

**BOWLING GREEN TOWN COUNCIL MEETING
A G E N D A**

**July 6, 2017
7:30 P.M.**

I. CALL TO ORDER AND QUORUM ESTABLISHED:

II. DELEGATIONS:

- A. John Sieg, Chairman - Bowling Green Economic Development Authority
- B. Sean Nelson - VDOT Representative
- C. Kathy Beard, Susan Sili, and Charles Culley – Caroline Remembers: WWI & WWII Commemorative Event
- D. Gary Wilson, Jeff Sili, and Charles Culley – Caroline County Economic Development Initiatives

III. PUBLIC COMMENTS:

IV. CONSENT AGENDA:

- A. Minutes – June 1, 2017
- B. Bills – June 2017
- C. Homestay Ordinance – Refer to Planning Commission
- D. Sign Ordinance – Refer to Planning Commission
- E. Special Events in Commercial Districts – Refer to planning Commission
- F. Set Public Hearing on O-2017-003 - An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts.
- G. Set Public Hearing for Ordinance allowing Town to charge fees for collections on delinquent account via a collection agency
- H. Set Public Hearing for R-2017-001 – rezoning of 17518 AP Hill Blvd from R-1 to B-1.
- I. Set Public Hearing on Sign Ordinance.

V. STAFF REPORTS:

- A. Events Coordinator's Report – June 2017
- B. Clerk/ Treasurer's Report – June 2017
- C. Police Department Report – June 2017
- D. Town Manager's Report – June 2017

VI. NEW BUSINESS:

VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

VIII. UNFINISHED BUSINESS:

IX. INFORMATIONAL ITEMS:

- A. National Night Out

X. ADJOURNMENT

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Delegations - EDA

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: John Sieg

PRESENTER TITLE: Chairman, Bowling Green EDA

AGENDA ITEM: Delegations - EDA

BACKGROUND / SUMMARY:

The Bowling Green Economic Development Authority believes that the establishment of Local Enterprise Zones represents a strong commitment to assisting with dedicated sources of revenue to support governmental services and grants to economic development entities to be used within established zones. The establishment of Local Enterprise Zones will not impose any additional burden on taxpayers improving their properties within such zones. Therefore the Authority requests the adoption of an ordinance in the Town of Bowling Green to establish local enterprise zones and the Authority further requests 100% of the resulting increase in Real Estate revenue associated with improved properties be dedicated to a Local Enterprise Development Fund for annual appropriation as determined by the Town Council.

ATTACHMENTS: Memo from Chairman Sieg, EDA Resolution, Draft Ordinance with Public Hearing Notice, Virginia Code governing local Enterprise Zones, Proposal of use of funds.

REQUESTED ACTION:

Set date for Public Hearing.

FOR MORE INFORMATION, CONTACT:

Name: John Sieg

Phone#:

Email:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED



The Historic Town of
BOWLING GREEN
V I R G I N I A

MEMORANDUM

To: Town Council
Via: A. Reese Peck, Town Manager
From: Board of Directors, Economic Development Authority
Date: June 30, 2017
Subject: Creation of Local Enterprise Zones in Town of Bowling Green

On June 20, 2017, the Board of Directors of the Town's Economic Development Authority (EDA) unanimously approved a Resolution (Attachment 1) requesting, and recommending, that the Town Council adopt an Ordinance establishing Local Enterprise Zones within the Town under the provisions of the Code of Virginia. A proposed Ordinance for this purpose is enclosed as Attachment 2 for the Council's consideration.

Creation of these Local Enterprise Zones will allow the Town to utilize the incremental increase in property tax revenues resulting from new commercial development in the community to further enhance its economic development efforts. With new development on the Route 301 corridor beginning to take shape, it is, in our view, the perfect opportunity for the Town to demonstrate its commitment to the economic vitality of the entire community by participating in this program.

The Local Enterprise Zone Taxation Program

As indicated, the Local Enterprise Zone Taxation Program is outlined in the Code of Virginia, in Sections 58.1-3245.6, et seq. Copies of relevant sections of the Code have been enclosed as Attachment 3 for Council's information. These sections emphasize the importance the state places on assisting Virginia localities to encourage private business investment and authorizes the governing body of any county, city, or town to adopt a local enterprise zone taxation program within their jurisdiction.

Once zones have been designated and boundaries established by Town Ordinance, that information will be communicated to local property tax assessment and collection authorities – in our case, the County Commissioner of Revenue and County Treasurer. The Commissioner will then be required to track in the assessment rolls, the current or “base” assessed value of existing property within the zones and the additional assessed value created by new development as it occurs in future years. Revenue generated by the application of the Town’s then current tax rate to this additional, or incremental, increase in assessed value will be paid to the Town for deposit in a Local Enterprise Zone Development Fund (the Fund) to be used as provided in State Code.

Three important points to bear in mind:

- This applies only to property taxes. All other Town assessed and collected tax or other revenues, such as meals, lodging and sales taxes, etc., would continue to flow to the Town as they routinely would.
- This applies only to the increase in property tax revenue due to new development. Tax revenue resulting from increases in tax rates on existing property or the reassessment of that property would not be affected and would flow to the Town’s General Fund.
- Perhaps most importantly, this program does not create a new tax or impose any new tax burden on anyone. It simply re-directs property taxes business owners would already be paying to a new fund where the money can then be used to promote the economic vitality of the entire community.

Proposed Local Enterprise Zones in the Town of Bowling Green

In the proposed Ordinance that has been provided to you, we have included all current commercial areas in the Town as well as those anticipated to be commercially developed in the Town’s Comprehensive Plan. These areas have been broken down into four distinct zones within the Town’s Local Enterprise Zone Taxation Program.

- Zone 1 – Route 301 and Broaddus Avenue corridor
- Zone 2 – Caroline Square Shopping Center and adjoining parcels designated for potential commercial development
- Zone 3 – Downtown and vicinity down to the Route 301 Bypass
- Zone 4 – Bowling Green (Food Lion) Plaza and McDonalds parcels

Once the Program is in place, increases in property tax revenue generated by any

new development in any of these areas would flow to the Town's Local Enterprise Zone Development Fund.

The enabling sections of the State Code permit the diversion of both real and machinery and tools property taxes and allow flexibility in setting the percentage of those revenues that will be transferred. The proposed Ordinance provided to you excludes machinery and tools taxes as it is not anticipated that any new development in Town would generate additional such tax revenue. It focusses only on real property tax revenue and calls for the transfer of 100% of the incremental increase to the Town's Fund.

Uses of the Local Enterprise Zone Development Fund

The use of the revenue flowing into the Local Enterprise Zone Development Fund is limited by Code of Virginia Section 58.1-3245.10 and those limitations have been incorporated into the proposed Town Ordinance that is before you. In summary, the Town's Fund may be used to a)provide increased public safety or other governmental services in the Zones; b)provide grants to chambers of commerce or similar organizations to promote economic development in the Zones; c)provide grants to the Town EDA in order to secure and promote economic development in the Local Enterprise Zones. State Code further provides that any money in the Fund not used for one of these purposes may, at the end of the tax year, be transferred back to the Town's General Fund. All of this would be controlled by the Town Council through its annual budgeting and appropriation processes.

The EDA Board of Directors has been discussing potential uses for Local Enterprise Zone Development funds and a summary list of those ideas is enclosed with this memo as Attachment 4. This certainly is not an exhaustive list and other potential uses will likely come up as discussions continue and new opportunities present themselves. All will be thoroughly evaluated for "return on investment" in promoting a positive business climate in the community and any incentive program will need to be supported by policies and criteria that thoroughly communicate expectations and maximize that return.

Next Steps

Any Ordinance considered by the Town Council requires a public hearing prior to adoption and that requirement is reinforced in this case in State Code Section 58.1-3245.8, the key section authorizing the Local Enterprise Zone Development Taxation Program. That section further requires that a notice of the public hearing be published for three consecutive weeks immediately preceding the public hearing

and specifies what information must be included in that notice. A draft public hearing notice has been included with this memo as Attachment 5 and has been written to comply with those Code section requirements.

To facilitate speedy implementation of the Local Enterprise Zone Development Program, we are requesting that the Town Council schedule a public hearing on the adoption of the Program for your regular meeting in August, August 3rd, authorize publication of notice as required by the State Code, and plan on adoption of the Ordinance immediately after the public hearing at that same August 3rd meeting.

Resolution #17-01

A RESOLUTION REQUESTING ADOPTION OF PROPOSED ORDINANCES TO ESTABLISH LOCAL ENTERPRISE ZONES

WHEREAS, §58.1-3245.8 of the Code of Virginia provides for the establishment of Local Enterprise Zones and §58.1-3245.10 of the Code of Virginia addresses the use of funds generated within Local Enterprise Zones; and

WHEREAS, the Bowling Green Economic Development Authority believes that the establishment of Local Enterprise Zones represents a strong commitment to assisting with dedicated sources of revenue to support governmental services and grants to economic development entities to be used within established zones; and

WHEREAS, the establishment of Local Enterprise Zones would not impose any additional burden on taxpayers improving their properties within such zones.

NOW, THEREFORE, BE IT RESOLVED, by the Economic Development Authority of Bowling Green this 20th day of June, 2017 that the Authority requests the adoption of an ordinance in the Town of Bowling Green to establish local enterprise zones and the Authority further requests 100% of the resulting increase in Real Estate revenue associated with improved properties be dedicated to a Local Enterprise Development Fund for annual appropriation as determined by the Town Council.

Adopted this 20th day of June, 2017

NOTICE OF PUBLIC HEARING

In accordance with Section 58.1-3245.8 B. of the Code of Virginia, as amended, notice is hereby given that the Bowling Green Town Council will hold a Public Hearing on Thursday, August 3, 2017 at 7:30 p.m. or as soon thereafter as the matter may be heard in the Bowling Green Town Hall located at 117 Butler Street, Bowling Green, Virginia 22427 regarding adoption of an ordinance to establish Chapter 2 – Local Enterprise Zones the Bowling Green Code of Ordinances and the need for such a program in Bowling Green. The purpose of this ordinance is to establish a local enterprise zone development taxation program and create a local enterprise fund pursuant to Sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia.

Local enterprise zone development taxation is defined as the designation of one or more local enterprise zone areas in which all or a specified percentage of the real estate taxes, machinery and tools taxes, or both, in the local enterprise zone attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in Section 58.1-3245.10 of the Code of Virginia. The proposed boundaries of the Zones shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated August 3, 2017 and, respectively, those areas are:

Zone 1			Zone 2	Zone 3				Zone 4
Area Rt. 301 – E. Broadus Ave.			Caroline Square Shopping Center	Downtown Bowling Green				Bowling Green Plaza
44-A-1A	43A2-A-6B	43A2-2-B-12	43A1-A-24	43A1-6-9	43A2-10-5A	43A2-A-66A	43A2-18-29	43-A-97
44-A-1B	43A2-A-6C	43A2-2-B-11	43A1-A-24B	43A1-6-8	43A2-10-1A	43A2-A-49	43A2-A-45	43A1-1-TR4
44-A-1B	43A2-A-5	43-A-54	43A1-A-24A-1	43A1-6-7	43A2-10-1	43A2-A-50	43A2-A-44	
43-A-42C	43A2-A-4	43-A-53	43A1-A-24A	43A1-6-6	43A2-10-4	43A2-15-2	43A2-A-43	
43-22-2	43A2-3-A-20-A	43-A-52	43A1-A-22A	43A1-6-2	43A2-A-13	43A2-15-1	43A2-A-42	
43-22-3	43A2-3-A-20	43-A-51		43A1-6-1	43A2-9-B	43A2-A-51B	43A2-19-A	
43-22-1	43A2-3-A-19	43-A-50		43A1-A-18	43A2-9-A1	43A2-A-65	43A2-19-B	
43-A-42C1	43A2-3-A-18	43-A-49		43A1-A-17	43A2-9-A	43A2-A-51A	43A5-1-A1	
43-18-1-2	43A2-3-A-17	43-A-48		43A1-A-16	43A2-12-A3	43A2-A-51	43A2-A-71	
43-18-1-1	43A2-2-B-1	43-A-46		43A1-A-14	43A2-12-A2A2	43A2-A-52	43A2-A-40	
43-A-42	43A2-2-B-1A	43E-2-3		43A2-A-11A	43A2-12-A2A1	43A2-14-4A	43A2-A-39	
43-A-42A	43A2-2-B-2	43E-2-2		43A2-A-19	43A2-12-A1A	43A2-14-3A-1	43A2-A-38	
43-A-42B	43A2-2-B-20	43E-2-1		43A2-A-20	43A2-12-A2	43A2-14-3A	43A2-A-37	
43-A-35	43A2-2-B-20A	43-A-45		43A2-A-27B	43A2-12-A1	43A2-A-56	43A2-A-36	
43E-1-1	43A2-2-B-20B	44-A-7		43A1-A-15A1	43A2-A-15	43A2-A-55	43A2-A-35	
43E-1-2	43A2-2-B-19	44-A-3		43A2-A-21A	43A2-A-16	43A2-A-54	43A2-A-34	
43E-1-3	43A2-2-B-3	44-A-2		43A2-A-27A	43A2-A-17	43A2-A-53	43A2-A-34A	
43E-1-4	43A2-2-B-18A	44-A-4A		43A2-A-27	43A2-A-18	43A2-A-57	43A5-1-C	
43E-1-5	43A2-2-18			43A2-A-26	43A2-A-14	43A2-A-64	43A2-A-33	
43E-1-6	43A2-2-B-4			43A2-A-25	43A2-11-B	43A2-A-64	43A2-20-B	
43E-1-7	43A2-2-B-17A			43A2-A-21	43A2-11-A	43A2-13-B	43A2-20-C	
43E-1-8	43A2-2-B-17			43A2-A-24	43A2-9-C	43A2-13-A	43A2-20-A	
43-A-34	43A2-2-B-5			43A2-A-23	43A2-9-B	43A2-A-63	43A2-21-A1	
43E-A-1	43A2-2-B-16			43A2-A-22	43A2-8-3	43A2-A-62	43A4-1-A2B	
43-A-33	43A2-2-B-6			43A2-A-11	43A2-7-8	43A2-A-61	43A4-1-A2C	
43A2-1-5	43A2-2-B-15			43A2-1-12	43A2-8-2A	43A2-A-60	43A2-20-D	
43A2-1-4	43A2-2-B-7			43A2-A-10	43A2-A-66B	43A2-A-59	43A2-20-D2	
43A2-1-3	43A2-2-B-14			43A2-10-2	43A2-A-66	43A2-A-58		
43A2-1-2	43A2-2-B-8			43A2-10-3	43A2-A-48	43A2-18-25		
43A2-1-1	43A2-2-B-13			43A2-10-5	43A2-A-47	43A2-18-27		

The proposed ordinance provides that 100% of the real estate taxes attributable to the difference between the current and base assessed values shall be subject to local enterprise zone taxation. Such percentages do not represent any change in tax rates or amount payable by the property owner. The proposed ordinance provides that amounts in the Local Enterprise Zone Development Fund shall be used for one or more of the following purposes: 1) enhanced law- enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone, 2) grants to chambers of commerce and similar organizations within the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone or 3) grants to any industrial development authority created by the Town of Bowling Green pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2 of the Code of Virginia in order to secure and promote economic development within the local enterprise zone.

The Public Hearing is being held at a public facility designed to be accessible to persons with disabilities. Those persons requiring assistance during the Public Hearing due to physical or sensory disabilities must submit a written request detailing the assistance needed to the Town Manager's Office, 117 Butler Street, P.O. Box 468, Bowling Green, Virginia 22427, by Friday, September 1, 2017, at 4:30 p.m.

A copy of the full text of the above-described ordinance is on file in the Town Manager's Office located at Town Manager's Office, 117 Butler Street, P.O. Box 468, Bowling Green, Virginia 22427 and may be reviewed during normal operating hours, typically Monday through Friday, from 9:00 a.m. to 5:00 p.m.

PER §58.1-3245.8 B. PUBLISH THREE TIMES IN CAROLINE PROGRESS

ORDINANCE NO. 17-004

AN ORDINANCE TO AMEND CHAPTER 2, "ADMINISTRATION OF GOVERNMENT" OF THE BOWLING GREEN TOWN CODE BY ADDING ARTICLE VII, "LOCAL ENTERPRISE ZONES".

WHEREAS, Code of Virginia Sections 58.1-3245.8 and 58.1-3245.10 provide for the establishment of a local enterprise zone development taxation program and a local enterprise development fund; and

WHEREAS, the Council of Bowling Green finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location; and

WHEREAS, after a duly advertised and held public hearing on August 3, 2017, the Council of Bowling Green believes it is appropriate to amend the Code of the Town of Bowling Green to amend Chapter 2, "Administration Of Government" by adding Article VII, "Local Enterprise Zones"

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, that the Council of Bowling Green, Virginia, does this 7th day of September 2017, ordains and enacts Ordinance #17-004 to read as follows:

"Article VII – LOCAL ENTERPRISE ZONES

Sec. 2.701. - Purpose.

a) The purpose of this article is to establish a local enterprise zone development taxation program and create a local enterprise zone development fund pursuant to sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia. Appropriations from the local enterprise zone development fund may be used, as directed by the Council of Bowling Green for any one or more of the following purposes:

- 1) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- 2) to make grants to chambers of commerce and similar organizations within Bowling Green in order to secure and promote economic development within the local enterprise zone or;
- 3) to make grants to any economic development authority created by the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone.

b) The Town Council of Bowling Green finds that the development of its commercial

and industrial tax base requires incentives and determines that an appropriate method of offering incentives for the areas described below is to create local enterprise zones with specified percentages of the increase in real estate taxes and machinery and tools taxes directed to the maintenance and improvement of properties and businesses within such zones. The Town Council finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location.

Sec. 2.702. - Boundaries defined.

For the purposes of this article, the term "local enterprise zone" shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated July 17, 2017. The local enterprise zone maps for zone areas 1, 2, 3 and 4 are hereby declared to be a part of this article and to have the same force and effect as if they were fully set forth and described herein. The local enterprise zone maps shall be kept on file in the office of the Town Manager.

Sec. 2.703. – Administration.

a) This article shall be administered by the Town Manager or designee with assessment and collection of taxes administered by the Commissioner of the Revenue or other local assessing officer as provided for by the Code of Virginia. Upon adoption of this article, the Town Manager shall transmit to the County Commissioner of the Revenue and the County Treasurer a copy of this article as adopted and other information as required by Section 58.1-3245.9 of the Code of Virginia.

b) The Town Council of Bowling Green shall allocate money deposited in the Local Enterprise Zone Development Fund established by Sec. 2.704 below through appropriations as part of the annual town budget process or at such other times as determined by the Town Council.

Sec. 2.704. – Assessment and collection.

For purposes of this article, the terms "base assessed value" and "current assessed value" shall have the meanings set forth in Section 58.1-3245.6 of the Code of Virginia. Real estate taxes in the local enterprise zone shall be assessed, collected and allocated in the following manner:

- a) the local assessing officer shall record in the appropriate books both the base assessed value and the current assessed value of the real estate and machinery and tools in the local enterprise zone.

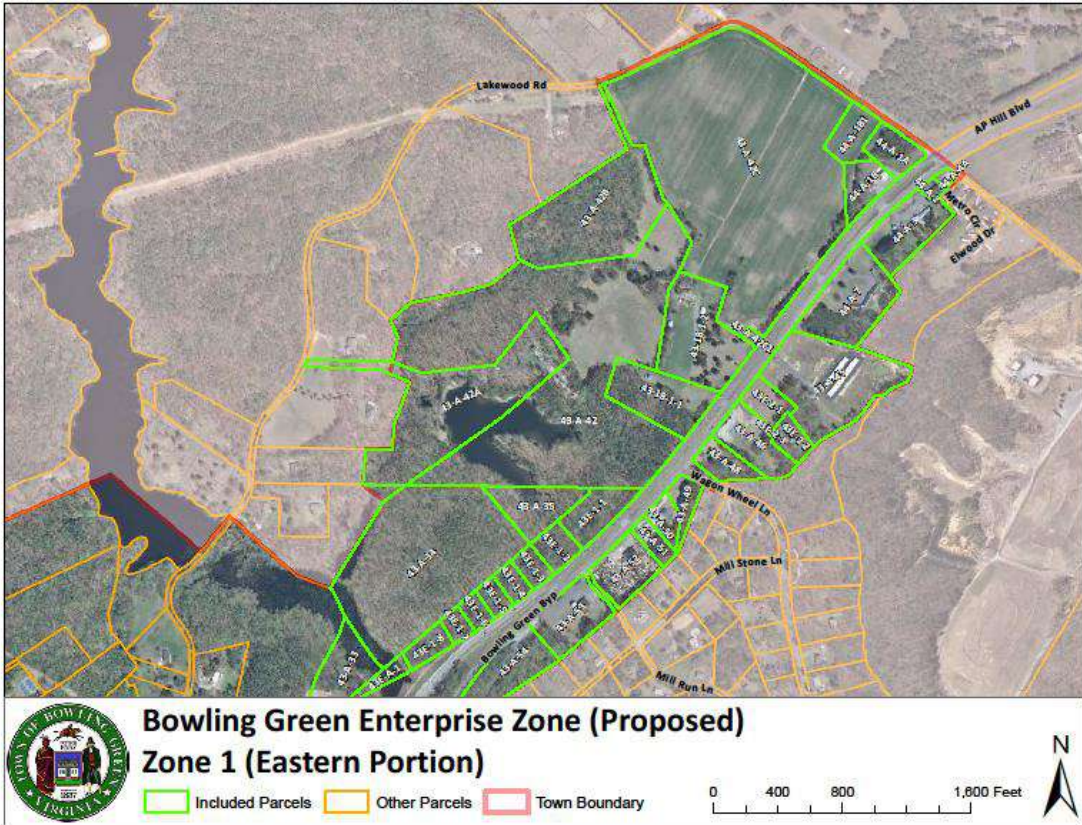
- b) real estate taxes attributable to the lower of the current assessed value or base assessed value of real estate located in a local enterprise zone shall be allocated by the treasurer or director of finance as they would be in the absence of this article.
- c) the specified percentage of the increase in real estate taxes to be transferred to the Local Enterprise Zone Development Fund shall be one hundred percent (100%) for real estate taxes.
- d) the specified percentage of the increase in real estate taxes attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be allocated by the treasurer or director of finance and paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in section 58.1-3245.10 of the Code of Virginia. Such amounts paid into the fund shall not include any additional revenues resulting from an increase in the tax rate on real estate after the adoption of this article, nor shall it include any additional revenues merely resulting from an increase in the assessed value of real estate located in the zone prior to the adoption of this article unless such property is improved or enhanced.

Sec. 2.705. - Use of funds.

Funds deposited to the Local Enterprise Zone Development Fund shall be used for any one or more of the following purposes:

- a) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- b) to make grants to chambers of commerce and similar organizations within such county, city, or town in order to secure and promote economic development within the local enterprise zone; and,
- c) to make grants to any industrial development authority created by the governing body pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2, in order to secure and promote economic development within the local enterprise zones.

**Ordinance #17-004 - Local Enterprise Zones
Zone Area 1 Parcel Boundary - August 3, 2017**



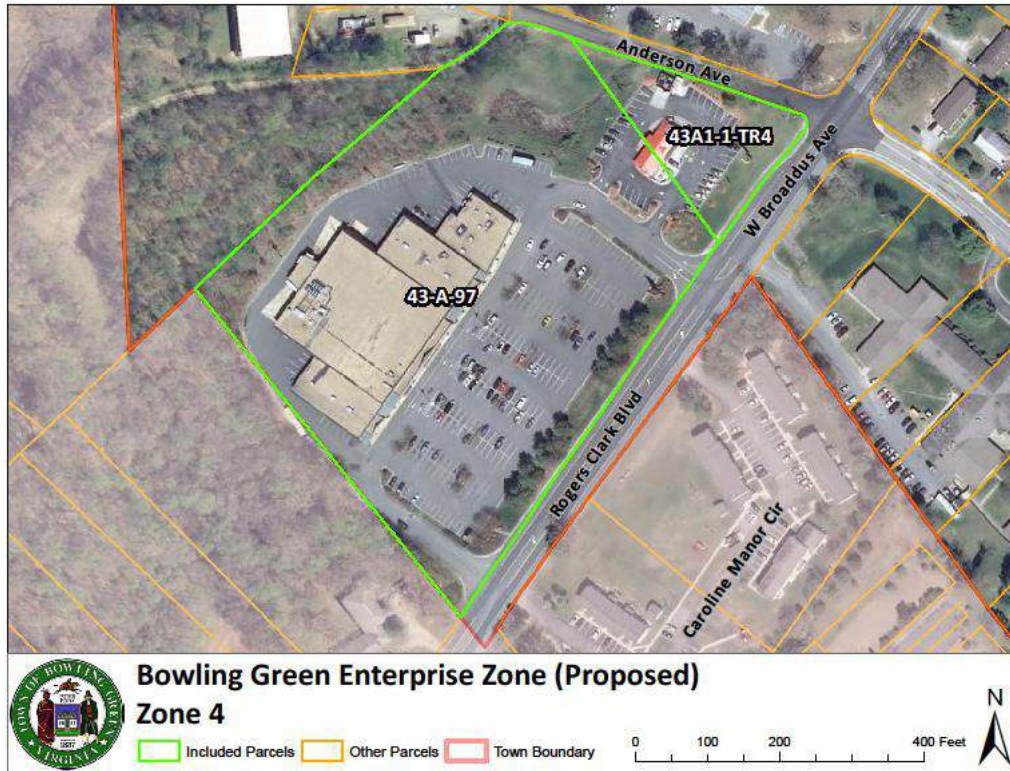
**Ordinance #17-004 - Local Enterprise Zones
Zone Area 2 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones
Zone Area 3 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones
Zone Area 4 Parcel Boundary - August 3, 2017**



§ 58.1-3245.8. Adoption of local enterprise zone development taxation program

A. The governing body of any county, city, or town may adopt a local enterprise zone development taxation program by passing an ordinance designating an enterprise zone located within its boundaries as a local enterprise zone; however, an ordinance may designate an area as a local enterprise zone contingent upon the designation of the area as an enterprise zone pursuant to Chapter 49 (§ 59.1-538 et seq.) of Title 59.1. If the county, city, or town contains more than one enterprise zone, such ordinance may designate one or more as a local enterprise zone. If an enterprise zone is located in more than one county, city, or town, the governing body may designate the portion of the enterprise zone located within its boundaries as a local enterprise zone. An ordinance designating a local enterprise zone shall provide that all or a specified percentage of the real estate taxes, machinery and tools taxes, or both, in the local enterprise zone shall be assessed, collected and allocated in the following manner:

1. The local assessing officer shall record in the appropriate books both the base assessed value and the current assessed value of the real estate or machinery and tools, or both, in the local enterprise zone.
2. Real estate taxes or machinery and tools taxes attributable to the lower of the current assessed value or base assessed value of real estate or machinery and tools located in a local enterprise zone shall be allocated by the treasurer or director of finance as they would be in the absence of such ordinance.
3. All or the specified percentage of the increase in real estate taxes or machinery and tools taxes, or both, attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be allocated by the treasurer or director of finance and paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in § 58.1-3245.10. Such amounts paid into the fund shall not include any additional revenues resulting from an increase in the tax rate on real estate or machinery and tools after the adoption of a local enterprise zone development taxation ordinance, nor shall it include any additional revenues merely resulting from an increase in the assessed value of real estate or machinery and tools which were located in the zone prior to the adoption of a local enterprise zone development taxation ordinance unless such property is improved or enhanced.

B. The governing body shall hold a public hearing on the need for a local enterprise zone development taxation program in the county, city, or town prior to adopting a local enterprise zone development taxation ordinance. Notice of the public hearing shall be published once each week for three consecutive weeks immediately preceding the public hearing in each newspaper of general circulation in such county, city, or town. The notice shall include the time, place and purpose of the public hearing; define local enterprise zone development taxation; indicate the proposed boundaries of the local enterprise zone; state whether all or a specified percentage of real property or machinery or tools, or both, will be subject to local enterprise zone development taxation; and describe the purposes for which funds in the Local Enterprise Zone Development Fund are authorized to be used.

§ 58.1-3245.10. Use of funds deposited in the Local Enterprise Zone Development Fund

A. Any county, city, or town which adopts a local enterprise zone development taxation program may use funds in the Local Enterprise Zone Development Fund for any one or more of the following purposes:

1. To provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
2. To make grants to chambers of commerce and similar organizations within such county, city, or town in order to secure and promote economic development within the local enterprise zone; or
3. To make grants to any industrial development authority created by the governing body pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2, in order to secure and promote economic development within the local enterprise zone.

B. Any revenues in the Local Enterprise Zone Development Fund which are not used for a purpose authorized by subsection A shall be deemed "surplus funds." At the end of the tax year, all surplus funds may be paid into the general fund of the county, city, or town in which the local enterprise zone is located.

1997, c. 314.

Potential Uses of Enterprise Zone Funds

Expenses of Business Outreach and Recruitment – Preparation of Quality Marketing Materials and Distribution

Training/Classes for Potential New Business Owners on Planning, Starting, Opening a Business and Managing/Operating One

Assistance to New or Current Businesses with Advertising/Marketing/Promotion – Professional Assistance with Preparation of Marketing Materials, Advertising, Social Media, Website Design and Maintenance; Assistance with Attendance at Promotional Events

Assistance to Potential New or Expanding Businesses in Accessing Available Financing

Paving, Improving, Landscaping Parking and Other Public Areas

Direct Financial Incentives to Potential New Businesses/Expansion of Existing Businesses:

Assistance with Permit/Application/Review Fees and Assessments

Assistance with Utility (Water/Sewer/Electric/Broadband Communications) Connection/Extension Charges/Fees

Assistance with Town and County Business License (BPOL) Fees

Assistance with Business Personal Property Taxes

Assistance with Engineering, Architectural and/or Design Fees

Façade Improvement Grants – Current Program: Grant for 50% (Up To \$2,500) of Cost of Façade Improvements

Rental Assistance

Operating Incentive for Child Care Providers

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Delegations - VDOT

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Sean Nelson **PRESENTER TITLE:** Representative, VDOT
AGENDA ITEM: Delegations - VDOT

BACKGROUND / SUMMARY:

Mr. Nelson will be offering Council more information on the proposed re-striping of E. Broadus Ave that was presented to Council at its June Meeting.

ATTACHMENTS: VDOT's Restriping proposal.

REQUESTED ACTION:

Choose whether or not to move forward with VDOT's proposal.

FOR MORE INFORMATION, CONTACT:

Name: Sean Nelson

Phone#:

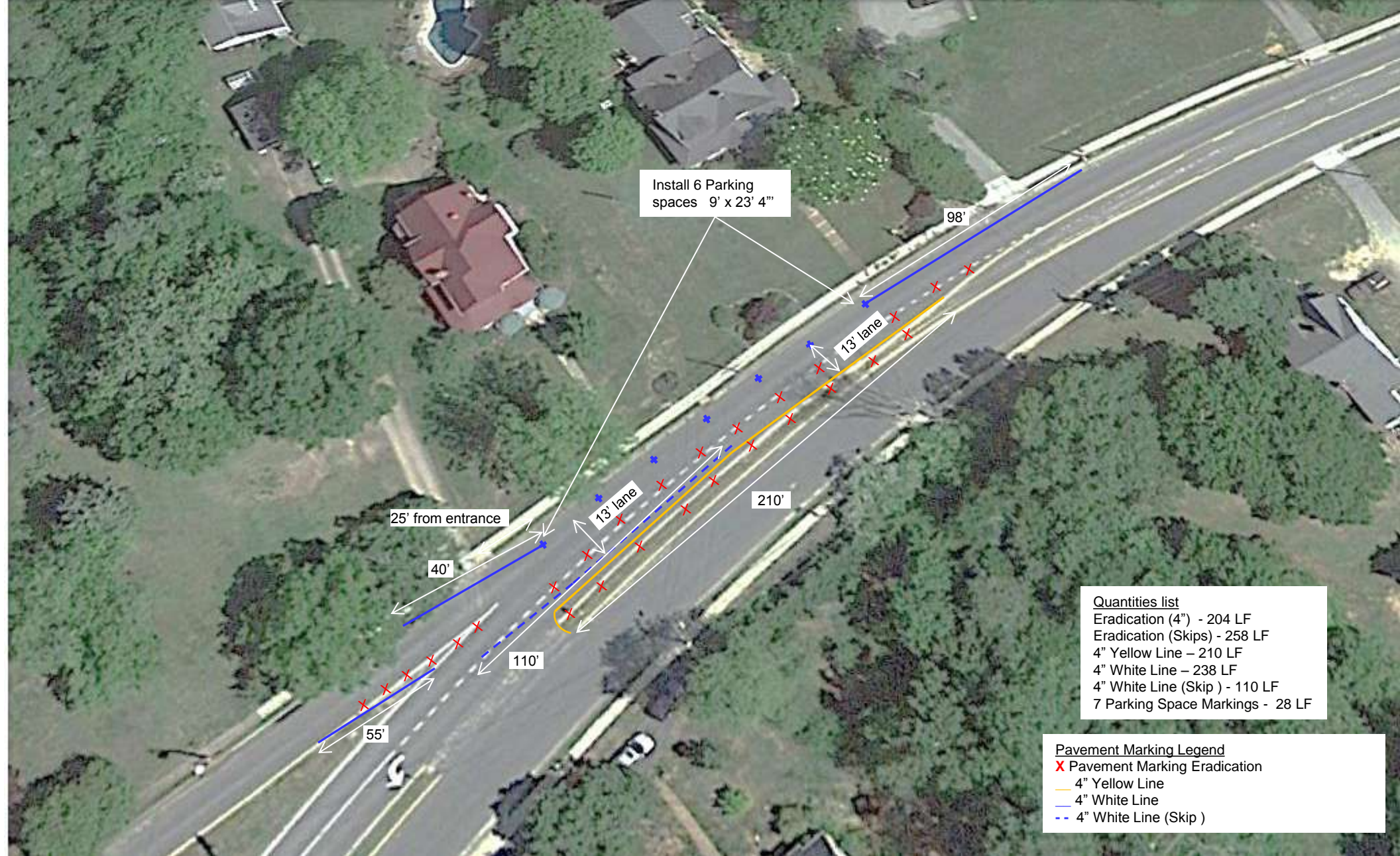
Email:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED NOT PASSED



Quantities list
 Eradication (4") - 204 LF
 Eradication (Skips) - 258 LF
 4" Yellow Line - 210 LF
 4" White Line - 238 LF
 4" White Line (Skip) - 110 LF
 7 Parking Space Markings - 28 LF

Pavement Marking Legend
 X Pavement Marking Eradication
 — 4" Yellow Line
 — 4" White Line
 - - 4" White Line (Skip)

Designed By: Jeanette Durette
 Drawn By: Jeanette Durette
 Contact Person: Jeanette Durette-540-899-4551
 County: Caroline
 Location: 301 BUS
 Reviewed By: Peter Hedrich, P.E.
 File: \\501-RIC-NAS1\CRO-TrafficEngineering\01_CRO TE
 Fredericksburg\Caroline (016)\Pavement Markings\301\301-
 BUS-ParkingDate: 5/2/2017
 Speed Limit: 35
 Source of request: BOS



INSTALLED BY: _____
 (First name) Last)

DATE INSTALLED: _____

Note: All locations are approximate and not to scale.
 Locations have been marked in the field.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Delegations – Caroline County Remembers

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Kathy Beard, Susan Sili, and Charles Culley
Caroline County Remembers

PRESENTER TITLE: Representatives,

AGENDA ITEM: Delegations – Caroline County Remembers: WWI & WWII Commemorative Event

BACKGROUND / SUMMARY:

Caroline County Remembers is working with the Virginia WWI and WWII Commemorative Commission, created by the Virginia General Assembly, to plan, develop, and carry out programs and activities to commemorate the 100th anniversary of WWI and the 75th anniversary of WWII. This year Caroline County is joining with the state to plan a series of programs in partnership with The Town of Bowling Green, the Town of Port Royal, and Fort A.P. Hill. Their goal is to remember the anniversaries of events from both wars, with a special emphasis on those who served from Caroline.

ATTACHMENTS: None.

REQUESTED ACTION:

None.

FOR MORE INFORMATION, CONTACT:

Phone #:

Email:

Names: Susan Sili

Kathy Beard

Charles Culley

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASSED NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Delegations – Caroline County Economic Development

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Gary Wilson, Jeff Sili, and Charles Culley
Caroline County Economic Development

PRESENTER TITLE: Representatives,

AGENDA ITEM: Delegations – Caroline County Economic Development

BACKGROUND / SUMMARY:

Caroline County representatives will discuss the County’s Economic Development initiatives.

ATTACHMENTS: None.

REQUESTED ACTION:

None.

FOR MORE INFORMATION, CONTACT:

Phone#:

Email:

Names: Gary Wilson

Jeff Sili

Charles Culley

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASSED NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Minutes

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – June 1, 2017

BACKGROUND / SUMMARY: Transcribed Minutes from the June 1, 2017 Town Council Minutes.

ATTACHMENTS:

Minutes

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

<input type="checkbox"/>	<input type="checkbox"/>	Coleman
<input type="checkbox"/>	<input type="checkbox"/>	Davis
<input type="checkbox"/>	<input type="checkbox"/>	Gaines
<input type="checkbox"/>	<input type="checkbox"/>	Hauser

Y N

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASSED

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

June 1, 2017

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Wendy Jones, Town Attorney Andrea Erard, and Events Coordinator Jo-Elsa Jordan.

AUDIENCE: Stephen Manster, Jeff Sili, Beau Stanley, Jeff Voit, Mrs. Voit, Nik Riedl.

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

PUBLIC HEARINGS:

Proposed Budget FY18- At 7:33 P.M. the Mayor opened the Public Hearing for the Proposed FY18 Budget. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:34 P.M. The Mayor stated that Council will vote on the proposed FY18 budget at its special meeting to be held on June 15, 2017 at 7:00 P.M.

O-2017-001- At 7:35 P.M. the Mayor opened the Public Hearing for O-2017-001 to set Tax and Utility rates for the fiscal year beginning July 1, 2017 and ending June 30, 2018. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:35 P.M.

On motion by Mr. Hauser and a second by Ms. Davis, Council voted to adopt O-2017-001 to set the Tax and Utility rates for the FY2018. Roll call vote:

McDearmon	Aye	Wright	Aye
Gaines.....	Aye	Hauser.....	Aye
Coleman.....	Aye	Davis.....	Aye
Rowe.....	Aye		

O-2017-002- At 7:36 P.M. the Mayor opened the Public Hearing for O-2017-002 to amend and re-ordain Article IV Meals Tax, Section 7-400. Imposition of tax; amount, for the purpose of increasing the Meals Tax from 4% to 6%, to open and if there were any public comments. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:36 P.M.

On motion by Mr. Wright and a second by Mr. Hauser, Council voted to adopt O-2017-002 increase meals tax from 4% to 6%. Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

R-2017-005 - At 7:37 the Mayor opened the Public Hearing on R-2017-050 - A Resolution authorizing the issuance and sale of general obligation and sewer revenue bonds of the Town of Bowling Green in a principal amount not to exceed \$6,316,000 and providing for the form, details and payment of the bond. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:37 P.M.

On motion by Mr. McDearmon and a second by Mr. Gaines Council voted to approve R-2017-005. Roll call vote:

McDearmonAye	WrightAye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

DELEGATIONS:

There were no Delegations

Public Comments:

Jeff Sili, Caroline County Board of Supervisors – Bowling Green District– Mr. Sili spoke to Council on the following items:

- Restriping on E. Broaddus Ave.
- County funded SNAP for the Rt. 639 and Bowling Green Farmers Market
- Economic Development efforts with the Town

PUBLIC COMMENTS: The Mayor called for comments from the public. He called a second time. Hearing none, he closed the Public Comment Portion of the meeting.

CONSENT AGENDA:

A. Minutes – Town Council Meeting – May 4, 2017

B. Bills – May 2017

A & M Home Center	216.99	Boltz, Kathryn L	400.00
Carter Machinery Co. Inc	3242.03	Cintas Corporation	115.71
Cintas of Richmond	345.77	Commonwealth Engineer	1567.78
David L Brooks Hauling	1042.32	Drainfield Solutions, LLC	720.00
Envirocompliance	2315.00	Environmental Resource	416.57
Erard, Andrea	1575.00	G & G Milford Farm Serv	99.99
Garcia, Karla	150.00	Harrie Plumbing & Heating	321.29
Holland Plumbing	110.00	IBM Corporation	854.59
James, Mary	140.00	John, Allison	245.00
Johnson’s Exterminating	615.00	Local Services	80.00
Luck Stone Corporation	765.55	Matern Staffing	1999.81
McGinley, Michelle B	140.00	Melvin T. Morgan Roofing	10341.00
Metrocast Communications	317.21	Mid-Atlantic Lab	60.00
Mullen, Inc	61887.74	On Site PC	465.06
Pro Shred Security	45.00	Seal, Justin	162.50
SosMetal Products Inc	755.16	Staples Advantage	600.70
The Lincoln National	103.66	Tools Plus Industries	301.41
Verizon	283.55	Verizon Wireless	374.84
Waste Management	6769.27	Webb, Emily	140.00
White Oak Electric	68462.50	Xerox Corporation	368.91
*W W Webb & Assoc	13427.50	*Matern Staffing	878.70
*Treasurer of Virginia	736.98	*Waste Management	2077.66
*Matern Staffing	659.03	*Dominion Energy	5385.42
*Rappahannock Electric	391.28	*Shell Fleet	555.42
*Verizon Wireless	40.01		

***Bills previously or separately authorized by Council.**

- C. Amending Ordinance on Fence Height – refer to Planning Commission
- D. R-2017-006 – Resolution accepting Caroline County’s Solid Waste Management Plan
- E. R-2017-007 – Resolution of recognition for Robin Didlake
- F. R-2017-008 – Resolution of recognition for Sparta Ruritan Club
- G. R-2017-009 – FY18 Depository Designation

- H. R-2017-010 - FY 18 recurring Expenses
- I. Approval of Job Descriptions for Administrative Staff

On Motion by Mr. Hauser and a second by Mr. Rowe, Council voted to approve the Consent Agenda. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

STAFF REPORTS:

The following informational items were noted:

A. Events Coordinator's Report – May 2017

Ms. Jordan addressed Council, updating them on her progress on the following events:

- Clean Sweep – Ms. Jordan advised we have about 45 yard sales that will be in Town on Saturday.
- Bowling on the Green Virginia Wine Festival - Ms. Jordan noted that she has been talking with the YMCA about activities for kids at the Wine Festival.

B. Town Hall Rentals Report- May 2017

C. Clerk/Treasurer's Report- May 2017

D. Police Department Report- May 2017

Chief Jones reported that for the month of May there were:

- 16 calls responded to by the Town Police; an investigation is pending regarding one of the calls.
- Eight traffic stops, during which five summonses were given and four warnings. 12 warnings for fire lane or parking violations issued by the Town Police.
- Caroline County Sheriff's Office had 18 calls of service. Three informational reports were taken regarding these calls. CCSO had six traffic stops with one warning and one summonses issued by deputies in Town for May 2017.
- no speed logs conducted for the month.
- no new sex offenders had been registered as residing in the Town.

E. Town Manager's Report- May 2017:

Mr. Peck reported the following:

- Metro Cast is bringing in a new underground fiber line and erecting a new a building that will be closer to the fence water tower fence.
- A.P. Hill Blvd. rezoning – Letter of Intent has been sent to the neighboring properties.
- Sewer upgrade- Mr. Peck stated that he met with the engineers and will be furnishing requested information to the USDA.

- Update on the Waste Water Treatment Plant repairs.

NEW BUSINESS:

A. Road re-striping of E. Broaddus Ave. - After much discussion Council decided to table this item until their July meeting at which they will ask a VDOT representative to be present to answer questions.

On motion by Mr. Wright and a second by Mr. Rowe, Council voted to defer re-striping of E. Broaddus Ave. until the July 6th meeting. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Public Health, Safety, and Personnel Committee - Mr. Rowe had nothing to report.

B. Jean Davis - Budget Committee – Ms. Davis had nothing to report.

C. Mary Frances Coleman - Building and Grounds Committee – Ms. Coleman advised she had not yet received the proposal for the Walk About Sign.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee will be meeting next week to discuss AirBNB.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines had nothing to report.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright reported that Shawn Fortune is back to working 6 hours per day. The Street Sweeper will be in Town on June 1st and June 2nd. Nik Riedl will be taking his Wastewater License test on June 7th. The playground has been mulched.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the EDA had met and discussed having enterprise zones in the Town. There will be details at the next meeting.

The Mayor advised that the Town Manager would like to meet with each committee and

set a standing day and time for committee meetings so that they can be properly advertised.

UNFINISHED BUSINESS:

A. R-207-011 Credit Card Processing and fees:

On motion by Mr. Hauser and a second by Mr. Rowe Council voted to adopt R-2017-011 - A Resolution to allow the Town of Bowling Green to accept credit card, debit card, and ach debit for utility and tax payments, and other fees and charge to the customer a fee equal to the fee incurred by the Town for acceptance of payment.

Roll Call vote:

McDearmon	Aye	Wright	Aye
Gaines.....	Aye	Hauser.....	Aye
Coleman.....	Aye	Davis.....	Aye
Rowe.....	Aye		

B. Surplus of Items:

On motion by Mr. McDearmon and a second by Mr. Hauser, Council voted to approve the sale of the surplus items listed in the Town Treasurer's report. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Mr. Wright to adjourn at 8:28 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Bills

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Bills from June 2017

BACKGROUND / SUMMARY: Invoices for work done/items purchased in June 2017. Requesting approval of invoices so check may be disbursed.

ATTACHMENTS:

Check Reports:

- 6/7/17
- 6/8/17
- 6/15/17
- 6/29/17

REQUESTED ACTION:

Approve the Invoices

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

AP100B 6/05/2017 TOWN OF BOWLING GREEN
 TIME-10:07:07

A/P CHECK REGISTER
 Check Date - 6/05/2017

ActPd - 2017/06

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22573	999999	BURNS SIMONE	000	6/05/2017	89.97	.00
22574	999999	HOPKINS HELEN	000	6/05/2017	78.94	.00
22575	999999	JOHNSON JEANETTE	000	6/05/2017	7.90	.00
22576	999999	MOEN KEVIN	000	6/05/2017	150.00	.00
22577	999999	STEPHENS JULIE	000	6/05/2017	16	.00
		CLASS TOTAL			326.97	.00
		ACH TOTAL			.00	
		CHECK TOTAL			326.97	
		FINAL TOTAL			326.97	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 326.97- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

_____ TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22580	936	MATERN STAFFING	000	6/09/2017	575.70	.00
					575.70	.00
					ACH TOTAL	.00
					CHECK TOTAL	575.70
					FINAL TOTAL	575.70

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 575.70- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22581	609	ART & SIGN F/X INC	000	6/16/2017	1,115.00	.00
22582	10	DOMINION VIRGINIA POWER	000	6/16/2017	5,076.90	.00
22583	999999	GOLDEN VANESSA	000	6/16/2017	150.00	.00
22584	944	METROCAST COMMUNICATIONS	000	6/16/2017	167.25	.00
22585	999999	RAPPANNOCK ELECTRIC COO	000	6/16/2017	150.00	.00
22586	148	THE FREE LANCE STAR	000	6/16/2017	535.04	.00
22587	15	TREASURER OF VIRGINIA	000	6/16/2017	736.95	.00
22588	12	WASTE MANAGEMENT	000	6/16/2017	88.33	.00
		CLASS TOTAL			8,019.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,019.47	
		FINAL TOTAL			8,019.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,019.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000609	ART & SIGN F/X INC	2017-3026	6/16/2017		4100-041000-6099-	1,115.00	22581		00589 WALK ABOUT SIGN
		DISC. TOTAL					.00			
							1,115.00	TOTAL		
00000	000010	DOMINION VIRGINIA POWER	201705	6/16/2017		4100-041000-5110-	54.69	22582		00589 MAIN ST ST LIGHTS
00000	000010		201705	6/16/2017		4100-071310-5110-	318.50	22582		00589 TH
00000	000010		201705	6/16/2017		4100-041000-5110-	1,614.57	22582		00589 ST LIGHTS BUT/CHASE
00000	000010		201705	6/16/2017		4500-500200-5110-	89.25	22582		00589 117 BUTLER GROUND TK
00000	000010		201705	6/16/2017		4500-500200-5110-	379.26	22582		00589 BUT/CHASE W TOWER
00000	000010		201705	6/16/2017		4500-500300-5110-	549.43	22582		00589 WELLS
00000	000010		201705	6/16/2017		4520-500300-5110-	105.30	22582		00589 SCHOOL RD PUMP STAT
00000	000010		201705	6/16/2017		4520-500300-5110-	55.96	22582		00589 CHASE ST PUMP STAT
00000	000010		201705	6/16/2017		4520-500300-5110-	21.02	22582		00589 LACY LN PUMP STAT
00000	000010		201705	6/16/2017		4520-500300-5110-	23.15	22582		00589 ROGERS CLK PUMP STAT
00000	000010		201705	6/16/2017		4520-500300-5110-	1,865.77	22582		00589 WWTP
		DISC. TOTAL					.00			
							5,076.90	TOTAL		
00000	999999	GOLDEN VANESSA	THDR 06032017	6/16/2017		100-000200-3500-	150.00	22583		00589 THDR 06032017
		DISC. TOTAL					.00			
							150.00	TOTAL		
00000	000944	METROCAST COMMUNICATIONS	052017	6/16/2017		4100-012110-5250-	99.95	22584		00589 INTERNET
00000	000944		052017	6/16/2017		4500-500100-5230-	33.65	22584		00589 INTERNET
00000	000944		052017	6/16/2017		4520-500100-5230-	33.65	22584		00589 INTERNET
		DISC. TOTAL					.00			
							167.25	TOTAL		
00000	999999	PAPAHANNOCK ELECTRIC COO	THDR 06022017	6/16/2017		100-000200-3500-	150.00	22585		00589 THDR 06022017
		DISC. TOTAL					.00			
							150.00	TOTAL		
00000	000148	THE FREE LANCE STAR	052017	6/16/2017		4100-012110-3600-	535.04	22586		00589 WASTEWATER AD
		DISC. TOTAL					.00			
							535.04	TOTAL		
00000	000015	TREASURER OF VIRGINIA	7310325	6/16/2017		4100-031100-5230-	189.68	22587		00589 PC
00000	000015		7310325	6/16/2017		4100-043100-5230-	79.29	22587		00589 PW
00000	000015		7310325	6/16/2017		4100-012410-5230-	309.38	22587		00589 TH
00000	000015		7310325	6/16/2017		4500-500100-5230-	79.30	22587		00589 WATER****
00000	000015		7310325	6/16/2017		4520-500100-5230-	79.30	22587		00589 SEWER
		DISC. TOTAL					.00			
							736.95	TOTAL		
00000	000012	MASTE MANAGEMENT	264006802815	6/16/2017		4520-500300-3180-	88.33	22588		00589 SLUDGE
		DISC. TOTAL					.00			
							88.33	TOTAL		
							8,019.47	TOTAL		
							8,019.47	TOTAL		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,019.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22592	999999 BROWN MEDRA	000	6/30/2017	150.00	.00
22593	999999 CALHOUN DEANNA	000	6/30/2017	150.00	.00
22594	865 CASH	000	6/30/2017	300.00	.00
22595	921 GRIGSBY JOSHUA	000	6/30/2017	800.00	.00
22596	936 MATERN STAFFING	000	6/30/2017	3,492.08	.00
22597	11 RAPPANNOCK ELEC COOP	000	6/30/2017	417.97	.00
22598	13 SHELL FLEET PLUS	000	6/30/2017	468.25	.00
22599	256 VERIZON WIRELESS	000	6/30/2017	40.01	.00
	CLASS TOTAL			5,818.31	.00

ACH TOTAL .00

CHECK TOTAL 5,818.31

FINAL TOTAL 5,818.31

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,818.31- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Planning Commission Referral

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Planning Commission Referral

BACKGROUND / SUMMARY: Homestay is a popular form of hospitality and lodging whereby visitors stay in a house or apartment of a local of the city to which they are traveling. Popular website such as Airbnb and Craig's List have made this type of lodging popular. Current Town Code does not adequately address this form of lodging.

ATTACHMENTS:

Draft Ordinance

REQUESTED ACTION:

Refer to planning for comment on the draft ordinance and recommendations on in which zoning districts homestay lodging should be allowed as either a by-right use or a special use.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

AN ORDINANCE TO AMEND CHAPTER 3 OF THE TOWN CODE BY ADDING
ARTICLE VI, HOMESTAY REGULATIONS, AND AMEND
SECTIONS 7-600 AND 7-601 PERTAINING TO LODGING TAX

WHEREAS, the accessory or secondary use of residential property to provide transient room rentals has become increasingly popular;

WHEREAS, the Town Council finds that while this new use of residential property presents benefits to town residents, there is also potential for harm to neighborhoods, so that moderate regulation is required; and

WHEREAS, the public health, safety and welfare so require.

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

1. That Chapter 3 of the Town Code is amended and reordained by adding Article VI, Homestay Regulations, as follows:

Article VI. Homestay Regulations

Section 3-601. Definitions.

As used in this article, unless the context requires a different meaning:

"Booking transaction" means any transaction in which there is a charge to a transient by a host for the occupancy of any dwelling, sleeping, or lodging accommodations.

"Hosting platform" means any person or entity that is not a host but facilitates reservations or collects payments for any booking transaction on behalf of a host through an online digital platform.

"Guest" or "Transient" means a person who occupies a homestay unit.

"Homestay" means the accessory or secondary use of a residential dwelling unit or a portion thereof by a host to provide room or space that is intended for short term transient rental purposes in exchange for a charge for the occupancy. The primary use of the homestay unit shall remain residential. For each booking transaction, all applicable taxes must be collected and remitted to the town as required by Chapter 22 by either the host or the associated hosting platform. Such accessory or secondary use shall not create a landlord/tenant relationship.

"Host" means the person who is the primary resident of a homestay unit offered for homestay lodging. In determining compliance with these regulations, the host has the burden of demonstrating that the dwelling unit is his or her primary residence.

"Primary resident" means the owner of the homestay unit who occupies the property as his or her principal place of residence and domicile.

"Residential dwelling unit" means a residence where one or more persons maintain a household.

"Type A rentals" means rentals where the host is present during the homestay and no more than two bedrooms of the homestay unit are rented.

"Type B rentals" means all other rentals, including ones where more than two bedrooms of the homestay unit are rented or the host is not present during the homestay.

Section 3-602. Registration and other requirements.

(a) *No host shall operate a homestay unit or advertise a residential property for homestay use without the host first having registered with the department of planning and building.*

(b) *The registration form shall include the following information:*

(1) *The name, telephone number, address, and email address of the host.*

(2) *A reminder about the importance of having appropriate levels of insurance that covers the homestay unit, the host and the guests.*

(3) *If the homestay unit shares a common wall or a common driveway with another property owner, proof of written notification to such neighboring property owner(s) prior to filing the registration application.*

(c) *Signs, advertising, or any other display on the property indicating that the homestay unit is being utilized, in whole or in part, as a homestay are not permitted.*

(d) *The host shall register with the Finance Department to collect and remit the Town's transient lodging tax as set forth in Chapter 22, Article V of the Town Code.*

(e) *A host may only register and operate one residential dwelling unit as a homestay in the Town.*

(f) *The registration shall be valid January 1st (or from whatever date the registration first occurs) through December 31st of the calendar year, and shall be renewed annually.*

(g) *A valid registration will permit a maximum ninety (90) days of Type A and Type B rentals in each calendar year. Of these ninety (90) days of rentals, no more than thirty (30) days may be Type B rentals. On each lodging tax return form filed with the director of finance, the number of Type A and Type B rentals shall be listed.*

Section 3-603. Safety.

(a) *The unit shall have smoke alarms and carbon monoxide detectors meeting current Underwriters Laboratory standards installed as follows:*

(1) *In all sleeping areas.*

(2) *In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit.*

(3) *In each story within the sleeping unit, including basements.*

(b) *Any sleeping area must have one other adequate method of egress beyond the entrance point.*

(c) *As part of the registration process, the host shall certify that the homestay unit meets the requirements of this section. The registration forms shall also provide that, as part of the registration, the host is agreeing to permit inspections of the home (at reasonable times and after notice has been provided) to address complaints. The failure to permit such an inspection is grounds for registration suspension.*

Section 3-604. Use regulations.

(a) *No recreational vehicles, buses, or trailers shall be parked on the adjoining street or visible on the property in conjunction with the homestay use.*

(b) *The dates for trash and recycling collection shall be posted prominently in the homestay unit.*

(c) *During each stay at the homestay unit, a principal guest shall be designated as the contact person for town officials in the event of safety or behavioral issues at the unit. The host shall provide this information upon request to authorized town officials.*

(d) *The host shall not permit occupancy of a homestay unit for a period of less than twenty-four (24) hours.*

(e) *The name and telephone number of the host or the host's designee shall be conspicuously posted within the homestay unit. The host shall answer calls twenty-four (24) hours a day, seven (7) days a week for the duration of each short term rental to address any problems associated with the homestay unit.*

(f) *The principal guest of a homestay unit shall be at least eighteen (18) years of age.*

(g) *The maximum number of adult guests in a homestay unit is limited to six (6).*

Section 3-605. Registration suspension or cancellation.

(a) *A registration may be suspended or cancelled for the following reasons:*

(i) *Failure to collect and/or remit the transient occupancy tax.*

(ii) *Three or more substantiated complaints (including, but not limited to, parking on grass, noise, excess trash) within a twelve (12) month period.*

(iii) *The failure of any homestay host to maintain his or her principal place of residence or domicile at the dwelling unit used as a limited residential lodging.*

(b) *Before any suspension or cancellation can be effective, a duly designated officer of the town shall give written notice to the homestay host. The notice of suspension or cancellation issued under the provisions of this chapter shall contain:*

(i) *A description of the violations constituting the basis of the suspension or cancellation;*

(ii) *If applicable, a statement of acts necessary to correct the violation; and*

(iii) *A statement that if no request for a hearing is made within ten days from the date of the notice, the registration will be suspended or cancelled;*

(c) *The notice shall be given to the host by delivering a copy of the notice in person. If the host cannot be found, such notice shall be sent by (i) certified mail or e-mail to the addresses in the registration form and (ii) a copy of the notice shall be posted in a conspicuous place on the premises.*

(d) *If requested, a hearing shall be held before a deputy town manager or the deputy manager's designee. It is the burden of the host to demonstrate, by a preponderance of the evidence, why the suspension or cancellation should not go into effect. The decision of the deputy town manager or designee may be appealed to the town council.*

Section 3-606. Penalty.

It shall be unlawful to operate a homestay without registering as required by this article, after a registration has been suspended or cancelled or in violation of any other requirement of this article; the penalty shall be a fine of one thousand dollars (\$1,000.00) per occurrence.

That Sections 7-600 and 7-601 of the Town Code are amended and reordained, as follows:

Section 7-600. Definitions.

For the purpose of this article, the following words shall have the meanings indicated:

“Consumer” means every person who shall pay to any hotel, motel, boardinghouse, campground or other facility offering guest rooms a charge for the occupancy of any room or space.

“Hotel” means any public or private hotel, inn, hostelry, tourist home or house, motel, rooming house or other lodging place within the Town offering lodging, as defined herein, for compensation, to any transient as defined herein.

“Lodging” means space or room furnished any transient, including the cost of all meals, food and other services when furnished with space or room for a unit price.

“Person” means an individual, firm, partnership or corporation and combinations of individuals or any other legal entity by whatever term customarily known.

“Seller” means every person who operates a hotel, motel, boardinghouse, campground or other facility within the Town providing rooms or spaces to any consumer for occupancy for a charge.

“Transient” means any person who, for a period of not more than ~~30~~ 90 consecutive days, either at his own expense or at the expense of another, obtains lodging at any hotel as defined herein.

Section 7-601. Imposition; exemptions.

- (a) Imposition. There is hereby imposed and levied upon the consumer of services provided by hotels, motels, boarding houses, campgrounds and other facilities offering guest rooms for rent for fewer than ~~30~~ 90 days within the Town a transient occupancy tax for general Town purposes equal to 5% of the amount of charge to the consumer for the occupancy of any room or space.

That this ordinance shall be effective upon its adoption.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Planning Commission Referral

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Planning Commission Referral – Sign Ordinance

BACKGROUND / SUMMARY: Recent court cases will require changes to our sign ordinance; additionally, it is in need of updating.

ATTACHMENTS: Draft Ordinance

REQUESTED ACTION:

Refer to planning commission for review and drafting.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Article _____. Signs

Sec. XX-XXX. Purpose.

These regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. The regulations for signs have the following specific objectives:

- a) To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property, and public welfare;
- b) To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway;
- c) To create a regular and impartial process for businesses and/or persons seeking to erect signs;
- d) To reduce sign or advertising distractions and obstructions that may contribute to traffic accidents and reduce hazards;
- e) To protect and enhance economic viability of Town of Bowling Green.

Sec. XX-XXX. Definitions.

The following words and terms when used in this article shall have the following meanings unless the context clearly indicates otherwise:

A-Frame sign means a two-faced sign with supports that are connected at the top and separated at the base, forming an “A” shape not more than four feet high. No A-frame sign shall be permitted to exceed two feet in width and three feet in height. Each side must be at least one inch in thickness. Also referred to as “sandwich board” signs; a-Frame signs are considered portable signs.

Advertising means any words, symbols, colors or designs used to call attention to a commercial product, service, or activity.

Animated sign means a sign or part of a sign that is designed to rotate, move or appear to rotate or move and is sometimes referred to as a “moving sign.”

Attention getting device means a device placed upon or attached to any land, structure, building or vehicle to promote or advertise the sale of goods, wares, merchandise, events or services. The device includes pennants, banners, banner signs, streamers, vertical flag, teardrop flag, bow flag, banner blade, feather flag, balloons, inflatable devices, and any similar device not specifically mentioned here of any configuration when displayed outside and includes any animated display.

Awning sign means a sign placed directly on the surface of an awning.

Billboard means a sign used as an outdoor display for the purpose of advertising or promoting a business, service, activity, interest or product which is not located, offered for sale or otherwise related to the use of the premises on which such sign is situated.

Banner means a temporary sign of flexible material designed to be installed with attachments at each of four corners or a temporary sign of flexible material affixed to a framework or flat surface. *[If you don't want a banner to be temporary, just delete the word temporary.]*

Building frontage means the length of the main wall of a building which physically encloses usable interior space and which is the architecturally designed wall that contains the main entrance for use by the general public. Building frontage shall be measured at a height of ten feet above grade.

Canopy sign means a sign attached to a canopy. (A canopy is a detachable, roof-like cover, supported from the ground, or deck, floor or walls of a building, for protection from sun and weather.)

Changeable copy or electronic sign means a sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

Comprehensive sign plan means a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities.

Flag means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration and includes pennants.

Flashing sign means a sign that includes lights that flash, blink, or turn on and off intermittently.

Freestanding sign means any non-portable sign supported by a fence, retaining wall, or by upright structural members or braces on or in the ground and not attached to a building.

Ground mounted sign means a sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

Height means the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

- (1) Existing grade prior to construction; or
- (2) The newly established grade after construction, exclusive of any filling, berming, mounding or excavating primarily for the purpose of mounting or elevating the sign.

Holiday Displays mean displays erected on a seasonal basis in observance of religious, national, or state holidays which are not intended to be permanent in nature and which contain no advertising material.

Illegal sign means any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

Illuminated sign means a sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.

Marquee means a permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

Marquee sign means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

Minor sign means a wall or freestanding sign not exceeding one square foot in area, not exceeding four feet in height, and not illuminated.

Monument sign means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

Mural means a picture on an exterior surface of a structure.

Neon sign means a sign containing exposed tubes filled with light-emitting gas.

Nonconforming sign means any sign which was lawfully erected in compliance with applicable regulations of Town of Bowling Green and maintained prior to the adoption of this article and which fails to conform to current standards and restrictions of this article.

Off-premises sign means a sign that directs attention to a business, product, service or activity conducted, sold or offered at a location other than the premises on which the sign is erected.

Pole sign means a sign that is mounted on one or more freestanding poles.

Portable sign means any temporary sign not affixed to a building, structure, vehicle or the ground. It does not include a flag or banner.

Projecting sign means any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

Roof sign means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

Sign means any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public area.

Sign face means the portion of a sign structure bearing the message.

Sign structure means any structure bearing a sign face.

Sign alteration means any change in size or shape, which changes appearance of a sign, or a change in position, location, construction or supporting structure of a sign, except that a copy change on a sign is not an alteration. A change in corporate logo is not considered a sign alteration.

Sign, illegal means any sign placed without proper approval or permits as required by this article at the time of sign placement. Illegal sign shall also mean any sign placed contrary to the terms or time limits of any permit.

Temporary sign means any sign intended to be displayed for a limited period and a sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

Vehicle or trailer sign means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

Wall Sign means any sign attached to a wall or painted on or against a flat vertical surface of a structure.

Window sign means a sign affixed to the interior or exterior of a window or door, or within one (1) foot of the interior of the window or door, visible primarily from the outside of the building.

Sec. XX-XXX. Permit required.

(a) In general. A sign permit is required prior to the display and erection of any sign, except as provided in section ___ of this article.

(b) Application for permit.

(1) An application for a sign permit shall be filed with the Zoning Administrator or designee on forms furnished by the town. The applicant shall provide sufficient information for the town to determine if the proposed sign is permitted by this article and any other applicable laws, regulations, and ordinances. An application for a temporary sign shall state the dates intended for the erection and removal of the sign.

(2) The Zoning Administrator or designee shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty business days after receipt. Any application that complies with all provisions of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved.

(3) If the application is rejected, the town shall identify the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of this article, building code, or other applicable law, regulation, or ordinance.

(c) Permit fee. A nonrefundable fee of \$_____ shall accompany all sign permit applications.

(d) Duration and revocation of permit. If a sign is not installed within six months following the issuance of a sign permit (or within thirty days in the case of a temporary sign permit), the permit shall be void. The permit for a temporary sign shall state its duration, not to exceed thirty days, unless another time is provided in the zoning ordinance. The town may revoke a sign permit under any of the following circumstances:

(1) The town determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application; or

(3) The sign violates this article, building code, or other applicable law, regulation, or ordinance.

(e) Special exceptions:

(1) Comprehensive sign plans may be approved by special use permit in ___ districts. Comprehensive sign plans may be approved by special use permit in the ___ districts for uses allowed by special use permit. The comprehensive sign plan shall establish the time, manner, and placement of signs, frequency of message changes, the materials, the hours of lighting, the height of signs, the total number of square feet of sign surface, and the number of signs to be placed on a

site. Height of signs shall not be modified above the height permitted in the Zoning Ordinance.

(2) Billboards ????

(3) Murals (over a certain size?)

Sec. XX-XXX. Permit not required.

A sign permit is not required for:

(1) Signs erected by a governmental body or required by law.

(2) Flags up to 16 square feet in size not containing any commercial advertising; provided, that no freestanding pole shall be erected in the public right-of-way nor be within five (5) feet of a service drive, travel lane or adjoining street.

(3) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with section _____.

(4) Temporary signs as follows:

a. One (1) sign, no more than twelve (12) square feet in area, located on property where a building permit is active.

b. On any property for sale or rent, not more than one sign with a total area of up to twelve square feet and a maximum height of six feet when the sign abuts a road with a speed limit of twenty-five miles per hour or less, and when the sign abuts a road with a speed limit greater than twenty-five miles per hour not more than one sign with a total area of up to thirty two square feet and a maximum height of eight feet.

[OR]

b. On any property for sale or rent in ____ zoning districts, not more than one sign with a total area of up to twelve square feet and a maximum height of six feet, and on any property for sale or rent in ___ zoning districts, not more than one sign with a total area of up to thirty two square feet and a maximum height of eight feet.

c. Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of his official or directed duties; provided that all such signs shall be removed within ten (10) days after their purpose has been accomplished.

d. On residential property, one or more temporary signs with a total area of no more than twelve square feet, and which are removed within ninety days after being erected.

e. On residential property, window signs, provided that the total extent of window signs do not obstruct more than twenty-five percent of the total area of all windows on each building façade.

(5) Not more than two minor signs per parcel. Additional minor signs are permitted in certain zoning districts with a permit.

(6) A-frame signs more than fifty feet from the nearest public right of way.

(7) Pavement markings. Any sign applied directly and entirely to and flush with an asphalt, concrete, or similar paved surface.

(8) A permanent window sign, provided that the aggregate area of all window signs on each window or door does not exceed twenty-five percent of the total area of the window or door.

Sec. XX-XXX. 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) Any sign displayed without complying with all applicable regulations of this article.

(8) 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 its parapet wall.

(4) Neon signs, except in windows.

(5) Any sign located in the vision triangle formed by any two intersecting streets, as regulated by the provisions of section _____.

(6) Window signs whose aggregate area on a window or door exceeds twenty-five percent of the total area of the window or door.

Sec. XX-XXX. Measurements of sign area and height.

(a) Supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the preceding provisions.

(b) In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed as if there were a single tenant or user.

(c) Sign area.

- (1) Sign area is calculated under the following principles:
 - a. With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or overlapping rectangles that enclose the sign face.
 - b. The permitted area of a double-faced sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area. A double-faced sign must have an internal angle between its two faces of no more than 45 degrees.
 - c. For projecting signs with a thickness of four inches or more, the sign area also includes the area of the visible sides of the sign, calculated as a rectangle enclosing each entire side view.
- (2) The supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure area are designed in such a manner as to form an integral background of the display.
 - (d) Maximum height. The maximum height for any sign shall be twenty-five feet unless otherwise specified within this article.

Sec. XX-XXX. Maintenance and removal.

- (a) All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code.
- (b) All signs and components shall be maintained in good repair and in a safe, neat and clean condition.
- (c) The building official may cause to have removed or repaired immediately without written notice any sign which, in his opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be at the expense of the owner.
- (d) The owner of any advertising sign, other than a permitted off-premises sign, located on commercial property where the use or business has ceased operating shall, within sixty days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.
- (e) Sign condition, safety hazard, nuisance abatement, and abandonment.
 - (1) Any sign which becomes a safety hazard or which is not kept in a reasonably good state of repair shall be put in a safe and good state of repair within thirty days of a written notice to the owner and permit holder.

(2) Any sign which constitutes a nuisance may be abated by the town under the requirements of Virginia Code §§ 15.2-900, 15.2-906, and/or 15.2-1115.

Sec. XX-XXX. General requirements.

(a) Placement. Except as otherwise permitted, all freestanding signs shall be set back from any street right-of-way at least half the height of the sign.

(b) Illumination. All permitted signs may be backlit, internally lighted, or indirectly lighted, unless such lighting is specifically prohibited in this article.

(1) In the case of indirect lighting, the source shall be so shielded that it illuminates only the face of the sign. However, shingle signs shall be indirectly illuminated or have shielded direct lighting, unless otherwise prohibited within this article. Indirect lighting shall consist of full cut-off or directionally shielded lighting fixtures that are aimed and controlled so that the directed light shall be substantially confined to the sign to minimize glare, sky glow, and light trespass. The beam width shall not be wider than that needed to light the sign.

(2) Internal illumination shall be limited to the illumination standards for parking lot lighting in _____. No sign shall be permitted to have an illumination spread of more than .05 foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. In no event shall the illumination of any sign resulting from any internal or external artificial light source exceed 100 lumens. All lighting fixtures used to illuminate a sign shall be full-cutoff, as defined by the Illuminating Engineering Society of North America (IESNA), and shall have fully shielded or recessed luminaires with horizontal-mount flat lenses that prevent upward light scatter and protect the dark night sky.

(c) Changeable copy or electronic signs and electronic signs must meet the following standards:

(1) Design. The electronic sign must be contained within, or as part of, a monument sign;

(2) Setback from residential. The leading edge of the electronic sign must be a minimum distance of one-hundred feet from any abutting residential district boundary;

(3) Setback from other electronic changeable copy or electronic graphic display. Electronic signs must be separated from other electronic signs by at least 35 feet;

(4) Orientation. When located within one-hundred and fifty feet of a residentially-used lot in a residential district, any part of the electronic sign must be oriented so that no portion of the sign face is visible from an existing or permitted principal structure on that lot;

(5) Duration.

a. Any portion of the electronic changeable copy sign message must have a minimum duration of four seconds and must be a static display;

b. Any portion of the electronic graphic display sign image must have a minimum duration of twenty minutes and must be a static display;

c. No portion of the electronic sign message or image may flash, scroll, twirl, change color, fade in or out or in any manner imitate movement;

(6) Color. The message or display must use a single color.

(7) All electronic signs must be equipped with an automatic dimmer that controls the intensity of the light source. The intensity of light allowed for all illuminated signs shall be eighty-five percent by day and fifty percent at night;

(8) All electronic message signs must be turned off at the close of business;

(9) Limited text. The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction; and

(10) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited in association with a changeable copy or electronic sign.

(d) Landscaping. All non-temporary ground-mounted or monument signs shall be installed with a minimum surround of three feet of regularly maintained floral and shrubbery landscaping in every direction.

Sec. XX-XXX. Nonconforming signs.

(a) Signs lawfully existing on the effective date of this article or prior ordinances, which do not conform to the provisions of this article, and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.

(b) No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination, be increased.

(c) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign. Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area.

(d) No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this article.

(e) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty percent of its area may be restored within two years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an

extent exceeding fifty percent, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.

(f) A nonconforming sign which is changed to becoming conforming or is replaced by a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this article.

(g) A nonconforming sign structure shall be subject to the removal provisions of section _____. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

Sec. XX-XXX. Non-commercial signs.

(a) Substitution. Wherever this article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height and construction.

(b) Off-site Signs for Noncommercial Use of Limited Duration. With a permit, a noncommercial use may erect up to three off-site signs on properties in zoning districts ____ with the consent of the persons in charge of such properties. Each sign shall be no more than sixteen square feet in area and eight feet in height. The area of the sign counts against the maximum sign area permitted on that lot. No more than one permitted temporary sign may be displayed per lot. Display of signs shall be limited to thirty days at a time. Each organization shall be limited to the display of such signs no more than four times within any calendar year.

Sec. XX-XXX. Sign regulations by use and district.

(a) Residential district signs: A-1, PUD, R-1, R-2, R-3

Except as otherwise prohibited in this Article, the following signs are permitted as accessory to residential uses in residential districts. Moving signs and electronic message signs are prohibited on residential properties in all residential districts.

TYPE	Flags	Temporary	Permanent
Size (each/total)	16 s.f./no limit	16 s.f./16 s.f.	3 s.f./3 s.f.
Illumination	As required by law	None	Indirect
Setback	Height of flagpole	None	None
Maximum Height	25 ft.	4 ft.	4 ft.
Location	Flag pole ≤ 8” diameter	Freestanding, portable, wall, or window	Wall or window sign or affixed to mailbox
Duration	Unlimited	90 days	Unlimited

Formatted Table

Comment [MC1]: Signs on property for sale, or where a building permit is active, are in addition to these temporary signs. See §§ 4(4)a. and b.

(b) Except as provided otherwise in this article, the following signs are permitted as accessory to non-residential uses in residential districts. Moving signs are prohibited as accessory uses for non-residential uses in all residential districts.

TYPE	Flags	Temporary signs	Changeable Message signs	Other permanent signs
Size (each/total)				
Illumination				
Setback				
Maximum Height				
Materials				
Duration				

(c) Business/commercial district signs: B-1, B-2, M-1

Except as provided otherwise in this article, the following signs are permitted as accessory uses in business/commercial districts. In addition, up to one minor sign per business is permitted as a wall sign.

TYPE	Freestanding	Wall	Flags	Temporary signs
Size (each/total)				
Maximum Number				
Illumination				
Setback				
Maximum Height				
Materials				
Duration				

(1) Window signs. Window signs are permitted up to twenty-five percent of the area of a window and count toward the maximum square footage of wall signs. Window signs are permitted only on the first floor of a building, unless the business advertised is only on the floor where the window sign is displayed.

(2) Off-Site Signs for Commercial Use of Limited Duration. Up to three off-site signs, each not to exceed six square feet and seven feet in height, shall be permitted for a commercial use lasting for three or fewer days on property zoned _____. No more than one permitted temporary sign shall be displayed per lot. Display of signs shall be limited to forty-eight hours prior to commencement, and forty-eight hours after cessation, of the use or activity advertised.

(d) **Industrial district signs:** Except as provided otherwise in this article, the following signs are permitted as accessory uses in industrial districts. In addition, up to one minor sign per business is permitted as a wall sign.

TYPE	Freestanding	Wall	Flags	Temporary signs
Size (each/total)				
Maximum Number				
Illumination				
Setback				
Maximum Height				
Materials				
Duration				

Window signs are permitted up to twenty-five percent of the area of a window and count toward the maximum square footage of wall signs. Window signs are permitted only on the first floor of a building unless the business advertised is only on the floor where the window sign is displayed.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Planning Commission Referral

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Planning Commission Referral – Special Events in Commercial Districts

BACKGROUND / SUMMARY: Town Code currently only allows Special Events in Agricultural Districts. Exploring the option of amending Town Code to allow for Special Events in Commercial districts could offer Economic Development opportunities for the Town.

ATTACHMENTS:

None

REQUESTED ACTION:

Refer to planning commission for recommendation.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Amending Ordinance on
Fence Height

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Amending Ordinance on fence height

BACKGROUND / SUMMARY:

Currently the Town's Zoning Ordinance states that the maximum height for fences on corner lots is 36 inches. VDOT allows a maximum height of 42 inches on corner lots. An Ordinance is required to amend the Town's Zoning Ordinance to allow a height of 42 inches to match VDOT's standards. This matter was discussed by the Planning Commission at its June meeting. The Commission returned a recommendation of approval.

ATTACHMENTS:

None

REQUESTED ACTION:

Set Public Hearing for August 3, 2017

FOR MORE INFORMATION. CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASSED

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Ordinance No. 17-003

An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots the R-1, R-2 and R-3 Residential Districts.

An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots the R-1, R-2 and R-3 Residential Districts as follows:

Amend Section 3-117(f)4 Specification and Requirements of Corner Lots to read as follows:

To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three and one-half (3 1/2) feet in height within the space between the setback line and the property line on the street corner side of the lot.

Amend Section 3-122(f)4 Specification and Requirements of Corner Lots to read as follows:

To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three and one-half (3 1/2) feet in height within the space between the setback line and the property line on the street corner side of the lot.

Amend Section 3-127(f)4 Specification and Requirements of Corner Lots to read as follows:

To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three and one-half (3 1/2) feet in height within the space between the setback line and the property line on the street corner side of the lot.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Set Public Hearing for Ordinance to allow Town to charge fees for collections

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Set Public Hearing for Ordinance to allow Town to charge fees for collections

BACKGROUND / SUMMARY: Section 58.1-3958 of the Code of Virginia provides that the treasurer can collect administrative fees to cover the costs of collection and may also add collection agency or attorney's fees actually contracted for, not to exceed 20%, to the delinquent tax bill. This proposal recognizes that the costs of collection of delinquent accounts should be borne by those who have failed to meet their obligations and not by the general citizenry. These fees would cover the costs of collection in the event the account is assigned to a collection agency or attorney.

ATTACHMENTS:

Model Ordinance

REQUESTED ACTION:

Request to advertise and set public hearing on August 3, 2017 for an ordinance to be added to the Town Code to provide for administrative fees and collection agency and attorney's fees to be added to delinquent tax bills.

FOR MORE INFORMATION. CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

PROPOSED ORDINANCE

§ xx-xx. Payment of administrative fees, attorney's fees, and collection agency's fees to cover the costs associated with the collection of delinquent taxes.

Any person liable for local taxes who fails to pay the taxes on or before the due date shall, in addition to all penalties and interest, pay a fee to cover the administrative costs associated with the collection of delinquent taxes. Such fee shall be imposed no earlier than 30 days after notice of the delinquency has been sent to the taxpayer and shall be equal to the maximum amounts allowed by Section 58.1-3958 of the Virginia Code, as amended, or such other Virginia statute regulating the amount of such fees or covering the subject of fees in such cases. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150.00 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.00. In addition to the administrative fee, the Treasurer may add to the delinquent tax bill, any collection agency's fees or attorney's fees actually contracted for, not to exceed twenty (20) percent of the delinquent tax bill.

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Set Public Hearing on
RZS-2017-001

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Set Public Hearing RZS-2017-001 Rezoning of 17518 AP Hill Blvd from R-1 to B-1.

BACKGROUND / SUMMARY: Property owner Dawn Harris has applied for her property located at 17518 A.P. Hill Blvd be rezoned from R-1 residential to B-1 business. The Planning Commission held a Public Hearing on the matter at its June meeting.

ATTACHMENTS: Application – RZS-2017-001

REQUESTED ACTION:

Set Public Hearing for August 3, 2017

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

RZS

2017-001

****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 Single 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	<u>Dawn Harris</u>	<u>407-257-2307</u>
Name		Daytime Telephone Number
<u>P.O. Box 1485 Bowling Green 22427</u>		
Mailing Address		

Property Information	<u>43 A 48</u>	<u>R-1</u>
Tax Map/Parcel Number		Existing Use/Zoning
<u>17518 AP Hill Blvd.</u>		
Address/Location (use street names)		
<u>Building & Shed</u>		
Existing Structures (number and type)		

Rezoning of Property Requested	
From Zoning Designation <u>R-1</u>	To Zoning Designation <u>B1 Commercial</u>

Water and Sewer			
What is your water supply source?		What is your sewage disposal source?	
<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> Private Well	<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> 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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---------------------------------------	--------------------------	-----	--------------------------	----

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

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.

5-17-17

Date

Nancy Harris

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

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 Single 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) _____
Mailing Address: _____

2) _____
Mailing Address: _____

3) _____
Mailing Address: _____

4) _____
Mailing Address: _____

5) _____
Mailing Address: _____

6) _____
Mailing Address: _____

7) _____
Mailing Address: _____

8) _____
Mailing Address: _____

9) _____
Mailing Address: _____

10) _____
Mailing Address: _____

11) _____
Mailing Address: _____

12) _____
Mailing Address: _____

13) _____
Mailing Address: _____

14) _____
Mailing Address: _____

15) _____
Mailing Address: _____

Dawn Harris
17518 AP Hill Blvd.
Bowling Green, VA. 22427

407-257-2307

Bowling Green Zoning Board,

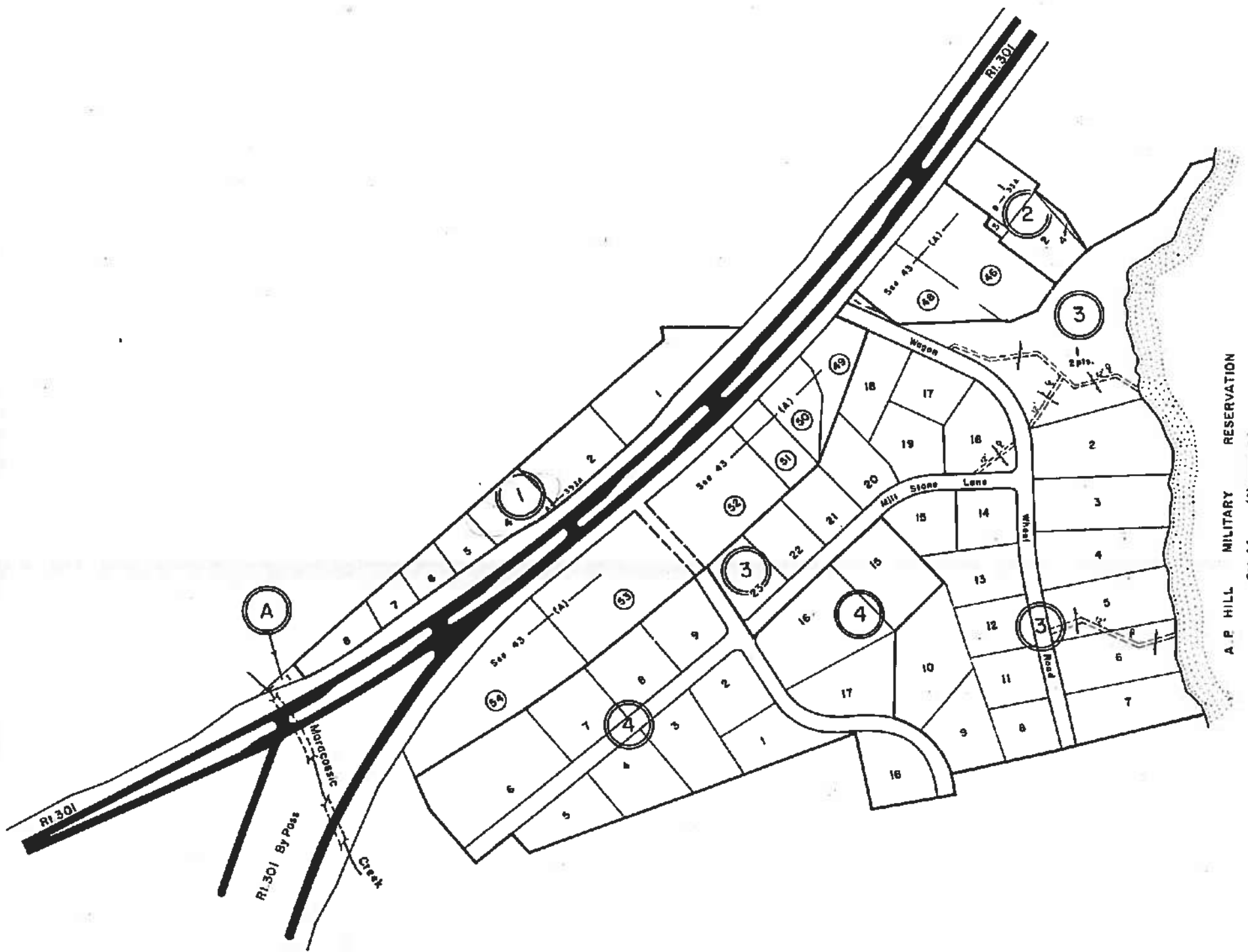
All surrounding properties are currently zoned commercial. This property is undesirable as a residential location due do the location & proximity of 301.

There should not be any impact on the environment.

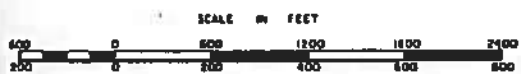
Thank you,

Dawn Harris

CAROLINE COUNTY



- (A) ACREAGE PARCELS
- (1) EUGENE AYERS PLAT — D.B. 127, Pg. 443
- (2) H.P. DUNNINGTON PLAT — D.B. 169, Pg. 460
- (3) BROADHURST ACRES — SECTION 4 — D.B. 215, Pg. 13, 14
- (4) BROADHURST ACRES — SECTION 3 — D.B. 162, Pg. 308

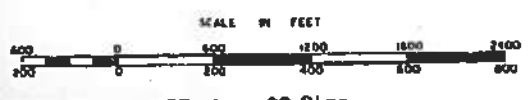
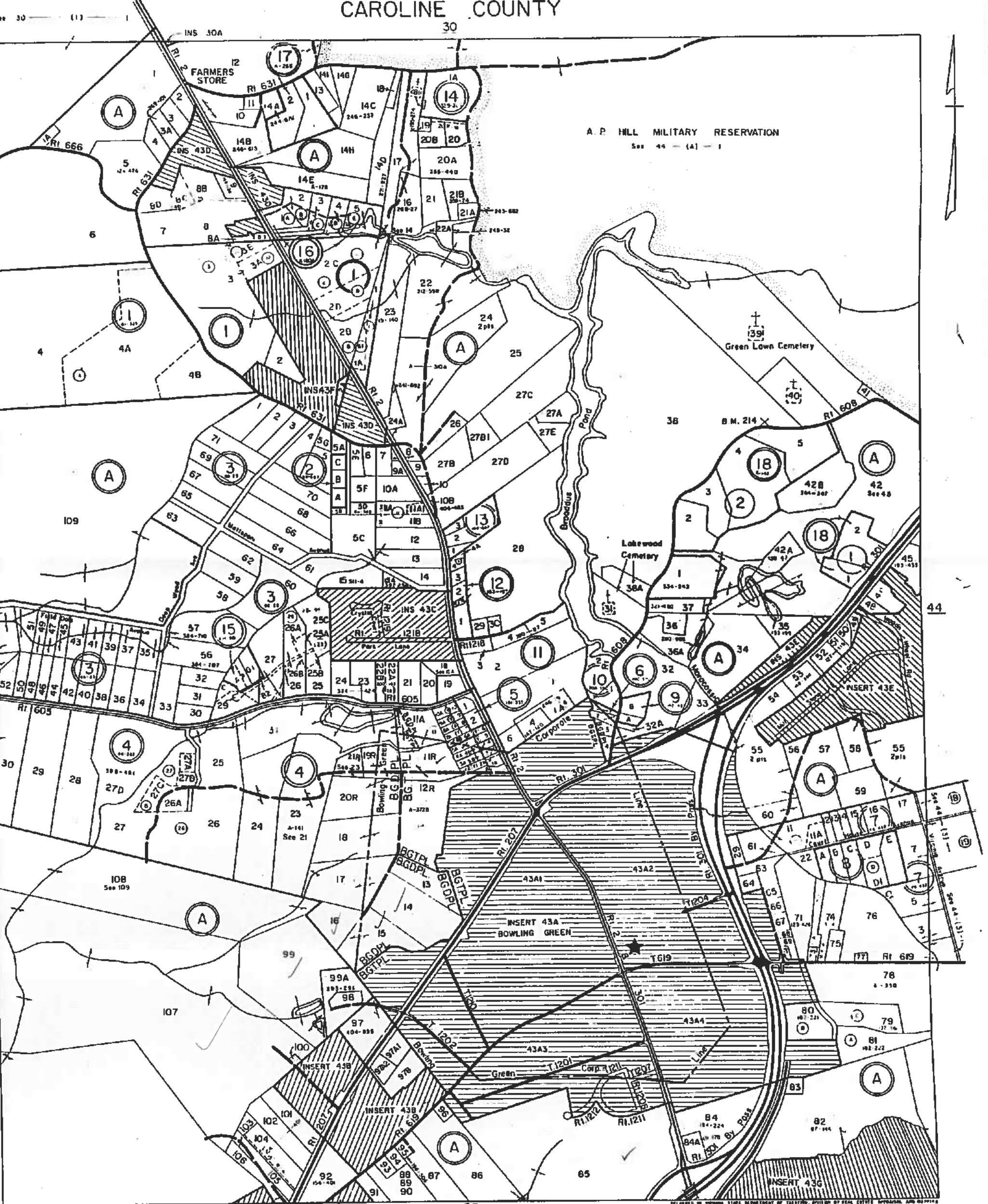


BOWLING GREEN DISTRICT

SECTION _____
 INSERT 43E

CAROLINE COUNTY

A. P. HILL MILITARY RESERVATION
See 44 - (A) - 1



BOWLING GREEN DISTRICT

SECTION 43
INSERT

82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94

Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: Set Public Hearing on Sign Ordinance

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - Resolution
 - Grant/
 - By Motion
 - Certificate
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Set Public Hearing on Sign Ordinance

BACKGROUND / SUMMARY: See Consent Agenda item D.

ATTACHMENTS: None

REQUESTED ACTION:

Set Public Hearing for August 3, 2017

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For June 2017

Prepared By: Jo-Elsa Jordan

Date: 06/29/17

Additional and/or Support Materials Attached: Yes

No X

Monthly Activities:

- **Clean Sweep**

Event Prep; Coordinate with PWD to distribute 'CLEAN SWEEP' signage around Town at various yard sales

Event day; print maps, distribute maps to yard sales, secure Town Hall parking lot for Caroline resident sales, coordinate volunteer efforts, pick up with Goodwill, collect event signage.

- **Bowling on the Green Virginia Wine Festival**

Distribute posters to Caroline County businesses (Bowling Green, Ladysmith)

Coordinate children's activities w/the Caroline YMCA

Apply ticket labels with event date to tickets

Coordinate with Flower Fashions for door prize give-away

Facebook promotion; Post boosts (*\$50.00 Paid w/personal debit card)

Recruit event volunteers through creation of shared Google doc.

Coordinate volunteer duties

Media buy for Free Lance-Star and Caroline Progress * Negotiated with the Free Lance-Star to run an additional advertisement, free of charge, as a result of failure to meet exact terms of the initial media buy.

Create press release; distribute press release to press contacts

Accept delivery of wine glasses

Coordinate with wineries for access to property

Design/order event signage

Coordinate with UB&T to secure event tents for registration

Purchase of water and cups for volunteers

Coordinate with Memorable Moments and Paisley & Jade for delivery/pick-up of event rentals

Printing event signage (i.e. "LEGAL DRINKING AGE", "TICKET PURCHASE", etc.

Coordinate with the Caroline Chamber of Commerce for event t-shirts

Secure cash box for ticket purchase at the gate

Restaurant Depot for "Wine Check" bags

Negotiated with the Free Lance-Star to run an additional advertisement, free of charge, as a result of failure to meet exact terms of the initial media buy.

Event set up

Event Day

Event Clean-up

- **Music on the Green**

Scouting bands for 8/25

- **Harvest Festival**

Vendor Recruitment

Review/Approve vendor applications

Update Vendor Spreadsheet

Coordinate with Town Clerk to process vendor payments

Update sponsorship package

- **Bowling Green Community Farmers Market**

Facebook posts

Correspondence to Virginia Healthy Food Program Director regarding SNAP (EBT) Program

Facebook posts

- **Community Relations**

Assist Caroline Historical Society with setting up Facebook page

Working with Caroline County Tourism & Economic Development on WWI/WWII Commemoration event/USO dance in September. (i.e. distribution of sponsorship packages, coordination with the Big Band of Fredericksburg, etc.)

- **Economic Development Authority**

Create minutes from May meeting and distribute to Board members

Attend meeting on 6/20/17; Take meeting minutes

Misc.:

Present at Town Council meeting on 6/1/17

Gain access to Town's server/shared drive *Ongoing

Take photos of Town Hall, Courthouse Lawn, new welcome signage, etc. (Facebook/website/marketing)

Attend Virginia Tourism Corporation Orientation Seminar (See attached)

Draft of Event Coordinator contract to be reviewed by the Town Manager *In process

Heads Up Items: Contract renewal in July 2017



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For June 2017**

Prepared By: Melissa Lewis

Date: 06/30/17

Additional and/or Support Materials Attached: Yes

No

Ongoing:

- Working with Town Attorney to identify delinquent BPOL, Meals, Real Estate, and Personal Property Taxes.
- As of July 1 Meal Tax has increased from 4% to 6%. In early June, I personally spoke with each restaurant owner and hand delivered letters notifying owners of meals tax increase. I mailed certified letters to the corporate offices of Pizza Hut, Food Lion, and McDonald’s. Some owner’s chose to display letter notifying their customers of the increase.
- June 26th was our CPA’s, Sheila Minor, last day with us. She has assigned one of her employee’s, Carol White, to take over her duties.
- New trash cans were recently purchased for the playground using Litter Prevention Grant Funds. The trash cans are covered to keep them from filling with water and have been placed in front of the pavilion.
- A new financial sub-tab has been added under the “Government Tab” on our website. Our adopted Budget and Financial Audits are available to the public here. I will post an updated budget analysis quarterly.
- We officially began accepting Credit Cards in the office using the “Square” on a tablet.

Attached:

- Town Hall Rentals Report for June 2017

Pending Actions:

Decisions Needed:

None.

Heads Up Items:

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.

TOWN HALL RENTALS

June 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
23	Activities Program	Yoga/Pitaiyo	340.00
1	Rappahannock Electric	Retirement Dinner	500.00
1	Vanessa Golden	Grad Party	500.00
1	Caroline Promise - Diva's	Dinner	N/C
1	Medra Brown	Family Reunion	500.00
1	Deanna Calhoun	Wedding Rec	575.00
1	Town Council	Meeting	N/C
1	Town Council	Special Meeting	N/C
1	Triad	Meeting	N/C
1	Ordinances, Licenses and Permits	Meeting	N/C
1	Veteran's Assistance	Meeting	N/C
2	Voter's Registrar	Election Setup & Election	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	GWRC	Meeting	N/C



Town of Bowling Green – Town Manager Town Council Monthly Report/Project Update For June 2017

Prepared By: Chief W. Jones

Date: 06/29/17

Additional and/or Support Materials Attached: Yes No

Informational Statistics: As of 6/29/17

The Bowling Green Police Department responded to 20 calls for service. A report was taken regarding one of these calls for service. An investigation is pending regarding that matter. Several property checks were also established. BYPD made 16 traffic stops, during which 12 summonses were given and four warnings were given. 10 warnings were given for fire lane or parking issues. BYPD made no arrests in Town this month.

The Caroline County Sheriff's Office responded to 15 calls for service. One informational report was taken regarding this call for service. CCSO made 4 traffic stops, during which 1 summons was given and one warning was given.

The Virginia Sex Offender Registry was checked, and no new sex offenders are registered in Town.

Public Relations:

- I received items from the Federal Trade Commission for distribution at public relations events. I am in the process of completing orders for coloring books, pencils, a display board, and other items.
- A new tent was also purchased for PR events and displays. The old one was my personal one, and had been damaged during an event.
- Our monthly appearance at the Farmers Market continues to be successful. I would estimate that we handed out over 100 items, and fielded many questions. I also responded to an emergency that occurred while I was at the event. The community continues to respond positively to this opportunity.
- Our crime and safety tips online have focused on scams, and have included information on gas pump scams, bank information, IRS scams, contractor scams, grandparent scams, and general phone scams.
- We have begun to advertise for National Night Out, which will be held August 1, 2017 from 5 to 7 pm. We encourage you all to attend!
- We are exploring options for additional PR events, such as bike rodeos, DUI education and deterrence, and speaking to community groups regarding concerns about law-enforcement related matters.
- I attended the Piedmont Regional Crime Prevention Association Meeting in Fredericksburg and gained valuable information on events and concerns in neighboring jurisdictions. I also joined the association. This will ensure that we are kept in the loop regarding concerns in our area.

Equipment:

Our agency honestly has been under-equipped for certain functions for a while now. With the end of the budget year here, purchases have been made to improve the services of BYPD, including replacing our non-functioning computer, obtaining items such as an AED, vehicle emergency supplies, the replacement of our non-functioning RADAR trailer, and investing in LIDAR. We are also looking into obtaining drug test kits, traffic direction items, and other essential items that will improve our abilities to address emergencies and concerns within the Town.

Other: Suggested Improvements to the PD Building

Pursuant to previous conversations, I purchased a cost effective but well rated camera system for behind the police department. Once electricity is run to the pavilion, the cameras can be installed. I will also have a camera for behind the PD building as well. After the recent improvements to the playground, I feel it is important to protect the

investment made, as well as to be aware of activity on the playground at night. The software that accompanies the cameras is versatile and accessible from an app that has many features. I have also obtained a sign to discourage trespassing on the playground premises at night.

Pending Actions:

I have been quite busy working on many potential projects while also fulfilling expectations to patrol, run RADAR, handle administrative matters, and more. I am working on a grant opportunity to bring additional RADAR coverage and patrol potential to Town. I am also working on several other concepts that would be grant funded or supplemented. More research is required for several.

Many more concerns have been brought forward regarding RADAR and speeding in Town. We have continued to operate in targeted areas of concern, and with the addition of the new tools we anticipate obtaining, are optimistic that we will continue to address the problem as best we can. Parking is also an issue, especially with those who continue to park the wrong direction, against curbs that are yellow (or used to be yellow), and on sidewalks. Notice was sent with the July water bill, so fair warning has been given. Tickets will be issued for violations. The curb painting has been brought up, and actions to address this are in the works.

Decisions Needed:

None.

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Town of Bowling Green – Town Manager Town Council Monthly Report/Project Update For June 2017

Prepared By: A. Reese Peck

Date: 07/01/17

Additional and/or Support Materials Attached: Yes No

Meetings Attended:

Town Council: June 1st regular meeting and June 15th budget adoption meeting.

Town Council Subcommittee Meetings: Ordinance (once) and Personnel (once).

Commission and Authority Meetings: Planning Commission and Economic Development Authority.

Other Meetings

Interviews for Chief Operator and Public Works Director

Caroline Family Practice

VLGMA Summer Conference

Main Street & Commercial Corridor Revitalization:

Hotel – Developer is interviewing Architectural Firms and hiring Virginia based project manager.

Ordered planters for Main Street.

Planning/Zoning/Siting Issues:

Held Public Hearing on June 19, 2017 on the rezoning request for 17518 AP Hill Boulevard.

Other: Hired Public Works Director and WWTP Chief Operator.

Pending Actions:

301 rezoning request, corner lots fence height, collection fee add on.

Decisions Needed:

Heads Up Items:

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Town of Bowling Green
Town Council Meeting



Date: July 6, 2017
Agenda Item: National Night Out

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: National Night Out

BACKGROUND / SUMMARY:

National Night Out is an Annual Event held nationally on the First Tuesday of August. It is an opportunity for residents to come out and meet their neighbors and local law enforcement. The Town has participated in the event for the past several years. Council is invited to attend.

ATTACHMENTS: Facebook post from the Police Departments Facebook page.

REQUESTED ACTION:

None.

FOR MORE INFORMATION, CONTACT:

Phone#:

Email:

Name:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

National Night Out 2017 in Bowling Green

**August 1,
2017
5:00 to
7:00 pm**



**Join us for
food, fun,
and celebration!**

To be held behind the Bowling Green Police
Department building on Butler Street