



**AGENDA
PURCELLVILLE TOWN COUNCIL MEETING
OCTOBER 11, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION** (Mayor Fraser)
- 4. SUMMARY OF MOTIONS** (*provided separately*)
- 5. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 6. PROCLAMATIONS/RECOGNITIONS**
 - a. None
- 7. PUBLIC HEARINGS**
 - a. None
- 8. PRESENTATIONS**
 - a. None
- 9. STANDING COMMITTEE/COMMISSION/BOARD REPORTS**
 - a. Planning Commission (T. Stein, Chairman/K. Grim, Council Liaison)
 - b. Board of Architectural Review (Pat Giglio, Chairman/N. Ogelman, Council Liaison)
 - c. Parks and Recreation Advisory Board (Eamon Coy, Chairman/R. Cool, Council Liaison)
 - d. Economic Development Advisory Committee (Daniel Abramson, Chairman/C. Bledsoe, Council Liaison)
 - e. Purcellville Arts Council (Liz Jarvis, Chair/D. McCollum, Council Liaison)
- 10. CITIZEN/BUSINESS COMMENTS**

(All citizens who wish to speak will be given an opportunity. Limits will be imposed on all speakers. All speakers should sign up prior to speaking. Town residents will be given the first opportunity to speak.)

11. MAYOR AND COUNCIL COMMENTS

12. DISCUSSION/INFORMATION ITEMS

- a. Personnel Update (D. Davis) (pgs. 5-7)
- b. Economic Development Update (P. Sullivan) (pgs. 9-35)
- c. 2017 Legislative Priorities (Council member Grim) (pgs. 37-45)
- d. Non-Potable Connections (R. Lohr/A. Vanegas) (pgs. 47-49)
- e. Paving Recommendations (A. Vanegas) (pgs. 51-61)

13. ACTION ITEMS

- a. Aligning Town Council Meeting Dates with Town Holidays* (R. Lohr) (pgs. 63-64) (Motion pg. 64)
- b. 2016 Business License Analysis* (C. LeMarr) (pgs. 65-87) (Motion pg. 65)
- c. Sports Grant Process* (D. Davis/M. Scoggins) (pgs. 89-93) (Motion pg. 90)
- d. Bulk Water Rates* (A. Vanegas) (pgs. 95-98) (Motion pg. 96)
- e. Barment Program – Ordinance Amendment* (C. McAlister) (pgs. 99-108) (Motion pg. 100)
- f. RFP PW2016-01 Project/Construction Management and Related Services* (A. Vanegas) (pgs. 109-111) (Motion pg. 110)
- g. Approval of Strategic Initiatives from Strategic Planning Session* (R. Lohr) (pgs. 113-116) (Motion pg. 114)
- h. Initiation of Zoning Ordinance Text Amendments* (S. Hankins) (pgs. 117-120) (Motion pg. 118)
 - i. Stream and Creek Buffer
 - ii. C-4 District Building Height
 - iii. Civil Penalties
 - iv. Clearing Limit Sizes
 - v. Screens and Plantings

14. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION (pgs. 121-127)

- a. Proclamation Request – Red Ribbon Week, Shenandoah Valley Young Marines
- b. Recognition/Proclamation Request – Richard Gillespie

15. APPROVAL OF MINUTES (pgs. 129-146) (Motion pg. 129)

- a. September 27, 2016 Town Council Special Meeting
- b. September 27, 2016 Town Council Regular Meeting

16. CLOSED MEETING* (pgs. 149-151) (Motion pg. 150)

The purpose of the closed meeting is to discuss the performance of the Town Council and specific employees who report to Town Council. Such discussion will be limited to issues of performance, efficiency, and effectiveness, including the process by which communication occurs.

17. ADJOURNMENT

*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

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STAFF REPORT
INFORMATION ITEM

Item # 12.a

SUBJECT: Personnel Update

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Daniel C. Davis, Assistant Town Manager
Sharon Rauch, HR Specialist

SUMMARY:

Attached is the Personnel Update for October 2016. Please note this report includes positions approved in the FY17 budget that are being recruited or that are pending recruitment, so the number of vacancies is higher than normal. However, it is noted that we have had a number of retirements in addition to the new positions, so we have a total of 9 positions open at this time.

Staff is working diligently to recruit all open positions as quickly as possible.

TOWN OF PURCELLVILLE
Personnel Update - As of October 6, 2016

	Headcount	Full-time Equivalent (FTE)
Total Budgeted Positions:	86	79.3
Total Filled Positions:	77	
Total Current Full-time EEs:	67	
Total Current Part-time EEs:	10	
Total Current Employees:	77	
Total Leave of Absence:	0	
Total Promotions:	0	
Total Transfers:	0	
Total Resign/Retire:	2	
Total Open Positions:	9	
New Hires	0	

OPEN POSITIONS

ADMINISTRATION

Position Title	Budget	Filled/Vacant	Status
Paralegal	New	Vacant	Developing Recruitment
Special Asst. to Town Mgr.	Replace	Vacant	Pending

FINANCE

Position Title	Budget	Filled/Vacant	Status
Budget Specialist	Replace	Vacant	Filled 10/11/16 start date
Finance Associate	Replace	Filled	Recruiting to replace retiree

COMMUNITY DEVELOPMENT

No openings

POLICE DEPARTMENT

Position Title	Budget	Filled/Vacant	Status
Police Officer	Replace	Pending	Recruiting
Sergeant	Replace	Vacant	Internal recruitment process

INFORMATION TECHNOLOGY

No openings

PARKS AND RECREATION

Position Title	Budget	Filled/Vacant	Status
P/T P&R Assistant	New	Vacant	Recruiting

PUBLIC WORKS/ADMINISTRATION

Position Title	Budget	Filled/Vacant	Status
Asst. Director-Public Works	Reinstatement	Vacant	Developing Recruitment
Operations Coordinator	Replace	Vacant	Pending

PUBLIC WORKS/ENGINEERING

No openings

PUBLIC WORKS/MAINTENANCE

Position Title	Budget	Filled/Vacant	Status
Maintenance Worker	New	Vacant	Recruiting

PUBLIC WORKS/WATER

Position Title	Budget	Filled/Vacant	Status
Water Operator-Trainee	Replace	Vacant	Recruiting

PUBLIC WORKS/WASTE WATER

No Openings

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STAFF REPORT
INFORMATION

Item #12b

SUBJECT: Economic Development Report

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Patrick Sullivan, Community Development

SUMMARY and RECOMMENDATIONS:

July and August 2016 Economic Development reports.

BACKGROUND:

This is the monthly report prepared by Community Development. The report provides updates as to different ongoing economic/building projects, public and private. The report also includes occupancy permits issued within the past month.

Each month a list of new business occupancies including the number of new employees/jobs created is detailed. The business occupancies are broken down between Home Occupancies and regular Commercial occupancy.

The report further includes an ongoing tally of the day-to-day workings of the Community Development Department such as permits issued, site plans received, lawn complaints, illegal signs, subdivisions, annexation applications, etc.

Red text in the report indicates new information.

ATTACHMENT(S):

1. July 2016 Economic Development Report
2. August 2016 Economic Development Report



**Department of Community Development
Department Update – 7/31/16**

Zoning Activity Summary. Current zoning and planning activity within the Department of Community Development. Table A below provides a summary of the ongoing applications. More detailed information follows the table in narrative form.

Table A			
Current Projects			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
209 J Street	209 J Street	Lot Consolidation, Plat and Deed - Residential	Approved 7/28/16
7-Eleven, Core States Group	700 E Main Street	Lot Consolidation	WOA
7-Eleven, Core States Group		Special Use Permit for additional of pumps & larger canopy	WOA
7-Eleven, Core States Group		BAR review of proposed canopy over gas pumps	BAR approval 7/19/16
Beckstrom Electric	Lot 1, Mayfair Industrial Park	Minor Site Plan for storage lot	UR
Catoctin Corner	Corner E Main and Route 287	Site Plan Construction Plans	UR UR
Catoctin Corner		BLA - Purcellville Development and Patrick Henry College	UR
Catoctin Corner		Deed and Easement plat – Patrick Henry College	UR
Catoctin Corner		Deed and Easement plat – Patrick Henry College Parcel 2A	UR
Catoctin Corner		Deed and Easement plat– Purcellville Development and Stormwater Management Agreement	UR
Mayfair Industrial	Richardson Lane	Site Plan	Approved. Plan Revision approved 7/13/16.
Ms Annie’s Home Child Care	130 Misty Pond Terrace	Special Exception for maximum of 12 children	BZA public hearing is scheduled for 9/7/16
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	WOA
McDonalds Corp.	N Maple Avenue	Site Plan	Approved 7/13/16
McDonalds Corp	N Maple Avenue	Lot Consolidation	Approved 7/13/16
Mini Warehouse	Lot 6F - 37231 Richardson Ln	Site Plan	Submitted incomplete plans. Sent back to applicant. Waiting on fee.

O'Toole	37935 Colonial Hwy	Rezoning Comp Plan Amend	UR WOA
Purcellville Crossroads	Corner Route 287 and Route 7 Bypass	Annexation	Being reviewed by County Board Of Supervisors
Old Purcellville Firehouse	130 S 20 th Street	Minor Site Plan – Installation of parking lot	UR
Purcellville Motorsports	401 Browning Court	Site Plan Pre-app with BAR in July	Approved 4/7/08 BAR approval 7/19/16
Southern States	261 N 21 st Street	BLA/Lot Consolidation and Sanitary Sewer Easement	Approved
Southern States	261 N 21 st Street	Site Plan	Approved 8/10/16
Vineyard Square	130-148 21 st	Site Plan New construction	Site plan approved
Virginia Regional Transit	Browning Court	Text Amendment SUP	Approved Submitted 8/12/16
Warner Brook	Purcellville Rd	Annexation	UR
Village Case		Comprehensive Plan Amendment	Submitted 8/2/16
Village Case		Proffered Condition Amendment	Submitted 8/2/16

Table B			
Commercial/Industrial Zoning Permits Issued or Under Review			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
INOVA	740 S Main Street	Occupancy Permit	UR
Jacks Run Brewery	108 N 21 st Street	Interior fit up for brewery	Approved 2/12/16 Occupancy issued 8/4/16
Monks BBQ	251 N 21 st Street	Interior fit up for restaurant expansion	Approved 2/17/16
Monks BBQ		CDA and Zoning for Front deck expansion and covered area	CDA approved 4/19/16 Zoning Permit approved
Purcellville Pharmacy	609 E Main Street	Interior fit-up for pharmacy	Approved 3/30/16
Pottery by Hand	121 E Main Street	Occupancy – pottery studio	Withdrawn
Bada-Bing Bagels	719 E Main Street	Interior fit-up for Restaurant	Approved 4/14/16
Petit Lou Lou, LLC	713 E Main Street	BAR – Exterior renovations - restaurant	Approved 4/19/16
Petit Lou Lou, LLC		Interior Fit-up for French bakery and pastry shop	Approved 5/18/16
Tasos Vatikiotis – Purcellville Theater	860 E Main Street	Interior fit-up, Suite I, 2 nd Floor	Approved 4/26/16

Adroit Brewery	404 Browning Ct	Interior fit-up for brewery expansion	Approved 4/29/16
Select Property Management/ Purcellville Firehouse	130 S 20 th Street	Interior Future Tenant Fit-up	Approved 5/9/16
Berry Blossom	221 N 21 st Street	Interior Fit-up issued for ice cream and smoothie shop	Approved 5/13/16

Table C

Commercial/Industrial Occupancy Permits issued				
Applicant/Project Name	Location/address	Review Type	Date of Approval	Employees
Get Kickin'	251 N 21 st Street	Fitness Studio	6/3/16	1
Wisdom Store	100 West O Street	Office Expansion to include Retail	6/7/16	
M80 Recording Studio	417 Browning Court	Recording Studio	6/10/16	1
Highway Motors, Inc.	631 W Main Street	Retail – Change of business ownership	6/14/16	
First Class Fitness Studio, LLC	860 E Main Street, Suite E	Fitness Studio	7/8/16	1
Nostalgia	142 E Main Street	Retail	7/11/16	1
Nextide	221 N. 21 st Street	School of Special Instruction	7/18/16	4
Home Based Business – Permit Issued				
Old Dominion Home Services	200 Grassy Ridge Terrace	Office	7/15/16	1
Total Employees		Year to Date	Month of June	
		69	7	

Legend: UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

Public/Town Projects:

1. Mary House of Hope/Town of Purcellville Minor Subdivision – 781 S20th Street.
 - Subdivision Plat and deed were signed on 8/20/15 and were recorded.
 - Application to rezone 781 S. 20th Street from IP to R-2 was received on September 28, 2015.
 - Planning Commission will hold public hearing on February 4, 2016.
 - Planning Commission recommended approval. TC held public hearing.
 - TC approved text amendment, rezoning and comp plan amendment on 4/12/16.

Business-Related Projects:

Approved:

1. Mayfair Industrial – East Nichols Lane.
 - Construction plans submitted on August 28, 2014 for the industrial use section of the Mayfair development. Plans are under review.
 - Second submission with response to comments received from applicant on 12/29/14 and has been sent out for additional review. Additional review comments have been sent to applicant.
 - Third submission of construction plans received on 3/6/15.
 - Record Plat submitted on 2/25/15.
 - Fourth submission of construction plans received on 4/15/15 and sent out for review on 4/16/15.
 - Grading and land prep has begun. All remaining comments on construction plans sent to applicant 5/21/15.
 - Construction plans approved 6/18/15.
 - Revisions to construction plans submitted on 6/18/15 and have been sent out for review.
 - Record plat resubmitted on 5/8/15. The revisions to construction plans were approved on 9/16/15.
 - Record plat approved and recorded. Performance bond is being processed.
 - Performance bond approved.
 - Site Plan revision is currently under review.
 - **Site Plan revision approved on 7/13/16**
2. Vineyard Square – 130-148 21st Street.
 - Nine demolition permits were issued on November 5, 2014 and demolition has begun on some of the sheds and accessory buildings.
 - Site Plan submitted on 12/30/14 and was sent out to review agencies on that day. Review comments distributed on 1/30, 2/11 and 2/12/15.
 - Second submission received on 3/3/15.

- Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.
 - Third submission of the site plan was submitted on 8/7/15 and is under review.
 - Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
 - Easements have been recorded, bonds have been approved and site plan has been signed.
3. **Dragon Yong-In Martial Arts** – 310 N 21st Street.
- Amended site plan received on 5/8/15 and has been sent out for review. This site plan is for the addition of a soccer field, walking track, traffic circulation and parking improvements.
 - Comments sent to applicant on 6/19/15. Waiting on resubmission from applicant. No news. Will be put back in the active category when they resubmit.
 - Site plan resubmitted on 9/23/15 and is under review.
 - Site Plan approved 3/25/16
 - Zoning Permit issued 4/8/16

In Application Process:

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.
- Site plan submitted on 1/18/13 for a shopping center.
 - Applicant submitted Traffic Analysis on May 14, 2014.
 - Grading Plan has been submitted and is being reviewed by the County and the Town. 3rd submission received on 2/17/15 and was sent out for review.
 - Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
 - Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
 - Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
 - An application for another new building at the shopping center was submitted for BAR review on 1/11/16.

- The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.
 - At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
 - Site Plan and Construction Plans are under still review.
 - Last building design will be reviewed by the BAR at their May meeting.
 - CDA have been issued for all buildings. As applicant acquires proposed tenants some revisions to building designs are being proposed.
 - Various deeds and plats for easements/vacations of easements have been submitted for review. **Reviewed by Town Attorney and comments sent to applicant.**
 - **SUP submitted to shift the location of an approved drive-thru restaurant from the rear of property to prominent location adjacent to the project entrance off of Business 7. Planning Commission held public hearing on 8/4/16. Public hearing was continued to 8/18/16**
2. **Purcellville Crossroads** – Corner of the Route 7 Bypass and Route 287.
- Application for an annexation of approximately 47 acres for a mixed use development. Application was submitted on July 29, 2013. Staff is reviewing the application.
 - Applicant provided a presentation to Town Council on 9/9/14. A complete annexation application is expected the week of April 6, 2015.
 - Concept plan submitted on 4/9/15.
 - Developer held a public informational update at the Carver Center on May 27, 2015.
 - Staff report was presented to Town Council on July 28, 2015.
 - Applicant submitted a new annexation application on 9/22/15. The annexation request is being reviewed by Loudoun County.
 - The applicant will conduct a charrette on March 3.
 - Charrette held.
3. **Warner Brook, LLC** – Purcellville Road.
- Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
 - Departments are reviewing the application.
 - **Waiting on applicant to provide a fiscal impact analysis.**
4. **Southern States** – 261 N 21st Street.
- Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21st Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.

- Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
 - An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
 - The design of the new building has been approved by the BAR and the site plan is still under review.
 - BLA/Lot Consolidation and Sanitary Sewer Easement deed and plat are under review. **Approved.**
 - **Site Plan approved 8/10/16. Public Improvements bonded.**
5. **Virginia Regional Transit** – SUP application for commuter parking lot.
- Text Amendment approved for commuter parking in the CM1 district.
 - Waiting on applicant to apply for SUP.
 - **Special Use Permit application submitted on 8/12/16**
6. **McDonalds Restaurant** – 121 N. Maple Avenue.
- Certificate of Design approval was issued on August 19, 2014 for the construction of a new restaurant building at the current site.
 - McDonalds has also submitted special use applications for a restaurant over 4,000 square feet and for a drive through at the same location.
 - Planning Commission held a public hearing and recommended approval to the Town Council on 11/6/14.
 - Following a public hearing, Town Council approved the special use permit applications on 12/9/14.
 - Site Plan received on 12/9/14 and is under review. All review comments were received by January 27, 2015.
 - 2nd submission received on 2/24/14 and was sent out for review on 2/25/15.
 - Applicant requested a 120 day site plan extension which was granted. No news. Application will be put back in the active category when resubmitted. Still expect this to go forward sometime this year.
 - Submitted a new application to the BAR for construction of a new building at their current site. This application will be reviewed at the BAR's March 15, 2016 meeting.
 - BAR approval was issued on 3/15/16.
 - Site Plan for the rebuilding of the restaurant submitted 4/15/16 and is under review.
 - Lot Consolidation submitted on 4/22/16. Waiting on submission of deed.
 - Reviewing Lot Consolidation Deed and plat. **Approved.**
 - Performance Bond received and approved.
 - **Site Plan approved on 7/13/16. Public Improvements bonded.**
 - **Demolition and zoning permits issued.**

7. **O'Toole Property (37935 Colonial Highway)**
 - Rezoning and Comprehensive Plan Amendment submitted.
 - Comments sent to applicant – waiting for resubmission
 - Resubmission received 7/5/16 that included revised Statement of Justification, Response to review comments, Proffer Statement, Economic and Fiscal Impact of Commercial Use of the Property, Proposed Design Guidelines, and Traffic Impact Analysis.
 - Documents distributed for review.

8. **Beckstrom Electric** – Lot 1, Mayfair Industrial Park
 - Minor Site Plan submitted on 5/23/16 for a fences storage lot to be located on Lot 1 of the Mayfair Industrial Park.
 - Comments following completeness review by the Town were sent on June 8, 2016
 - **Applicant responded and plan currently under review by Town staff.**

9. **SunTrust Bank** – 165 Purcellville Gateway Drive.
 - On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
 - BAR approved the revised building design on March 18, 2014.
 - Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
 - Have received word that Sun Trust is expected to activate their application in the near future.
 - Applicant has requested that the application become active.
 - **Building design will be reviewed by BAR at their 8/16/16 meeting.**

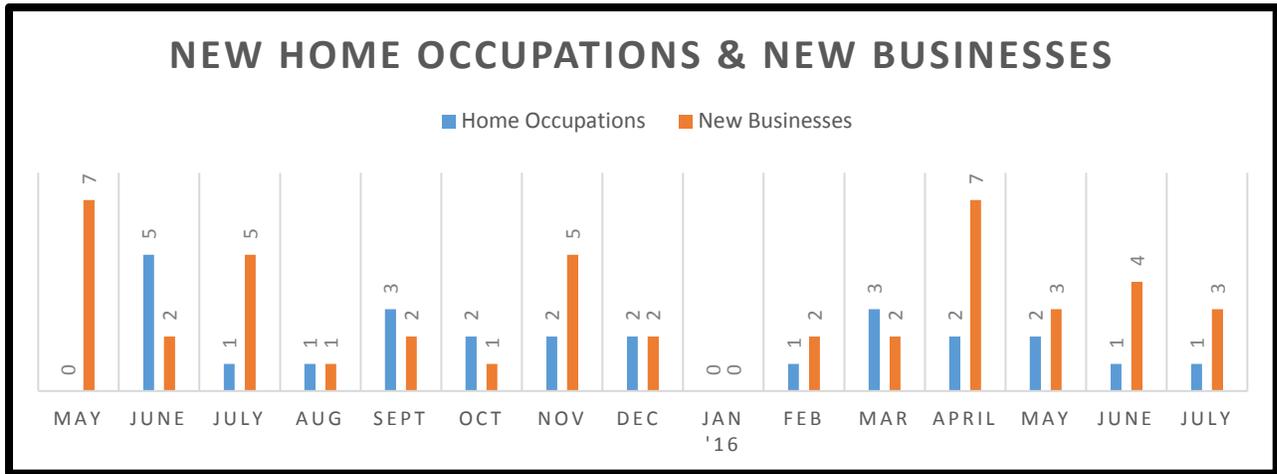
10. **New Town Development** – Purcellville Ridge Commercial Parcel
 - **BAR will review on 8/16/16 the design of a new commercial building proposed on the east side of Ken Culbert Lane.**

Other Projects and their status:

1. **Mayfair Residential** – Purcellville Road/Route 611.
 - Record Plat submitted on October 21, 2014 for the residential dwelling units located on Brookfield property annexed north of Town. Construction plans are under review for the 254 residential planned development and the 8 lot residential subdivision.
 - 3rd submission of construction plans was received on 2/4/15 and comments sent on 3/16/15.
 - Record Plat comments sent to applicant on 3/26/15.
 - Site plan for Route 611 road work was approved on 3/31/15.

- Fourth submission of construction plans was received on 4/21/15 and sent out for comments on 4/22/15. Grading and clearing has begun.
 - Construction plans approved on 5/15/15.
 - Amendment submitted on 5/20/15 and sent out for review.
 - Third submission of record plat received on 5/6/15. Amendment approved on 9/11/15.
 - Second amendment to the construction plans was submitted on 9/23/15 and is under review.
 - Amendments to the plans have been approved. Record plat approved and recorded. Performance bond is being processed.
 - Performance bond submitted and zoning permits were issued on 12/18/15 for 16 townhouse units.
 - Zoning permits have been issued for the construction of 4 single family homes.
 - Brookfield is continuing to apply for residential zoning permits for this development. The first townhouse occupancy was issued 4/28/16.
2. **Morgan Meadows (formerly Beauma Meadows)** – N Hall Avenue.
- Record plat for a 5 lot subdivision located between Hall Avenue and 26th Street was received on 4/2/15.
 - Applicant requested a 6 month extension which was granted.
 - This is still semi active.
 - Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.
 - **Waiting on final submittal.**
3. **Village Case**
- **Applications submitted on 8/2/16 by Charcol, LLC, contract purchaser, for a Proffered Condition Amendment and Comprehensive Plan Amendment to allow a total 24 houses to be built on a “village center” lot and a church lot in the Village Case Subdivision. Applicant to submit additional copies before application can be sent out to review agencies.**

Projects on Hold:



2016 Year-to-Date and Current Month Permits Summary:

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of July</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	23	3
Home-Based businesses	12	1

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of July</u> <u>Total</u>
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Permits Issued

Zoning Permits (general permits)	169	26
Occupancy Permits (not temporary)	65	7
Temporary Occupancy Permits	2	
Sign Permits – Temporary	53	3
Sign Permits – Permanent	21	2
Sign Waivers		
Zoning Determination Letters	2	
Zoning Clearance Letters	18	2

Requests

Special Use Permits	1	
BAR – Certificates of Design	16	2
BAR – Pre-application discussions	3	
Variances		
Annexations		
Rezoning		
Comprehensive Plan Amend.	1	1
Proffered Condition Amendment	1	1
Boundary Line Adjustments	1	
Lot Consolidations	3	
Site Plans	1	
Site Plan Amendments/Revisions	2	
Minor Site Plans	2	
Special Exceptions	3	
Construction Plans		
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
County Referrals		
Commission Permits		
Easement Plats	3	
Record Plats		
Grading Plans		
Zoning Ordinance Amend. Request	1	

Complaints/Violations for the month of June, 2016

Lawn Complaints (Tall Grass)	0
Code Violation Warnings	9
Formal Notices of Violation issued	
Illegal signs confiscated in the Town's right of way	33
Unresolved violations	2
Resident Complaints (not tall grass)	0

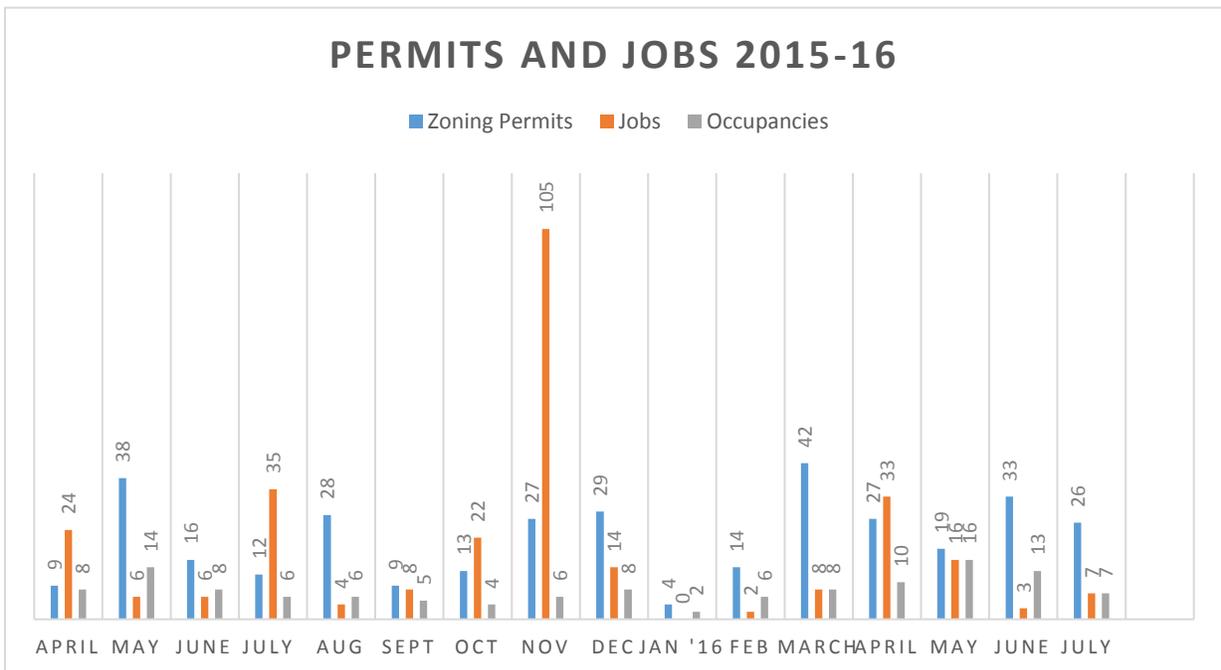
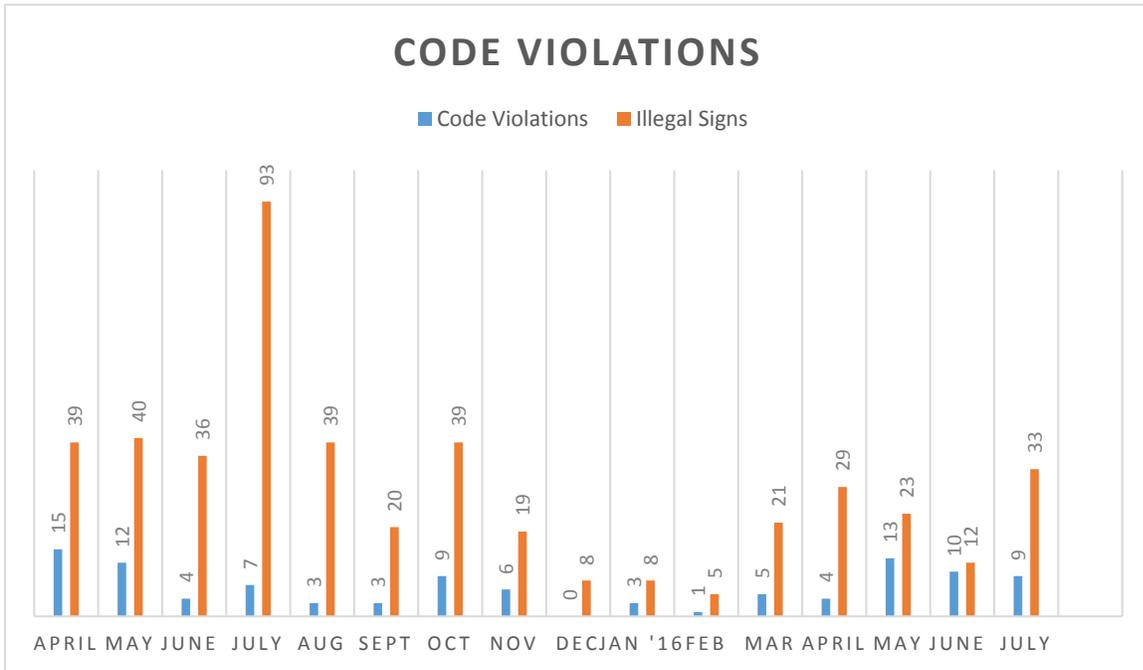


Chart I: Trends for Zoning Permits, Occupancy Permits and Jobs

The spike in jobs for November is due to Chick-Fil-A adding 100 jobs

Departmental Initiatives.

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. For up to date information see www.planpurcellville.com .

The Economic Development Advisory Committee has completed a strategic tourism plan. The committee has initiated action items to begin implementing the plan. The initiatives are: preparing an events calendar for the Town, utilizing the Gazebo on 21st Street as an information kiosk, and helping with the production of a marketing video for the Town website. Work continues on these initiatives. EDAC is helping with the painted wine barrel initiative. In addition the committee has reviewed, at Council's request, The RSR Gateway Annexation request, the Shop Local Program, business surveys, business vacancies and the Special Events Ordinance and other economic initiatives that the Town might consider.

The EDAC committee meets the first Tuesday of every month at 7PM in Town Hall and welcomes public input and participation.



**Department of Community Development
Department Update – 8/31/16**

Zoning Activity Summary. Current zoning and planning activity within the Department of Community Development. Table A below provides a summary of the ongoing applications. More detailed information follows the table in narrative form.

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7-Eleven, Core States Group		BAR review of proposed canopy over gas pumps	BAR approval 7/19/16
Beckstrom Electric	Lot 1, Mayfair Industrial Park	Minor Site Plan for storage lot	UR
Catoctin Corner	Corner E Main and Route 287	Site Plan Construction Plans	UR UR
Catoctin Corner		BLA - Purcellville Development and Patrick Henry College	UR
Catoctin Corner		Deed and Easement plat – Patrick Henry College	UR
Catoctin Corner		Deed and Easement plat – Patrick Henry College Parcel 2A	UR
Catoctin Corner		Deed and Easement plat– Purcellville Development and Stormwater Management Agreement	UR
Mayfair Industrial	Richardson Lane	Site Plan	Approved. Plan Revision approved 7/13/16.
Ms Annie’s Home Child Care	130 Misty Pond Terrace	Special Exception for maximum of 12 children	BZA public hearing is scheduled for 9/7/16
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	Approved
McDonalds Corp.	N Maple Avenue	Site Plan	Approved 7/13/16
McDonalds Corp	N Maple Avenue	Lot Consolidation	Approved 7/13/16
Mini Warehouse Climate Controlled Storage Facility	Lot 6F - 37231 Richardson Ln	Site Plan	UR
O’Toole	37935 Colonial Hwy	Rezoning Comp Plan Amend	UR WOA

Economic Development Summary- August 31, 2016

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Purcellville Crossroads	Corner Route 287 and Route 7 Bypass	Annexation	Being reviewed by County Board Of Supervisors
Old Purcellville Firehouse	130 S 20 th Street	Minor Site Plan – Installation of parking lot	UR
Purcellville Motorsports	401 Browning Court	Site Plan Pre-app with BAR in July	Approved 4/7/08 BAR approval 7/19/16
Southern States	261 N 21 st Street	BLA/Lot Consolidation and Sanitary Sewer Easement	Approved
Southern States	261 N 21 st Street	Site Plan	Approved 8/10/16
SunTrust Bank	165 Purcellville Gateway Drive	New Construction	WOA
Vineyard Square	130-148 21 st	Site Plan New construction	Site plan approved
Virginia Regional Transit	Browning Court	Text Amendment SUP	Approved Submitted 8/12/16
Warner Brook	Purcellville Rd	Annexation	UR
Village Case		Comprehensive Plan Amendment	Submitted 8/2/16 UR
Village Case		Proffered Condition Amendment	Submitted 8/2/16 UR

Table B			
Commercial/Industrial Zoning Permits Issued or Under Review			
Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
INOVA	740 S Main Street	Occupancy Permit	UR
Jacks Run Brewery	108 N 21 st Street	Interior fit up for brewery	Approved 2/12/16 Occupancy issued 8/4/16
Monks BBQ	251 N 21 st Street	Interior fit up for restaurant expansion	Approved 2/17/16
Monks BBQ		CDA and Zoning for Front deck expansion and covered area	CDA approved 4/19/16 Zoning Permit approved Construction Complete
Purcellville Pharmacy	609 E Main Street	Interior fit-up for pharmacy	Approved 3/30/16
Bada-Bing Bagels	719 E Main Street	Interior fit-up for Restaurant	Approved 4/14/16 Occupancy approved 9/7/16
Petit Lou Lou, LLC	713 E Main Street	BAR – Exterior renovations - restaurant	Approved 4/19/16
Petit Lou Lou, LLC		Interior Fit-up for French bakery and pastry shop	Approved 5/18/16
Tasos Vatikiotis – Purcellville Theater	860 E Main Street	Interior fit-up, Suite I, 2 nd Floor	Approved 4/26/16
Adroit Brewery	404 Browning Ct	Interior fit-up for brewery expansion	Approved 4/29/16

Economic Development Summary- August 31, 2016

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Select Property Management/ Purcellville Firehouse	130 S 20 th Street	Interior Future Tenant Fit-up	Approved 5/9/16
Berry Blossom	221 N 21 st Street	Interior Fit-up issued for ice cream and smoothie shop	Approved 5/13/16

Table C

Commercial/Industrial Occupancy Permits issued				
Applicant/Project Name	Location/address	Review Type	Date of Approval	Employees
Alure	151 East O Street	Vapor Shop	8/12/16	1
Jack's Run Brewing Company	108 N. 21 st Street	Brewery	8/4/16	8
Sentry Management	117 N. Bailey Lane	Office	8/4/16	12
Loudoun Valley Yoga	205 Hirst Road, Suite 305	Studio	8/5/16	2
Home Based Business – Permit Issued				
Lydia John's Aquilar	205 Ken Culbert Lane	Child Care	8/4/16	1
Total Employees		Year to Date	Month of August	
		93	24	

Legend: UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

Public/Town Projects:

None at this time.

Business-Related Projects:

Approved:

1. **Mayfair Industrial** – East Nichols Lane.
 - Construction plans submitted on August 28, 2014 for the industrial use section of the Mayfair development. Plans are under review.
 - Second submission with response to comments received from applicant on 12/29/14 and has been sent out for additional review. Additional review comments have been sent to applicant.
 - Third submission of construction plans received on 3/6/15.
 - Record Plat submitted on 2/25/15.
 - Fourth submission of construction plans received on 4/15/15 and sent out for review on 4/16/15.
 - Grading and land prep has begun. All remaining comments on construction plans sent to applicant 5/21/15.
 - Construction plans approved 6/18/15.
 - Revisions to construction plans submitted on 6/18/15 and have been sent out for review.
 - Record plat resubmitted on 5/8/15. The revisions to construction plans were approved on 9/16/15.
 - Record plat approved and recorded. Performance bond is being processed.
 - Performance bond approved.
 - Site Plan revision is currently under review.
 - Site Plan revision approved on 7/13/16

2. **Vineyard Square** – 130-148 21st Street.
 - Nine demolition permits were issued on November 5, 2014 and demolition has begun on some of the sheds and accessory buildings.
 - Site Plan submitted on 12/30/14 and was sent out to review agencies on that day. Review comments distributed on 1/30, 2/11 and 2/12/15.
 - Second submission received on 3/3/15.
 - Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.
 - Third submission of the site plan was submitted on 8/7/15 and is under review.

- Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
- Easements have been recorded, bonds have been approved and site plan has been signed 3-1-16.
- Court case complete. ZA prevailed. 4-25-16.

3. **McDonalds Restaurant** – 121 N. Maple Avenue.

- Certificate of Design approval was issued on August 19, 2014 for the construction of a new restaurant building at the current site.
- McDonalds has also submitted special use applications for a restaurant over 4,000 square feet and for a drive through at the same location.
- Planning Commission held a public hearing and recommended approval to the Town Council on 11/6/14.
- Following a public hearing, Town Council approved the special use permit applications on 12/9/14.
- Site Plan received on 12/9/14 and is under review. All review comments were received by January 27, 2015.
- 2nd submission received on 2/24/14 and was sent out for review on 2/25/15.
- Applicant requested a 120 day site plan extension which was granted. No news. Application will be put back in the active category when resubmitted. Still expect this to go forward sometime this year.
- Submitted a new application to the BAR for construction of a new building at their current site. This application will be reviewed at the BAR's March 15, 2016 meeting.
- BAR approval was issued on 3/15/16.
- Site Plan for the rebuilding of the restaurant submitted 4/15/16 and is under review.
- Lot Consolidation submitted on 4/22/16. Waiting on submission of deed.
- Reviewing Lot Consolidation Deed and plat. Approved.
- Performance Bond received and approved.
- Site Plan approved on 7/13/16. Public Improvements bonded.
- Demolition and zoning permits issued.
- **McDonalds plans to reopen prior to Thanksgiving.**

In Application Process:

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.

- Site plan submitted on 1/18/13 for a shopping center.
- Applicant submitted Traffic Analysis on May 14, 2014.
- Grading Plan has been submitted and is being reviewed by the County and the Town. 3rd submission received on 2/17/15 and was sent out for review.

- Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
- Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
- Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
- An application for another new building at the shopping center was submitted for BAR review on 1/11/16.
- The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.
- At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
- Site Plan and Construction Plans are under still review.
- Last building design will be reviewed by the BAR at their May meeting.
- CDA have been issued for all buildings. As applicant acquires proposed tenants some revisions to building designs are being proposed.
- Various deeds and plats for easements/vacations of easements have been submitted for review. Reviewed by Town Attorney and comments sent to applicant.
- SUP submitted to shift the location of an approved drive-thru restaurant from the rear of property to prominent location adjacent to the project entrance off of Business 7. Planning Commission held public hearing on 8/4/16. Public hearing was continued to 8/18/16. Planning Commission did not recommend approval to Town Council.

2. **Purcellville Crossroads** – Corner of the Route 7 Bypass and Route 287.

- Application for an annexation of approximately 47 acres for a mixed use development. Application was submitted on July 29, 2013. Staff is reviewing the application.
- Applicant provided a presentation to Town Council on 9/9/14. A complete annexation application is expected the week of April 6, 2015.
- Concept plan submitted on 4/9/15.
- Developer held a public informational update at the Carver Center on May 27, 2015.
- Staff report was presented to Town Council on July 28, 2015.
- Applicant submitted a new annexation application on 9/22/15. The annexation request is being reviewed by Loudoun County.
- The applicant will conduct a charrette on March 3.
- Charrette held.

3. **Warner Brook, LLC** – Purcellville Road.
 - Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
 - Departments are reviewing the application.
 - Waiting on applicant to provide a fiscal impact analysis.

4. **Southern States** – 261 N 21st Street.
 - Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21st Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.
 - Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
 - An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
 - The design of the new building has been approved by the BAR and the site plan is still under review.
 - BLA/Lot Consolidation and Sanitary Sewer Easement deed and plat are under review. Approved.
 - Site Plan approved 8/10/16. Public Improvements bonded.
 - Sewer availability must be paid prior to issuance of zoning permits for demolition and new construction.
 - Site Plan approved, sewer availability paid, zoning and demolition permits issued on 9/9/16. Store is being temporarily relocated to West Main Street.

5. **Virginia Regional Transit** – SUP application for commuter parking lot.
 - Text Amendment approved for commuter parking in the CM1 district.
 - Waiting on applicant to apply for SUP.
 - Special Use Permit application submitted on 8/12/16. Under review.

7. **O’Toole Property (37935 Colonial Highway)**
 - Rezoning and Comprehensive Plan Amendment submitted.
 - Comments sent to applicant – waiting for resubmission
 - Resubmission received 7/5/16 that included revised Statement of Justification, Response to review comments, Proffer Statement, Economic and Fiscal Impact of Commercial Use of the Property, Proposed Design Guidelines, and Traffic Impact Analysis.
 - Documents distributed for review.

8. **Beckstrom Electric** – Lot 1, Mayfair Industrial Park
 - Minor Site Plan submitted on 5/23/16 for a fences storage lot to be located on Lot 1 of the Mayfair Industrial Park.
 - Comments following completeness review by the Town were sent on June 8, 2016
 - Applicant responded and plan currently under review by Town staff.
 - **Minor Site Plan sent out to review agencies on 8/26/16.**

9. **SunTrust Bank – 165 Purcellville Gateway Drive.**
 - On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
 - BAR approved the revised building design on March 18, 2014.
 - Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
 - Have received word that Sun Trust is expected to activate their application in the near future.
 - Applicant has requested that the application become active.
 - Building design will be reviewed by BAR at their 8/16/16 meeting.
 - **BAR issued a certificate of design approval for the bank building at their 8/16/16 meeting.**

10. **New Town Development – Purcellville Ridge Commercial Parcel**
 - BAR will review on 8/16/16 the design of a new commercial building proposed on the east side of Ken Culbert Lane.
 - **Applicant is to resubmit for further review.**

11. **Mini Warehouse Climate Controlled Storage Facility** - Lot 6F, Valley Industrial Park, 37231 Richardson Lane
 - Submitted incomplete plans on 11/5/15 so plans were not accepted. Applicant was notified of deficiencies
 - **Site plan resubmitted and fees received on 8/24/16.**
 - **Plans sent to review agencies on 8/25/16.**

12. **Village Case**
 - **Comprehensive Plan Amendment and Proffered Condition Amendment submitted on 8/2/16. The request is to amend the development of the “village center” undeveloped lot to construct 7 new single family residential units and to amend the development of an undeveloped church lot to construct 17 new single family residential units.**
 - **Applications have been sent out to review agencies.**

Other Projects and their status:

1. **Mayfair Residential** – Purcellville Road/Route 611.
 - Record Plat submitted on October 21, 2014 for the residential dwelling units located on Brookfield property annexed north of Town. Construction plans are under review for the 254 residential planned development and the 8 lot residential subdivision.
 - 3rd submission of construction plans was received on 2/4/15 and comments sent on 3/16/15.
 - Record Plat comments sent to applicant on 3/26/15.
 - Site plan for Route 611 road work was approved on 3/31/15.
 - Fourth submission of construction plans was received on 4/21/15 and sent out for comments on 4/22/15. Grading and clearing has begun.
 - Construction plans approved on 5/15/15.
 - Amendment submitted on 5/20/15 and sent out for review.
 - Third submission of record plat received on 5/6/15. Amendment approved on 9/11/15.
 - Second amendment to the construction plans was submitted on 9/23/15 and is under review.
 - Amendments to the plans have been approved. Record plat approved and recorded. Performance bond is being processed.
 - Performance bond submitted and zoning permits were issued on 12/18/15 for 16 townhouse units.
 - Zoning permits have been issued for the construction of 4 single family homes.
 - Brookfield is continuing to apply for residential zoning permits for this development. The first townhouse occupancy was issued 4/28/16.
 - **Waiting on applicant to submit the \$177,636.07 proffer for transportation improvements prior to the issuance of the 50th zoning permit.**
 - **Payment received.**

2. **Morgan Meadows (formerly Beauma Meadows)** – N Hall Avenue.
 - Record plat for a 5 lot subdivision located between Hall Avenue and 26th Street was received on 4/2/15.
 - Applicant requested a 6 month extension which was granted.
 - This is still semi active.
 - Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.
 - Waiting on final submittal.
 - **Preliminary Subdivision Plat approved on 8/24/16.**

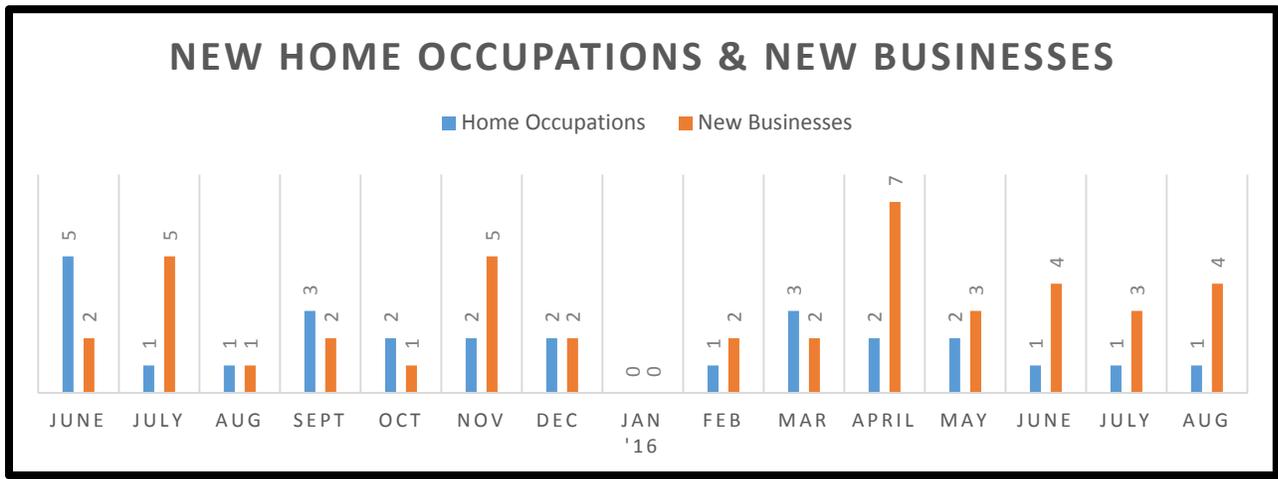
3. **Village Case**
 - Applications submitted on 8/2/16 by Charcol, LLC, contract purchaser, for a Proffered Condition Amendment and Comprehensive Plan Amendment to

allow a total 24 houses to be built on a “village center’ lot and a church lot in the Village Case Subdivision. Applicant to submit additional copies before application can be sent out to review agencies.

- Proffered Condition Amendment and Comprehensive Plan Amendment sent to review agencies on 8/24/16.

Projects on Hold:

None



2016 Year-to-Date and Current Month Permits Summary:

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of August</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	27	4
Home-Based businesses	11	1

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of August</u> <u>Total</u>
--	--	--

Permits Issued

Zoning Permits (general permits)	189	20
Occupancy Permits (not temporary)	75	10
Temporary Occupancy Permits	2	

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	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of August</u> <u>Total</u>
Sign Permits – Temporary	64	11
Sign Permits – Permanent	24	3
Sign Waivers	1	1
Zoning Determination Letters	2	
Zoning Clearance Letters	23	5

Requests

Special Use Permits	2	1
BAR – Certificates of Design	19	2
BAR – Pre-application discussions	3	
Variances		
Annexations		
Rezoning		
Comprehensive Plan Amend.	1	
Proffered Condition Amendment	1	
Boundary Line Adjustments	1	
Lot Consolidations	3	
Site Plans	1	
Site Plan Amendments/Revisions	2	
Minor Site Plans	2	
Special Exceptions	3	
Construction Plans		
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
County Referrals		
Commission Permits		
Easement Plats	3	
Record Plats		
Grading Plans		
Zoning Ordinance Amend. Request	1	

Complaints/Violations for the month of August, 2016

Lawn Complaints (Tall Grass)	8
Code Violation Warnings	7
Formal Notices of Violation issued	8
Illegal signs confiscated in the Town's right of way	11
Unresolved violations	2
Resident Complaints (not tall grass)	2

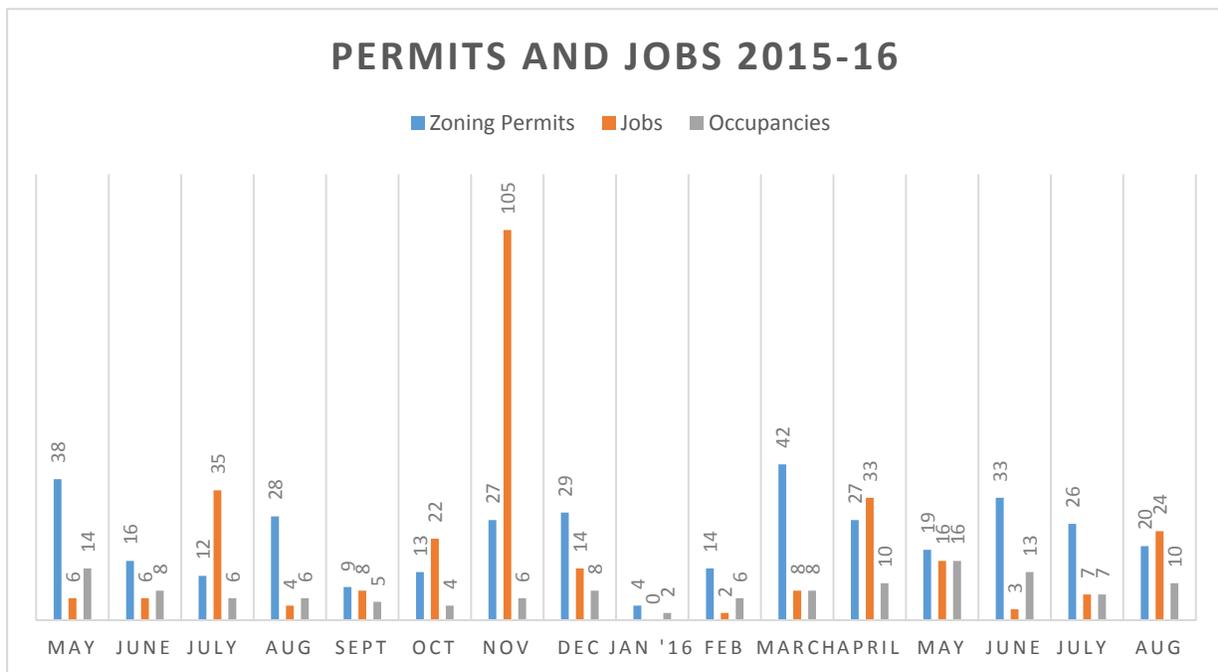
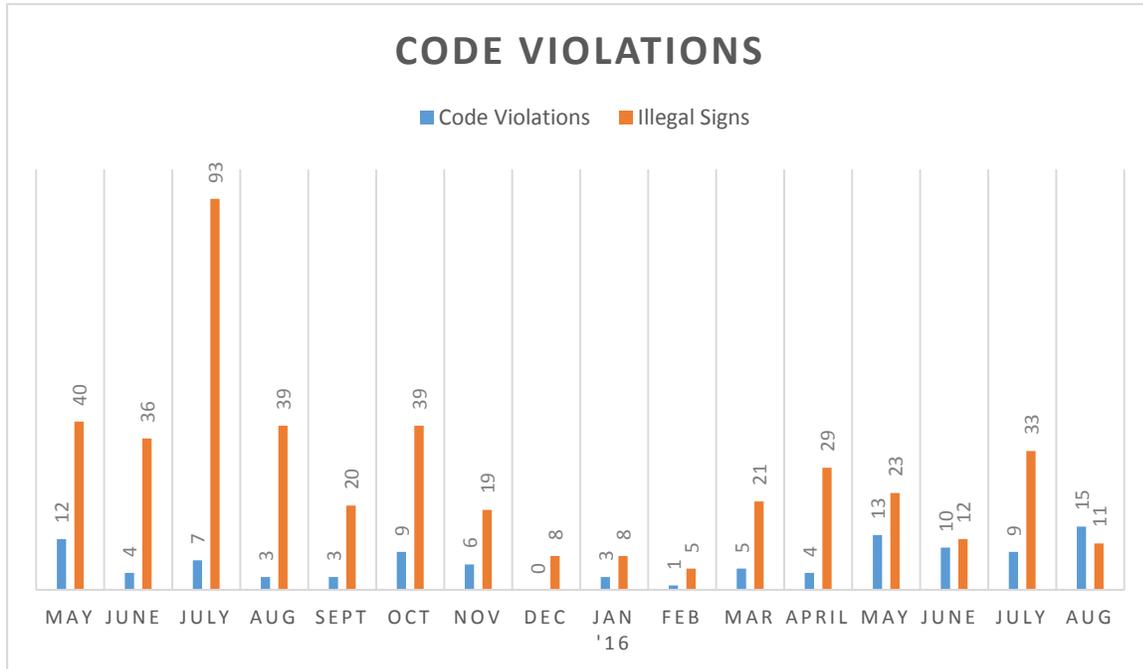


Chart I: Trends for Zoning Permits, Occupancy Permits and Jobs

The spike in jobs for November is due to Chick-Fil-A adding 100 jobs

Departmental Initiatives.

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. For up to date information see www.planpurcellville.com .

The Economic Development Advisory Committee has completed a strategic tourism plan. The committee has initiated action items to begin implementing the plan. The initiatives are: preparing an events calendar for the Town, utilizing the Gazebo on 21st Street as an information kiosk, and helping with the production of a marketing video for the Town website. Work continues on these initiatives. EDAC is helping with the painted wine barrel initiative. In addition the committee has reviewed, at Council's request, The RSR Gateway Annexation request, the Shop Local Program, business surveys, business vacancies and the Special Events Ordinance and other economic initiatives that the Town might consider.

The EDAC committee meets the first Tuesday of every month at 7PM in Town Hall and welcomes public input and participation.

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DRAFT 2017 Legislative Priorities

Submitted by: Councilwoman Kelli Grim

Date: October 3, 2016

Land Use, Zoning, and Property Maintenance**Phase II Watershed Implementation Plan/State funding for agricultural BMP and other cost-sharing programs**

Support efforts to increase state appropriations for cost-sharing programs, including but not limited to the Virginia Natural Resources Commitment Fund (VNRCF). The VNRCF supports Virginia Agricultural Cost- Share (Cost-Share) programs including installation of cost-effective best management practices that are necessary to meet Phase II Watershed Implementation Plan local pollution reduction goals.

Conditional Zoning (Cash and In-Kind Proffers) NEW

Purcellville supports the General Assembly actions to suspend or revise dramatically the new Proffer Law: SB549. Support existing local authority to accept cash and in-kind proffers from developers to assist localities in financing the capital facilities and infrastructure on site and off site that is needed to serve new development and oppose legislation to eliminate or restrict that authority.

Community Maintenance

Purcellville opposes any diminution of community maintenance authority including: any loss of authority to regulate telecommunication facilities; any limitation on local land use authority through the statewide building code; or weakening of issues relating to inoperative motor vehicles, residential overcrowding weeds and grass, spot blight, noise, sign statutes, or

Connection Fees

Support the existing authority of localities or locally created authorities to impose connection fees and rates adequate to support the full cost of water, wastewater and storm water utility systems, and oppose any legislation that would limit that authority.

Erosion and Sediment Control/Storm water Management

Oppose legislation that reduces or eliminates local authority in the areas of erosion and sediment control and storm water management.

Employment and Benefits**Line of Duty Benefits for Public Safety Personnel**

Support efforts to shift responsibility for Line of Duty benefits back to the state which pushed this long time program back to local governments. Should localities continue to be required to pay these benefits, they should at the very least be authorized to establish the level of benefits, instead of the state mandating benefits.

Worker's Compensation

Support the current Virginia Worker's Compensation Act and oppose any expansion of the heart/lung/cancer presumption statute.

Adopt state schedule for Worker's Compensation medical services

Support legislation to implement a schedule for medical services provided under a worker's compensation claim that reduces such costs for the county and provides more uniformity and predictability in the rates.

Expanded Benefits

Oppose any legislation mandating new and/or expanded benefits on local governments that are not fully funded in perpetuity by the State, and oppose new or expanded employment benefits for public employees and/or volunteers unless a local option is provided.

Collective Bargaining

Oppose any attempt by the state or federal government to impose collective bargaining or stipulate grievance procedures for state and local employees.

Elections

Election Districts

Support technical corrections to the state legislative election districts in the County as a part of the omnibus election district “clean-up” legislation. This will avoid unnecessary local costs resulting from election precincts with very small numbers of voters, and will help limit the inconvenience to some voters that resulted from the recent decennial redistricting.

Retention of Election Ballots

Support legislation to authorize Circuit Court Clerks to retain digital images of election ballots instead of the actual paper ballots for the required (2 year) time period.

No-Excuse Absentee Voting

Purcellville supports no-excuse absentee voting in the interest of increasing voter turn-out, promoting efficient and effective election administration, and as a way of avoiding long lines for voters.

Transportation

Northern VA Road priority

Purcellville supports the completion of the Route 7/690 interchange.

Revenue Sharing Program

Support continued use of this program as an effective way to leverage local/state funds and oppose decreasing the recent funding allocations for this program.

Virginia Department of Transportation Staffing Levels

Support state funding for providing additional staffing of VDOT personnel designated for and preferably located in Loudoun County for the purposes of greater efficiency.

Dulles Greenway

Support measures and legislation that address toll rate concerns including but not limited to potential state acquisition of the Dulles Greenway and distance-based and time-based tolling structures to reduce the costs for Greenway users and to reduce toll-induced traffic congestion on alternative routes.

MISCELLANEOUS ISSUES TO DISCUSS

Unfunded Mandates

New State Mandates & Shifting Responsibility to Localities

Oppose any new state mandates that are not fully funded by the Commonwealth, and oppose the shifting of fiscal responsibility from the state to localities for existing programs.

State Corporation Commission Public Hearings

Seek changes to the Code of Virginia to require a local public hearing, by request of a local governing body, of State Corporation Commission proceedings that involve projects that significantly impact Loudoun County.

Potential General Assembly Requests

NOTE: All requests for drafts of legislation to be pre-filed to Legislative Services by 5:00 p.m. on **December 5, 2016**.

1. Va Code 15.2-1427(G):

“In towns, no tax shall be **imposed** except by a two-thirds vote of the council members.”

- Clarify whether “imposed” refers to the initial adoption of a tax, or to the initial adoption and any subsequent increases to that tax. (note that the term “increase” is used elsewhere in the Code when “increase” was intended, supporting the argument that “impose” does not include “increase.”)
- Clarify whether “council members” means (i) all Council seats (not persons) regardless of whether the seats are vacant or occupied, present or absent (on a 7-member Council, the vote must always be two-thirds of 7), or (ii) all Council Members who occupy a seat, excluding vacant seats but including absences (on a 7-member Council with 1 vacancy and 1 absence, the vote must be two-thirds of 6).

2. 15.2-2286(B): Amend to authorize a Town to require payment of taxes and other charges constituting a lien on the property, whether such taxes or charges are owed to the Town or to the County within which the Town is located.

3. Amend Va. Code § 15.2-2119.2, to authorize the Town of Purcellville (or all Towns) to provide discounted water and sewer fees and charges for low-income, elderly, or disabled customers.

Hays, Diana

From: Fraser, Kwasi
Sent: Thursday, October 06, 2016 11:30 AM
To: Hankins, Sally
Cc: Grim, Kelli; Lohr, Rob; Town Council; McCann, Hooper
Subject: Re: DRAFT Legislative Priorities for 2017 from Kelli Grim

Sally and Rob;

My sole item for consideration is based on the discussions we have had about the easement on our watershed property:

All towns in the state of Virginia shall be able to negotiate and obtain compensation for placing any of its property in conservation easement.

Thanks,

Kwasi Fraser

Mayor - Purcellville, Virginia

571 970-7205

Sent from my iPhone

Please consider the environment before printing this email.

> On Oct 6, 2016, at 11:08 AM, "Hankins, Sally" <shankins@purcellvilleva.gov> wrote:

>

> I would like to submit to Town Council three additional items for consideration, all of which are based on Council Member inquiries I have received in the past. Please see the attached list.

>

> Sally

>

> Sally G. Hankins

> Town Attorney

> Town of Purcellville

> 221 S. Nursery Avenue

> Purcellville, VA 20132

> shankins@purcellvilleva.gov

> (540) 751-2394 (direct)

> (571) 527-6426 (cell)

>

>

> -----Original Message-----

> From: Grim, Kelli

> Sent: Tuesday, October 04, 2016 8:57 AM

> To: Grim, Kelli; Lohr, Rob

> Cc: Town Council; McCann, Hooper

> Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

>

> Sorry for the resend, failed to get attachment included.

>

>

> Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

>

> Rob

>

> I am attaching all the items that I felt should be up for discussion. I have not vetted them all as to any changes in new laws from July 1, 2016 yet. So this is my draft of items I think the town council should support.

>

> Regards,

>

> Kelli Grim

> Town Council - Purcellville, Virginia

> 703-881-8411

> Sent from my iPhone

> Please consider the environment before printing this email.

> <General Assembly Requests.docx>

Hays, Diana

From: Doug McCollum - Personal
Sent: Tuesday, October 04, 2016 3:05 PM
To: Jimmerson, Karen; Lohr, Rob; Grim, Kelli; Fraser, Kwasi; Bledsoe, Chris; Cool, Ryan; Ogelman, Nedim
Cc: McCann, Hooper; Hays, Diana; Doug McCollum - Personal
Subject: Re: DRAFT Legislative Priorities for 2017 from Kelli Grim

The list is very detailed and shows us what issues are likely to be before the General Assembly in 2017 but I think it is too long and inclusive. I prefer to identify the issues most important to Purcellville as a municipal entity. I don't think our state representatives will respond to such a lengthy list given that there are other municipalities and cities also submitting their legislative priorities.

In my view, using the list Council member Grim prepared, I would focus on:

1. Conditional Zoning (# 2 on Kelli's list)
2. Community Maintenance (#3)
3. Connection Fees (#4)
4. Northern VA Road Priority (#1 under Transportation)
5. Revenue Sharing Program (#2 under Transportation)
6. Dulles Greenway (#4 under Transportation)
7. New State Mandates and Shifting Responsibility of Localities (#5 under Transportation)
8. State Corporation Commission Public Hearings (#6 under Transportation)

The other 11 are interesting but I don't see them as having as big an impact on Purcellville as a municipal entity as the 8 above.

Doug McCollum

From: "Jimmerson, Karen" <kjimmerson@purcellvilleva.gov>
To: "Lohr, Rob" <rlohr@purcellvilleva.gov>; "Grim, Kelli" <kgrim@purcellvilleva.gov>
Cc: Town Council <TownCouncil@purcellvilleva.gov>; "McCann, Hooper" <hmccann@purcellvilleva.gov>
Sent: Tuesday, October 4, 2016 9:57 AM
Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

While my list was not as thorough, it includes several that Councilwiman Grim included in her list so I will concur with this list. Great job Kelli.

Karen Jimmerson
Vice-Mayor
Purcellville Town Council
221 S.Nursery Avenue

Purcellville, VA 20132
Mobile: 571-246-7506

Sent from my Sprint Samsung Galaxy S® 6.

----- Original message -----

From: "Lohr, Rob" <rlohr@purcellvilleva.gov>
Date: 10/4/16 9:49 AM (GMT-05:00)
To: "Grim, Kelli" <kgrim@purcellvilleva.gov>
Cc: Town Council <TownCouncil@purcellvilleva.gov>, "McCann, Hooper" <hmccann@purcellvilleva.gov>
Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

Thanks and we will include in the agenda. Rob

-----Original Message-----

From: Grim, Kelli
Sent: Tuesday, October 04, 2016 8:56 AM
To: Grim, Kelli <kgrim@purcellvilleva.gov>; Lohr, Rob <rlohr@purcellvilleva.gov>
Cc: Town Council <TownCouncil@purcellvilleva.gov>; McCann, Hooper <hmccann@purcellvilleva.gov>
Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

Rob

I am attaching all the items that I felt should be up for discussion. I have not vetted them all as to any changes in new laws from July 1, 2016 yet. So this is my draft of items I think the town council should support.

Regards,

Kelli Grim
Town Council - Purcellville, Virginia
703-881-8411
Sent from my iPhone
Please consider the environment before printing this email.

Hays, Diana

From: Jimmerson, Karen
Sent: Tuesday, October 04, 2016 9:57 AM
To: Lohr, Rob; Grim, Kelli
Cc: Town Council; McCann, Hooper
Subject: RE: DRAFT Legislative Priorities for 2017 from Kelli Grim

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Regards,

Kelli Grim
Town Council - Purcellville, Virginia
703-881-8411

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STAFF REPORT
DISCUSSION ITEM

Item #12d

SUBJECT: Non-Potable Connections

DATE OF MEETING: October 11, 2016

STAFF CONTACT: Robert W. Lohr, Town Manager
Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Over the past few months, two customers have requested that the Town reconsider allowing the use of non-potable meters for irrigation purposes. This particular type of use would allow the customer to pay for only the water that they use while not incurring any sewer fees since the water did not enter into the sanitary sewer collection system. Staff placed this item on the agenda for discussion based on the recent requests. Due to the financial impact associated with the potential loss in sewer revenue and the implication to other system users, staff recommends that the Town Council defers any action until the Town Council meeting in November. This will allow the Town Council to make a sound decision based on discussions and information provided at the rate setting workshop scheduled for October 17, 2016.

BACKGROUND:

In 1999, the Public Works Committee initiated a Non-Potable Water Meter Policy which allowed a homeowner or business to install a second meter which would be for uses that would not involve sending the water to the sewer plant. The water from this meter would be used for outside water uses where the water would not be transmitted to the wastewater plant for treatment. Since the water would not be treated at the wastewater plant, the user would not be charged a sewer fee. This would overall allow a user who watered their lawn, washed their car, or topped off their pool to only pay water fees for this water and not sewer fees. Between 1999 and 2001, the Town had only three requests for non-potable water meters and only two meters were actually installed. The first was a residential location where the residents kept a small plant nursery. The second was a water only meter at the concrete mixing facility for the water needed to mix concrete. The third request was never installed. Between 2001 and 2002, the town allowed 6 additional non-potable connections.

In the first month of 2003, the Town received 8 more applications for non-potable meters. Due to the significant increase in applications, staff became concerned that the requests were becoming too numerous and recommended that the Town Council terminate the policy. Accordingly, on February 11, 2003, the Town Council approved eliminating the Non-Potable Water Meter Policy which prevented any new non-potable water meter connections and grandfathered pre-existing approved non-potable water meters. Currently, there are 13 existing non-potable meter connections. The three elements in the aforementioned policy change are listed below:

For Non-Potable Water Connections:

1. No new non-potable water connections may be purchased. Existing connections continue under a grandfather clause.
2. The purchased connections continue indefinitely and are passed onto new owners of the property.
3. A minimum usage charge of 1000 gallons for water and sewer will be assessed bi-monthly.

Due to the fact that the Town must maintain a record for these non-potable water connections, a cost is incurred by the Town to manage these files. Accordingly the town charged a minimum usage charge of 1000 gallons for water and sewer assessed for non-potable water connections that are not used during a given month. At the direction of the Infrastructure Committee, staff was instructed to present the recommendation to the Town Council for removal of any minimal usage fees for the non-potable connections. At the May 13, 2008, Town Council meeting, the Non-Potable Water Meter policy was modifying to eliminate any charges related to minimal use.

ISSUES:

The need for a non- potable water meter connection was driven by growth and development in the community so that individuals could water their newly established lawns and shrubs while not paying any sewer fees. There will be a significant amount of requests if the Town Council decides to re-establish the non-potable meter connections policy.

There are several issues that are relevant for this discussion if the Town decides to proceed with allowing addition non-potable connections. The first is dealing with the lost revenue in the sewer enterprise fund. This aforementioned fund is experiencing challenges with debt service payments and any decrease in revenue must be offset with additional revenue income or major expenditure cuts or a combination of the two strategies. Second, the Town must decide how to set a non-potable rate that is fair and equitable. Do we use a fixed fee like suggested for the bulk water or do we use the current multi-tiered system with rates increasing based on higher volumes. Regardless of the approach, public hearings must be arranged and the fees must be adopted by ordinance.

Another important item germane to the non-potable water connections discussion is the location of the meter and how to guarantee that individuals will only use the water for irrigation purposes and not inside their home or business. What precludes an individual from running a hose inside the house for cleaning and the end product would enter into our sewer collection system?

Lastly, do we limit this opportunity to a selective group such as businesses only or to all system users since this decision will impact all users in future rate considerations.

BUDGET IMPACT:

Any additional non-potable water meter connection will have a negative variance on the revenue of the sewer enterprise fund. Due to the separation of enterprise funds, the Town would experience an increase in revenue on the water enterprise fund. Furthermore, due to this division in enterprise funds, the decrease in revenue of one fund would not be offset the increase in revenue of the other fund.

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STAFF REPORT
INFORMATIONAL ITEM

Item #12e

SUBJECT: Paving Recommendations
DATE OF MEETING: October 11, 2016
STAFF CONTACT: Alex Vanegas, CPM, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Each year the Town receives money from the Commonwealth of Virginia so that the Town can conduct maintenance activities on town maintained streets approved by VDOT as part of the Urban Maintenance program. A portion of the funds, the Town dedicates to various activities with the majority allocated to paving and street repairs. The Town staff is presenting a list of the recommended paving areas for the Town Council's consideration.

BACKGROUND:

Since the inception of the Town's participation in the Virginia Department of Transportation's Urban Maintenance program, the town has received funding to conduct various maintenance activities in the right of way of town streets approved by VDOT. One of the primary activities associated with this funding source in which the town staff has oversight is the repair of asphalt streets. The performance of these pavement structures and the travel surfaces are negatively affected by several factors including age, weather, chemical treatment, traffic volumes and subsurface conditions. Staff can employ many techniques to preserve the life of our streets which include crack sealing, chip seals, slurry surfacing, and thin overlays. Over the years, staff would conduct paving improvements based on the physical appearances of the road and/or complaints received from residents. This was done on an annual basis until the funding ran out.

In order to improve the budgeting and preventative maintenance process, staff has developed an approach to look at asphalt repairs collectively throughout the town over a three year period and prioritizing asphalt repairs based on the age, traffic volumes, physical appearance, drainage damage and known subsurface issues. To further improve our comparison amongst the town maintained roads, staff has employed the “Asphalt Pavement Rating System”, an industry standard, to objectively compare roads on an annual basis. Major roadway repairs which include partial or complete subsurface and drainage improvements will be incorporated into a capital improvement project. Below is a list of asphalt repairs that were identified by staff utilizing the aforementioned criteria as well as citizen’s concern or inquiries.

Areas Completed	Approximate Length	Time Frame	Estimated Cost
1. 32nd Street: Route 7 to J Street	1,100	FY13-14	\$30,033.00
2. 33rd & Country Club	1,960	FY13-14	\$123,480.00
3. Pickwick Drive: Entire	3,300	FY 13-14	\$207,915.00
4. N. 31 st & 28 th Street	1,100	FY 14-15	\$45,189.00
5. Hatcher Avenue	2,600	FY 14-15	\$163,811.00
6. 20th street section	800	FY 14-15	\$50,400.00
7. 21st Street: Toll Brothers Development to Hirst Rd.	1,800	FY 14-15	\$76,808.00
2. J Street	796	FY 15-16	\$37,771.00
Total Linear feet	13,456	3 year period	\$735,407.00
Scheduled			
1. K Street	704	FY 16-17	\$34,241.00
2. Ashleigh Road	620	FY16-17	\$28,289.00
3. 12th Street : Route 7 to G Street	1,500	FY16-17	\$36,910.00
4. 20th Street	977	FY16-17	\$87,574.00
5. 26th Street	2,133	FY16-17	\$22,971.30
6. Gate Post	1,831	FY16-17	\$18,703.76
7. Sturbridge Court	3,243	FY16-17	\$32,073.38
8. Rugby Court	1,950	FY16-17	\$23,333.66
9. Nursery Avenue: Route 7 to Nichols	1,900	FY 17-18	\$103,478.00
10. Maple Ave.: LVHS to Hirst Rd.	2,000	FY17-18	\$170,260.00
Total Linear feet	10,304	2 year period	\$557,834.10

ISSUES:

Although the Town staff intends to proceed with this plan for asphalt repairs, it is subject to change based on various conditions for example safety concerns, new damage or information that may arise at a later date than the initial inspection.

BUDGET IMPACT

There are no impacts to the budget during the current fiscal year as money is allocated annually from the Commonwealth of Virginia for the Town to conduct maintenance activities on town streets approved by VDOT.

Attachment:

1. Paving Rating System

A PAVEMENT RATING SYSTEM FOR ASPHALT PAVEMENT

ASPHALT PAVEMENT RATING FORM⁽¹⁾⁽²⁾

STREET/ROUTE/FACILITY NAME: _____

CITY OR COUNTY: _____ DATE: _____

LENGTH OF PROJECT: _____ WIDTH: _____

LOCATION OF SURVEY: _____ WEATHER: _____

PAVEMENT TYPE: _____

NOTES: _____

(Note: a rating of "0" indicates that the distress does not occur)

<u>DISTRESS</u>	<u>RATING</u>	<u>SCORE</u>
Transverse Cracks	0 to 5	_____
Longitudinal Cracks	0 to 5	_____
Block/Multiple Cracking	0 to 10	_____
Alligator Cracks	0 to 10	_____
Shrinkage Cracks	0 to 5	_____
Rutting	0 to 10	_____
Corrugations	0 to 5	_____
Raveling	0 to 5	_____
Shoving or Pushing	0 to 5	_____
Pot Holes	0 to 10	_____
Excess Asphalt/Binder	0 to 5	_____
Polished Aggregate	0 to 5	_____
Deficient Drainage	0 to 10	_____
Overall Riding Quality (0 is excellent; 10 is very poor)	0 to 10	_____

Sum of Distresses = _____

Condition Rating = 100 – Sum of Distresses
= 100 – _____

Condition Rating =

SOURCES:
(1) ASPHALT PAVING DESIGN GUIDE, MAPA
(2) INFORMATION SERIES NO. 169 (IS-169), THE ASPHALT INSTITUTE

A PAVEMENT RATING SYSTEM FOR ASPHALT PAVEMENT

INTRODUCTION

MAPA commissioned ERES Consultants to evaluate the performance history of asphalt pavements with and without an aggregate base, and of portland cement concrete pavements on the MnDOT highway system. The results showed that asphalt pavements typically provide 40 to 60 years of service life and receive three overlays in that time frame. The first overlay, on average, occurs between 15 and 16 years after construction, but the most common age for an overlay is 18 years. Pcc pavements have a service life similar in length to that of asphalt pavements, either full-depth or aggregate base design. Fifty percent of pcc pavements are either overlaid with asphalt or otherwise removed from service by the time they reach 20 years of age. Of the remaining fifty percent of pcc pavements, over 50 percent receive major repair work within the first 20 years. See www.AsphaltisBest.com for the *Summary of Minnesota Research Findings* more facts on asphalt.

While asphalt pavements have proven to provide the best driving surface at the lowest life cycle cost, it is important for individuals or agencies with the responsibility of maintaining roadways, streets, parking lots and other asphalt paved facilities to maintain a logical pavement management system to help decide when to perform routine maintenance, overlay, or reconstruction. Deciding which roads should get first attention is often difficult. One factor complicating the decision is the variety of pavement distress types and treatments – some serious, others rather insignificant.

This publication presents a system that utilizes the experience of an engineer, maintenance superintendent, or foreman to assign a numerical value to each type of pavement distress, taking into account both the extent of distress and its relative seriousness. The sum of these numerical values provides a fairly accurate, though subjective, index of the general condition of the paved surface. As the pavement condition survey is performed on a repeated and timely basis, the index can be useful in setting maintenance priorities. Part 1 of this publication explains the asphalt pavement condition rating system. Part 2 contains photographs and descriptions of the different types of distress.

PART 1 – WHERE THE SYSTEM APPLIES

The rating system is intended for agencies, organizations and/or owner not having the benefit of specialized highway engineering experience and without access to conventional testing facilities.

MAKING THE INSPECTION

An effective way of inspecting a pavement is first to drive slowly over the road to get an overall impression of its condition. Then, to make a thorough inspection on foot, making rough notes on the type and extent of distress as one goes along. When the inspection is completed, the rating form is filled out. It may be useful to drive again slowly over the pavement after filling out the rating form. Since the system is based on personal judgment, better results are obtained when two or more experienced individuals independently rate the pavements and the results are averaged.

RATING AN ASPHALT PAVEMENT

As mentioned earlier, some distresses affect the performance of a pavement more than others. Under this rating system, the less serious observations are assigned values between zero (0) and five (5). Distress of a more serious nature – those directly related to the strength of the pavement – are rated on a scale of zero (0) to ten (10). A rating of zero (0) means that the pavement is free of that particular type of distress. Part 2 of this publication should be helpful in identifying different types of distresses.

When assigning a rating to a particular type of distress, it is important to consider both its *extent and severity*. For example, a rating of 10 for “rutting” would indicate that it occurs on most or all of the pavement, the ruts are probably deep enough to be a safety hazard (especially during rain), and it is an impediment to traffic at all times. On the other hand, a rating of 1 for “corrugations” would indicate that corrugations, although evident, are not numerous and that at present the distortions are not very large.

After each distress is rated, the individual distress ratings are added. This “Sum of Distresses” is then subtracted from 100, and the result is simply called the “condition rating,” as shown in the “Asphalt Pavement Rating Form” on Page 8.

INTERPRETING THE CONDITION RATING

There are two ways that the condition rating can be used. First, as a relative measurement, it provides a rational method for ranking paved streets or facilities according to their condition. Secondly, as an absolute measure, the condition rating provides a general indicator of the type and degree of repair work necessary. As a very general rule, if the condition rating is between 80 and 100, normal maintenance operations such as crack sealing (CRS-2, AC3, crack filling (MnDOT 3719), pot hole repair, or perhaps surface treatment (eg. Fog seal using CSS-1, SS-1, etc.) are usually all that is required. If the condition rating falls below 80, it is likely that an overlay will be necessary. In this event, it may be advisable to contact the Minnesota Asphalt Pavement Association or other qualified engineering personnel for assistance. If the condition rating is below 30, chances are that major reconstruction is necessary, see Figure 1 below.

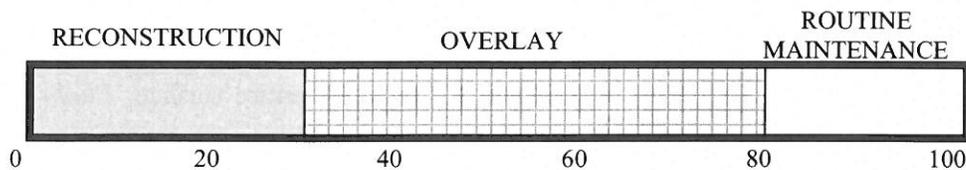


Figure 1. Condition Rating as a General Indicator of Type of Maintenance.

PART 2 – PAVEMENT DISTRESS

CAUSES OF PAVEMENT DISTRESS

Although a detailed discussion of the subject is beyond the scope of this publication, an understanding of the cause of a pavement distress is essential before an attempt is made to remedy it. Similarly, efficient use of a maintenance budget requires that proven methods be used to prevent recurrence of a problem. Accompanying the illustrations of distresses that follow, there is a brief statement of their usual cause and the suggested means of repair. If more detailed assistance is needed in determining either the cause of a distress or the proper method of its repair, it may be advisable to contact MAPA.

More Resources:

- Distress Identification Manual for the Long-Term Pavement Performance Project, U.S. Department of Transportation, Federal Highway Administration, Publication No. FHWA-RD-03-031, June 2003.
- Mn/DOT Distress Identification Manual, Minnesota Department of Transportation, Office of Materials and Road Research, Pavement Management Unit, February 2003.
- Crack Sealing Bituminous Pavements in Minnesota, MnDOT Report No. 92-03, 1992.
- Asphalt Pavement Maintenance Field Guide, Manual Number 2001-05 Rev., January 2002.
- Flexible Pavement Distress Manual, Local Road Research Board.
- Surface Condition Rating System, NCHRP Project 10-9, Civil and Mineral Engineering Department, University of Minnesota, January 1973.
- Full-Depth Asphalt Patching, Asphalt Institute, CL-19.
- Overlays and Pavement Rehabilitation, Asphalt Institute, MS-17.
- Minnesota Asphalt Pavement Association Web Site: www.AsphaltisBest.com, “Resources” tab.

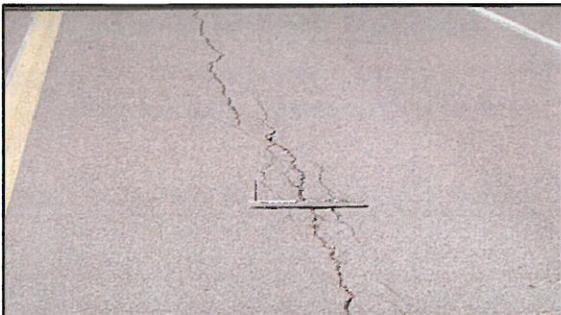
PAVEMENT DISTRESSES ILLUSTRATIONS

TRANSVERSE CRACK: A crack that follows a course approximately at right angles to the pavement



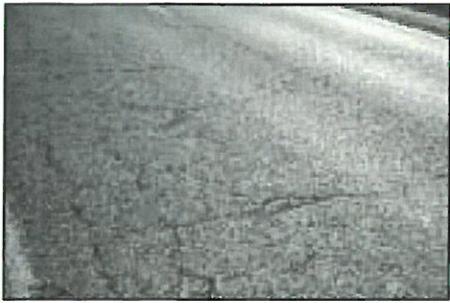
centerline. This frequently is caused by movement in the pavement beneath the asphalt pavement layer (reflection cracking). It can also result from stresses induced by low-temperature contraction of the pavement. It may require sealing or filling with asphalt material. At a later date, this may be followed by an overlay (eg. tight blade, paver lay) or mill and fill over the entire surface. *Photo courtesy of the US DOT.*

LONGITUDINAL CRACK: A crack that follows a course approximately parallel to the centerline.



This usually results from a weak joint between paving lanes. These cracks can also result from earth movements, particularly on embankments. Two closely-spaced longitudinal cracks in the wheel path usually indicate bending stress induced by rutting. Longitudinal cracks can also occur as a result of movement in the pavement beneath the asphalt pavement layer (reflection cracking or stripping). For repair, see “Transverse Crack.” *Photo courtesy of the US DOT.*

BLOCK/MULTIPLE CRACKING: A pattern of cracks that divides the pavement into approximately rectangular pieces. Block/multiple cracking is not the result of a structural distress (see alligator cracking), rather it is the result of transverse and longitudinal cracks becoming interconnected. Depending on the severity of the block/multiple crack pattern and dimensions, cracks may be treated by crack sealing, or fog treatment with asphalt material possibly followed by a surface treatment over the entire surface.



ALLIGATOR CRACKING: Interconnected cracks forming a series of small polygons, the pattern resembles an alligator's skin, and is a load-related structural distress found in the wheel path. It is caused by excessive deflection of the surface over unstable pavement base or subgrade layers that leads to fatigue failure. The unstable support usually is the result of saturated layer or layers or an unstable pavement design. It requires deep patching with asphalt.



SHRINKAGE CRACKS: Interconnected cracks forming a series of large polygons, usually having sharp angles at the corners. Shrinkage cracks are not related to traffic loading. It is caused by volume change in the base or subgrade. It requires monitoring of the hairline cracks, crack sealing, or fog treatment with asphalt material possibly followed by a surface treatment over the entire surface. *Photo courtesy of MnDOT.*



RUTTING: Longitudinal depressions that form under traffic in the wheel paths and have a minimum length of at least 20 ft. It is caused by consolidation or lateral movement under traffic in one or more of the underlying courses, or by displacement in the surface layer itself. Ruts should be filled with asphalt (tight-blade) to restore proper cross-section. This should be followed by a thin overlay of asphalt pavement. *Photo courtesy of MnDOT.*



CORRUGATIONS: Transverse undulations at regular intervals in the surface of the pavement



consisting of alternate, closely-spaced valleys and crests. It is caused by a lack of stability in the surface layers and requires repair before resurfacing. If the corrugated pavement has an aggregate base with a thick surfaced treatment, a satisfactory corrective measure is to mill off the surface to a uniform depth, and replace with asphalt. If the pavement has more than three inches (3") of asphalt pavement, shallow corrugations can be removed with a pavement milling machine, better known as "cold milling." This can be followed with a surface treatment or asphalt

overlay. *Photo courtesy of the US DOT.*

RAVELING: The progressive disintegration from the surface downward, or edges inward by the



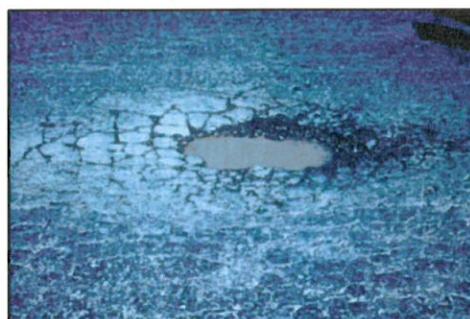
dislodgement of aggregate particles. It is caused by the original mix type, compaction capability during construction, construction during wet or cold weather, or overheating of the asphalt mix. It usually requires a surface treatment of some type. *Photo courtesy of MnDOT.*

SHOVING: Lateral displacement of paving material due to traffic, generally resulting in the bulging



of the surface. It is caused by lack of stability in the subgrade, base, or surface layers. It requires the removal of the affected area followed by deep patching with asphalt. *Photo courtesy of FHWA.*

POT HOLES: Bowl-shaped holes of varying sizes in the pavement, often resulting from the



progressive deterioration of other distresses such as alligator cracking. It usually is caused by a combination of weaknesses in the pavement for the given traffic resulting from insufficient asphalt pavement surface thickness, too many or too few fines, and/or poor drainage. It requires removal of the affected area followed by deep patching with asphalt. *Photo courtesy of the US DOT.*

EXCESS ASPHALT/BINDER (BLEEDING):



Free asphalt/binder on the surface of the pavement. It is caused by too much asphalt/binder in one or more of the surface layers. In many cases, bleeding can be corrected by repeated applications of hot sand, hot screenings, or hot rock screenings to blot up the excess asphalt/binder. Sometimes, when bleeding is light, a plant mixed surface treatment or an aggregate seal coat using absorptive aggregate is the only treatment needed. In rare instances of heavily over-asphalted surfaces, the surface should be completely removed and replaced with asphalt pavement.

POLISHED AGGREGATE:



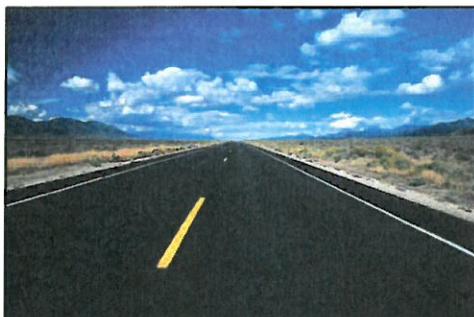
Aggregates in the surface of the pavement that have been polished smooth. It is caused by naturally smooth, non-crushed gravels and/or crushed rock that wears down quickly under action of traffic. It requires covering the surface with a asphalt pavement treatment that has good frictional characteristics. *Photo courtesy of US DOT.*

DEFICIENT DRAINAGE:



Drainage problems may be considered in two categories: surface and subsurface. Proper surface drainage efficiently removes runoff from the pavement and the nearby ground. Standing water on the pavement or in the side ditches indicates a drainage deficiency. Proper subsurface drainage keeps groundwater from the pavement structure. Two indicators of deficient subsurface drainage are 1) constant water in the side ditch, possibly with cat tails growing, and in the absence of precipitation, or 2) alligator cracking with moisture in the cracks.

OVERALL RIDING QUALITY:



The overall riding quality is a measure of how smooth the pavement rides. For example, a smooth asphalt pavement will be given a lower number as it should have less distresses, and a poor riding pavement will have a higher number assigned to it as it should have more distresses.

ASPHALT PAVEMENT RATING FORM⁽¹⁾⁽²⁾

STREET/ROUTE/FACILITY NAME: _____

CITY OR COUNTY: _____ DATE: _____

LENGTH OF PROJECT: _____ WIDTH: _____

LOCATION OF SURVEY: _____ WEATHER: _____

PAVEMENT TYPE: _____

NOTES: _____

(Note: a rating of "0" indicates that the distress does not occur)

<u>DISTRESS</u>	<u>RATING</u>	<u>SCORE</u>
Transverse Cracks	0 to 5	_____
Longitudinal Cracks	0 to 5	_____
Block/Multiple Cracking	0 to 10	_____
Alligator Cracks	0 to 10	_____
Shrinkage Cracks	0 to 5	_____
Rutting	0 to 10	_____
Corrugations	0 to 5	_____
Raveling	0 to 5	_____
Shoving or Pushing	0 to 5	_____
Pot Holes	0 to 10	_____
Excess Asphalt/Binder	0 to 5	_____
Polished Aggregate	0 to 5	_____
Deficient Drainage	0 to 10	_____
Overall Riding Quality (0 is excellent; 10 is very poor)	0 to 10	_____

Sum of Distresses = _____

Condition Rating = 100 – Sum of Distresses
 = 100 – _____

Condition Rating =

SOURCES:

⁽¹⁾ ASPHALT PAVING DESIGN GUIDE, MAPA

⁽²⁾ INFORMATION SERIES NO. 169 (IS-169), THE ASPHALT INSTITUTE

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STAFF REPORT
ACTION ITEM

Item # 13a

SUBJECT: Aligning Town Council Meeting Dates with
Town Holidays

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

Staff recommends that we cancel the worksession scheduled for November 22 and December 27, 2016.

BACKGROUND:

In 2013, the Town moved forward with a recommendation to align our holiday schedules with neighboring communities and the County of Loudoun. This alignment involved adopting the state holiday schedule based on the following benefits:

- 1) Town Council would not have to continually address and review the annual schedule and any potential changes throughout the year resulting in savings in meeting efficiencies; and
- 2) Government services and office hours would be consistent with the state, county and neighboring towns. Regardless of the holiday schedule, the Town of Purcellville operates normal operations in our Police Department and Public Works Department 365 days per year. In addition, we also provide emergency services and response in other departments throughout the year regardless of date, time or holiday.

In looking at the last quarter of this calendar year, staff has identified potential conflicts with our established meeting schedule and wanted to make sure that Council was aware and provided guidance on these conflicts. In addition, the Town Manager's Office realized that many of the members of our Town Council, Committees, Commissions and Boards travel over the holiday period along with our staff. To make sure we hold these meetings on times that are convenient not only to our Council but most importantly for our residents who also

travel, we looked at the following potential conflicts this year and recommend the following course of action:

Holiday	Meeting/Date	Scheduled Closure	Action
Thanksgiving	Town Council Worksession Tuesday, November 22	Town Hall closes at noon Wednesday, November 23 & remains closed until Monday, November 28	Cancel Town Council Worksession
Christmas	Town Council Worksession Tuesday, December 27	Town Hall is closed on Friday, December 23 & Monday, December 26	Cancel Town Council Worksession

ISSUES:

In the past it has been our policy along with other communities to not hold public meetings on holidays. In addition, we usually look carefully at holding meetings right before a major holiday, particularly ones such as Thanksgiving, Christmas or New Year’s when it usually involves heavy travel periods for families and multiple days off. In the table we outlined above, the meeting dates on the Thanksgiving and Christmas weeks do not actually fall on the Town holiday but they fall just before the holiday begins or right after, and that is why we are bringing it to you for Town Council discussion and ultimate policy direction.

BUDGET IMPACT:

Since the Town is not granting additional holiday time, there is no budget impact. The only question at hand is whether we want to cancel a meeting that is scheduled right next to a holiday period.

MOTION(S):

“I move that we align our meeting schedule with the following holidays for 2016:

- 1) Cancel the worksession scheduled for Tuesday, November 22 during the Thanksgiving holiday week; and
- 2) Cancel the worksession scheduled for Tuesday, December 27 during the break between Christmas and the New Year.

I further direct staff to update the official meeting calendars to reflect these changes.”

ATTACHMENT(S):

1. None



STAFF REPORT
INFORMATION/ACTION

Item #13b

SUBJECT: 2016 Business License Analysis

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Connie LeMarr, Assistant Director of Finance
Elizabeth Krens, Director of Finance

SUMMARY and RECOMMENDATIONS:

Enclosed are the yearly analytical reports already presented plus additional reports requested by Town Council at the September 27, 2016 meeting. Staff has no specific rate change recommendations at this time.

BACKGROUND:

Each year the Finance department provides a business license analysis for Town Council review and discussion. All data is presented in aggregate as disclosure of individual business data is prohibited by VA Code § 58.1-3.

ISSUES:

In order to change license rates for 2017, a public hearing is required and rates must be adopted by December 31, 2016. Potential Town Council meeting dates for discussion and/or public hearing are: Oct 25th; Nov. 22nd; Dec. 13th. Per state code, tax rate increases require a public hearing that must be advertised 7 days in advance of the meeting.

BUDGET IMPACT:

Revenue projections are provided for business category rate increases allowable however there is no budget impact unless Town Council adopts new license rates.

MOTION(S):

“I move that Town Council approve no changes to the existing business license rates for 2017.”

OR

“I move that staff advertise a public hearing for the (select: *Oct 25th* or *Nov. 22nd* or *Dec. 13th*) Council meeting to change the following rates: (*List Rate TYPE & Proposed RATE*).”

ATTACHMENT(S):

1. Business License Year to Year Revenue Comparison with graphs
2. Business License Year to Year # of Business Comparison with graph
3. 2016 Licensed Businesses by Category
4. BPOL Rate Comparison by Locality & Code of VA Limitations with Revenue Projection of .01 cent increase to rates
5. Town of Purcellville Business License Rate History

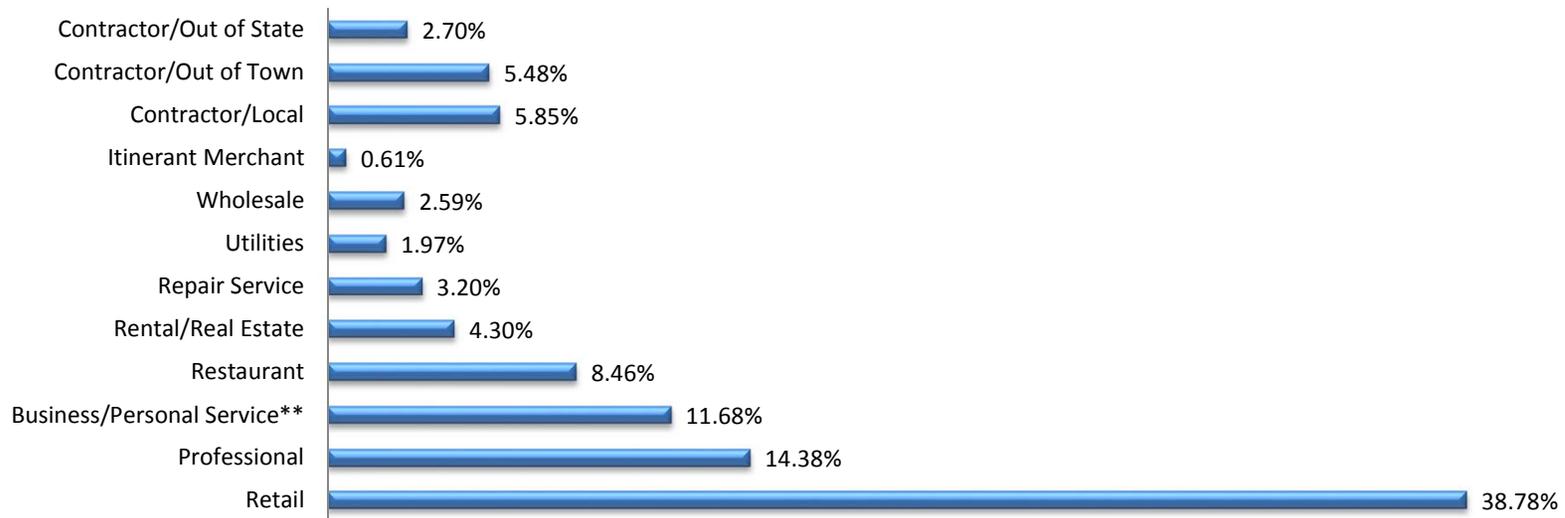
TOWN OF PURCELLVILLE
Business License Year to Year Revenue Comparison
As of 9/20/2016

Business Type	Historical					Current Analysis		Revenue % of change 2015 to 2016	Category % of Total 2016 Revenue
	2010 Tax	2011 Tax	2012 Tax	2013 Tax	2014 Tax	2015 Tax	2016* Tax		
Retail	223,857	230,979	256,458	276,200	291,922	305,945	287,242	-6.11%	38.78%
Professional	62,663	67,766	73,359	84,758	87,652	92,905	106,481	14.61%	14.38%
Business/Personal Service**	89,882	84,804	97,452	99,150	95,348	88,964	86,480	-2.79%	11.68%
Restaurant	30,369	29,027	34,243	41,392	42,995	51,010	62,630	22.78%	8.46%
Rental/Real Estate	17,544	20,020	28,986	38,096	32,132	32,046	31,845	-0.63%	4.30%
Repair Service	19,550	24,762	23,496	23,877	24,084	21,392	23,708	10.82%	3.20%
Utilities	19,836	19,262	18,459	17,384	17,298	15,614	14,618	-6.38%	1.97%
Wholesale	7,064	5,007	9,485	10,047	17,024	14,852	19,213	29.36%	2.59%
Itinerant Merchant	2,000	3,000	4,000	2,500	5,050	6,500	4,500	-30.77%	0.61%
Regular License Total	472,765	484,627	545,939	593,404	613,504	629,229	636,717	1.19%	85.97%
Contractor/Local	13,200	16,874	21,283	30,676	32,051	37,088	43,358	16.91%	5.85%
Contractor/Out of Town	28,441	33,394	23,333	35,795	18,001	19,234	40,604	111.11%	5.48%
Contractor/Out of State	63,845	26,334	19,152	25,794	8,186	37,615	19,973	-46.90%	2.70%
Contractor License Total	105,486	76,602	63,767	92,265	58,238	93,936	103,935	10.64%	14.03%
Grand Total License	578,251	561,229	609,706	685,669	671,742	723,165	740,652	2.42%	100%

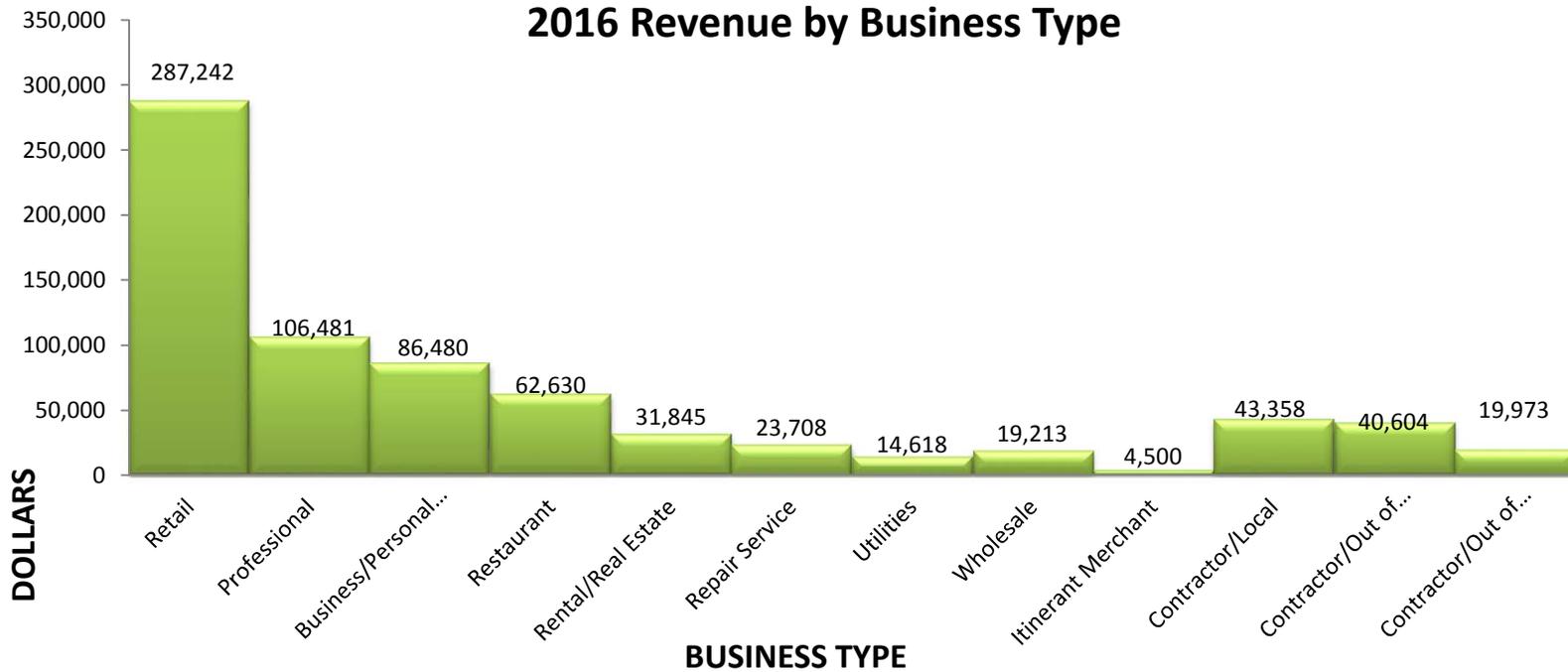
*as of 9/20/16

**Money Lending grouped with Business/Personal Service since only two business in Town

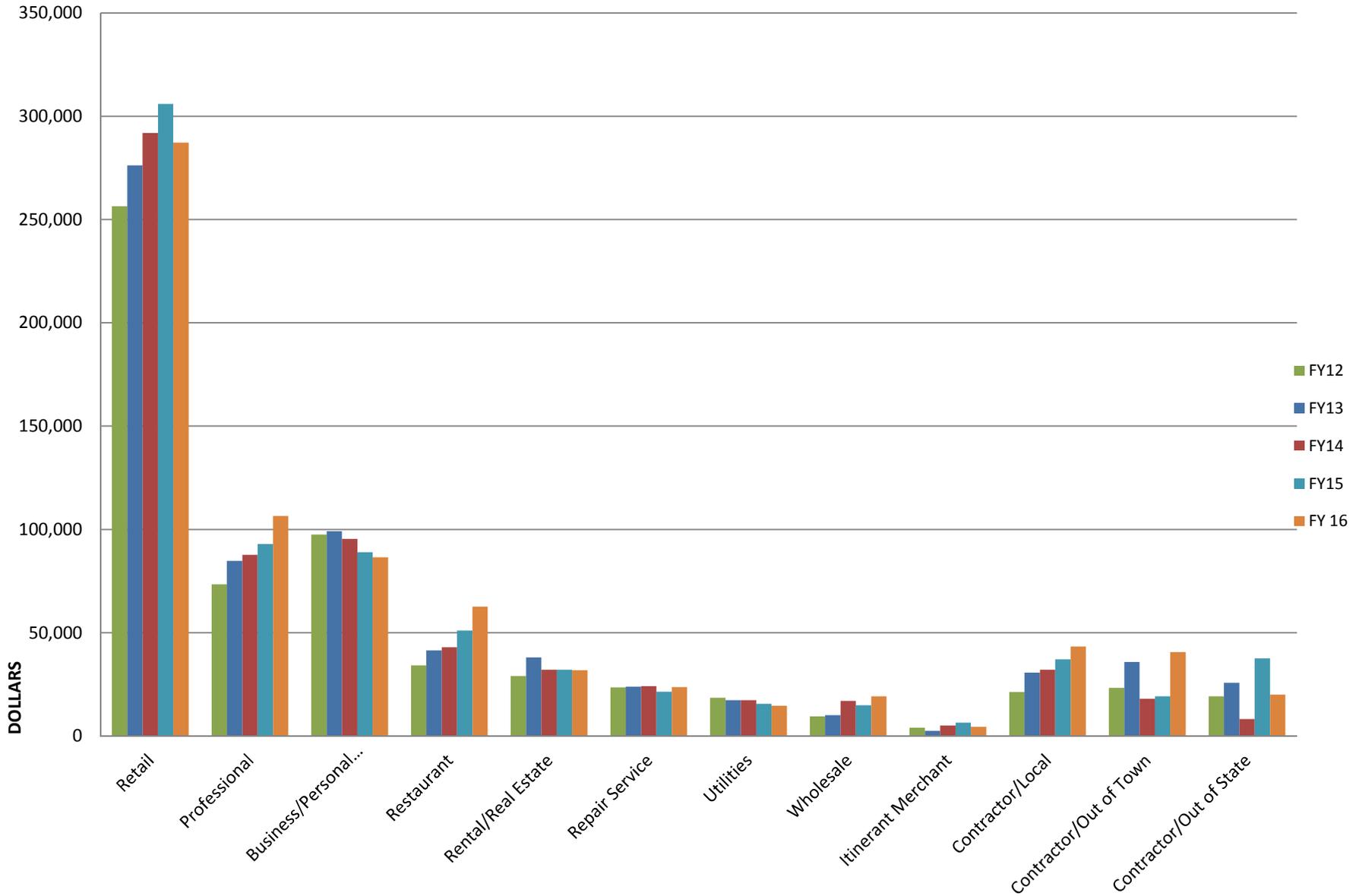
% of 2016 Revenue by Business Type



2016 Revenue by Business Type



Five Year Tax Revenue Collected by Business Type

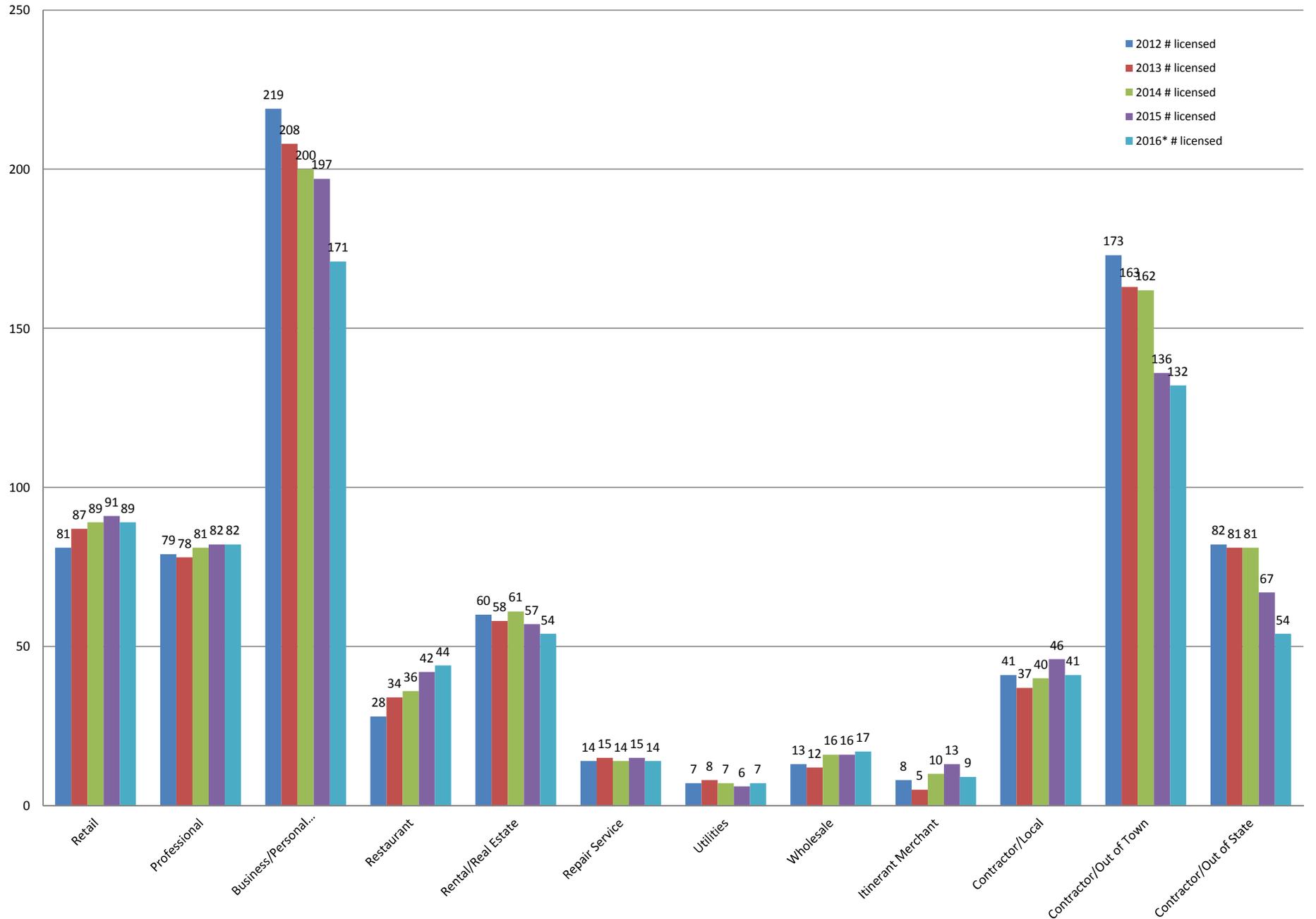


TOWN OF PURCELLVILLE
Business License Year to Year # of Businesses Comparison
As of 9/20/2016

Business Type	2012 # licensed	2013 # licensed	2014 # licensed	2015 # licensed	2016* # licensed
Retail	81	87	89	91	89
Professional	79	78	81	82	82
Business/Personal Service**	219	208	200	197	171
Restaurant	28	34	36	42	44
Rental/Real Estate	60	58	61	57	54
Repair Service	14	15	14	15	14
Utilities	7	8	7	6	7
Wholesale	13	12	16	16	17
Itinerant Merchant	8	5	10	13	9
Contractor/Local	41	37	40	46	41
Contractor/Out of Town	173	163	162	136	132
Contractor/Out of State	82	81	81	67	54
Categories Exempt from Tax:					
Manufacturer	1	1	1	1	1
Exempt/Non-Profit	15	14	13	13	12
Contractor/Registration Only	42	34	24	37	28
	863	835	835	819	755

**Money Lending grouped with Business/Personal Service since only two business in Town

5 Years - Number of Licensed Businesses by Category



2016 Licensed Businesses @ 9/20/16 by Category**Total # of Businesses****755****RETAIL**

3RD SHIFT CREATIONS
 7 ELEVEN INC & ASPEN INC
 7-11 #24539B
 ADROIT OUTFITTERS, LLC
 ADROIT THEORY BREWING CO
 ADVANCE STORES COMPANY INC
 ALURE, LLC
 AMERIGAS PROPANE, LP
 ANOTHER TURN TACK & APPAREL
 APPALACHIAN OUTDOOR READINESS & ESSENTIALS LLC
 ARTFUL IDEAS
 AUTO ZONE #6425
 BAREFOOT WEAVERS STUDIO LLC
 BROWNING EQUIPMENT INC
 BUTTERFLY GOURMET
 CABINET SHOWPLACE
 CATOCTIN CREEK CUSTOM RODS LLC
 CATOCTIN CREEK DISTILLING CO
 CATOCTIN EDGES, LLC
 CHRISTIAN FRANCO LLC
 COACH CARLA COMPANIES, LLC
 COFFEE HOUSE HOLDINGS, LLC
 COMMERCIAL FUELING 24/7
 CRAFTSHIRTS
 ENTERPRISE RAC CO OF MD LLC
 EXXON STATION & C STORE
 FOOD LION #745
 GATEWAY CLEANERS
 GIANT FOOD STORE #252
 H&H USED CARS
 HAIR CUTTERY
 HARRIS TEETER #388
 HIGHWAY MOTORS, INC
 HOGAN & SONS, INC
 HOLYLAND OLIVE WOOD CRAFTS INC
 HUNT COUNTRY JEWELERS
 EVERYDAY ELEGANCE
 ISM WEAPON SYSTEMS INC
 ITS BAZAAR ON 21ST STREET
 LOCAL WOOD LLC
 LOUDOUN CARPET CARE & INSTALLATION LLC
 LOUDOUN LUMBER INC
 LOUDOUN MILK TRANSPORTION
 LOUDOUN VALLEY FLOORS, INC.
 LOUDOUN VALLEY TRADING, INC
 LOUDOUN VAPOR, LLC
 LUXE & RUST
 MARKETPLACE INC
 MARY ELLEN STOVER ANTIQUES
 MID-ATLANTIC PRO-TEL
 MV OF PURCELLVILLE, INC
 NICHOLS HARDWARE INC
 NOSTALGIA LLC
 PAINTING 4 JOY
 PET VALU INC #5218
 PIPER DAN'S KELTIC SHOPPE
 PURCELL STORE INC
 PURCELLVILLE FLORIST
 TOTAL FITNESS OUTLET
 PURCELLVILLE MOTORS INC
 PURCELLVILLE POTTERY

PURCELLVILLE SHELL
 QUALITY BUILDING SUPPLIES
 RE-LOVE-IT
 RISHMAWI DBA BDGT BLNDS HERNDN
 ROCSATO COFFEE ROASTERS, LLC
 SANSKRITI COLLECTIONS
 SARAH HUNTINGTON PHOTOGRAPHY
 SELLERIE DE FRANCE LTD
 SHAMROCK MUSIC SHOPPE LLC
 SHENANDOAH FRNITR GALLERY LLC
 SHOP 'N SAVE EAST, LLC
 SKYLIGHTER INC
 SOUTHERN STATES LOUDOUN COUNTY
 THE HAIR MILL INC
 THE PAINT & PAPER PLACE
 THE WIRELESS CENTER INC
 TOTAL POOLS AND SERVICE LLC
 THE MIDDLE ROOM LLC
 TWO RIVERS YARNS LLC
 UPTOWN ESSENTIALS
 V&A ENTERPRISES LLC
 VALLEY ENERGY CO
 VELO CLASSIQUE
 VELOVILLE USA LLC
 VICTORIA'S PAST TYME
 WALGREENS #13682
 WEBFABRICS LLC
 ZAKCOR CORPORATION

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RESTAURANT

201 HIRST LLC
 900 DEGREE BRICK OVEN PIZZA
 ADROIT THEORY BREWING CO
 ANTHONY'S
 BELLY LOVE BREWING
 BERRY BLOSSOM
 CASA TEQUILA PURCELLVILLE, LLC
 CONEY ISLAND DINER
 CORCORAN BREWING COMPANY
 DOMINO'S PIZZA #6048
 EL RANCHO PLUS
 DBA MARKET BURGER
 FINN PURCELLVILLE, INC
 GRUTO'S SOFT SERVE
 HOT WOK
 IJ CANNES
 JERSEY MIKE'S SUBS
 JACK'S RUN BREWING COMPANY, LLC
 LAJ FOODS, LLC
 LOUDOUN BAGELS LLC
 LUCKY CHINA INC
 PURCELLVILLE MILL LLC
 MARKET STREET COFFEE SHOPS INC
 MCDONALDS RESTAURANT VA #4871
 MONK'S BBQ
 MY DELI & CAFE LLC
 PAPA JOHN'S PIZZA #2940
 PATAMA SERTINOS COFFEE, LLC
 PENS ORIENTAL KITCHEN
 PIZZA HUT #29987
 POP'S DONUT, LLC
 PURCELLVILLE FAMILY RESTAURANT
 RALS SUBWAY NOVA LLC
 RBDJ ENT. DBA COACH'S CORNER
 TROPICAL SMOOTHIE CAFE
 SWEET FROG

73

SMOKIN WILLY
 STARBUCKS COFFEE #20388
 THE PAYNE LEADERSHIP DEVELOPMENT GROUP, LLC
 THE RIGHT TOOL DBA LOCO JOE
 VELOCITY WINGS PURCELLVILLE LLC
 VOCELLI PIZZA
 WHITE PALACE RESTAURANT
 WK HEARTH

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EXEMPT/NON PROFIT

AMERICAN MAJORITY INCORPORATED
 BLUE RIDGE HOSPICE THRIFT SHOP
 BUSH TABERNACLE/PVILLE TEEN CE
 DYMA WORLD MISSION INSTITUTE
 HOME SCHOOL FOUNDATION
 HOME SCHOOL LEGAL DEFENSE ASSO
 INOVA URGENT CARE CENTER
 OLD DOMINION LAND CONSERVANCY
 PATRICK HENRY COLLEGE
 THE JOYFUL CHILD ATRIUM
 THE NEIGHBORHOOD LEARNING CENT
 TOL MINISTRIES INC

12

CONTRACTOR LOCAL

A A SMITH CONSTRUCTION
 AUGUSTINE PLUMBING, LC
 BECKSTROM ELECTRIC CO
 BURKE CONCRETE CONSTRUCTION
 CAPITOL COATINGS INC
 CASECO LLC
 COOKS PLUMBING
 DANIEL A REED GENERAL CONTRACTOR
 DESANTIS DESIGNS INC
 DOMINION PAVING & SEALING
 DOMINION WATER INC
 E A KIKER & SONS PLUMBING
 FUOG/INTERBUILD, INC
 GEOCONSTRUCTORS INC
 GROUND IMPROVEMENT SERVICES
 HERITAGE SITE DEVELOPMENT INC
 JEFFREY T JOHNSON INC
 JUST ROOFS, LLC
 LAUTEN CONSTRUCTION CO
 LEGACY WOODWORKING
 LEMARR CONSTRUCTION
 LINCOLN CONSTRUCTION CORP
 LOUDOUN VALLEY ROOFING
 M B POSEY ENTERPRISES INC
 MATTHEW BOWE DESIGN/BUILD LLC
 NECTAR PROPERTIES, LLC
 NEXT GENERATION SECURITY CONCE
 PURCELLVILLE ELECTRIC INC
 PURCELLVILLE FLOORS LLC
 RCD, INC.
 ROWLEY CONSULTING
 SANBUR CONSTRUCTION, INC.
 SOLAR ODYSSEY INC
 STONEGATE CONSTRUCTION INC
 TEMP-A-TRON INC
 TOM EMBREY CONSTRUCTION SERVIC
 TREBOR CONSTRUCTION CO INC
 TRI COUNTY WINDOWS AND SIDING
 TRI-COUNTY CONSTRUCTION INC
 TRUMPS ELECTRICAL SERVICE INC
 UNIVERSITY COMMUNITIES LLC

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CONTRACTOR OUT OF TOWN

A BANE SOLUTIONS LLC
AGE IN PLACE IMPROVEMENTS, LLC
AMERICAN AUTOMATIC SPRINKLER
AMERICAN HOME SECURITY
AM-LINER EAST, INC
AN EXTERIOR INC
ARMOR FENCE, LLC
ATLANTIC DECK & HOME RENOVATION INC
BAY HOMES/BAYSIDE BUILDING CO
BBB MASONRY INC
BEELER BROTHERS CONSTRUCTION S
BLUE LABEL CUSTOMS LLC
BLUE RIDGE REMODELING
BROOKFIELD MANAGEMENT WASHINGTON, LLC
BROWNE BROTHERS CARPENTRY, INC
BUILDERS FLOOR SERVICE INC
BURTON & ROBINSON INC
CAPITAL SEALING & PAVING CO
CAVALIER FIRE PROTECTION
CHAMBERLAIN CONSTRUCTION CORPO
COLORADO EL MUNDO, INC
COMMERICAL SCAPES INC
COMMONWEALTH PAVING INC
CORBETT TECHNOLOGY SOLUTIONS INC
COUNTRY LIVING ASSOCIATES
CRISAK INCORPORATED
CUCO & SON, INC
CUSTOM PAINTERS, LLC
D & D SIDING & ROOFING SPECIALISTS INC
DEMOLITION SERVICES, INC.
DH CONSTRUCTION ENT LLC
DOMINION CONCRETE & MASONRY CP
EAST COAST INSULATION INC
EG&J CORPORATION
ESPINA PAVING INC
F & L PLUMBING & HEATING INC
FALCON HEATING & AIR CONDITIONING INC
FCI TOWERS, INC
FINLEY ASPHALT & SEALING INC
FOX CONSTRUCTION
FURLONG'S SHEETMETAL
G.B. FOLTZ CONTRACTING INC
GRO-GREEN LANDSCAPING INC
GULL CORPORATION
HALL MECHANICAL & ASSOC INC
HAMMERHEAD CONSTRUCTION OF VA
HERCULES FENCE CO INC
HITT CONTRACTING, INC
HOLTZMAN PROPANE LC
IAM SERVICES, CORP
IBR CORPORATION
IDEAL CONSTRUCTION SERVICES
J. KITTELBERGER & SONS, INC.
JAKOBSEN BUILD LLC
JENKINS ENTERPRISES, LLC
JENKINS RESTORATIONS
JIM CORRIDON ELECTRIC CO INC
JLM BUILDERS LLC
JML, INC.
JOHN DARVISH CONSTRUCTION CO
JOHN SIMPSON INC
JOLLY CONSTRUCTION INC
JW CONTRACTING, INC
K T ENTERPRISES INC

K.C. JOHNSON & SONS INC
KALOTHIA
KENT EXCAVATING, INC.
KENT PAVING, INC.
KING CARPENTRY INC
KWANG LEE CONSTRUCTION, INC
T/A THE L & L COMPANY
L.F. JENNINGS INC
LANTZ CONSTRUCTION OF WINCHEST
LISTON ELECTRIC INC
LOUDOUN DECK AND FENCE COMPANY
LYLE P STROSNYDER INC
MAINSTREET MAILBOXES & MORE, INC.
MARKED IMPROVEMENTS
MASONRY DESIGN INC
MASONRY MASTERS INC
MCKIM CONSTRUCTION CO
MERRIFIELD GARDEN CENTER
MID SOUTH BUILDING SUPPLY, INC.
MILLER'S EXCAVATING
MULLENS MARKINGS INC
MURPHCO INC
NEW YORK CONCRETE CORP
NVBLU INC
OAK RIDGE CARPENTRY OF VA
ORION STONE & STUCCO LLC
PALMAR CONSTRUCTION
PATOWMACK ASSOCIATES INC
PERRY ENGINEERING COMPANY INC
PINE KNOLL CONSTRUCTION CO INC
POTOMAC CONCRETE CO, INC.
PREMIER CONCRETE CONST INC
PROSPECT SOLAR LLC
PUFF INC
RED ROCK CONSTRUCTION MANAGEMENT LLC
RUSSELL'S ROOFING COMPANY
S.A. HALAC IRON WORKS INC
SCHANZENBACH CONSTRUCTION
SCOTT COOPER PLUMBING
SCOTT-LONG CONSTRUCTION INC
SELECT CONSTRUCTION COMPANY
SERVICE NEON SIGNS, INC
SHORT HILL DESIGN & CNSTR LTD
SILVER CONCRETE CONSTRUCTION, LLC
SOUTHERN ELECTRICAL SERVICE CO
SOUTHLAND INSULATORS INC
STAFFORD SYSTEMS INC
STARKEY CONSTRUCTION INC
STUART M PERRY INC
SUMPTER ELECTRIC LLC
SUPERIOR PAVING CORP
T & O CONTRACTING INC
T.A.C. CERAMIC TILE CO
TDI CONSTRUCTION GROUP, INC
TEETS EXCAVATING INC
THE KAUFFMAN GROUP, INC
TJT CORPORATION
TMG CONSTRUCTION CORP
TOM PAPPAS INC
TOP GUN OF VIRGINIA INC
TWC CONTRACTING
UTILITIES UNLIMITED LLC
W H STOVALL & COMPANY, INC
WICKLOW DEVELOPMENT LLC
WIRE-IT ELECTRICAL SERVICES & TESTING LLC
WITTMAN MECHANICAL
WOODSCAPE LLC

CONTRACTOR REGISTRATION ONLY

ATLANTIC BUILDING SUPPLY, INC
BUHL ELECTRIC COMPANY INC
BUILDERS FENCE CO.
CAPITAL MECHANICAL, LLC
CARROLL AWNING CO INC
DIVERSIFIED EDUCATIONAL SYSTEM
DRYWALL SYSTEMS INC
FIRESAFE CHIMNEY SYSTEMS INC
GERALD C. STALEY BUILDER INC.
J G MILLER INC
J S C CONCRETE CONSTRUCTION
CONTRACTOR
KANE LANDSCAPES INC
L&B ENT OF VA INC DBA SIGN GRA
LEO CONSTRUCTION COMPANY
MILLER & ANDERSON, INC
ORTIZ CONSTRUCTION
PHILLIP C CLARKE ELECTRICAL
PRINCE WILLIAM HOME IMPROVEMENT
RIVER POOLS & SPA
ROBERT ARCENIA
SIMOES & ENRIGHT CONSTRUCTION INC
SOUTHLAND CONCRETE CORPORATION
SUN DESIGN REMODELING SPECIALI
THE MCCOY COMPANIES LLC

THOMAS ELECTRIC CO, INC.
 WAYNE INSULATION CO INC
 WILLIAM A HAZEL INC

CONTRACTOR OUT OF STATE

A & S SALES INC
 ACKER & SONS, INC.
 ADVANCED ELECTRICAL CONTRACTOR
 AL GLEESON ELECTRICAL CO INC
 AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE, INC.
 ANTHONY & SYLVAN POOLS CORP
 BERWYN CEILINGS AND WALLS INC
 BILMIN COMPANY INC
 BREWER & COMPANY OF WV INC
 BRIDGES DRYWALL, INC.
 BUILDER SERVICES GROUP INC
 CAPITAL CANOPIES INC
 CHESAPEAKE CONTRACTING GROUP
 CLARENCE I STACK, INC
 CRANE'S WELDING LLC
 DENISON LANDSCAPING
 DIGENNARO ELECTRICAL CNTRCTORS
 DUSTIN CONSTRUCTION
 ENGINEERED CONSTRUCTION PRODUCTS LTD
 FRANCIS O DAY CO INC
 DBA FIRESIDE HEARTH & HOME
 INTERIOR SPECIALISTS INC
 JACK STONE SIGN CO., INC
 JCM ASSOCIATES INC
 JEFFERSON ASPHALT PRODUCTS CO
 K & F CONSTRUCTION INC
 K. HOVNANIAN HOMES OF VA, INC
 K.G. JOHNSON INC
 LONG FENCE CO INC
 MECHANICAL DESIGN SYSTEMS
 METROPOLITAN BATH & TILE INC
 MICHAEL ROBERTS
 MISCELLANEOUS METALS, INC.
 OTIS ELEVATOR COMPANY
 PADDOCK SWIMMING POOL CO
 PATRICK T MCCARRON
 PATRIOT ELECTRIC INC
 POWER SOLUTIONS LLC OF VIRGINI
 PROTECTION ONE ALARM MONITORING INC
 DBA BETTER THAN WOOD
 R.D. BEAN INC
 SCHINDLER ELEVATOR CORPORATION
 SLONAKER'S CUSTOM PAVING, LLC
 STADLER GARDEN CENTER INC
 SUMMIT CONSTRUCTION INC
 T & A CONTRACTORS
 T & B ELECTRIC CO INC
 THYSSENKRUPP ELEVATOR CORPORAT
 TNT SERVICES GROUP, INC
 TOLIN MECHANICAL SYSTEMS CO
 TOLL BROTHERS INC
 VALLEY GAS PIPING SERVICE LLC
 VIRGINIA PAVING COMPANY
 YBM CONSTRUCTION

RENTAL REAL ESTATE

400 BROWNING COURT LLC
550 EAST MAIN LLC
600 EAST MAIN LLC
ALTIZER RENTAL
ATOKA PROP/MIDDLEBURG REAL EST
CASTLE STORAGE LLC
CHAPMAN BROTHERS LLC
CHAPMAN GROUP, LC
CLAUDE COMPTON
DENTAL ARTS BUILDING, LLC
DWIGHT C GREEN
EARL & LINDA CLINE
EAST RICHARDSON ASSOCIATES LLC
HALL PARTNERSHIP
INTERNATIONAL REGISTRIES INC
J B PROPERTIES INC
JOSIE MURRAY
KELLY F. CARBERRY
KILGOUR APARTMENTS
LINDA JACKSON KING
LONG & FOSTER REAL ESTATE INC.
LRG-125 HIRST ROAD LLC
MAIN STREET COMMONS APARTMENTS
MAIN STREET STATION
MAPLE AVENUE APARTMENTS
MARTINSBURG PLAZA LLC
MITHC PILCHUK
NECTAR PROPERTIES, LLC
PANCOAST LLC
PATOWMACK BUILDING, LC
PREMIER REALTY INC
PURCELLVILLE DAYCARE LLC
PURCELLVILLE EAST APARTMENTS
PURCELLVILLE MAIN ST BLDG
PURCELLVILLE PLAZA LLC
PURCELLVILLE PROPERTY CO LLC
PURCELLVILLE SHOPPING CENTER
REAL ESTATE MATTERS LLC
RED OAK PLACE
REED'S RENTALS
ROBERT J SCHONDER
RUST PROPERTIES LLC
SHIN HWA LLC
SHIRLEY V PEARSON
SRB ENTERPRISES LLC
THE LYNN BUILDING
VALLEY COMMERCIAL LC
VALLEY MEDICAL CENTER LLC
VALLEY SELF STORAGE
VILLAGES OF PURCELLVILLE II
WARREN & ELEANOR JENKINS
WESTERN LOUDOUN DEVELOPMENT LC
WHITE STAR MANAGEMENT LLC
YVONNE HOLLAND & ASSOCIATES

PROFESSIONAL

ALISHA GORDON
ALLERGY, ASTHMA & SINUS CTR PC
BEESE DESIGN, PLC
BLUE RDGE CHIROPRACTIC & ACUPU
BLUE RIDGE VETERINARY ASSOC
BOWMAN CONSULTING GROUP LTD
BRIAN P. DAMEWOOD
BUGPROS TERMITE & PEST CONTROL
CAROL E HARKRADER, MD
CLEAR FINANCIAL CONCEPTS, LLC
CONSTRUCTION TECHNOLOGIES CONSULTANTS, INC
CONSULTING SERVICES GROUP LLC
CYNTHIA W HAYES PH D PC
DEBRA BABARSKY, MA, LPC
DENTAL SMILES AT PVILLE GATEWA
DIANE W CORMICLE, PH.D
DILZER EYECARE ASSOCIATES PC
DULLES EYE ASSOCIATES
ED NEHAM CONSULTING, LLC
EDWARD D. JONES & COMPANY, L.P.
EDWARD JONES
EVALYN COLLIER MED CBT
FAIRFAX NEONATAL ASSOCIATES P.C.
FAMILY DENTISTRY, G DIRENZO
FOOT & ANKLE CENTER
FRANK DEGNAN
FROEHLING & ROBERTSON, INC
GEOSTRUCTURES INC
HARMONY BEHAVIORIAL HEALTH
HOOF & PAW VETERINARY SERVICE
HUDIMAC & COMPANY PLLC
INOVA MEDICAL GROUP-PURCELLVILLE
KIANOUSH M TARI, DMD, MS, PC
KURT A PIERCE DDS MS
LAW OFFICE OF ELIZABETH TEAGUE
LEESBURG SPORTS MEDICINE
LEESBURG STERLING FAM PRACTICE
LISA MANNING, PH D
LOUDOUN INTERNAL MEDICINE
LOUDOUN PEDIATRICS
LOUDOUN RHEUMATOLOGY CENTER
MOUNTAINVIEW MEDICAL ASSOCIATE
LOUDOUN VALLEY DENTAL CARE
LOUDOUN VALLEY FAMILY PRACTICE
LOUDOUN VETERINARY SERVICE INC
PROFORMA SCREENING SOLUTIONS
MAIN STREET FAMILY DENTISTRY
MARK NELIS PC
MARVIL PERIODONTICS
MCGOWAN CONSULTING LLC
MEDICS USA
MEDICS USA MEDICAL CENTER
MGS DDS PC
MIDDLETON & MIDDLETON LTD
MURPHY EDWARDS LLC
NEXTIDE CORPORATION
NORBO DENTAL PLLC
OPTIMUM PHYSICAL THERAPY
PASCH COUNSELING, LLC
PENNONI ASSOCIATES INC
PREMIER DERMATOLOGY P.C.
PROFESSIONAL FUNERAL STAFFING
PURCELLVILLE CHIROPRACTIC CENT
TIMOTHA A. SMITH, DDS
PURCELLVILLE ORTHOPEDIC PHYSICAL THERAPY, LLC
PURCELLVILLE PEDIATRIC DENTISTRY

PURCELLVILLE PEDIATRICS PLLC
 QUALIFIED SEARCH INC
 RED NETWORKING LLC
 RELATIONAL CONSTRUCTS LLC
 SARA R. PARELLA LPC, LLC
 SEEMA R NAYYAR CPA, PC
 SENTRY MANAGEMENT, INC
 SONAK FAMILY CHIROPRACTIC
 STRIBLING COUNSELING SERVICES
 THE CARDIOVASCULAR GROUP P.C.
 THE HERBERT DENTAL GROUP
 THOMAS M GRISIUS DDS PC
 VALLEY SOIL CONSULTING LLC
 VIRGINIA MED CENTER PC
 VIRGINIA VEIN CARE
 WESTERN LOUDOUN PEDIATRICS

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BUSINESS/PERSONAL SERVICE

21ST AND MANE SALON & SPA
 ABERNETHY & SPENCER GREENHOUSE
 ACADEMIE FURSTENBURG
 ACCURATE AUTOMOTIVE
 ALAN OGDEN
 AMANDA COLLINS
 AMAZING FLAME LLC
 AMY BERRINGER LLC
 ARBOGAST LAWN & TREE INC
 ARTISTIC ROSE
 ASTRELLA CORPORATION
 BARNWIZ LLC
 BEST FRIENDS PET SERVICE, LLC
 BETTER TERMITE & PEST CONTROL
 BGS LLC
 BLAKE'S PEST CONTROL, INC
 BLUE RIDGE PSYCHOLOGICAL SERVICES LLC
 BLUE RIDGE SOLUTIONS
 BLUECHIP TECHNOLOGIES LLC
 BLUEDGE CONSULTING LLC
 BRR DEVELOPMENT
 BUSINESS SOFTWARE SOLUTIONS
 CAFE SCHUMANN LLC
 CALIBER COLLISION CENTERS
 CATHERINE G DAMEWOOD, PURVEYORS OF FINE FLORALS & DESIGN
 CATOCTIN CROSSFIT
 CENTER FOR PUBLIC PROGRAM EVAL
 CLASS FOCUSED-PURCELLVILLE TUTORS
 CLEANNET OF BALTIMORE WASH INC
 COACH CARLA COMPANIES, LLC
 DBA XFINITY HOME
 CONNEKSERV LLC
 COUNTRY TERMITE & PEST CONTROL
 DAVID BRYANT PHOTOGRAPHY
 DESIGNING FLOWERS LLC
 DRAGON YONG-IN MARTIAL ARTS
 DURAND MUSIC GROUP LLC
 E & E DEVELOPMENT LLC
 ENVIRONMENTAL HEAT SOLUTIONS
 EXECUTIVE CLEANERS
 E-Z CLEANING OF MANASSAS INC.
 FANCY NAILS & SPA
 FED STRONG LLC
 FESTIVAL CLEANERS @ PVILLE
 FIELDER'S CHOICE, LLC
 FIRST CLASS FITNESS STUDIO, LLC
 FLYNN LAWN MAINTENANCE
 FRALL FOUNDATION COATING INC

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FLUTONIC HARMONICS
GLOBAL IDENTITY SOLUTIONS, LLC
GRASSWORKS ENTERPRISES LLC
GREEN ACRES LAWN CARE, INC.
HACKWORTH SYSTEMS LLC
HAIR CUTTERY
HALL FUNERAL HOME INC
HOLLY H NICHOLS
HOLLY'S GOURMET DELECTABLES
HOMECARE ALTERNATIVE LLC
HOMETEAM PEST DEFENSE
HOSPAUTOLOGY LLC
HOWARD MUSIC
HOWARD MUSIC-HAMILTON TRIO
IRONSHIELD CONSULTING LLC
JAG LANDSCAPING
JENNY'S SALON
JL EQUIPMENT SOLUTIONS, INC.
JOSEPH J FOX
JOY'S DREAM BAKERY
KEEN I CONSULTING INC
KERRIE PINGLEY ELY
KSA KITCHENS LLC
L RAMSEY DESIGNS LLC
LEHR INC T/A PURCELLVILLE COPY
LITERACY FRAME WORK LLC
LITTLE ARTS BY SUSIE
LMH INC
LOHR'S LAWN AND YARD SERVICE
LOTHAR'S GOURMET SAUSAGES
LOUDOUN ECO- CLEANING LLC
LOUDOUN LASER CENTER
LOUDOUN VALLEY YOGA LLC
LOWERS & ASSOCIATES, LLC
LYDIA'S DAYCARE
LYLES FUNERAL SERVICE
DBA STATION AUTO WASH
MAIL IT ALL
MARK BURGESS CPA, PLLC
MARLENE COOPER
MARZEENA ELIA
MASTER'S TOUCH
MCLEOD, INC
MELODIC MEASURES MUSIC THERAPY SERVICE
MICKI'S BARBER SHOP
MISS SHERRY'S SWEETS
MONTESSORI SCHOOL OF PURCELLVILLE
MOVEMENT MORTGAGE, LLC
MOXIE PEST CONTROL
MQBLUE LLC
MR PRINT LC
MS. ANNIE'S CHILD CARE
MULLER O'BRIEN LLC
NAILTIQUES AND SPA
NAZIMA CHARLAND INC
NO THYME TO SPEAR
NORTHERN VIRGINIA PARTY RENTALS
NOSTALGIA INK, LLC
O'BRIEN BENEFITS & FINANCIAL
OLD DOMINION HOME SERVICES, LLC
OLYMPUS 24 FITNESS LLC
OSWALDO CASTILLO CLEANING SVC
PACKOUT SOLUTIONS LLC
PATHS TO WHOLENESS
PET AUPAIR
PHASE SYSTEMS LLC
PINK POWDER LLC

ATTACHMENT 3

PRACTICALLY TEACHING LLC
PREGARTNER PUBLICATIONS & COMMUNICATIONS LLC
PRO FINISH LANDSCAPE & LAWN CARE INC
PRO NAIL & SPA
PRO NAIL II
PROFINISH 7
PURCELLVILLE CHILDRENS ACADEMY
PURCELLVILLE CLEANERS
DBA TOPKICK MARTIAL ARTS
PURCELLVILLE SPA & BOUTIQUE
PURCELLVILLE TIRE & AUTO SVC
RED LINE MOTORS LTD
REFLECTIONS OF YOU SALON LLC
RILYN LLC
T/A THE TRUCK STOP
LOUDOUN VALLEY COUNTRY MANOR
ROCKIN ROBIN'S EARLY CHLDHD
SAIL THE SEVEN C'S LLC
SALLY LIVESAY LLC
SALON ALURE II INC
SANDRA K. STEIN
SCHROEDER'S SWEET SHOP
SHAFFER,WILSON,SARVER & GRAY P
SHAVE AND A HAIRCUT
SIGN DESIGN INC
SMIT AND COMPANY LLC
SONJA L. BROGGS, LLC
STAMPORA CONSULTING INC
STEPPINGSTONE LLC
STITCHED CUSTOM UPHOLSTERY, LLC
STRIDES BEYOND EDUCATIONAL LLC
STUDIO B GRAPHICS LLC
SUNTRUST MORTGAGE, INC.
SYSTEMS DEVELOPMENT & ANALYSIS
T.W. MCCANTS LLC
TALENTED CONSULTANTS LLC
TCR SERVICES, INC
TEAM ANALYSIS, INC.
DBA PURCELLVILLE PETS
THE EDUCATORS LAB LLC
THE GOOD BOOK COMPANY
THE HAIR MILL INC
THINKBOX GROUP LLC
TMK LLC
TOTAL PROPERTY MANAGEMENT LLC

TRUGREEN
TWINSLIDUS TECHNOLOGIES LLC
UTLEY SOLUTIONS INC
VALLEY WELDING INC
VANN DESIGN LLC
VOTER GRAVITY INC
W.F. PAINTING
THE NASR GRP DBA THE WEED MAN
WESTERN VALLEY TITLE AGENCY
WORKMAN FITNESS LLC
YOGA TIME STUDIO

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REPAIR SERVICE

BALCH'S TRANSMISSION SERVICE
BRIDGE'S AUTO CENTER INC.
CCARS
HIGH GEAR TRUCK REPAIR
HOGAN & SONS, INC/DBA GOODYEAR
LOUDOUN COLLISION CENTER INC
MOBILE AUTO TRUCK REPAIR, INC.
PURCELLVILLE PINBALL & SLOTS
RAY FIELDS ANTIQUES LLC
SAVILLES SERVICE CENTER
STINGGRAYS AUTOBODY
TERRYS BODY SHOP INC
WALSH'S VIP AUTO SERVICE
WESTERN LOUDOUN SERVICE CENTER LLC

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WHOLESALE

ADVANCE STORES COMPANY INC
AMERIGAS PROPANE, LP
AUTO PARTS OF PURCELLVILLE
BROWNING EQUIPMENT INC
CATOCTIN CREEK DISTILLING CO
DANIEL GRACIAS
EARTH TEC INC.
HAYES STAIR CO INC
HOMESTEAD BUILDING SYSTEMS, INC.
HUNT COUNTRY JEWELERS
LOTHAR'S GOURMET SAUSAGES
LOUDOUN TRUCK CENTER
MEL PINTO IMPORTS
MILBY COMPANY
PURCELLVILLE TIRE & AUTO SVC
SHENANDOAH SASH AND DOOR
WHOLESALE SCREENING SLTNS LLC

17

MANUFACTURER

LOUDOUN STAIRS INC

1

PUBLIC UTILITIES

AMERICAN PCS COMMUNICATIONS
CELLO PARTNERSHIP DBA VERIZON
CLEAR RATE TELECOM, LLC
GRANITE TELECOMMUNICATIONS LLC
NEW CINGULAR WIRELESS PCS LLC
SPRINTCOM INC
VERIZON VIRGINIA INC

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ITINERANT

ARM SECURITY INC
BREWHOUSE LLC
FIREWORKS NOW LLC
MOXIE PEST CONTROL
PAELLA BY CARLOS
PARAMOUNT PROMOTIONS INC OF MD
PITTSBURG RICK'S FOOD TRUCK, LLC
SCHWAN'S HOME SERVICE INC
THE FARM EFFECT

9

**BPOL Rate Comparison by Locality & Code of Virginia Limitations
Revenue Projection of .01 cent increase to rates**

Category	Code Rate Limits	Leesburg	Lo. County	Purcellville	Purcellville 2015 Receipts	Purcellville 2015 Tax	<i>\$.01 rate increase projection</i>		
							\$0.01 Rate Increase	Calculated Total Tax Revenue	Incremental Revenue Increase
Minimum License Fee	30.00	20.00	30.00^	20.00					
<i>Tax per \$100 gross receipts:</i>									
Retail	0.20	0.10	0.17	0.17	179,745,565	305,945	0.18	323,542.02	\$ 17,596.87
Business Service*	0.36	0.20	0.17	0.17	51,295,465	88,964	0.18	92,331.84	\$ 3,367.54
Personal Service*	0.36	0.20	0.23	0.17			0.18	-	-
Professional	0.58	0.20	0.33	0.17	54,332,167	92,905	0.18	97,797.90	\$ 4,893.18
Restaurant	0.20	0.10	0.17	0.17	29,522,420	51,010	0.18	53,140.36	\$ 2,130.32
Rental by owner	0.36	n/a	0.16	0.17	18,734,462	32,046	0.18	33,722.03	\$ 1,675.85
Repair Serv.	0.36	0.15	0.16	0.17	12,565,712	21,392	0.18	22,618.28	\$ 1,225.79
Public Utilities	<i>0.50</i>	0.50	0.50	0.50	3,122,777	15,614	<i>0.50</i>	15,613.89	-
Wholesale (gross purchases)	<i>0.05</i>	0.075	0.05	0.05	26,715,228	14,852	<i>0.05</i>	14,852.23	-
Money Lenders**	0.58	0.16	0.16	0.17			0.18		
Building Contractors	0.16	0.10	0.13	0.14	65,472,607	93,936	0.15	98,208.91	\$ 4,272.47
Hotel	0.36	0.23	0.23	0.17			-	-	-
Massage Therapy	0.36	0.20	0.23	0.17			-	-	-
Amusements		0.25	0.21	n/a				-	-
<i>Flat Tax Rates:</i>									
Fortune Tellers	1,000.00	500.00	500.00	500.00			-	-	-
Carnivals (per Show)	1,000.00	n/a	n/a	500.00			-	-	-
Itinerant & Peddlers	500.00	250.00	500.00	500.00		6,500.00	-	6,500.00	-
Total					441,506,404	723,165		758,327	\$ 35,162.02

NOTES:

Projection based on 2015 receipts as 2016 data is not yet complete

Code limits per Code of Virginia 58.1-3703, 3706, 3716, 3720, 3721, 3728, and 3731. **Rates in Italics already at code maximum.**

Leesburg and the County are under different limitations due to their populations. Both also include additional flat tax rates for ABC/Mixed Beverages and coin operated amusements machines. And both license restaurants under the retail category.

*Business Service & Personal Service are combined in our system.

**Money Lenders receipts/tax revenue grouped with Business/Personal Service for reporting since only one business in town.

^Loudoun County has a fixed license fee of \$30 for gross receipts under \$200k and no fee for home based businesses with receipts under \$4k.

Town of Purcellville
 Business License Rate History

Business License:

Tax Year	2001	2002	2003-2010	2011-2016
Building Contractor	0.14	0.14	0.14	0.14
Retail	0.17	0.17	0.17	0.17
Restaurant	0.19	0.17	0.17	0.17
Financial	0.19	0.17	0.17	0.17
Real Estate	0.19	0.17	0.17	0.17
Professional	0.17	0.17	0.17	0.17
Repair	0.17	0.17	0.17	0.17
Personal Serv	0.17	0.17	0.17	0.17
Business Serv	0.17	0.17	0.17	0.17
Wholesale	0.05	0.05	0.05	0.05
Rental/by Owner	0.19	0.17	0.17	0.17
Public Utilities	0.50	0.50	0.50	0.50
Hotel Motel	0.19	0.17	0.17	0.17
Massage Therapy	0.17	0.17	0.17	0.17
Direct Sellers >4k	0.17	0.17	0.17	0.17
Carnivals/Amus	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Fortune-teller	n/a	n/a	500.00/yr	500.00/yr
Itinerant Vendor	500.00/yr	500.00/yr	500.00/yr	500.00/yr
Coliseum, Arenas	n/a	n/a	n/a	1000.00/yr
Savings & loan, credit union	n/a	n/a	n/a	50.00/yr
Photographer-non VA local				30.00/yr
Manufacturer	0	0	0	0
Minimum License Fee:	\$20 min	\$20 min	\$20 min	\$20 min

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STAFF REPORT
ACTION ITEM

Item #13c

SUBJECT: Sports Grant Process

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Melanie Scoggins; Division Manager – Parks and Recreation
Daniel C Davis; Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

The Parks and Recreation Advisory Board (PRAB) is seeking approval from Town Council to move forward with the Sports Grant Process as summarized in this report with any suggested changes from Town Council incorporated in the process. The PRAB proposes to begin soliciting for sports grant applications in late October and award funding to grantees in late January or early February for use during the spring sports season.

BACKGROUND:

The Sports Grant funding program was initiated around 2008 and historically has been managed by the Parks and Recreation Advisory Board. The program is intended to support local sports organizations by supplementing their operational/facility rental costs, assisting with equipment needs, or providing scholarships for participants. The Town budget has been approved to provide \$5200.00 to fund this program. Applications for funding are solicited from the public by the PRAB, and they typically receive between 6 and 10 applications. During a regular meeting, the PRAB reviews and discusses each application to determine if the requesting organization meets the criteria put forth in the application and how much funding, if any, the organization should be awarded. Following review by the PRAB, staff presents Town Council with the recommended allocations from the PRAB and then Town Council takes action to approve that recommendation or make changes to that recommendation and award funding based on a vote.

The application process has changed slightly over the last few years to incorporate more precise criteria that has been requested by members of Town Council and Members of PRAB.

ISSUES:

In FY 2016 the PRAB and Town Council made minor changes to the grant application in hopes of gaining more information about the applicant organizations. One of those changes requests clarification on the tax status of the applicant organization. However, the wording of this question caused confusion for applicants and led to additional questions from Council. In order to rectify this issue, the PRAB, with input from Town Attorney, has added a new portion to the application entitled "Organization Eligibility Checklist," that will ensure understanding from the applicant and require proof of organization designation from the IRS. The Town is only permitted to give donations to organizations identified under Va. Code 15.2-953 and the addition of this portion of the application will ensure that the Town is following the Code.

Additionally the PRAB is proposing a requirement that all applicant organizations must meet with the PRAB and answer any questions they may have about the organization's request. The purpose of this presentation is to show their need and planned use for their funding request.

BUDGET IMPACT:

The budget includes a line item for \$5,200 for this program in FY17. However, final allocation is at the Council's discretion.

MOTION(S):

1. I move that Town Council approve of the suggested changes to the Sports Grant funding process and application and adopt the revised Application Form shown in Attachment 1. I further move that Town Council approve the PRAB's timeline to solicit applications at this time and return to Council in early 2017 with recommended funding amounts.

OR

2. I move an alternate motion....

ATTACHMENT(S):

1. Application



TOWN OF PURCELLVILLE
FY 2017 SPORTS LEAGUE FUNDING APPLICATION
APPLICATIONS DUE BY: ??

Applicant Details:

Club/league Name (No Acronyms): _____

Official Representative: _____

Title: _____

E-mail address: _____

Mailing Address: _____

Telephone: (Day) _____

(Mobile) _____

Total Amount Requested: \$ _____

Organization Eligibility Checklist:

Pursuant to Va. Code 15.2-953, applicant must certify that each of the following scenarios are true and provide a letter to the Town from the IRS confirming the organization's tax exempt status in order to be eligible for funding.

[] by checking this box, the applicant certifies that it is a youth sports or recreational organization exempt from taxation under the Internal Revenue Code

[] by checking this box, the applicant certifies that it is not controlled in whole or in part by a church, a religious organization, or a sectarian society (exclusive of the YMCA, the YWCA, Habitat for Humanity, and the Salvation Army)

[] by checking this box, the applicant certifies that it has submitted to the Town a letter from the IRS confirming the current exempt status of the organization

[] by checking this box, the applicant certifies that the youth sports or recreational organization applying for grant funds has not and will not, directly or indirectly, participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.* Such participation or intervention includes:

- campaign contributions,
• public statements of position (verbal or written) made on behalf of the youth sports organization in favor of or in opposition to any candidate for public office,

- voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates.

*For reference, see: <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501-c-3-tax-exempt-organizations>)

For more information on how to apply to the IRS for tax-exempt status, see:

IRS [Publication 4220](#), *Applying for 501(c)(3) Tax-Exempt Status*, which is designed to help prospective charities apply for tax exemption under the tax law

<https://www.irs.gov/charities-non-profits/application-process>, an on-line tutorial regarding eligibility for tax exempt status

Criteria for Consideration:

When selecting grantees the below criteria will be considered in addition to the question responses.

- The organization/league must serve the Town of Purcellville area and have citizens of the Town of Purcellville as players.
- Priority consideration will be given to sports teams that serve Purcellville residents and in which all players are permitted to play regardless of skill level.
- Participant demographic information may be requested prior to funding approval.
- Applicants will be required to address the Parks and Recreation Advisory Board at a standing meeting.

For more information, call (540) 751-2350. The form should be submitted by mail to the address below, or emailed to mscoggins@purcellvilleva.gov.

Town of Purcellville/Annual Sports League Funding/ 221 S. Nursery Avenue / Purcellville, VA 20132

Participant Demographic Information:

Please provide the total number of participants in your program. _____

Please provide the number of participants that live in Purcellville Town Limits. _____

Past Award Usage:

Is your organization a previous recipient of the Purcellville Sports League Funding grant? yes no

If so, what years did you receive the award? _____

If so, please state how the funding was used in the most recent year that your organization received the award.

Has your organization received funding sources from other outside organizations in the past?

yes no

Reason for Funding:

Please describe the activity/project/use that you are planning to undertake:

Use Description:

How will the money requested assist in your planned activity/project use, if approved?

Timeframe:

When are you proposing to use the funding?

Other Information:

We welcome any further information that may assist us in the processing of your application. Please attach any relevant price quotes, letters of support etc.

Declaration:

Organization Name (No Acronyms): _____

The information herein is the best of my knowledge, true and correct.

Name of Official Representative: _____

Signature: _____

Date: _____

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STAFF REPORT
ACTION ITEM

Item #13d

SUBJECT: Bulk Water Rates
DATE OF MEETING: October 11, 2016
STAFF CONTACT: Alex Vanegas, CPM, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Based on the feedback of our bulk water customers and to ensure that the Town captures the true cost of service including operational costs, debt service and capital improvements, the Town should charge a rate for bulk water sales of \$15.18 per 1,000 gallons without an administrative fee. Staff is recommending that the Town Council adopt the new rate of \$15.18 per 1,000 gallons for bulk water and an availability fee of \$25,754 for properties located within the Town of Purcellville and \$51,508 for properties located outside the Town of Purcellville that require a 5/8" meter waterline connection all of which was properly advertised on September 9 & 16, 2016.

BACKGROUND:

On June 14, 2016 the Town Council adopted the tax and rate fees for fiscal year 2016-2017. Effective July 1, 2016, the Town began charging our bulk water customers \$11.00 per 1,000 gallons sold in addition to a \$50.00 administrative fee per day. This fee was derived from the cost it took each staff member to work on administrative components such as monitoring, tracking and billing associated with the bulk water program. The calculation of the administrative fee did not consider that staffing resources were already being captured in rate structure. Unfortunately, the \$50.00 administrative fee per day drives up the cost

for each vendor so that it is no longer feasible for the company to be profitable. This is especially true for smaller bulk water users as the impact is greater. As a result, from a marketing perspective, using the current price with the administrative fee; we are no longer competitive with other jurisdictions. Staff presented this issue to the Town Council on July 26, 2016 and that same evening the Council adopted an interim ordinance to repeal the administrative fee until the bulk water rates could be revisited in September 2016. As a result of the Town Council's action, the \$11.00 fee per 1,000 gallons remained in effect. Staff properly advertised the bulk rate of \$15.18 per 1,000 gallons on September 9 & 16, 2016 for a Public hearing and/or consideration at the September 27, 2016, Town Council meeting. In addition, staff is requesting that the Town Council approve the availability fee for a 5/8" meter which was inadvertently left off the Master Tax fee schedule. This fee charges \$25,754 for properties located within the Town of Purcellville and \$51,508 for properties located outside the Town of Purcellville that require a 5/8" meter waterline connection.

BUDGET IMPACT:

If the Town Council adopts new bulk water rate, we should see a positive variance from the projected revenue in the water enterprise fund identified in the Town's budget. This amount will be dependent on the supply and demand on the system which can vary throughout the year.

MOTION:

"I move that the Purcellville Town Council adopt ordinance 16-09-02 setting the bulk water rate at \$15.18 per 1,000 gallons and an availability fee of \$25,754 for properties located within the Town of Purcellville and \$51,508 for properties located outside the Town of Purcellville that require a 5/8" meter waterline connection."

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

ORDINANCE NO. 16-09-02

PRESENTED: September 27, 2016
ADOPTED:

AN ORDINANCE: AMENDING THE MASTER TAX AND FEE SCHEDULE LOCATED AT APPENDIX ‘A’ OF THE TOWN CODE TO INCREASE THE BULK WATER RATE, ELIMINATE THE BULK WATER ADMINISTRATIVE FEE, AND RATIFY THE IN-TOWN AND OUT-OF-TOWN WATER AVAILABILITY FEES

BE IT ORDAINED by the Council of the Town of Purcellville, Virginia that the Town’s taxes, charges and fees, which are set forth in the Master Tax and Fee Schedule located at Appendix ‘A’ of the Town Code, be amended as follows:

1. The Water Supply System usage rate for bulk water shall be increased from \$11.00 per 1,000 gallons to \$15.18 per 1,000 gallons.
2. The Water Supply System administrative fee for bulk water shall be eliminated.
3. The Water Supply System connection fee (also known as “availability fee”) of \$25,754 for properties located within the Town of Purcellville requiring a 5/8” waterline is hereby ratified.
4. The Water Supply System connection fee (also known as “availability fee”) of \$51,508 for properties located outside the Town of Purcellville requiring a 5/8” waterline is hereby ratified.

BE IT FURTHER ORDAINED by the Council of the Town of Purcellville, Virginia that all other previously adopted Town taxes, charges, and fees not amended herein are hereby ratified.

BE IT FURTHER ORDAINED that this Ordinance shall be effective upon its adoption.

AN ORDINANCE: AMENDING THE MASTER TAX AND FEE SCHEDULE LOCATED AT APPENDIX 'A' OF THE TOWN CODE TO INCREASE THE BULK WATER RATE, ELIMINATE THE BULK WATER ADMINISTRATIVE FEE, AND RATIFY THE IN-TOWN AND OUT-OF-TOWN WATER AVAILABILITY FEES

Authority and Cross References

Va. Code § 15.2-2111 (“Regulation of sewage disposal or water service”); Va. Code § 15.2-2122(7) (“Localities authorized to establish, etc., sewage disposal system; incidental powers”); Va. Code § 15.2-2119 (“Fees and charges for water and sewer services”)

PASSED THIS ___ DAY OF _____, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk



#13.e

STAFF REPORT
ACTION

SUBJECT: Barment Program – Ordinance Amendment

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Chief Cynthia McAlister

RECOMMENDATION:

In an effort to address issues of negative impact on the businesses, residents, and visitors of the Town of Purcellville, it is recommended that the Town Council support the restructuring of the Barment Program and adopt the Power of Attorney to combat trespass issues within the Town.

SUMMARY:

All jurisdictions face the challenge of helping local businesses address chronic issues of loitering, vandalism, drug sales, intoxication, or other “suspicious activity.” Private property owners have the ability to ban individuals from their private property, but the challenge is how the Purcellville Police Department (PPD) can provide assistance in keeping unwanted guests off private property.

A “Barment Program” is one in which the PPD has the ability to use their authority to enforce a private property owner’s trespass notice. Through the Limited Power of Attorney, Town of Purcellville Police Officer’s will be given the authority to bar/trespass individuals who have no legal authority or are committing a crime on the property of a business owner. With this, officers will be able to maintain order, protect property and reduce crime to keep the town residents safe.

This program is not designed to be a panacea for all problems at all properties. Most trespassing issues are more appropriately handled between private parties, with or without law enforcement involvement. However, where a location has pervasive quality-of-life issues such as loitering, vandalism, drug sales, intoxication, or other “suspicious activity,” this program gives the Purcellville Police Department a formidable tool to wield against these offenders. Once granted authority, officers can decide unilaterally that a person is no longer welcome on a property and if (eventually) ignored, can make an arrest(s) until the problem is ameliorated. This program is a great example of community partnership with

law enforcement – working with business and property owners, together we can make life more tolerable in those specific areas.

BACKGROUND:

The process begins with the identification of a problem area candidate. Indicators such as high number of calls for service, repeat offenders, multiple citizen complaints, deteriorating conditions, or requests by exasperated owners will help identify locations that might be an appropriate use of this program. Once identified, the owner signs, before a Notary Public, a Limited Power of Attorney (POA) that gives the Purcellville Police Department the authority to act on their behalf with regard to trespassing issues. The signed Power of Attorney is kept on file at PPD and also with the Town of Purcellville.

The Chief of Police will assign the administrative and management function of this program to one individual within the PPD. This assignment will consist of collecting notices, updating the computer database and disseminating information to other officers.

As time advances, any PPD officer may complete and present a Trespass Notification form to a person on a property enrolled in this program. If a violation occurs later, any PPD officer may charge trespass, whether by summons or custodial arrest.

BUDGET IMPACT:

There is no budget impact with this item.

MOTION:

“I move that Town Council direct the Town Attorney to prepare an Ordinance enacting a barment program under the authority of Va. Code 15.2-1717.1, and direct Town Staff to advertise a public hearing on such proposed ordinance for a public hearing date not later than December 13, 2016.”

ATTACHMENTS:

1. *Limited Power of Attorney* form, providing ultimate authority to officers of the Town of Purcellville for enforcement and court purposes. This document has been reviewed and approved by the town attorney.

2. *Town of Purcellville* amendment to the barment program for the Purcellville Police Department, adopting attached forms both for internal and property owners use.
3. Virginia Code Section 46-32. - Instigating or encouraging trespass by others; preventing service to persons not forbidden to trespass.
4. Virginia Code Section 46-31. - Trespass after having been forbidden to do so
5. 15.2-1717.1 Designation of police to enforce trespass violations
6. Documentation of all business registered in the Town of Purcellville (with mapping area.)

Limited Power of Attorney

I/We, _____ (as owner, lessee, custodian, agent or designee of any such person or other person lawfully in charge) of _____ [address], make this Limited Power of Attorney, as authorized by Section 15.2-1717.1 of the Code of Virginia and Section 46-31 of the Purcellville Town code. Each and every sworn officer of the Purcellville Police Department is hereby:

1. Designated as a "person lawfully in charge of the property" for the purpose of forbidding another to go or remain upon the lands, buildings or premises of the property described herein.
2. Authorized to serve trespass notices at the officer's discretion, or at the request of the owner, lessee, custodian, agent or designee, to any person who is not otherwise legally entitled to use of occupy the property.
3. Authorized to file criminal complaints for trespass on the listed property.
4. Authorized to testify on behalf of the owner, lessee, custodian, agent, or designee of any such person of _____, in any criminal prosecutions arising out of the trespass notices and complaints described above.

This Limited Power of Attorney shall commence on the date of execution below and remain in effect for perpetuity or until revoked by the owner, lessee, custodian, agent or designee of any such person or any other person lawfully in charge. This Limited Power of Attorney shall not terminate upon my disability.

WITNESS my signature and seal this _____ day of _____, _____

(Signature)

(Printed Name and Title, if any)

County of Loudoun
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this _____ day of _____, _____

NOTARY PUBLIC

My Commission Expires: _____, _____

New Property in Barmment Program

Once a private property candidate has been identified, the owner and/or manager of the property must complete the following steps:

1. Complete and sign, in the presence of a notary, the Limited Power of Attorney form.
2. Sign a blank Town of Purcellville Trespass form.
3. Additionally, sign and notarize the Private Property Authorization form(*)
4. Mail or hand-deliver the completed forms to the PPD, ultimately to the program manager.

Responsibility of the program manager:

1. File the original POA with the Town of Purcellville; document who, date, time, and who the item was dropped off with
2. Make copies of all documents
3. Make sure the property owner has a copy of all necessary paperwork
4. Update PPD computer files to note the property's inclusion into the program

(•) The Private Property Authorization form is a comprehensive authority granted to PPD, which allows enforcement of all State and town laws. This is separate from the Power of Attorney granted specifically for this program.

Sec. 46-32. - Instigating or encouraging trespass by others; preventing service to persons not forbidden to trespass.

If any person shall solicit, urge, encourage, exhort, instigate or procure another or others to go upon or remain upon the lands, buildings, or premises of another, or any part, portion or area thereof, knowing such other persons to have been forbidden, either orally or in writing, to do so by the owner, lessee, custodian or other person lawfully in charge thereof, or knowing such other persons to have been forbidden to do so by signs posted on such lands, buildings, premises or part, portion or area thereof at places where they may reasonably be seen; or if any person shall, on such lands, buildings, premises or part, portion or area thereof prevent or seek to prevent the owner, lessee, custodian, person in charge or any of his employees from rendering service to any person or persons not so forbidden, he shall be guilty of a class 1 misdemeanor.

Comment Text (parent not a footnote)(Code 1977, § 12-30)

Sec. 46-31. - Trespass after having been forbidden to do so; penalties.

If any person without authority of law goes upon or remains upon the lands, buildings or premises of another, or any portion or area thereof, after having been forbidden to do so, either orally or in writing, by the owner, lessee, custodian or other person lawfully in charge thereof, or after having been forbidden to do so by signs posted by such persons or by the holder of any easement or other right-of-way authorized by the instrument creating such interest to post such signs on such lands, structures, premises or portion or area thereof at places where it or they may be reasonably seen, or if any person, whether he is the owner, tenant or otherwise entitled to the use of such land, building or premises, goes upon, or remains upon such land, building or premises after having been prohibited from doing so by a court of competent jurisdiction by an order issued pursuant to Code of Virginia, §§ 16.1-253, 16.1-253.1, 16.1-278.2 through 16.1-278.6, 16.1-278.8, 16.1-278.14, 16.1-278.15, or 16.1-279.1, or an ex parte order issued pursuant to Code of Virginia, § 20-103, and after having been served with such order, he shall be guilty of a class 1 misdemeanor. This section shall not be construed to affect in any way the provisions of Code of Virginia, §§ 18.2-132—18.2-136.

Comment Text (parent not a footnote)(Code 1977, § 12-29)

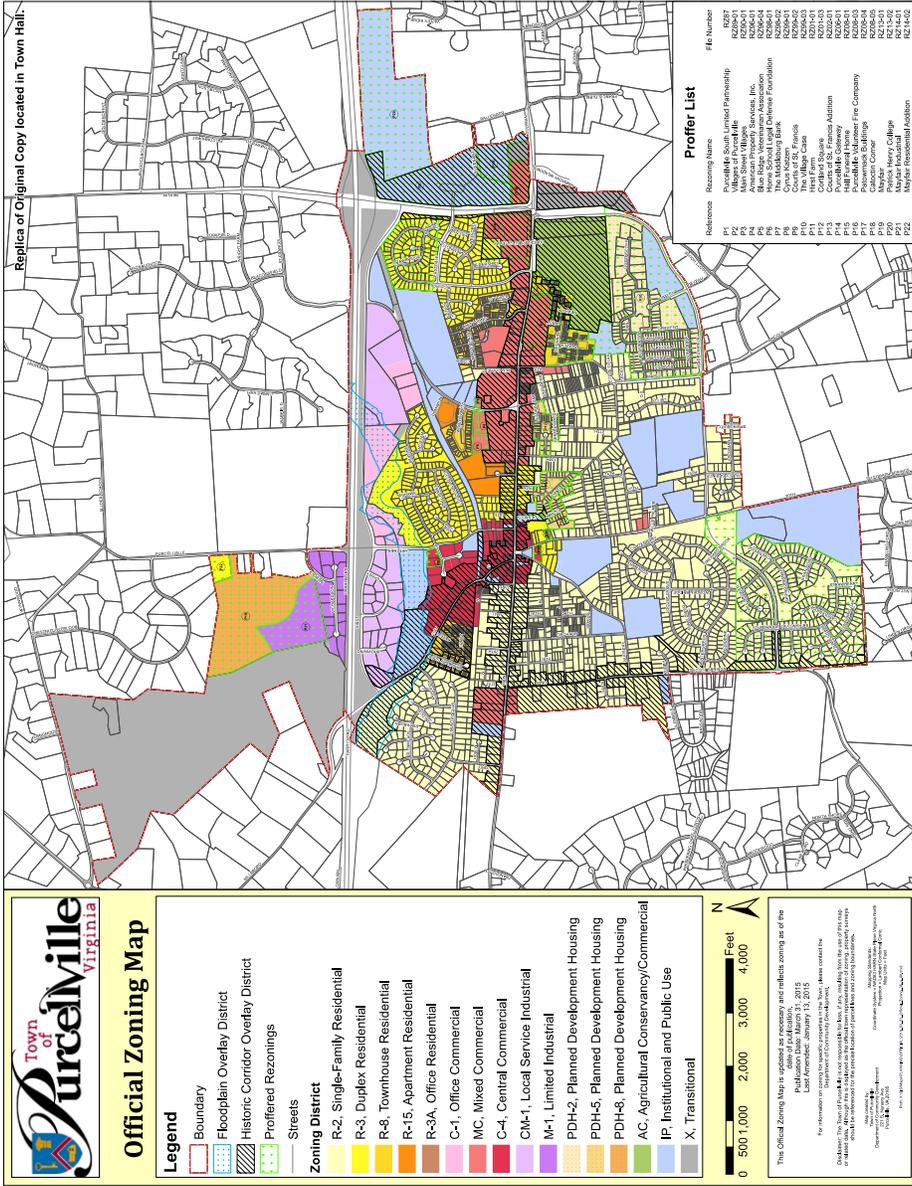
15.2-1717.1 Designation of police to enforce trespass violations

Universal Citation: [VA Code § 15.2-1717.1 \(2001 through Reg Session\)](#)

15.2-1717.1. Designation of police to enforce trespass violations.

Any locality may by ordinance establish a procedure whereby the owner, lessee, custodian, or person lawfully in charge as those terms are used in 18.2-119, of real property may designate the local law-enforcement agency as a "person lawfully in charge of the property" for the purpose of forbidding another to go or remain upon the lands, buildings or premises as specified in the designation. The ordinance shall require that any such designation be in writing and on file with the local law-enforcement agency.

(1999, c. 275; 2002, c. 328.)





STAFF REPORT

ACTION

Item #13f

SUBJECT: RFP #PW-2016-01, for Project/Construction Management & Related Services

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Alex Vanegas, CPM, Director of Public Works

SUMMARY and RECOMMENDATIONS:

The Staff recommends that the Town Council approve the selection of the following two firms for a Task Order Contract (TOC) for Project/Construction Management and Related Services, based on the attached hourly rates:

- Rummel, Klepper & Kahl, LLP (RK&K)
- Whitman, Requardt & Associates, LLP (WRA)

BACKGROUND:

On May 24, 2016, the Town advertised for proposals for a Task Order Contract (TOC) for Project/Construction Management and Related Services. On June 28, 2016, the Town received six (6) proposals. After reviewing the proposals, two firms (Contractors), RK&K and WRA, were selected to interview. Staff believes that those two firms are also suitable to provide the Project/Construction Management Services that the Town may require under the TOC.

Firms selected under the TOC will be asked to develop a scope of services for a defined task. The tasks will remain within the scope of services listed in the proposal. No single project awarded under the Contract shall exceed the cost of \$100,000, and the sum of all projects performed in a one-year contract term by a single Contractor shall not exceed \$500,000. The initial term of the proposed Contract will be one year. The Contract may be renewed for up to four one-year extensions, upon mutual agreement of both parties.

ISSUES:

The Town does not have any firms with a current contract for Project/Construction Management and Related Services. Past firms have assisted the Town Staff with a wide variety of projects. They have acted as an agent for the Town, assisting with project management and administration, constructability reviews of plans, inspections, and in particular with Capital Improvement Projects. The TOC allows the Town to request assistance as needed without a cumbersome procurement requirement for each of the tasks.

BUDGET IMPACT:

The impact to the budget is task dependent. The companies selected under the Task Order Contract will be asked to develop a scope of services for a particular task. The Town reserves the right to negotiate the cost of the task with a TOC or to reject the proposal if it is felt the cost or scope is unacceptable. Individual tasks will remain within the scope of services listed in the request for proposals and cannot have a total cost above \$100,000.

MOTION(S):

“I move that the Town approve the firms listed below for the Project/Construction Management and Related Services Basic Ordering Agreement, based on the hourly rates, and authorize Staff to develop and sign the necessary Contracts.”

- Rummel, Klepper & Kahl, LLP (RK&K)
- Whitman, Requardt & Associates, LLP (WRA)

ATTACHMENT(S):

1. Hourly Rates, WRA and RK&K.

Attachment 1

Project/Construction Management Rates Comparison (1st 12 months); rates may be increased at 1% for each subsequent renewal period

	RK&K	WRA
Principal (Corporate Officer or Partner)	\$87.70	-
Project Manager	\$87.70	\$77.65
Architect/Engineer 1	\$63.40	\$72.02
Architect/Engineer 2	\$50.97	\$56.50
Architect Engineer 3	\$38.76	\$36.15
Technician 1	\$37.50	-
Technician 2	\$30.90	-
Administrative	\$24.12	\$25.35

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STAFF REPORT
ACTION ITEM

Item #13g

SUBJECT: Approval of Strategic Initiatives from
the Strategic Planning Session

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Robert W. Lohr, Jr., Town Manager

SUMMARY and RECOMMENDATIONS:

Each year, the Town Council holds a Strategic Planning Session to set their vision, mission, core values and most importantly strategic initiatives for the upcoming year. After the meeting, the staff consolidates all of the work and presents it to Council for their formal approval. Staff recommends Council adopt their Strategic Initiatives for fiscal year 16/17.

BACKGROUND:

On September 9th and 10th of this year, the Town Council met for a two day Strategic Planning Session which allowed the Town Council to step away from the day-to-day operations and responsibilities and meet with their departments, committees, commissions and boards to review their operations and get feedback from all groups on opportunities, challenges and help that each group may need to accomplish the work of our citizens, businesses and Town Council. This program was facilitated by Dr. Mike Chandler who is a former professor from Virginia Tech and also served as a town council and planning commission member for the Town of Blacksburg, VA. Dr. Chandler has worked with our Town Council for over twelve years and has extensive experience with the Town of Purcellville and this allows him to be able to better assist the Town Council and community during these intensive work sessions.

The second day of the Strategic Planning Session involved Town Council reviewing the goals and accomplishments from the previous year along with each Council member getting an opportunity to identify items that they would like to see the Town address in the following year. Most of the day is spent on reviewing our Strategic Initiatives which we then capture and present to Council for formal approval in early October.

ISSUES:

By revisiting the Strategic Initiatives and policies annually, the Town Council is able to adjust quickly to changes within our community. These Strategic Initiatives provide a clear direction for staff and also gives Council a measurable metric to see how the Town is successfully accomplishing these priorities.

BUDGET IMPACT:

The actual budget and fiscal impact of each Strategic Initiative will be evaluated and properly assigned as the Town Council, Committees, Commissions, Boards and staff work towards accomplishing these items throughout the year. No project or item will begin without the appropriate funding either established or transferred by appropriate action.

MOTION(S):

"I move that we adopt the formal Vision, Mission, Core Values and Strategic Initiatives as identified by Town Council and captured under *Attachment I*."

ATTACHMENT(S):

1. Vision, Mission, Core Values and Strategic Initiatives – revised October 2016



In September 2016, the newly elected Town Council of Purcellville held their first strategic planning session, where they identified a new vision and future initiatives.

The Town Council and all others involved in this planning would like to share their strategy for the future of Purcellville with you, its stakeholders and citizens.

Below you will find four Strategic Initiatives that have been identified and the actions that will be taken in order to achieve them. They are explained on the reverse.

1. Promote Community & Economic Well-Being
2. Practice Good Governance
3. Strengthen Community Partnerships
4. Fund the Future

VISION

“Purcellville your small Town, where history and progress intersect and people prosper.”

MISSION

As stewards worthy of community trust, we work to discern, define and implement an agenda to nurture and preserve our residents’ quality of life. Through Town Council policies and leadership, we foster an open, cooperative and admired model government that encourages full public participation and ensures the level of services our citizens expect and deserve.

CORE VALUES

Integrity
Trust
Transparency
Innovation
Accountability
Stewardship

Mayor & Town Council

Mayor Kwasi Fraser
Vice Mayor Karen Jimmerson
Chris Bledsoe
Ryan Cool
Kelli Grim
Doug McCollum
Nedim Ogelman

Town of Purcellville

221 South Nursery Avenue, Purcellville, VA 20132
www.purcellvilleva.gov (540) 338-7421

Town of Purcellville Strategic Initiatives

Promote Community & Economic Wellbeing

Capitalize on Purcellville's healthy mix of assets, location and heritage to diversify, grow and strengthen the community and economic well-being of citizens and businesses alike.

Action Agenda

- Initiate the review and update of the Purcellville Comprehensive Plan inclusive of a build-out analysis.
- Refine an Economic Development Plan for Purcellville that supports local businesses and entrepreneurs through a business retention and expansion plan and to develop and implement a tourism strategy for Purcellville.
- Develop/establish a specific brand to promote Purcellville.
- Complete and analyze a business satisfaction survey.
- Monetize existing community assets and open space property.
- Continue transportation enhancements
 - Multimodal
 - Route 7 bypass/Route 690 interchange
 - Upgrades to Route 7 bypass/Route 287 interchange

Practice Good Governance

Perform government functions effectively and efficiently while being accountable to the citizens of Purcellville.

Action Agenda

- Engage each Town department and Committee, Commission and Board to identify their top priorities and needs.
- Develop a short and long term debt management strategy for the Town.
- Complete a staffing pattern/plan for needed FTE's and part-time employees.
- Conduct an independent efficiency and effectiveness audit of Town services and programs.
- Incorporate cost of services strategies to ensure operational efficiency across Town departments.
- Research alternative high-speed, high-capacity telecommunication/internet capabilities for Town residents and businesses.
- Expand transparency and accountability through programs, software and other tools.
- Review development and recruiting procedures for small businesses and look at stream lining opportunities.
- Collect immediate feedback from new businesses and residents.

Strengthen Community Partnerships

Implement a positive and interactive relationship with town citizens and must be committed to helping citizens gain a greater understanding of and connection with their Town government.

Action Agenda

- Continue to implement community surveys.
- Host Town Forum and Informational Sessions on Town Services to allow citizens to learn about areas important to them.
- Review and update Committee, Commissions and Boards Policy Guide, mission, purpose statement, and bylaws.
- Revise and update the BAR Design Standards.
- Cultivate a partnership with neighboring towns, Loudoun County, the Commonwealth of Virginia and our Federal Government.
- Reactivate the Coalition of Loudoun Towns (COLT) to better link our neighboring towns with Western Loudoun issues.
- Establish a partnership with local realtors to create "Welcome Wagon" concept.

Fund the Future

Purcellville will require a commitment to identifying and discussing revenue options and opportunities.

Action Agenda

- Review and revise a Financial/Fiscal Policy for Purcellville.
- Develop a Capital Maintenance Program for Town assets.
- Continue to explore new ways to put the Town's utilities on a path of self-sufficiency.
- Continue to increase non-tax revenue as a percent of Town revenue.
- Review and revise CIP projects and 5 year plan.
- Maintain and enhance the Town's Credit Rating.
- Explore facility options for Police Department.



STAFF REPORT
ACTION ITEM

Item #13h

SUBJECT: Initiation of Zoning Ordinance Text Amendments

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Sally Hankins, Town Attorney

SUMMARY:

At the Town Council meeting on September 27, 2016, Town Council adopted a motion directing the Town Attorney to draft a Resolution initiating Zoning Ordinance text amendments relating to Stream and Creek Buffers, C-4 District Building Height Limits, Civil Penalties, Screenings and Plantings, and Clearing Limits for Minimum Plan Requirements. After the meeting, the Town Attorney conferred with Council Member Grim, as the maker of the motion, to understand the nature of the amendments. Based on that conversation, the attached Resolution initiating the text amendments was drafted.

The attached Resolution proposes the following:

1. Amend the Zoning Ordinance to lower the maximum heights allowed in the C-4 Zoning District under various conditions; and
2. Amend the Zoning Ordinance to add tree preservation requirements, to increase the quantity and quality of required tree and vegetative plantings within the Town's Stream and Creek Buffer, and to increase the required quantity and quality of tree and vegetative plantings on non-residential properties; and
3. Review and amend Articles 7 and 14 of the Zoning Ordinance, which govern Landscaping, Buffering, Open Space, and Stream and Creek Buffers, in order to remove ambiguities, reflect state code requirements, and clarify existing language; and
4. Amend the Zoning Ordinance to add a schedule of civil financial penalties that will be imposed for violations of the Zoning Ordinance.

RECOMMENDATION:

The attached Resolution accomplishes the above purposes and its adoption is at the discretion of Town Council.

ISSUES:

1. The proposed text amendments are a significant undertaking. For that reason, the Resolution authorizes the Planning Commission to take more than the 100 days allowed by statute to present its recommendations to Town Council. The Resolution, however, imposes no deadlines on the Planning Commission. Town Council should consider whether it would like to impose one or more deadlines on the process.
2. The Resolution directs the proposed amendments to be undertaken in a particular order. Town Council may, at its discretion, revise the order.

BUDGET IMPACT:

There is no budget impact with this item.

MOTION:

I move that Town Council adopt Resolution 16-10-02, initiating amendments to Article 7, Article 14, Article 4 Section 9.8, and Article 11, Section 17 of the Zoning Ordinance.

ATTACHMENT(S):

1. Resolution 16-10-02

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 16-10-02

PRESENTED: October 11, 2016
ADOPTED: _____

A RESOLUTION: INITIATING AMENDMENTS TO ARTICLE 7 (LANDSCAPING, BUFFERING, AND OPEN SPACE REGULATIONS), ARTICLE 14 (STREAM AND CREEK BUFFER), ARTICLE 4 SECTION 9.8 (C-4 CENTRAL COMMERCIAL DISTRICT, HEIGHT STANDARDS), AND ARTICLE 11, SECTION 17 (VIOLATION AND PENALTIES) OF THE ZONING ORDINANCE

WHEREAS, the Town Council desires to amend the Zoning Ordinance to lower the maximum heights allowed in the C-4 Zoning District under various conditions; and

WHEREAS, the Town Council desires to amend the Zoning Ordinance to add tree preservation requirements, to increase the quantity and quality of required tree and vegetative plantings within the Town's Stream and Creek Buffer, and to increase the required quantity and quality of tree and vegetative plantings on non-residential properties; and

WHEREAS, in addition to increasing the quantity and quality of required tree and vegetative plantings as stated above, the Town Council desires to wholly review and amend Articles 7 and 14 of the Zoning Ordinance, which govern Landscaping, Buffering, Open Space, and Stream and Creek Buffers, in order to remove ambiguities, reflect state code requirements, and clarify existing language; and

WHEREAS, under authority granted by Va. Code 15.2-2209, the Town Council desires to adopt a schedule of civil financial penalties that will be imposed for violations of the Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Purcellville that:

1. The public necessity, convenience, general welfare, and good zoning practice require consideration of these proposed amendments to the Zoning Ordinance, which are hereby initiated and referred to the Planning Commission, to be considered and acted upon in the following order:
 - a. Tree Planting, Tree Preservation, Landscape, and Stream & Creek Buffer Amendments to Article 7 and Article 14
 - b. C-4 District Height Standard Amendments to Article 4, Section 9.8

A RESOLUTION: INITIATING AMENDMENTS TO ARTICLE 7 (LANDSCAPING, BUFFERING, AND OPEN SPACE REGULATIONS), ARTICLE 14 (STREAM AND CREEK BUFFER), ARTICLE 4 SECTION 9.8 (C-4 CENTRAL COMMERCIAL DISTRICT, HEIGHT STANDARDS), AND ARTICLE 11, SECTION 17 (VIOLATION AND PENALTIES) OF THE ZONING ORDINANCE

- c. Civil Financial Penalties Amendments to Article 11, Section 17
2. As to each amendment, the Planning Commission shall present to the Town Council its recommendations prior to holding a public hearing, and will take into consideration any comments from Town Council. Thereafter, the Planning Commission shall hold a public hearing and may make appropriate changes to the proposed ordinance or amendment as a result of the hearing. Finally, the Planning Commission will present the proposed amendment to the Town Council together with its recommendations and explanatory materials.
 3. The Town Council authorizes the Planning Commission to present the proposed amendments to Town Council more than 100 days after this resolution is adopted.

PASSED THIS ____ DAY OF _____, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk



STAFF REPORT
ACTION ITEM

Item #14

SUBJECT: Proclamation/Recognition Requests
DATE OF MEETING: October 11, 2016
STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

The following requests have been received for your consideration:

1. Proclamation for Red Ribbon Week – Shenandoah Valley Young Marines - Oct. 23 – 31 (Jeanne Artone)
2. Proclamation for Richard Gillespie Day – Nov. 5 (Kacey Young)

ATTACHMENT(S):

1. Background info. for Red Ribbon Week
2. Background info. for Richard Gillespie Day

Hays, Diana

From: J Artone <ribbonsred14@gmail.com>
Sent: Monday, October 03, 2016 12:39 PM
To: Hays, Diana
Subject: Red Ribbon Week - Shenandoah Valley Young Marines

It's that time of year again! We were interested in having one of our Young Marines speak and bring a proclamation about Red Ribbon Week to one of the Town Council Meetings. Red Ribbon Week is formally October 23-31, but we can present any time before or shortly after that week. If you are interested in having one of our Young Marines attend a meeting, please let me know. I will forward a copy of the proclamation (it will be cut and paste so that you can make changes if needed) via email. Attached is information on the history of Red Ribbon Week.

Jeanne Artone
Parent Volunteer



[Background of Red Ribbon Week](#)

Background of Red Ribbon Week

Drug demand reduction (DDR) is a major mission of the Young Marine program. Red Ribbon Week is an excellent opportunity to showcase the Young Marine emphasis on this mission. Red Ribbon Week should be a planned and scheduled annual event for every Young Marine unit. Red Ribbon Week is the oldest and largest drug prevention program in the nation reaching millions of Americans during the last week of October every year. By wearing red ribbons and participating in community anti-drug events, young people pledge to live a drug-free life and pay tribute to DEA Special Agent Enrique "Kiki" Camarena.

Kiki gave his life in the fight against drugs, and the public wanted to do something to remember the ultimate sacrifice that he paid. Shortly after Kiki's death, Congressman Duncan Hunter and Kiki's high school friend Henry Lozano launched "Camarena Clubs" in Kiki's hometown of Calexico, California. People started wearing Red Ribbons to symbolize their commitment to help reduce the demand for drugs in their communities. Hundreds of club members pledged to lead drug-free lives to honor the sacrifice made by Kiki Camarena. These pledges were delivered to First Lady Nancy Reagan at a national conference of parents combating youth drug use. Several state parent organizations then called on community groups to wear red ribbons during the last week of October as a symbol of their drug-free commitment. The act of wearing Red Ribbons took on national significance and grew into what is now known as the Red Ribbon Campaign. In 1988, the National Family Partnership (NFP) coordinated the first National Red Ribbon Week with President and Mrs. Reagan serving as honorary chairpersons. The first Red Ribbon Week celebrations were held in La Mirada and Norwalk, California.

Proclamation

RED RIBBON WEEK

October 23-31, 2016

Whereas, communities across America have been plagued by the numerous problems associated with illicit drug use and those who traffic them; and,

Whereas, there is hope in winning the war on drugs, and the hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Shenandoah Valley Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and,

Whereas, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and,

Whereas, the red ribbon was chosen as a symbol commemorating the work of Enrique “Kiki” Camarena, a Drug Enforcement Administration agent, who was murdered in the line of duty and represents the belief that one person CAN make a difference; and,

Whereas, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and,

Whereas, October 23rd – October 31st has been designated as National Red Ribbon Week which encourages Americans to wear a red ribbon to show their support for a drug-free environment.

Now, Therefore, with the support of the City Council, I, Kwasi Fraser, Mayor of the Town Of Purcellville, do hereby recognize and proclaim October 23-31, 2016 as **Red Ribbon Week** in the Town of Purcellville, and encourage all citizens, businesses, public and private agencies, media, religious and educational institutions to wear and display red ribbons and participate in drug-free activities throughout the week.

THE TOWN OF PURCELLVILLE

Kwasi Fraser
Mayor

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Hays, Diana

From: Kacey Young <kaceyoung@yahoo.com>
Sent: Tuesday, October 04, 2016 11:15 AM
To: Hays, Diana
Subject: Fw: Richard Gillespie Day?

Diana,

Please let me know what/if you need any additional information. ~Kacey

Per Richard Gillespie Day

Richard and Tracy Gillespie Address:

12692 Taylorstown Road, Lovettsville VA 20180.

Pville Resident time:

I believe Rich moved to Purcellville in 1975. Maybe it's safest to say Rich lived in Purcellville "for almost 20 years" (unless someone wants to look through tax records).

Teacher:

Richard spent his entire teaching career at Loudoun Valley High School, teaching Social Studies. While there he:

- He helped to start the Advanced Placement U.S. History program
- was Department Chair for several years
- was creator and faculty advisor for the History Club. The History Club numbered several hundred students most years
- He was named the Washington Post Agnes Meyer Teacher of the Year for Loudoun in 1993.

Member of the greater Pville Community:

- Rich was a member of Co. 2, Purcellville Volunteer Fire Department. You would have to get in touch with them to see what years he was active ([let me know if you need that info](#))
- He was a member of the Purcellville Preservation Association (PPA) and often gave walking tours and programs on his behalf.
- He and his AP students researched and wrote the booklet "Down at the Station: Purcellville and the W&OD Railroad" in 1991, and also worked on an accompanying video and an exhibit, all in commemoration of the town's distinct connection with the W&OD.
- Rich was the narrator of the 2011 documentary about Nichols Hardware

Active as History Consultant--of sorts!

--Rich was friends with many Town Council members and mayors through the years, if you want to contact any of them for input. Mayor John Marsh often called on Rich with historical questions, and my oldest brother, Eric Zimmerman, was mayor when we lived in town. Many past Council members know him well.

When Rich moved to Purcellville in the mid-1970s, it was a town of perhaps 1,600 -- maybe less. What is the population now - over 7,500? I know Rich is proud to have been able to share the town's history and heritage with his students and with its citizens. It will always have a special place in his heart.

Work with Mosby Heritage Area Association

-Was education director ([let me know if you need dates](#))

-Was Executive Director ([same](#))

-started and works with the GGIG-ers Gray Ghost Interpretive Group: an education out reach program through the -Mosby Heritage Area Association in which volunteers dress up and "interpret" early Loudoun residents and how they experienced the Civil War and/or their dealings with the "Gray Ghost" John Singleton Mosby and/ or his Mosby Rangers, Civil War confederates who largely fought using gorilla war style tactics throughout Loudoun and many of the adjacent counties.

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STAFF REPORT
ACTION ITEM

Item #15

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the September 27, 2016 Town Council Special Meeting and the September 27, 2016 Town Council Regular Meeting for review and approval by Town Council.

MOTION(S):

“I move that we approve the minutes of the September 27, 2016 Town Council Special Meeting and the September 27, 2016 Town Council Regular Meeting and waive reading.”

ATTACHMENT(S):

1. September 27, 2016 Town Council Special Meeting Minutes
2. September 27, 2016 Town Council Regular Meeting Minutes

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MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
SEPTEMBER 27, 2016, 5:00 PM
TOWN HALL HERITAGE ROOM

The special meeting of the Purcellville Town Council convened at 5:00 PM in the Heritage Room:

PRESENT: Kwasi Fraser, Mayor
Karen Jimmerson, Vice Mayor
Kelli Grim, Council member
Nedim Ogelman, Council member
Doug McCollum, Council member
Chris Bledsoe, Council member (arrived 5:57 PM)

ABSENT: Ryan Cool, Council member

STAFF: Sheryl McIlvaine, Executive Assistant

CALL TO ORDER OF SPECIAL MEETING:

Mayor Fraser called the special meeting to order at 5:00 PM.

INTERVIEWS FOR APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS:

The following applicants interviewed for appointments/reappointments/vacancies on the Parks and Recreation Advisory Board of the Economic Development Advisory Committee:

- Eamon Coy (PRAB)
- David Meistrich (EDAC)
- Sandy Nave (PRAB)
- Laura Ours (PRAB)
- Brian James (PRAB)
- Daniel Abramson (EDAC)
- Warrant Grossman (EDAC)
- Seth Castellano (EDAC)

Nathaniel Stephens was scheduled to interview but had to cancel.

CLOSED MEETING:

In the interest of time, no closed meeting was held.

ADJOURNMENT

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 6:56 PM. The motion was seconded by Council member Ogelman and approved unanimously with one absent.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
SEPTEMBER 27, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor
Karen Jimmerson, Vice Mayor
Kelli Grim, Council member
Nedim Ogelman, Council member
Chris Bledsoe, Council member
Doug McCollum, Council member

ABSENT: Ryan Cool, Council member

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Liz Krens, Director of Finance
Hooper McCann, Director of Administration
Chief Cynthia McAlister, Police Dept.
Connie LeMarr, Assistant Director of Finance
Sheryl McIlvaine, Executive Assistant

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS/APPROVAL:

Vice Mayor Jimmerson proposed moving item 12d to 12a. Mayor Fraser approved the request.

PROCLAMATIONS/RECOGNITIONS:

a. Patrick Henry College International Moot Court Championship

Town Council recognized William Bock and Helaina Hirsch for the accomplishments and issued a Proclamation for Patrick Henry College Day.

b. Recognition – Blue Ridge Middle School Lion King Production

Town Council recognized the cast of the production and congratulated them on their achievements.

PUBLIC HEARINGS:

a. Bulk Water Sales

Mayor Fraser summarized the purpose of the hearing and opened the public hearing at 7:20 PM. Alex Vanegas summarized the proposed rates. There were no residents signed up to speak.

Council member McCollum requested an explanation of the availability fee which Mr. Vanegas stated is a fee to connect to the Town's water system and is based on meter size. Council member McCollum asked if the fees in the schedule cover the costs. Alex Vanegas stated that the bulk water rate was adjusted to capture the true cost of service and the availability fees are determined by a rate consultant based on capital projects and infrastructure in place. Council member McCollum asked about the decrease in administrative fee per day. Mr. Vanegas added the Town received complaints from the vendors that the fee was excessive in comparison to other municipalities and in research found this to be true and that the fee is included in the bulk water user rate fee.

Vice Mayor Jimmerson asked how competitive the Town is and Alex provided a summary of local jurisdictions and added that the Town is competitive.

Council member Grim asked what it means for the omission of this from the Tax and Fee Schedule. Sally Hankins stated the fee was adopted by an ordinance that remained in effect because the Tax and Fee Schedule replaced all conflicting numbers and that there was no conflict because this had been omitted. Council member Grim asked for an out-of-town example of an availability fee. Rob Lohr stated an out-of-town availability has not been sold in many years and would require Council approval.

Council member Bledsoe asked how the rate was determined. Alex Vanegas stated all the operational and administrative costs as well as capital improvements and debt service is included. Sally Hankins added that the state code allows the Town to set rates and fees that are reasonable which is based on the cost and not permissible to make this a profit generating exercise. Ms. Hankins stated that the Town is allowed to charge for debt and the revenues go towards operational expenses on the user rates and that excess user rates could go towards debt. Council member Bledsoe inquired as to why the Town is proceeding if it is only covering costs. Rob Lohr noted that the Town is making some money that can be applied towards capital and can provide a further breakdown for Council.

With no further questions, Mayor Fraser closed the public hearing at 7:30 PM.

PRESENTATIONS:

a. CGI Video Update

Danny Davis summarized the history of the project on how to promote the Town and its amenities and what has been done to date.

Council member Bledsoe added that CGI has signed up 29 participants and talked about the linkage to the Town's website.

A draft of the video was shown.

Council had no comments.

CITIZEN AND BUSINESS COMMENTS:

None

MAYOR AND COUNCIL COMMENTS:

Council member Bledsoe stated he attended the solar installation by HeroHomes and is looking forward to final video project.

Council member Ogelman stated he has continued outreach with HOA's and noted that HOA's have talked about where the snow is being pushed and having a strategic plan for it.

Council member McCollum noted the VML meeting on the Federal Advisory Council scheduled for Sept. 20 was canceled and will be rescheduled. Council member McCollum attended the regular meeting of the NVRC on Sept. 21 and talked about the purpose of the NVRC which is to address regional matters and not those of individual jurisdictions. Council member McCollum added he attended the HeroHomes solar installation, the Town's Public Works Expo and the Comprehensive Plan Work Shop at the Carver Center. Council member McCollum noted he received an email request from Scott Payne, Chick-Fil-A, asking for guidance on the Town's requirements for adding trees on the hillside to the north of the restaurant. Council member McCollum stated Dan Galindo advised Mr. Payne that no formal approval is necessary to install additional landscaping provided he plants the appropriate trees and that list was provided to Mr. Payne.

Council member Grim stated she is meeting with Loudoun Cares to work towards identifying volunteers that need to have a place to volunteer and seniors, families and children that have needs. Council member Grim stated Council is working towards a regional collaboration with Town's, and talked about a bus stop at the Carver Center. Council member Grim stated she attended the morning and afternoon sessions of the Comprehensive Plan Work Shop and the attendance was small and added the next work shop is scheduled for Thursday. Council member Grim requested that the slide show be made a little more presentable.

Vice Mayor Jimmerson stated that on Sept. 17 she attended the Emancipation Celebration and added that members of the Carver Center are interested in opening the second entrance. Council member Jimmerson attended the benefit for Boulder Crest. Council member

Jimmerson added that the Purcellville Women's Club met last week and are interested in partnering with the Homework Club or Purcellville Cares with a Christmas benefit. Council member Jimmerson attended the Public Works Expo, the HeroHomes event, the Bada Bing grand opening and the Eagle Scout Ceremony and will attend the NVTa meeting tomorrow.

Mayor Fraser stated he attended the HeroHomes solar installation, the grand opening for Bada Bing Bagels and the Comprehensive Plan Work Shops.

DISCUSSION/INFORMATIONAL ITEMS:

a. Public Safety Reports

i. Purcellville Volunteer Rescue Squad

Chief McAlister provided the report and noted that the rescue squad assisted with the DUI checkpoint on Aug. 26 and their picnic was held Sept. 17. The rescue squad will assist the police dept. with the drug take back day on Oct. 22, the Halloween Block Party on Oct. 21 and the Turkey Trot on Nov. 13.

ii. Purcellville Volunteer Fire Company

No report.

iii. Purcellville Police Citizens Support Team

No report.

iv. Purcellville Police Department

Chief McAlister referenced the new report format based on a sample provided by Council which is reflected in the August report.

Council member Bledsoe asked if the categories could be referenced on a graph showing month to month and year over year trends. Chief McAlister stated she prefers to show a five-year trend and will provide graphs, charts, etc. once they have learned the new system.

Council member McCollum requested clarification on arrests and Chief McAlister will look into adding the information however feels it would be time consuming.

b. Public Works Monthly Operations Report

Alex Vanegas summarized the report and noted that Engineering and Capital Projects has been included and will look into adding graphs to his reports.

c. Non-Potable Connections

Rob Lohr requested that the item be moved to the first meeting in October when the business owner and resident that requested this item can be in attendance. Mayor Fraser approved the request.

d. Tax Collection Update & Collection Processes Information

Connie LeMarr stated an update on all tax collections has been provided to Council.

Council member Ogelman asked about the percentage collected in 2016 for personal property tax and Ms. LeMarr stated that since it's the current year, it hasn't yet reached the 90 days.

Council member Grim asked if business owners are able to pay Meals Tax electronically and Connie LeMarr stated these can be paid by dropping off in the drop box or pay at the window but not online.

Vice Mayor Jimmerson asked about the total amount billed for 2016 was less than 2015 for personal property tax and with the increase in residents doesn't understand why and talked further about out of Town tags in Town.

Council member Bledsoe asked about costs incurred to the Town for using a collection agency. Liz Krens stated it is a percentage however hasn't been used recently because the DMV stops have been effective.

e. Tree and Beautification Committee

Vice Mayor Jimmerson asked about activating the committee and setting a date and time for the meetings. Danny Davis stated staff is in the process of getting the ordinance revised but in the meantime the committee can function like the Arts Council does and added that Council is welcome to interview and set the committee and staff will assist with meetings, by-laws, etc. and that the long term goal for all committees, commissions and boards is to re-codify them all into one section in the code rather than spread throughout. Sally Hankins added that another long term project is making sure each committee has by-laws that they operate under.

f. Crosswalk Improvements/Other Revenue Sharing Applications

Alex Vanegas summarized the report and noted the Town is in the process of developing the revenue sharing grant applications and added that each year the transportation board and VDOT allocate funds for municipalities to apply for as a cost sharing measure and most of the grants require a 50% match by the locality. Mr. Vanegas stated applications are due by October 30 and a resolution is required by November 30 to submit to VDOT. Mr. Vanegas stated the Town is looking at several projects and would like to bring those and the resolutions back to Council on October 11.

Council member Grim asked if crosswalk maintenance included could be within HOA's. Alex Vanegas stated if it is a Town-maintained street it would be included but not private streets.

Council member McCollum asked for clarification on the four crosswalks on the list. Mr. Vanegas stated the Town is looking at enhancing them to include better signage, flashing lights at the crosswalks near schools, etc.

Council member Ogelman thanked Alex for looking into and pursuing these grants and asked about the maintenance proposal. Alex stated that the maintenance related applications are submitted to VDOT who takes it before the Commonwealth Transportation Board and decide if it meets the requirements for approval.

Council member Grim asked about the crossing on the Southern Collector Road to the orchard's secondary entrance and thought there had been discussions about a flashing light. Alex Vanegas stated he met with the Brown's and installed what had been requested which can be enhanced at their request.

ACTION ITEMS:

a. Proposed Conceptual Lease for Makersmiths Use of Old Maintenance/Waste Water Treatment Plan Site on 20th Street

Rob Lohr stated that the conceptual lease including Makersmiths comments has been provided and requested direction from Council as to what should be included in the final agreement.

Council member McCollum stated he provided questions to staff yesterday and Rob Lohr reviewed the email responses that he sent to Council.

Pat Scannell clarified that the Makersmiths has engaged a warehouse in Berryville they use for storage.

Council and staff talked about right of first refusal and Rob Lohr added that Sally Hankins is looking into whether or not this can be added. Rob Lohr suggested that Council start the right of first refusal on the first day of the lease and run it for a set period of time based on comfort level. Council member Grim stated she feels they should only have right of first refusal during the terms of the lease. Council agreed that the right of first refusal should be concurrent with the lease.

Council discussed hold harmless and Pat Scannell stated he can talk about it with their insurance carrier and would like to work with staff on it.

Makersmith stated they would like for the opportunity for subletting for items relating to Makersmiths however is comfortable with the suggestion that Mr. Lohr gave that requests would come to the Town and be streamlined and expedited. Council member Bledsoe suggested changing the term.

The Town and Makersmiths discussed having a joint safety audit of the location with a representatives of other Maker Spaces, insurance company and the Town and is comfortable with whatever reasonable standard of safety inspection the Town wants.

Rob Lohr read the question and his answer regarding hours of operation and Pat Scannell stated he prefers no limits because there is no benefit to the Town for enforcing limits yet allows Makers to work in the evening. Mr. Scannell also stated he would like to have a reporting mechanism in place that would allow neighboring residents to be able to file a complaint if one should arise. Further discussion took place about a quieter gate, public hearings and tree buffers.

Rob Lohr talked about the property and the needs of the Town and Makersmiths in order to set the meets and bounds.

Vice Mayor Jimmerson made a motion that the town Council provide the following direction to staff to incorporate in the conceptual terms of the lease and direct the Town Attorney to complete a formal lease agreement based on this information presented and discussed in tonight's meeting. The motion was seconded by Council member Bledsoe.

Motion: Vice Mayor Jimmerson
Second: Council member Bledsoe
Carried: 6-0-1 Absent

Cool - Absent
Bledsoe- Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council took a five minute recess.

b. Process for Handling Complaints Against Public Officials

Sally Hankins summarized the layout of the staff report to include staff's recommendations and noted the redline information provided by Council member Grim for discussion.

Ms. Hankins noted a couple of items that carried over from the last meeting to include establishing a threshold test for determining whether a complaint merited investigation which has been included in the policy, establish a committee that would conduct the hearing concerning the complaint and the hearing rules and format which has been included in the policy and how Council decides whether a complaint will be acted upon. Ms. Hankins talked about the issue of whether or not the policy applies to all appointees or just Council members and as the draft policy is written does include committee members. Sally Hankins agreed to modify item 3 to include the following changes: *(ii) to read "violate the Code of Conduct applicable to committees, commissions and boards when the subject of the complaint is a member of a committee, commission or board; (iii) violates the public trust . . . "*

Council and staff talked about the appointment of the committee and who would be the advisor would be. Further discussion took place about using residents versus a paid advisor. Council

member Grim suggested the number of citizens be increased to three and making it an Ethics Advisory Committee instead of a Hearing Committee. Council member Ogelman stated he feels the language throughout needs to be about a regular committee structure and citizen input without acquiring outside expenses.

In the interest of time, Mayor Fraser suggested that Council review Council member Grim's document and provide comments to Sally then make a decision at the next meeting.

c. NVT A Local & Regional Funding Options

Alex Vanegas stated that funds are made available each year from NVT A for transportation projects and added that the Town goes through the County who administers the projects through an agreement. Mr. Vanegas reviewed the estimated amounts to the Town and stated he is looking for guidance as to what projects to apply for to use the funds. Mr. Vanegas reviewed the local and regional projects.

Mayor Fraser asked about 12th Street as a main cut through. Alex Vanegas stated some portions may be applicable however much of it is drainage and utility related however can add it to the list. Further discussion took place about easements.

Council member Grim talked about the projects on the list and doesn't feel the A Street/Maple roundabout is critical over the next couple years or the A Street/32nd Street roundabout and added the citizen's priority is a traffic signal at Main and 32nd, 12th Street and the eastbound turn lane at Main and Pickwick. Council member Grim also talked about Elliott Dr. and Blue Ridge Middle School and partnering with the County and school to look into funds, and the Hirst Road/Berlin Turnpike intersection improvements and asked if any of that is part of Mayfair's proffers as well as the land to be developed on Hirst Road. Danny Davis added that by working with the County to get the 287 left turn lane will help Hirst.

Council member Grim made a motion that the Purcellville Town Council approve moving forward to secure funding through the NVT A 30% local fund for FY 18 & 19 for the following project(s): the traffic signal at Main and 32nd and 12th Street, and request consideration for the NVT A 70% regional fund for FY18 & 19 for the following project: Rt. 7 Bypass/690 Interchange. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member Grim
Second: Vice Mayor Jimmerson
Carried: 6-0-1 Absent

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye
Cool - Absent

d. Citizen Engagement Update/Polco

Council member Ogelman made a motion that the Town Council direct staff to proceed using the Community Voice module on the Town’s website using the categories described in this item, and further move that the Town Council authorize the Town Manager to enter into a License Agreement with Polco for online citizen polling services as shown in Attachment 1. The motion was seconded by Council member Bledsoe.

Motion: Council member Ogelman
Second: Council member Bledsoe
Carried: 6-0-1 Absent

Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye
Cool - Absent

e. 2016 Business License Analysis

Connie LeMarr stated that this item is provided each year and reviewed the graphs provided in the staff report. Council member Grim stated she would like time to evaluate the reports. Council member Bledsoe agreed. Ms. LeMarr noted a public hearing needs held in order to change the rates. Vice Mayor Jimmerson requested an analysis on neighbor jurisdictions. Mayor Fraser requested that this item be further reviewed and be brought back to the next meeting for decision.

f. Stream and Creek Buffer Zoning Text Amendment

Council member Grim noted she attached some background information and that this item has moved through the Planning Commission process and was going to public hearing and that this is the Council setting the priority list to the Planning Commission as has been discussed with the Planning Commission. Council member Grim added that the Town does not currently have a policy in place but that she is working on one like other municipalities do which would direct the Planning Commission to take action. Ms. Grim added that these items are of great concern to the citizens.

Sally Hankins stated that when Town Council directs the Planning Commission and initiates a text amendment it happens by statute by adopting a resolution. Ms. Hankins added that the Planning Commission has its own authority to initiate a text amendment by a motion, and added she can bring a resolution to the next meeting for vote.

Further discussion took place about who would move the items forward – the Town Council or the Planning Commission as well as communication between the two bodies and what should be included in the amendments.

Council member Grim made a motion that the Town Council direct the Town Attorney to draft a resolution instructing the Planning Commission to move forward with text amendments relating to Stream and Creek Buffers, C-4 District Building Height Limits, Civil Penalties, Screenings and Plantings and Clearing Limits for Minimum Plan Requirements. The motion was seconded by Council member Ogelman.

Motion: Council member Grim
Second: Council member Ogelman
Carried: 6-0-1 Absent

Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye
Cool - Absent

Items g. and h. were discussed above.

- g. C-4 District Building Height**
- h. Civil Penalties**

**DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS/
RECOGNITION:**

None

APPROVAL OF MINUTES

- a. September 8, 2016 Town Council Special Meeting**
- b. September 13, 2016 Town Council Special Meeting**
- c. September 13, 2016 Town Council Regular Meeting**

Vice Mayor Jimmerson made a motion to approve the minutes of the September 8, 2016, Town Council Special Meeting, the September 13, 2016 Town Council Special Meeting and the September 13, 2016 Town Council Regular Meeting and waive reading. The motion was seconded by Council member Bledsoe and approved unanimously with one absent.

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

Council member Ogelman made a motion as authorized under Section 2.2-3711(A)(1) of the Code of Virginia that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointments to committees, commissions and boards. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member Ogelman
Second: Vice Mayor Jimmerson
Carried: 6-0-1 Absent

Cool - Absent
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

MOTION BY TOWN COUNCL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

Vice Mayor Jimmerson made a motion that that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting. The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Ogelman
Carried: 6-0-1 Absent

Cool - Absent
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Jimmerson - Aye
Grim - Aye
Mayor - Aye

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

Vice Mayor Jimmerson made a motion that the Purcellville Town Council adopt Resolution 16-09-05 certifying the closed meeting of September 13, 2016. The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson
Second: Council member Ogelman
Carried: 6-0-1 Absent

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Cool - Absent
Bledsoe - Aye
Ogelman - Aye
Mayor - Aye

APPOINTMENTS TO THE COMMITTEES, COMMISSIONS AND BOARDS:

Council member Bledsoe made a motion that the Town Council approve the following appointment to fill an expired term on the Parks and Recreation Advisory Board:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Eamon Coy	Parks and Recreation Advisory Board	Sept. 1, 2016 to Aug. 31, 2018

The motion was seconded by Council member Ogelman.

Motion: Council member Bledsoe
Second: Council member Ogelman
Carried: 6-0-1 Absent

Cool - Absent
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member Bledsoe made a motion that the Town Council approve the following appointments to fill expired terms on the Parks and Recreation Advisory Board:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Sandy Nave	Parks and Recreation Advisory Board	Sept. 1, 2016 to Aug. 31, 2018
Brian James	Parks and Recreation Advisory Board	Sept. 1, 2016 to Aug. 31, 2018

And that Town Council approve the following appointment to fill an expired term on the Economic Development Advisory Committee:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Daniel Abramson	Economic Development Advisory Committee	Sept. 1, 2016 to Aug. 31, 2018

And that Town Council approve the following appointments to fill vacancies on the Economic Development Advisory Committee:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
Warren Grossman	Economic Development Advisory Committee	Sept. 1, 2016 to Aug. 31, 2018
David Meistrich	Economic Development Advisory Committee	Sept. 1, 2016 to Aug. 31, 2018
Seth Castellano	Economic Development Advisory Committee	Sept. 1, 2016 to Aug. 31, 2018
Cliff Robinson	Economic Development Advisory Committee	Sept. 1, 2015 to Aug. 31, 2017

The motion was seconded by Council member Ogelman.

Motion: Council member Bledsoe
Second: Council member Ogelman
Carried: 6-0-1 Absent

Cool - Absent
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim- Aye
Jimmerson - Aye
Mayor - Aye

ADJOURNMENT

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 11:08 PM. The motion was seconded by Council member Ogelman and approved unanimously with one absent.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser

Council
Chris Bledsoe
Ryan J. Cool
Kelli Grim
Karen Jimmerson
Douglass J. McCollum
Nedim Ogelman



Town Manager
Robert W. Lohr, Jr.
Assistant Town Manager
Daniel C. Davis
221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-09-05

PRESENTED:

SEPTEMBER 27, 2016

ADOPTED:

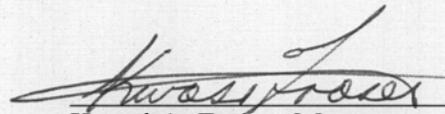
SEPTEMBER 27, 2016

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
SEPTEMBER 27, 2016**

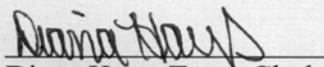
WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

PASSED THIS 27TH DAY OF SEPTEMBER, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

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STAFF REPORT
ACTION

Item #16

SUBJECT: Closed Meeting

DATE OF MEETING: October 11, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the motions and resolution pertaining to the closed meeting.

ATTACHMENT(S):

1. Closed Meeting Motions
2. Resolution 16-10-01

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

“As authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss the performance of the Town Council and specific employees who report to Town Council. Such closed meeting discussion will be limited to issues of performance, efficiency, and effectiveness, including the process by which communication occurs. The following individuals are requested to attend the closed meeting:

- 1) All Town Council members
- 2) Robert W. Lohr, Jr., Town Manager

MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

“I move that the Purcellville Town Council adopt Resolution 16-10-01 certifying the closed meeting of October 11, 2016.”

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