



**AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
JULY 26, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. SUMMARY OF MOTIONS** (*provided separately*)
- 3. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 4. PROCLAMATIONS/RECOGNITIONS** (Town Council)
 - a. None
- 5. PUBLIC HEARINGS**
 - a. None
- 6. PRESENTATIONS**
 - a. None
- 7. CITIZEN/BUSINESS COMMENTS** (Mayor Fraser)
(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, and Town residents will be given the first opportunity to speak.)
- 8. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 9. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Public Safety Reports
 - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
 - ii. Purcellville Police Department (Lt. Joe Schrock/Chief Cindy McAlister) (pgs. 3-6)
 - iii. Purcellville Volunteer Fire Company (Brad Quin, President)
 - iv. Purcellville Police Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 7)
 - b. Public Works Monthly Operations Report (A. Vanegas) (pgs. 9-12)
 - c. Personnel Update (R. Lohr) (pgs. 13-14)

- d. Economic Development Monthly Report (P. Sullivan) (pgs. 15-28)
- e. Process for Handling Complaints Against Public Officials (Town Council/S. Hankins)
- f. Proffer Legislation Effective July 1, 2016 (S. Hankins)
- g. Pedestrian Safety Improvements at Main Street and 21st Street (A. Vanegas) (pgs. 29-33)

10. ACTION ITEMS

- a. Chapman Easement – Main and 31st Street* (R. Lohr) (pgs. 35-39) (Motion pg. 38)
- b. Options for Studying Future Police Dept. Facility* (R. Lohr) (pgs. 41-44) (Motion pg. 44)
- c. Water Conservation Plan Rebate Program* (A. Vanegas) (pgs. 45-47) (Motion pg. 47)
- d. Real Parties in Interest Disclosure* (Councilmember Grim) (Motion pg. *see Summary of Motions*)

11. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION

- a. Presentation Request – Comprehensive Plan Update (D. Galindo) (pg. 49)

12. APPROVAL OF MINUTES

- a. July 12, 2016 Town Council Special Meeting (pg. 52) (Motion pg. 51)
- b. July 12, 2016 Town Council Regular Meeting (pgs. 53-68) (Motion pg. 51)

13. CLOSED MEETING* (pgs. 69-71)

The purpose of the closed meeting is to discuss applicants for appointments to the Planning Commission.

14. APPOINTMENTS TO THE PLANNING COMMISSION* (pgs. 73-74) (Motion pg. 74)

15. 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.



STAFF REPORT
INFORMATION ITEM

Item 9.a.ii.

SUBJECT: Purcellville Police Dept. Monthly Report
DATE OF MEETING: July 18, 2016
STAFF CONTACTS: Chief Cindy McAlister

BACKGROUND:

The police department crime report and calls for service is provided to Town Council monthly as an informational item.

ATTACHMENT(S):

1. Report for June 2016



Town Council Report June 2016

Criminal Offenses	# of Offenses	Closed By Arrest	Closed	Pending	Inactive	YTD
Group A IBR Offenses						
Aggravated Assault	1			1		2
Simple Assault	1				1	10
Intimidation	1			1		4
Burglary/Breaking & Entering	1			1		3
Theft From Building	1				1	6
Theft From Motor Vehicle	2				2	5
Counterfeiting/Forgery	1				1	1
False Pretenses/Swindle/Confidence Game	2				2	4
Destruction/Damage/Vandalism of Property	3			1	2	21
Drug/Narcotic Violations	7	5		1	1	20
Drug Equipment Violations	5	2	1	1	1	12
Wire Fraud	1			1		1
Group B IBR Offenses						
Disorderly Conduct	2				2	11
Driving Under The Influence	3	3				19
Drunkenness	3	3				9
Family Offenses, Non Violent	1		1			18
Liquor Law Violations	5	3		2		6
Trespass of Real Property	1	1				10
TOTAL	41	17	2	9	13	
**Non IBR Reportable Calls	45					162

Traffic Citations Issued	Number	YTD
Driving Under The Influence	3	19
Defective/Unsafe Equipment	6	32
Lights-Improper Rear Lamp	1	2
Lights-Improper Stop Lamp	1	1
Light Law-Time Distance Factor	1	13
Light-Fail To Dim	1	3
Fail To Carry Regular Operators License	5	16
Inspection Sticker-No/Expired	1	3
Expired Rejection Sticker	7	24
Driving W/O Operators License	3	25
Driving With Suspended/Revoked License	3	13
Improper Registration	1	1
Expired Registration	10	34
Fail To Display Month/Year Decals In Order	2	3
Drive On Right Side Of Highway	2	3
Following Too Closely	1	8
Fail To Obey Stop/Yield Sign	14	37
Highway Sign/Fail TO Obey	19	84
Evasion Of Traffic Control Device	1	1
Passing-Improper	2	2
Reckless Driving-General	4	9
Reckless-20 MPH Over Limit	2	11
Reckless-No Complete Stop	1	1
Speeding	4	18
Speeding-25 MPH Zone	8	34
Enforced \$200 Fine Zone	1	2
Stopping On Highway	1	1
Duties Of Driver In Event Accident Involving Damage	1	1
# Of Persons On A Moped	1	1
Safety Equipment For Mopeds	1	1
Total Traffic Summons/Enforcement	109	536
Accidents In Traffic Circle	5	20

Non Traffic Related Summons		
Entering Property With Intent To Damage	1	1
Trespass-School Property W/I To Abduct Student	1	2
Fraudulent Use Birth Certificate-Driver License To Obtain Firearm	1	1
Manuf-Sale-Poss Fictitious Operators License	1	1
Possession Of Marijuana	5	15
Contributing To The Delinquency Of A Minor	2	4
Public Swearing Or Intoxication	5	8
Aggravated Malicious Wounding	1	1
Unlawful Purchase Or Possess Alcoholic Beverage	6	5

Destruction/Damage/Vandalism of Property
6/9 – 600 block E. Main – rear quarter panel of vehicle keyed
6/24 – 1000 block E. Main – right rear passenger door window shattered with a rock
6/26 – 200 block Elder Terrace – Rock thrown at 2nd story window shattering window

Training
VML Blood borne Pathogens: Chief McAlister, Sergeant Dinkins
Crisis Intervention Training: MPO Ellassal
Chiefs/Sheriffs meeting: Chief McAlister
LPO School: Lt. Schroeck, Sgt. Owens
Remington Armor School: CPL McDaniel

STAFF REPORT

PURCELLVILLE CITIZENS SUPPORT TEAM

SUBJECT: Purcellville Police Citizen Support Team

DATE OF MEETING: July 26, 2016

SUMMARY AND RECOMMENDATIONS:

The following is a list of events in which the support team assisted since the last report of June 28, 2016.

1. Monthly meeting was held on July 13th.
2. July 4th Parade. The support team assisted the police department with traffic control during the parade.
2. July 16th from 2 pm til 8 pm – Wine and Food Festival at Fireman’s Field. The support team assisted the police department with crowd control and assisted persons with disabilities with going to and from the festival. Despite the rain and storm, a good time was had by all.

Upcoming events:

The Purcellville Police Citizen Support Team looks forward to helping out both the Police Department and the community in the upcoming events in town for 2016.

President – Dawn Mabe

Vice-President – James Taylor

This page intentionally left blank



STAFF REPORT
INFORMATIONAL ITEM

Item # 9.b.

SUBJECT: Public Work Monthly Operations Report

DATE OF MEETING: July 26, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Attached for your review are the Monthly Operations Reports for the Street & Utility Maintenance, Water Reclamation and Water Treatment divisions of the Public Works Department. The enclosed reports are for the month of June 2016. Should you have any questions or desire any further clarification please let us know.

ATTACHMENT(S):

1. Street & Utility Maintenance, Water Reclamation and Water Production Monthly Operations Reports.

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JUNE 2016
PREPARED: JULY 2016**

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JUNE 2015
PREPARED: JULY 2015**

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	284	#	1395	#
STAFF HOURS REQUIRED FOR W.O.	280.22	HRS.	5460.64	HRS.
NON-CORE DUTIES HOURS	15.21	HRS.	173.96	HRS.
CD. MAN HOURS REQUIRED FOR WO	265.07	HRS.	5286.74	HRS.
PM FIRE HYDRANTS	0	#	0	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	1	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	4,114	L. FT.	14,284	L. FT.
# OF WATER BREAKS	0	#	3	#
# OF SEWER BACKUPS	0	#	11	#
# OF CLEANOUTS INSTALLED	0	#	4	#
# OF MIS UTILITY TICKETS	150		1372	#
# OF METERS READ	38		269	#
# OF METERS SHUT OFF	1		71	#
# OF METERS TURNED ON	0		61	#
# OF REPLACED METERS	0		2	#
# OF REPLACED REGISTERS	0		28	#
# OF NEW ACC. METER INSTALLS	2		38	#
# OF LEAK CHECKS	1		107	#
# OF REPLACED MIUs (Radios)	3		39	#
CUSTOMER COMPLAINTS	15	#	126	#
WATER COMPLAINTS REC'D	1	#	7	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	3	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%
SEWER LINE CLEANED	0	L. FT.	6,022	L. FT.
BULK WATER SALES-QTY.	706.6K	Gallons	2,725,800	Gallons
BULK WATER SALES-\$\$	\$ 6,529.00	\$\$	\$ 19,629.00	\$\$

ACCOMPLISHMENTS

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	150	#	1753	#
STAFF HOURS REQUIRED FOR W.O.	453.75	HRS.	6030.3	HRS.
NON-CORE DUTIES HOURS	0	HRS.	29.5	HRS.
CD. MAN HOURS REQUIRED FOR WO	453.75	HRS.	6000.8	HRS.
PM FIRE HYDRANTS	0	#	160	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	0	L. FT.	16,133	L. FT.
# OF WATER BREAKS	0	#	4	#
# OF SEWER BACKUPS	0	#	6	#
# OF CLEANOUTS INSTALLED	0	#	2	#
# OF MIS UTILITY TICKETS	108	#	988	#
# OF METERS READ	34	#	247	#
# OF METERS SHUT OFF	1	#	67	#
# OF METERS TURNED ON	1	#	54	#
# OF REPLACED METERS	4	#	11	#
# OF REPLACED REGISTERS	4	#	70	#
# OF NEW ACC. METER INSTALLS	1	#	24	#
# OF LEAK CHECKS	15	#	109	#
# OF REPLACED MIUs (Radios)	17	#	126	#
CUSTOMER COMPLAINTS	15	#	121	#
WATER COMPLAINTS REC'D	1	#	6	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLAINTS RES'D	100	%	100	%
BULK WATER SALES	772.2K	Gallons		

* Tracking for FY Started in August 2009

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JUNE 2016
PREPARED: JULY 2016**

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF JUNE 2015
PREPARED: JULY 2015**

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	19,925,300 GAL	664,200 GAL
EFFLUENT FLOW	21,530,500 GAL	717,700 GAL
MAXIMUM DAY INFLUENT	1,044,100 GAL	
FERRIC CHLORIDE	1,512 GAL	50 GAL
CITRIC ACID	- GAL	- GAL
SODIUM HYPOCHLORITE	389 GAL	39 GAL
METHANOL	953 GAL	32 GAL
RAIN	5.00 IN.	0.17 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	182 LBS.
TOTAL NITROGEN YTD	1,182 LBS.
AVG. DAILY NITROGEN	1.06 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	32 LBS.
TOTAL PHOSPHORUS YTD	184 LBS.
AVG. PHOSPHORUS DAILY	0.17 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	15,591,900 GAL	519,700 GAL
EFFLUENT FLOW	16,243,500 GAL	541,500 GAL
MAXIMUM DAY INFLUENT	870,500 GAL	
FERRIC CHLORIDE	1,673 GAL	56 GAL
CITRIC ACID	216 GAL	54 GAL
SODIUM HYPOCHLORITE	125 GAL	25 GAL
METHANOL	794 GAL	26 GAL
RAIN	6.00 IN.	0.20 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	248 LBS.
TOTAL NITROGEN YTD	1,388 LBS.
AVG. DAILY NITROGEN	1.91 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	21 LBS.
TOTAL PHOSPHORUS YTD	160 LBS.
AVG. PHOSPHORUS DAILY	0.16 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

ACCOMPLISHMENTS

Any Training	Justin training on AWP Self Assessment software program
Unusual activities	Hauled 50 wet tons of bio-solids for land application. Pulled samples for permitted copper and hardness
Reports Submitted	Submitted VDEQ discharge monitoring report and Virginia's nutrient report

NIA No information available at this time.

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JUNE 2016
PREPARED: JULY 2016**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,526.2	lbs.	50.9	lbs.
METAPHOSPHATE	57.0	lbs.	1.9	lbs.
SODA ASH	2,017.7	lbs.	67.3	lbs.
FLUORIDE (WTP & WELLS)	155.9	lbs.	5.2	lbs.
POTASSIUM PERMANGANATE	36.4	lbs.	1.2	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	212.6	lbs.	7.1	lbs.
CHLORINE RESIDUAL (TANK)			1.5	mg/L
AVERAGE PH (FINISHED)			7.5	SU
BULK WATER SALES	706,600	gals.	23,553.3	gals.
INLINE METER, COOPER SPRINGS	4,636,286	gals.	154,542.9	gals.
JEFFERIES WELL	0	gals.	0.0	gals.
WATER PLANT GALLONS	8,553,000	gals.	285,100.0	gals.
MARSH WELL	2,156,200	gals.	71,873.3	gals.
MOUNTAIN VIEW WELL	804,200	gals.	26,806.7	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,488,800	gals.	116,293.3	gals.
CORNWELL #2 WELL	1,851,448	gals.	61,714.9	gals.
FORBES WELL	1,085,374	gals.	36,179.1	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	17,939,022	gals.	597,967.4	gals.

RESERVOIR LEVELS:	1-Jun-2016	30-Jun-2016
FRONT LAKE:	5.48'	4.60'
BACK LAKE	5.10'	5.08'

RAINFALL: 4.99"

ACCOMPLISHMENTS

NPDES Discharge Monitoring Report due 7/10 was submitted electronically on 7/5
VDH ODW Monthly Operating Report due 7/10 was submitted electronically on 7/8
Four Weekly Water Production Reports were completed
Treated the reservoir with SCI-62 on 6/24
Site visit by Robert Edelman of VDH on 6/9
Completed initial well rehabilitation activities at Hirst Farm #2

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JUNE 2015
PREPARED: JULY 2015**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE POLYMER	1,163.4	lbs.	38.8	lbs.
METAPHOSPHATE	148.5	lbs.	4.9	lbs.
SODA ASH	1,933.4	lbs.	64.4	lbs.
FLUORIDE (WTP & WELLS)	170.5	lbs.	5.7	lbs.
POTASSIUM PERMANGANATE	22.6	lbs.	0.8	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	184.4	lbs.	6.1	lbs.
CHLORINE RESIDUAL (TANK)			1.8	mg/L
AVERAGE PH (FINISHED)			7.5	SU
BULK WATER SALES	772,200	gals.	25,740	gals.
INLINE METER, COOPER SPRINGS	3,979,810	gals.	132,660.3	gals.
JEFFERIES WELL	0	gals.	0	gals.
WATER PLANT GALLONS	7,583,500	gals.	252,783.3	gals.
MARSH WELL	2,068,400	gals.	68,946.7	gals.
MOUNTAIN VIEW WELL	855,100	gals.	28,503.3	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,897,300	gals.	129,910.0	gals.
CORNWELL #2 WELL	1,866,171	gals.	62,205.7	gals.
FORBES WELL	1,125,099	gals.	37,503.3	gals.
HIRST #2 WELL	1,112,600	gals.	37,086.7	gals.
TOTAL WATER FLOW	18,508,170	gals.	616,939.0	gals.

RESERVOIR LEVELS:	1-Jun-2015	30-Jun-2015
FRONT LAKE:	5.36'	5.30'
BACK LAKE	5.12'	5.18'

RAINFALL: 6.24"

TOWN OF PURCELLVILLE
Personnel Update - As of July 21, 2016

Total Budgeted Positions: 80
 Total Filled Positions: 78

 Total Current Full-time EEs: 67
 Total Current Part-time EEs: 11
 Total Current Employees: 78

 Total Leave of Absence: 0
 Total Promotions: 0
 Total Transfers: 0
 Total Resign/Retire: 4
 Total Open Positions: 8
 New Hires 4

OPEN POSITIONS

ADMINISTRATION

Position Title	Budget	Filled/Vacant	Status
Paralegal	New	Vacant	Recruiting

FINANCE

Position Title	Budget	Filled/Vacant	Status
Budget Specialist	Replace	Filled	Recruiting

COMMUNITY DEVELOPMENT

No openings

POLICE DEPARTMENT

Position Title	Budget	Filled/Vacant	Status
Police Officer	Replace	Vacant	Recruiting
Business Analyst	New	Vacant	Recruiting

INFORMATION TECHNOLOGY

No Openings

PARKS AND RECREATION

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

PUBLIC WORKS/ADMINISTRATION

Position Title	Budget	Filled/Vacant	Status
Asst. Director-Public Works	Reinstatement	Vacant	Recruiting

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 (2)	Replace	Filled	Onboarding
Water Operator-Trainee	Replace	Vacant	Recruiting

PUBLIC WORKS/WASTE WATER

No Openings



STAFF REPORT
INFORMATION

Item #9.d.

SUBJECT: Economic Development Report

DATE OF MEETING: July 26, 2016

STAFF CONTACTS: Patrick Sullivan, Community Development

SUMMARY and RECOMMENDATIONS:

June 2016 Economic Development report.

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. June 2016 Economic Development Report.



**Department of Community Development
Department Update – 6/30/16**

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	UR
7-Eleven, Core States Group	700 E Main Street	Lot Consolidation	UR
7-Eleven, Core States Group		Special Use Permit for additional of pumps & larger canopy	UR
7-Eleven, Core States Group		BAR review of proposed canopy over gas pumps	July meeting
Beckstrom Electric	Lot 1, Mayfair Industrial Park	Minor Site Plan for storage lot	WOA
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 is currently under review.
Ms Annie’s Home Child Care	130 Misty Pond Terrace	Special Exception for maximum of 12 children	UR WOA to submit additional required information
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	WOA
McDonalds Corp.	N Maple Avenue	Site Plan	UR
McDonalds Corp	N Maple Avenue	Lot Consolidation	Approved
Mini Warehouse	Lot 6F - 37231 Richardson Ln	Site Plan	Submitted incomplete plans. Sent back to applicant. WOA

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
Purcellville Firehouse	130 S 20 th Street	Minor Site Plan – Installation of parking lot	UR
Purcellville Motorsports	401 Browning Court	Site Plan Approved Pre-app with BAR in July	UR
Southern States	261 N 21 st Street	BLA/Lot Consolidation and Sanitary Sewer Easement	Approved
Vineyard Square	130-148 21 st	Site Plan New construction	Site plan approved
Virginia Regional Transit	Browning Court	Text Amendment SUP	Approved WOA
Warner Brook	Purcellville Rd	Annexation	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
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	UR
Nextide Corp	221 N 21 st Street	Zoning Clearance for Change of Use – Learning Center	Approved 3/9/16
Dragon Yong-In Martial Arts	310 N 21 st Street	Exterior improvements/ revisions to approved site plan	Approved 4/8/16
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
Movement Mortgage	101 E Main Street	Office	5/6/16	6
Shenandoah Furniture Gallery	121 E Main Street	Retail - relocation	5/3/16	
Northern Virginia Party Rentals	341A N Maple Avenue	Office and outdoor storage	5/6/16	8
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	
Home Based Business – Permit Issued				
Nostalgia Ink	241 E Loudoun Valley Drive	Graphic Design Office	5/10/16	1
Pop's Donuts	241 E Loudoun Valley Drive	Office for food truck	5/10/16	1
Rocsato Coffee Roasters	101 N 33 rd Street	Coffee Roasting	6/30/16	1
Total Employees		Year to Date	Month of June	
		62	3	

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.
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.**
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.
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.**
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.

 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.**

 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

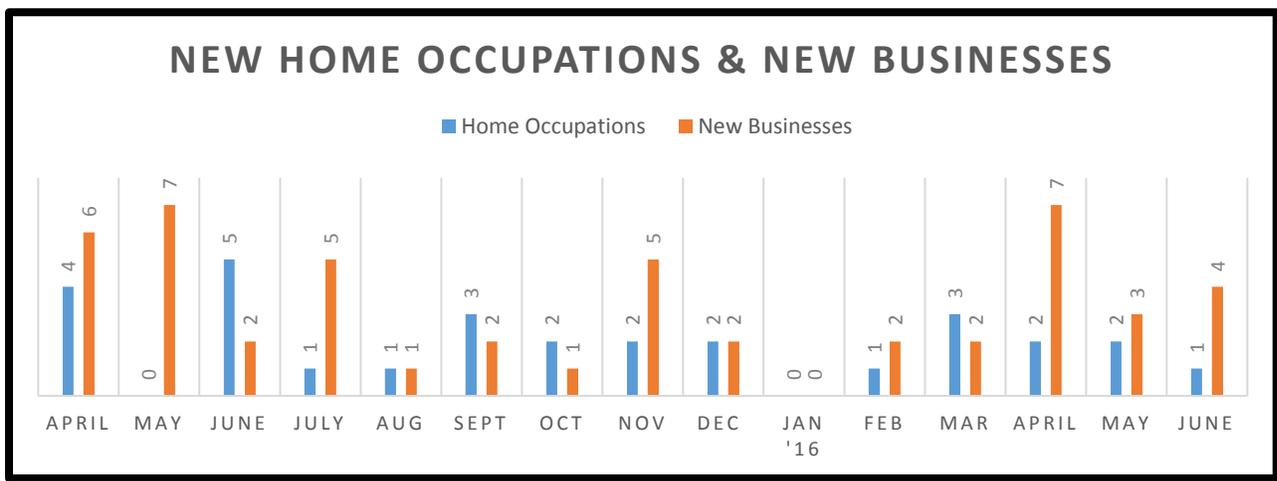
Other Projects and their status:

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.

Projects on Hold:

1. **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.**



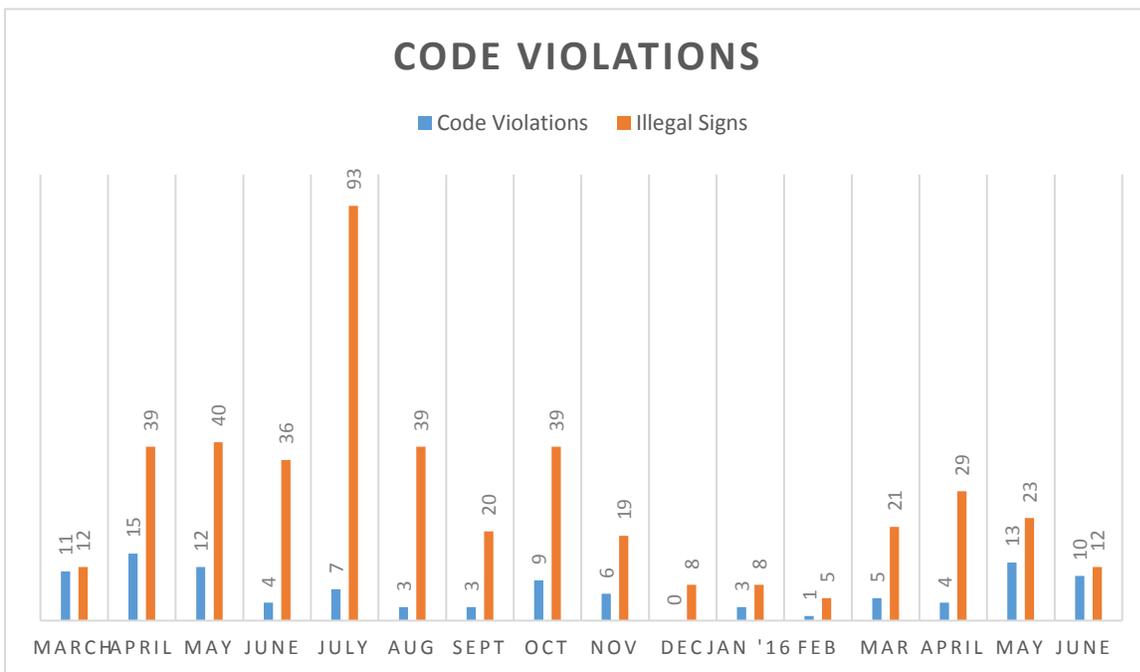
2016 Year-to-Date and Current Month Permits Summary:

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of June</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	20	4
Home-Based businesses	9	1

	<u>2016 Year to Date</u> <u>Total</u>	<u>Month of June</u> <u>Total</u>
<u>Permits Issued</u>		
Zoning Permits (general permits)	143	33
Occupancy Permits (not temporary)	56	13
Temporary Occupancy Permits	2	
Sign Permits – Temporary	52	17
Sign Permits – Permanent	19	2
Sign Waivers		
Zoning Determination Letters	2	2
Zoning Clearance Letters	16	2
Requests		
Special Use Permits	1	1
BAR – Certificates of Design	16	2
BAR – Pre-application discussions	3	1
Variances		
Annexations		
Rezoning		
Comprehensive Plan Amend.		
Boundary Line Adjustments	1	1
Lot Consolidations	3	
Site Plans	1	
Site Plan Amendments/Revisions	2	
Minor Site Plans	2	1
Special Exceptions	3	1
Construction Plans		
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
County Referrals		
Commission Permits		
Easement Plats	3	3
Record Plats		
Grading Plans		
Zoning Ordinance Amend. Request	1	1

Complaints/Violations for the month of June, 2016

Lawn Complaints (Tall Grass)	2
Code Violation Warnings	8
Formal Notices of Violation issued	
Illegal signs confiscated in the Town's right of way	12
Unresolved violations	2
Resident Complaints (not tall grass)	2



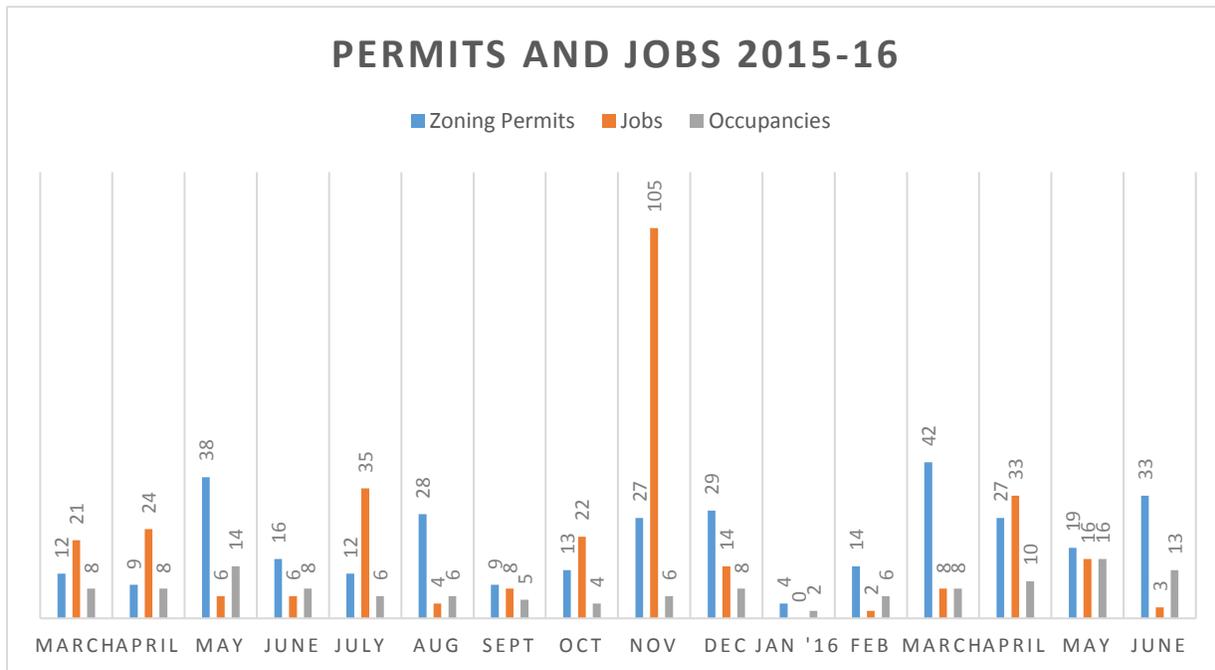


Chart I: Trends for Zoning Permits, Occupancy Permits and Jobs

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. ~~The Planning Commission will begin the process by holding two public meetings on Saturday, January 23, 2016 at 10:00 AM and 2:00 PM in the Carver Center located at 200 Willie Palmer Way, Purcellville, Virginia. The meetings will be led by town staff and are expected to last approximately two hours each. Both meetings will cover the same topics with a focus on discussing the opportunities and constraints the Town may face over the next 20 years. Because of the snow storm the public meetings were postponed until February 6, 2016. Staff manned an information booth at the Loudoun Home Grown Expo on February 27, 2016. The next input session will be held on March 19, 2016 at the Town Hall. Due to inclement weather on March 19th the Planning Commission had added an additional workshop for the comprehensive plan update, to be held on April 7th at 7:00 pm in Town Hall. 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.

STAFF REPORT
DISCUSSION ITEM

Item # 9.g.

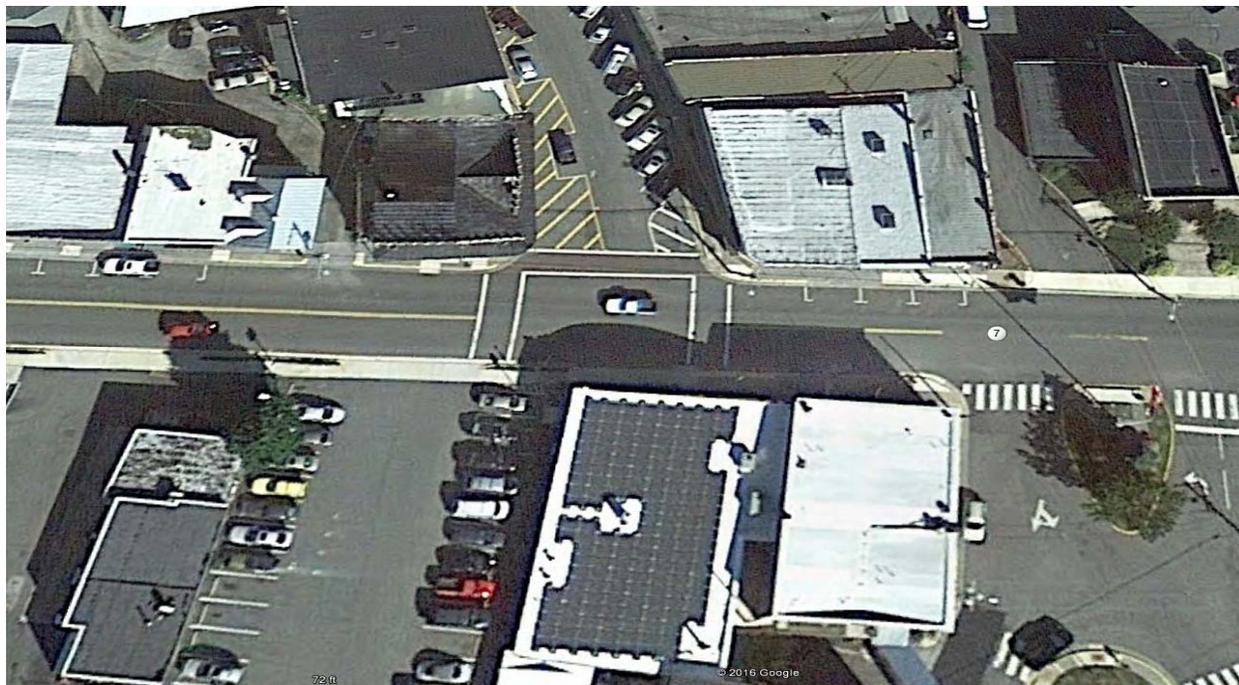
SUBJECT: Pedestrian Safety Improvements at Main & 21st Streets

DATE OF MEETING: July 26, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

Recently, the Town staff has received complaints regarding challenges with pedestrians' crossing over Main Street at the intersection with 21st street. Most of the concerns were related to vehicles not yielding to individuals that cross over Main Street.



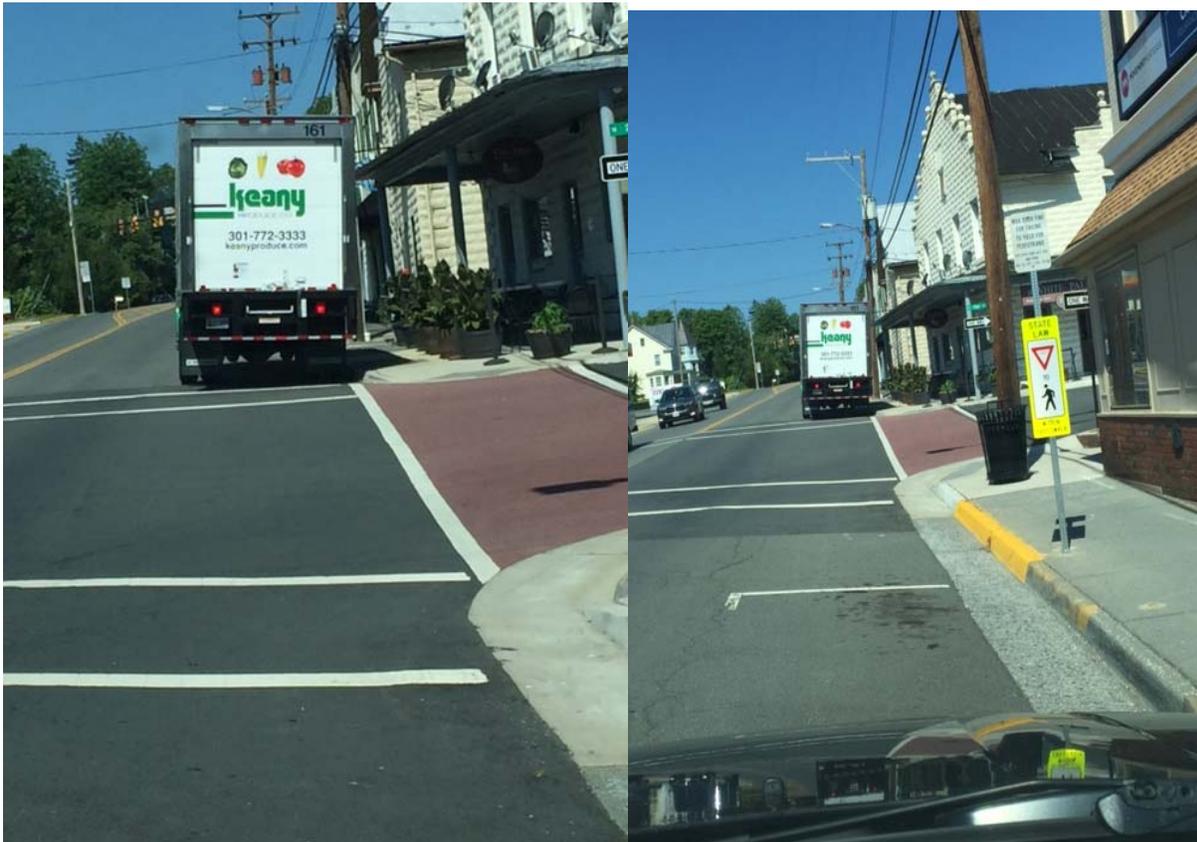
BACKGROUND:

Main Street in Purcellville is under the ownership and maintenance purvey of the Virginia Department of Transportation (VDOT). Historically, the Town had a flashing yellow light across Main Street on the eastside near the tear drop (20th & Main Street) and just prior to the intersection with 21st Street that made drivers slowdown in the area. This light was removed to improve the safety of Main Street since it obstructed the view of two traffic signals located on Main Street at the Hatcher Avenue's intersection and 23rd Street intersection respectively. In addition, in 2012 VDOT conducted an overlay of the entire Main Street which covered up the better defined crosswalk that existed at the intersection with 21st Street. Equally important, the completion of the Downtown Streetscape project Phase II allowed the Town to enhance the crosswalk sidewalk linkage along the north side of Main Street with a decorative stamped asphalt.



ISSUES:

Recently, several complaints were received indicating speeding in this respective area as well as near accidents with pedestrians and vehicles. As a result, Public Works staff met with the Police Department staff to discuss some of the issues with the existing street crossing as well as options to improve visibility for drivers and accessibility for pedestrians. Several key observations were made by town staff in reviewing the pedestrian crossing at Main Street & 21st Street. The most apparent was the non-compliant crosswalk on the south side of Main Street which terminates on the end portion of the drive apron of the Miller Parking lot and the remainder into the curb of the sidewalk with no accessibility. This will need to be corrected to make it compliant with ADA requirements. Next, staff noted during peak hours there are three parking spaces on the north side of Main Street that obstruct the view of pedestrians entering the crosswalk on the north side of the street when traveling west. Just west of the crosswalk, there are additional parking spaces that can obstruct east bound traffic from seeing pedestrians at the aforementioned location as demonstrated on the photos below:



Further discussion with staff indicated that better demarcation of the crosswalk itself and larger signage would enhance visibility and awareness of the pedestrian crossing. Moreover, public education is a critical component of process since most pedestrians assume that vehicles need to stop for them if they are waiting to cross the street when the law only requires vehicles to stop if the pedestrian is in the crosswalk. The last component of discussion was increasing the occasional patrol of the intersection to encourage drivers to obey the traffic and pedestrian signage in the area. Staff has taken implemented some safety measures during times of heavy pedestrian volumes primarily on the weekend.

BUDGET IMPACT:

Staff developed several options that will require VDOTs approval. The impact to the budget will vary depending on the options that we employ. The cost range from \$1000 on the low end to \$12,000 on the high end.

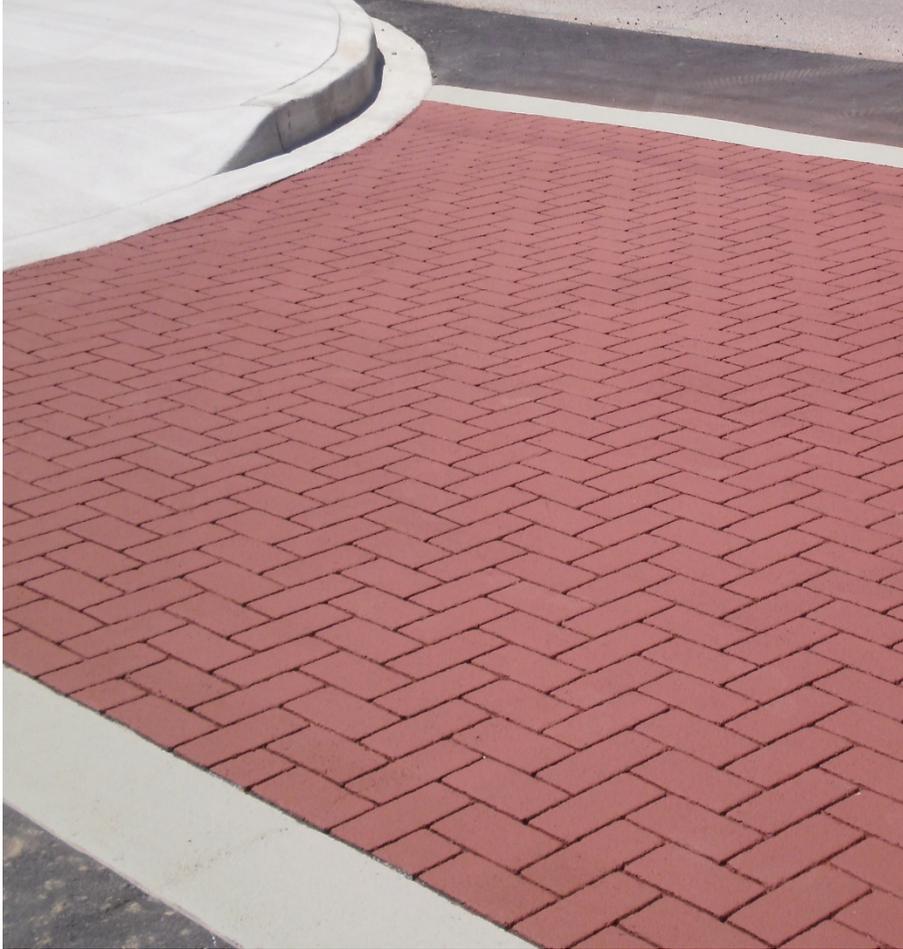
DISCUSSION:

Staff would like the Town Council to discuss some of the options prior to meeting with VDOT to determine the preference of modifications to made at the pedestrian crossing.

- Modify or limit the parking along the north side of main street near the crosswalk
 - This entails eliminating one or more spaces or prohibiting the hours of parking during peak hours.
 - Cost estimate \$100 to \$300.
- Add thermoplastic crosswalk to highlight the area so drivers are more aware of the pedestrian crossing. Add additional signage.
 - Cost estimate -\$900- \$1000



- Use decorative stamped asphalt to provide a visual and physical awareness of the crosswalk.
 - Cost estimate \$10,000-\$12,000.



This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item # 10.a.

SUBJECT: Chapman Easement – Main and 31st Street

DATE OF MEETING: July 26, 2016

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

SUMMARY and RECOMMENDATIONS:

In June, Casey Chapman which is an owner of CaseCo, LLC sent an email following up with a previous telephone conversation expressing his willingness to grant the Town an easement on his property located at 601 West Main Street in order to continue a sidewalk, establish a crosswalk and potentially install a traffic signal. In his email, he stated that he would like to help the Town accomplish the goal of improving pedestrian connectivity and making our community more pedestrian friendly and safe. A map showing the parcel is included under *Attachment I*.

In order to get the information needed for Council to make a final decision, staff developed the following recommended process:

- a) Identify scope of needed easement after talking with Engineering and VDOT.
- b) Show size and location of the easement on a plat and share with property owner and Town Council.
- c) If concept approval is reached by all parties, the Town Attorney will then work with Engineering to draft the needed easement language, plat and deed.
- d) The Town Council and property owner approves the easement which is then transferred to the Town

BACKGROUND:

The Town has been working for more than fifteen years in this area to complete the following:

- a) Extend the sidewalk on the north side of Main Street from the termination at 28th Street.
- b) Install a crosswalk at the intersection of 32nd, 31st and Main Street. This is desperately needed to allow for children that live on 31st Street and kids and adults that cut through 31st Street from the town houses located on North 21st Street.
- c) Secure property needed to ultimately install a traffic signal at the intersection of 32nd and Main Street.

For the last fifteen years there has been individual property owners who have been opposed to this improvement and in the last five years, five of the seven houses have had a change in ownership.

Over the years, communities have found it much more difficult to get cooperation and buy-in from property owners when we attempt to extend roads, sidewalks and other transportation improvements that require easements. The fact is that few property owners are willing to grant an easement for public interest or safety without some level of additional compensation. In this specific case, it is estimated that the cost, both direct and indirect, to the Town to complete the legal, engineering and recordation steps would be approximately \$3,000 under the current cooperative offer and arrangement. Based on past cost and practices, the cost to purchase the same potential easement could be as high as \$10,000 if a current or future owner was amenable. If the Town or VDOT was forced to move forward without approval of the property owner and it required condemnation, the same potential acquisition costs could easily inflate to \$25,000 to \$35,000 given the legal processes, appraisals and other surveys that are required to move forward.

ISSUES:

Over the years, the potential improvements to these intersections have been delayed because of the difficulty in getting VDOT to accept responsibility for the safety and traffic improvements needed because the warrant studies have not justified any upgrades. In addition, the ability to acquire property from previous property owners has been difficult if not impossible. At this point, the Town has an opportunity to work with an individual property owner who has contacted us with a willingness to help the Town with this potential issue. At this point, there is a window of opportunity that exists based on the following:

- Unlike previous property owners, he purchased this property with the intentions of remodeling and selling the property in the near future. While he has done significant cosmetic and structural improvements to the property and the

landscaping, he realizes that the ultimate value of the property is not holding it but selling it in the current market. The typical property owner that buys a house with intentions of staying a long period of time is less willing to grant easements that will impact their quality of life or property.

- Since he is going to be listing the property for sale in the near future, he is comfortable in granting an easement that the Town can use at a later date. While some would argue that this potentially could impact the value of his properties, I believe that he sees it as a positive asset in working with the Town and also sees any potential improvements that are granted there down the road would ultimately make this property more safe and user friendly to a family that would move in to this house.
- Past projects over the last decade will show a significant reluctance of current and future owners in providing easements for pedestrian and vehicle transportation improvements. Sidewalks and other pedestrian improvements have been left off some of the most recent capital projects because property owners would not support or grant easements in this area. Failure to accept an easement that could provide a future linkage or sidewalk down the road does not seem to be good business or fiscally prudent.
- Accepting the easement does not require the Town to ever build any of the public improvements but it provides future councils and staff with the options of moving forward with much needed improvements at this location without having to go through expensive land acquisition or condemnation processes.

BUDGET IMPACT:

Under the current offer, the Town would potentially incur approximately \$2,500 to \$3,500 in direct and indirect cost associated with developing, processing and accepting this easement. This would include the cost to complete a survey plat, complete the legal work and reimburse the property owner up to \$500 to have his attorney review and approve all of the final documents. Compared to the estimated cost of a direct purchase and legal process which exceeds \$10,000 and a condemnation process which could easily range between \$25,000 to \$35,000, this is a small investment into the safety improvements at this intersection.

MOTION(S):

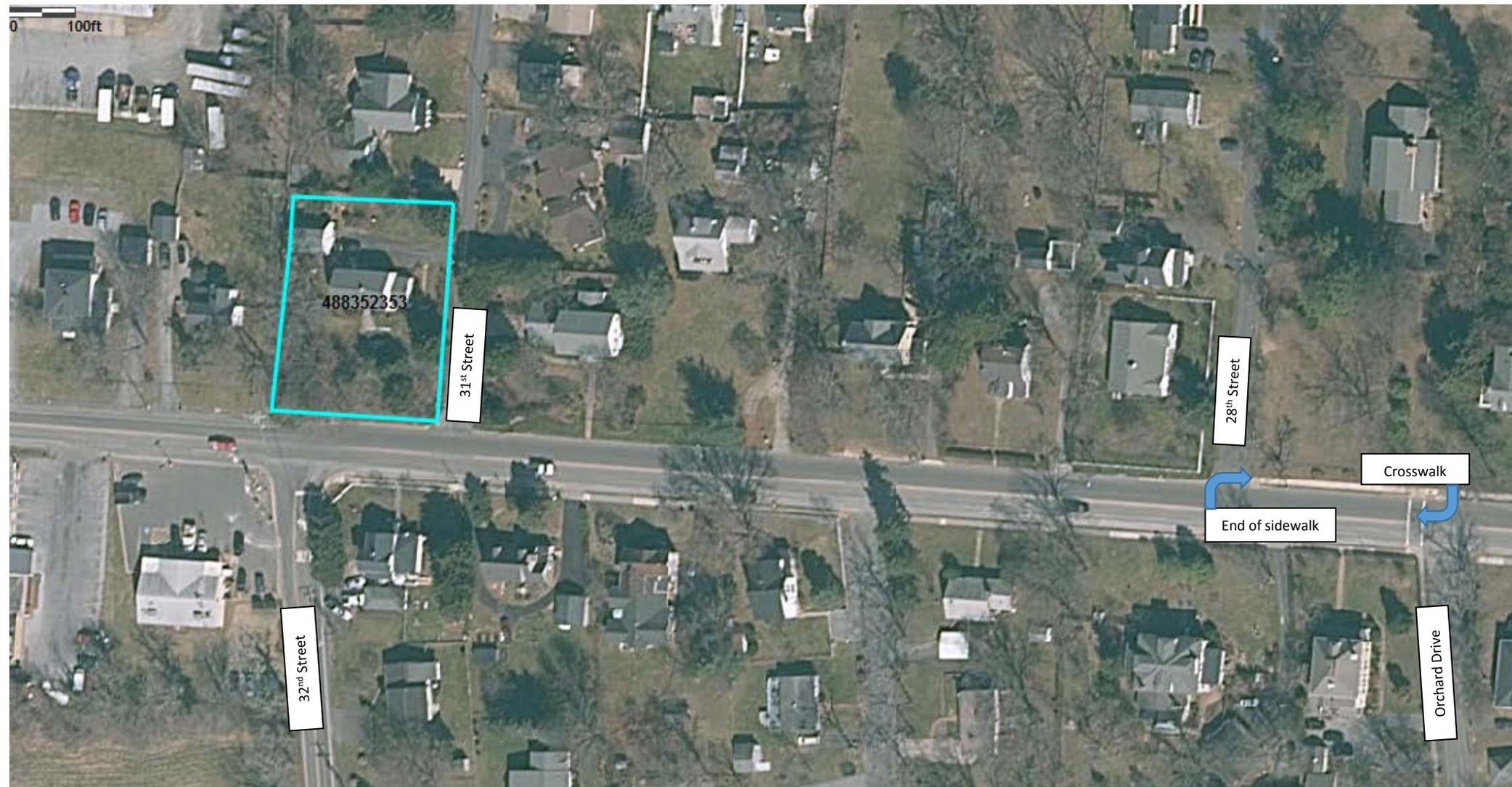
“I move that we direct staff to move forward with the exploration and legal steps necessary to acquire this easement that has been offered to the Town for no compensation.”

OR

“ I move that the Town is not interested at this time in acquiring easements in this area for the upgrade for pedestrian and vehicular improvements.”

ATTACHMENT(S):

1. Map of Property and Impacted Area



This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item # 10.b.

SUBJECT: Options for Studying Future Police Department Facility

DATE OF MEETING: July 26, 2016

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

SUMMARY and RECOMMENDATIONS:

It is the desire of the staff and Town Council to look at a more permanent arrangement for our Police Department facility down the road. When the Town originally relocated the Police Department to the current Hirst Road location, the existing Town Hall at 130 East Main Street was too small to meet the current operational and security needs for the Police Department and also provide for the general government operations. As a result, the Town had hoped to relocate the Police Department for no more than a five to ten year period with a new Police Department facility being incorporated into any new town hall or government site complex. When the Town made the decision to acquire the current Town Hall at 221 South Nursery Avenue, it was clear that the facility would not accommodate both general government and the Police Department. As a result of our debt limitations and lack of affordable options, the Town has continued to lease at the current location on Hirst Road. The Town just recently signed a three year lease renewal which will run through June 30, 2019 with a three year optional lease extension that has to be approved by both parties.

ISSUES/CHALLENGES:

As the Town moves forward, there will be significant options and alternatives that will need to be evaluated within the needed timeline to coincide with our existing lease. These challenges include the following:

- Fiscal pressure and limited debt issuance capability to proceed with a major capital project.

- Need to work with Town Council and community to adequately evaluate the options and alternatives which include the following:
 - a) Continue to lease rather than construct a new facility. The reason the Town has continued to lease at this point is that the lease cost can be as little as a third of what the cost would be for debt service on principle and interest for a facility with improvements to the degree needed to operate our police station. A lease also limits the amount of capital improvements that have to occur to the outside and structural component of the building which would be our responsibility under purchase. At some point when you own your building, you pay the debt service off and hopefully at that point the cost to own and operate would swing the other way and be far less expensive than having a lease. The only problem is that this sometimes takes twenty to twenty-five years and if technology and construction has changed drastically along with regulations, you may be forced to do a substantial renovation at that point. As a result, many federal, state and local governments have turned to leasing office space.
 - b) Town owned property on 20th Street (Hirst Farm proffer and old Maintenance Building.
 - c) Right of First Refusal lot at 330 Nursery Avenue owned by Milton Nichols.
 - d) Loudoun County property on Field's Farm/Purcellville Public Safety Center.
 - e) Acquisition and renovation of existing property or structure in Town.
- Based on inspections and review of existing police stations and renovations that have occurred along with potential current cost estimates, the Town expects this construction/renovation to cost between \$4 million and \$7 million depending on whether we have site acquisition and demolition costs involved. Obviously, it will be less expensive if we build a new facility on property that the Town already owns or has control of since property acquisition is so expensive in this region.
- The Town cannot afford to review every redevelopment or private parcel that is placed for sale because of the extensive cost necessary to adequately evaluate the structure from an architectural, engineering and feasibility component. As a result,

the Town Council and any support committee will need to narrow these options down as the cost to conduct the study will be significant.

- While the Police Chief and staff team working with Council can develop a preliminary needs assessment on what a new facility will need to include, it is critical that we bring in an outside consultant that has expertise in law enforcement facilities, architectural and engineering assessments and cost estimating to make sure that the Town fully understands the true cost of any final option or alternatives. Without using this expertise, we will potentially miss the true cost and overall operational impacts.
- Because of the unique operations of public safety facilities, a quick survey of neighboring communities have shown that the majority choose to construct a new facility on property they have leased or own rather than try and acquire an existing building and renovate the facility into a modern and functional police station. History will show that these type of construction and renovation projects where you take an older structure not designed for that specific use is extremely complicated and wrought with challenges and pitfalls especially when you have specific legal, operational and security needs related to public safety operations.
- In order to move forward, the Town Council will have to work with staff to choose the best method but I would suggest that we use the three years we have available in order to thoroughly plan and decide which options to pursue and how to fund the project. As a result, I have worked with staff and we recommend consideration of the following process or a hybrid developed by Town Council in order to move forward:

<p>a) Work with Chief, Police Department and staff to evaluate the minimum required space, operational layout and design needed for a new police station. This will primarily be an internal assessment to look at square footage and potential operational layout so that we can have a minimum baseline to rule out any options, alternatives or parcels. This option may also need the assistance of outside technical support.</p>	<p>July 1 – September 12, 2016</p>
<p>b) Identify short list of sites to evaluate.</p>	<p>August 1 – October 17, 2016</p>

c) Bring in outside architectural, engineering or public safety design firm that can independently evaluate and apply our needs to all of the targeted sites that the Town Council has chosen to evaluate.	February 1, 2017
d) Create final citizen/Town Council committee that is made up of 2 members of Town Council, 2 citizens with knowledge of public safety and facilities, Police Chief and a member of the Administrative staff to review the final options and provide a recommendation to Town Council on the top ranked alternatives.	February 15, 2017
e) Incorporate final Town Council decisions on Police Station options in FY 2018 budget.	May 2017
f) Begin implementation of final recommended option for police station.	July 1, 2017

BUDGET IMPACT:

During the last two fiscal years, staff included funding to begin looking at these options and alternatives and in both years the funding was cut from the budget. At this point, there is no designated funding in the FY 16/17 budget that began July 1, 2016. Depending on final recommendation and the process determined by Town Council, staff recommends that we look at potentially transferring \$50,000 from reserves to provide technical, design and construction review support to the Town Council, committee and staff.

MOTION(S):

“I move that we direct staff to move forward with the process and recommended timeline included in this staff report in order to begin evaluating options for a police station to house the Purcellville Police Department.”

ATTACHMENT(S):

1. None



STAFF REPORT
Water Conservation Plan Rebate Program

Item # 10.c.

SUBJECT: Water Conservation Plan Rebate Program
DATE OF MEETING: July 26, 2016
STAFF CONTACTS: Alex Vanegas, CPM, Public Works Director

SUMMARY and RECOMMENDATIONS:

The Town of Purcellville Water Conservation Plan was implemented in 2008 and one of the programs developed was the rebate program for rain barrels, toilets, and washing machines.

The rebate program was intended as an incentive for residents to replace existing, high water use toilets and washing machines with new, low water use appliances. New appliances (in addition to low-flow showerheads, faucet aerators, and restaurant spray rinses the Town has handed out) are estimated to be saving the Town almost 8,000 gallons per day. Since then the Town has issued \$28,605 in rebates; \$13,525 of that amount has been issued during the last five fiscal years (FY12-FY16).

Since the program's inception, the Town has increased its water supply by placing additional wells into service. Also, residents are generally conservative with their water use in order to avoid paying higher water bills. Furthermore, almost all appliances are now water efficient and affordable with some models even costing less than the maximum rebate amount.

Town staff seeks the Town Council's direction to either continue, suspend or eliminate the rebate program. If a time of water conservation measures is required, Town Council could consider reinstating the rebate program.

BACKGROUND:

The Town of Purcellville developed a Water Conservation Plan that was implemented on July 1, 2008. The Water Conservation Plan was one of the tasks in the Water Resources Study completed in December 2007. The Conservation Plan included a combination of programmatic measures and ordinance requirement measures. One of the programmatic measures is the Toilet, Washing Machine, and Rain Barrel rebate program. Under this program, Town water users can purchase a qualified appliance and submit the appropriate documentation to the Town in order to receive a rebate of \$25 (rain barrel), \$100 (toilet), or \$150 (washing machine).

The programmatic measures were scheduled to be implemented over a 5-year period. After 5 years, the measures were to be re-evaluated to determine how to continue the water conservation program.

ISSUES:

The water rebate program has both benefits and shortcomings that can have an impact on the water enterprise fund.

On one hand, the water rebate program contributes to the practice of low consumption of the product in which the town sells. Water utilities are one of the few industries that discourages individuals from using their product. Other industries such as cable, electricity, cell phones carriers, seldom offer these type of opportunities but rather place the responsibility on the consumer to manage or reduce their usage. Within our respective industry, not all municipalities offer water rebate programs.

Equally important, there are benefits associated with the water rebate program. The program could help reduce the need for adding water sources to our supply to meet future demand. Therefore, there exists an opportunity cost savings for some future capital improvement expenditures. Fortunately, the current capacity of water supply exceeds the demand so it is hard to gauge the impact of the program other than over the years reduction in sales has resulted in reduced revenues for the water enterprise fund.

BUDGET IMPACT:

Since 2008 the Town has awarded \$28,605 in water conservation rebates; \$13,525 of that amount has been issued during the last five fiscal years (FY12-FY16). Specifically in the

last five fiscal years there has been 27 rain barrel rebates at \$25 each, 43 toilet rebates at \$100 each, and 57 washing machine rebates at \$150 each. Additionally, there is a cost for staff time (Public Works and Finance) to process rebate applications.

MOTION(S):

“I move that the Town Council directs staff to continue the Water Conservation Plan Rebate Program.”

OR

“I move that the Town Council directs staff to suspend the Water Conservation Plan Rebate Program until such time as the Town Council re-initiates the program.”

OR

“I move that the Town Council directs staff to eliminate the Water Conservation Plan Rebate Program.”

This page intentionally left blank



STAFF REPORT
FUTURE PRESENTATION ITEM

Item # 11.a.

SUBJECT: Comprehensive Plan Update Presentation

DATE OF MEETING: July 26, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

Town Staff and the consultant team for the comprehensive plan update are currently finalizing documents summarizing and analyzing the public input received over the first six months of the update process as well as demographic and land use data for the town. The targeted release date for the final version of these documents is on or about August 1st. Following this release, Staff plans to hold public presentations over this information throughout August to help the public understand these results. Since Town Council will not be meeting in August, Staff would be happy to provide a full or abbreviated presentation to Town Council at its September 13th meeting, if desired.

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #12

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: July 26, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the July 12, 2016 Town Council Special Meeting and the July 12, 2016 Town Council Regular Meeting for review and approval by Town Council.

MOTION(S):

I move that we approve the minutes of the July 12, 2016 Town Council Special Meeting and the July 12, 2016 Town Council Regular Meeting and waive reading.

ATTACHMENT(S):

1. July 12, 2016 Town Council Special Meeting Minutes
2. July 12, 2016 Town Council Regular Meeting Minutes

**MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
JULY 12, 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 with the following in attendance:

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

ABSENT: None

STAFF: None

CALL TO ORDER OF SPECIAL MEETING:

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

INTERVIEWS FOR APPOINTMENTS TO THE PLANNING COMMISSION:

Council interviewed the following applicants for expiring terms/vacancies on the Planning Commission:

- 5:00 PM – David Estey
- 5:20 PM – Brittany Duffy Adkins
- 5:40 PM – Theresa Stein (reappointment)
- 6:00 PM – Christopher Rankin
- 6:20 PM – Timothy Iversen
- 6:40 PM – Murrell (Tip) Stinnette (reappointment)

ADJOURNMENT

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 7:02 PM. The motion was seconded by Council member Jimmerson and approved unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
JULY 12, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The regular meeting of the Purcellville Town Council convened at 7:04 PM in Council Chambers with the following in attendance:

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

ABSENT: None

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
Patrick Sullivan, Director of Community Development
Dan Galindo, AICP, Senior Planner
Chief Cynthia McAlister, Police Dept.
Diana Hays, Town Clerk/Project Manager

CALL TO ORDER OF REGULAR MEETING:

Mayor Fraser called the regular meeting to order at 7:04 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS/APPROVAL:

None

PROCLAMATIONS/RECOGNITIONS:

a. Recognition – Police Dept. Homework Club Volunteer

Heather Krafcheck was recognized by Council and staff for your dedication to the homework club.

b. Recognition – Former Council members

Joan Lehr, John Nave and Patrick McConville were recognized for their service on Town Council.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

STANDING COMMITTEE/COMMISSION/BOARD REPORTS:

a. Planning Commission

Council member McCollum noted that the staff and consultant for the comprehensive plan review are working on summary reports and analysis from the three rounds of public engagement and expect those to be released in August.

Council member McCollum stated the Planning Commission will hold weekly work sessions starting in July through possibly October as required, and may schedule a presentation at Town Hall in early August.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

Board member Sandy Nave thanked the outgoing Council members for their support of the Board and specifically Patrick McConville for his assistance as Council liaison.

Board member Nave thanked Melanie Scoggins for her work and support, and stated the Board is currently fully staffed.

Board member Nave added that the PRAB will meet in August which will give the members time to talk about ideas since they are between events.

Board member Nave stated she is looking forward to working with the new Council and continuing to move forward with all of the initiatives the PRAB has started.

d. Economic Development Advisory Committee

No report.

e. Purcellville Arts Council

Chair Liz Jarvis came forward and congratulated the new Council members and thanked the outgoing Council members for their service. Chair Jarvis thanked Melanie Scoggins for her assistance to the Arts Council.

During the last Arts Council meeting, the members talked about ways to keep the momentum going and talked about a banner project that is in the works.

Chair Jarvis talked about the success of the wine barrel project and the map available to residents to locate each of the barrels.

CITIZEN AND BUSINESS COMMENTS:

Casey Chapman, 601 W. Main Street, came forward to talk about the Town's interested in getting an easement across the front of his property for a sidewalk and/or crosswalk and stated he is willing to work with the Town to get this established to increase walkability in Town. Mr. Chapman stated there is no financial gain for him and he is not asking for money but just how he can help grant the easement.

Frank DiPerna, 37559 Alder School Road, welcomed the new Council members and thanked the outgoing Council members for their service.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum welcomed the new Council members. Council member McCollum mentioned he met with Jason Brownell and talked about the issues with a path that runs from 20th Street into the Courts of St. Francis to Amalfi Court used by many residents and children. Council member McCollum stated the path is in bad condition and needs repaired and added the path is owned by Robert Lewis of Catoctin Meadows which is now Mr. Brownell. They also talked about the clock located on Mr. Brownell's property near the Train Station and the five acres in the Village Case property. Council member McCollum stated he submitted a request form to the Town Manager and Director of Public Works regarding the FY 2017 budget with items he had issues with including bulk water sales being sold as potable or not and being sold below cost. Council member McCollum added he has let the Town Manager know he supports his proposal to hold work sessions in the Council Chambers instead of the Heritage Room. Council member McCollum recommended that Council members read the article in the July 12 edition of the Post metro section which talks about Loudoun's plans to create a STEM campus high school as it compares to Makersmith. Council member McCollum stated he will be absent from the July 26th meeting visiting family.

Council member Grim talked about the work ahead for Council based on concerns of the citizens including utility rates. Council member Grim stated there are 8,000 postcards containing the wine barrel information which will be available at businesses throughout Town.

Council member Jimmerson stated in June she attended the Northern Virginia Transportation Authority's Planning Coordination Advisory Committee Meeting where they talked about most of the funding for the Northern VA area going to the bigger cities. Further discussion took place about the smaller cities forming a coalition to create more power to gain funding. Council member Jimmerson stated she and Council member Grim met with a homeowner/resident who has presented to Council previously the opportunity to become a religious city designation and would like to get that initiated.

Council member Cool thanked staff for their work during the transition. Council member Cool talked about hearing issues from citizens about traffic speed with the police department immediately responded to. Council member Cool stated he met with Patrick McConville and

talked about initiatives he has been working on. Council member Cool stated there has been some talk about the water issue in terms of potable water and added that Mr. Lohr has put together some talking points. Council member Cool stated that the bulk water is potable however not potable once the hook up is made and added further discussion will take place about this as well as the rates. Council member Cool urged citizens to attend a Cannon's game which he feels is a great community activity.

Council member Bledsoe thanked outgoing Council for their years of dedication. Council member Bledsoe talked about the success of the painted wine barrel project and thanked the businesses that sponsored the barrels. Council member Bledsoe stated that a few of the Council members attended a grand opening and ribbon cutting for the First Class Fitness Studio. Council member Bledsoe stated he attended the PBA lunch at CEA Farms. Council member Bledsoe reminded everyone that the 5th Annual Wine Festival is this Saturday.

Council member Ogelman thanked outgoing Council and staff for their help during the transition, and specifically thanked John Nave for his personal efforts. Council member Ogelman talked about transparency so residents can make deliberate decisions such as making the online minutes searchable.

Mayor Fraser stated he and Danny Davis met with Browning Herbert of Middleburg Bank to talk about ways to be proactive in refinancing various debt vehicles and the result can be maybe a banking RFP. Mayor Fraser stated he met with Mayor Dickinson of Clarke County who would like to evaluate partnerships with Purcellville in a possible egg processing facility who is committed to spending over \$50 million with egg farmers though out Virginia. Mayor Fraser stated he spoke with Phil Staples of Woodlawn LLC and noted he will pass this initiative to another member of Council since it has to do with a dark fiber ring around Purcellville to attract various telecom providers. Mayor Fraser welcomed the new Council members and added he spoke at the last EDAC meeting articulating his economic vision.

DISCUSSION/INFORMATIONAL ITEMS:

a. Delinquent Tax Lists as of June 30, 2016

Liz Krens introduced the informational report that provides an overview of the code requirements to prepare a delinquent tax list as of June 30th each year. Ms. Krens added that the report was provided to Council and the Clerk. Ms. Krens talked about issues with publicizing the list and that a more detailed report will be provided in the fall.

b. Operational Financial Audit

Council member Ogelman stated he is interested in looking into an independent operational financial review and risk assessment/audit, and that this was discussed amongst the previous Council. Council member Ogelman talked about ideas on how the audit would start and mentioned with Administration since they are static and more fixed. Council member Ogelman stated the goal would be self-improvement of the government and to enhance trust amongst the government and citizens that it serves.

Council member Grim stated she agrees and feels there are phases associated with the audit and talked about how efficiencies affect finances.

Council member McCollum stated concerns with the costs and time associated with these types of audits and that this expense is not budgeted for this year. Council member McCollum requested that if a Council member is aware of an area where there can be significant cost savings to advise Council and submit a Council request form to staff so it can be further analyzed then added into the budget for 2018. Council member McCollum added that audits can be disruptive to the management group being audited and added the new financial software is currently being installed which involves all departments and does not encourage an audit from an outside firm for this year.

Council member Jimmerson noted she had read various ways these audits can be done and feels the Town could likely benefit from one, and further talked about the benefits outweighing the cost.

Council member Cool stated he feels this is similar to auditing personal finances and that there are ways to improve government efficiencies. Council member Cool agrees this would take time and the transition with Tyler Munis may open additional opportunities for insight.

Council member Ogelman noted he was intending it to be an independent operational financial review and risk assessment focusing more on finances, and that he read from a discussion in the past that the Town Manager provided that it is possible to get this pro bono and feels this is worth investigating.

Mayor Fraser stated there are firms that can do this pro bono and asked that Council not get caught up on the potential cost of something to not make it worth further investigating. Mayor Fraser stated he supports this initiative and would like this listed as a future agenda item for evaluation.

Council member Grim stated a good starting point may be with the City of Hampton since they have their own internal audit department and feels the efficiencies that it brought about were positive.

Council member McCollum stated so that his position is clear that he is not against this item however has worked with this previously where opportunities for improvement were identified and that it does work but to get a professional job done feels the Town will need to pay for it and is skeptical of pro bono services.

c. Methods for Receiving Citizen Input

Council member Ogelman stated he would like to make sure that citizens have information they need as well as to be able to pulse citizens in as many ways as possible in real time so that citizen views can be considered in Council's decisions.

Council member Cool talked about this as an expense and how it would be managed.

Council member Grim talked about information being communicated to residents and the importance of having facts to back up the information.

Danny Davis asked about the questions that Council would like to ask the public as they relate to ideas, the strategic plan or voting on agenda items. Mr. Davis also talked about the various ways to broadcast or post meetings online.

d. Financial Transparency Software

Council member Cool talked about the functionality of Tyler Munis and other programs that provide transparency as well as working with other jurisdictions for ideas.

Council member Bledsoe asked if this is about options within the software or the option to add additional software to provide the transparency. Council member Cool stated he is looking for options within Tyler Munis if it can do what is requested.

Danny Davis noted that the core financials within Munis will not be available for another year and a half and that using the transparency module is an option but after the financials are in place. Mr. Davis noted he feels the Munis transparency module is not as robust as the OpenGov module in capabilities, and that staff can look into OpenGov with Council's direction.

Mayor Fraser requested that staff obtain further details on how it would be done, why and the cost so that Council can make a decision, and that this item come back to Council in September.

ACTION ITEMS:

a. Appointment of Vice Mayor

Council member Ogelman made a motion that Town Council appoint Karen Jimmerson to serve a one year term as Vice Mayor with the term expiring on July 1, 2017 once a new appointment has been made by Town Council. The motion was seconded by Council member Bledsoe.

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

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

b. Appointment of Council members to Committees, Commissions and Boards

Danny Davis noted that there are places in the code that allows appointments as voting members however tradition has been more of a liaison/non-voting member role as shown in some by-laws. Mr. Davis talked further about the need to modify the code and ordinance language about Council appointments and having them in a single section.

Vice Mayor Jimmerson made a motion that Town Council appoint Kelli Grim to serve on the Planning Commission as a voting member for the term July 12, 2016 to June 30, 2018. The motion was seconded by Council member Ogelman.

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

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

Council member Grim made a motion that the Town Council appoint Chris Bledsoe to serve on the Economic Development Advisory Committee as a liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Vice Mayor Jimmerson

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

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

Council member McCollum made a motion that the Town Council appoint Ryan Cool to serve on the Parks and Recreation Advisory Board as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member McCollum
Second: Vice Mayor Jimmerson
Carried: 6-0-1 Abstain

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

Council member Cool made a motion that Town Council appoint Karen Jimmerson to serve on the Tree and Beautification Committee as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Bledsoe.

Motion: Council member Cool
Second: Council member Bledsoe
Carried: 6-0-1 Abstain

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

Council member Bledsoe asked if anyone was interested in the Arts Council. Council member McCollum stated he is interested in the Board of Architectural Review. Rob Lohr confirmed that members may serve on two committees. Mayor Fraser moved forward to the next item.

After stating he has had discussions with the Council member and his interest, Council member Bledsoe made a motion that the Town Council appoint Nedim Ogelman to serve on the Board of Architectural Review to serve as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Grim.

Motion: Council member Bledsoe
Second: Council member Grim
Carried: 6-0-1 Abstain

Cool - Aye

Bledsoe - Aye
Ogelman - Abstain
McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

Council member Ogelman made a motion that the Town Council affirm Mayor Kwasi Fraser to represent the Town of Purcellville on the following groups, as well as any other regional body or group that may request representation from the Town of Purcellville:

- a. Northern Virginia Regional Commission
- b. Towns Association of Northern Virginia
- c. Coalition of Loudoun Towns

The motion was seconded by Council member Bledsoe.

Council member Jimmerson added it is up to the Mayor to choose for the NVRC.

Motion: Council member Ogelman
Second: Council member Bledsoe
Carried: 7-0-0

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

Council member McCollum added he does not have a background in art and feels he may not be an effective liaison for the Arts Council. Council member Cool noted he feels this may tie in mostly with the Parks and Recreation Advisory Board and added he would serve as liaison. Council member Bledsoe made a motion that the Town Council appoint Ryan Cool to serve on the Purcellville Arts Council as a non-voting liaison for the term of July 12, 2016 to June 30, 2018. The motion was seconded by Council member Ogelman.

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

Cool - Abstain
Bledsoe - Aye
Ogelman - Aye
McCollum - Aye
Grim - Aye
Jimmerson - Aye

Mayor - Aye

c. Meeting Schedule of Town Council

Danny Davis introduced the staff report and noted the recommendations provided by staff. Mr. Davis talked further about holidays and the postponement of meetings.

Council agreed to recess during the month of August.

Council member Grim made a motion that the Town Council adopt Resolution 16-07-01, A RESOLUTION TO PRESCRIBE THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN COUNCIL, setting the regular meeting schedule of the Town Council for the 2nd and 4th Tuesday of each month at 7:00pm at Town Hall.

On a request from Danny Davis, Council member Grim restated her motion to modify the resolution.

Council member Grim made a motion that the Town Council adopt Resolution 16-07-01, A RESOLUTION TO PRESCRIBE THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN COUNCIL, setting the regular meeting schedule of the Town Council for the 2nd and 4th Tuesday of each month at 7:00pm at Town Hall. In the third paragraph of the resolution, paragraph 3 was modified that the meeting would go to either the next day or, if the next day is unavailable, Tuesday of the following week without further advertisement. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member Grim
Second: Vice Mayor Jimmerson
Carried: 7-0-0

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

d. Remote Participation in Council Meetings

Sally Hankins summarized the staff report and asked for guidance from Council as to whether or not they would like to adopt a policy governing remote participation. Ms. Hankins talked further about the need to make Council Chambers audible to those in attendance as well as the recording system should Council choose to adopt a policy.

Council further talked about the poor acoustics in Council Chambers as well as security concerns with telephone meetings and the reason for participating remotely.

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. 16-07-01

PRESENTED:

JULY 12, 2016

ADOPTED:

JULY 12, 2016

**A RESOLUTION: TO PRESCRIBE THE DATE, TIME, AND PLACE OF
REGULAR MEETINGS OF THE TOWN COUNCIL**

BE IT RESOLVED that regular meetings of the Town Council shall be held on the second and fourth Tuesday of each month at 7:00 pm at Town Hall, located at 221 South Nursery Avenue, in Purcellville, Virginia;

BE IT FURTHER RESOLVED that should a day established by the Town Council as a regular meeting day fall on any legal holiday, the meeting may be held on the next regular business day without further advertisement or action of any kind by the Town Council; if such meeting is instead canceled by the Town Council, then further advertisement shall be required; and

BE IT FURTHER RESOLVED that if the Mayor, or Vice-Mayor if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend a regular meeting, the Mayor shall communicate such finding to all members of Town Council and the press as promptly as possible, and all hearings and other matters previously advertised shall be continued to the next day or, if the next day is unavailable, to the Tuesday of the following week, without further advertisement; and

BE IT FURTHER RESOLVED that a majority of Council members present and voting at a regular meeting of the Town Council, may, without further public notice, adjourn the meeting to another date, time, and place until the business before the governing body is

A RESOLUTION: TO PRESCRIBE THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN COUNCIL

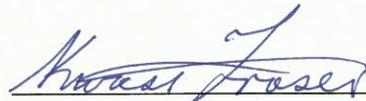
completed, provided that such continued meeting does not extend beyond the time fixed for the next regular meeting; and

BE IT FURTHER RESOLVED that all prior rules governing the date, time, and place of regular meetings of the Town Council are hereby replaced.

Cross References

Code of Va. § 15.2-1416. Regular meetings.

PASSED THIS 12TH DAY OF JULY, 2016.



Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:



Diana Hays, Town Clerk

Mayor Fraser stated that Council agreed that this item be tabled.

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

- a. Recognition Request – Tracy Robinson, Leukemia & Lymphoma Society Efforts**

Council approved this request submitted from Council member Grim.

APPROVAL OF MINUTES

- a. June 28, 2016 Town Council Meeting**

Council member McCollum made a motion to approve the minutes of the June 28, 2016 Town Council Meeting and waive reading. The motion was seconded by Vice Mayor Jimmerson and approved unanimously.

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

Vice Mayor Jimmerson made a motion that as authorized under Section 2.2-3711(A)(7) of the Code of Virginia that the Purcellville Town Council convene in a closed meeting to consult with legal counsel employed or retained by the public body and to receive briefings from staff about actual or probable litigation concerning the Heating, Ventilation, and Air Conditioning system in Town Hall, because such consultation and briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

The following individuals are requested to attend the closed meeting:

- 1) All Town Council members
- 2) Robert W. Lohr, Jr., Town Manager
- 3) Danny Davis, Assistant Town Manager
- 4) Sally Hankins, Town Attorney
- 5) Jeff Gilmore, Akerman LLP (via conference call)
- 6) Alex Vanegas, Director of Public Works

The motion was seconded by Council member Cool.

Motion: Vice Mayor Jimmerson
Second: Council member Cool
Carried: 7-0-0

Cool - Aye
Bledsoe - Aye
Ogelman - Aye

McCollum - Aye
Grim - Aye
Jimmerson - Aye
Mayor - Aye

MOTION BY TOWN COUNCIL 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 Cool.

Motion: Vice Mayor Jimmerson
Second: Council member Cool
Carried: 7-0-0

Cool - Aye
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 16-07-02 certifying the closed meeting of July 12, 2016. The motion was seconded by Council member Bledsoe.

Motion: Vice Mayor Jimmerson
Second: Council member Bledsoe
Carried: 7-0-0

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

ADJOURNMENT

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 10:00 PM. The motion was seconded by Council member Ogelman and approved unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council



STAFF REPORT
ACTION

Item #13

SUBJECT: Closed Meeting

DATE OF MEETING: July 26, 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 16-07-03

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 and consider prospective candidates for appointment to the Planning Commission. 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

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 16-07-03 certifying the closed meeting of July 26, 2016.”

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. 16-07-03

PRESENTED: JULY 26, 2016

ADOPTED: _____

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
JULY 26, 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 _____ DAY OF _____, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #14

SUBJECT: Appointments to the Planning Commission

DATE OF MEETING: July 26, 2016

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

BACKGROUND:

Each year the Town has vacancies to fill due to resignations and term expirations on various committees, commissions and boards. Over the past two months the Town has been advertising vacancies, and members of Council have been recruiting in the community to fill the vacant positions, specifically on the Planning Commission.

The current terms of the Planning Commission are as follows:

<u>MEMBER</u>	<u>APPOINTED DATE</u>	<u>APPOINTMENT START DATE</u>	<u>APPOINTMENT END DATE</u>	<u>TOWN RESIDENT</u>
Theresa Stein, Vice Chair	July 22, 2014	August 2012	July 31, 2016	Yes
Murrell "Tip" Stinnette	December 8, 2015	August 2012	August 31, 2016	Yes
Chris Bledsoe/VACANCY	April 28, 2015	April 28, 2015	August 31, 2016	Yes
Kelli Grim, Council Liaison (voting liaison)	July 12, 2016	July 12, 2016	June 30, 2018	Yes
Nedim Ogelman/VACANCY	October 14, 2014	October, 2014	September 30, 2018	Yes
Orlo "Chip" Paciulli	October 14, 2014	October, 2014	September 30, 2018	Yes
Edward "EJ" Van Istendal	October 14, 2014	October, 2014	September 30, 2018	Yes

Green indicates interest in reappointment. Red indicates a vacancy or not interested in reappointment as noted.

MOTION(S):

“I move that we approve the following appointment/reappointment to fill an expired term on the Planning Commission:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Planning Commission	Sept. 1, 2016 to Aug. 31, 2020

And;

I move that we approve the following appointment/reappointment to fill an expired term on the Planning Commission:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Planning Commission	Sept. 1, 2016 to Aug. 31, 2020

And;

I move that we approve the following appointment to fill a vacancy/expired term on the Planning Commission:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Planning Commission	Sept. 1, 2016 to Aug. 31, 2020

And;

I move that we approve the following appointment to fill a vacancy on the Planning Commission:

<u>Name</u>	<u>Committee, Commission or Board</u>	<u>Term</u>
	Planning Commission	July 26, 2016 to Sept. 30, 2018”