



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, November 07, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Work Session Minutes- October 3, 2024
- [2.](#) Regular Meeting Minutes- October 3, 2024
3. Cancellation of December Town Council Meeting

RECONVENE IN OPEN SESSION:

- [4.](#) Proclamation for Mayor Mark Gaines
5. Recognition of Town Councilmembers
6. Recognition of CCPS International Teachers

STAFF REPORTS & PRESENTATIONS:

- [7.](#) Police Department Report
- [8.](#) Public Works Report
- [9.](#) Utilities Report, IES
- [10.](#) Community Development Report
- [11.](#) Finance Director/Treasurer's Report
- [12.](#) Town Manager's Report
13. Stantec Update, Bryant Mountjoy

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

PUBLIC HEARINGS:

14. Short-Term Rentals & Accessory Dwelling Units Ordinance

MEMBER COMMENTS:

NEW BUSINESS:

- [15.](#) Regional Planning Area (RPU) Appointment, India Adams- Jacobs, Town Manager
- [16.](#) Mobilizing Main Street Resolution Approval, BGEP

- [17.](#) Short-Term Rentals & Accessory Dwelling Unit Ordinance, J.C. LaRiviere, Director of Community Development & Partnerships

CLOSED SESSION:

ADJOURNMENT:



**TOWN OF BOWLING GREEN
TOWN COUNCIL WORK SESSION**

M I N U T E S

**Thursday, October 03, 2024
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Council Members Present:

Honorable Mark Gaines, Valarie Coyle, Jean Davis, David Storke, John Chenault, Jeff Voit, Dan Webb, Randy Hageman

Staff Members Present:

Town Manager India Adams-Jacobs, Finance Director Tina Staples, Town Attorney Jeff Gore, IES Operator Jamie Silveus

BUSINESS:

1. *Town of Bowling Green Proposed Legislative Agenda Discussion 2025, India Adams-Jacobs, Town Manager*
 - Ms. Adams-Jacobs provided the Council with legislative priorities regarding sewer improvements, water improvements, and support for Fort Walker. The Town Manager discussed the legislative process at the state level. The Town Manager indicated that she is working with Congresswoman Spanberger's Office as a part of the Community Project Funding process at the Federal level. After the outline provided by the Town Manager, she requested that the Council approve the priorities, and she would draft the agenda for Town Council consideration. The Council requested the Town Manager provide a draft for the November 7th Council meeting.
 - A motion was made by Councilmember Storke, seconded by Councilmember Voit, and the item was approved unanimously.
2. *Strategic Planning Goals Update, India Adams-Jacobs, Town Manager*
 - The Town Manager provided strategic planning goals based on the direction of the Town Council provided as part of the Strategic Planning Retreat in January 2024.
3. *Town Manager Annual Evaluation Process Discussion, Town Council*
 - Mayor Gaines led the discussion regarding the process for Town Manager Evaluation, seeking guidance from the Town Manager and Town Attorney. A consensus was reached for the Town Manager to provide an example for an evaluation and proposed process for November 7th.

INFORMATIONAL ITEMS: None

ACTION ITEMS: None

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the meeting, which was seconded by Councilmember Voit. The motion passed unanimously on a voice vote.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday, October 03, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mr. Hageman called the meeting to order at 7:00 PM. Mr. Voit seconded followed by unanimous approval from council, and quorum was established.
- Council Members Present:
Honorable Mark Gaines, Valarie Coyle, Jean Davis, David Storke, John Chenault, Jeff Voit, Dan Webb, Randy Hageman
- Staff Members Present:
Town Manager India Adams-Jacobs, Finance Director Tina Staples, Town Attorney Jeff Gore, IES Operator Jamie Silveus

CONSENT AGENDA:

1. Minutes- September 2024 Regular Meeting
 - Mr. Voit motioned to adopt the consent agenda, seconded by Mr. Hageman. Consent agenda adopted after unanimous approval.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

- Members discuss how wipes in pipes are creating problems and the need for better public communication to prevent blockages.
- A question is raised about Supervisory Control and Data Acquisition (SCADA) system upgrades, and the need for better tracking of past decisions is discussed.

STAFF REPORTS & PRESENTATIONS:

2. Town Manager's Report
 - Ms. Adams-Jacobs attended a meeting with USDA regarding a water line project. The Town Manager finalized the Town Hall Rehabilitation contract and led project management with Public Works & Community Developer, as well as reviewed and provided guidance regarding short-term rental ordinance. The Town Manager conducted meetings with Truepani and staff to ensure EPA Copper and Lead Inventory be completed by October 16th, and met with Moonshot and IES regarding future utilities review.

3. Community Development Monthly Report
4. Police Department Report
5. Public Works Department Monthly Report
6. August Utilities Report, IES
 - Mr. Silveus reported on wastewater treatment improvements, drying beds, and expressed the need for a belt press to improve sludge drying, as well as efforts to monitor and reduce pump-and-haul operations to manage costs more effectively. Expanded well monitoring and increased sampling due to consent order has led to increased costs for Public Works.
7. Finance Report
 - Ms. Staples described the ongoing reconciliation of the financial records for FY22 and FY23, notably how both are hindered by duplicate entries. Ms. Staples provided a revenue breakdown, showing that property tax accounts for 27% and meal tax 25% of revenue. Additionally, the Chesapeake Bay Regional Cigarette Tax Board provides ~\$5000 a month in remittance and noted that trash collection fees are placed in a general fund.

UNFINISHED BUSINESS:

- There were no items to be discussed.

NEW BUSINESS:

8. Ordinance Amending Chapter 5, Article I, Division I To Add Section 5-103.1 To Clarify Process Of Wastewater Disconnection; And To Amend Article I, Division 2: Section 5-180 Of The Bowling Green Town Code, To Clarify The Process Of Water Disconnection, Jeff Gore, Town Attorney
 - Aligning with state law changes, no disconnections will be allowed on weekends or state holidays, nor within 24 hours of temperatures exceeding 92°F. Mr. Voit motioned to approve ordinance, seconded by Mr. Hageman, and was passed unanimously.
9. Town Website Update Proposal, India Adams-Jacobs
 - Ms. Adams-Jacobs highlights the urgency to migrate the website to CivicPlus by January 2025. This can be achieved through a simple migration, retaining the website's current design, or with a full overhaul of the website using \$5,000 of the remaining ARPA funds. Mr. Voit motioned to approve, seconded by Mr. Hageman, and was passed unanimously.

ADJOURNMENT:

- Upon motion to adjourn from Mr. Voit with the unanimous approval of Council, the meeting was adjourned.



TOWN of BOWLING GREEN
RESOLUTION OF APPRECIATION

HONORABLE MARK GAINES

WHEREAS, the Honorable Mayor Mark Gaines has devoted eight years of service to the Town of Bowling Green, demonstrating steadfast leadership and dedication to enhancing the quality of life for its residents and

WHEREAS, Mayor Gaines represented the Town of Bowling Green on the Fort Walker Executive Steering Committee, building collaborative relationships with neighboring communities and strengthening intergovernmental partnerships to benefit the Town and region; and

WHEREAS, Mayor Gaines was instrumental in facilitating the Intergovernmental Support Agreement with Fort Walker, creating a mutually beneficial arrangement that enabled the Town of Bowling Green to assist with military contracting projects and

WHEREAS, under Mayor Gaines's leadership, collaborative agreements were developed to streamline communication and information sharing between the Town's law enforcement and the County Sheriff's Department, enhancing public safety and response coordination and

WHEREAS, Mayor Gaines acted as the initial catalyst with his forward-thinking vision for revitalizing Bowling Green's historic and downtown districts as the community heart and soul, promoting Town pride, economic growth, and tourism by enacting the Mobilizing Main Street initiative; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL: that the Town of Bowling Green expresses its profound appreciation to the Honorable Mayor Mark Gaines for his leadership and unwavering commitment to the well-being and progress of the Town and the citizens and leaders of Bowling Green extend their heartfelt gratitude to Mayor Gaines for his vision, dedication, and service, wishing him continued success in all future endeavors.

This Resolution was approved this ____ day of _____, 2024, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Valarie Coyle, Vice Mayor

Attest: _____
India Adams-Jacobs, Clerk to the Council



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- October, 2024
DATE: October 30th, 2024

Police Activity

17-Total calls for service
9-Assist other agencies
1-Motor Vehicle Accident
9-traffic Summons / 5 Warnings given
28-Park walk and talks
31-Property checks/ Vacation checks/ Business Checks

Heads Up

- *Preparation for Harvest Fest/Event Completed with only a few minor medical calls.*
- *Part-Time Officer Training/Academy in progress*
- *Bowling Green Police Dept. along with Fort Walker Police Dept., Caroline County Sheriff's Office, Virginia State Police, Caroline Fire and EMS, and Fort Walker Fire and EMS completed a successful joint active shooter training.*
- *Preparation for Halloween/Trick-or-treat*



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

AGENDA ITEM: Public Works Department Monthly Report for
October 2024

DATE: October 30, 2024

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

- Drying Bed shoveling
 1. Removed drying bed on 10/2/2024
 2. Removed drying bed on 10/22/2024
- Monthly grass cutting has continued.
- The 301 Pump Station was flushed to clean the force main line.
- On 10/29/2024 we had a water main break on Dorsey Lane it was repaired and service was restored in one hour.
- On 10/30/2024 asphalt was replaced on Dorsey Lane at the water main repair.
- Bac T samples were collected for October 2024 they passed requirements.
- All the HVAC filters have been changed at all of the Town's buildings.
- The grinder pump at Heritage Pines Pump Station had to be pulled and cleared of wipes on 10/24/24.
- Sewer line from Martin St. to Lee St. had to be jetted a root ball had formed around a sewer lateral and was blocking the main on 10/25/24.
- The grinder pump at Maury Heights Pump station had to be pulled and cleared of wipes on 10/26/2024.
- All of the generators are started weekly manually.
- Hanging Baskets were taken down on 10/23/2024.
- Leaf Box was installed onto the Dump Truck and leaf collection will start 11/4/2024. Leaf collection days will be on Monday, Tuesday, Thursday, Friday weekly until 1/9/2025.
- North Main, South Main, East Broadus, Chase St., Butler, Ennis and Milford St. were cleaned with a sweeper truck on 10/17/2024.

ATTACHMENTS:

HEADS UP ITEMS:

*

UTILITY REPORT



SEPTEMBER 2024

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.



WATER

Water Quality

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

Bacteriological Analysis:

Location	Date	Result
VDOT	9/4/24	Absent
Bowling Green Healthcare	9/4/24	Absent

Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.635 MG for an average daily production rate of 0.154 MGD.

Operational Notes:

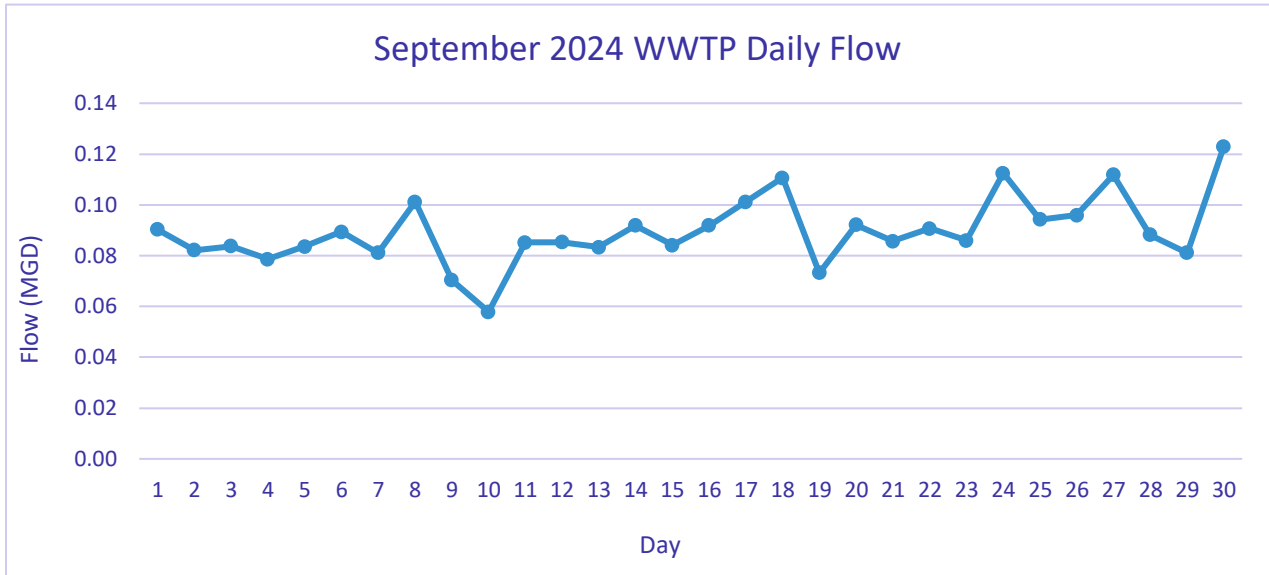
Treatment plants were visited, and an analysis of water quality was performed every day. Testing Instruments were calibrated at least twice a week.

- Effectively dosing sodium hypochlorite for proper disinfection for drinking water.
- All P/A samples collected and passed.
- Monthly report sent to VDH successfully.
- Notification received from VDH regarding increased "non-compliance" sampling to include Well 1A along with 4 and 5.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.090 MGD for a total monthly effluent discharge of 2.686 MG.

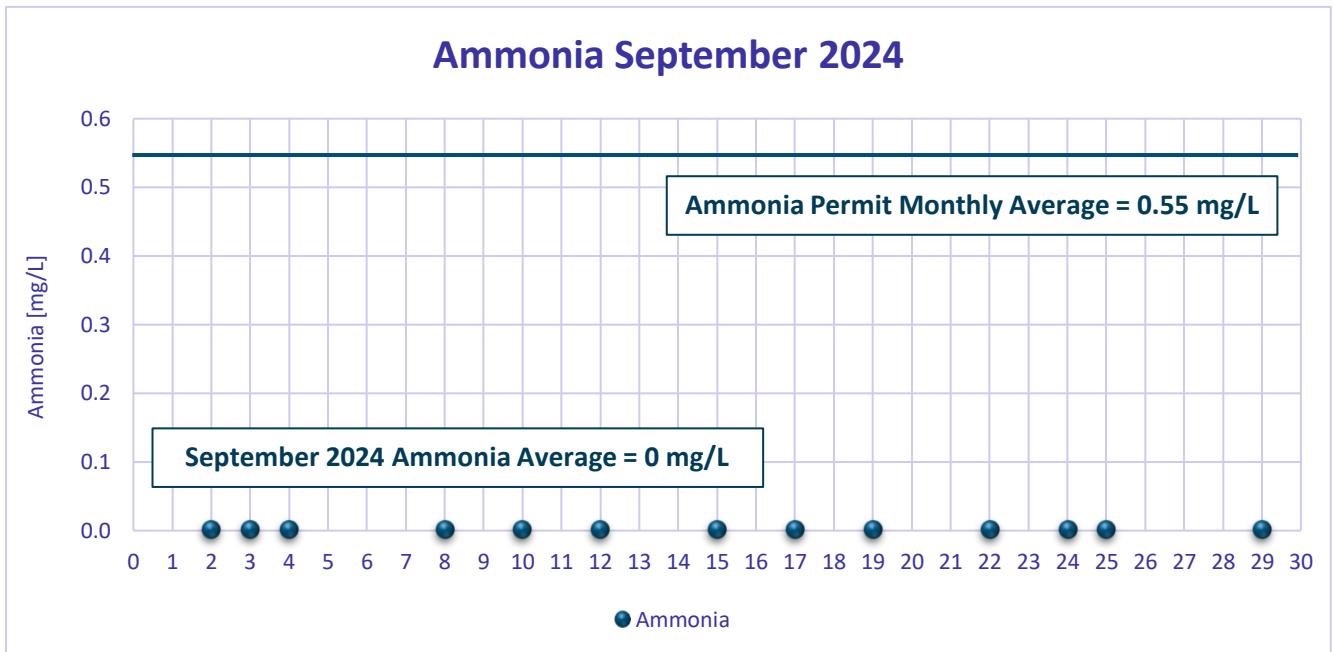
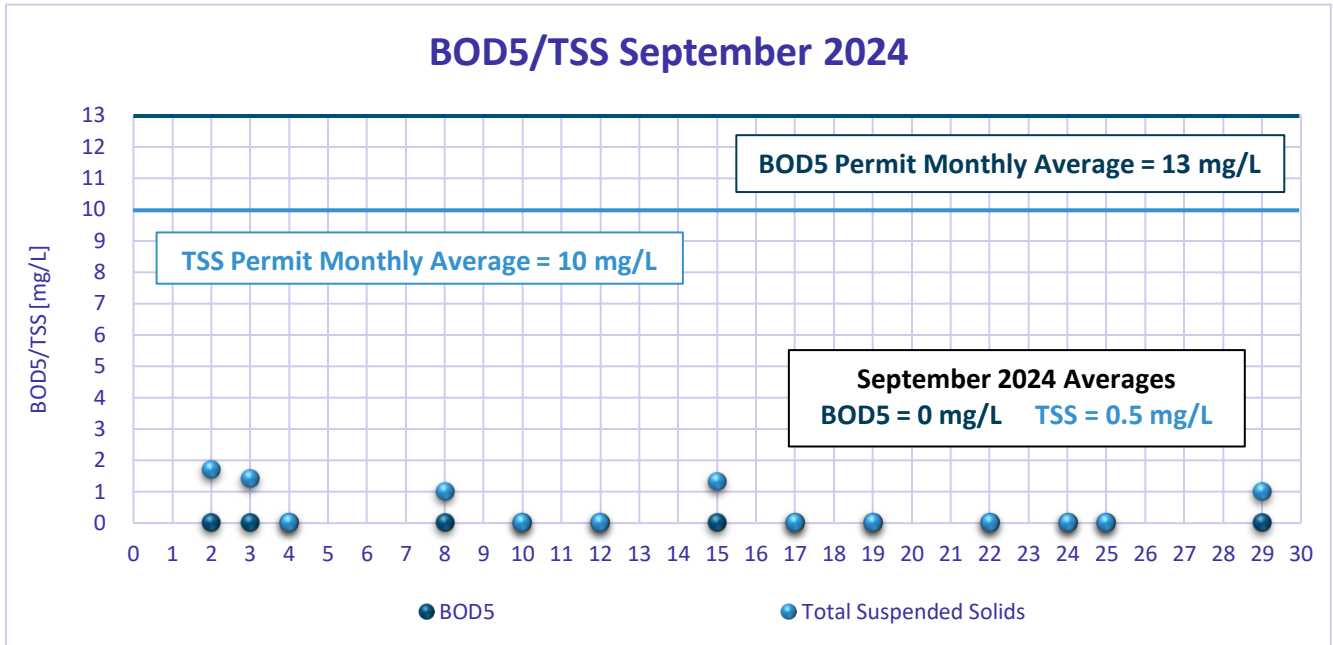


Operational Notes:

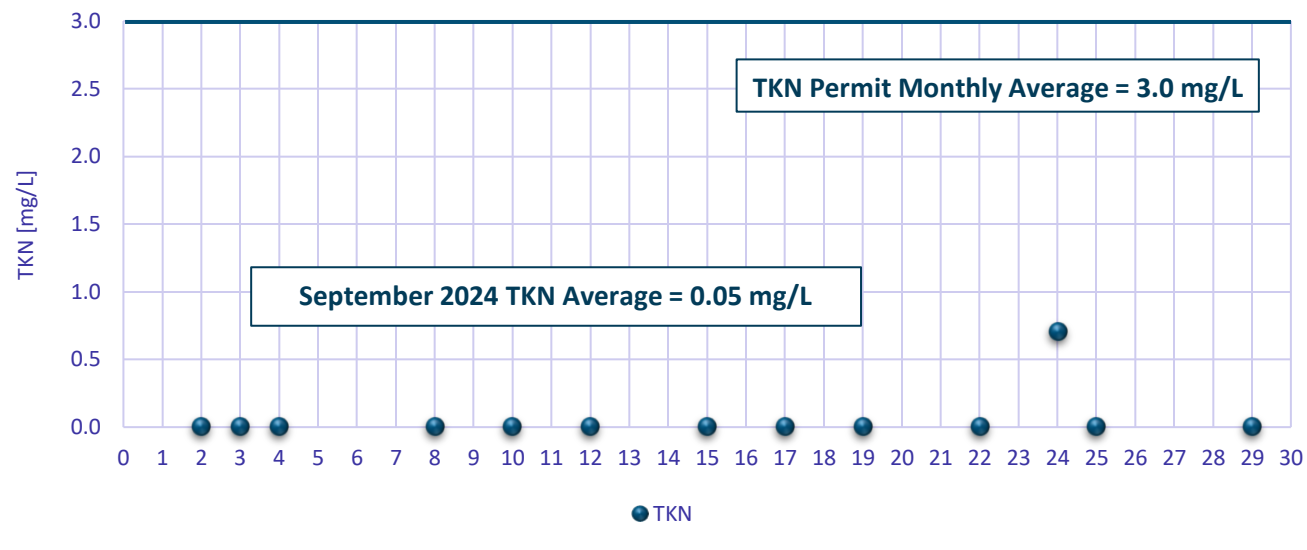
Testing instruments were calibrated every day. BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

- Managing the solids has shown even further improvement; the settling characteristics of the floc is yielding a great looking supernatant.
- All parameters being sampled in the final effluent have dropped to or below QLs indicating a much healthier biomass generation.
- IES and Bowling Green staff inspected the lift stations for grease to ascertain which pump stations are the worst.
- IES is quoting a small blower and diffuser setup for Herritage Pines and Meadows lift stations.
- Digester blowers have been put on a timer to facilitate lower nutrient numbers in the digester supernatant.
- Comminutor had broken down and Bowling Green maintenance ordered a new one. It is set to be installed on August 28th by the Bowling Green electrical contractor.
- An electrical contractor quoted VFDs for the motors that are able to be controlled by the SC4500 controller which will conserve energy and extend the life of the equipment.
- The DO control project is in its final stages; had to wait on additional hardware to finish.
- IES identified which influent channel(s) need to be cleaned out. Bowling Green Maintenance is scheduling a day for channel cleaning.

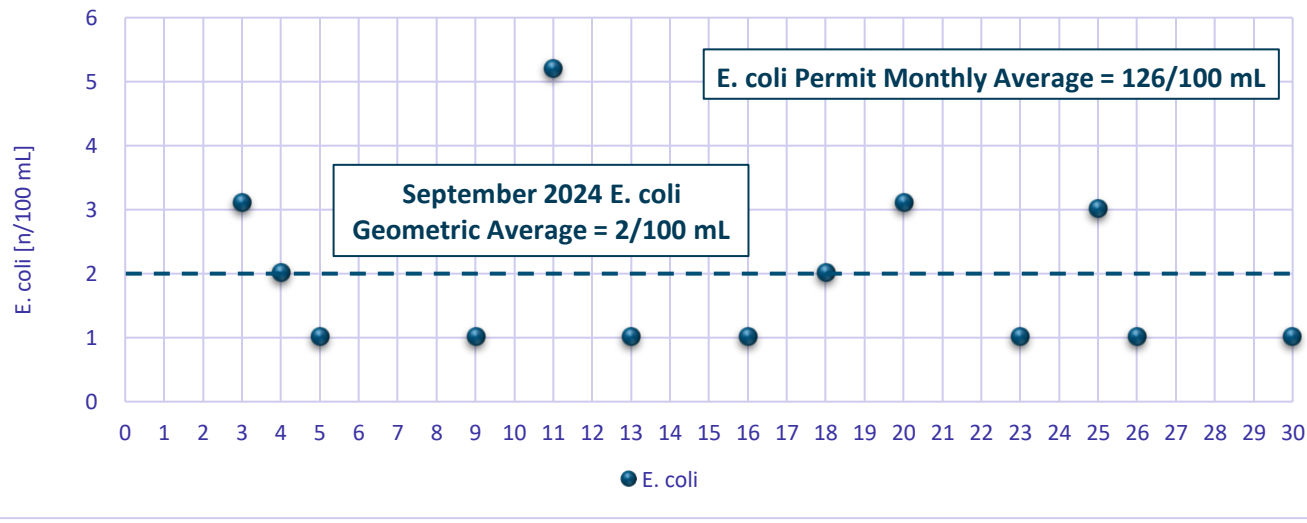
Sample Results:



TKN September 2024



E. coli September 2024





Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Community Development Monthly Report- October 2024
DATE: November 7th, 2024

Community Development

- Prepared Planning Commission agenda, minutes, staff report, and draft of Short-term Rentals ordinance. Provided staff support at PC meeting
- Drafted notices for Public Hearings required for the STR ordinance at both Planning Commission and Council and ensured publication dates complied with state code
- Collaborated with Town Attorney on STR notice language and on final legal review of draft STR ordinance
- Participated in meetings with potential Main Street group that will assist with economic development matters
- Participated in meeting with engineer for USDA water line project
- Conducted completeness reviews of permit applications. Met with permit applicants who submitted incomplete applications to reach completeness
- Participated in Harvest Festival preparation and execution
- Met with developers regarding potential future projects
- Responded to inquiries from applicants on zoning regulations

Partnerships, Compliance, & Grants

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Assessed historic files for completed construction projects for submission to DEQ for the CBPA compliance review. Staff field verified that each selected construction project had been completed or was substantially complete. Requested relevant documentation from Caroline County for the selected projects
- Registered the Town in the Department of Health's (VDH) statewide system for Copper & Lead Inventory. Collaborated with TruPani to ensure the Town's Copper & Lead Inventory was complete and uploaded to the system by the mandated deadline. Ensured the Inventory was also posted on the Town's website to comply with the EPA's revised rules
- Managed Town response to gas leak at Town Hall. Requested Fire Department assistance in assessing leak. Worked with Public Works to contact HVAC servicer.



Town Council Memorandum

Leak discovered in gas-powered heating unit. Necessary repairs were immediately executed. Filed incident report with Town Manager

- Assisted Town Manager with development of RFP to execute the Town's Hydrogeologic Source Assessment project funded by VDH. Met with VDH officials and obtained VDH approval of RFP
- Collaborating with the U.S. Department of Education to verify the Town's governmental status to ensure current and future employees can register in the Public Service Loan Forgiveness program to provide the Town with a crucial recruiting tool for prospective employees with student loan debt. Submitted Town Charter and other needed information to prove governmental status
- Communicated with Fort Walker IGSA regarding potential projects



TO: Town Council
FROM: Tina Staples, Finance Director/Town Treasurer
SUBJECT: October 2024 Treasurer's Report
DATE: November 7, 2024

SUMMARY:

During the month of October, the finance department worked on the following items:
Finance Director/Treasurer

FY22 Audit Status

- Continuing to work through issues related to the FY22 audit account balances in Bright (BAI) vs. Keystone.
- We are targeting completion by the first quarter, 2025.

Financial Planning & Budgeting

- In collaboration with the Town Manager attended and participated in meetings related to USDA capital projects.
- Met with Davenport & Co for financial planning.
- Reviewed Revenue and Expense detail with Town Manager.

Software Conversions

- Southern Software has been installed on all workstations.
- On-site visit with Southern Software Project Manager is scheduled for **November 7th & 8th**.
 - Staff training and system setup.
- Collaborating with County COR to work with data imports for the new software system for tax billings moving forward.
- Met with invoice cloud to establish new online payment portal in collaboration with Southern Software, which will improve the billing experience for our customers.

Real Estate & Personal Property Tax

- Collaborating with the County COR to obtain data for personal property and real estate tax billing.
- Working with BAI to produce tax bills from the assessments.
- Tax Bills for real estate and personal property are going out no later than **Tuesday, November 5th** and are due on **Thursday, December 5th**.

Utility Billing

- Worked with Public Works and Sensus Analytics for meter reading.



- Analyzed incoming reads and consumption totals to check for leaks or incorrect reading imports.
- Bills will be mailed no later than **Friday, November 15th** and are due on **Monday, December 16th**.

*Finance Department Front Desk and Customer Service Operations
(AP, Utility Billing, Payments, Events, Trash Requests, Business License Processing,
Deposits, Mail, Zoning and all other Miscellaneous Requests)*

- 122 front desk customers signed in and served at the window. The actual number is estimated at 150 because not all customers sign in.
- Monthly AP processing.
- 2 town hall rental events.
- Work order processing for the utility system.
- Utility account assistance with questions and new account setup.
- Prepared and distributed 140 vendor packets for the Harvest Festival.
- On site for the Harvest festival to assist with traffic flow, vendor registration and fee collection.



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0001-0000-000	CURRENT YEAR TAXES	145,000.00	145,000.00	0.00	145,000.00	100.00	R
100-011010-0002-0000-000	DELINQUENT TAXES	450.00	450.00	0.00	450.00	100.00	R
Real Estate		145,450.00	145,450.00	0.00	145,450.00	100.00	
100-011011-0001-0000-000	CURRENT YEAR TAXES	29,000.00	29,000.00	0.00	29,000.00	100.00	R
Rt 301 Special Tax		29,000.00	29,000.00	0.00	29,000.00	100.00	
100-011020-0001-0000-000	CURRENT YEAR	3,000.00	3,000.00	0.00	3,000.00	100.00	R
Public Service		3,000.00	3,000.00	0.00	3,000.00	100.00	
100-011030-0001-0000-000	CURRENT YEAR TAXES	45,000.00	45,000.00	-556.24	45,556.24	101.24	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	572.14	-72.14	-14.43	R
Personal Property		45,500.00	45,500.00	15.90	45,484.10	99.97	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	17,082.62	-15,482.62	-967.66	R
Penalty & Interest		3,600.00	3,600.00	17,082.62	-13,482.62	-374.52	
100-016099-0003-0000-000	TRASH REVENUE	110,000.00	110,000.00	37,660.43	72,339.57	65.76	R
Refuse/Water/Sewer Revenues		110,000.00	110,000.00	37,660.43	72,339.57	65.76	
100-030306-0001-0000-000	ZONING PERMITS/FEES	0.00	0.00	0.00	0.00	0.00	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
		0.00	0.00	0.00	0.00	0.00	
100-120101-0001-0000-000	SALES TAX	45,000.00	45,000.00	19,765.18	25,234.82	56.08	R
	Sales Tax	45,000.00	45,000.00	19,765.18	25,234.82	56.08	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	18,955.03	11,044.97	36.82	R
	Consumer Utility Tax	30,000.00	30,000.00	18,955.03	11,044.97	36.82	
100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	10,484.71	84,515.29	88.96	R
	Business License	95,000.00	95,000.00	10,484.71	84,515.29	88.96	
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES (PP BILL)	15,000.00	15,000.00	0.00	15,000.00	100.00	R
	Vehicle License & Registration Fees	15,000.00	15,000.00	0.00	15,000.00	100.00	
100-120601-0001-0000-000	BANK STOCK TAX	275,000.00	275,000.00	0.00	275,000.00	100.00	R
	Bank Stock Tax	275,000.00	275,000.00	0.00	275,000.00	100.00	
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	1,712.12	1,287.88	42.93	R
	Transient Occupancy Tax	3,000.00	3,000.00	1,712.12	1,287.88	42.93	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-121101-0001-0000-000	MEALS TAX	385,000.00	385,000.00	127,946.71	257,053.29	66.77	R
Meals Tax		385,000.00	385,000.00	127,946.71	257,053.29	66.77	
100-130306-0001-0000-000	ZONING PERMITS/FEES	2,000.00	2,000.00	16,751.51	-14,751.51	-737.58	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	0.00	700.00	100.00	R
Permits, Fees And Licenses		2,700.00	2,700.00	16,751.51	-14,051.51	-520.43	
100-130307-0002-0000-000	Cigarette Tax	45,000.00	45,000.00	19,011.14	25,988.86	57.75	R
CIGARETTE TAX		45,000.00	45,000.00	19,011.14	25,988.86	57.75	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	2,594.42	17,405.58	87.03	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	0.00	100.00	100.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	0.00	1,300.00	100.00	R
Fines And Forfeiture		21,400.00	21,400.00	2,594.42	18,805.58	87.88	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	7,000.00	7,000.00	0.00	7,000.00	100.00	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	8,221.50	3,778.50	31.49	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	0.00	500.00	100.00	R
Rentals		19,500.00	19,500.00	8,221.50	11,278.50	57.84	
100-189000-0900-0000-000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	R
Other Miscellaneous Revenue		0.00	0.00	0.00	0.00	0.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	7,628.00	16,872.00	68.87	R
	VA Police Funding	24,500.00	24,500.00	7,628.00	16,872.00	68.87	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	-7.50	-0.03	R
	PPTRA State Reimbursement	21,900.00	21,900.00	21,907.50	-7.50	-0.03	
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	8,704.87	22,795.13	72.37	R
	Communications Tax	31,500.00	31,500.00	8,704.87	22,795.13	72.37	
100-240407-0001-0000-000	LITTER GRANT	1,596.00	1,596.00	0.00	1,596.00	100.00	R
	ARPA Grant FUNDS	1,596.00	1,596.00	0.00	1,596.00	100.00	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	15,000.00	0.00	0.00	R
	VA Fire Program	15,000.00	15,000.00	15,000.00	0.00	0.00	
100-240502-0001-0000-000	INTERGOVERNMENTAL SERVICE AGREEME	100,000.00	100,000.00	0.00	100,000.00	100.00	R
100-240502-0003-0000-000	TRANSFERS IN	20,000.00	20,000.00	0.00	20,000.00	100.00	R
	VA FIRE PROGRAM	120,000.00	120,000.00	0.00	120,000.00	100.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
General Fund		1,487,646.00	1,487,646.00	333,441.64	1,154,204.36	77.59	
300-015000-0020-0000-000	USDA GRANT	26,000.00	26,000.00	0.00	26,000.00	100.00	R
USDA GRANT		26,000.00	26,000.00	0.00	26,000.00	100.00	
300-021101-0005-0000-000	ARPA FUNDS (COVID-19)	259,827.00	259,827.00	0.00	259,827.00	100.00	R
300-021101-0007-0000-000	POLICE DEPT GRANTS	10,000.00	10,000.00	9,499.85	500.15	5.00	R
		269,827.00	269,827.00	9,499.85	260,327.15	96.48	
300-410501-0100-0000-000	TRANSFER FR GEN FUND TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	R
		70,000.00	70,000.00	0.00	70,000.00	100.00	
Capital Improvement		365,827.00	365,827.00	9,499.85	356,327.15	97.40	
400-019050-0100-0000-000	HARVEST FESTIVAL	17,000.00	17,000.00	12,620.78	4,379.22	25.76	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	2,580.00	-1,580.00	-158.00	R
Events And Activities		18,000.00	18,000.00	15,200.78	2,799.22	15.55	
400-410501-0100-0000-000	TRANSFER FROM GF TO EVENTS	14,500.00	14,500.00	0.00	14,500.00	100.00	R
		14,500.00	14,500.00	0.00	14,500.00	100.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Events / Activities		32,500.00	32,500.00	15,200.78	17,299.22	53.23	
500-016099-0001-0000-000	WATER SALES	505,000.00	505,000.00	197,160.00	307,840.00	60.96	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	400.00	600.00	60.00	R
500-016099-0004-0000-000	WATER RECONNECT FEES	100.00	100.00	150.00	-50.00	-50.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	2,249.00	2,249.00	0.00	2,249.00	100.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	0.00	100.00	100.00	R
Refuse/Water/Sewer Revenues		531,449.00	531,449.00	197,710.00	333,739.00	62.80	
500-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	20,000.00	20,000.00	0.00	20,000.00	100.00	R
		20,000.00	20,000.00	0.00	20,000.00	100.00	
Water		551,449.00	551,449.00	197,710.00	353,739.00	64.15	
520-016099-0002-0000-000	SEWER SALES	495,000.00	495,000.00	204,545.76	290,454.24	58.68	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	0.00	2,250.00	100.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
Refuse/Water/Sewer Revenues		515,250.00	515,250.00	204,545.76	310,704.24	60.30	
520-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	105,000.00	105,000.00	0.00	105,000.00	100.00	R
		105,000.00	105,000.00	0.00	105,000.00	100.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
520-410501-0100-0000-000	TRANSFER IN	120,000.00	120,000.00	0.00	120,000.00	100.00	R
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		120,000.00	120,000.00	0.00	120,000.00	100.00	
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Sewer Operations		740,250.00	740,250.00	204,545.76	535,704.24	72.37	
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Revenue		3,177,672.00	3,177,672.00	760,398.03	2,417,273.97	76.07	
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100-010501-0002-0000-000	TRANSFER TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	X
100-010501-0400-0000-000	TRNSFR TO EVENTS AND ACTIVITIES	14,500.00	14,500.00	0.00	14,500.00	100.00	X
100-010501-0520-0000-000	TRANSFER TO SEWER FUND	120,000.00	120,000.00	0.00	120,000.00	100.00	X
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		204,500.00	204,500.00	0.00	204,500.00	100.00	
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100-012110-1101-0000-000	SALARIES	118,300.00	118,300.00	29,302.27	88,997.73	75.23	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	4,716.99	5,283.01	52.83	X
100-012110-2100-0000-000	FICA	7,880.00	7,880.00	0.00	7,880.00	100.00	X
100-012110-2210-0000-000	VRS	14,914.00	14,914.00	1,390.04	13,523.96	90.68	X
100-012110-2300-0000-000	HEALTH PLAN	1,112.00	1,112.00	0.00	1,112.00	100.00	X
100-012110-2400-0000-000	GROUP LIFE	1,380.00	1,380.00	0.00	1,380.00	100.00	X
100-012110-2500-0000-000	DISABILITY INSURANCE - VML	762.00	762.00	0.00	762.00	100.00	X
100-012110-2600-0000-000	MAYOR EXPENSES	250.00	250.00	0.00	250.00	100.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	3,500.00	3,500.00	500.00	3,000.00	85.71	X
100-012110-3100-0000-000	CONTINGENCY	39,082.00	39,082.00	0.00	39,082.00	100.00	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	200.00	200.00	431.14	-231.14	-115.57	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	45,000.00	45,000.00	14,000.00	31,000.00	68.89	X
100-012110-3152-0000-000	WEB BASED SERVICES	13,000.00	13,000.00	3,341.63	9,658.37	74.30	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-012110-3600-0000-000	ADVERTISING	12,000.00	12,000.00	906.29	11,093.71	92.45	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	15,841.00	14,159.00	47.20	X
100-012110-5545-0000-000	CONFRENCE EXPENSES/TRAINING EXPEN	7,500.00	7,500.00	0.00	7,500.00	100.00	X
100-012110-5810-0000-000	MEMBERSHIP DUES	1,000.00	1,000.00	958.00	42.00	4.20	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	0.00	0.00	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	3,000.00	3,000.00	25,597.54	-22,597.54	-753.25	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	0.00	2,000.00	100.00	X
100-012110-6021-0000-000	PUBLIC RELATIONS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
Council and Town Manager Office		314,080.00	314,080.00	96,984.90	217,095.10	69.12	
100-012410-1101-0000-000	SALARIES/WAGES	123,440.00	123,440.00	61,752.34	61,687.66	49.97	X
100-012410-2100-0000-000	FICA	9,436.00	9,436.00	0.00	9,436.00	100.00	X
100-012410-2210-0000-000	VRS	10,808.00	10,808.00	570.16	10,237.84	94.72	X
100-012410-2300-0000-000	HEALTH PLAN	23,870.00	23,870.00	12,526.66	11,343.34	47.52	X
100-012410-2400-0000-000	GROUP LIFE	1,266.00	1,266.00	0.00	1,266.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	699.00	699.00	0.00	699.00	100.00	X
100-012410-3120-0000-000	AUDIT	90,000.00	90,000.00	28,571.50	61,428.50	68.25	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	200.00	200.00	6.75	193.25	96.63	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	50,000.00	50,000.00	51,317.50	-1,317.50	-2.64	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	1,199.40	2,800.60	70.02	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	55,000.00	55,000.00	37,599.03	17,400.97	31.64	X
100-012410-5210-0000-000	POSTAGE	5,000.00	5,000.00	0.00	5,000.00	100.00	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	0.00	2,000.00	100.00	X
100-012410-5810-0000-000	MEMBERSHIP DUES	700.00	700.00	0.00	700.00	100.00	X
100-012410-5840-0000-000	MISCELLANEOUS	100.00	100.00	6,145.93	-6,045.93	-6,045.93	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	6,000.00	6,000.00	284.05	5,715.95	95.27	X
Treasurer		385,019.00	385,019.00	199,973.32	185,045.68	48.06	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-021100-6022-0000-001	INFORMATION & TECHNOLOGY SECURITY	22,000.00	22,000.00	17,492.40	4,507.60	20.49	X
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		22,000.00	22,000.00	17,492.40	4,507.60	20.49	
100-031100-1101-0000-000	SALARIES/WAGES	70,000.00	70,000.00	59,793.71	10,206.29	14.58	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	69,000.00	69,000.00	5,327.00	63,673.00	92.28	X
100-031100-2100-0000-000	FICA	10,634.00	10,634.00	0.00	10,634.00	100.00	X
100-031100-2210-0000-000	VRS	6,650.00	6,650.00	0.00	6,650.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	271.00	271.00	0.00	271.00	100.00	X
100-031100-2400-0000-000	GROUP LIFE	938.00	938.00	0.00	938.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	518.00	518.00	0.00	518.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	1,946.42	1,053.58	35.12	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	375.00	-375.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	2,579.91	-779.91	-43.33	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,500.00	2,500.00	994.44	1,505.56	60.22	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	1,712.16	-712.16	-71.22	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	4,500.00	4,500.00	0.00	4,500.00	100.00	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	1,791.72	3,208.28	64.17	X
100-031100-6011-0000-000	UNIFORMS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
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Police Department		183,511.00	183,511.00	74,520.36	108,990.64	59.39	
100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	4,133.16	-633.16	-18.09	X
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		3,500.00	3,500.00	4,133.16	-633.16	-18.09	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-0000-0000-000	***PUBLIC WORKS***	0.00	0.00	6,329.13	-6,329.13	0.00	X
100-043100-1101-0000-000	SALARIES	77,354.00	77,354.00	41,718.34	35,635.66	46.07	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-043100-2100-0000-000	FICA	5,918.00	5,918.00	0.00	5,918.00	100.00	X
100-043100-2210-0000-000	VRS	9,162.00	9,162.00	19,228.54	-10,066.54	-109.87	X
100-043100-2300-0000-000	HEALTH PLAN	20,293.00	20,293.00	18,093.52	2,199.48	10.84	X
100-043100-2400-0000-000	GROUP LIFE	1,037.00	1,037.00	0.00	1,037.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	572.00	572.00	0.00	572.00	100.00	X
100-043100-3311-0000-000	VEHICLE MAINT	10,000.00	10,000.00	651.48	9,348.52	93.49	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	13,718.79	10,281.21	42.84	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	116.22	4,883.78	97.68	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	109.00	13,891.00	99.22	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	11,000.00	11,000.00	1,083.39	9,916.61	90.15	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	2,005.26	4,994.74	71.35	X
100-043100-7120-0000-000	PARK MAINTENANCE/GATEWAY BEAUTIFI	11,500.00	11,500.00	2,522.06	8,977.94	78.07	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	42,635.64	55,864.36	56.72	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	8,163.44	21,836.56	72.79	X
100-043100-7201-0000-000	Grant Matching Funds	25,000.00	25,000.00	0.00	25,000.00	100.00	X
Public Works		360,036.00	360,036.00	156,374.81	203,661.19	56.57	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
General Fund		1,487,646.00	1,487,646.00	564,478.95	923,167.05	62.06	
300-000100-8233-0000-000	TOWN HALL RENOVATIONS	104,827.00	104,827.00	0.00	104,827.00	100.00	X
		104,827.00	104,827.00	0.00	104,827.00	100.00	
300-021101-0006-0000-000	Police Grants	0.00	0.00	0.00	0.00	0.00	X
		0.00	0.00	0.00	0.00	0.00	
300-031100-5715-0000-000	Police Department	0.00	0.00	0.00	0.00	0.00	X
Police Department		0.00	0.00	0.00	0.00	0.00	
300-100201-0002-0000-000	POLICE CAGE, FIREARMS, SAFETY EQU	10,000.00	10,000.00	0.00	10,000.00	100.00	X
		10,000.00	10,000.00	0.00	10,000.00	100.00	
300-100301-0004-0000-000	KEYSTONE FMS CONVERSION	55,000.00	55,000.00	29,193.50	25,806.50	46.92	X
		55,000.00	55,000.00	29,193.50	25,806.50	46.92	
300-100401-0005-0000-000	CAPITAL PROJECTS RESERVE	50,000.00	50,000.00	0.00	50,000.00	100.00	X
		50,000.00	50,000.00	0.00	50,000.00	100.00	
300-100500-0003-0000-000	WATER SYSTEM REPLACEMENTS AND UPG	120,000.00	120,000.00	0.00	120,000.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
		120,000.00	120,000.00	0.00	120,000.00	100.00	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	26,000.00	26,000.00	0.00	26,000.00	100.00	X
		26,000.00	26,000.00	0.00	26,000.00	100.00	
Capital Improvement		365,827.00	365,827.00	29,193.50	336,633.50	92.02	
400-071200-1210-0000-000	HARVEST FESTIVAL	25,000.00	25,000.00	23,651.91	1,348.09	5.39	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	4,500.00	4,500.00	3,213.56	1,286.44	28.59	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	350.00	650.00	65.00	X
Events & Activities		32,500.00	32,500.00	27,215.47	5,284.53	16.26	
Events / Activities		32,500.00	32,500.00	27,215.47	5,284.53	16.26	
500-500100-0000-0000-000	***WATER OPERATIONS***	0.00	0.00	326.57	-326.57	0.00	X
500-500100-1101-0000-000	SALARIES	143,115.00	143,115.00	52,527.88	90,587.12	63.30	X
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-2100-0000-000	FICA	10,948.00	10,948.00	0.00	10,948.00	100.00	X
500-500100-2210-0000-000	VRS	15,884.00	15,884.00	2,207.82	13,676.18	86.10	X
500-500100-2300-0000-000	HEALTH PLAN	27,114.00	27,114.00	0.00	27,114.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,918.00	1,918.00	0.00	1,918.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	1,059.00	1,059.00	0.00	1,059.00	100.00	X
500-500100-3139-0000-000	CONTINGENCY (3100)	12,575.00	12,575.00	0.00	12,575.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	10,000.00	10,000.00	18,727.20	-8,727.20	-87.27	X
500-500100-3311-0000-000	VEHICLE MAINT	1,350.00	1,350.00	0.00	1,350.00	100.00	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	8,500.00	8,500.00	0.00	8,500.00	100.00	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	6,987.86	13,012.14	65.06	X
500-500100-5210-0000-000	MAILING COSTS	5,000.00	5,000.00	1,572.36	3,427.64	68.55	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	926.24	3,273.76	77.95	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	1,074.00	3,626.00	77.15	X
500-500100-5540-0000-000	Education/Training/License/Permit	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-5810-0000-000	FEES AND DUES	3,100.00	3,100.00	3,127.00	-27.00	-0.87	X
500-500100-5820-0000-000	LICENSES AND PERMITS	18,500.00	18,500.00	0.00	18,500.00	100.00	X
500-500100-5840-0000-000	MISCELLANEOUS	500.00	500.00	2,559.25	-2,059.25	-411.85	X
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	165,000.00	165,000.00	45,398.68	119,601.32	72.49	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,000.00	2,000.00	7,651.90	-5,651.90	-282.60	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	1,000.00	1,000.00	977.83	22.17	2.22	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	1,275.30	3,724.70	74.49	X
500-500100-6022-0000-000	WATER TESTING	11,500.00	11,500.00	680.00	10,820.00	94.09	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	0.00	53,986.00	100.00	X
Water Operations		551,449.00	551,449.00	146,019.89	405,429.11	73.52	
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	27,343.27	-27,343.27	0.00	X
Water CIP		0.00	0.00	27,343.27	-27,343.27	0.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Water		551,449.00	551,449.00	173,363.16	378,085.84	68.56	
520-500100-1101-0000-000	SALARIES	176,752.00	176,752.00	87,282.96	89,469.04	50.62	X
520-500100-1201-0000-000	OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-2100-0000-000	FICA	13,522.00	13,522.00	0.00	13,522.00	100.00	X
520-500100-2210-0000-000	VRS	21,892.00	21,892.00	2,828.31	19,063.69	87.08	X
520-500100-2300-0000-000	HEALTH INSURANCE	27,311.00	27,311.00	0.00	27,311.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	2,368.00	2,368.00	0.00	2,368.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	1,308.00	1,308.00	0.00	1,308.00	100.00	X
520-500100-3160-0000-000	TESTING	41,000.00	41,000.00	6,873.00	34,127.00	83.24	X
520-500100-3180-0000-000	SLUDGE REMOVAL	65,000.00	65,000.00	16,028.29	48,971.71	75.34	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	17,834.58	12,165.42	40.55	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	984.50	3,265.50	76.84	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	4,326.48	-326.48	-8.16	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	12,760.74	-12,560.74	-6,280.37	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	85.10	414.90	82.98	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	17,500.00	17,500.00	3,875.00	13,625.00	77.86	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	150,000.00	150,000.00	132,572.99	17,427.01	11.62	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	300.00	300.00	0.00	300.00	100.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	0.00	161,270.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Water Operations		738,323.00	738,323.00	285,451.95	452,871.05	61.34	
520-500999-0001-0000-000	CONTINGENCY (3100)	1,927.00	1,927.00	0.00	1,927.00	100.00	X
		1,927.00	1,927.00	0.00	1,927.00	100.00	
Sewer Operations		740,250.00	740,250.00	285,451.95	454,798.05	61.44	
Expense		-3,177,672.00	-3,177,672.00	-1,079,703.03	-2,097,968.97	66.02	
Report Total		0.00	0.00	-319,305.00	319,305.00	0.00	



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Manager Monthly Report- October 2024
DATE: November 7th, 2024

Finance & Administration

- Oversight of the FY22 Audit process with the Finance Director and RFCA
 - Fieldwork was completed during mid-September; additional follow-up is required
- Working with the Finance Director on software system conversion
- Budget review with Finance Director
- Lead financial planning meetings and discussions with the Finance Director and Davenport & Co.
- Drafted, Finalized, and posted RFP for VDH Planning & Design grant
- Coordinated and led procurement meeting with VDH representative regarding RFP
- IGSA coordination and follow-up
- Finalized Lead & Cooper inventory for submittal
- Produced Minutes for Town Council meetings 10/3 work session and regular meeting
- Produced agenda for November 7 work session and regular meeting
- Executed agreement for website CivicPlus upgrade; held kickoff of the website update
- Responded to FOIA request- 1
- Submitted and awarded professional development VRSA grant- \$3,000 reimbursable grant to the town for staff development

Infrastructure & Utilities

- Finalized Lead & Cooper inventory for submittal
- Approved Town Hall power washing
- Led and coordinated well-site inspection with VDH and contractors as a part of the regulatory process.
- Coordinated and led onsite visits with Moonshot Missions, a firm assisting the town with assessments of our utility system. Provided documentation
- Met with representatives from the University of Maryland to obtain EPA Water Technical Engineering assistance
- Ongoing work with Stantec

Community Development

- Reviewed a draft of the Short-Term Rentals (STR) ordinance, provided the Planning Commission with updates to questions posed at the last meeting, and provided staff support regarding fees at the PC meeting as Zoning Administrator



Town Council Memorandum

- Posted and published public hearings required for the STR ordinance at both the Planning Commission and Council
- Attended meetings with potential Main Street group that will assist with economic development initiatives
- Lead meeting with staff for USDA water line project next steps
- Met with developers regarding potential future projects

Strategic Partnerships & Compliance

- Coordinated and attended regional meetings with Breezeline
- Coordinated VDOT update at Town Council and Congressman Wittman at King George facility
- Attended onsite meetings with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program in collaboration with the Director of Community Partnership and Berkey Group representative

Events

- Created packet materials for the Harvest Festival
- Drafted communications for vendors
- Coordinated meetings for Harvest Festival with the Event Coordinator
- Lead day of operations with the Event Coordinator
- Marked locations of vendors with Councilmember Voit
- Created social media promotion for Harvest Festival for the final two weeks of promotion
- Coordinated various land use permission
- Coordinated sponsorships with Admin Assistant for events
- Working with the Event Coordinator for the Christmas Parade and Festival



TO: The Honorable Mayor & Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Regional Plan Area (RPU) Appointment
DATE: November 7, 2024

SUMMARY:

Virginia Department of Environmental Quality (DEQ) has posted the Local and Regional Water Supply Planning Regulation 9 VAC 25 780 that becomes effective October 9, 2024. According to the regulations, each locality that operates a water utility must appoint a Regional Planning Area (RPU) Representative by December 8, 2024.

Planning District 16 contains two separate Regional Planning Areas: the Northern Piedmont 2 for Fredericksburg, Stafford, and Spotsylvania, and the Northern Coastal Plain 3 for Caroline and King George. The Executive Director of the George Washington Regional Commission, Mr. Chip Boyles, informed the Town Manager of this requirement in October; as such, the item is before the council for consideration.

ALTERNATIVES:

There are no alternatives, as this is a regulatory requirement.

FISCAL IMPACT:

None at this time.

RECOMMENDATION:

Staff recommends that Ms. India Adams-Jacobs, Town Manager, be appointed as the Regional Planning Area representative to comply with the DEQ Local and Regional Water Supply Planning Regulation.



TO: The Honorable Mayor & Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Mobilizing Main Street- Bowling Green Economic Partnership Resolution Request
DATE: November 7, 2024

SUMMARY:

The Town Manager is bringing forth a mobilizing Main Street resolution for the Town Council's consideration, after the visit of Kyle Meyer, a representative from Va Housing and Community Development (VHCD), a group comprised of businessowners and residents formed the Bowling Green Economic Partnership (BGEP). BGEP requests approval of the enclosed resolution for their application process with VHCD so they can proceed to the next phase of the Main Street initiative process. BGEP has worked quickly and diligently over the last few months to receive their exploring Main Street recognition and looks forward to the council's support in continuing the work underway.

ALTERNATIVES:

The resolution could not be passed by the Town Council, which would significantly impact BGEP's approval and application process with VHCD.

FISCAL IMPACT:

There are no financial impacts at this time.

RECOMMENDATION:

Staff recommend that the Town Council approve the resolution in support of the BGEP Main Street Initiative.

A RESOLUTION AUTHORIZING PARTICIPATION IN THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT VIRGINIA MAIN STREET PROGRAM BY THE TOWN OF BOWLING GREEN AS A MOBILIZING MAIN STREET COMMUNITY

WHEREAS, the Virginia Main Street Program (VMS) has been established in the Virginia Department of Housing and Community Development (DHCD) to assist localities in developing public/private efforts to revitalize their downtown commercial areas; and

WHEREAS, localities may elect to participate in the VMS Program Mobilizing Main Street (MMS) tier that provides the framework for targeted organizational development support to communities interested in pursuing Advancing Virginia Main Street designation, the top tier of VMS recognition signifying a demonstrated commitment to comprehensive downtown revitalization and a proven track record of successfully applying the Main Street Approach™; and

WHEREAS, the Town of Bowling Green, Virginia desires to participate as a Mobilizing Main Street community.

NOW THEREFORE BE IT RESOLVED that the Bowling Green Town Council hereby supports an application to the Virginia Main Street Program to become a Mobilizing Main Street community and agrees to undertake the following activities as required by the Program:

- 1) Support for and collaboration with the Bowling Green Economic Partnership (BGEP), established in 2024, which will focus efforts on a comprehensive program to develop a vibrant, thriving Bowling Green;
- 2) Active participation in all MMS monthly virtual meetings and bi-annual in-person trainings, in addition to completing any assignments required for the duration of the two-year MMS program;
- 3) Document program progress each year by submitting an annual report to VMS;
- 4) Join and maintain Main Street America Community Membership at the Affiliate level.

BE IT RECOGNIZED that downtown revitalization requires an on-going commitment, continuous attention, and a full public-private partnership. The Main Street Program is considered one of many economic and community development tools used by a locality.

BE IT FURTHER RESOLVED that the Bowling Green Town Council authorizes the Mayor to sign and submit an application for the City/Town to become a Mobilizing Main Street community.

ADOPTED ON _____

Signed

Attest

Mayor

Town Clerk



Town Council Memorandum

TO: The Honorable Mayor and Town Council for the Town of Bowling Green
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager & Zoning Administrator
Jeff Gore, Town Attorney
SUBJECT: Discussion of Proposed Zoning Text Amendment for Short-Term Rentals
DATE: November 7th, 2024

SUMMARY:

At their June 4th work session meeting, the Town Council for the Town of Bowling Green voted to refer the drafting of an ordinance to regulate short-term rentals to the Planning Commission for addition to their annual work plan. The Planning Commission added the item to their workplan and substantive discussions at their August, September, and October meetings. The duly-noticed public hearing occurred at the October meeting, where the Commission voted unanimously to provide a positive recommendation on the draft ordinance to Town Council. Town Council's consideration of the item will occur after the duly-noticed public hearing occurs at the November 7th regular meeting.

BACKGROUND:

There is currently no mechanism available in the zoning ordinance through which the Town can regulate this type of business. The Code of Virginia § 15.2-983 defines a short-term rental business as “the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.” Localities may establish a short-term rental registry and require operators within the locality to register annually and charge a fee for that registration. The Town Council briefly researched short-term rental regulations in 2018 with the Town of Blacksburg serving as the model, but no further action was taken.

Staff conducted a comparative analysis of ordinances from other localities, analyzed state code, identified parts of the Zoning Ordinance that may need to be modified, and presented the results of this work to the Commission at their August meeting. The Commission provided input on specific provisions in the draft ordinance at their August and September meetings. Staff included these recommendations in the draft ordinance which received a positive recommendation at the October meeting. There are two versions of the ordinance in the Council packet. The first is the final draft ordinance language proposed by staff, while the second is the version that the Planning Commission voted to recommend. The final changes proposed by staff are technical and structural in nature to support incorporation of best drafting practices and alignment with Town Code.

FISCAL IMPACT:

At this time, staff cannot project a fiscal impact. However, the introduction of short-term rentals into the local economy may produce additional tax revenue for the Town.

RECOMMENDATION & DRAFT MOTION:

Staff recommends that the Council vote to adopt the ordinance proposed by staff. “I move that the Council vote to adopt the ordinance as proposed by staff.”

**TOWN of BOWLING GREEN
SHORT-TERM RENTALS & ACCESSORY DWELLING UNITS ORDINANCE**

**Resolution to adopt an amendment to the Town zoning ordinance establishing standards
for the regulation of short-term rentals and accessory dwelling units**

WHEREAS, Section 15.2-2286 of the Code of Virginia, as amended, provides that the local zoning ordinance may include, among other things, reasonable regulations and provisions for the amendment of regulations or district maps from time to time; and

WHEREAS, Section 15.2-983 of the Code of Virginia, as amended, provides localities express authority to create a registry requirement for short-term rentals and acknowledges local authority to regulate the short-term rental of property through general land use and zoning authority; and

WHEREAS, in accordance with Section 15.2-2286 of the Code of Virginia, whenever the public necessity, convenience, general welfare, or good zoning practice requires, the governing body may by ordinance amend, supplement, or change the regulations, district boundaries, or classifications of property. Any such amendment may be initiated by the governing body; and

WHEREAS, after a duly noticed public hearing, the Planning Commission unanimously recommended the proposed ordinance for adoption by the Town Council at the October 17, 2024, meeting of the Commission; and

WHEREAS, at its regular meeting on November 7, 2024, Council conducted a duly noticed public hearing on the proposed ordinance as required by state law and Town Code.

**NOW THEREFORE, BE IT ORDAINED BY THE BOWLING GREEN TOWN
COUNCIL:**

That the Town Council hereby declares it to be of public necessity, convenience, general welfare and good zoning practices of the Town to adopt this amendment of Chapter 3, Article I,

of the Zoning Ordinance of the Town Code, establishing standards to regulate short-term rentals and accessory dwelling units as follows:

**ORDINANCE OF THE TOWN OF BOWLING GREEN, VIRGINIA, REGULATING
SHORT-TERM RENTALS & ACCESSORY DWELLING UNITS**

Chapter 3: Land Use and Buildings, Article 1 Zoning Ordinance, Division 15 Special Provisions, Section 3-185 Short-Term Rentals

Section 3-185 Short-Term Rentals

A. The following definitions shall apply as used in this section:

1. Booking transaction - Any transaction in which there is a charge to a transient by an operator for the occupancy of any dwelling, sleeping, or lodging accommodations.
2. Guest or transient - A person who occupies a short-term rental unit.
3. Operator- The proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity (Virginia Code §15.2-983).
4. Operator designee- A person assigned by the operator to be available 24/7 to answer emergencies associated with the short-term rental. Such designee shall be local, meaning that the designee is able to travel to the short-term rental property in a one (1) hour time frame.
5. Short-term rental (STR) - The provision of a room or space not in a hotel, motel, or boarding/rooming house suitable for or intended for occupancy for dwelling, sleeping, or lodging purposes for a period of fewer than 30 consecutive days, in exchange for a charge of occupancy (Virginia Code §15.2-983).
6. Residential dwelling unit- A residence where one or more persons maintain a household.
7. Annual Short-term rental permit- Requires both the zoning permit and business license applications to be completed, issued, and on file with the Town of Bowling Green for the year January 1st through December 31st. Additionally, all associated fees have been paid in full to the Town of Bowling Green.

B. Short-Term Rental (STR) Permit and Other Requirements.

1. Notwithstanding other Town code provisions to the contrary, STRs shall be permitted to be operated in existing, legal, residential dwelling units and accessory dwelling units in any zoning district that permits such dwelling units subject to the provisions of this section. No recreational vehicles, buses, tents, trailers, or alternative dwellings such as shipping containers and similar structures shall be used in connection with the operation of a short-term rental.

2. No person shall operate a short-term rental without having first applied for and obtained a STR permit from the Zoning Administrator and a Business License from the Town Treasurer.
3. The STR Permit application form shall include the following information:
 - a. The name, telephone number, address, and email address of the operator and operator designee, if any. The operator shall notify the Town in writing within 10 days of any change in the STR ownership, operator or operator designee during the annual permit period.
 - b. An approved permit from the Virginia Department of Health if the STR is to be served by a septic system and not connected to a public or centralized sewer system.
 - c. An owner's affidavit authorizing the permit applicant to operate a STR if the permit applicant is not the property owner.
4. The STR permit shall be valid from January 1st to the following December 31st of each year and shall be renewed annually by January 1st of each year. An applicant must pay the permit fee annually, which shall be \$50 from the effective date of this ordinance, which is subject to change in accordance with the schedule of fees for zoning permits as adopted annually by Town Council.
5. The operator shall maintain a record of all rentals, which shall be made available for review by the Town upon request. The refusal to maintain and make available the record upon request shall be considered a violation of the STR Permit. All rental records shall be maintained for one (1) year by the operator.
6. Signs to identify the STR shall be permitted to be one (1) of the minor signs permitted on the property.
7. Hosting gatherings (e.g., weddings, receptions, or other special gatherings) which would include a greater number of participants and guests than the permitted maximum occupancy of the STR is not permitted in the R-1, R-2 and R-3 Districts.
8. Any short-term rental in violation of zoning regulations, including operation without a STR permit, is subject to all applicable penalties as set forth in this section and as otherwise provided in this Article.
9. Applicants for STR permits where subject property has a shared wall or driveway shall notify the adjacent resident(s).
10. Safety.
 - a. The short-term rental shall meet all applicable Virginia Uniform Statewide Building Codes for a rental unit and/or bedroom. The Town may inspect any short-term rental with 48-hour notice to the operator for compliance with applicable building codes.

b. Site address. The short-term rental shall have an approved address number placed on the dwelling or in another position plainly legible and visible from the street fronting the property. Structures obscured from street view or located off of an access road in excess of one hundred (100) feet in length shall also post the designated address adjacent to the roadway.

11. Use regulations.

a. The operator shall not permit occupancy of a short-term rental for a period of less than overnight.

b. The principal guest of a short-term rental unit shall be at least 18 years of age.

c. The maximum number of persons in a short-term rental unit is limited to the lesser of: (i) two persons per bedroom plus two additional people. For the purpose of this Section, children ages 3 and under shall not be counted as a separate individual for occupancy calculations; or (ii) the number of persons or bedrooms as indicated on the Virginia Department of Health septic permit. For the purposes of this Section, a bedroom shall be defined by what is permitted by the Virginia Uniform Statewide Building Code, which shall also be reflected on the real property assessment records.

12. Operators shall include with each rental agreement provided to guests shall include a written notification to the tenants of the requirements of this ordinance occupancy, use and gatherings. Operators shall also include a hard-copy of these requirements in a visible location in the STR unit.

13. The Town may suspend or revoke a STR Permit for the following reasons:

a. Failure to comply with Town ordinances, including the collection and/or remission of the transient occupancy, state sales and personal property taxes and Town Business License and STR permitting fees.

b. More than three violations occurring within a rolling six-month period.

c. Refusal to cooperate with the Town in a compliance investigation; including allowing the Zoning Administrator or their designee to enter the dwelling unit upon a minimum 48-hours advance notice.

14. Before any suspension or cancellation can be effective, the Zoning Administrator or their designee shall give written notice to the short-term rental operator. The notice of suspension or cancellation issued under the provisions of this section shall contain:

a. A description of the violation(s) constituting the basis of the suspension or cancellation;

b. If applicable, a statement of acts necessary to correct the violation; and,

c. A statement that if no written response by the operator is received by the Zoning Administrator or their designee within 30 days from the date of the notice, the STR permit will be suspended or cancelled immediately.

15. The notice shall be given to the operator by delivering a copy of the notice in person. If the operator cannot be found, such notice shall be sent to the address of record by:

- a. Certified mail or e-mail to the addresses on the zoning permit; and,
- b. A copy of the notice shall be posted in a conspicuous place on the premises.

16. A copy of the notice will be provided to the Town Treasurer to advise that any permit related to the short-term rental may be suspended or cancelled.

17. Any determination made by the Zoning Administrator may be appealed to the Board of Zoning Appeals in accordance with the provisions of this Article.

18. Penalty. It shall be unlawful to operate a short-term rental:

- a. Without obtaining a STR permit as required by this section, punishable by a \$500 penalty;
- b. After a STR permit has been suspended or cancelled; or,
- c. In violation of any other requirement of this Article.

19. Penalties shall be assessed in accordance with the Bowling Green Municipal Code/Zoning Ordinance, as applicable.

Chapter 3: Land Use and Buildings, Article 1 Zoning Ordinance, Division 15 Special Provisions, Section 3-186- Accessory Dwelling Units

Within Districts that permit single family dwelling units as a principal use, accessory dwelling units shall be added as a permitted use.

Accessory Dwelling Unit Regulations:

- (a) An accessory dwelling unit is allowed only as accessory to a single-family detached dwelling.
- (b) Only one accessory dwelling is permitted per parcel.
- (c) Such structures shall comply with all dimensional standards that apply to the principal building.
- (d) An accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal single-family dwelling unit.
- (e) A manufactured home, alternative dwelling, or recreational vehicle, travel trailer, camper, or similar vehicle shall not be used as an accessory dwelling unit.

(f) An accessory dwelling shall obtain all proper permits and comply with all applicable requirements of the Virginia Department of Health, the Virginia Uniform Statewide Building Code, and local ordinances.

(g) An accessory dwelling unit that is contained within a single-family dwelling may not equal the existing finished square footage of the principal dwelling, such as a basement, attic, or additional level, unless approval is sought to permit a second dwelling unit (duplex).

(h) The floor area of a detached accessory dwelling unit shall be a minimum of 600 square feet in finished floor area and shall not exceed a maximum of fifty percent (50%) of the existing gross square footage of the principal dwelling. A detached accessory dwelling unit shall have an exterior appearance consistent with the principal dwelling.

Chapter 3: Land Use and Buildings, Article 1 Zoning Ordinance, Division 3-I-2, Section 3-104: Definitions

The definition of “Dwelling Unit, Accessory” shall be added as follows:

“**Dwelling Unit, Accessory**” means a dwelling that exists as part of a principal dwelling, or on the same lot as a principal dwelling, and is subordinate in size to the principal dwelling.

The definition of “Building, Accessory” shall be amended to provide as follows:

“**Building, Accessory**” means a subordinate structure customarily incidental to and located on the same lot occupied by the main structure. No such accessory building, except as permitted as an Accessory Dwelling Unit, shall be used for living quarters.

The definition of “Dwelling, Alternative” shall be added as follows:

“**Alternative dwelling**” means a structure or combination of structures, considered temporary or permanent, such as tents or yurts, intermodal shipping containers, or tiny houses which are dwelling units that contain less than 600 square feet in floor area, and similar structures intended to be located on a lot or premises for temporary (or permanent) residential occupancy. Alternative dwelling does not include motorhomes, travel trailers or other recreational vehicles.

This Ordinance was approved this ____ day of _____, 2024, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Mark Gaines, Mayor
Attest:

Clerk to the Council

Town of Bowling Green, Virginia - Short-Term Rental Permitting and Regulations

A. The following definitions shall apply as used in this section:

1. Booking transaction - Any transaction in which there is a charge to a transient by an operator for the occupancy of any dwelling, sleeping, or lodging accommodations.
2. Guest or transient - A person who occupies a short-term rental unit.
3. Operator- The proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity (Virginia Code §15.2-983).
4. Operator designee- A person assigned by the operator to be available 24/7 to answer emergencies associated with the short-term rental. Such designee shall be local, meaning that the designee is able to travel to the short-term rental property in a one (1) hour time frame.
5. Short-term rental (STR) - The provision of a room or space not in a hotel, motel, or boarding/rooming house suitable for or intended for occupancy for dwelling, sleeping, or lodging purposes for a period of fewer than 30 consecutive days, in exchange for a charge of occupancy (Virginia Code §15.2-983).
6. Residential dwelling unit- A residence where one or more persons maintain a household.
7. Annual Short-term rental permit- Requires both the zoning permit and business license applications to be completed, issued, and on file with the Town of Bowling Green for the year January 1st through December 31st. Additionally, all associated fees have been paid in full to the Town of Bowling Green.

B. Short-Term Rental (STR) Permit and Other Requirements.

1. Short-Term Rentals shall be permitted to be operated in existing, legal, residential dwelling units and accessory dwelling units in any zoning district that permits such dwelling units subject to the provisions of this Ordinance. No recreational vehicles, buses, tents, trailers, or alternative dwellings such as shipping containers and similar structures shall be used in connection with the operation of a short-term rental.
2. No operator shall operate a short-term rental without having applied for and obtained a STR permit from the Zoning Administrator and a Business License from the Town Treasurer.
3. The STR Permit application form shall include the following information:
 - a. The name, telephone number, address, and email address of the operator and operator designee. The Town shall be notified with written notice by the operator within 10 days of any change in the STR ownership, operator or operator designee during the annual permit period.

- b. A requirement to provide a septic tank capacity permit from the Virginia Department of Health if the short-term rental is not connected to a public or centralized sewer system.
 - c. Written permission from the property owner where the permit applicant is not the property owner.
- 4. The STR permit shall be valid from May 1st to April 30th of each year and shall be renewed annually by May 1st of each year. An applicant must pay the permit fee annually, in accordance with the schedule of fees for zoning permits as adopted by Town Council.
- 5. A record shall be maintained for all rentals and be made available for review by the Town upon request. The refusal to maintain and make available the record upon request shall be considered a violation of the STR Permit. All rental records shall be maintained for one (1) year by the operator.
- 6. Signs to identify the STR shall be permitted to be one (1) of the minor signs permitted on the property.
- 7. Hosting gatherings (e.g., weddings, receptions, or other special gatherings) which would include a greater number of participants and guests than the permitted maximum occupancy of the STR is not permitted in the R-1, R-2 and R-3 Districts.
- 8. Any short-term rental in violation of zoning regulations, including operation without a STR permit, is subject to all relevant penalties as set forth by this Ordinance.
- 9. Applicants for STR permits where subject property has a shared wall or driveway shall notify the adjacent resident(s).
- 10. Safety.
 - a. The short-term rental shall meet all applicable Virginia Uniform Statewide Building Codes for a rental unit and/or bedroom. The Town may inspect any short-term rental with 48-hour notice to the operator for compliance with applicable building codes.
 - b. Site address. The short-term rental will have an approved address number placed on the dwelling or in another position plainly legible and visible from the street fronting the property. Structures obscured from street view or located off of an access road in excess of one hundred (100) feet in length shall also post the designated address adjacent to the roadway.
- 11. Use regulations.
 - a. The operator shall not permit occupancy of a short-term rental for a period of less than overnight.
 - b. The principal guest of a short-term rental unit shall be at least 18 years of age.

c. The maximum number of persons in a short-term rental unit is limited to the lesser of: (i) two persons per bedroom plus two additional people. For the purpose of this Section, children ages 3 and under shall not be counted as a separate individual for occupancy calculations; or (ii) the number of persons or bedrooms as indicated on the Virginia Department of Health septic permit. For the purposes of this Section, a bedroom shall be defined by what is permitted by the Virginia Uniform Statewide Building Code, which shall also be reflected on the real property assessment records.

12. Each rental agreement provided to guests shall include written notification to the guests of the requirements of this ordinance relative to parking, occupancy, use and gatherings.

13. A STR Permit may be suspended or revoked for the following reasons:

a. Failure to comply with Town ordinances, including the collection and/or remission of the transient occupancy, state sales and personal property taxes and Town Business License and STR permitting fees.

b. More than three violations within a rolling six-month period.

c. Refusal to cooperate with the Town in a compliance investigation; including allowing the Zoning Administrator or their designee to enter the dwelling unit upon a minimum 48-hours advance notice.

14. Before any suspension or cancellation can be effective, the Zoning Administrator or their designee shall give written notice to the short-term rental operator. The notice of suspension or cancellation issued under the provisions of this Ordinance shall contain:

a. A description of the violation(s) constituting the basis of the suspension or cancellation;

b. If applicable, a statement of acts necessary to correct the violation; and,

c. A statement that if no written response by the operator is received by the Zoning Administrator or their designee within 30 days from the date of the notice, the STR permit will be suspended or cancelled immediately.

15. The notice shall be given to the operator by delivering a copy of the notice in person. If the operator cannot be found, such notice shall be sent to the address of record by:

a. Certified mail or e-mail to the addresses on the zoning permit; and,

b. A copy of the notice shall be posted in a conspicuous place on the premises.

16. A copy of the notice will be provided to the Town Treasurer to advise that any permit related to the short-term rental may be suspended or cancelled.

17. Any determination made by the Zoning Administrator may be appealed to the Board of Zoning Appeals in accordance with the provisions of this Ordinance.

18. Penalty. It shall be unlawful to operate a short-term rental:

- a. Without obtaining a STR permit as required by this Article, punishable by a \$500 civil penalty;
- b. After a STR permit has been suspended or cancelled; or,
- c. In violation of any other requirement of this Article.

19. Civil penalties shall be assessed in accordance with the Bowling Green Municipal Code/Zoning Ordinance, as applicable.

Other sections of Zoning Ordinance that require modification:

Division 3-I-2, Section 3-104: Definitions— Accessory dwelling unit.

- (a) An accessory dwelling unit is allowed only as accessory to a single-family detached dwelling.
- (b) Only one accessory dwelling is permitted per parcel.
- (c) Such structures shall comply with all dimensional standards that apply to the principal building.
- (d) An accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal single-family dwelling unit.
- (e) A manufactured home, alternative dwelling, or recreational vehicle, travel trailer, camper, or similar vehicle shall not be used as an accessory dwelling unit.
- (f) An accessory dwelling shall obtain all proper permits and comply with all applicable requirements of the Virginia Department of Health and the Virginia Uniform Statewide Building Code.
- (g) An accessory dwelling unit that is contained within a single-family dwelling may not equal the existing finished square footage of the primary dwelling, such as a basement, attic, or additional level, unless approval is sought to permit a second dwelling unit (duplex).
- (h) The floor area of an accessory dwelling unit shall be no more than 600 square feet in finished floor area.

Within Districts that permit single family dwelling units as a principal use, accessory dwelling units shall be added as a permitted use.

The definition of “Building, Accessory” shall be amended as follows:

"Building, Accessory" means a subordinate structure customarily incidental to and located on the same lot occupied by the main structure. No such accessory building, except as permitted as an Accessory Dwelling Unit, shall be used for living quarters.

Add to definitions:

Alternative dwelling means a structure or combination of structures, considered temporary or permanent, such as tents or yurts, intermodal shipping containers, or tiny houses which are dwelling units that contain less than 600 square feet in floor area, and similar structures intended to be located on a lot or premises for temporary (or permanent) residential occupancy. Alternative dwelling does not include motorhomes, travel trailers or other recreational vehicles