement will be recorded at the Circuit Court and govern the use and development of the property.

## **Comprehensive Plan Recommendations**

The Comprehensive Plan Map shows the future land use for this area as *Mixed Use (R1, R2, R3, B1, B2, & PUD)*. This designation includes a variety of densities, as well as various types of residential and business uses along the corridor.

The Comprehensive Plan identifies the Route 301 North Corridor Area on the northeast side of Bowling Green as one of “three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability.”

Excerpts from the Comprehensive Plan are included in the packet.

### **Natural and Cultural Resources Impacts**

The site is located in the Maracossic Creek (Mattaponi) watershed.

The Chesapeake Bay and storm water regulations provide the framework to protect environmentally sensitive water features.

### **Traffic Impacts**

AP Hill Boulevard is a four-lane divided Principal Arterial Highway. The applicant has provided a general traffic impact statement. The proposed zoning creates an estimated 629 vehicle trips per day (vpd).

### **Public Utility Impacts**

#### **Water**

Water lines must be extended throughout this subdivision with an individual tap to each parcel. There is an existing Town water main along AP Hill Boulevard to serve the proposed development.

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 gallons per day (gpd) on average. The current average daily production is 153,000 gpd. This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.). Current daily reserve is 37,465 which allows for an additional 124 connections at 300 gpd. Approval of any development that exceeds 190,465 gpd is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of a modified withdrawal permit.

If this is the only subdivision approved, it would use approximately 97% of the remaining capacity at total build out. This does not consider development of any undeveloped or underdeveloped land within the Town limits.

The 124-unit capacity figure must take into consideration existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.



## **Sewer**

The Town's current sewer capacity permitted is 250,000 (gallons per day), with 98,000 gpd (39.2%) currently used. There is an existing Town sanitary sewer gravity main along AP Hill Boulevard. Sanitary sewer mains must be extended throughout the subdivision, with an individual lateral to each parcel.

There is ample sewer supply available with less than 40% of the capacity utilized.

## **Storm water Impacts**

The development of 107 residential lots and the corresponding streets/parking areas, with increase in impervious cover and require storm water facilities. The GDP identifies the general location of the proposed stormwater facilities. The storm water requirements may affect the final lot layout/ project design.

## **School Impacts:**

School impacts are not included in the application.

The school system is funded through the Caroline County Board of Supervisors. Taxpayers (Town and County) provide financial resources for the school system, through real estate and other taxes, together with available state and federal funding. Information is included in the Comprehensive Plan about the schools.

## **Tax Revenue**

Included in the narrative is the applicant's fiscal impact statement of the project. The applicant stated R-3 residential development will generate a total annual real estate tax of \$47,840.00 of revenue.

## **Zoning and Subdivision Ordinance Considerations**

### **R-3 Residential**

Townhouses and apartment buildings minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per

dwelling unit, townhouse or apartment shall be not less than 6,000 square feet. Such *usable* open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development. The minimum lot size for single-family detached dwellings is 10,000 sf. Over sixty percent of the lots do not meet the minimum lot size requirements.

### Subdivision

The development must meet subdivision/zoning ordinance requirements at the time of site plan/subdivision submission. The GDP provided may conflict with one or more of the regulations identified above.

### Evaluation and Staff Comments

The following comments are provided by staff for consideration:

- This development is one of two currently proposed residential rezonings in the annexed area (Fairmont) along Route 301 north. Land use in the area is predominantly vacant or commercial. There is likely to be a transition to residential development along the corridor with approval of this project.
- The future land use map identifies this area as *Mixed-Use*. The applicant has provided both a mixture of residential uses (single-family and multi-family) and a mixture of various use districts - Residential(R) and Business(B) retained along the corridor on separate parcels already zoned for commercial use.
- The application is for rezoning to R-3 Residential which allows a multi-family use at the highest density provided in the Town of Bowling Green zoning ordinance. The Town Council must decide whether low, medium, or high density and single-family and/or multi-family development meet the intent of the Comprehensive Plan for this parcel.
- Townhouse developments must contain 6,000 square feet of lot area and usable open space per unit. Usable open space is landscaped areas that provide a park, playground or swimming pool.
- The original General Development Plan does not appear to meet minimum lot size requirements per Town ordinance. Staff requests amending the GDP to show general consistency with Town ordinances.

- The Town's appearance and design are noted in the Comprehensive Plan as an important quality of life issue for its residents and as an economic development tool. Details such as exterior elevations of housing and community amenities are not included. Therefore the developer or builder who ultimately builds the project, will decide the layout, aesthetics and amenities, if any. The Planning Commission and Town Council must decide whether the application adequately addresses the Comprehensive Plan.

- Entrance corridors, including Route 301 north, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons, which serve to visually identify the Town boundary, establish the first impression of the Town for visitors, and is indicative of the Town's commitment to its appearance and attractiveness. To meet this intent, development of structures, signs, landscaping, etc. should be the highest quality on an entrance corridor. The proffers for this development do not guarantee this occurring.

The proposed Northview GDP shows a mixture of housing with mostly townhouses as the type most apparent from the road until the commercially zoned parcel between the dwellings and Route 301 is developed. The Comprehensive Plan identifies berms as a possible solution in providing a visual buffer, though no visual buffers have been proffered.

Alternatively, the GDP could be redesigned to address these issues identified in the Comprehensive Plan.

- The Comprehensive Plan recommends to “minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.” It also suggests to “prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible, and locate residential development along internal roads within the development to improve traffic flow and enhance safety.”

The GDP identifies three access points; two along Lakewood Road, a secondary road, and one to Route 301, a principal arterial highway. The Route 301 access point is aligned with the cross-over for both northbound and southbound access. A Traffic Impact Analysis has not been submitted to determine impacts to Lakewood Road.

- The Town currently has water and sewer availability to support this project. About 97% of the currently permitted withdrawal will be utilized at full build out of this project without consideration of other development proposals, existing vacant and underdeveloped parcels within Town limits as well as those parcels outside the Town approved to be served by the Town water system. The Town may need to consider



beginning the process of identifying additional water supply sources (wells) and permits in the near future.

- The 124 unit capacity figure should take into consideration for existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.
- The Comprehensive Plan recommends to “protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

The site is relatively flat and appears to be approximately 1000’ from a water feature.

### **Update**

The Planning Commission held a public hearing on December 20, 2021 which was continued to January 31, 2022.

The Commission granted the applicant’s request to move the application to the Town Council. By vote of 4-1, no recommendation was submitted.

The Town Council held a public hearing on March 3, 2022 which was continued to April 7, 2022.

The Planning Commission and Town Council minutes on the subject prepared to date are attached.

Due to changes in proffers, the proposal was re-advertised and a new public hearing was held on May 5, 2022. The Town Council will review and/or motion to approve/deny or defer the rezoning.

### **Public Outreach Information:**

As required by State Code, this item was advertised in the Free-Lance Star on April 14, 2022 and April 21, 2022.

The Staff report, as well as all reports for this Town Council meeting, were posted on the Town website [www.townofbowlinggreen.com](http://www.townofbowlinggreen.com) on May 3, 2022.

Adjacent notices were mailed first class.

**Next Steps:**

The Town Council will hold a public hearing for this application on May 5, 2022. Following the public hearing, the Town Council may defer action to consider the application for up to one year; request more information from the applicant; request a worksession with the applicant; or decide approval/denial on this matter.

# RZM

2P-2021-025

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

PREVIOUS EDITIONS OF THE  
FORM ARE OBSOLETE

FORM REVISED:  
28 April 2008



## Town of Bowling Green Mixed Use Rezoning Application

Application and petition are hereby made to the Town Council, Town of Bowling Green, to amend the Zoning Map of the Town of Bowling Green and issue a 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 application.

### Owner

Northview, LLC

Name

(804) 512-9393

Daytime Telephone Number

PO Box 117, Bowling Green, Virginia 22427

Mailing Address

### Property Information

43-A-42C, 43-22-1, 43-22-2, 43-22-3 B-2

Tax Map/Parcel Number

Existing Use/Zoning

0 AP Hill Blvd, Bowling Green, VA 22427

Address/Location (use street names)

None

Existing Structures (number and type)

### Rezoning of Property Requested

From Zoning Designation B-2

To Zoning Designations (Check all that apply)

☐

R-1

Number of parcels \_\_\_\_\_

☐

B-1

Number of parcels \_\_\_\_\_

☐

R-2

Number of parcels \_\_\_\_\_

☐

B-2

Number of parcels \_\_\_\_\_

☒

R-3

Number of parcels 114

☐

M-1

Number of parcels \_\_\_\_\_

☐

A-1

Number of parcels \_\_\_\_\_

☐

(Reserved)

Number of parcels \_\_\_\_\_

Going to R-3

34.54 total acres

3.1 dwelling units per acre



## Water and Sewer

What is your water supply source?

☒

Municipal

☐

Private Well

What is your sewage disposal source?

☒

Municipal

☐

Septic Tank

**As part of the submission, the following questions must be answered with a detailed response in narrative form. Answers of "Yes" or "No" are NOT ACCEPTABLE and the application is not complete until this narrative is submitted.**

1. Describe in detail, why the current zoning designation of the property is inappropriate.
2. Describe in detail, the proposed use(s) of the property.
3. Describe in detail, why the proposed rezoning is necessary.
4. Describe in detail, why the proposed rezoning will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses in the Town Code, adjacent neighborhoods, and the Town of Bowling Green Comprehensive Plan.
5. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
6. Describe the environmental impact of the proposed use or development and the efforts to be undertaken to abate air, water, noise, storm water, and other environmental impacts during and after construction or after establishing the use.
7. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways and provide a professionally prepared traffic impact analysis for any development expected to generate 250 vehicle trips per day or more.
8. Describe the impact of the proposed use on Caroline County's Schools.
9. Describe the impact of the proposed use on Town of Bowling Green public services (i.e., water service, wastewater disposal, solid waste disposal, and police protection).
10. Describe the impact the proposed use(s) will have on any historic sites or structures on the property or in the vicinity.
11. Describe the impact the proposed use(s) will have on any rare, endangered, or irreplaceable species or natural areas.
12. Describe the impact the proposed use(s) will have on the scenic or natural beauty of the Town of Bowling Green.

**NOTE: The applicant is encouraged to consult with the Caroline County Building Official if the requested rezoning includes property containing an existing structure.**

**Complete and accurate information is required by the Town Staff, Planning Commission, and/or the Town Council in order for the application to be fully and appropriately reviewed. The Town Manager/Zoning Administrator may, at any time during the application acceptance process, find essential information is lacking, deem the application as incomplete, and defer further review or action until such time the required and/or requested information is provided.**

A copy of a Vicinity Map is attached.

☒

Yes

☐

No



## 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.

Nov. 4, 2021  
Date

[Signature]  
Owner/Applicant Signature

### \*\* FOR TOWN USE ONLY \*\*

#### Recommendation of Planning Commission

Date Received \_\_\_\_\_

☐

Recommend Approval

☐

Recommend Disapproval Date \_\_\_\_\_

#### Action by Town Council

Date Received \_\_\_\_\_

☐

Approved

☐

Disapproved Date \_\_\_\_\_

#### Recommendation of Director of Public Works

Date Received \_\_\_\_\_

☐

Recommend Approval

☐

Recommend Disapproval Date \_\_\_\_\_

#### Zoning Administrator

☐

Recommend Approval

☐

Recommend Disapproval

☐

Recommend Approval 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!!

Approval of this application 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 Mixed Use Rezoning is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

### NAME

### STREET ADDRESS

1) Fort AP Hill <b>Mailing Address:</b> 13 AP Hill Drive, Fort AP Hill, VA 22427	_____ _____
2) Greenlawn Cemetery <b>Mailing Address:</b> _____	0 Lakewood Road, Bowling Green, VA 22427 _____
3) Greenlawn Cemetery & Chapel <b>Mailing Address:</b> _____	17623 Lakewood Road, Bowling Green, VA 22427 _____
4) Edward L Webb <b>Mailing Address:</b> PO Box 266, Bowling Green, VA 22427	0 Lakewood Road, Bowling Green, VA 22427 _____
5) Michael N & Carol H Manns <b>Mailing Address:</b> PO Box 117, Bowling Green, VA 22427	0 AP Hill Blvd, Bowling Green, VA 22427 _____
6) Trustees of Bowling Green Christian Fellowship <b>Mailing Address:</b> PO Box 1351, Bowling Green, VA 22427	17573 AP Hill Blvd, Bowling Green, VA 22427 _____
7) Town of Bowling Green <b>Mailing Address:</b> PO Box 468, Bowling Green, VA 22427	0 AP Hill Blvd, Bowling Green, VA 22427 _____
8) Capital Investment Ent LLC <b>Mailing Address:</b> 15692 Piedmond Place, Dale City, VA 22193	18131 AP Hill Blvd, Bowling Green, VA 22427 _____
9) MMJ Real Estate LLC <b>Mailing Address:</b> 305 Rose Glen Lane, Kennett Square, PA 19348	17600 AP Hill Blvd, Bowling Green, VA 22427 _____
10) Bhagat Moreshwarkumar M & Dipti M <b>Mailing Address:</b> 3002 Mall Court, Fredericksburg, VA 22401	18080 AP Hill Blvd, Bowling Green, VA 22427 _____
11) Bhagat Moreshwarkumar M & Dipti M <b>Mailing Address:</b> 3002 Mall Court, Fredericksburg, VA 22401	18138 AP Hill Blvd, Bowling Green, VA 22427 _____
12) Chase Street Hops LLC <b>Mailing Address:</b> PO Box 1395, Bowling Green, VA 22427	18167 AP Hill Blvd, Bowling Green, VA 22427 _____
13) Chase Street Hops LLC <b>Mailing Address:</b> PO Box 1395, Bowling Green, VA 22427	18164 AP Hill Blvd, Bowling Green, VA 22427 _____
14) Rappahannock Electric Cooperative <b>Mailing Address:</b> PO Box 7388, Fredericksburg, VA 23404	_____ _____
15) _____ <b>Mailing Address:</b> _____	_____ _____



## GENERALIZED DEVELOPMENT PLAN - NARRATIVE

Owner/Applicant: Northview Properties, LLC  
PO Box 117, Bowling Green, VA 22427

Project Name: "Northview"

Property: Caroline County Tax Parcels 43-A-43C, 43-22-1, 43-22-2, 43-22-3, 44-A-1A, 44-A-1B1, consisting of an approximate total of 42.18 acres, 36.03 acres of which are subject to this rezoning (collectively, the "Property").

Date: October 18, 2021

GDP: Generalized Development Plan, entitled "Northview", prepared by Sullivan, Donahoe & Ingalls, dated October 18, 2021.

Rezoning Request: From B-2 to R-3

Rezoning File No.:

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### **Project Overview**

The Property identified above consists of 42.18 acres of land which is currently zoned B-2. The Applicant proposes rezoning a 34.54-acre portion of the Property from the Business District ("B-2") to the Residential District ("R-3") with the remaining 1.49 acres to be provided in Right-of-Way dedication along the Lakewood Rode (Route 608) frontage. Division 7, Section 3-123 of the Town of Bowling Green ("Town") Zoning Ordinance states that the purpose of the R-3 district is "composed of certain moderate to medium concentrations of residential uses plus certain open areas where similar development appears likely to occur."

The objective of the proposed rezoning is to create a multi-use development consisting of seventy-two (72) single family detached dwelling units, thirty-five (35) townhouse units, and one (1) 6.15-acre commercial parcel (which will retain the existing B-2 zoning classification). The R-3 district includes single-family dwellings and townhouses as permitted uses. The GDP reflects approximately 9.98 acres of open space, which accounts for 27.7% of the residential portion of the Property. The open space will be used for natural areas, passive recreation, and stormwater management facilities.

The R-3 district requires a minimum lot size of 12,000 square feet for single family detached dwellings and 6,000 square feet for townhouses. This GDP combines smaller lot sizes with explicitly associated open space parcels to maintain the minimum lot sizes. The 72 single family detached dwelling lots total 16.52 acres and are explicitly associated with open space parcels that total 4.80 acres. This total area of 21.32 acres equals an average area of 12,900 square feet per lot, which is greater than the required minimum. The 35 townhouse lots total 2.18 acres and are

explicitly associated with open space parcels that total 2.92 acres. This total area of 5.10 acres equals an average area of 6,347 square feet per lot, which is more than the required minimum.

Existing water and sanitary sewer are available by connections through either direct connection or through existing easements to the southern and southeastern of the project. All water and sewer lines will be constructed to meet the standards of the Town of Bowling Green and will be maintained by the Town of Bowling Green.

### **Project Location**

The Project will be developed by combining six (6) parcels of land, totaling approximately 42.18 acres, 34.54 of which are subject to this rezoning (6.15 acres of the property will remain B-2). The Project is situated in the Bowling Green voting district. The Project is primarily located along A.P. Hill Blvd, with potential secondary connections being made to Lakewood Road. The existing adjacent property along the AP Hill Blvd frontage is an existing and operating gas station and is also zoned B-2. Two of the southern adjacent properties are zoned A-1; one is developed as a residential dwelling and the other is vacant. The remaining southern property is developed as a pump station and zoned B-2.

The Applicant's proposal is compatible with existing uses in the area, is a good transition between existing uses and will enhance the area's housing stock while maintaining the area's character. Additionally, the Applicant's proposal is in line with the R-3 district which is to provide low-medium density detached, single family dwelling units at a density of approximately 3 units per acre.

### **Transportation**

The proposed 107 houses will have direct access to A.P. Hill Blvd, a four-lane principal arterial road, and Lakewood Road, a local street. Access will be provided by three entrances: one on A.P. Hill Blvd, and two on Lakewood Road. The entrance at A.P. Hill Blvd will be located at an existing median crossing, which is depicted in its current location on the GDP. The proposed lots will generate 729 vehicle trips per day, including 65 during AM Peak Hour and 83 during PM Peak Hour. An estimated 479 vehicles per day will utilize Lakewood Road and an estimated 250 vehicles per day will utilize A.P. Hill Blvd. No additional turn lanes or tapers are warranted as part of this Project.

### **Project Environmental Items**

The Project's design will minimize the impact to the natural topography and mature vegetation located on the Property. No wetlands or RPA features are identified on the County GIS map or on the NWI website. The Applicant will perform all applicable studies for endangered species as is typically necessary for state and federal permitting for the project prior to final site plan approval. There will be a buffer maintained along the frontages along A.P. Hill Blvd and Lakewood Road to maintain the scenic beauty of the Town.



## **Cultural and Historic Resources**

The Property does not appear to have any cultural resources, including civil war era works or cemeteries. As the Property has been previously cleared and tilled over many years, no historic resources remain.

## **Planning and Zoning**

The Project Property is currently zoned Business District (B-2). The surrounding parcels are zoned B-2 and A-1. The Property currently has access to water and sewer.

## **Comprehensive Plan**

The Town's Comprehensive Plan's Future Land Use Map classifies the Property as part of the "Mixed Use" designation, which includes the R-3 and B-2 designations proposed on this land.

## **Fiscal Impacts**

### *Real Estate Taxes*

Once developed, this Project will generate additional real estate tax revenue.

- Real Estate Tax Rate for Town of Bowling Green: \$0.13/\$100
- Potential Single Family Home Price: \$375,000
- Potential Taxes from Single Family Homes:  $\$375,000 * (\$0.13/\$100) * 72 = \$35,100$
- Potential Townhouse Price: \$280,000
- Potential Taxes from Townhouses:  $\$280,000 * (\$0.13/\$100) * 35 = \$12,740$

**Total Annual Real Estate Taxes: \$47,840**

### *Water and Sewer Availability and Connection Fees*

- Water Availability Fee: \$6,000/lot
- Sewer Availability Fee: \$6,000/lot
- Water Connection Fee: \$750/lot
- Sewer Connection Fee: \$750/lot
- Total No. of Lots: 107

**Total Water and Sewer Availability and Connection Fees: \$1,444,500**



### *Minimum Annual Water and Sewer Usage Fees*

- Minimum Bi-Monthly Water Usage Fee: \$40.12/lot
- Minimum Bi-Monthly Sewer Usage Fee: \$86.53/lot
- Total No. of Lots: 107

**Total Minimum Annual Water and Sewer Usage Fees: \$81,309.30**

### **Construction**

Applicant anticipates close collaboration with the Town during the permitting process to identify and manage environmental conditions and design criteria specific to the Project. Through the permitting process, Applicant will implement all required mitigation measures and Best Management Practices (BMPs) as determined by the Town and regulatory agencies.

Construction is anticipated to begin in 2022 and we believe all lots will be constructed within 2 to 3 years of any rezoning approval, subject to market conditions. Phasing of the Project is not anticipated at this time.

### **Site Preparation**

The Property is currently undeveloped. Construction of the Project would begin with initial clearing and grading (if required). Access to the Project Site would be improved to appropriate construction standards. Road corridors would be surveyed, cleared, and graded to bring equipment, materials, and workers to the areas under construction. Buried electrical lines, and the locations of other facilities may be flagged and staked to guide construction activities. BMPs for stormwater and erosion control would be installed during the site preparation phase and prior to significant grading activities.

### **Housing**

The Project will enhance the Town's stock of new, single family detached dwelling units and townhouse units in this area of the Town. This will provide a new diversity of housing stock to the immediate area. Further, the projected value for units should enhance surrounding property values. We believe that all 107 lots will be developed within 2 to 3 years of any rezoning approval (subject to market conditions).

### **Public Facilities**

The proposed additional lot will have minimal impact on the Town's fire and rescue facilities. The Property is served by the Bowling Green Volunteer Fire Department and the Bowling Green Volunteer Rescue Squad, which are both located approximately 1.25 miles southwest of the Property.

The proposal will have minimal impact on the Police and Sheriff's Office. The Property is served by Bowling Green Police Department and the Caroline County Sheriff's Office, which are both located approximately 1.25 miles southwest of the Property.

Based on a facilities study conducted by Moseley/McClintock in 1999 on behalf of Caroline County, the school children generation factor is 0.492 students per dwelling unit. The Project's 107 dwelling units will generate a net of approximately fifty-three (53) school-age children.

**Northview Mixed-Use Development  
Voluntary Proffer Statement**

Applicant/Owner: Northview Properties, LLC  
PO Box 117  
Bowling Green, Virginia 22427

(Applicant & Owner are hereafter known collectively as the "Applicant")

Project Name: Northview Mixed-Use Development

Property: Tax Parcel 43-A-43C (Portion)  
Tax Parcel 43-22-1  
Tax Parcel 43-22-2  
Tax Parcel 43-22-3

(hereafter known collectively as the "Property")

Date: April 5, 2022

Rezoning Request: From B-2 to R-3

Rezoning File No.: RZS-2021-025 - Northview

The Applicant is seeking rezoning of the above referenced property, which is the subject of this rezoning application, containing approximately 34.54 acres (hereinafter the "Property"), from Business 2 ("C-2") to Residential 3 ("R-3"). The Property includes Tax Map Parcels 43-A-43C (Portion), Tax Parcel 43-22-1, Tax Parcel 43-22-2, and Tax Parcel 43-22-3. The Applicant, on behalf of itself and its successors and assigns, hereby voluntarily proffer the following in the event that the Property is rezoned by the Board of Supervisors of the Town of Bowling Green, Virginia, (hereinafter the "Town") to the R-3 District, then and in such event the development of the Property shall be in conformance with the following proffers, pursuant to Section 15.2-2303 and 15.2-2303.4, et al. of the Code of Virginia, (1950, as amended); and also pursuant to Section 3-175 of the Code of the Town of Bowling Green, Virginia (2010, as amended) (the "Ordinance"). These proffered conditions ("Proffers") are the only conditions offered on this rezoning, and any prior proffered conditions, whether of record or not, on the Property are hereby superseded by these proffers and any and all previous proffers on the Property are hereby void and of no further force and effect. The subject proffers shall become effective only upon the Town's full and final approval of the rezoning request submitted by the Applicant.

I. LAND USE

- A. The overall development of the Property will be limited to:
  - a. Not more than 40 Single Family Attached (Townhome) Dwellings
  - b. Not more than 75 Single Family Detached Dwellings
  - c. Not more than 108 Total Dwellings



- B. There shall be Townhomes generally oriented between the B-2 Commercial Zone (remaining from original property zoning) and the Single Family Detached Dwellings as notionally depicted on the Generalized Development Plan (GDP). The GDP may be revised based on the needs of individual homebuilders and conformance with the Town of Bowling Green Zoning Ordinance, but the internal roads shall be subject to VDOT Road Design Manual Appendix B(1) (SSAR) requirements, as well as other applicable regulations, to suit acceptance as a public street.
- C. The Units may be developed in four sections (with 20 to 30 Dwellings in each section) to suit market demand.
- D. All area lighting shall utilize full cutoff style fixtures, as classified by the Illuminating Engineering Society of North America, in order to be "dark sky" compliant.

## II. TRANSPORTATION

- A. The Property shall have one full-access traffic entrance from US 301 (A.P. Hill Blvd) which corresponds with an existing median break along the project frontage, and one full-access traffic entrance from SR 608 (Lakewood Rd). Primary travel lanes within the proposed development shall be public. Driveways (if serving one or two properties) and Alleys (if serving more than two properties) within the development shall be private.
  - a. If serving one property, Driveways shall be maintained by the property owner.
  - b. If serving two properties, Driveways shall be maintained equally by the two property owners being served.
  - c. If serving more than two properties, Alleys shall be maintained by the Homeowners Association to be created.
- B. Should the property have additional access from US 301 (A.P. Hill Blvd), such access shall be limited to right-in/right-out access and subject to VDOT approval.
- C. The public roads within the development shall utilize curb and gutter throughout with concrete sidewalks within the public right-of-way as generally shown on the Generalized Development Plan.
- D. The driveways within the development shall utilize concrete driveway aprons within the public right-of-way. The driveways within the development beyond the public right-of-way shall be either concrete or asphalt.
- E. Should the property have additional access from SR 608 (Lakewood Rd), such access shall be gated to preclude use other than by emergency service providers.
- F. The Applicant shall, as part of the first subdivision plat for the Property, dedicate to the Town of Bowling Green for public road purposes, the area identified on the Generalized Development Plan (GDP) as "30' Right-of-Way Dedication" along SR 608 (Lakewood Rd).
- G. No lot shall have direct access to US 301 (A.P. Hill Blvd) or SR 608 (Lakewood Rd).

### III. ARCHITECTURAL MATERIALS

- A. The exposed portions of the exterior wall surfaces (front, rear, sides) of any units constructed within the Property shall be similar and a high quality of construction. Architectural styles shall provide for a variety of architectural features, building types, textures, design elements, and colors with a commonality of quality materials, finishes and styles.
- B. Single Family Attached (SFA) Dwellings:
- a. The building materials for only the SFA units will include one or more of the following: vinyl siding (straight edge traditional or Dutch lap in main areas; board and batten or shingles in accent areas)
  - b. Front elevations may include cultured stone or brick veneer accents
  - c. A minimum of 50% of the units shall have covered front entryways
  - d. A minimum of 25% of the units front elevations shall incorporate a roof feature which could include gable ends and/or dormers
  - e. There shall be building offsets in the building plane of front elevations
  - f. The dwellings shall utilize 30-year architectural shingles, 4" aluminum gutters, and paneled garage doors;
  - g. Notwithstanding the foregoing, in the event any of these materials are discontinued or no longer available, then the Applicant will utilize substantially similar materials, subject to the approval of the Planning Director of the Town of Bowling Green.
- C. Single Family Detached (SFD) Dwellings:
- a. The building materials for only the SFD units will include one or more of the following: vinyl siding (straight edge traditional or Dutch lap in main areas; board and batten or shingles in accent areas)
  - b. front elevations may include cultured stone or brick veneer accents and/or covered front entryways
  - c. a roof feature shall be incorporated into the front elevation (gable ends and/or dormers)
  - d. front elevations shall incorporate an offset in the building plane
  - e. The dwellings shall utilize 30-year architectural shingles, 4" aluminum gutters, and paneled garage doors

- f. Notwithstanding the foregoing, in the event any of these materials are discontinued or no longer available, then the Applicant will utilize substantially similar materials, subject to the approval of the Planning Director of the Town of Bowling Green.

#### IV. AMENITIES

- A. The development shall provide and include one (1) Pickleball Court and one (1) Dog Park.
- B. The development shall provide an easement along US 301 (A.P. Hill Blvd) right-of-way, located specifically along the US 301 (A.P. Hill Blvd) south of the project entrance, sufficient to accommodate a future 10' wide trail, with a temporary easement sufficient to accommodate the necessary grading.

#### V. CASH PROFFERS

- A. The Applicant will provide a cash proffer to mitigate impacts of the Project to the Town of Bowling Green water distribution system. The proffer will be paid on a per Dwelling basis of \$550 to a total cash proffer amount of \$50,000. Should fewer than 91 Dwellings be constructed on the Property, the remaining balance to \$50,000 shall be paid by the final Dwelling. Should greater than 91 units be constructed, no further proffer above \$50,000 will be paid. The cash proffer will be paid prior to the Certificate of Occupancy (temporary or final) being approved for each Dwelling.

#### VI. REQUIRED NOTICE

- A. In each contract for the sale of a residential housing unit within the Property, there shall be included in said contract for sale, a disclosure concerning the location of Fort A.P. Hill, its proximity to the Property, and the potential impacts (including traffic, vibration and sound) upon said residential housing unit from the activities and operations conducted at or upon Fort A.P. Hill, by the U.S. Army, and/or by any other military service branches.

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The Applicant makes these Proffers voluntarily, in support of their rezoning application and by our signature deem them reasonable and appropriate as set out in Virginia Code Section 15.2-2303.4.D.1.

Applicant/Owner:

Northview Properties, LLC

By: Michael A. Munn

Title: Member

Commonwealth of Virginia

County of \_\_\_\_\_, to-wit:

The foregoing instrument was sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by \_\_\_\_\_ (name), the \_\_\_\_\_ (title) of Northview Properties, a Virginia Limited Liability Company.

My commission expires:\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

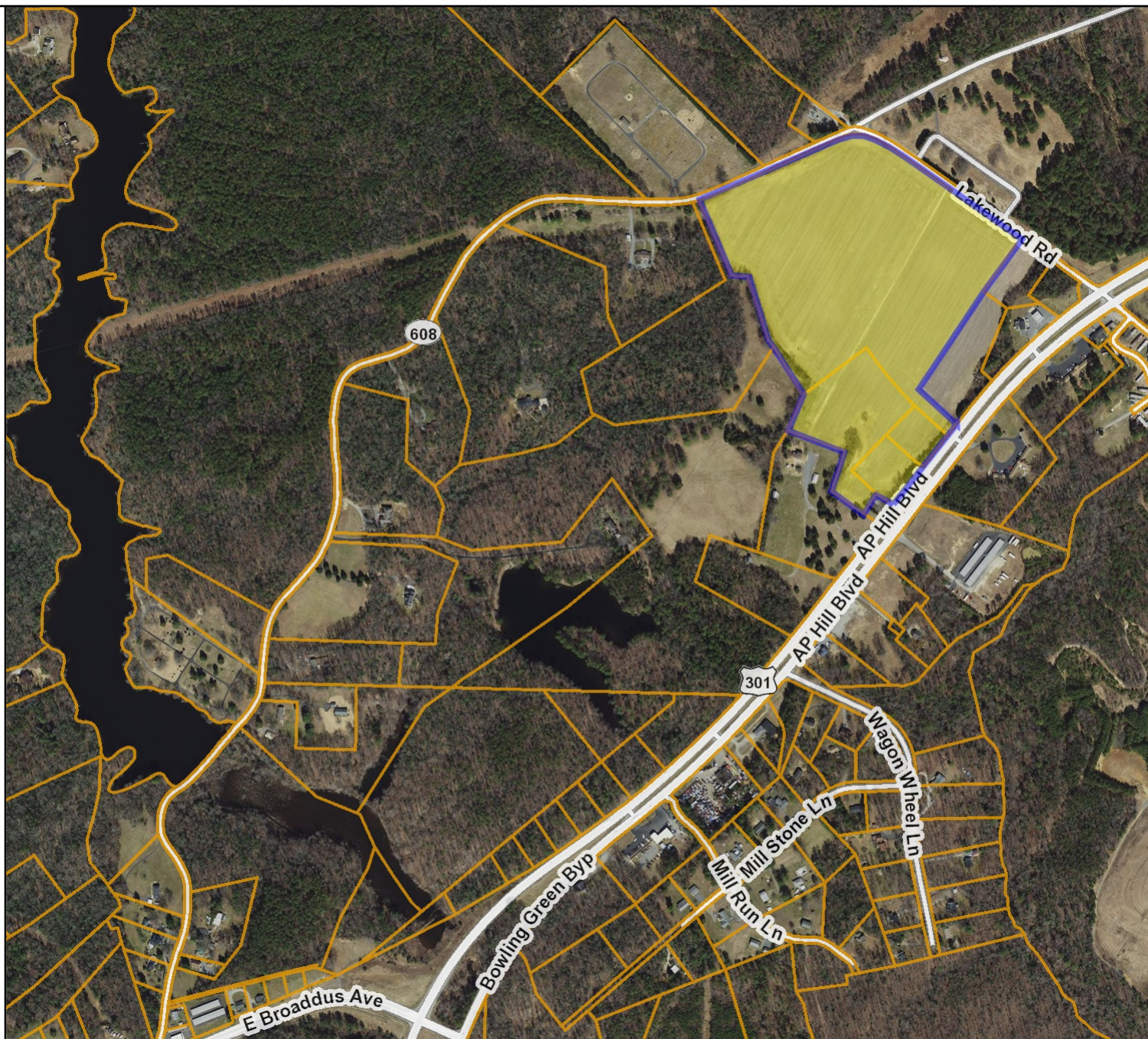
Registration #\_\_\_\_\_.



# Caroline County, Virginia

## Legend

- County Boundary
- Parcels
- Roads (12,000)
  - Interstate
  - US Highway Primary
  - State Highway Primary
  - Secondary
  - Secondary - 0
  - Null
- Roads - Back (12,000)
  - Interstate
  - US Highway Primary
  - State Highway Primary
  - Secondary
  - Secondary - 0
  - Null
- Road Labels



Map printed from Caroline  
<https://parcelviewer.geodecisions.com/Caroline/>

Feet  
0 200 400 600 800  
1:9,028 / 1"=752 Feet

**Title: Northview 43-A-42C(portion), 43-22-1,2,&3**

**Date: 12/9/2021**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Caroline County is not responsible for its accuracy or how current it may be.*



## Division 7 Residential District R-3

### Section 3-123. Intent.

The R-3 District is composed of certain moderate to medium concentrations of residential uses plus certain open areas where similar development appears likely to occur. The standards for this district are designed to stabilize and protect the essential character of the area so designed and to promote and encourage, insofar as is compatible with the intensity of land use, a suitable environment for family life. Development is, therefore, limited to single and multifamily dwellings for both permanent and transient occupancy plus selected additional uses, such as schools, parks, churches and certain public facilities that serve the residents of the district. In the development and designation of a primarily multifamily district, it is intended that such be accomplished in consonance with the principles of open area planning, as specified hereinafter. Home occupations, as defined, are permitted. Manufactured homes as residences are prohibited.

### Section 3-124. Permitted uses.

(a) In Residential District R-3, any building to be erected or land to be used shall be for one or more of the following uses:

- (1) Single-family dwellings.
- (2) Two-family dwellings (duplexes).
- (3) Townhouses or Townhouse complexes.
- (4) Apartment buildings or apartment complexes.
- (5) Public and semipublic uses such as schools, churches, playgrounds, parks or hospitals.
- (6) Public utilities: poles, lines, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewage facilities.
- (7) Off-street parking as required by Section 3-180 of this article.
- (8) Guest rooms.
- (9) Accessory buildings, as defined; however, garages or other accessory buildings, such as carports, porches and stoops attached to the main building shall be considered part of the main building. No portion of any accessory building, including roof, may be closer than three feet to any side or rear property line except that no portion of any swimming pool other than the apron shall be located closer than 10 feet to any side or rear property line. No accessory building shall be located in a front yard.
- (10) Parking of one commercial vehicle per dwelling unit subject to the following limitations:
  - [a] No garbage, truck, tractor and/or trailer of a tractor-trailer truck, dump truck with a gross weight of 12,000 pounds or more, cement-mixer truck, wrecker with a net weight of 12,000 pounds or more or similar such vehicles or equipment shall be parked on any public street in any residential district.
  - [b] Any commercial vehicle parked in any residential district shall be owned and/or operated only by the occupant of the dwelling unit at which it is parked.

### Section 3-125. Permitted accessory uses.

(a) Uses which are customarily accessory and clearly incidental and subordinate to permitted principal uses, including:



- (1) Home occupations.

Section 3-126. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Swimming pools, private club, corporate or public.
- (2) Family care homes, foster homes or group homes.
- (3) Day-care center.
- (4) Bed and Breakfast Establishment.

Section 3-127. Specifications and Requirements.

(a) Area.

- (1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.
- (2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The administrator may require a greater area if considered necessary by the Health Officer.
- (3) For residential lots containing or intended to contain only a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.
- (4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 19,000 square feet or more if considered necessary by the Health Officer.
- (5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be 18,000 square feet.
- (6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.
- (7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.
- (8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.
- (9) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.

(b) Setback.

- (1) Buildings shall be located 30 feet or more from any street right-of-way which is 50 feet or greater in width or 55 feet or more from the center line of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."

(2) Permitted exceptions to Front Yard Requirements. When a residential structure is nonconforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:

- [a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and
- [b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.

(c) Frontage.

- (1) For single-family dwellings, the minimum lot width at the setback line shall be 70 feet or more.
- (2) For two-family dwellings, the minimum lot width at the setback line shall be 80 feet or more.

(d) Yards.

- (1) Side. The minimum side yard shall be 10 feet or more, and the total width of the two required side yards shall be 20 feet or more.
- (2) Rear. Each main building shall have a rear yard of 25 feet or more.

(e) Height. Buildings may be erected up to 35 feet in height except that:

- (1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that there are two side yards, each of which is 10 feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet.
- (2) A public or semipublic building, such as a school, church, library or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
- (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which walls rest.
- (4) No accessory building which is within 10 feet of any part lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.

(f) Corner lots.

- (1) Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.
- (2) The side yard on the side facing the side street shall be 20 feet or more for both the main and accessory building.
- (3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 100 feet or more.
- (4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three feet in height within the space between the setback line and the property line on the street corner side of the lot.

(g) Townhouses and apartment buildings.

- (1) The minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open

area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such usable open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.

(2) Any freestanding, continuously walled or continuously roofed structure shall contain not more than six Townhouses or six apartments.

(3) Freestanding structures shall not be closer than 30 feet to each other or 15 feet to any property line.

(4) Front and rear yard requirements shall conform to those of the R-3 District.

(5) The developer shall provide fencing and landscaping of a permanent nature which will adequately screen any Townhouse or apartment development from abutting R-1 and R-2 District properties. The Town Planning Commission shall ensure that this provision is effectively met before the Zoning Administrator shall issue a certificate of zoning compliance.

(6) Off-street parking shall be provided by the developer in the amount of two parking spaces per dwelling unit.

(7) Townhouse and apartment developments shall be served by public water and sewage disposal systems.



## **Excerpts from the 2021 Bowling Green Comprehensive Plan**

(Various sections of the Comprehensive Plan are attached to assist review of residential development in the area. The Comprehensive Plan, in its entirety, should be used to evaluate the project.)

### **CHAPTER 1**

The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.

#### ***Benefits of the Comprehensive Plan***

The Comprehensive Plan is the Town's most important document to consult when making land use decisions. It is also used in the development of future resources for the Town.

The Comprehensive Plan is used to guide the Town staff, the Planning Commission, and the Town Council in the review of land use applications. The plan provides the Town with the most defensible basis for its decisions. By consistently following the recommendations of the Comprehensive Plan, the Town can assure that its land use decisions are consistent and not arbitrary.

#### ***A Vision for the Town of Bowling Green***

##### ***The Vision:***

Sustainable and Proper Growth.

- a. The right growth, in the right amount, at the right time.
- b. Address needs before they become requirements.
- c. Be proactive, not reactive.
- d. Keep the correct mix of development.
- e. Sensitivity to our Military Partners and Neighbors.
- f. Environmentally responsible.
- g. Sustainable growth rate.
- h. Continually adjust the plan to remain proactive.
- i. Synchronized with Caroline County.

### **CHAPTER 3 - ENVIRONMENT**

One purpose of the inventory is to identify physical conditions that limit or prevent development. These physical constraints include flood-prone areas, steep slopes, poor soils, wetlands, and other environmentally sensitive features. The existence of these features shall be considered in the determination of site suitability or unsuitability for development. The location of development shall occur only on sites that are suitable for development.

#### ***Stream Bank Erosion***

There are three areas of the Town of Bowling Green that have been identified as areas of potential stream bank erosion (**See Map Annex, Topography**). They are, generally, an area to the North of West Broadus Avenue behind the Town's Sewage Treatment Plant which acts as the receiving stream for effluent from the plant and is an unnamed tributary of the Mattaponi River, an area on

both sides of Lakewood Road extending from Lakewood Road to Route 301 which is associated with the Maracossic Creek system, and an area near the Southeast corner of Bowling Green on the Bowling Green Farm property.

### ***Future Water Demand***

The population of the Town of Bowling Green has been projected to increase by just over three hundred (300) people in the next twenty-five years. This would bring the Town's population to 1315 by the year 2030. Estimated total current water usage is approximately 150,000 gallons per day. This figure includes areas both inside the Town boundary and areas in adjacent Caroline County. Based on the output of the Town's newest well, the capacity of the system is estimated to be at 216,800 gallons per day. Although this output is felt to be an adequate capacity to meet the anticipated demand, the Town is currently in discussions with a developer concerning the development of another well that will be added to the Town's water system.

### ***Chesapeake Bay Preservation Area Designation***

The following section includes the designation of Chesapeake Bay Preservation Areas for Comprehensive Plan and Ordinance implementation and Chesapeake Bay Preservation Act enforcement purposes. Portions of the environmentally sensitive areas described above qualify for designation as a Chesapeake Bay Preservation Area. There are two levels of CBPAs: Resource Protection Areas (RPA) and Resource Management Areas (RMA). Resource Protection Areas are prevented from being developed except for water dependent uses, with some exceptions, as outlined in the Bowling Green Chesapeake Bay Preservation Ordinance. Resource Management Areas include land types that if not properly used or developed, have a potential to cause significant water quality degradation or diminish the functional value of the Resource Protection Areas.

In order to help protect the water quality of the Chesapeake Bay's tributaries, higher performance standards for land use in the Town's Chesapeake Bay Preservation Areas should be met. The performance standards include the implementation of erosion and sediment control, storm water management, minimizing impervious surfaces, preserving natural vegetation, periodic septic tank pump out, and other standards that are outlined in the Chesapeake Bay Preservation Ordinance of the Town.

### ***Resource Protection Areas***

RPAs include a 100-foot vegetated buffer area located adjacent to and landward along both sides of a perennial stream. These areas have intrinsic water quality value due to the ecological and biological processes they perform and are sensitive to impacts which may result in significant degradation of the water quality of State waters. In their natural condition, these lands provide for the removal, reduction, or assimilation of sediments, nutrients, and potentially harmful or toxic substances in runoff. Land development, except for water-dependent uses, redevelopment, public roads, utilities, and uses for which rights have been grandfathered, is prohibited in RPAs. In the case of water-dependent facilities, all non-water-dependent components of the project must be located in the RMA.

### ***Suitability for Development***

Wetlands, flood-prone areas, steep slopes, and poor soils are land characteristics that determine whether land is suitable or unsuitable for development. The wetland areas have been identified in the Town and are discussed above. The wetlands have been included in the CBPAs of the Town.

There are numerous legal constraints to development of wetlands. Pertinent laws are taken into consideration when developing an area with wetlands.

Very localized areas of steep slopes do exist within the Town. Most of the slopes of 15% or greater are designated as CBPAs. Steep slopes outside of the CBPAs have also been mapped. Slopes of 15 to 25 percent, while developable, should only be done so with proper erosion and sediment controls because of the rapid to very rapid runoff associated with these slopes. Slopes of 25% or greater should be kept under permanent vegetative cover. Those steep slopes associated with waterways have been included in the CBPAs of the Town.

Certain soil characteristics affect the suitability of land for septic drain field use. These include slope, susceptibility to severe wetness, flooding potential, permeability, percolation, and filtering characteristics. Sewage may not be sufficiently treated if these characteristics are present on the site which can result in degradation of water quality. Areas of the Town which are unsuitable for septic systems should be designated as unsuitable for development until public sewer lines are installed.

### ***Chesapeake Bay Preservation Areas and Areas Unsuitable for Development***

The following discussion provides information about current and future land use and physical characteristics in areas of Town that contain sensitive natural features. There are several areas which deserve consideration for protection under the Chesapeake Bay Preservation Act with a designation of Chesapeake Bay Preservation Area (CBPA) (**See Map Annex, Chesapeake Bay Preservation Areas**).

1. An area is located in the northern corner of Town between Routes 2 and 301. It is characterized by hardwood forest and rolling topography with flat ridges and steep slopes. The bottoms display non-tidal wetland areas possibly fed by groundwater and intermittent streams. However, neither intermittent streams nor wetlands appear in this area on the most recent U.S.G.S., 7.5' Topographic Map or the National Wetlands Inventory Maps. In an open area on Route 2 near the intersection of Routes 2 and 301, there is a private community recreation facility with a community building, swimming pool and tennis courts. This entire area is vegetated. Current zoning in the area is residential, with a small amount of commercial. As identified in the Comprehensive Plan, future land use for this area is designated as conservation areas, low density residential, and a small amount of commercial. This area is not considered to require designation as a Chesapeake Bay Preservation Area.
2. An area further out from the intersection of Routes 2 and 301 within the same section of Town, sensitive environmental areas have been identified and characterized by a pond, wetlands and a creek. These areas are associated with Maracossic Creek. Broadus Pond extends from the Town boundary to Lakewood Road. Maracossic Creek and wetlands extend from the east side of Lakewood Road to the Town boundary on the southeast side of Route 301. This aquatic system drains to the Mattaponi, a tributary of the York River. The waters described above with an adjacent 100 foot buffer measured from mean high water are designated as RPA or a Resource Protection Area of the Chesapeake Bay. The

Resource Management Area (RMA) includes a buffer adjacent to the RPA of 100 feet. Land use designations include conservation areas and residential uses along Lakewood Road. Business development exists along the Route 301 corridor. Business and residential land uses are consistent with future land use plans for the area. The RPA cannot be developed because of creeks, ponds, wetlands and steep slopes in some areas. Any development planned for the RMA



must abide by the Town's Chesapeake Bay Preservation Ordinance.

### ***Long-Range Planning for Environmental Protection***

Land use planning in Bowling Green will help protect its water quality and natural features and provide for appropriate land use in the Town. In considering future development, the Town must consider protecting vital resources such as a clean water supply for the Town's current and future residents. Land use planning must consider the Town's connection to other areas through its waterways and the importance of those waterways to residents, wildlife, and vegetation in other localities.

Establishing Chesapeake Bay Preservation Areas (CBPAs) in the Town is important to protect the Chesapeake Bay system for the Commonwealth of Virginia and the transient wildlife that depend on those waters. The Town is located in the Chesapeake Bay Drainage Area and its streams and water system drain into the Mattaponi River which flows into the York River, a major tributary of the Chesapeake Bay. The Town's Chesapeake Bay Preservation Ordinance includes Town-wide measures to ensure water quality protection.

This chapter contains valuable information about the current condition of the Town's natural environment. It also outlined factors that may have a negative impact on the environment. The Town has a number of resources available to address environmental concerns. The Town's Comprehensive Plan and the Zoning and Subdivision Ordinances provide the Town staff with powerful tools to manage the way developments are proposed and constructed. Chapter 9 of the Comprehensive Plan which deals with land use should be used in conjunction with this chapter on the environment when planning for and reviewing development proposals. The land use chapter contains a map which outlines where certain types of development should be placed, along with Development Standards and Design Features that outline how developments should be built into the landscape.

## **CHAPTER 8 - HISTORIC RESOURCES, TOURISM, AND ECONOMIC DEVELOPMENT**

### ***Economic Development***

- A. Preserve the charm and rural character of Bowling Green by encouraging responsible residential development through wise land use, appropriate scale and density, and sensitivity to the environment, topography, and wetlands making the Town attractive to the type of business compatible with a small town.

## **CHAPTER 9 - LAND USE**

### ***Introduction***

Land use is one of the most complex issues in planning. All sections of the Comprehensive Plan must be considered together as they work together to provide the complete vision. A good future land use plan is critical to the economic vitality and quality of life of the community. This chapter will examine the existing land use and the Town's goals for future land use along with outlining Development Standards and Design Features that shall be used by the community and developers when proposing new land uses and development.

**Table 9-1: Land Use – Existing and Future**

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Existing Land Use	Households	Percent	Acres	Percent	Future Land Use	Acres	Percent
Residential (R1)	343	80.1%	200.3	19.7%	Low Density Residential	523.4	51.5%
Residential (R2 & R3)	78	18.2%	13.3	1.3%	Moderate Density Residential	13.3	1.3%
Planned Unit Development	0	0%	0.0	0.0%	High Density/Mixed Use	0.0	0.0%
Commercial (B1 & B2)	2	.5%	60.4	5.7%	Commercial	165.3	16.1%
Industrial (M1)	0		0.0	0.0%	Limited (Light) Industry	6.6	0.6%
Agricultural (A1)	4	1.0%	190.9	18.8%	Agricultural	0.0	0.0%
Conservation/Historic (A-1)	1	.2%	126.8	12.5%	Conservation/Historic (A-1)	126.8	12.5%
Right of Way			155.7	15.4%	Right-of-Way	155.7	15.4%
Institutional/Public Lands			26.2	2.6%	Institutional/Public Lands	26.2	2.6%
Encroachment Potential Areas			0.0	0.0%	Encroachment Potential Areas	0.0	0.0%
Vacant/Undeveloped			243.7	24.0%	Not Applicable	-	-
<b>Total</b>	<b>428</b>	<b>100.0%</b>	<b>1017.3</b>	<b>100.0%</b>	<b>Total</b>	<b>1017.3</b>	<b>100.0%</b>

## ***Future Vision***

Growth will come to Bowling Green and it is important that the Future Land Use Plan provide the right balance of residential, commercial and industrial land use to meet the demands for growth without sacrificing Bowling Green's small town charm and quality of life. The Future Land Use map indicates what types of development are appropriate for a particular area. It should be noted that the Comprehensive Plan is not an ordinance. It is a plan to help guide Town officials in making land use decisions. Table 9-1 shows the amount and percentage of land which is proposed for various types of land use.

## ***Area Plan***

There are three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability. These areas are the Broadus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green. Residential areas are located on the North and South ends of Main Street, including side streets, Bowling Green Meadows and Caroline Manor Apartments. Detailed plans should be established and reviewed on a regular basis to ensure that all activity is supportive of the established goals and objectives for each area. Although individual area plans are relevant for establishing goals and tracking progress toward those goals to achieve a desired result, the size of Bowling Green in both population and land area dictates the need for an overarching plan to unify the town across all development areas. This plan requires the input from residents, business owners, land owners, developers, builders, VDOT, Fort A.P Hill, and Caroline County in concert with the Planning Commission and Town Council to document a unified position on land use and development.

## ***Future Land Use Descriptions:***

These descriptions are to be used in conjunction with the Future Land Use Map of the Comprehensive Plan when evaluating development proposals. The Future Land Use Map and Comprehensive Plan are intended to be used as guidelines for development over the next five to ten years.

## ***Low Density Residential***

Low Density Residential areas are residential developments or land suitable for such development with overall densities of no more than 3 to 4 dwelling units per acre dependent upon the character of the surrounding area, physical attributes of the property, and consistency with the Comprehensive Plan. Low Density Residential areas are located where natural characteristics such as terrain and soils are suitable for residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designation R-1.

### ***Moderate Density Residential***

Moderate Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 4 to 8 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. Moderate Density Residential areas are located where natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for

Zoning Designations R-2.

### ***High Density Residential***

High Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 5 to 10 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. High Density Residential areas are located where natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-3 and PUD.

### ***Commercial***

General business activities having a moderate impact on nearby developments are designated Commercial. Location criteria for commercial uses require access to arterial roads, preferably at intersections with collector and arterial roads; moderate to large sized sites; public water and sewer; suitable environmental features such as soils and topography; and adequate buffering by physical features or adjacent uses to protect nearby residential development. This land use is consistent with the Town Code requirements for Zoning Designation B-1 and B-2.

### ***Agricultural/Conservation/Historic Areas***

Agricultural, Conservation, and Historic Areas are lands that are intended to be preserved. Wetlands, steep slopes, wildlife habitats, and streams banks are types of areas that meet the criteria under the Chesapeake Bay Protection Act as environmentally sensitive and require conservation. Historically significant sites and properties are important and should be preserved. Examples of preferred land use in these three areas include agriculture, horticulture, parks, wildlife habitats, open space, historic preservation, renovation back to original use, adaptive reuse, or any use that maintains the integrity of the site or property. Agricultural land use is consistent with the Town Code requirements for Zoning Designation A-1.

### ***Development Standards:***

Development standards are intended to provide a guide for accommodating land uses in a manner harmonious with the environment. If any standard listed in the Comprehensive Plan conflicts with existing ordinances, the Town Code is the final authority.



## ***General Land Use Standards***

Permit new development where the impact of such development can be adequately addressed. Particular attention shall be given to impacts such as density, intensity, building height and scale, land uses, smoke, noise, dust, odor, vibration, light, traffic, and encroachment.

Permit new development or redevelopment only when required public services, utilities, and facilities or upgraded public services, utilities, and facilities can be provided.

Preserve the natural and wooded character of the Town. Particular attention shall be given to locating structures and uses outside of sensitive areas; maintaining existing topography, vegetation and trees to the maximum extent possible, especially along roads and between uses; encouraging enhanced landscaping of the developments located in open fields; locate new roads and minimize access points, such as driveways, in accordance with VDOT requirements; and utilize lighting where necessary to enhance safety.

Protect land designated as conservation areas by encouraging conservation easements.

Protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

Minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.

Encourage a transition to underground utilities for existing above ground utilities when major improvements are planned or when major work on collocated utilities supports the transition from above ground to underground.

## ***Residential Land Use Standards***

Ensure that overall housing densities are compatible with the capacity of public services, facilities, and utilities available or planned; and character of development in the surrounding area. Ensure that residential developments provide usable open space and protect the Town's natural wooded character.

Preserve sensitive areas as open space, retain trees and vegetation, and design residential developments to preserve the character of the Town's natural setting in support of a pleasant living environment.

Design with the best and most beneficial use of topography and other physical features in mind.

Encourage builders and developers to design diversity and character into their development to avoid excessive repetitiveness in larger developments.

Prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible. Locate residential development along internal roads within the development improve traffic flow and enhance safety.

### ***Aesthetics and Design:***

The Town's appearance and design are important as a quality of life issue for its residents and as an economic development tool. The following are design features and resources that should be used to propose and develop land uses.

### ***Aesthetics:***

#### ***Entrance Corridors***

These corridors are important for historical, aesthetic, and practical reasons. Entrance corridors serve to visually mark the boundary of the municipality, establish the first impression of the Town for visitors, and generally, show the Town's commitment to its appearance and attractiveness. There are five major entrance corridors in the Town: Route 301 at Fort A.P. Hill, Route 2 starting at Paige Road, Route 207 adjacent to the Bowling Green Shopping Center, Route 301/Route 207/Route 2 at the outer bypass interchange, and Route 301 bypass at the eastern entrance to the Town. Design features such as signs, appropriate placement of parking areas near the corridors, and landscaping should be encouraged.

### ***External Factors Affecting Development:***

#### ***Encroachment on Military Installations***

Bowling Green must be constantly aware of its proximity to Fort A.P. Hill especially in its North Route 301 area where future development is highly possible. Encroachment can be prevented by working closely with Department of Defense officials at Fort A. P. Hill.

## **Chapter 10 – Goals and Implementation Plans**

The goals below are organized into general areas of consideration. The category is followed by a primary goal, supported by multiple implementation directives with explanation.

### **Environment:**

#### Goal

Achieve a pattern of land use that balances water quality and environmental protection with social and economic needs.

#### Implementation

Focus growth in areas most suitable for development to protect environmentally sensitive areas:

1. Determine soil suitability by referencing County information before development plan reviews. Do not allow development where soil conditions do not support the proposed plans.
2. Limit development in areas of the Chesapeake Bay Preservation Act with slopes of 15% or greater.

Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing and defined growth areas.

1. Adhere to the Comprehensive Plan when reviewing potential development plans, recommending projects that follow those guidelines as a rule.
2. Encourage infill growth in the downtown area and commercial district to reduce the

- need of expansion into undeveloped areas.
- 3. Prioritize shared access, parking, and pedestrian walkway improvements to achieve a well-designed and concentrated commercial downtown area. Continue this method as growth occurs in the secondary commercial areas.
- 4. Review Subdivision and Zoning Ordinances every two years, as a minimum, to ensure alignment between environmental and development goals. This may involve updates to those ordinances, to the Comprehensive Plan, or both as needs change.

Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply

- 1. Support and maintain communication with the Public Works Director. Encourage consistent reporting to be made aware of issues as early as possible to address them.
- 2. Ensure that the job description of the Public Works Director is updated according to the needs of the town.
- 3. Prevent increases in storm water runoff by maintaining Best Management Practices (BMP) at runoff sites, including vegetative buffers and the maintenance thereof.

Enlist County, Regional or State Assistance where needed to ensure water quality protection.

- 1. Maintain a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act Program and to address any erosion problems.
- 2. Encourage the use of shared or regional retention basins for existing and future development.
- 3. Enlist State and County assistance as needed in order to identify possible sources of point and non-point pollution in the town such as illegal landfills, underground storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges
- 4. Educate the Town citizenry on ways to conserve water and to minimize impacts on water quality.

Protect the natural wooded character of the town.

- 1. When reviewing site plans, ensure that trees are retained to the highest extent possible.
- 2. will attempt to provide funding for trees to be planted on Town properties and in selected areas throughout Town.

## **Housing**

### Goal

Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

### Implementation

Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.

- 1. Review the Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities.
- 2. Review the Zoning and Subdivision Ordinances and Comprehensive Plan to ensure they allow densities that maximize the use of land for new housing while protecting the environment and surrounding character.
- 3. Encourage the rehabilitation of existing substandard housing. Coordinate with Caroline County to ensure the Building Code allows for rehabilitation at a reasonable cost.



4. Review the Zoning and Subdivision Ordinances to ensure they require adequate buffers between residential, commercial and industrial uses to protect development from encroachment.

## **Transportation**

### Goal

Provide for the safe, efficient and economical movement of people and goods.

### Implementation

1. Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.
2. Prioritize road transportation improvement projects and pursue funding through multiple avenues
3. Private land developers will be required to provide adequate transportation improvements necessary to serve their developments. They must minimize the impact of development on the roadway network by limiting access points, providing joint entrances, and interconnecting adjoining developments.
4. Ensure regional and local transportation networks complement each other by cooperating collaborating with the County and VDOT on applicable projects.
1. Ensure that the transportation network is designed to be compatible with the environment.
2. Review the environmental impact of all proposed road projects to ensure that they meet the goals of the Comprehensive Plan.
3. Improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-a-Highway programs, and corporate sponsored projects.
4. Promote the use and development of sidewalks throughout Town.
5. Review the Town's sidewalk system annually and make recommendations for improvement of the system.
6. Provide funding for new sidewalks if possible using Town funds or request funds from Caroline County and VDOT for new sidewalks. In addition the Town Manager will search for grant opportunities.

## **5. Community Facilities and Services**

### Goal

Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.

### Implementation

1. Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.
2. Ensure that resources are available to meet the needs of the community.
3. Develop a plan that reviews Town, County, and State facilities and services so that the town does not duplicate items that are already being provided.
4. Review existing facilities regularly to assess their conditions and need of upkeep or renovation to extend their life.
5. Pursue grant funding for public facilities and services when available to ease the economic burden of the Town.

## **Land Use**

### Goal

Provide a balanced pattern of land use that promotes harmony among existing development, future development, and the natural environment while meeting the Town's future growth needs.

### Implementation

1. Ensure that land exists for the controlled growth of residential, commercial, industrial, and institutional uses. Review land use annually and recommend updates if land for a particular use becomes limited.
2. Ensure that land uses are compatible with their surroundings.
3. Encourage the compatibility of land uses between the Town's Comprehensive Plan and Caroline County's Comprehensive Plan. When reviewing the Town's Plan seek ways to consolidate resources and support the needs of both jurisdictions.
4. Review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.
5. Promote infilling of downtown commercial district whenever possible. Limit intensive commercial development of vacant land outside of the 301 Growth District.
6. Require development proposals to include analysis assessments regarding traffic impact, environmental impact, and other considerations such as noise, odor, smoke, light, building height and scale. Private developers will be required to provide funds to address impact in and adjacent to development.
7. Maintain the character of the town by easing land use transition. Adequate buffers will be required for new development adjacent to existing residential areas when such new development represents a change in land use. These buffers will differ based on the intensity of the change.
8. Review the Zoning and Subdivision Ordinances to ensure adequate setbacks, buffers, and restrictions exist between development areas in the Residential Character Preservation Plan in the Comprehensive Plan.
9. Ensure that vices to promote those land uses are consistent with the Town's ability to provide.
10. Conduct an annual review of the [CIP] to ensure funds are provided to support the future land use plans and infrastructure needs of new developments.
11. Review all development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.
12. Define and implement a process to seek private investment and/or State or Federal grants that will provide funds to support facilities and future land uses.

## **Utility Resource Management Plan**

### **Goal -**

To responsibly and efficiently provide a means to oversee incoming growth of the Town of Bowling Green. To establish a method of control over the Town's resource usage and establish a method of phasing in scaled development to address potential resource capacity concerns.

### **Implementation:**

Staff maintains an accurate and accessible current projection of public utility capacity and usage. A corresponding engineering study to verify capacity should also be enacted.

This report will establish a baseline usage of current public utility from which to generate the following Plans. The report should also include an estimated impact of expected by-right usage awaiting connection but not yet online.

The Planning Commission shall give a recommendation and Council approve an appropriate threshold

limiting large development upon reaching a defined percentage of utility capacity. This is beyond the scope of the existing DEQ limit and is intended as a hard stop against large scale projects that would over-encumber the Town's ability to provide service to its existing residents.

The Planning Commission shall give a recommendation and Council approve a defined projection of land use to direct growth while approaching this limit. This should establish a policy of prioritizing specific land uses incrementally so that uses grow together rather than a single large development absorbing all remaining supply. These brackets may be tiered and tied to related overall caps to serve as a multi-phased growth plan as the Town looks to expand its resource capacities.

Benchmarks and ratios will be assigned to land use types based off of remaining utility access. If the Town chooses to establish multiple growth tiers then large developments will be on hold until the corresponding benchmarks of those tiers are met.

These metrics are to be reassessed annually at a minimum.

The Town will establish and continue on an overall utility conservation, maintenance, and expansion plan that will serve future growth without causing undue economic or environmental harm to the community.

The Town will reach out and work with both inside and outside agencies to complete these goals. The Town will be transparent with the public. Efforts will be made to search for grant opportunities and other potential ways to improve utility performance, access, and growth.

This Plan will be adopted into the Bowling Green Comprehensive Plan as a defined policy in dealing with all site plan and development projects.

## Sewer

*Totals do not include County reserve and usage*

Current Usage		Amount (gallons per day)	% of capacit yused	Actions Triggered
Max Capacity Permitted		250,000		None
Total Average Usage by Town		98,000	39.2 %	
▪ Residential		51,156	20.4 %	
▪ Commercial		29,890	12.0 %	
▪ Inflow and Infiltration		16,954	6.8 %	
Caroline County Reserve		45,000	18.0%	
Unused Capacity		107,000	42.8 %	
Tier 1 Growth Cap	New Growth GPD	Total GPD	Capacit yused	
Total Max Usage	25,000	123,000	60.0 %	<ul style="list-style-type: none"> <li>▪ Engineering Study</li> <li>▪ Project Approval</li> <li>▪ Financing Secured</li> </ul>
▪ Residential	9,944	61,100	29.8 %	
▪ Commercial	4,760	34,650	16.9 %	
▪ Inflow and Infiltration	46	17,000	8.3 %	
▪ Reserve	10,250	10,250	5.0 %	
Unused Capacity		82,000	40.0%	
Tier 2 Growth Cap	New Growth GPD	Total GPD	Capacit yused	
Total Max Usage	20,500	143,500	70.0 %	<ul style="list-style-type: none"> <li>▪ Break Ground on Project</li> <li>▪ Secure Amended Permit</li> </ul>
▪ Residential	9,225	70,325	34.3 %	
▪ Commercial	6,150	40,800	19.9 %	
▪ Inflow and Infiltration	0	17,000	8.3 %	
▪ Reserve	5,125	15,375	7.5 %	
Unused Capacity		61,500	30.0%	





**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
EXCERPT OF MINUTES**

December 20, 2021  
Town Hall  
117 Butler Street, Bowling Green, VA 22427

**PUBLIC HEARING:**

**Rezoning – #RZS-2021-025 – Northview**

Ms. Finchum presented to the members the request to rezone four parcels from B-1, Business to R-3, Residential, located at the intersection of Northview and A.P. Hill Boulevard. Ms. Finchum explained the property consists of parcels #43-A-42C; 43-22-1, 2, & 3, totaling 42.18 acres, with 34.54 acres requested to be rezoned to R-3 and the leftover 6.15 acres to remain as B-1. Ms. Finchum stated the applicant proposed a residential subdivision that would consist of 72 single-family houses and 35 townhouses, resulting density of 3.1 units per acre. Ms. Finchum discussed the following additional items:

- Proposed common area consists of 27.7% green space to include common area surrounding the perimeter of the development;
- Proposed building elevations have not been provided;
- Information for stormwater features has been provided;
- Proposed development is the second requested residential rezoning in the annexed area;
- Fairmont was the first rezoning request and is under review by Town Council;
- Request for R-3 Residential would allow a multi-family use at the highest density;
- Entrance corridors, including Route 301 North, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons;
- Proposal includes two access points from the side street, Lakewood Road, with a total of three access points located at Lakewood Road, and Route 301;
- Water and sewer are currently availability;
- Approximately 97% of the water availability will be utilized at full build out which does not include any additional proposed or ongoing development within the town;
- There are no wetlands or Resource Protection Areas (RPAs) noted on the property;
- The townhouse development must contain 6,000 square feet of lot area and usable open space combined;
- The Traffic Impact Statement provided by the applicant estimates 629 vehicle trips per day;
- Water and sewer connection fees expected to generate \$1,444,500.00;



- Ample sewer supply available with less than 40% of the capacity currently being utilized;
- Stormwater will be reviewed for compliance at the time of site plan submission;
- Impact on the school system has not been provided;
- The applicant projected the residential development will generate approximately \$47,840.00 in annual real estate tax revenue; and
- Proposed lot size shown on the general development plan (GPD) does not meet the minimum lot size requirements.

Ms. Finchum stated that the application included in the packet was the incorrect application and offered to print the correct application if requested. Ms. Finchum noted the staff report reflected the correct information and concluded her presentation.

Ms. Gattie asked the applicant if they would like to address the members.

Mr. Jason Manns, applicant and resident, introduced Mr. Keith Oster with Sullivan, Donohoe, & Ingalls (SDI), P.C., to present the application.

Mr. Oster, Civil Engineer, SDI, P.C., addressed the members and presented the following information:

- Intent of the project is to provide a generous blend of commercial with residential along the Route 301 corridor;
- Residential homes would be located behind the commercial section, with a blend of high density adjacent to the commercial with single-family homes in the rear;
- Single family homes would be a village style concept with smaller lots;
- Centrally focused area with an intimate, friendly feel;
- Intend to have public water throughout;
- Public Works Director has indicated there is sufficient water capacity for the project;
- Importance of having land use application approved prior to receiving the Department of Environmental Quality's (DEQ) approval to permit an increase for well withdrawal and capacity;
- Sanitary sewer with nearby pump station, within the sewer shed of the pump station;
- Beneficial of increased exercise to pumps from additional sewer flow;
- Roads within the development are public;
- Roads are within the Virginia Department of Transportation (VDOT) requirements;
- Knitted together residential components;
- Rear load garages off alleys;
- Sidewalks;
- Core elements of lot size allows for a width and depth that is appropriate to alleys, garages, and to allow flexibility for amenities;
- Amenities are important to the village aspect;
- Lot size can be accommodated if needed;





- Houses buffer commercial;
- More than 25% open space as shown;
- Meets all stormwater regulations;
- Multiple points of entry that meet VDOT requirements;
- Traffic concerns noted; and
- Explained currently zoned as commercial, and a residential use would generate less traffic.

Mr. Oster concluded the presentation and noted he would answer any questions.

Mr. Seigmund inquired if parking for the units would be accessed off the alley ways. Ms. Oster stated the rear load garage units would be accessed off the alley ways.

Mr. Seigmund inquired if units 1-19 have driveways for access off Road B. Mr. Oster stated they have discussed that option.

Mr. Seigmund inquired if units 1-7, and 20-34, would require driveways to be located in the front as there is no proposed rear access to those units. Mr. Oster stated that option has been discussed. Mr. Oster also noted that the alley could be extended for that purpose. Additionally, for the lots that back Lakewood and the adjacent property, the expectation would be a combined hammerhead style driveway to serve two garages each.

Ms. Gambill inquired if the alley ways will require VDOT approval. Mr. Oster stated the alley ways are private and do not require VDOT approval. Ms. Gambill noted private alley ways are not permitted by Town Code. Mr. Oster explained that the homes have full frontage on public streets, and clarified the alley ways are for access to rear load garages.

Mr. Seigmund inquired if streetside parking would be permitted and noted concern of the 12-foot-wide alley way which would need to accommodate trash pickup as well as residential parking. Mr. Oster explained that they were not anticipating residential parking in the alley way. Mr. Seigmund added each townhome lot would need to be entirely paved in the rear to accommodate parking for each unit.

Ms. Gambill inquired if trash pickup would be conducted in the alley way to allow for the desired effect of front facing aesthetics. Mr. Oster confirmed.

Ms. Pelter asked how many cars would fit in an alley way. Mr. Oster stated that on street parking is not anticipated as each of the units is about 25 feet wide, allotting for two parking spaces per unit. Mr. Oster explained each parking space is approximately 18 feet which is pretty standard.

Mr. Seigmund inquired if the townhomes would have a garage on the ground level. Mr. Oster explained that he could not speak to specifics regarding the final build out of product, but noted there would be sufficient space for parking.





Ms. Gambill asked if the alley way behind the townhomes would be impervious service, with the front area landscaped. Mr. Oster stated that is anticipated.

Ms. Pelter inquired if Road D would have ample space for parking on both sides. Mr. Oster stated there would not be enough space for parking on both sides. Ms. Pelter asked if there would be enough for parking on one side, in addition to two-way traffic. Mr. Oster stated he is unsure if there is ample space but there is flexibility widen if needed. Mr. Oster added they did not contemplate on street parking with this particular concept.

Ms. Gambill explained visitors of the residents would not typically park in the rear parking places, on street parking is commonly used. Mr. Oster explained that VDOT does not offer a lot of latitude for perpendicular parking on a public road and would need to be accommodated differently if parking is a critical item.

Ms. Coyle asked for clarification regarding the location and number of proposed entrances to the development; one on A.P. Hill Boulevard and two on Lakewood. Mr. Oster explained it works well to have that connection and under this layout does not see why we could not have all three connections.

Ms. Gattie noted concern of increased traffic to Route 301 if the Lakewood connection do not happen. Mr. Oster stated it seemed unrealistic to not have at least one connection at Lakewood.

Ms. Gambill inquired if the applicant confirmed with VDOT regarding the need for a turn lane located on A.P. Hill Boulevard. Mr. Oster explained the Warrant Analyses was conducted based on the impact of traffic and a turn lane is not anticipated unless required by VDOT.

Ms. Pelter inquired if a portion of the proposed commercial area would be utilized, if a turn lane is required. Mr. Oster stated there appears to be sufficient right of way to accommodate a right turn lane and a road side ditch.

Ms. Pelter inquired where trash collection would be conducted for homes not abutting an alley way. Mr. Oster explained those homes would require curbside trash collection.

Ms. Finchum noted the parking requirement for dwellings is at minimum one parking space for every dwelling unit on site.

Ms. Coyle asked how many businesses are anticipated to locate in the 6.1 acres of commercial space. Mr. Oster explained that is uncertain and would depend on the nature of the business.

Ms. Coyle noted concern regarding the lack and need for a supermarket. Additionally, Ms. Coyle asked at what point would the development of the commercial area take place and if it will be phased in





during the residential development. Mr. Oster explained phasing in commercial was not intended at this time or discussed. However, it is anticipated to get commercial in as quick as possible.

Ms. Pelter inquired if the applicant owned the two parcels located at the corner of Lakewood and AP Hill. Ms. Oster stated the property with the service station is not, all the other parcels are.

Ms. Pelter further inquired if those parcels are included in the proposed 6.1 acres of commercial.

Ms. Gambill inquired of the possibility to develop shell sites in which a tenant fit out could be conducted for each business that comes in. Ms. Gambill further explained that it would be easier to attract businesses to move into an existing building rather unless it is a chain.

Ms. Pelter asked for additional clarification regarding the two corner parcels, 44-A-1B1, and 44-A-1A which are included separately on the GDP and are not included in the rezoning request. Mr. Oster explained those two parcels are not included in the request as they are existing commercial parcels.

Ms. Coyle noted the three lots on the south end, located next to the THs is an oddity and inquired if that area is could be utilized as commercial. Mr. Oster stated those lots are anticipated to be utilized as model homes and intended to be single family.

Ms. Gattie asked in terms of the buffer, are we talking vegetation as a buffer on Lakewood and AP Hill Boulevard. Mr. Oster stated that was the anticipation. There is no distinguished buffer on AP Hill, however is more so along Lakewood and the adjacent properties. Mr. Oster noted should lot size minimum become an impediment, a portion of those buffer areas would be incorporated into the total lot area if needed.

Mr. Seigmund asked if the entrances for the 6.1 acres of zoned commercial area would be located on Road D, adjacent to the development or would the location be off of AP Boulevard. Mr. Oster explained the anticipated access would be located off of Road D which would be a stipulation by VDOT. Mr. Seigmund inquired if the access located Road D would potentially accommodate both commercial and residential traffic, as well as street side parking for units 70-93. Mr. Oster confirmed.

Mr. Seigmund inquired if a visual buffer would be located between units 70-93 and the commercial development. Mr. Oster explained due to the nature of the development, the townhomes almost act as the buffer between the commercial and the single-family homes. Mr. Seigmund noted concern for the TH units 70-93 abutting the commercial property, acting as a buffer. With nothing proposed in the commercial area, it is difficult to visualize how daily life will be for residents in those units. Mr. Seigmund noted additional concern regarding issues that the potential volume of traffic and on-street parking would present. Mr. Oster noted some minor adjustment could be made to the width of Road D to accommodate the concern.

Ms. Pelter noted that widening Road D would take away from the already small amount of commercial



area therefore reducing the number of businesses that would come in. Mr. Oster explained the depth 200-300 feet of depth is a reasonable depth relative to the commercial area.

Ms. Gambill noted existing speeding issues on Lakewood Road and voiced concerned from a safety aspect in regard to increased traffic and how to safely manage that. Mr. Oster stated they are showing a dedication to that road and it could be widened to address safety concerns.

Ms. Gattie opened the public comment period.

Mr. Carter, resident, addressed the members in opposition of the project and noted the following concerns and questions:

- Traffic on Lakewood Road;
- Water and sewer;
- Questioned if the marsh lands are protected area; and
- Questioned if Fort AP Hill had noted in concerns or questions.

Mr. Bhagat Moreshwark Umar M, resident, addressed the members in favor of the rezoning request and noted the following:

- Not opposed, in favor of the development;
- Questioned in regards to the special district tax;
  - Are proffers proposed;
  - What are the benefits added for the town; and
  - Will the development contribute to the special district tax.

Ms. Bonnie Cannon, resident, addressed the members in opposition and noted the following concerns:

- Noted security issues giving address at meetings (not related to proposal);
- Strongly opposed;
- Too many unanswered questions;
- Who is the proposed developer;
- Possible tax increase;
- Traffic, VDOT issues;
- Water and sewer;
- Prefer a grocery store or all commercial development;
- Want mom and pop restaurants;
- Infrastructure;
- Emergency services: Fire, EMS, Police; and
- Education and schools.

Ms. Gattie closed the public comment period.





Ms. Gambill inquired if future expansion of Lakewood Road has been discussed with VDOT. Mr. Oster stated no, however the dedication of right-of-way is available should the need arise.

Ms. Gambill stated the Police Department has acknowledged adequate coverage to accommodate the proposed development, however there is concern of adequate Fire and Rescue coverage.

Ms. Pelter noted concern of ample space for Fire and Rescue within the development. Mr. Oster stated the required road would width accommodate Fire and Rescue.

Ms. Finchum inquired if a GDP that meets current code requirements will be submitted. Mr. Oster stated that would be completed to address feedback from this evening's meeting.

Ms. Gambill asked staff if the proposed alley ways meet code requirements. Ms. Finchum stated yes, as long as the homes front on a public road.

Ms. Gambill asked if a HOA would be responsible for the upkeep of the alley way and green space. Mr. Oster stated that was anticipated.

Ms. Pelter asked if the centrally located green space would face the back of homes. Mr. Oster said yes.

Ms. Gambill recommended including a dog park for the residents with pets to help minimize pollutants introduced in the environment.

Ms. Pelter asked for information about street lights. Mr. Oster said yes, there will be street lighting.

Ms. Gambill inquired if there was a proposed location for signage. Mr. Oster stated that has not yet been discussed.

Ms. Gattie asked if the proposed development would be impacted by testing conducted by Fort A.P. Hill. Ms. Finchum stated Fort A.P. Hill commented that they would not recommend approval of residential development on this corridor due to increased complaints from noise pollution.

Mr. Seigmund asked for additional information regarding market research and what drove the density of the proposed development. Mr. Oster noted it was anticipated home buyers would come from the surrounding areas. Mr. Seigmund inquired if a lower density project had been discussed. Mr. Oster said no.

Ms. Pelter inquired about the proposed home values. Mr. Seigmund noted the value of a single-family home as \$375,000.00, and townhome as \$280,000.00.

Ms. Gambill asked if the development will have sidewalks. Mr. Oster said yes. Ms. Pelter asked the



applicant to point out the sidewalk locations notated on the proposed plan.

Ms. Finchum noted a text amendment must be submitted and approved due to the nonconforming lot size. Ms. Pelter asked for clarification. Ms. Finchum noted the proposed lot size does not meet the R-3 District minimum lot size requirements.

Ms. Coyle asked if there is an anticipated elevation for the townhomes. Mr. Oster stated the townhomes will be two story or three-story townhomes.

Ms. Gambill asked the homes will include basements. Mr. Oster stated that has not been discussed.

Ms. Pelter inquired if model home drawings will be submitted. Mr. Oster stated there are no prepared elevations at this time.

Ms. Pelter asked if the single-family homes will be one or two story. Ms. Oster stated he is unsure at this time.

Ms. Coyle asked if the proposed commercial area will consist of shell suites. Mr. Oster noted that would depend on the owner.

On the motion of Ms. Pelter, seconded by Mr. Seigmund, which carried a vote of 5-0, the Commission agreed to defer the application to the following regular meeting, to allow the applicant time to provide the additional information requested.





**TOWN OF BOWLING GREEN  
PLANNING COMMISSION ORGANIZATIONAL MEETING  
EXCERPT OF MINUTES**

January 31, 2022  
Town Hall  
117 Butler Street, Bowling Green, VA 22427

**PUBLIC HEARING:**

**Rezoning – #RZS-2021-025 – Northview**

Ms. Gattie opened the public comment period.

Mr. Bhagat Moreshwark Umar, resident, addressed the members in favor of the rezoning request and noted the following:

- Thanked the Commission for service.
- Not opposed, in favor of the development;
- Noted concern on infrastructure; and
- Impact on Special District Tax.

Ms. Gattie closed the public comment period.

Ms. Finchum stated information gathered on the Special District Tax will be presented to Town Council.

Ms. Gattie asked Ms. Finchum for updates on the rezoning request. Ms. Finchum noted she has no changes from the initial presentation at the November 15, 2021 meeting.

Ms. Gattie asked if the application would like to address the members.

Mr. Oster, Civil Engineer, SDI, P.C., addressed the members and presented the following information:

- Possible addition of second rear entrance;
- Commit funds to water and sewer improvement
- Implementation of street lights
- Compared existing R-3 Ordinance with proposal for possible amendments and conformance
- Proposing addition of text amendment with rezoning application
- Reduced proposed lot size to approximately 9000 and 1200 sqft.
- Setbacks amended to bring homes closer to front of lot
- Standard lot width reduced to 60 ft





- Corner lot width increased to 80 ft

Ms. Gambill asked for the location of the entrance feature. Ms. Oster stated the entrance feature would be located on Route 301. Ms. Gambill asked if the feature would be located on the north or south side of the Route 301 entrance. Mr. Oster stated that has not been decided at this time.

Ms. Gambill inquired about curb and gutter specifications. Mr. Oster stated the Combination 6" Curb and Gutter (CG6) would be used.

Ms. Finchum explained how zoning requirements have changed over time. Ms. Finchum recommended the use of a R-4 District or apply for a text amendment.

Ms. Gambill noted concern of increased expenses and additional resources needed.

Mr. Manns asked for information about submission of a text amendment. Ms. Finchum explained the process. Ms. Finchum recommended the applicant bring a layout alternative to the Town Council. Mr. Manns stated they would be happy to provide that information.

Ms. Gambill inquired if the applicant reviewed examples of green space. Mr. Manns said he has not review them at this time.

Mr. Seigmund commented the Commission has considered two rezoning proposals in the past few months and noted the following:

- Not necessarily opposed to development
- Potential to plan the connect these new developments by means of pathways or trailways
- Connect developments with older part of community

Mr. Manns responded with the following:

- Possible connections have been discussed
- Would be beneficial
- Willingness to work with other land owners to implement
- Possibly widening of roadways
- Very interested in connectivity

Ms. Finchum asked who owned all three parcels on Route 301 that are noted on the application. Mr. Manns stated the properties belong to his father, Mr. Mike Manns. Ms. Finchum stated it would be beneficial to connect the projects at the right of way near the Fairmont development. Mr. Manns stated they would be willing to do so as long as it does not interfere with the entrance to the commercial parcel.



Mr. Seigmund asked for confirmation of which lots would remain commercial. Ms. Finchum confirmed the location of the parcels.

Ms. Coyle asked if these changes would illuminate green space. Mr. Manns stated yes, some green space will be lost if the lot size must be amended to conform to the current R-3 lot requirements.

Ms. Coyle noted concern with the reduction of open space and discussed the following:

- Lack of open space for children
- No playgrounds
- Only see exclusion with these proposed developments
- Need for a pleasant experience to connect to town
- Core of town is important
- Pathway Plans from 2006 never progressed
- Water and resource concerns

Mr. Manns responded golf cart paths would be separate from walking paths. Mr. Manns explained the two acres in the middle of the development could include a playground.

Ms. Coyle asked if the playground would be accessible to both developments. Mr. Oster said no. Ms. Coyle noted concern of no connectivity and no community. Mr. Manns stated they are committed to the Town of Bowling Green and will do what is in their power.

Ms. Gambill noted the connectivity to town is important with the business aspect should be a focus. Mr. Manns stated they have attempted for three decades to bring commercial to these parcels but lacked the number of rooftops that appealed to buyers.

Ms. Pelter stated there are ample roof tops today and noted concern of the following:

- Traffic
- Water
- Parking
- Resources

Mr. Seigmund inquired how much of the land would be developable up to the protected wetlands. Mr. Manns noted the size of the manmade farm pond can be adjusted but does not know how much would be developable.



Mr. Seigmund noted the lack of existing playgrounds in the town.

Ms. Coyle noted no opposition to development but does not want to see the cookie cutter subdivisions.

Mr. Manns and the members further discussed green space, community, and connectivity needs.

On the motion of Ms. Gambill, seconded by Mr. Seigmund, which carried a vote of 4-1, with Ms. Coyle opposing, to forward the application with no recommendation to Town Council.





**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
EXCERPT OF MINUTES**

Thursday, April 7, 2022  
7:00 p.m.  
Town Hall

**PUBLIC HEARING:**

**Rezoning - #RZS-2021-02 – Northview**

Mayor Gaines noted the public hearing is a continuation from the March 3, 2022, meeting.

Mayor Gaines opened the public comment period. With no one wishing to speak, Mayor Gaines closed the public comment period.

Council stated that the applicant submitted amended proffers. Council requested additional time to discuss and allow the applicant time to address any concerns.

Council requested more time prior to the closing of a public hearing to allow for an applicant's rebuttal.

Council requested the contact information of the Applicant's Representative should additional questions arise.

Council asked for a status update regarding information requested from the Department of Environmental Quality (DEQ) and noted a response has not yet been received.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 8-0, the Town Council voted to defer action to the next meeting.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
DRAFT MINUTES**

Thursday, May 5, 2022  
7:00 p.m.  
Town Hall

**PUBLIC HEARING**

**Rezoning - #RZS-2021-025 – Northview**

Ms. Finchum noted the public hearing is a continuation from the April 7, 2022, meeting. Ms. Finchum reviewed the following:

- Request to rezone 34.54 acres from B-1, Business to R-3, Residential
- Proposed residential subdivision;
- Located at the intersection of Route 301 (AP Hill Boulevard) and Lakewood Road;
- Commercial to front on AP Hill Boulevard;
- Residential to consist of 72 single-family houses and 35 townhomes;
- Proffers submitted and signed;
- Comprehensive Plan recommendation;
- Traffic Impact Analysis not submitted; and
- Available capacity for water and sewer connections.

Council asked if a representative from the Department of Environmental Quality (DEQ) would be attending tonight's meeting. Staff noted that a representative will be present at the June 2, 2022 meeting.

Mayor Gaines asked if the applicant would like to address the members.

Mr. Jason Manns, Applicant, requested a deferral to the June 2, 2022, meeting.

Mayor Gaines opened the public hearing.

Ms. Bonnie Cannon, Resident, addressed the members in opposition of the development.

Mayor Gaines closed the public hearing.

On the motion of Mr. Voit, seconded by Ms. Howard, which carried a vote of 7-0, the Town Council voted to defer action to the June 2, 2022, meeting, at the request of the applicant.



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

**AGENDA ITEM:** Quarterly bonuses for full-time, non-probationary, non-exempt employees with salaries under \$42,000

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Discussion Only

**PRESENTER:** Allyson Finchum, [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

This request is for quarterly bonuses in FY23 for full-time, non-probationary, non-exempt employees with salaries under \$42,000 to assist in offsetting the cost of health care and inflation of necessities which have recently increased. The bonuses will be \$300 each quarter for a total of \$1200 for each of the six employees that qualify. Total of \$7,200.

### **ATTACHMENTS:**

None

### **REQUESTED ACTION:**

Approve/deny quarterly bonuses