



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, October 05, 2023
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

1. Mayor Mark Gaines

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Public Works Department Monthly Report for September 2023
- [3.](#) Police Departments Monthly Report for September 2023
- [4.](#) Town Treasurer/Finance Department Monthly Report for September 2023
- [5.](#) Town Administration (Town Manager, Town Clerk) Monthly Report for September 2023
6. Town Attorney Monthly Report for September 2023

CONSENT AGENDA:

- [7.](#) Minutes – September 7, 2023 Town Council Work session
- [8.](#) Bills – September 2023

UNFINISHED BUSINESS:

- [9.](#) Authorization of Joint Public Hearing Date (October 19, 2023 @ 6:00 pm with the Planning Commission to Consider Amendments to The Bowling Green Zoning Ordinance) - John Anzivino, Interim Town Manager

NEW BUSINESS:

- [10.](#) Discussion on Status of Christmas Parade - John Anzivino, Interim Town Manager
- [11.](#) Request for Authorization to Dispose of Surplus Property - John Anzivino, Interim Town Manager

INFORMATIONAL ITEMS:

12. VML Conference - October 8 and 9, 2023 Norfolk

COMMITTEE REPORTS:

CLOSED SESSION:

- [13.](#) The purpose of the closed meeting is to discuss and consider prospective candidates for employment or appointment of the public body. Specifically, the Town Council will discuss the Town Manager's position

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



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

AGENDA ITEM: Public Works Department Monthly Report for
September 2023

DATE: September 27, 2023

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

Public Works

- Monthly cutting of all Town grass
- Weekly watering of Town flowers on Main Street
- Started edging of sidewalks and curbs
- Set up for meetings
- Daily check of wells and lift stations
- Assist Around wastewater plant when needed
- Cut grass around fire hydrants
- Cleaned the inside of all well houses

ATTACHMENTS:

HEADS UP ITEMS:



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

AGENDA ITEM: Police Departments Monthly Report September 2023

DATE: 09/30/2023

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for Sep 2023

26-Total calls for service

16-Assist other agencies

35-Summons / Parking tickets

93-Park walk and talks

1- Narcotic offense

2-Larcenies

1- Motor Vehicle Accidents

44-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

Preparing for Harvest Fest



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for September 2023

DATE: September 27, 2023

PREPARED BY: Trish Chenault, Deputy Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Working with Caroline County with tax bills
- Researching/correcting utility bills
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting all payments
- Entered in/out customer information/meter reads
- Business licenses
- Irrigation applications
- Zoning applications
- Town Hall Rentals
- Utility Billing

ATTACHMENTS:

- Monthly Town Hall Rental Report – September 2023

HEADS UP ITEMS:

TOWN HALL RENTALS

September 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Happy Yoga Class	\$ 108.00
1	Private Event	Wedding/Reception	\$1475.00
1	Private Event	Graduation Party	\$ 875.00
6		Totals	\$2458.00



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

AGENDA ITEM: Town Administration (Town Manager, Town Clerk)
Monthly Report for September 2023

DATE: September 27, 2023

PREPARED BY: John Anzivino, Interim Town Manager

MONTHLY REPORT / PROJECT UPDATE:

- Planning and Zoning Inquiries (ITM)
- Review of Zoning Permits (ITM)
- Preparation and Staff for the October 5, 2023 Town Council Meeting (ITM/Clerk)
- Preparation and Staff for the October 5, 2023 Town Council Worksession (ITM/Clerk)
- Staff Discussions Concerning Internal Operations/Processes (ITM)
- Discussion of Future Water Project with consultant Stantec (ITM)
- Updates to Town Website/Social Media (Clerk)
- Preparation for 2023 Music on the Green (Clerk)
- Preparation for 2023 Harvest Festival- Planning Meeting Clerk/VDOT Road Closure Permit – ITM
- Creating and printing of Town Council Agendas/Packets (ITM/Clerk)
- Attend Town Council Worksessions & Meetings (Clerk/ITM)

Meetings/Training:

- Attendance at August Town Council Worksessions (Clerk)
- Attendance at Town Council Meetings (Clerk)
- Meetings on various topics with County staff, Town staff, Town Attorney (ITM/Clerk)
- Conversations with various Citizens (walk in), State Governmental Agencies, Planning Commissioners, Town Council Members (ITM)

Note: ITM (interim Town Manager)



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

AGENDA ITEM: Minutes – September 7, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the September 7, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from September 7, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORKSESSION MINUTES**

A G E N D A

**Thursday, September 7, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

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

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis- By Phone
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Arthur Wholey

COUNCIL ABSENT:

Council Member Dan Webb

BUSINESS:

Town Council discussed the following matters:

- Finance Office – The Interim Town Manager went over a report concerning finances that was given to Council. He explained about the need for audits which have not been conducted for several years as well as the software conversion. Council Member Webb asked about the status of the accounting firm.
- Wastewater/Utility Report – The Interim Town Manager gave an update on utilities. He went over water system improvements/issues as well as long term issues. The Interim Town Manager also went over a memo from Caroline County concerning issues that have been identified with the Towns water and wastewater facilities.
- Goodwill Drop-off Site – The Town Manager explained to Council that Goodwill would like to have a drop-off site located next to Walgreens. The Town Manager advised that this would need a text amendment.

INFORMATIONAL ITEMS:

The Interim Town Manager had a discussion with Council concerning the hiring of a new Town Manager, Council Training, Committees and an IT contract.

ADJOURNMENT

The Town Council closed the Worksession.



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

AGENDA ITEM: Bills – September 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in September 2023

ATTACHMENTS:

September 2023 AP Disbursements Summary
September 2023 ACH Disbursements Summary

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:09/01/2023 TO:09/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1257	BERKLEY INVESTMENTS LLC	1	5,689.72	0.00	5,689.72	5,689.72	AP*30663		09/14/23
		TOTAL	5,689.72	0.00	5,689.72				
897	CINTAS CORPORATION	8406414330	20.31	0.00	20.31	20.31	AP*30664		09/14/23
		TOTAL	20.31	0.00	20.31				
1058	CRYSTAL SPRINGS	234840340901	47.44	0.00	47.44	47.44	AP*30665		09/14/23
		TOTAL	47.44	0.00	47.44				
1238	EUROFINS ANALYTICS, LLC	80798	145.00	0.00	145.00	1,280.00	AP*30666		09/14/23
		80832	115.00	0.00	115.00				
		80840	105.00	0.00	105.00				
		80842	155.00	0.00	155.00				
		80923	115.00	0.00	115.00				
		80929	115.00	0.00	115.00				
		80930	145.00	0.00	145.00				
		81064	115.00	0.00	115.00				
		81065	115.00	0.00	115.00				
		81128	155.00	0.00	155.00				
		TOTAL	1,280.00	0.00	1,280.00				
1256	HEFTY WILEY & GORE, P.C.	12568	1,354.84	0.00	1,354.84	1,354.84	AP*30667		09/14/23
		TOTAL	1,354.84	0.00	1,354.84				
1081	IWORQ	200564	11,000.00	0.00	11,000.00	11,000.00	AP*30668		09/14/23
		TOTAL	11,000.00	0.00	11,000.00				
1208	JOHNS BROTHERS SECURITY, IN	1224438	39.95	0.00	39.95	39.95	AP*30669		09/14/23
		TOTAL	39.95	0.00	39.95				
1115	JUSTTECH	138556	176.63	0.00	176.63	176.63	AP*30670		09/14/23
		TOTAL	176.63	0.00	176.63				
1139	KEYSTONE INFORMATION SYSTEM	209047	175.00	0.00	175.00	175.00	AP*30671		09/14/23
		TOTAL	175.00	0.00	175.00				
743	LOCAL SERVICES	186454	147.07	0.00	147.07	442.33	AP*30672		09/14/23
		188017	295.26	0.00	295.26				
		TOTAL	442.33	0.00	442.33				
48	MID-ATLANTIC LAB	17340	1,160.00	0.00	1,160.00	1,160.00	AP*30673		09/14/23
		TOTAL	1,160.00	0.00	1,160.00				
1255	PRUITT CONTRACTING COMPANY	1	487,624.26	0.00	487,624.26	487,624.26	AP*30674		09/14/23
		TOTAL	487,624.26	0.00	487,624.26				
228	VIRGINIA DEPARTMENT OF TRAN	PERMIT2023-0	100.00	0.00	100.00	100.00	AP*30675		09/14/23
		TOTAL	100.00	0.00	100.00				
878	WHITE OAK ELECTRIC	3265	2,230.20	0.00	2,230.20	5,915.20	AP*30676		09/14/23
		3266	3,685.00	0.00	3,685.00				
		TOTAL	5,915.20	0.00	5,915.20				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:09/01/2023 TO:09/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1259	DEPARTMENT OF ENVIRONMENTAL	719732	3,180.00	0.00	3,180.00	3,180.00	AP*30677		09/15/23
		TOTAL	3,180.00	0.00	3,180.00				
1255	PRUITT CONTRACTING COMPANY	2	31,915.42	0.00	31,915.42	31,915.42	AP*30678		09/15/23
		TOTAL	31,915.42	0.00	31,915.42				
1257	BERKLEY INVESTMENTS LLC	2	7,216.69	0.00	7,216.69	7,216.69	AP*30679		09/27/23
		TOTAL	7,216.69	0.00	7,216.69				
429	CAROLINE COUNTY SHERIFF'S O	23-055	161.00	0.00	161.00	161.00	AP*30680		09/27/23
		TOTAL	161.00	0.00	161.00				
341	DOMINION CHEMICAL CO	95000077	372.00	0.00	372.00	372.00	AP*30681		09/27/23
		TOTAL	372.00	0.00	372.00				
1238	EUROFINS ANALYTICS, LLC	81513	145.00	0.00	145.00	280.00	AP*30682		09/27/23
		81514	135.00	0.00	135.00				
		TOTAL	280.00	0.00	280.00				
28	G & G MILFORD FARM SERV.	200636	27.99	0.00	27.99	204.72	AP*30683		09/27/23
		200720	4.77	0.00	4.77				
		200739	7.99	0.00	7.99				
		200777	109.99	0.00	109.99				
		200813	24.90	0.00	24.90				
		200855	19.18	0.00	19.18				
		200877	9.90	0.00	9.90				
		TOTAL	204.72	0.00	204.72				
1134	HELD ED	047953	300.00	0.00	300.00	300.00	AP*30684		09/27/23
		TOTAL	300.00	0.00	300.00				
1115	JUSTTECH	138903	15.00	0.00	15.00	15.00	AP*30685		09/27/23
		TOTAL	15.00	0.00	15.00				
1261	KENASHA CHILDS	2023-08-12	150.00	0.00	150.00	150.00	AP*30686		09/27/23
		TOTAL	150.00	0.00	150.00				
898	MARY JAMES	2023-09	140.00	0.00	140.00	140.00	AP*30687		09/27/23
		TOTAL	140.00	0.00	140.00				
1260	MATTAPONI BAPTIST ASSOCIATI	2023-07-22	700.00	0.00	700.00	700.00	AP*30688		09/27/23
		TOTAL	700.00	0.00	700.00				
1262	MICHELLE LOGAN	2023-09-02	300.00	0.00	300.00	300.00	AP*30689		09/27/23
		TOTAL	300.00	0.00	300.00				
659	SOSMETAL PRODUCTS INC	1522586	376.36	0.00	376.36	376.36	AP*30690		09/27/23
		TOTAL	376.36	0.00	376.36				
653	STEMMLE PLUMBING REPAIR	219033	5,250.00	0.00	5,250.00	5,250.00	AP*30691		09/27/23
		TOTAL	5,250.00	0.00	5,250.00				
1263	TANYA KELLY	2023-09-16	300.00	0.00	300.00	300.00	AP*30692		09/27/23

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:09/01/2023 TO:09/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
		TOTAL	300.00	0.00	300.00				
148	THE FREE LANCE STAR	A82720230609	500.00	0.00	500.00	500.00	AP*30693		09/27/23
		TOTAL	500.00	0.00	500.00				
1264	TRAVIS WALKER	2022-02-17	100.00	0.00	100.00	100.00	AP*30694		09/27/23
		TOTAL	100.00	0.00	100.00				
949	ULINE	949	199.41	0.00	199.41	199.41	AP*30695		09/27/23
		TOTAL	199.41	0.00	199.41				

TOTALS

566,686.28

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:09/01/2023 TO:09/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1063	ALACRITI PAYMENTS, LLC	NMXGD137L4PH	11.59	0.00	11.59	49.05	ACH*99413		09/06/23
		NMXGR213HCRN	11.14	0.00	11.14				
		NMXGR813VNBH	13.23	0.00	13.23				
		NMXGR913C20V	13.09	0.00	13.09				
		TOTAL	49.05	0.00	49.05				
1094	BMW CLEANING SERVICES	37	900.00	0.00	900.00	900.00	ACH*99414		09/06/23
		TOTAL	900.00	0.00	900.00				
919	PRO SHRED SECURITY	1220795	52.51	0.00	52.51	52.51	ACH*99415		09/06/23
		TOTAL	52.51	0.00	52.51				
918	STAPLES ADVANTAGE	1650091863	1,466.78	0.00	1,466.78	1,466.78	ACH*99416		09/06/23
		TOTAL	1,466.78	0.00	1,466.78				
728	VRSA INSURANCE	RENEWAL	18,718.00	0.00	18,718.00	18,718.00	ACH*99417		09/06/23
		TOTAL	18,718.00	0.00	18,718.00				
44	VUPS	07230469	37.40	0.00	37.40	37.40	ACH*99418		09/06/23
		TOTAL	37.40	0.00	37.40				
944	ATLANTIC BROADBAND METROCAS	09/19/2023	137.73	0.00	137.73	371.18	ACH*99419		09/29/23
		828215011000	137.73	0.00	137.73				
		828215011009	95.72	0.00	95.72				
		TOTAL	371.18	0.00	371.18				
1116	COBANK, ACB	00132964	6,858.33	0.00	6,858.33	13,476.31	ACH*99420		09/29/23
		07/31/2023	6,617.98	0.00	6,617.98				
		TOTAL	13,476.31	0.00	13,476.31				
10	DOMINION VIRGINIA POWER	800030098046	628.50	0.00	628.50	4,552.60	ACH*99421		09/29/23
		800060051493	109.48	0.00	109.48				
		800290110442	18.28	0.00	18.28				
		800300115346	178.31	0.00	178.31				
		800620096139	101.64	0.00	101.64				
		800680089149	189.20	0.00	189.20				
		800800091738	832.20	0.00	832.20				
		810000011402	2,494.99	0.00	2,494.99				
		TOTAL	4,552.60	0.00	4,552.60				
1149	GFL ENVIRONMENTAL	KB0000807463	5,986.88	0.00	5,986.88	11,973.76	ACH*99422		09/29/23
		KB0000851196	5,986.88	0.00	5,986.88				
		TOTAL	11,973.76	0.00	11,973.76				
1211	P-FLEET	A854720	569.64	0.00	569.64	1,761.41	ACH*99423		09/29/23
		A857484	250.75	0.00	250.75				
		A876560	421.42	0.00	421.42				
		A879328	170.02	0.00	170.02				
		A882923	349.58	0.00	349.58				
		TOTAL	1,761.41	0.00	1,761.41				
11	RAPPAHANNOCK ELEC COOP	08/12/23	759.40	0.00	759.40	759.40	ACH*99424		09/29/23
		TOTAL	759.40	0.00	759.40				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:09/01/2023 TO:09/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
19	VERIZON	07/15/2023	17.20	0.00	17.20	950.00	ACH*99425		09/29/23
		08/15/23A	17.26	0.00	17.26				
		08/15/23B	449.14	0.00	449.14				
		09/15/23A	449.14	0.00	449.14				
		09/15/23B	17.26	0.00	17.26				
		TOTAL	950.00	0.00	950.00				
12	WASTE MANAGEMENT	280063902819	1,561.90	0.00	1,561.90	2,905.24	ACH*99426		09/29/23
		28031332810	1,343.34	0.00	1,343.34				
		TOTAL	2,905.24	0.00	2,905.24				
1114	XEROX FINANCIAL SERVICES	4714328	123.22	0.00	123.22	123.22	ACH*99427		09/29/23
		TOTAL	123.22	0.00	123.22				

TOTALS

58,096.86



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

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Zoning Text Amendment Referral to Planning Commission and Outcome

Date: September 26, 2023

The following issue was referred to the Town's Planning Commission by the Town Council at your September 7, 2023 meeting because the former Town Manager, in her role as Zoning Administrator, determined the proposal was not well-defined within the Town's Zoning Ordinance. The Town Council requested that the Planning Commission consider the issue and the information provided and, if necessary and warranted, consider appropriate amendments to the Town's Zoning Ordinance on an expedited track.

To that end, the Planning Commission met on September 21, reviewed the following information, discussed the issue and voted 4-0 to hold a joint public hearing with the Council as soon as possible. As indicated in a prior communication, due to out-of-town travel scheduled by some Planning Commission members and other scheduling conflicts the earliest possible date for a joint public hearing was determined to be October 19 at 6 PM in concert with the Planning Commission's regular meeting date. A polling of the Council indicates that five (5) members would be available that date (Davis, Wholey, Voit, Hageman, Coyle) with two members not yet responding.

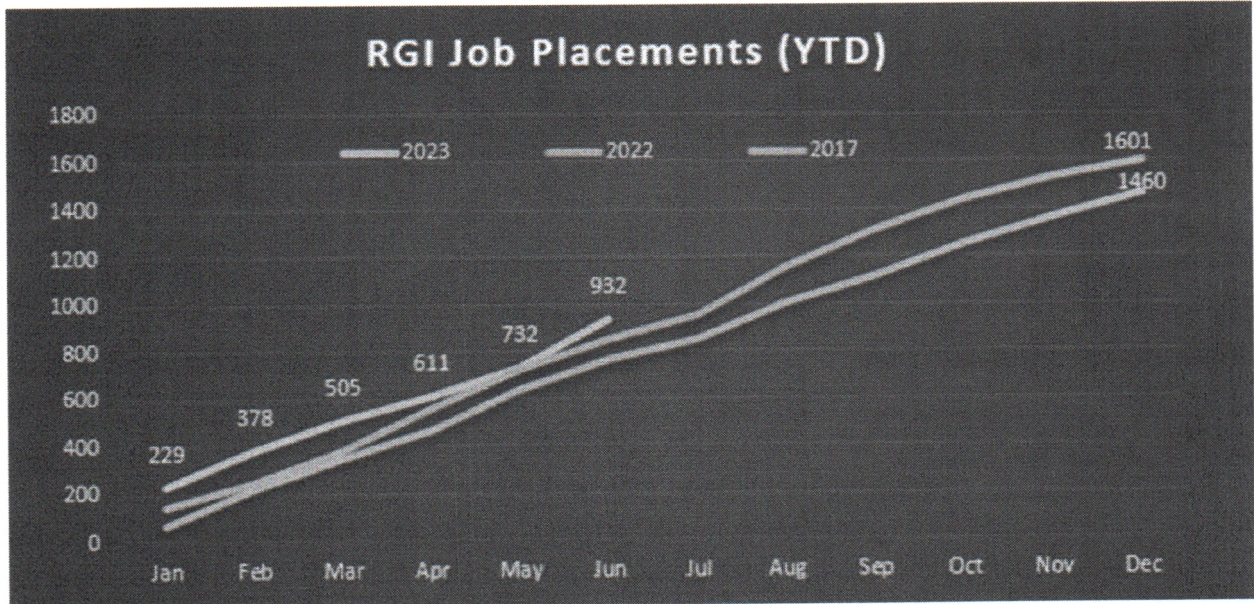
Background

As Council members will recall, Goodwill Industries wishes to develop a drop off/donation site in the Town of Bowling Green. To this end a zoning permit application was filed by Ken Phillips of Goodwill Industries prior to my arrival along with a request for an amendment to the Town's zoning ordinance since the use requested is not defined within the ordinance. The purpose of this memorandum is to provide a brief description of what Goodwill is proposing and to provide a briefing on what the Planning Commission considered as appropriate zoning ordinance amendments allowing the proposed use in the Town's Business Districts.

The Nature of the Request

Rappahannock Goodwill Industries (RGI) is a not-for-profit organization that has been in the thrift and donated goods business, in Virginia, since the early 1960's. Goodwill Industries receives donated goods

from the community and sells those goods in their retail stores and other platforms to create revenue. Goodwill then takes the revenue from sales and uses it to pay their 400 plus employees and to support their stated mission of “Helping People Find Jobs.” Goodwill continually tracks their performance and is on pace this year to place more people in jobs than their best year ever (2017) according to data I have received in the following table.



As explained by Mr. Phillips in an email to me, “Specifically for Bowling Green, as nothing happens until we receive the donation, we are looking to open our 5th donation only center. We currently have these centers operating in King George, Locust Grove, Thornburg, and Colonial Beach. These centers are usually a 1200/1500 square foot box where we maintain an employee to help take in the donations and provide a receipt, do some light sorting, and then prepare them to be picked up, normally every day. I have attached a picture of the donation center in Colonial Beach and the one in Thornburg. If we can get this approved, Bowling Green will be the 5th of 10 donation centers that I have been asked to open before the end of 2024. Goodwill will not be doing any retail sales on this property. It is simply for the convenience of the community. Before the pandemic, RGI placed trailers in parking lots all over our territory (including Bowling Green). At one time we had over 70 trailers placed. During the pandemic we figured out that this was not the best way to interact with our customers and that our employees were being subjected to very harsh weather conditions. That was when we can up with this business process and began simply renting a small space and use it to take donations. In some locations we like to place a Goodwill donation bin in the parking lot also. This is to collect the donations while we are closed and keep the community from placing the donations on the sidewalk in front of the center. Goodwill has already negotiated this into the lease with the landlord.

Typical Goodwill donation storefront follows:



The Current Definition of an Allowable by Right Use in the Bowling Green B-1 and B-2 Districts

As we approach the issue the question has been posed as to whether or not an interpretation could be made to determine if the use could fall within the existing ordinance. In the Town's current zoning ordinance. The first area typically checked is the definition section of an ordinance. Allowable retail uses in both the B-1 (Downtown/Central Business District) and B-2 Districts (Shopping Centers) are as follows:

"Retail Stores and Shops" means buildings for display and sale of merchandise at retail or for the rendering of personal services, but specifically exclusive of coal, wood and lumberyards, such as the following, which will serve as illustration: drugstore, newsstand, food store, candy shop, milk dispensary, dry goods and notions store, antique store and gift shop, hardware store, household appliance store, furniture store, florist, optician, music and radio store, tailor shop, barbershop and beauty shop."

Clearly, a use such as proposed by Goodwill, is not currently defined and would need clarification if the Town Council and Planning Commission believes an amendment is necessary and fits the intent of the Comprehensive Plan and the need for such a facility.

Current Allowable Uses in the B-1 and B-2 Zoning Districts

The second area to check is allowable uses within the Town's zoning districts. The following uses are currently allowable under the Town's Zoning Ordinance:

Business District B-1 Sections 3-133-134.

Section 133.Intent. Generally, this district covers the central business district portion of the community and is intended for the conduct of general business to which the public requires direct and frequent access but which is not characterized either by constant heavy trucking, other than stocking and delivery of light retail goods, or by nuisance factors, other than those occasioned by incidental light and noise of congregation of people and passenger vehicles. This district includes such uses as retail stores, banks, theaters, business offices, newspaper offices and restaurants.

Section 3-134. Permitted uses. (a) In the Business District B-1, structures to be erected or land to be used shall be for one or more of the following uses:

- (1) Government office buildings.
- (2) Retail food stores.
- (3) Banks and savings and loan offices.
- (4) Restaurants.
- (5) Dry cleaners.
- (6) Jewelry stores.
- (7) Coin-operated laundries.
- (8) Wearing apparel stores.
- (9) Drugstores.
- (10) Barber and beauty shops.
- (11) Home appliance sales and services.
- (12) Hardware stores.
- (13) Theaters and assembly halls.
- (14) Offices
- (15) Libraries.
- (16) Auto parts and accessories stores.
- (17) Furniture stores.
- (18) Department stores.
- (19) Newspaper and printing houses.

- (20) Florists and gift shops.
- (21) Hotels, motels and inns.
- (22) Alcoholic beverage control stores.
- (23) Clubs and lodges.
- (24) Funeral homes.
- (25) Bakeries.
- (26) Video sales and rental.
- (27) Sporting goods shops.
- (28) Pawn shops.
- (29) Public and semipublic uses, including churches, schools, libraries, museums, parks and noncommercial recreational facilities.
- (30) Public utilities transformer substations, transmission lines and towers and other facilities for the provision and maintenance of public utilities, including railroads (except railroad yards) and water and sewage installations.
- (31) Off-street parking as required by Section 3-180 of this article; public and private off-street parking lots.
- (32) Stores for the sale and rental of goods at retail.
- (33) Clinics.

Section 3-135. Permitted accessory uses. (Reserved)

Section 3-136. Special uses. (a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Gasoline filling stations for the servicing of and making minor repairs to motor vehicles.
- (2) Pet shops.
- (3) Public billiard parlors and pool rooms, bowling alleys, dance halls, amusement centers and similar forms of public amusement, only after a public hearing shall have been held by the Town Council on an application submitted to the body for such use. In approving any such application, the Town Council may establish such special requirements and regulations for the protection of adjacent property and the general public, set limits on the hours of operation and make requirements as the Town Council may deem necessary in the public interest. For purposes of this subsection, "billiard parlor and pool room" shall include any place of business with more than one billiard or pool table in which money, tokens or other consideration is exchanged for the right to use such tables for playing billiards, pool or similar games. For purposes of Section 3-136, "amusement center" shall mean any place of business with more than three amusement devices for which money, tokens or other consideration is exchanged for the right

to use such devices. Amusement devices shall include video games, pool or billiards tables, foosball and all similar game devices, tables and equipment.

(4) Business and residential mixed-use development wherein dwelling units shall be a secondary use to the primary business use.

(5) Day-care center.

Business District B-2 (Shopping Center Uses)

Section 3-139. Permitted uses. (a) In the Business District B-2, structures to be erected or land to be used shall be for one or more of the following uses:

(1) Retail food stores.

(2) Dry cleaners.

(3) Coin-operated laundries.

(4) Wearing apparel stores.

(5) Barber and beauty shops.

(6) Auto and home appliance services.

(7) Theaters and assembly halls.

(8) Hotels, motels and inns.

(9) Office buildings.

(10) Drive-in restaurants and food sales.

(11) Department stores.

(12) Medical clinics.

(13) Clubs and lodges.

(14) Auto sales with service, including auto accessories.

(15) Furniture stores.

(16) Restaurants.

(17) Shopping centers containing uses permitted in this district.

(18) Banks and savings and loan offices.

(19) Funeral homes.

(20) Jewelry stores.

(21) Home appliance sales and service.

(22) Hardware stores.

(23) Florists and gift shops.

(24) Alcoholic beverage control stores.

(25) Bakeries.

(26) Car washes.

(27) Sporting goods.

(28) Pawn shops.

(29) Public and semipublic uses, including churches, schools, libraries, museums, parks and noncommercial recreational facilities.

(30) Off-street parking as required by Section 3-180 of this article; public and private off-street parking lots.

(31) Public utilities transformer substations, transmission lines and towers and other facilities for the provision and maintenance of public utilities, including railroads (except railroad yards) and sewage installations.

(32) Video sales or rental.

(33) Stores for the sale and rental of goods at retail.

(34) Ministorage.

(35) Convenience stores, including the sale of motor fuels.

(36) Drug and variety stores. (37) Antique stores.

(38) Hospitals.

(39) Printing shops.

(40) General stores.

Section 3-140. Permitted accessory uses. (Reserved)

Section 3-141. Special uses. (a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Lumber and building supply, with storage under cover.

(2) Plumbing and electrical supply, with storage under cover.

(3) Wholesale and processing not objectionable because of dirt, noise or odors.

(4) Machinery sales and service.

(5) Service stations and garages, with major repair and storage under cover.

(6) Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement, only after a public hearing shall have been held by the governing body on an application

submitted to the body for such use. In approving any such application, the governing body may establish such special requirements and regulations for the protection of adjacent property, set the hours of operation and make requirements as they may deem necessary in the public interest.

(7) Animal hospital clinic or pet shop.

(8) Day-care center.

Summary of Review and Suggested Action

As can be seen above both the B-1 and B-2 Districts cover a wide range of uses, most of which are typical for localities. They do not, however, cover non-profit uses and a drop off type of facility as proposed by Goodwill under their current business model. Such a use appears to be consistent with uses outlined in both business district designations and traffic and parking issues would be covered under the Town's current regulations. To allow such a use the Planning Commission reviewed and has forwarded two (2) new definitions in the Town's zoning ordinance in the definition section defining a 'charitable organization' and a 'charitable organization drop off center'. Defining both, as suggested, will allow a narrower and more limiting use for the Town preserving the intent of the ordinance and Comprehensive Plan. In addition, with the new definitions a new use allowing drop off centers operated by non-profits in the B-1 and or B-2 zoning districts is suggested.

Potential Zoning Ordinance Amendments

After review and discussion of the information above the Planning Commission decided amendments to the Town's Zoning Ordinance are warranted. To that end, I researched the issue through a survey of other city and town ordinances (Fredericksburg, Blacksburg, Wilton, CT, Richmond, Marietta, GA, the American Planning Association (APA) and a host of others) and the following amendments were offered to the Planning Commission for their consideration:

Amendment to Section 3-104 add the following definitions:

CHARITABLE ORGANIZATION: A non-profit organization that qualifies for exemption under the Internal Revenue Code 501(c)(3). A charitable organization may provide educational, health, recreational, social, civic, religious or similar services to members of the community which it serves but shall not contain dwelling units or sleeping accommodations. Public merchandising facilities provided as part of a charitable organization's use shall be limited to those which are ancillary to the principal use and from which the proceeds accrue to the non-profit organization

RECYCLING COLLECTION/DROP OFF CENTER. A storefront operation staffed by employees or members of a charitable organization that receives items such as clothes, footwear, children's toys and games, computers, TVs and other electronics, sports equipment, housewares, furniture items, linens, small tools, kitchen items, antiques, old collectible items, radios and stereos, CDs, DVDs, Blu Ray Discs, books and magazines and other household items. No outside storage is allowed for a Recycling Collection/Drop Off Center and, if requested by the store operator of the charitable organization, container bins and/or donation boxes shall be limited to one (1) container bin or donation box not to exceed four feet (4') in length by four feet (4') in width by four feet (4') in height for donation of goods. All such goods collected in a container bin or donation box located at an approved Recycling Collection/ Drop Off Center shall be:

1. collected on a daily basis at each Recycling Collection/ Drop Off Center storefront operation location,

and 2. any drop off/ donation box and the location of any drop off/donation box shall be approved by the Town Manager prior to placement at any recycling collection/drop off center.

Amendment to Sections 3-134 and 3-139 (permitted uses) add following permitted use:

B-1 Recycling Collection Drop Off Center

B-2 Recycling Collection Drop Off Center

Potential Motions

To Schedule a Joint Public Hearing with the Planning Commission

I move that amendments to the Town of Bowling Green’s zoning ordinance defining the use of a drop off/donation center for charitable organizations and allowing for drop off/donation sites of clothing and related materials in the B-1 and B-2 Zoning District as described in a report from the Town Manager and as unanimously endorsed by the Bowling Green Planning Commission at their September 21, 2023 meeting, be advertised for a joint public hearing with the Town of Bowling Green Planning Commission for 6:00 PM Thursday, October 19,2023.

To Deny

I move not to amend the Town of Bowling Green Zoning Ordinance to add definitions for, and to allow drop off/donation sites for charitable organizations.



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

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Christmas Parade

Date: September 29, 2023

Background

It is my understanding that the Town of Bowling Green has planned and carried out an annual Christmas Parade utilizing some volunteer contributions but heavily relying upon Town staff to handle most of the administrative, public safety and set up and clean up activities. Events such as these, while well received and appreciated by the community typically are planned well in advance of the event due to the amount of preparation required.

To date, I am unaware of a time being set and would offer the following thoughts concerning such an event being held in 2023. Some thoughts include:

Setting a date and time of the parade is important, and the date and time chosen should avoid the dates and times of as many other area events as possible to maximize participation of parade participants. To do this well, Council should decide at your October meeting if the event will be held so that planning can begin.

A second concern is considering who will serve as a 'lead' and plan and coordinate the event if a date is chosen, and what the impact on staff will be. Designating an event/parade coordinator/point of contact is important due to current staffing in the Town and workload priorities. I would remind Council that Town staff is significantly smaller and less experienced in Town matters this year than last, both in the office and in Public Works/Utilities. Recognizing that Public Works/Utilities staff is smaller in numbers, the Harvest Festival Committee is seeking volunteers to supplement Public Works/Utilities staff to help with the event. Internally, the Town is slowly rebuilding internal capacity and at present has only one office staff member who is vaguely familiar with the event. Consequently, given the need to focus on financial issues as an internal Council priority and the 'newness' of staff I believe that asking longer term staff to take this on and do it well at this point in time will dilute their focus on helping to rebuild the Town's internal financial structure and asking less experienced staff to take it on could result in an event which is not as well planned due to their inexperience.

Summary

Events, like the Christmas Parade, are important to communities and their citizens in that they are celebrations of the season, date or holiday, and build pride in the community in which they live. However, to get to, through, and finalize the event requires time and resources to plan and carry out the event. I offer the above to Council only to illustrate the challenges that may be faced in carrying the event out, and given the timing and preparation time required, an option is to defer having a parade until the Town returns to a higher level of staffing and staffing stability/experience. If Council decides that the parade should be held, I would offer the following suggestions:

1. Choose a time for the parade at the October 5 Council meeting. Note, a rain date needs to be considered.
2. If possible, solicit/ designate someone, or a reputable civic group, to coordinate and work with the Town given the Town's current staffing challenges.

I regret bringing this forward at this time, but it is my obligation as Interim Town Manager to not overlook topics such as these, but bring them forward for the elected officials' consideration and direction. As always, please feel free to reach out should you have any questions.



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

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Authorization to Declare Equipment Surplus

Date: September 30, 2023

Shawn Fortune, as the current 'lead' Public Works/Utilities staff member and I have established a positive working relationship, and I have regularly solicited ideas from him concerning department operations and improvements. Recently, Mr. Fortune brought forward the idea of declaring three (3) personal property items as surplus since they have outlived their useful life, have become problem items from a repair standpoint, do not have a useful purpose and/or need repairs that don't make sense given their age and general condition.

Due to the population of the Town, the Town is not governed by procurement requirements of the State Code, but the Town Attorney and I both agree that they provide good guidelines, and should be followed, although not as rigidly as outlined in state processes. To that end, and because, the Town Code is silent on the Manager's authority to declare Town items as surplus and sell them, I am seeking Council approval to do such. The items recommended for declaration as surplus include:

1. 2000 Chevrolet 2500 Utility Truck - Current Mileage 114,364. The truck bed is rusted out and it has failed state inspection. Significant repairs are required to the truck bed to make it

serviceable.



2. 2005 Ford Crown Victoria Sedan - Current Mileage 77,860. This is a former Police vehicle. It has had two radiators replaced and still runs hot and the battery drains continually due to an electrical problem various repair shops have not been able to identify and repair to ensure reliable operation.



- Utility Trailer - Originally used to transport a generator for well operation during power outages the trailer is no longer needed since the generator is now in a fixed position at a Town well. The trailer is narrow and would need modifications at Town expense to serve a useful purpose.



Recommendation

Upon inspection of the items, I would recommend that they be declared surplus and sold. The Town previously had entered into an agreement with Gov Deals, a national company which electronically auctions surplus public sector equipment, which I would propose handle these transactions. With over 15,000 sellers utilizing the Gov Deals online auction platform, Gov Deals has completed over \$3 billion in sales achieved by selling directly to their more than 1 million registered buyers. Their online auction platform regularly generates higher net returns by delivering true market values to the customers. Fees are added to the final bid price, paid by the winning bidder and there is no cost to the seller. In addition, no employee of the Town may bid on any Town item.

Potential Motions

Motion to Declare Property Surplus:

I move to declare the property identified in the interim Town Manger's memorandum of September 30, 2023 declared surplus by the Town Council of the Town of Bowling Green and that the items be sold utilizing Gov Deals and the proceeds be deposited in the General Fund.

Motion to Sell Selected Items:

I move to declare the following items (list provided by Council member) as surplus by the Town Council of the Town of Bowling Green and that the items be sold utilizing Gov Deals and the proceeds be deposited in the General Fund.



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

Memorandum

To: The Honorable Mark Gaines and Members of the Bowling Green Town Council

From: John Anzivino, Interim Town Manager

Subject: Town Manager Candidates and Selection Process

Date: September 30, 2023

Vice Mayor Valarie Coyle and Council Member David Storke who have been chosen by the Mayor with soliciting and screening potential candidates for the position of Town Manager have identified several candidates for the position of Town Manager and wish to share the candidate's information with the Town Council for consideration and possible interview in the near future.

MOTION(S):

Motion to go into closed session:

I move pursuant to the Code of Virginia Section 2.2-3711(A)(1) that the Bowling Green Town Council convene in a closed meeting to discuss, consider or interview prospective candidates for employment or appointment of the public body. Specifically, the Town Council will discuss the Town Manager's position.

The following are requested to attend the closed meeting:

- All Town Council members
- Interim Town Manager John Anzivino
- Town Attorney Jeff Gore

Motion to certify the closed session:

In accordance with Section §2.2-3712 of the Code of Virginia, I move that Town Council certify to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act; and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.