



**AGENDA  
PURCELLVILLE TOWN COUNCIL REGULAR MEETING  
OCTOBER 25, 2016, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION** (Mayor Fraser)
- 4. SUMMARY OF MOTIONS** (*provided separately*)
- 5. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 6. PROCLAMATIONS/RECOGNITIONS** (Town Council)
  - a. Proclamation – Richard Gillespie
  - b. Proclamation – Shenandoah Valley Young Marines Red Ribbon Week
  - c. Recognition – ICMA Certificate in Performance Management (D. Davis)
- 7. PUBLIC HEARINGS**
  - a. None
- 8. PRESENTATIONS**
  - a. Virginia Storm Basketball (Norman Blowe, Jr., Owner/President of Operations) (*5 mins.*)
  - b. American’s Quilt of Faith – Religion City, USA (Chris Stevenson) (*10 mins.*)
  - c. Boundary Line Adjustment, Parcel #453288236000 (Clinton Chapman) (*15 mins.*)
- 9. 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.)*
- 10. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 11. DISCUSSION/INFORMATIONAL ITEMS**
  - a. Public Safety Reports
    - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
    - ii. Purcellville Volunteer Fire Company (Brad Quin, President) (pgs. 3-5)

- iii. Purcellville Police Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 7)
- iv. Purcellville Police Department (Lt. Joe Schroeck/Chief C. McAlister) (pgs. 9-11)
- b. Public Works Monthly Operations Report (A. Vanegas) (pgs. 13-23)
- c. Economic Development Update (P. Sullivan) (pgs. 25-38)
- d. Financial Software System Project Tracking/Implementation Update (D. Davis) (pgs. 39-50)

**12. ACTION ITEMS**

- a. Town Council's 2017 Legislative Agenda\* (R. Lohr/S. Hankins) (pgs. 51-58) (Motion pg. 52)
- b. A Street Trail from Blue Ridge Middle School to Maple Ave.\* (D. Davis) (pgs. 59-67) (Motion pg. 61)
- c. Process for Formal Pre-Submission Conferences for Land Use Applications\* (R. Lohr/P. Sullivan) (pgs. 69-74) (Motion pg. 72)

**13. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION**

- a. None

**14. APPROVAL OF MINUTES**

- a. October 11, 2016 Regular Meeting (pgs. 75-94) (Motion pg. 75)

**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.



## **PURCELLVILLE VOLUNTEER FIRE COMPANY**

### **ADMINISTRATIVE REPORT TO THE PURCELLVILLE TOWN COUNCIL**

The contents of this report are intended to help inform the Purcellville Town Council of the administrative activities of the Purcellville Volunteer Fire Company in service to the community. Operational data (fire calls, action reports) are excluded and are part of a more formal operational report provided by the Chief of the Department.

#### **Administration**

- Two new members joined the company since the last report. This brings the total number of new members since January to 14. We will likely fall short of our final goal of between 20 and 25 new members this year for the first time in several years. Attrition has been much lower this year, helping to compensate for fewer new members. Membership is working with four prospects for November. Reasons for lower number of new members are the increases in training and time commitments that individuals fear are too much for them to handle.
- The Company also has two new members in the “fall fire school” this term and an additional 9 member in EMR (medical) certification classes.
- The company welcomed 11 new fire fighters to its ranks who graduated for fire school this spring and last fall. This is the largess number in several years. We also graduated four new EMTs. All were introduced to Council in September.
- The company received notification that its share of the County distribution was approved by the county’s Administrative Operations Committee and its Executive Committee which is responsible for the allocation of county founding flowing to volunteer companies for operational support. Funds from this source make up approximately half of the company’s operating expenses, the balance coming from the state, the Town and fund raising, all in roughly equal proportions. In addition, new EMS billing revenue was also shared with the company.

## **Community Outreach and Public Relations**

- Duty crew meals continue to be provided through the efforts of the Sellers family for each of our monthly meeting dates.
- The final Sundaes on Saturday program was held on August 27 and attracted over the four events over 500+ people hungry for ice cream. Free ice cream is scooped at the station between 6 and 8 PM on the last Saturday of each month, May through August. The public is invited.
- The President Brad Quin of the Company was the speaker at the Town's 9/11 Remembrance Day and was supported by first responders from both the Purcellville Volunteer Fire Company and its day shift and the Purcellville Volunteer Rescue Company.
- The Leesburg Rotary Club has asked the company offer a station tour, dinner with a crew and a ride as part of their annual Croquet Tournament fund raiser. We will make those arrangements.
- The company was proud to feature an article in the Fire Fighter's Corner of the Purcellville Gazette on the service the Company provides our community beyond the usual emergency response activity. It is critical to our operating mission that we are as active in community affairs as a community based organization as any other group or individual citizen. This is part of what distinguishes volunteer companies from other forms of emergency service provision. We are your neighbors; we volunteer our service because we care deeply about community involvement.
- An extremely successful Fire Prevention Week Open House was conducted on Sunday, October 16 and drew a large crowd on a beautiful sunny day. Demonstrations of vehicle extraction, pumping operations and tower ladder operations entertained the crowd. Chief the Department Keith Brower, AC Keith Johnson, AC Matthew Tobia and Chair of the Board of Supervisors Phyllis Randall were among our special guests.

## **Key Fire Service Facts**

**3 to 4 years** – the average time volunteer companies can count on having the services of volunteers before they leave or go off to other interests.

**20** – the average number of firefighter deaths in the county due to equipment rollover or accidents while responding to calls

**600** – the number of hours of instruction required of fire fighter sin Loudoun Cunty for certification.  
**75 to 80** – weight in pounds of all FF gear, a breathing apparatus and one tool ABOVE body weight before a FF takes one step.

Respectfully Submitted

Bradley J. Quin  
President/Membership Chair

October 2016

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**STAFF REPORT**

**PURCELLVILLE CITIZENS SUPPORT TEAM**

**SUBJECT:** Purcellville Police Citizen Support Team

**DATE OF MEETING:** October 25, 2016

**SUMMARY AND RECOMMENDATIONS:**

The following is a list of events in which the support team assisted since the last report of September 27, 2016.

1. Monthly meeting was held on October 12<sup>th</sup>..

Upcoming events:

1. Drug Take Back from 10 am until 2 pm at Fireman’s Field parking lot directly across from Town Hall. The support team will be on hand to collect expired and unwanted medications along with a Purcellville Police officer.
2. Halloween Block Party on 21<sup>st</sup> street from 5 pm until 9 pm. The support team will be assisting in vendor parking and crowd control.
3. Turkey Trot on November 13<sup>th</sup> from 8 am until 10 am.

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

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**STAFF REPORT**  
**INFORMATION ITEM**

Item #11.a.iv

**SUBJECT:** Purcellville Police Dept.Monthly Report

**DATE OF MEETING:** October 19, 2016

**STAFF CONTACTS:** Chief Cindy McAlister

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**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 September 2016



*This monthly report provides an overview of criminal activity within the Town of Purcellville. The report outlines the previous month's crime activity, with comparisons to the same time frame of the previous year as well as year-to-date comparisons. Also provided are clearance numbers for both arrests and exceptional clearances. A case is closed exceptional clearance only when an officer has fully identified the offender and their location. Reason beyond their control prohibit the arrest of the offender (death of the offender, victim refuses to cooperate, prosecution declined, extradition denied, juvenile/no custody).*

*Productivity information is included on page two. This includes:calls for service, officer initiated activity, criminal arrest, traffic summonses issued, and vehicular crashes handled. This data assists the police department in developing strategies in combating crime, and maintaining the highest quality of life possible for residents and visitors within the town.*

*Respectfully submitted - Cynthia McAlister, Chief of Police*

| Group A Offenses             | Sep-15 | Sep-16 | YTD 2015 | YTD 2016 | YTD Diff | YTD CLR Arrest | YTD CLR Exception | Total Cleared |
|------------------------------|--------|--------|----------|----------|----------|----------------|-------------------|---------------|
| Rape                         |        |        |          |          |          |                |                   |               |
| Forcible Fondling            |        |        | 3        |          | 3        |                |                   |               |
| Robbery                      |        |        |          |          | 0        |                |                   |               |
| Aggravated Assault           |        |        | 3        | 3        | 0        |                |                   | 0%            |
| Simple Assault               | 5      | 2      | 25       | 16       | 9        |                |                   | 0%            |
| Intimidation                 | 1      | 2      | 6        | 8        | 2        |                |                   | 0%            |
| Arson                        |        |        |          |          | 0        |                |                   |               |
| Burglary                     | 1      | 1      | 3        | 5        | 2        |                |                   | 0%            |
| Credit Card/Automatic Teller |        | 1      | 3        | 6        | 3        |                |                   | 0%            |
| Auto Theft                   |        |        |          |          | 0        |                |                   |               |
| Embezzlement                 |        |        | 1        |          | 1        |                |                   |               |
| Homicide                     |        |        |          |          | 0        |                |                   |               |
| Larceny (below categories)   |        |        |          |          |          |                |                   |               |
| Pick Pocket                  |        |        |          |          | 0        |                |                   |               |
| Purse Snatching              |        |        |          |          | 0        |                |                   |               |
| Shoplifting                  |        |        | 5        | 7        | 2        |                |                   | 0%            |
| Theft from a building        |        | 1      | 5        | 9        | 4        |                |                   | 0%            |
| Theft from a Coin Machine    |        |        |          |          | 0        |                |                   |               |
| Theft from a Motor Vehicle   |        | 1      | 6        | 29       | 23       |                |                   | 0%            |
| Theft of Motor Vehicle Parts |        |        |          | 1        | 1        |                |                   | 0%            |
| All other Larceny            | 4      | 7      | 21       | 5        | 16       |                |                   | 0%            |

| Group A Offenses              | Sep-15    | Sep-16    | YTD 2015  | YTD 2016   | YTD Diff | YTD CLR Arrest | YTD CLR Exception | Total Cleared |
|-------------------------------|-----------|-----------|-----------|------------|----------|----------------|-------------------|---------------|
| False Pretenses               |           |           | 2         | 5          | 3        |                |                   | 0%            |
| Wire Fraud                    |           |           | 5         | 3          | 2        |                |                   | 0%            |
| Impersonation                 |           |           | 2         | 2          | 0        |                |                   | 0%            |
| Welfare Fraud                 |           |           | 1         |            | 1        |                |                   |               |
| Counterfeiting/Fraud          |           |           | 1         | 2          | 1        |                |                   | 0%            |
| <b>Total Group A Offenses</b> | <b>11</b> | <b>15</b> | <b>92</b> | <b>101</b> | <b>9</b> | <b>0</b>       | <b>0</b>          | <b>0%</b>     |

| Other Offenses of Community Concern | Sep-15    | Sep-16    | YTD 2015   | YTD 2016   | YTD Diff  | YTD CLR Arrest | YTD CLR Exception | Total Cleared |
|-------------------------------------|-----------|-----------|------------|------------|-----------|----------------|-------------------|---------------|
| Destruction/Vandalism               | 7         | 1         | 33         | 35         | 2         |                |                   | 0%            |
| Drugs/Narcotics                     | 2         | 1         | 20         | 22         | 2         |                |                   | 0%            |
| Drug Equipment Violation            |           |           | 15         | 13         | 2         |                |                   | 0%            |
| Weapons Violations                  |           |           | 1          | 3          | 2         |                |                   | 0%            |
| Pornography/Obscene                 |           |           | 2          | 1          | 1         |                |                   | 0%            |
| Curfew Violation                    | 1         |           | 5          | 7          | 2         |                |                   | 0%            |
| Disorderly Conduct                  | 3         | 4         | 9          | 15         | 6         |                |                   | 0%            |
| DUI Arrests                         | 2         | 3         | 10         | 27         | 17        |                |                   | 0%            |
| Drunk in Public                     | 1         | 4         | 15         | 15         | 0         |                |                   | 0%            |
| Family Offenses                     | 2         | 1         | 26         | 24         | 2         |                |                   | 0%            |
| Liquor Law Violations               |           |           | 9          | 8          | 1         |                |                   | 0%            |
| Runaway                             |           |           | 6          | 2          | 4         |                |                   | 0%            |
| Trespassing                         | 3         | 1         | 11         | 13         | 2         |                |                   | 0%            |
| <b>Total Other Offenses</b>         | <b>21</b> | <b>15</b> | <b>162</b> | <b>185</b> | <b>43</b> | <b>0</b>       | <b>0</b>          | <b>0%</b>     |

| Total ALL Offenses | Sep-15 | Sep-16 | YTD 2015 | YTD 2016 | YTD Diff | YTD CLR Arrest | YTD CLR Exception | Total Cleared |
|--------------------|--------|--------|----------|----------|----------|----------------|-------------------|---------------|
|                    | 32     | 30     | 254      | 286      | 34       | 0              | 0                 | 0%            |

| Service Demand & Productivity | Sep-15 | Sep-16 | YTD 2015 | YTD 2016 | YTD Diff |
|-------------------------------|--------|--------|----------|----------|----------|
| Calls for Service             |        | 373    |          |          | 0        |
| Self Initiated Activities     |        | 1,315  |          |          | 0        |
| Criminal Arrest               |        |        |          |          | 0        |
| Traffic Summonses             | 66     | 67     | 681      | 787      | 106      |
| Warning Tickets               |        | 66     |          |          | 0        |
| Accidents                     | 15     | 1      | 101      | 103      | 2        |

\*YTD Difference  
 Black shows more activity 2015  
 Red shows more activity 2016

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**STAFF REPORT**  
**INFORMATIONAL ITEM**

Item #11b

**SUBJECT:** Public Work Monthly Operations Report  
**DATE OF MEETING:** October 25, 2016  
**STAFF CONTACT:** Alex Vanegas, CPM, Director, Public Works

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**SUMMARY and RECOMMENDATIONS:**

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

**ATTACHMENT(S):**

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

# Capital Projects & Engineering Department Update

## 9/30/2016

Town Projects Summary – Table A

Plan Reviews & Private Projects – Table B

Inspections Summary for September 2016

|   |   |
|---|---|
| Site Plans and Subdivisions                                 |   |
|   | Mayfair Residential Subdivision: Phase 1 bond reduction inspections, Phase 2 beneficial use inspection, as-built drawing review |
|   | Mayfair Industrial Subdivision: beneficial use inspection, as-built drawing review  |
|   | McDonald's demolition and site plan construction  |
|   | Southern States demolition and site plan construction   |
| Right-of-way Permits  | 6   |
| Water Meter Inspections (before installation)               | 3   |
| Occupancy Permit Inspections (site)                         | 3   |
| GPS water meters and sanitary sewer cleanouts to add to GIS | 25 locations  |

Business Utility Forms, reviews/approvals – 0

Right-of-way Permits, reviews/approvals – 1

TABLE A TOWN PROJECTS

| PROJECT NAME                    | DESCRIPTION   | STATUS  | NEXT STEPS   |
|---------------------------------|---|---|--|
| Downtown Streetscape Ph. II     | Downtown Streetscape (sidewalks, etc.) and stormwater collection/conveyance project. Federal enhancement funding.   | Under construction; contractor is Jefferson Asphalt. Contractor has completed VDOT punchlist items. VDOT final inspection complete. | Closeout documentation.  |
| N. 21st Street sidewalk project | Sidewalk from W&OD Trail to Purcellville Green, storm sewer collection and conveyance. Federal funding.   | Remedial work is under construction; VDOT is inspecting. Work is complete.  | closeout, including Town audit.  |
| J Street Drainage Project       | Install stormwater collection and conveyance along J Street from 26th Street to just west of Town Hall. State maintenance funding.  | Construction is complete.   | Final seeding and fertilizing needed. Scheduled for October.   |
| Hirst Farm Pond                 | Retrofit Hirst Farm pond for water quality benefits. Stormwater Local Assistance Funding, 50-50 split with Town.  | Engineering design proposal has been reviewed.  | Approve proposal and issue purchase order to move forward with design.   |
| 32nd and A Street Improvements  | Proposed roundabout. Revenue Sharing grant, 50-50 split VDOT and Town   | Considering rescoping this project for original intersection with turn lanes, instead of roundabout. Study underway.                | Traffic counts completed. Study underway to provide cost estimates for alternatives, as well as guidance for preferred solution. |
| Nursery Avenue Improvements     | sidewalk , curb and gutter, stormwater collection and conveyance from the "teardrop" (20th Street) to the stream approx. 370 feet south of J Street. Funding is Revenue Sharing, 50-50 split Town and VDOT.                             | 30% plans are complete. Advertising for RFP for design to 100%. RFP due August 9, 2016. Interviews conducted with 2 firms.          | Additional information requested from 2 firms. Review information, choose design engineer, begin design.                         |
| Hirst Road Safety Improvements  | Improvements along Hirst Road from Hatcher Avenue to Hillsboro Road (Route 690). Includes guardrail and shoulder improvements, upgrade pedestrian ramps, new signs and markings. Funding is revenue sharing, 50-50 split VDOT and Town. | Agreement with VDOT for RS project has been executed. Town has met with Kimley Horn to clarify scope for the project.               | Obtain proposal for engineering work from Kimley Horn.   |

TABLE A TOWN PROJECTS

| PROJECT NAME                                   | DESCRIPTION  | STATUS  | NEXT STEPS  |
|--|--|---|---|
| Unidirectional Flushing Program                | The unidirectional flushing program serves to flush the water main. This program is generally implemented every other year.  | The flushing commenced in March/April 2016, but the full program was not completed.   | Finish the flushing program, fall 2016 or spring 2017.  |
| Backflow and Cross Connection Control Program  | State regulations require the Town to collect inspection reports on testable backflow prevention devices. This is done annually. In 2016, letters were mailed to those with testable devices, requiring the inspection reports. Letters were also mailed to businesses for which the Town did not have confirmation of devices. A courtesy letter was mailed to those with non-testable devices that were more than 5 years old. | More than 250 letters were mailed. As of 7/21/16, 217 reports were submitted, and 102 businesses have responded that they do not have devices. 30 certified letters were mailed in July (final letter). | All businesses with known testable devices that have not responded have been visited by Town Staff. All but one have noted that they will provide test results. |
| Grease Trap Inspection Program                 | Grease in the sanitary sewer system can cause backups in the mains. Grease traps need to be maintained so that grease does not enter the Town system.  | The Town requests businesses to submit forms to show that the grease trap has been serviced periodically. Working with Maintenance to have hot spots televised.   |   |
| Monthly Manhole Inspection - select manholes   | Several manholes in the Town's system are known to have issues with solids build-up. These manholes are inspected monthly, and if issues are noted, the maintenance dept is notified to clean the manholes   | 5 manhole inspections completed monthly.  | Monthly inspections.  |
| Task Order Contract Request for Proposal (RFP) | RFP for Project Management and Construction Management Services  | Proposals received 6/28/2016. Proposals reviewed by selection committee. Interviews with 2 firms held on 8/12/16.   | Staff is currently checking references.   |
| Request for Proposal (RFP)                     | RFP for Nursery Avenue Roadway and Drainage Improvements. See also Nursery Avenue Roadway and Drainage Project above   | 30% plans are complete. Advertising for RFP for design to 100%. RFP due August 9, 2016. Interviews conducted with 2 firms.  | Additional information requested from 2 firms. Review information, choose design engineer, begin design.  |

TABLE B PRIVATE PROJECTS

| PROJECT NAME   | DESCRIPTION  | STATUS   | NEXT STEPS   |
|--|--|--|--|
| TP13-02<br>Catocin Corner<br>Frontage<br>Improvements    | Water main extensions along Berlin Turnpike and East Main Street, Sewer main extension along East Main Street, traffic signal modifications (VDOT oversight) | Engineering review completed, no further comments. Plans have been approved.   | Issue zoning permit, construction to begin at the initiative of the developer. |
| TP15-08<br>Catocin Corner Site<br>Plan                   | Site work including water, sanitary sewer, storm sewer, other grading and site work.   | Engineering review completed, no further comments. Plans have been approved.   | Issue zoning permit, construction to begin at the initiative of the developer. |
| TP14-06 Mayfair<br>Residential<br>Subdivision            | 262 dwelling units consisting of a mix of single family detached and single family attached dwelling units.  | Phase 1 residential infrastructure installed, homes are under construction. Partial infrastructure installed for Phase 2. Beneficial use inspection requested. Bond reduction requested. | Review bond reduction request, as-built drawings.                              |
| TP14-08 Mayfair<br>Industrial Subdivision                | 12 lot industrial subdivision with main street located off of Nichols Lane.  | Infrastructure is installed. Beneficial use inspection completed, as-built drawings submitted.   | Review as-built drawings.  |
| TP14-01 Southern<br>States Site Plan                     | Demolition of existing building and construction of new building and parking lot   | Plans approved. Under construction.  | Daily site inspections.  |
| TP14-10 Catocin<br>Corner Grading Plan                   | Rough grading plan for project located on NE corner of Main Street and Berlin Turnpike   | rough grading is complete  |  |
| TP14-12 McDonalds<br>Rebuild site plan                   | Demolition and rebuild of McDonalds on N. Maple Ave.   | Building has been demolished, utility phase about to begin.  | Daily site inspections.  |
| TP14-13 Vineyard<br>Square site plan                     | Demolition of buildings and new construction on N. 21st Street   | Easements recorded, bonds approved and site plan has been signed.  |  |
| Morgan Meadow<br>preliminary plat                        | Preliminary plat for a 5 lot subdivision on N. Hall Ave.   | Engineering review of 3rd submission complete. Resubmitted, approved.  |  |
| Mayfair Industrial<br>Subdivision, Lot #1                | Storage lot, minor site plan.  | Engineering review completed 6/1/2016.   |  |
| TP16-05 Purcellville<br>Firehouse, 130 S. 20th<br>Street | Minor site plan, includes sidewalk, parking lot, sanitary sewer lateral replacement, building renovation.  | PW review completed 9/8/2016   |  |

**MAINTENANCE DEPARTMENT  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2016  
PREPARED: OCTOBER 2016**

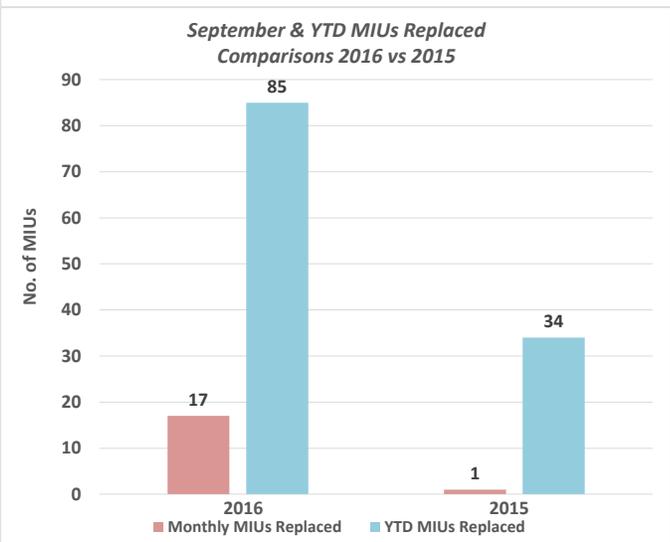
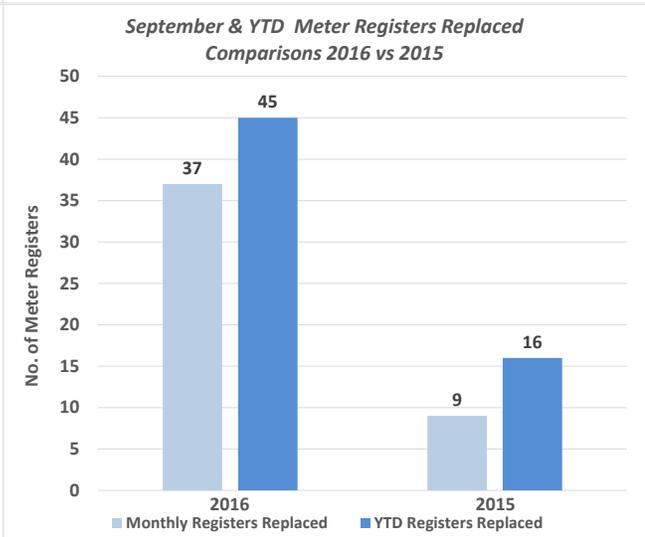
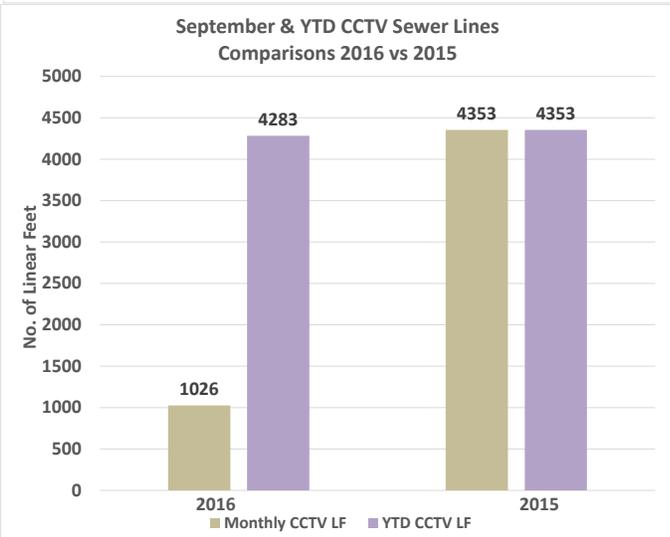
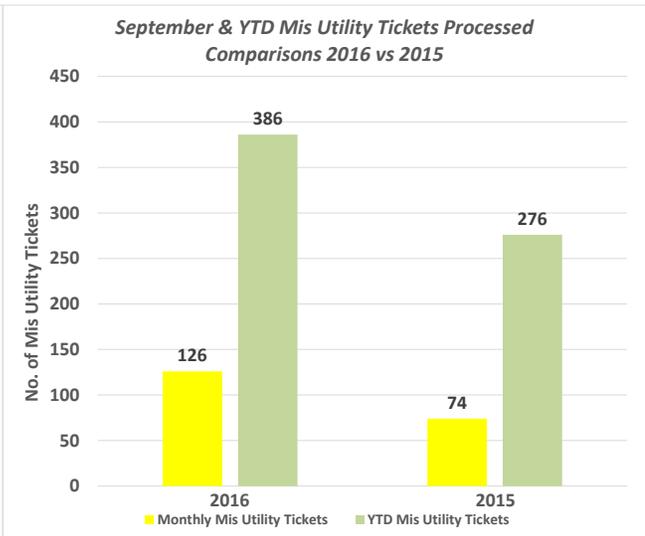
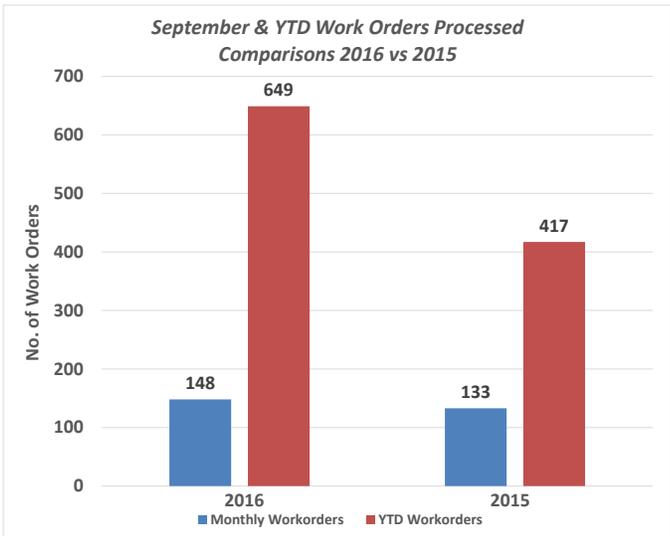
**MAINTENANCE DEPARTMENT  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2015  
PREPARED: OCTOBER 2015**

| MEASURE                       | MONTH | UNITS   | FY YTD   | UNITS   |
|-------------------------------|-------|---------|----------|---------|
| WORK ORDERS (W.O.) PROCESSED  | 148   | #       | 649      | #       |
| STAFF HOURS REQUIRED FOR W.O. | 194.5 | HRS.    | 1576.19  | HRS.    |
| NON-CORE DUTIES HOURS         | 40.58 | HRS.    | 127.08   | HRS.    |
| CD. MAN HOURS REQUIRED FOR WO | 153.9 | HRS.    | 1449.09  | HRS.    |
| PM FIRE HYDRANTS              | 0     | #       | 0        | #       |
| EMERGENCY FIRE HYDRANT REPAIR | 0     | #       | 0        | #       |
| PM VALVE EXERCISED            | 0     | #       | 0        | #       |
| CCTV SEWER LINE               | 1,026 | L. FT.  | 4,283    | L. FT.  |
| SEWER LINE CLEANED            | 0     | L. FT.  | 5,400    | L. FT.  |
| VEHICLES SERVICED             | 3     | #       | 12       | #       |
| # OF WATER BREAKS             | 0     | #       | 0        | #       |
| # OF SEWER BACKUPS            | 0     | #       | 2        | #       |
| # OF CLEANOUTS INSTALLED      | 0     | #       | 0        | #       |
| # OF MIS UTILITY TICKETS      | 126   |         | 386      | #       |
| # OF METERS READ              | 30    |         | 98       | #       |
| # OF METERS SHUT OFF          | 10    |         | 16       | #       |
| # OF METERS TURNED ON         | 10    |         | 14       | #       |
| # OF REPLACED METERS          | 0     |         | 2        | #       |
| # OF REPLACED REGISTERS       | 37    |         | 45       | #       |
| # OF NEW ACC. METER INSTALLS  | 3     |         | 11       | #       |
| # OF LEAK CHECKS              | 10    |         | 13       | #       |
| # OF REPLACED MIUs (Radios)   | 17    |         | 85       | #       |
| CUSTOMER COMPLAINTS           | 8     | #       | 29       | #       |
| WATER COMPLAINTS REC'D        | 1     | #       | 3        | #       |
| WATER COMPLAINTS RESOLVED     | 100   | %       | 100      | %       |
| WASTEWATER COMPLAINTS REC'D   | 2     | #       | 4        | #       |
| WASTEWATER COMPLAINTS RES'D   | 100   | %       | 100      | %       |
| BULK WATER SALES-QTY.         | 80.8  | Gallons | 756,500  | Gallons |
| BULK WATER SALES-\$\$         | \$889 | \$\$    | \$8,322* | \$\$    |

| MEASURE                       | MONTH | UNITS   | FY YTD  | UNITS   |
|-------------------------------|-------|---------|---------|---------|
| WORK ORDERS (W.O.) PROCESSED  | 133   | #       | 417     | #       |
| STAFF HOURS REQUIRED FOR W.O. | 492.5 | HRS.    | 1678.25 | HRS.    |
| NON-CORE DUTIES HOURS         | 0     | HRS.    | 4.5     | HRS.    |
| CD. MAN HOURS REQUIRED FOR WO | 492.5 | HRS.    | 1673.75 | HRS.    |
| PM FIRE HYDRANTS              | 0     | #       | 0       | #       |
| EMERGENCY FIRE HYDRANT REPAIR | 0     | #       | 0       | #       |
| PM VALVE EXERCISED            | 0     | #       | 0       | #       |
| CCTV SEWER LINE               | 4,353 | L. FT.  | 4,353   | L. FT.  |
| # OF WATER BREAKS             | 0     | #       | 0       | #       |
| # OF SEWER BACKUPS            | 0     | #       | 4       | #       |
| # OF CLEANOUTS INSTALLED      | 0     | #       | 0       | #       |
| # OF MIS UTILITY TICKETS      | 74    | #       | 276     | #       |
| # OF METERS READ              | 22    | #       | 96      | #       |
| # OF METERS SHUT OFF          | 16    | #       | 22      | #       |
| # OF METERS TURNED ON         | 12    | #       | 18      | #       |
| # OF REPLACED METERS          | 0     | #       | 2       | #       |
| # OF REPLACED REGISTERS       | 9     | #       | 16      | #       |
| # OF NEW ACC. METER INSTALLS  | 1     | #       | 5       | #       |
| # OF LEAK CHECKS              | 4     | #       | 13      | #       |
| # OF REPLACED MIUs (Radios)   | 1     | #       | 34      | #       |
| BULK WATER SALES              | 0     | Gallons | 772,000 | Gallons |
| CUSTOMER COMPLAINTS           | 12    | #       | 28      | #       |
| WATER COMPLAINTS REC'D        | 1     | #       | 4       | #       |
| WATER COMPLAINTS RESOLVED     | 100   | %       | 100     | %       |
| WASTEWATER COMPLAINTS REC'D   | 0     | #       | 0       | #       |
| WASTEWATER COMPLAINTS RES'D   | 100   | %       | 100     | %       |

**ACCOMPLISHMENTS**

Staff installed water sample station at Hirst Well.  
 Repaired several clean outs Town Wide.  
 Prepared for Storms.  
 Spent several days on our Annual Public Works Trade Show.



**WATER TREATMENT PLANT  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2016  
PREPARED: OCTOBER 2016**

| WATER                                  | MONTH             | UNITS        | AVG./DAY         | UNITS        |
|--|-------------------|--------------|------------------|--------------|
| ALUMINUM SULFATE                       | 1,468.7           | lbs.         | 49.0             | lbs.         |
| POLYMER                                |                   |              |                  |              |
| METAPHOSPHATE                          | 39.6              | lbs.         | 1.3              | lbs.         |
| SODA ASH                               | 1,876.2           | lbs.         | 62.5             | lbs.         |
| FLUORIDE (WTP & WELLS)                 | 150.9             | lbs.         | 5.0              | lbs.         |
| POTASSIUM PERMANGANATE                 | 48.2              | lbs.         | 1.6              | lbs.         |
| CHLORINE (HYPOCHLORITE @ WTP)          | 257.6             | lbs.         | 8.6              | lbs.         |
| CHLORINE RESIDUAL (TANK)               |                   |              | 1.4              | mg/L         |
| AVERAGE PH (FINISHED)                  |                   |              | 7.5              | SU           |
| BULK WATER SALES                       | 80,800            | gals.        | 2,693.3          | gals.        |
| INLINE METER, COOPER SPRINGS           | 1,952,069         | gals.        | 65,069.0         | gals.        |
| JEFFERIES WELL                         | 1,300,200         | gals.        | 43,340.0         | gals.        |
| WATER PLANT GALLONS                    | 7,999,800         | gals.        | 266,660.0        | gals.        |
| MARSH WELL                             | 2,340,700         | gals.        | 78,023.3         | gals.        |
| MOUNTAIN VIEW WELL                     | 728,900           | gals.        | 24,296.7         | gals.        |
| MAIN STREET VILLAGES WELLS (MS-1 & VC) | 2,983,000         | gals.        | 99,433.3         | gals.        |
| CORNWELL #2 WELL                       | 1,927,398         | gals.        | 64,246.6         | gals.        |
| FORBES WELL                            | 1,035,591         | gals.        | 34,519.7         | gals.        |
| HIRST #2 WELL                          | 0                 | gals.        | 0.0              | gals.        |
| <b>TOTAL WATER FLOW</b>                | <b>17,015,389</b> | <b>gals.</b> | <b>567,179.6</b> | <b>gals.</b> |

| RESERVOIR LEVELS: | 1-Sep-2016 | 30-Sep-2016 |
|-------------------|------------|-------------|
| FRONT LAKE:       | 4.54'      | 3.65'       |
| BACK LAKE         | 3.06'      | 2.65'       |

RAINFALL: 5.09"

**ACCOMPLISHMENTS**

NPDES Discharge Monitoring Report due 10/10 was submitted electronically on 10/4/16  
 VDH ODW Monthly Operating Report due 10/10 was submitted electronically on 10/7/2016  
 Four Weekly Water Production Reports were completed  
 Completed Virginia Dept. of Health Well Inspection on 9/22/2016  
 Meeting with Bob Edelman of VDH regarding Hirst Well on 9/29/2016  
 On-going installation of SCADA by Instrulogic, Inc.

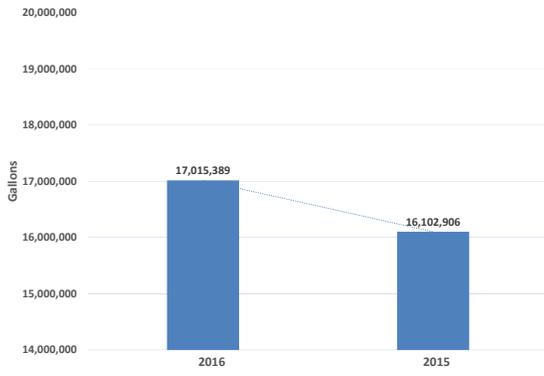
**WATER TREATMENT PLANT  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2015  
PREPARED: OCTOBER 2015**

| WATER                                  | MONTH             | UNITS        | AVG./DAY         | UNITS        |
|--|-------------------|--------------|------------------|--------------|
| ALUMINUM SULFATE                       | 1,313.6           | lbs.         | 43.8             | lbs.         |
| POLYMER                                |                   |              |                  |              |
| METAPHOSPHATE                          | 91.1              | lbs.         | 3.0              | lbs.         |
| SODA ASH                               | 1,927.6           | lbs.         | 64.3             | lbs.         |
| FLUORIDE (WTP & WELLS)                 | 174.0             | lbs.         | 5.8              | lbs.         |
| POTASSIUM PERMANGANATE                 | 45.0              | lbs.         | 1.5              | lbs.         |
| CHLORINE (HYPOCHLORITE @ WTP)          | 235.0             | lbs.         | 7.8              | lbs.         |
| CHLORINE RESIDUAL (TANK)               |                   |              | 1.7              | mg/L         |
| AVERAGE PH (FINISHED)                  |                   |              | 7.5              | SU           |
| BULK WATER SALES                       | 0                 | gals.        | 0.0              | gals.        |
| INLINE METER, COOPER SPRINGS           | 2,140,476         | gals.        | 71,349.2         | gals.        |
| JEFFERIES WELL                         | 752,500           | gals.        | 25,083.3         | gals.        |
| WATER PLANT GALLONS                    | 7,659,500         | gals.        | 255,316.7        | gals.        |
| MARSH WELL                             | 2,093,100         | gals.        | 69,770.0         | gals.        |
| MOUNTAIN VIEW WELL                     | 716,200           | gals.        | 23,873.3         | gals.        |
| MAIN STREET VILLAGES WELLS (MS-1 & VC) | 2,824,500         | gals.        | 94,150.0         | gals.        |
| CORNWELL #2 WELL                       | 1,824,593         | gals.        | 60,819.8         | gals.        |
| FORBES WELL                            | 985,013           | gals.        | 32,833.8         | gals.        |
| HIRST #2 WELL                          | 0                 | gals.        | 0.0              | gals.        |
| <b>TOTAL WATER FLOW</b>                | <b>16,102,906</b> | <b>gals.</b> | <b>519,448.6</b> | <b>gals.</b> |

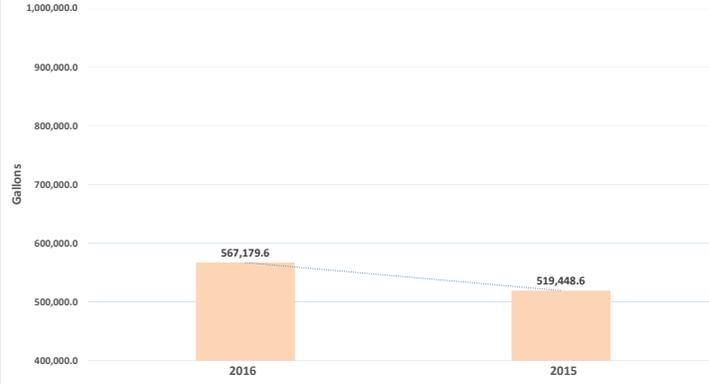
| RESERVOIR LEVELS: | 1-Sep-2015 | 30-Sep-2015 |
|-------------------|------------|-------------|
| FRONT LAKE:       | 4.02'      | 4.75'       |
| BACK LAKE         | 4.28'      | 4.90'       |

RAINFALL: 4.75"

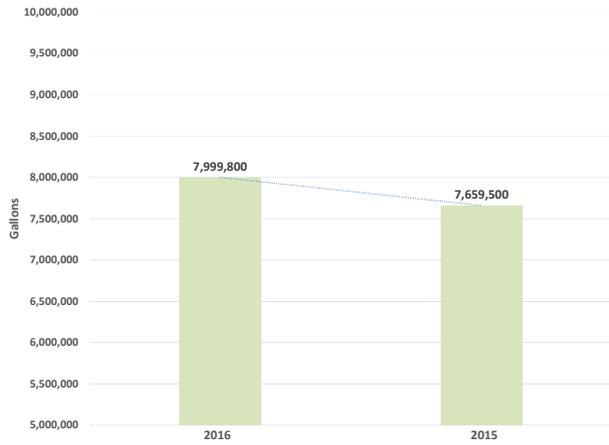
September Total Monthly Water Production 2016 vs 2015



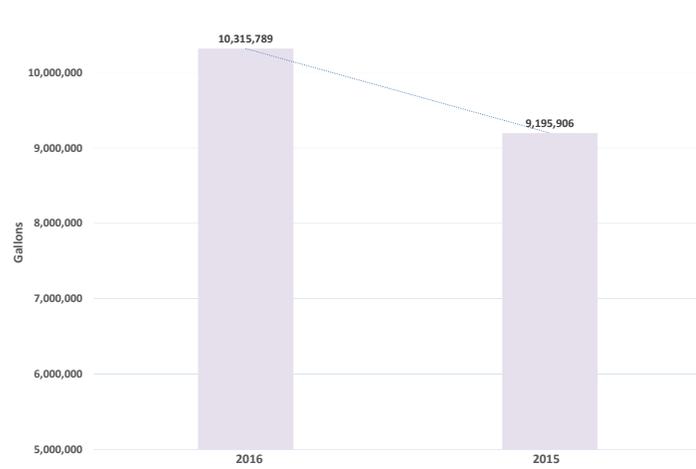
September Total Average Daily Water Production 2016 vs 2015



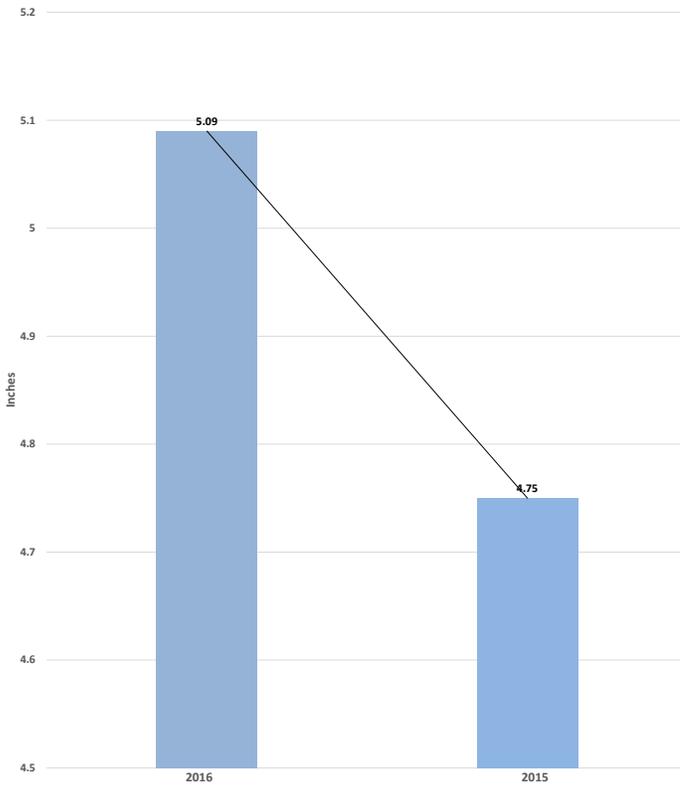
September Monthly Water Plant Water Production 2016 vs 2015



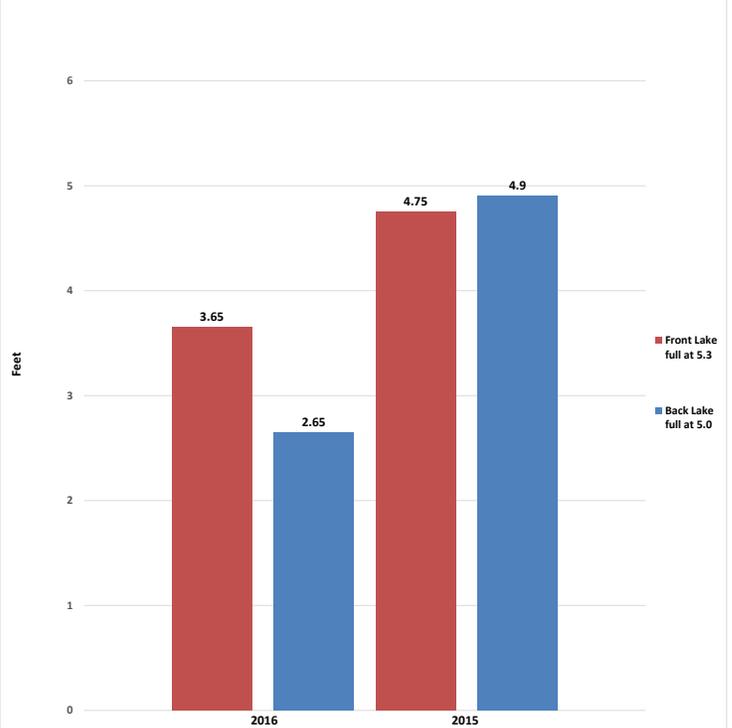
September Monthly Well Water Production 2016 vs 2015



September Monthly Precipitation 2016 vs 2015



September Front & Back Lake Levels 2016 vs 2015



**WATER RECLAMATION FACILITY  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2016  
PREPARED: OCTOBER 2016**

**WATER RECLAMATION FACILITY  
MONTHLY OPERATIONS REPORT  
FOR THE MONTH OF: SEPTEMBER 2015  
PREPARED: OCTOBER 2015**

| MEASURE              | MONTH          | AVG./DAY    |
|----------------------|----------------|-------------|
| INFLUENT FLOW        | 17,666,900 GAL | 588,900 GAL |
| EFFLUENT FLOW        | 17,734,200 GAL | 591,100 GAL |
| MAXIMUM DAY INFLUENT | 1,036,100 GAL  |             |
| FERRIC CHLORIDE      | 1,973 GAL      | 66 GAL      |
| CITRIC ACID          | 304 GAL        | 76 GAL      |
| SODIUM HYPOCHLORITE  | 158 GAL        | 26 GAL      |
| METHANOL             | 945 GAL        | 31 GAL      |
| RAIN                 | 5.40 IN.       | 0.18 IN.    |

| MEASURE              | MONTH          | AVG./DAY    |
|----------------------|----------------|-------------|
| INFLUENT FLOW        | 15,205,900 GAL | 506,900 GAL |
| EFFLUENT FLOW        | 15,648,600 GAL | 521,600 GAL |
| MAXIMUM DAY INFLUENT | 959,100 GAL    |             |
| FERRIC CHLORIDE      | 1,744 GAL      | 58 GAL      |
| CITRIC ACID          | 191 GAL        | 48 GAL      |
| SODIUM HYPOCHLORITE  | 175 GAL        | 35 GAL      |
| METHANOL             | 800 GAL        | 27 GAL      |
| RAIN                 | 6.40 IN.       | 0.24 IN.    |

**MONTHLY TOTAL NUTRIENT DISCHARGE**

|                        |            |
|------------------------|------------|
| TOTAL NITROGEN         | 169 LBS.   |
| TOTAL NITROGEN YTD     | 1,695 LBS. |
| AVG. DAILY NITROGEN    | 1.22 MG/L  |
| VPDES NITROGEN LIMIT   | 4.0 MG/L   |
| TOTAL PHOSPHORUS       | 27 LBS.    |
| TOTAL PHOSPHORUS YTD   | 278 LBS.   |
| AVG. PHOSPHORUS DAILY  | 0.20 MG/L  |
| VPDES PHOSPHORUS LIMIT | 0.3 MG/L   |

**MONTHLY TOTAL NUTRIENT DISCHARGE**

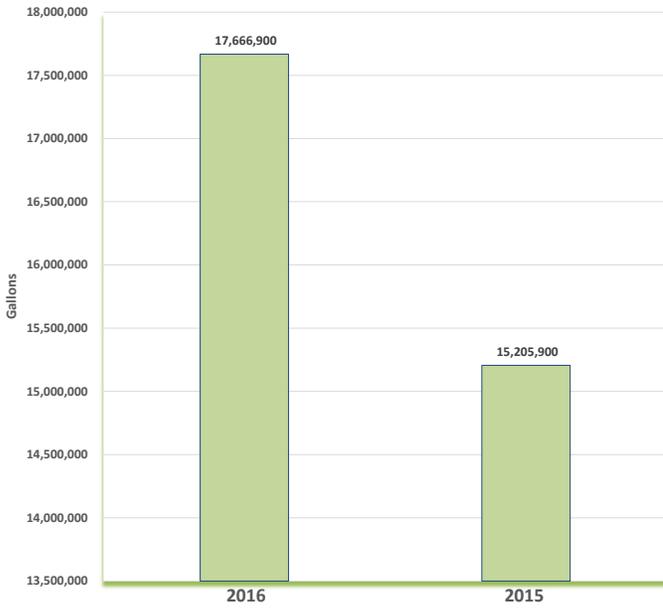
|                        |            |
|------------------------|------------|
| TOTAL NITROGEN         | 191 LBS.   |
| TOTAL NITROGEN YTD     | 2,061 LBS. |
| AVG. DAILY NITROGEN    | 1.24 MG/L  |
| VPDES NITROGEN LIMIT   | 4.0 MG/L   |
| TOTAL PHOSPHORUS       | 24 LBS.    |
| TOTAL PHOSPHORUS YTD   | 224 LBS.   |
| AVG. PHOSPHORUS DAILY  | 0.17 MG/L  |
| VPDES PHOSPHORUS LIMIT | 0.3 MG/L   |

**ACCOMPLISHMENTS**

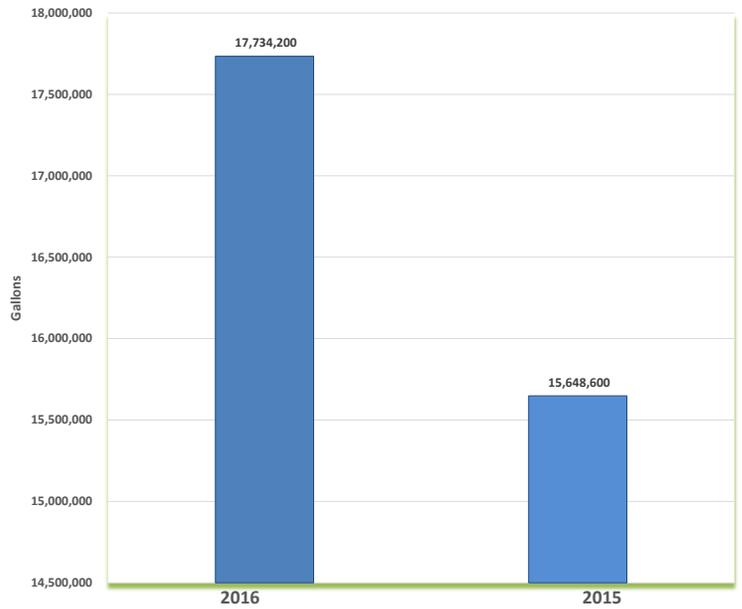
Personnel Training      Lindey Siebert attended the AWWA Water Jam Conference  
 Unusual activities      Hauled 25 wet tons of bio-solids for land application.  
    Installed two new methanol pumps. Installed a new pump at Gardner Meadows Pump Station.  
    Plant staff extended hours due to the rain event on the 29th and 30th.  
 Reports Submitted      Submitted VDEQ discharge monitoring report and Virginia's nutrient report

NIA      No information available at this time.

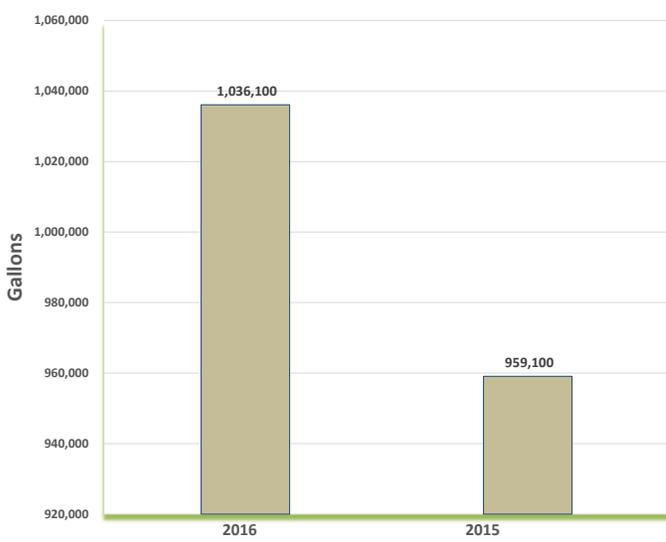
**September Influent Flows Comparisons 2016 vs 2015**



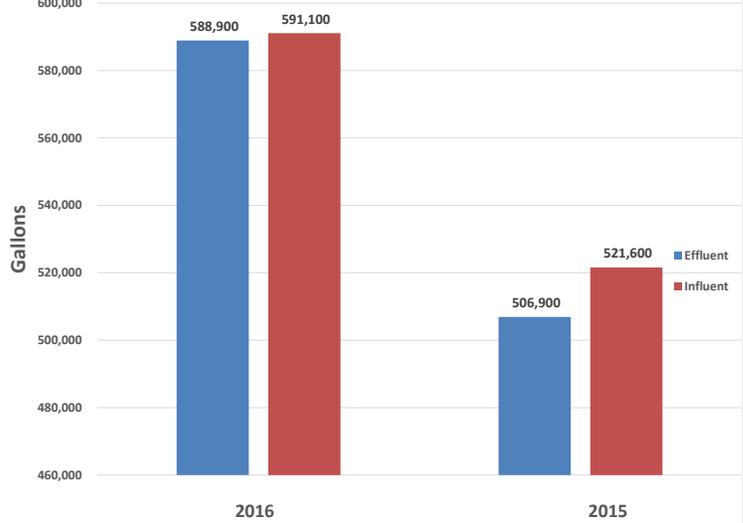
**September Effluent Flows Comparisons 2016 vs 2015**



**September Max. Daily Flows Comparisons 2016 vs 2015**



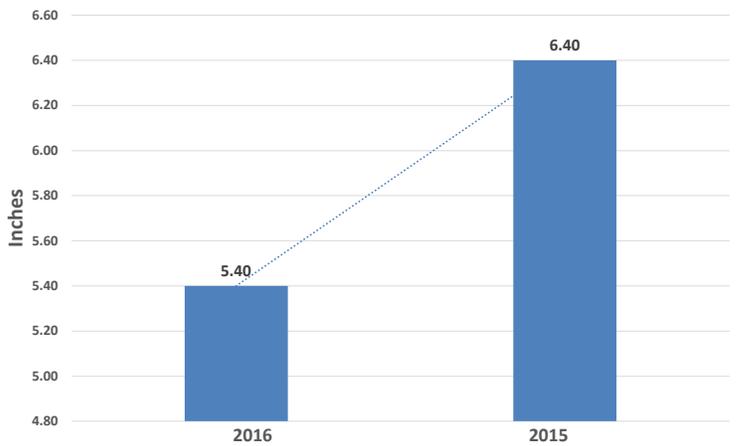
**September Average Day Influent & Effluent Flows Comparisons 2016 vs 2015**



**Average Daily Nitrogen & Phosphorus 2016 vs 2015**



**Monthly Precipitation 2016 vs 2015**



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**STAFF REPORT**  
**INFORMATION**

Item #11c

**SUBJECT:** Economic Development Report  
**DATE OF MEETING:** October 25, 2016  
**STAFF CONTACTS:** Patrick Sullivan, Community Development

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**SUMMARY and RECOMMENDATIONS:**

September 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. September 2016 Economic Development Report



**Department of Community Development  
Department Update – 9/30/16**

**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.

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

| <b>Table A</b>                |                                |   |  |
|-------------------------------|--------------------------------|---|--|
| <b>Current Projects</b>       |                                |   |  |
| <b>Applicant/Project Name</b> | <b>Location/address</b>        | <b>Review Type</b>  | <b>Status</b><br>See Legend at end of matrix                                   |
| 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                                    | BAR approval 7/19/16   |
| Ball Property Development     | 32 <sup>nd</sup> Street        | By-right Residential Subdivision for 19 Single Family Detached Houses           | Pre-application meeting held on 10/12/16                                       |
| Beckstrom Electric            | Lot 1, Mayfair Industrial Park | Minor Site Plan for storage lot   | UR   |
| Catoctin Corner               | Corner E Main and Route 287    | Site Plan Construction Plans  | Approved 10/6/16<br>Approved 9/20/16   |
| Catoctin Corner               |                                | BLA - Purcellville Development and Patrick Henry College                        | Complete. 9-8-16   |
| Catoctin Corner               |                                | Deed and Easement plat – Patrick Henry College                                  | WOA  |
| Catoctin Corner               |                                | Deed and Easement plat – Patrick Henry College Parcel 2A                        | WOA  |
| Catoctin Corner               |                                | Deed and Easement plat– Purcellville Development and Stormwater Mgmt. Agreement | WOA  |
| Ms Annie’s Home Child Care    | 130 Misty Pond Terrace         | Special Exception for maximum of 12 children                                    | BZA public hearing is scheduled for 9/7/16. <b>Special Exception approved.</b> |
| Morgan Meadows                | N Hall Ave                     | Prel. Plat of Subdivision – 5 residential lots                                  | Approved 8/24/16   |

|  |  |   |   |
|--|--|---|---|
| McDonalds Corp.  | N Maple Avenue   | Site Plan   | Approved 7/13/16  |
| McDonalds Corp   | N Maple Avenue   | Lot Consolidation                                       | Approved 7/13/16  |
| Mini Warehouse<br>Climate Controlled<br>Storage Facility | Lot 6F - 37231<br>Richardson Ln                            | Site Plan   | UR  |
| New Town<br>Development                                  | Purcellville Ridge<br>Commercial Lot –<br>Ken Culbert Lane | New Construction  | BAR approval 8/16/16<br>Pre-application meeting held on<br>10/3/16 for proposed child care facility |
| O'Toole  | 37935 Colonial Hwy   | Rezoning<br>Comp Plan Amend                             | UR<br>WOA   |
| Purcellville<br>Crossroads                               | Corner Route 287<br>and Route 7 Bypass                     | Annexation  | Being reviewed by County Board Of<br>Supervisors  |
| Old Purcellville<br>Firehouse                            | 130 S 20 <sup>th</sup> Street                              | Minor Site Plan –<br>Installation of parking<br>lot     | WOA   |
| Purcellville<br>Motorsports                              | 401 Browning Court   | Site Plan<br>Pre-app with BAR in July                   | Approved 4/7/08<br>BAR approval 7/19/16   |
| Southern States  | 261 N 21 <sup>st</sup> Street                              | BLA/Lot Consolidation<br>and Sanitary Sewer<br>Easement | Approved 7/6/16   |
| Southern States  | 261 N 21 <sup>st</sup> Street                              | Site Plan   | Approved 8/10/16  |
| SunTrust Bank  | 165 Purcellville<br>Gateway Drive                          | New Construction  | Site Plan Revision submitted 10/4/16<br>UR  |
| Vineyard Square  | 130-148 21 <sup>st</sup>                                   | Site Plan<br>New construction                           | Site plan approved 3/1/16   |
| Virginia Regional<br>Transit                             | Browning Court   | Text Amendment<br>SUP                                   | Approved 1/12/16<br>Submitted 8/12/16   |
| Warner Brook   | Purcellville Rd  | Annexation  | UR  |
| Village Case   |  | Comprehensive Plan<br>Amendment                         | Submitted 8/2/16<br>UR  |
| Village Case   |  | Proffered Condition<br>Amendment                        | Submitted 8/2/16<br>UR  |

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

| <b>Table B</b>   |                               |  |   |
|--|-------------------------------|--|---|
| <b>Commercial/Industrial Zoning Permits Issued or Under Review</b> |                               |  |   |
| <b>Applicant/Project Name</b>                                      | <b>Location/address</b>       | <b>Review Type</b>   | <b>Status</b><br>See Legend at end of matrix                            |
| INOVA  | 740 S Main Street             | Occupancy Permit   | UR – Public Works   |
| Jacks Run Brewery  | 108 N 21 <sup>st</sup> Street | Interior fit up for<br>Brewery                                 | Approved 2/12/16<br>Occupancy issued 8/4/16                             |
| Monks BBQ  | 251 N 21 <sup>st</sup> Street | Interior fit up for<br>restaurant expansion                    | Approved 2/17/16  |
| Monks BBQ  |                               | CDA and Zoning for<br>Front deck expansion<br>and covered area | CDA approved 4/19/16<br>Zoning Permit approved<br>Construction Complete |

|   |                                |  |   |
|---|--------------------------------|--|---|
| Purcellville Pharmacy                                 | 609 E Main Street              | Interior fit-up for pharmacy                           | Approved 3/30/16                              |
| Bada-Bing Bagels                                      | 719 E Main Street              | Interior fit-up for Restaurant                         | Approved 4/14/16<br>Occupancy approved 9/7/16 |
| Petit Lou Lou, LLC                                    | 713 E Main Street              | BAR – Exterior renovations - restaurant                | Approved 4/19/16                              |
| Petit Lou Lou, LLC                                    |                                | Interior Fit-up for French bakery and pastry shop      | Approved 5/18/16                              |
| Tasos Vatikiotis – Purcellville Theater               | 860 E Main Street              | Interior fit-up, Suite I, 2 <sup>nd</sup> Floor        | Approved 4/26/16                              |
| Adroit Brewery  | 404 Browning Ct                | Interior fit-up for brewery expansion                  | Approved 4/29/16                              |
| Select Property Management/<br>Purcellville Firehouse | 130 S 20 <sup>th</sup> Street  | Interior Future Tenant Fit-up                          | Approved 5/9/16                               |
| Berry Blossom   | 221 N 21 <sup>st</sup> Street  | Interior Fit-up issued for ice cream and smoothie shop | Approved 5/13/16                              |
| Southern States                                       | 261 N. 21 <sup>st</sup> Street | Demolition of existing building and new construction   | Approved 9/9/16                               |

**Table C**

**Commercial/Industrial Occupancy Permits issued**

| Applicant/Project Name                            | Location/address               | Review Type   | Date of Approval | Employees |
|---|--------------------------------|---|------------------|-----------|
| Alder Montessori d/a Good Shepherd School         | 37018 Glendale Street          | Pre-K through K School                                | 9/2/16           | 2         |
| Bada Bing Bagels                                  | 719 E. Main Street             | Eating Establishment                                  | 9/7/16           | 3         |
| Vitalita Organics                                 | 221 E. Main Street             | Personal Service, Yoga, Retail                        | 9/7/16           | 1         |
| Sonja L. Boggs, LLC                               | 221 E. Main Street             | Yoga, Wellness, Coaching, Smoothie Demos              | 9/7/16           | 1         |
| Shop 'N Save                                      | 609 E. Main Street             | Grocery Store – Change of Ownership and Business Name | 9/22/16          |           |
| <b>Home Based Business – Permit Issued</b>        |                                |   |                  |           |
| CME Services/Frank Degan                          | 305 S. 11 <sup>th</sup> Street | Office – Tax preparation                              | 9/22/16          | 1         |
| Irons Residential Improvements/<br>Jason E. Irons | 220 Heaton Court               | Office  | 9.26.16          | 1         |
| Simply Organic Hair Studio/Christina Ann Rubio    | 209 West J Street              | Personal Service – Hair                               | 9/29.16          | 1         |

| Total New Employees                                    | Year to Date | Month of September |  |
|--|--------------|--------------------|--|
| Year to Date New Employees – less 12<br>(Sentry Mgmt.) | 91           | 10                 |  |

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

**Public/Town Projects:**

None at this time.

**Business-Related Projects:**

**Approved:**

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

- Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.
- Third submission of the site plan was submitted on 8/7/15 and is under review.
- Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
- Easements have been recorded, bonds have been approved and site plan has been signed 3-1-16.
- Court case complete. ZA prevailed. 4-25-16.

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

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

## **In Application Process:**

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.
  - Site plan submitted on 1/18/13 for a shopping center.
  - Applicant submitted Traffic Analysis on May 14, 2014.
  - Grading Plan has been submitted and is being reviewed by the County and the Town. 3<sup>rd</sup> submission received on 2/17/15 and was sent out for review.
  - Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
  - Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
  - Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
  - An application for another new building at the shopping center was submitted for BAR review on 1/11/16.
  - The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.
  - At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
  - Site Plan and Construction Plans are under still review.
  - Last building design will be reviewed by the BAR at their May meeting.
  - CDA have been issued for all buildings. As applicant acquires proposed tenants some revisions to building designs are being proposed.
  - Various deeds and plats for easements/vacations of easements have been submitted for review. Reviewed by Town Attorney and comments sent to applicant. **Deed and plats approved as to form. Waiting for executed copies of deeds from the applicant.**
  - SUP submitted to shift the location of an approved drive-thru restaurant from the rear of property to prominent location adjacent to the project entrance off of Business 7. Planning Commission held public hearing on 8/4/16. Public hearing was continued to 8/18/16. Planning Commission did not recommend approval to Town Council.
  - **Construction Plans bonded 7/14/16 and approved 9/20/16.**
  - **Site Plan bonded 7/2/16 and approved 10/6/16.**
  
2. **Purcellville Crossroads** – Corner of the Route 7 Bypass and Route 287.
  - Application for an annexation of approximately 47 acres for a mixed use development. Application was submitted on July 29, 2013. Staff is reviewing the application.
  - Applicant provided a presentation to Town Council on 9/9/14. A complete annexation application is expected the week of April 6, 2015.

- Concept plan submitted on 4/9/15.
  - Developer held a public informational update at the Carver Center on May 27, 2015.
  - Staff report was presented to Town Council on July 28, 2015.
  - Applicant submitted a new annexation application on 9/22/15. The annexation request is being reviewed by Loudoun County.
  - The applicant will conduct a charrette on March 3.
  - Charrette held.
3. **Warner Brook, LLC** – Purcellville Road.
- Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
  - Departments are reviewing the application.
  - Waiting on applicant to provide a fiscal impact analysis.
4. **Southern States** – 261 N 21<sup>st</sup> Street.
- Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21<sup>st</sup> Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.
  - Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
  - An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
  - The design of the new building has been approved by the BAR and the site plan is still under review.
  - BLA/Lot Consolidation and Sanitary Sewer Easement deed and plat are under review. Approved.
  - Site Plan approved 8/10/16. Public Improvements bonded.
  - Sewer availability must be paid prior to issuance of zoning permits for demolition and new construction.
  - Site Plan approved, sewer availability paid, zoning and demolition permits issued on 9/9/16. Store is being temporarily relocated to West Main Street.
5. **Virginia Regional Transit** – SUP application for commuter parking lot.
- Text Amendment approved for commuter parking in the CM1 district.
  - Waiting on applicant to apply for SUP.
  - Special Use Permit application submitted on 8/12/16. Under review.
7. **O’Toole Property (37935 Colonial Highway)**
- Rezoning and Comprehensive Plan Amendment submitted.

- Comments sent to applicant – waiting for resubmission
  - Resubmission received 7/5/16 that included revised Statement of Justification, Response to review comments, Proffer Statement, Economic and Fiscal Impact of Commercial Use of the Property, Proposed Design Guidelines, and Traffic Impact Analysis.
  - Documents distributed for review.
8. **Beckstrom Electric** – Lot 1, Mayfair Industrial Park
- Minor Site Plan submitted on 5/23/16 for a fences storage lot to be located on Lot 1 of the Mayfair Industrial Park.
  - Comments following completeness review by the Town were sent on June 8, 2016
  - Applicant responded and plan currently under review by Town staff.
  - Minor Site Plan sent out to review agencies on 8/26/16.
  - **Review comments sent to applicant.**
9. **SunTrust Bank** – 165 Purcellville Gateway Drive.
- On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
  - BAR approved the revised building design on March 18, 2014.
  - Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
  - Have received word that Sun Trust is expected to activate their application in the near future.
  - Applicant has requested that the application become active.
  - Building design will be reviewed by BAR at their 8/16/16 meeting.
  - BAR issued a certificate of design approval for the bank building at their 8/16/16 meeting.
  - **Site Plan Revision submitted on 10/4/16.**
10. **New Town Development** – Purcellville Ridge Commercial Parcel
- BAR will review on 8/16/16 the design of a new commercial building proposed on the east side of Ken Culbert Lane.
  - Applicant is to resubmit for further review.
  - **Pre-application meeting held on 10/3/16 to discuss a proposed child daycare facility.**
11. **Mini Warehouse Climate Controlled Storage Facility** - Lot 6F, Valley Industrial Park, 37231 Richardson Lane
- Submitted incomplete plans on 11/5/15 so plans were not accepted. Applicant was notified of deficiencies
  - Site plan resubmitted and fees received on 8/24/16.
  - Plans sent to review agencies on 8/25/16.

12. **Village Case**

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

**Other Projects and their status:**

1. **Mayfair Residential** – Purcellville Road/Route 611.

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

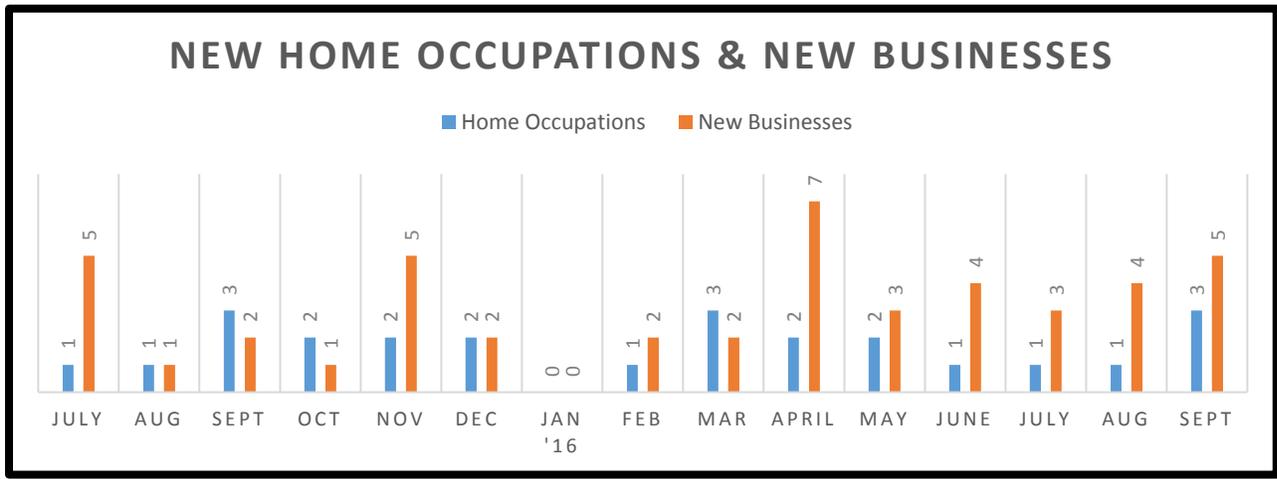
2. **Morgan Meadows (formerly Beauma Meadows)** – N Hall Avenue.

- Record plat for a 5 lot subdivision located between Hall Avenue and 26<sup>th</sup> Street was received on 4/2/15.
- Applicant requested a 6 month extension which was granted.

- This is still semi active.
- Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.
- Waiting on final submittal.
- Preliminary Subdivision Plat approved on 8/24/16.

**Projects on Hold:**

None



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

|   | <u>2016 Year to Date</u><br><u>Total</u> | <u>Month of September</u><br><u>Total</u> |
|---|--|---|
| Commercial/Industrial<br>(does not include temporary) | 32                                       | 5   |
| Home-Based businesses                                 | 14                                       | 3   |

|  | <u>2016 Year to Date</u><br><u>Total</u> | <u>Month of September</u><br><u>Total</u> |
|--|--|---|
|--|--|---|

**Permits Issued**

|                                   |     |    |
|-----------------------------------|-----|----|
| Zoning Permits (general permits)  | 224 | 35 |
| Occupancy Permits (not temporary) | 85  | 10 |
| Temporary Occupancy Permits       | 2   |    |

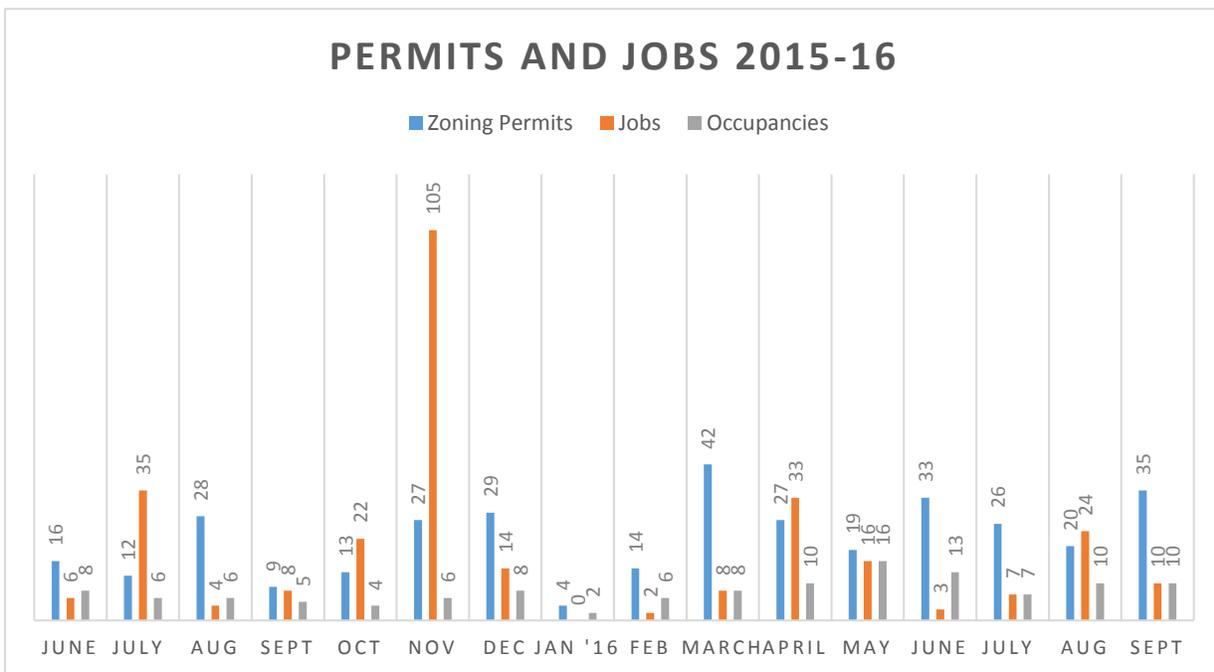
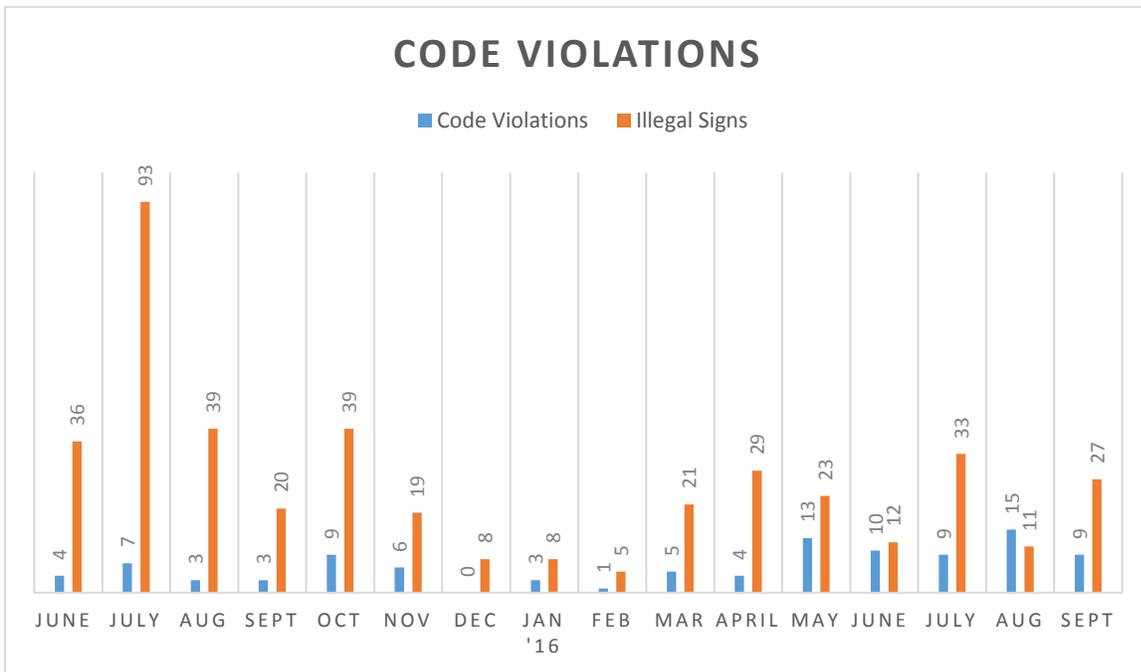
|                              | <u>2016 Year to Date</u><br><u>Total</u> | <u>Month of September</u><br><u>Total</u> |
|------------------------------|--|---|
| Sign Permits – Temporary     | 71                                       | 7   |
| Sign Permits – Permanent     | 28                                       | 4   |
| Sign Waivers                 | 1  |   |
| Zoning Determination Letters | 2  |   |
| Zoning Clearance Letters     | 27                                       | 4   |

### **Requests**

|  |    |   |
|--|----|---|
| Special Use Permits                    | 2  |   |
| BAR – Certificates of Design           | 21 | 2 |
| BAR – Pre-application discussions      | 3  |   |
| Variances                              |    |   |
| Annexations                            |    |   |
| Rezoning                               |    |   |
| Comprehensive Plan Amend.              | 1  |   |
| Proffered Condition Amendment          | 1  |   |
| Boundary Line Adjustments              | 1  |   |
| Lot Consolidations                     | 3  |   |
| Site Plans                             | 1  |   |
| Site Plan Amendments/Revisions         | 3  | 1 |
| Minor Site Plans                       | 2  |   |
| Special Exceptions                     | 3  |   |
| Construction Plans                     |    |   |
| Construction Plan Amendments           |    |   |
| Preliminary Subdivision Plats          |    |   |
| Minor Subdivision Plats                |    |   |
| Preliminary Subdivision Plat Revisions |    |   |
| County Referrals                       |    |   |
| Commission Permits                     |    |   |
| Easement Plats                         | 3  |   |
| Record Plats                           |    |   |
| Grading Plans                          |    |   |
| Zoning Ordinance Amend. Request        | 1  |   |

### **Complaints/Violations for the month of September, 2016**

|  |    |
|--|----|
| Lawn Complaints (Tall Grass)                         | 0  |
| Code Violation Warnings                              | 9  |
| Formal Notices of Violation issued                   | 2  |
| Illegal signs confiscated in the Town's right of way | 27 |
| Unresolved violations                                | 3  |
| Resident Complaints (not tall grass)                 | 3  |



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

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

## **Departmental Initiatives.**

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. For up to date information see [www.planpurcellville.com](http://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 21<sup>st</sup> 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**  
**INFORMATION ITEM**

Item #11.d

**SUBJECT:** Financial Software System Upgrade Project Tracking /  
Implementation Update

**DATE OF MEETING:** October 25, 2016

**STAFF CONTACTS:** Daniel C. Davis, Assistant Town Manager  
Elizabeth Krens, Director, Finance Department

**SUMMARY and RECOMMENDATIONS:**

The Town Council has requested regular updates on the implementation of the Tyler/MUNIS Financial Software System Upgrade Project. This item provides the second update to Council on the status of the project. The first update was provided in June 2016.

**BACKGROUND:**

Council approved the new Financial Software System in January 2016. Subsequent to approval, staff worked to finalize the license agreement with the vendor and met with representatives from Tyler Technologies in March for the official project kick-off.

As described in prior reports for Council, staff determined that the Town’s current tax system is the most “at-risk” and was the most critical for replacement. Although this is not the conventional phasing of implementation, it continues to be the best decision as our tax system remains challenging and extremely cumbersome.

At the initial kick-off meeting for the entire ERP project, staff and the vendor agreed on a timeline of module implementation. The original implementation timeline is below:

| Phase      | Module(s)           | Begin Date | Go-Live Date |
|------------|---------------------|------------|--------------|
| Phase I    | Tax                 | 6-2016     | 2-2017       |
| Phase II   | PR/HR               | 1-2017     | 7-2017       |
| Phase III  | Financials          | 7-2017     | 12-2017      |
| Phase IV   | Business Licenses   | 8-2017     | 12-2017      |
| Phase IV_A | Transparency Portal | 1-2018     | 7-2018       |
| Phase V    | Utility Billing/CSS | 2-2018     | 8-2018       |

As the Town progressed through implementation of the Tax module, it became clear that it would be most advantageous to implement the financial module next. As such, staff worked with Tyler to review the implementation schedule. The latest schedule is below:

| Phase     | Module(s)           | Begin Date | Go-Live Date |
|-----------|---------------------|------------|--------------|
| Phase I   | Tax                 | 6-2016     | 2-2017       |
| Phase II  | Financials          | 3-2017     | 12-2017      |
| Phase III | Business Licenses   | 8-2017     | 12-2017      |
| Phase IV  | HR/Payroll          | 10-2017    | 4-2018       |
| Phase V   | Utility Billing/CSS | 2-2018     | 8-2018       |

Many factors led to the decision to push Financials up in the implementation schedule. First, the Financials module comprises the core of the entire MUNIS product, so implementing it up-front makes the remainder of the implementation easier. Second, staff recognized that while the implementation may be able to happen in six months as originally planned, there will likely be some additional time needed during the implementation and we could build in a few extra months to ensure we are able to meet our go-live target of December 2017. Finally, although HR/Payroll is critical, we can continue with our current processes for an additional 9 months without too much concern (as a reminder, we do not have an HR system currently, so we will continue tracking manually). This delay in HR/Payroll also gives staff time to review and revise our current policies and procedures so that we are building a system based on the latest policies. Staff will be developing proposed revisions to our HR/Personnel Manual to bring to Council for review and adoption in preparation for implementing this module.

It is important to remember that many factors affect the proposed timeline. In particular, staff's regular work duties and critical deadlines (such as tax deadlines, budget development, and year-end close out and CAFR) influence when staff are able to implement certain modules. Also, staff is limited in our ability to implement multiple modules at the same time, requiring a strategic plan of which modules can be worked on simultaneously or must wait for staff's availability.

Staff has developed a more detailed project tracking sheet, shown in Attachment 1. This sheet is updated monthly and allows staff to keep track of the project progress and provide updates as requested. The tracking sheet will be revised as implementation occurs and as more detail for each phase is known. Staff's intent is to bring an information item to Council two or three times per year to update on the project.

**UPDATE:**

Staff is making significant progress on the Tax Module. The base set-up has been established for real estate and personal property taxes. Historic (delinquent) real estate

accounts have been created and tested in the system, and all calculations have been accurate.

Undertaking this implementation reaffirms the significant challenges of our current tax system. As examples:

- The new MUNIS system set up has included setting up a step-by-step tax billing workflow process that launches system programs to handle various tasks, such as land use, elderly tax relief, and public safety volunteer vehicle adjustments with immediate control reports. There is no system workflow in the current tax system and all steps are manual with no system supported documentation, only downloads and additional manually created reconciliation reports. This alone streamlines work and allows future staff to quickly understand the billing process. It also speeds up the billing process significantly with better audit controls.
- Staff tracks & reports delinquent taxes manually since the current system has extremely limited reporting capabilities. In order to validate the data conversion to MUNIS, staff had to create Excel billing statements across multiple years of existing data. For all real estate accounts and the test personal property bills entered, the new MUNIS system has accurately calculated delinquent accounts. Delinquent accounts require hours (or days) of time in our current system to process and verify, whereas MUNIS creates simple reports that are accurate. This highlights our need for the new system.
- Staff was not confident in the ability of our current tax system to export accurate and usable data in a format required for conversion. Previous conversion attempts have shown the inability to balance across the multiple tables in the existing database and that the Capital system has applied partial payments to principal, penalty and interest inconsistently. This results in the need to download to Excel and manually balance data prior to conversion. As such, we made the determination to avoid “converting” our existing data and instead manually enter delinquent accounts. Staff has manually entered delinquent real estate accounts into MUNIS. There are few delinquent real estate accounts (about 19), so this was manageable, and second half real estate delinquencies will also be manually entered into MUNIS. At this time, staff will be tracking delinquent personal property accounts via our existing system and Excel. As time permits and upon go-live of MUNIS, staff may manually enter delinquent personal property accounts from 2016 into MUNIS.
  - It is helpful to note that “Data Conversion” for the Tax Module was anticipated to cost \$12,000 and take 3+ months of a very tight implementation schedule. We believe we will see savings by not requiring data conversion services, and these savings can be used to provide other needs, services, or trainings as the entire project moves forward. The MUNIS implementation purchase was the ‘basic’ model leaving significant aspects

such as system set up, documentation and subsequent testing to be done by staff instead of MUNIS. As each module progresses, staff anticipates some additional needs of the MUNIS team may be necessary, all within the approved project budget.

- Each year, the Town receives a file from the County with assessment data for Real Property, Personal Property (vehicles), and Business Property. Last year, it required weeks of time to make that data usable to import into the Town's current tax system. In order to import this information into MUNIS moving forward, Tyler programmers develop a "CAMA<sup>1</sup> Import Tool" that will create property records in the system, apply the Town's respective tax rates, and generate tax bills. Since this Tool had to be developed anyway, and since the Town's number of records is relatively small, staff and Tyler determined that we did not need to convert legacy data but simply use the CAMA Import Tool moving forward.
  - As described previously for Council, the challenge with this is that the County has recently changed software systems. This has resulted in concerns about the veracity of the data received, especially as it relates to possible records that were not provided to the Town. This may result in missed tax bills and revenue for the Town. We will be reviewing the latest records to see if there are opportunities to create supplemental bills for those records that may have been missed in the original assessment files from the County.
  - More challenging is that the format of the information provided by the County will affect the development of the CAMA Import Tool described above. The Town has worked very closely with the Commissioner of the Revenue and the other Towns to create a file structure that captures all of the necessary information. This structure has been provided to Tyler per their requested deadline in order to have the Import Tool developed in time for testing prior to our Spring billing cycle. We continue to have some concerns about this file and the information; however, we have a positive relationship with the Commissioner of the Revenue and his staff and we believe we will be able to continue making progress.
- Staff notes that we have been taking every opportunity to save on implementation costs. As noted above, we have avoided data conversion charges. In addition, we have held most of our implementation meetings via Go-To-Meeting, which reduces the amount of travel costs that we are required to pay. Staff tracks each invoice paid to Tyler. The latest payment tracking is provided as Attachment 2.
- Next steps in the Tax implementation include:
  - Establishing roles and security levels for system users

<sup>1</sup> "CAMA" stands for Computer Assisted Mass Appraisal – this is a typical acronym for any mass appraisal system, which in Loudoun is used by the Commissioner of the Revenue to assess the value of property.

- Establishing proper workflow of approvals
- Reviewing existing forms, standard Tyler forms, and determining what additional forms may be needed (Nov/Dec)
- Training in the system for users, including applying post billing adjustments & payments (Nov)
- Preparing for receipt of new hardware and testing that with the new system, including the Cashiering module (December)
- Begin testing CAMA Import Tool (January)
- Go-Live with Real Estate (January)
- Go-Live with Personal Property (March/April)

**ATTACHMENT:**

1. Project Tracking – October 2016
2. Invoice Tracking – October 2016



# ATTACHMENT 2

## MUNIS Software System Cost Summary

| <u>MODULE</u>         | <u>License Cost</u> | <u>Implementation Cost</u> | <u>Data Conversion</u> | <u>Travel Expenses</u> | <u>Other Services/Hardware</u> | <u>TOTAL (w/out License)</u> | <u>TOTAL</u>  |
|-----------------------|---------------------|----------------------------|------------------------|------------------------|--------------------------------|------------------------------|---------------|
| <b>TAX/REVENUE</b>    | \$ 37,620.00        | \$ 53,550.00               | \$ 24,290.00           | \$ 14,640.00           |                                | \$ 92,480.00                 | \$ 130,100.00 |
| Spent To-Date         | \$ 18,810.00        | \$ 9,562.50                |                        | \$ 1,250.53            |                                | \$ 10,813.03                 | \$ 29,623.03  |
| Remaining             | \$ 18,810.00        | \$ 43,987.50               | \$ 24,290.00           | \$ 13,389.47           |                                | \$ 81,666.97                 | \$ 100,476.97 |
| % Remaining           | 50%                 | 82%                        | 100%                   | 91%                    |                                | 88%                          | 77%           |
| <b>FINANCIALS</b>     | \$ 19,260.00        | \$ 22,950.00               | \$ 7,000.00            | \$ 8,420.00            |                                | \$ 38,370.00                 | \$ 57,630.00  |
| Spent To-Date         | \$ 9,630.00         | \$ 7,012.50                | \$ -                   | \$ 1,830.78            |                                | \$ 8,843.28                  | \$ 18,473.28  |
| Remaining             | \$ 9,630.00         | \$ 15,937.50               | \$ 7,000.00            | \$ 6,589.22            |                                | \$ 29,526.72                 | \$ 39,156.72  |
| % Remaining           | 50%                 | 69%                        | 100%                   | 78%                    |                                | 77%                          | 68%           |
| <b>HR/PAYROLL</b>     | \$ 21,420.00        | \$ 16,575.00               | \$ 7,450.00            | \$ 6,080.00            |                                | \$ 30,105.00                 | \$ 51,525.00  |
| Spent To-Date         | \$ 10,710.00        | \$ -                       | \$ -                   | \$ -                   |                                | \$ -                         | \$ 10,710.00  |
| Remaining             | \$ 10,710.00        | \$ 16,575.00               | \$ 7,450.00            | \$ 6,080.00            |                                | \$ 30,105.00                 | \$ 40,815.00  |
| % Remaining           | 50%                 | 100%                       | 100%                   | 100%                   |                                | 100%                         | 79%           |
| <b>PRODUCTIVITY</b>   | \$ 32,445.00        | \$ 11,475.00               |                        | \$ 4,220.00            |                                | \$ 15,695.00                 | \$ 48,140.00  |
| Spent To-Date         | \$ 16,222.50        | \$ -                       | \$ -                   | \$ -                   |                                | \$ -                         | \$ 16,222.50  |
| Remaining             | \$ 16,222.50        | \$ 11,475.00               |                        | \$ 4,220.00            |                                | \$ 15,695.00                 | \$ 31,917.50  |
| % Remaining           | 50%                 | 100%                       |                        | 100%                   |                                | 100%                         | 66%           |
| <b>OTHER/HARDWARE</b> |                     |                            |                        | \$ 5,000.00            | \$ 38,484.00                   | \$ 43,484.00                 | \$ 43,484.00  |
| Spent To-Date         |                     |                            |                        | \$ 1,488.29            | \$ 6,550.00                    | \$ 8,038.29                  | \$ 8,038.29   |
| Remaining             |                     |                            |                        | \$ 3,511.71            | \$ 31,934.00                   | \$ 35,445.71                 | \$ 35,445.71  |
| % Remaining           |                     |                            |                        | 70%                    | 83%                            | 82%                          | 82%           |
| <b>TOTAL</b>          | \$ 110,745.00       | \$ 104,550.00              | \$ 38,740.00           | \$ 38,360.00           | \$ 38,484.00                   | \$ 220,134.00                | \$ 330,879.00 |
| Spent To-Date         | \$ 55,372.50        | \$ 16,575.00               | \$ -                   | \$ 4,569.60            | \$ 6,550.00                    | \$ 27,694.60                 | \$ 83,067.10  |
| Remaining             | \$ 55,372.50        | \$ 87,975.00               | \$ 38,740.00           | \$ 33,790.40           | \$ 31,934.00                   | \$ 192,439.40                | \$ 247,811.90 |
| % Remaining           | 50%                 | 84%                        | 100%                   | 88%                    | 83%                            | 87%                          | 75%           |

**Total Costs and Amount Spent (incl. Annual Maint. Charges)**

|                               | <b>Spend</b>        | <b>Budget</b>        | <b>Remaining</b>     | <b>Remaining %</b> |  | CIP#: | 119-4094284-0180 |
|-------------------------------|---------------------|----------------------|----------------------|--------------------|--|-------|------------------|
| License                       | \$ 55,372.50        | \$ 110,745.00        | \$ 55,372.50         | 50.00%             |  |       |                  |
| Implementation                | \$ 16,575.00        | \$ 104,550.00        | \$ 87,975.00         | 84.15%             |  |       |                  |
| Data Conversion               | \$ -                | \$ 38,740.00         | \$ 38,740.00         | 100.00%            |  |       |                  |
| Other Services                | \$ 6,550.00         | \$ 32,150.00         | \$ 25,600.00         | 79.63%             |  |       |                  |
| Hardware                      |                     | \$ 6,334.00          | \$ 6,334.00          | 100.00%            |  |       |                  |
| Travel                        | \$ 4,569.60         | \$ 38,360.00         | \$ 33,790.40         | 88.09%             |  |       |                  |
|                               |                     |                      |                      |                    |  |       |                  |
| <b>TOTAL SPEND</b>            | <b>\$ 83,067.10</b> | <b>\$ 330,879.00</b> | <b>\$ 247,811.90</b> | <b>74.90%</b>      |  |       |                  |
|                               |                     |                      |                      |                    |  |       |                  |
| Software/Maintenance          | \$ 5,854.00         |                      |                      |                    |  |       |                  |
|                               |                     |                      |                      |                    |  |       |                  |
|                               |                     |                      |                      |                    |  |       |                  |
| <b>OVERALL w Annual Maint</b> | <b>\$ 88,921.10</b> |                      |                      |                    |  |       |                  |











**STAFF REPORT**  
**ACTION ITEM**

Item # 12a

**SUBJECT:** Town Council’s 2017 Legislative Agenda

**DATE OF MEETING:** October 25, 2016

**STAFF CONTACTS:** **Robert W. Lohr, Jr., Town Manager**  
**Sally Hankins, Town Attorney**

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**SUMMARY and RECOMMENDATIONS:**

At the Town Council meeting on October 11, 2016, Council began discussion of its 2017 Legislative Agenda. At the close of the meeting, members of Council were asked to bring their top legislative priorities to the Town Council meeting on October 25, 2016. The purpose of this meeting is for Town Council to agree to its top 10 statements of legislative support (support of the legislation of others) or requests (requests for legislative amendments).

**BACKGROUND:**

At the Town Council meeting on October 11, 2016, the following occurred:

Council Member Grim introduced her suggested legislative agenda, stating that many of her suggested items are supportive of Loudoun County’s legislative agenda.

Council Member McCollum reviewed Council Member Grim’s suggested agenda and stated that he would prefer to shorten the number of items on the list to eight from nineteen. Council Member McCollum requested that Council take into consideration that the upcoming General Assembly session is a “short session” (the short session occurs in odd numbered years; the legislature meets for 30 days instead of 60 days; however, the short session is traditionally extended to 45 calendar days), and to think about priorities.

Mayor Fraser noted that the list needs to be prioritized and to make the top items highlighted so they have visibility.

Rob Lohr added that the Town likes to get the list to the delegation by the middle of November and that Council has time to discuss the lists again at the next two Council meetings if they desire.

Mayor Fraser stated that the recommendation is that Council review both lists and determine which items are the top priority and label them as such prior to the end of October.

Council Member Bledsoe added that per Council Member McCollum’s comments that the list needs paired down as well as identifying priorities. Mayor Fraser added that the priorities will be determined as the top ten on the list.

**ISSUES:**

None.

**BUDGET IMPACT:**

None.

**MOTION(S):**

“I move that the Town Council place the following items on its legislative agenda for the 2017 General Assembly regular session, and direct staff to bring this item back to Town Council in the form of a Resolution for adoption at the November 8, 2016 Town Council meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.”

**ATTACHMENT(S):**

1. List of suggested legislative agenda items from Council Member Grim
2. Email containing suggested legislative agenda items from Council Member McCollum
3. Email from Mayor Fraser suggesting one Legislative Amendment
4. List of Legislative Amendments from Sally Hankins, Town Attorney

**DRAFT 2017 Legislative Priorities**

Submitted by: Councilwoman Kelli Grim

Date: October 3, 2016

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

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

**Conditional Zoning (Cash and In-Kind Proffers) NEW**

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

**Community Maintenance**

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

**Connection Fees**

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

**Erosion and Sediment Control/Storm water Management**

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

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

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

**Worker's Compensation**

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

**Adopt state schedule for Worker's Compensation medical services**

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

**Expanded Benefits**

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

**Collective Bargaining**

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

**Elections**

**Election Districts**

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

**Retention of Election Ballots**

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

**No-Excuse Absentee Voting**

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

**Transportation**

**Northern VA Road priority**

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

**Revenue Sharing Program**

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

**Virginia Department of Transportation Staffing Levels**

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

**Dulles Greenway**

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

**MISCELLANEOUS ISSUES TO DISCUSS**

**Unfunded Mandates**

**New State Mandates & Shifting Responsibility to Localities**

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

**State Corporation Commission Public Hearings**

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

**Hays, Diana**

---

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

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

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

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

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

Doug McCollum

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

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

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

**Hays, Diana**

---

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

Sally and Rob;

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

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

Thanks,

Kwasi Fraser

Mayor - Purcellville, Virginia

571 970-7205

Sent from my iPhone

Please consider the environment before printing this email.

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

>

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

>

> Sally

>

> Sally G. Hankins

> Town Attorney

> Town of Purcellville

> 221 S. Nursery Avenue

> Purcellville, VA 20132

> shankins@purcellvilleva.gov

> (540) 751-2394 (direct)

> (571) 527-6426 (cell)

>

>

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

> From: Grim, Kelli

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

> To: Grim, Kelli; Lohr, Rob

> Cc: Town Council; McCann, Hooper

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

>

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

>

>

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

>

### Potential General Assembly Requests

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

1. Va Code 15.2-1427(G):

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

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

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

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



**STAFF REPORT**  
**ACTION ITEM**

Item # 12.b

**SUBJECT:** A Street Trail from BRMS to Maple Ave

**DATE OF MEETING:** October 25, 2016

**STAFF CONTACTS:** Daniel C. Davis, Asst. Town Manager

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**SUMMARY and RECOMMENDATIONS:**

At its September 27<sup>th</sup> meeting, the Town Council voted to request funding from the County Capital Improvement Program (CIP) for the purpose of funding the design and construction of a sidewalk/multipurpose trail along A Street from Blue Ridge Middle School (BRMS) to Maple Avenue. Staff recommends the Council adopt the attached resolution formally requesting these funds.

**BACKGROUND:**

The Town of Purcellville has been the recipient of County funding for various capital projects in prior years, to include the A Street Trail project from S. 20<sup>th</sup> Street to BRMS. Each year, the County solicits requests for funding from the Towns for projects that are:

- Capital improvements to facilities owned by the County or located within a Town, but operated by the County; or
- Local pedestrian or transportation related improvements that benefit the County.

During discussions of priority road projects at the September 27<sup>th</sup> Town Council meeting, the topic of extending the A Street Trail to Maple Avenue was considered. While this project is of importance to the Town, it does not meet the same level of priority as major road improvements, such as the 32<sup>nd</sup> St/Main St intersection and the 12<sup>th</sup> St improvements. Staff suggested the option to request funding from the County CIP to support the A Street Trail Project.

This project has the benefit of providing a capital improvement to a County (School Board) owned property and improving access to such property. This project also serves County residents that may wish to walk or ride to BRMS, and it serves members of the public that may use A Street as a multimodal connection to the southwestern portion of Town. With

potential future trail connections in the 32<sup>nd</sup> Street corridor, this current project is important in supporting a long-term, comprehensive trail network for the Town and surrounding areas.

Preliminary estimates by the Capital Engineering Division of Public Works anticipate a total project cost of \$875,000, to include design, construction, right-of-way, and contingency. Staff notes that the property on the south side of A Street is located within the County, and the property on the north side of A Street has potential design challenges with stormwater ditches and structures. Nonetheless, staff believes that a safe, accessible path could be constructed along the north side of A Street.

Completion of this section of trail would provide a continuous path along A Street from 32<sup>nd</sup> Street to Business 7/Main Street. This is currently the only “missing link” of this entire section of trail.

**ISSUES:**

The Town has reached out to BRMS/LCPS staff for input on the proposal and will be in discussions with the Gardner Meadows HOA about this proposal. The easternmost portion of the proposed trail is anticipated to follow the existing HOA trail, and this project would serve to improve the existing trail which connects to Maple Avenue.

The County has requested information about the Town’s anticipated use of other funding that the Town receives, including NVTA funding. Town staff provided information demonstrating that the Town has plans to fully expend the NVTA 30% local funds through a variety of projects, and that CIP funding for the A Street Trail project would be necessary for this project to move forward.

**BUDGET IMPACT:**

There is no budget impact to this item at this time. Should the County fund the project as requested, staff believes the amount of funding requested should be sufficient. The Town would be responsible for managing the project, to include design and construction. These in-kind resources represent a significant investment by the Town for this project. Should the proposed budget not be sufficient to cover the full cost of the project, staff would identify opportunities to supplement the County funds through other funding sources.

If this is not approved in the County’s CIP, staff would recommend putting the project on hold until other revenue streams can be identified to cover the full cost of the project.

**MOTION:**

1. I move that the Town Council adopt Resolution 16-10-03 which requests funding from the Loudoun County Board of Supervisors as part of its FY2018 CIP. I further move that the Town Manager transmit this information to the County for discussion as part of the Board of Supervisors' budget process.

OR

2. I move that the Town Council take no position on this matter.

**ATTACHMENTS:**

1. Resolution 16-10-03
2. County Staff Letter Soliciting Request for CIP Projects
3. Initial Town Letter to County Staff Indicating Council Request

# ATTACHMENT 1

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

**RESOLUTION NO. 16-10-03**

**PRESENTED:           October 25, 2016**

**ADOPTED:             \_\_\_\_\_**

**A RESOLUTION:   REQUESTING CIP FUNDING FROM LOUDOUN COUNTY FOR THE  
DESIGN AND CONSTRUCTION OF A TRAIL ALONG A STREET**

**WHEREAS,** Loudoun County is soliciting requests for FY 2018 Capital Improvement Program Funding from Towns; and

**WHEREAS,** the Town of Purcellville has been the recipient of prior funding for a Trail along A Street and wishes to continue this trail east to Maple Avenue; and

**WHEREAS,** this trail would serve a County (LCPS) facility at Blue Ridge Middle School, would provide multimodal access for residents of the Town and County, and would extend the trail network to provide a continuous trail from Main Street to 32<sup>nd</sup> Street; and

**WHEREAS,** funding of this project would be supplemented by in-kind resources from Town staff, to include managing the design and construction of the project.

**NOW THEREFORE,** the Town hereby requests funding be included in the Loudoun County CIP in the earliest year possible in the amount of \$875,000 for the A Street Trail Project between BRMS and Maple Avenue, and the Town further requests that this funding request be submitted to the Board of Supervisors for consideration in the CIP during the FY 2018 budget deliberations.

**PASSED THIS \_\_\_\_ DAY OF OCTOBER, 2016.**

\_\_\_\_\_  
Kwasi A. Fraser, Mayor  
Town of Purcellville

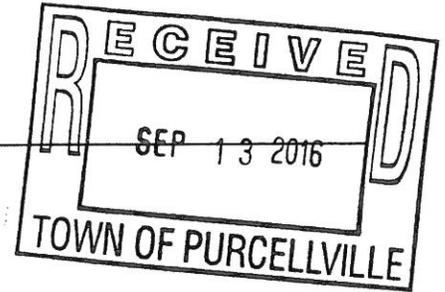
ATTEST:

\_\_\_\_\_  
Diana Hays, Town Clerk

## ATTACHMENT 2



Loudoun County, Virginia  
www.loudoun.gov  
Department of Management and Budget  
1 Harrison Street, S.E., 4<sup>th</sup> Floor  
P.O. Box 7000  
Leesburg, VA 20177-7000



September 7, 2016

Mayor Kwasi Fraser  
Town of Purcellville  
221 South Nursery Avenue  
Purcellville, VA 20132

RE: Requests for FY 2018 Capital Improvement Program Funding

Mr. Lohr:

Annually, the County solicits requests for Capital Improvement Program (CIP) funding for capital projects located within the Towns. Requests for County CIP funding made by the Towns are generally limited to:

1. Capital improvements to facilities owned by the County or located within a Town, but operated by the County; and
2. Local pedestrian or transportation related improvements that benefit the County.

This letter serves as the County's official request to submit proposals for County CIP funding for Town capital projects. The County requests that the Town submit the following information as part of their funding request:

1. A signed letter from the Town Manager or Mayor officially requesting funding for a Town project;
2. A description of the project, project scope and benefit to the Town and County;
3. Cost estimate for the project used to determine the amount of CIP funding requested;
4. A description and proof of Town financial, or in-kind, resources dedicated to the project;
5. Any relevant backup documentation (studies, cost estimates, design documents) that would assist the County in determining the feasibility of the funding request and project details;
6. If possible, a formal copy teste from the Town Council endorsing the funding request to the County for CIP funding.

All correspondence should be sent to the following address **no later than September 30, 2016**.

Erin McLellan  
Director  
Loudoun County Department of Management and Budget  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
PO Box 7000  
Leesburg, VA 20177-7000

The County will accept a formal copy teste from the Town Council endorsing the request for CIP funding from the County after September 30, 2016, if such formal action cannot be achieved by the Town Council prior to that date. It is preferred that such action be taken prior to the end of November 2016. This will ensure the County's Board of Supervisors that the request has been officially endorsed by the Town Council prior to the finalization of the County's Proposed Budget, and prior to the beginning of the Board's budget deliberations.

Capital project funding requests made by the Town are not guaranteed, but will be considered as part of the FY 2018 budget discussions based on available funding.

Please let me know if you have any questions regarding the process to request CIP funding from the County.

Sincerely,



Erin McLellan  
Director, Management and Budget

Cc: Robert Lohr, Town Manager, Town of Purcellville  
Tim Hemstreet, County Administrator  
Joe Kroboth, Director, Department of Transportation and Capital Infrastructure  
Daniel Csizmar, Capital Budget Manager



September 29, 2016

Erin McLellan  
Director, Dept. of Management and Budget  
1 Harrison St, SE, 4<sup>th</sup> Floor  
PO Box 7000  
Leesburg, VA 20177

Ms. McLellan:

Thank you for the opportunity to request funding from Loudoun County as part of the County's Capital Improvement Program (CIP). At the September 27, 2016 Purcellville Town Council Meeting, the Council discussed transportation and sidewalk improvements throughout Town. As part of the discussion, Council requested that staff make a formal request to the County for CIP funding for a critical pedestrian/sidewalk connection in the Town of Purcellville that serves many members of the public and Blue Ridge Middle School.

Thanks to prior funding from the County approved in the FY 2014 Capital Improvement Program, the Town was able to construct a multi-purpose trail along A Street from S. 20<sup>th</sup> Street to Blue Ridge Middle School (BRMS). This has significantly enhanced the safety of pedestrians, including walkers to BRMS, and is used by many members of the community.

The Town is currently facing a challenge with properly connecting BRMS to neighborhoods to the east, including Gardner Meadows, Village Case, and other homes along Maple Avenue. The current sidewalk/trail connection at BRMS is circuitous, narrow, and requires using a portion of the running track. In addition, the current trail does not parallel A Street but winds through the Gardner Meadows neighborhood, which has resulted in frustration for those residents.

The Town is formally requesting the County include Capital Improvement Funding for the Town to extend a sidewalk or multipurpose trail along A Street from the BRMS entrance to Maple Avenue. This will give a direct connection to the Village Case neighborhood, to sidewalks along Maple Avenue, and to the existing multipurpose trail that travels east/north along the W. T. Druhan Blvd to East Main Street. This project will benefit the County by providing access to the public school, its recreational resources, and for students who are residents of both the Town and County.

The section of trail to be constructed is approximately one-quarter of a mile. However, due to drainageways in the area and other potential constraints, this section of trail may be challenging to construct. As such, the Town is estimating the project to cost \$875,000. This is the amount of funding requested by the Town Council for this project.

For your reference, an aerial view of the current area is provided with this letter. Town staff will return to the Council at its next meeting for a formal resolution of Council's support for this project. The Town will also reach out to BRMS and the Gardner Meadows HOA for their support of this project.

Thank you for your consideration, and please contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Lohr, Jr." The signature is written in a cursive style with a large initial 'R' and a distinct 'Jr.' at the end.

Robert W. Lohr, Jr.  
Town Manager  
Purcellville, VA

ATTACHMENT



The red line shows the approximate location of the proposed multipurpose trail along A Street to Elliot Drive. This would mainly be on the property of Blue Ridge Middle School.

The yellow line shows the approximate location of an existing trail owned and maintained by the Gardner Meadows HOA, which the Town would propose improving as part of this project. That trail ends at Maple Avenue, where there is a marked crosswalk connecting to a multipurpose trail continuing along W.T. Druhan Blvd.

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**STAFF REPORT**  
**ACTION ITEM**

Item #12c

**SUBJECT:** Process for Formal Pre-Submission Conferences for Land Use Applications

**DATE OF MEETING:** October 25, 2016

**STAFF CONTACTS:** Robert W. Lohr, Jr., Town Manager  
Patrick Sullivan, Director of Community Development

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**SUMMARY and RECOMMENDATIONS:**

Historically the Town of Purcellville and many jurisdictions have hosted pre-application meetings with property owners and developers in order to answer procedural questions and ensure that the applications are accurate and complete prior to being filed with the Town. These meetings are usually handled administratively and depending on the size of the community and information systems available, summaries of the meetings are posted on internal communication networks. At the request of members of Town Council, Mayor Fraser asked the Town Manager's Office to develop a process where interested members of Council can be notified of these meetings and attend as long as there were not more than two Council members present. As a result, staff implemented the following interim process:

- Staff will notify Town Council of all pre-submission conferences that are formally requested for any development, legislative or subdivision process. This process will remain in place until a formal policy can be adopted at the Town Council level.
- The meetings will be scheduled during normal office hours at a time that is convenient with the applicant requesting the meeting and staff's previously scheduled commitments. Town Council will be immediately notified of the scheduled time and up to two Council members could attend but should coordinate with the Planning Department and Town Clerk to make sure that we do not have more than two Council members attending any of the meetings.

**BACKGROUND:**

Historically, the Town has handled these pre-application meetings with our Planning, Engineering and Public Works staff since most of the questions were technical issues based on existing processes or procedures already established by Town Council. Many of the questions focused on engineering questions and most pre-application meetings are scheduled so that the final product that is submitted is accurate and in compliance with established Town policies, procedures and operational guidelines. In most jurisdictions in our region, elected officials do not have the time or scheduling flexibility to attend these meetings but communities vary in how they hold, notice and capture questions and issues that are discussed in these meetings. Many of the large communities have internal information systems where all meetings, applications and summaries are kept. These documents can be accessed by any department, appointed or elected official within those jurisdictions.

Based on feedback from Town Council, the staff has moved forward with a potential draft policy that is included under *Attachment I* for your review. The major components of this draft policy include the following:

- Any request for Formal Pre-Submission Conferences will be captured on a formal application. This application will require a list of items that must be submitted along with a fee to the Town prior to this meeting being scheduled.
- The meeting will be scheduled within two weeks of the Town's receipt of the formal pre-application request and will occur Monday through Friday during the office hours of 8:00 am to 5:00 pm.
- Within two business days of receipt of a Request for Formal Pre-Submission Conference, the Mayor and Town Council will be notified and provided an electronic copy of the application and any required attachments.
- As soon as a meeting date and time is confirmed, the Town Council will be notified.
- Members of Town Council that may wish to attend will coordinate with the Director of Community and Town Clerk to make sure that no more than two Council members attend which would effectively create a special Town Council meeting that would have to be noticed.
- Community Development staff will be directed to keep general notes or minutes on the discussions and summary items reviewed during the conference. These notes will be shared with the Town Council and applicant to make sure that everyone fully understands the discussions that occurred during the pre-application meeting.

**ISSUES:**

While the staff is more than willing to accommodate and work with Council to provide access to these meetings, it is important that we work together to address potential concerns or issues that may develop and they include the following:

- We need to make sure that the meetings are held in a timely process and based on Town Council feedback, the meetings are to be scheduled with the applicants within the policy timeline and interested Council members will make themselves available for these meetings which will occur during normal Town business hours. Normally, the Town will schedule all the meetings around the members of our elected body but Council has indicated that the importance here is to make sure that our process works around the schedule of the property owner or applicant.
- It is important to note that in most communities these processes are administrative and do not include elected officials. As a result, they are scheduled as administrative meetings with staff. If more than two Town Council members would attend, it would create a FOIA violation because the meeting would not be properly noticed as a special Town Council meeting since it is not a public meeting but a staff function. As a result, we need to make sure that there is coordination between the Mayor and Council and our staff to make sure we are in compliance.
- Many of the meetings that we attend are for by-right allowed uses where the questions are only focused on process and interpretation of existing Town Council policies and procedures. As a governing body, we need to make sure that these meetings do not become political or deviate from the requested intent. For example, if it is by-right, we may not like what we see but we have to be careful of comments we may say about the project outside of the specific questions that are posed to the Town. This is always a challenge in these types of meetings and we will work with our staff and Council to make sure we stay within the legal safe zones when discussing specific projects.
- Sometimes, we are dealing with by-right economic development projects where the owner or business does not want a public announcement made before they are further along in their due diligence. It is critical that we honor this confidentiality or it could jeopardize our ability to recruit, retain and expand existing businesses within our community. Obviously if the businesses are asking for something that involves legislative action, the public will be notified at the appropriate time that the application is filed but this is a very sensitive issue with many economic development projects so confidentiality at the pre-application meeting is considered a necessity in all communities.

**BUDGET IMPACT:**

Based on the structure and format that Council has asked for, the budget impact should be nonexistent. The Town is not changing meeting dates and times at a period when it would generate overtime or other types of costs so the Town does not anticipate any additional budget impact with this new proposed process.

**MOTION(S):**

“I move that we adopt the attached Process for Formal Pre-Submission Conferences for Land Use Applications as included under *Attachment I*.”

**ATTACHMENT(S):**

1. Proposed Process for Formal Pre-Submission Conferences for Land Use Applications

**PROCESS FOR FORMAL PRE-SUBMISSION CONFERENCES  
FOR LAND USE APPLICATIONS**

- 1) Applicant should complete and submit a Request for Formal Pre-Submission Conference application and required relevant materials to the Department of Community Development.
- 2) Upon receipt of a Request for Formal Pre-Submission Conference, Community Development staff will make an electronic copy of the application and supporting documentation and forward it to the Town Council, Town Manager's Office, Town Attorney's Office, Director of Public Works and Public Works Engineering Department within two business days.
- 3) The meeting will be scheduled within two weeks of the Town's receipt of the Request for Formal Pre-Submission Conference and should occur Monday through Friday during the normal office hours of 8:00 am to 5:00 pm. Once a final meeting date is set, all impacted departments and the Town Council will be notified immediately via email.
- 4) Any members of Town Council wishing to attend, will coordinate through the Director of Community Development and Town Clerk to make sure that we do not have more than two Council members attend any pre-submission conference.
- 5) Community Development staff will be responsible for taking notes and providing summaries of the discussions. Once completed, the summary/meeting notes will be emailed to all participants including the entire Town Council.
- 6) It is noted that all discussions or determinations made at the Formal Pre-Submission Conference are not binding upon the Town or the applicant.

Date \_\_\_\_\_

Agent Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Property Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Owner's Address \_\_\_\_\_

\_\_\_\_\_

|                                      |                                |
|--------------------------------------|--------------------------------|
| <b>Correspondence to be sent to:</b> |                                |
| <input type="checkbox"/> Agent       | <input type="checkbox"/> Owner |
| <input type="checkbox"/> Other _____ |                                |

|   |                       |           |
|---|-----------------------|-----------|
| Name of Subdivision, Development, or Business _____ |                       |           |
| Proposal/Request _____                              |                       |           |
| _____   |                       |           |
| _____   |                       |           |
| Zoning District _____                               | Project Acreage _____ | PIN _____ |

Please submit one copy of this request form, following required attachments, and the application fee to the Zoning Administrator at the Town Office.

- Existing boundary/property survey of site.
- Description of proposed project or use.
- Conceptual development plan.
- List of issues to be discussed at the meeting.

I request a pre-application conference to discuss my intentions with regard to this proposed application and any questions regarding procedures or substantive requirements of the Purcellville Town Zoning Ordinance and the Purcellville Town Land Development and Subdivision Control Ordinance. I understand that no matters discussed at this meeting shall be binding on either the applicant or the Town.

\_\_\_\_\_  
 Owner's Signature Date

**For Town Use Only**

|                         |                |   |
|-------------------------|----------------|---|
| Application Incomplete: | Date Returned: | <input type="checkbox"/> Fees Paid<br>Amount \$ _____ |
| Application Complete:   | Meeting Date:  |   |
| Applicant Notified on:  | Time:          | TP _____  |



**STAFF REPORT**  
**ACTION ITEM**

Item #14

**SUBJECT:** Approval of Meeting Minutes  
**DATE OF MEETING:** October 25, 2016  
**STAFF CONTACTS:** Diana Hays, Town Clerk/Project Manager

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**SUMMARY and RECOMMENDATIONS:**

Attached are the meeting minutes from the October 11, 2016 Town Council Meeting for review and approval by Town Council.

**MOTION(S):**

"I move that we approve the minutes of the October 11, 2016 Town Council Meeting and waive reading."

**ATTACHMENT(S):**

1. October 11, 2016 Town Council Meeting Minutes

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

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

**PRESENT:** Kwasi Fraser, Mayor  
Karen Jimmerson, Vice Mayor  
Kelli Grim, Council member  
Nedim Ogelman, Council member  
Chris Bledsoe, Council member (arrived 7:01 PM)  
Doug McCollum, Council member  
Ryan Cool, Council member

**ABSENT:** None

**STAFF:** Robert W. Lohr, Jr., Town Manager  
Sally Hankins, Town Attorney  
Liz Krens, Director of Finance  
Connie LeMarr, Assistant Director of Finance  
Alex Vanegas, Director of Public Works  
Patrick Sullivan, Director of Community Development  
Chief Cynthia McAlister, Police Dept.  
Melanie Scoggins, Division Manager – Parks and Recreation  
Diana Hays, Town Clerk/Project Manager

**CALL TO ORDER OF REGULAR MEETING:**

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

**AGENDA AMENDMENTS/APPROVAL:**

Council member McCollum asked that item 13h Initiation of Zoning Ordinance Text Amendments be deferred until the next meeting. Council member Bledsoe asked if the items of concern are significant enough for the item to be deferred. Council member McCollum talked about procedure and inconsistencies in the language and would like to have those changed before taking action. Council member Grim stated she prefers to discuss the issues. Council member Ogelman stated he prefers to discuss the items. Sally Hankins stated she feels the resolution is legally sufficient. Council member Bledsoe requested the item be moved as a Discussion Item. Mayor Fraser stated he feels consensus is to move the item to a Discussion Item.

**PROCLAMATIONS/RECOGNITIONS:**

None

**PUBLIC HEARINGS:**

None

**PRESENTATIONS:**

None

**STANDING COMMITTEE/COMMISSION/BOARD REPORTS:**

**a. Planning Commission** (T. Stein, Chairman/K. Grim, Council Liaison)

Commissioner Grim provided an update on the comprehensive plan review/update. Council member Grim stated the Planning Commission voted to not approve a drive-through request at Catocin Corner. Council member Grim stated SunTrust has received approval and the O'Toole property is under review.

**b. Board of Architectural Review** (Pat Giglio, Chairman/N. Ogelman, Council Liaison)

Council member Ogelman stated Beth Goldsmith was appointed to the BAR and added that one new application has come in and the BAR offered conditional approval.

**c. Parks and Recreation Advisory Board** (Eamon Coy, Chairman/R. Cool, Council Liaison)

Eamon Coy, Chairman of the PRAB, came forward and reviewed current projects to include Christmas in Purcellville, expansion of the Christmas Market, and the holiday trolley tours. Mr. Coy stated three members have been recently reappointed to the PRAB. Mr. Coy stated the PRAB had a tour of Town properties and found it beneficial to see the property that the Town has as possible opportunities. Mr. Coy talked about working with the Town Council to utilize the open space.

**d. Economic Development Advisory Board** (Daniel Abramson, Chairman/C. Bledsoe, Council Liaison)

Council member Bledsoe stated the Wine Barrel Auction was held and it was a big success raising \$37,000 for future projects. Council member Bledsoe noted the EDAC is in the final review of business surveys prior to sending it to Council for review. Council member Bledsoe added that the next project is the holiday ornaments and that the EDAC is also working on the Train Station Visitor Center.

**e. Purcellville Arts Council** (Liz Jarvis, Chairman/R. Cool, Council Liaison)

Liz Jarvis, Chair, came forward and also stated that the Wine Barrel Auction was a success and thanked the artists for their time. Liz Jarvis stated handed out cards that talk about how local businesses can display art. Liz Jarvis added several submissions have been received for the holiday banners which will be used in conjunction with the holiday ornaments. Ms. Jarvis

stated that there is new art in Town Hall through December and a reception is planned for Nov. 2 at 5:30 p.m. Liz Jarvis talked about the W&OD Trail art shows next year and added the PAC will participate in Hail to the Trail and Arbor Day. Loudoun Valley Arts has returned their grant money as they feel it wasn't sufficient for their displays. Ms. Jarvis also talked about looking forward to the public hearing to formally establish the PAC so members know the guidelines.

Council member Bledsoe thanked Dave Levinson for his efforts during the Wine Barrel Auction.

**CITIZEN AND BUSINESS COMMENTS:**

Scott Payne, owner of Chick Fil A at 165 Purcellville Gateway Drive, came forward to talk about his non-potable meter request. Mr. Payne stated he would like to install a non-potable meter for his landscaping.

Patrick McConville, 103 Newkirk, came forward to talk about items on the agenda to include the Business License rates. Mr. McConville talked about the vacancies in Town and stated he feels an increase would deter new businesses from coming to Town. Mr. McConville talked about the increase in Bulk Water Rates and feels the increase is fair. Mr. McConville noted the pros and cons for the proposed text amendments, and talked about the sports grants which he feels the teams benefit from.

Steve Varmecky, 37489 Chappelle Hill Road, came forward and talked about Rob Lohr's thirty years of service and the many opportunities he has worked with him over the years.

**MAYOR AND COUNCIL COMMENTS:**

Council member Cool talked about the success of the Wine Barrel Auction and talked about engaging with schools to get the kids involved.

Council member Bledsoe had no additional comments.

Council member Ogelman talked about the success of the Wine Barrel Auction and the level of its creativity. Council member Ogelman stated the Town has the instant polling software (Polco) and the social media type engagement on the Town's website and looks forward to marketing it.

Council member McCollum stated the Wine Barrel Action had a lot of energy and raised money for the Arts Council, and thanked the members of the PAC and the EDAC for their efforts. Council member McCollum thanked Rob Lohr for his 30 years of service and Alex Vanegas and his staff for their efforts with the recent threats of bad weather. Council member McCollum stated he attend the PBA lunch where Dan Galindo talked about the Comprehensive Plan Review. Council member McCollum stated the VML Federal Advisory Council has prepared a list of subjects for legislative discussion with congressional delegations next year and the list was prepared from the results of a survey of the VML membership.

Council member Grim disclosed that after the PBA meeting she met informally with Clinton Chapman, owner of Harmony Meadows, who talked about his presentation that he will be making to Council and stated she told him that his ideas are welcome to come before Council. Council member Grim talked about the creativity and success of the Wine Barrel Auction. Council member Grim stated she attended grand openings for The Wisdom Store, and Vitalita Organics and noted the Western Loudon Station will hold its grand opening later this month. Council member Grim congratulated Rob Lohr on his 30 years of service.

Vice Mayor Jimmerson stated she attended both ribbon cutting ceremonies and the Wine Barrel Auction and thanked the volunteers for their efforts.

Mayor Fraser congratulated Rob Lohr on his 30 years of service. Mayor Fraser talked about the Wine Barrel Auction and all of the efforts put into it without spending taxpayer dollars.

### **DISCUSSION/INFORMATIONAL ITEMS:**

#### **a. Personnel Update**

No comments.

#### **b. Economic Development Update**

Patrick Sullivan introduced the two months of reports and noted that the charts are fairly consistent over time.

Council member Bledsoe asked about the timing of the report being more current. Patrick Sullivan talked about the lengthy process for compiling the report each month and the lack of resources for getting the report prepared earlier. Patrick Sullivan noted he would add dates to the report on page 11. Council member Bledsoe referenced table C and the total employee's year to date. Patrick Sullivan stated he believes that is for permits and will clarify that on the next report.

Council member Grim asked about the name change for Century Management and the number of employees. Council member Grim asked about the Village Case applications and asked about the tap fees and if they will be at current rate. Patrick Sullivan stated he believes they would be at current rates. Council member Grim asked about the bonds and amounts for Mayfair. Patrick Sullivan stated bonds are being held for the entire project. Rob Lohr added that the industrial parcel is separate.

Council member Ogelman asked about the difficulties in leasing spaces as noted by Patrick Sullivan and feels there should be a strategy in understanding why. Mayor Fraser stated that this is an initiative of EDAC.

**c. 2017 Legislative Priorities**

Council member Grim introduced the list of priorities that she prepared and that are also supported by the County which are included in the agenda packet.

Council member McCollum stated he narrowed the list down to eight from nineteen and feels the list is too long to present to delegation and that he choose items he felt were most important to the citizens. Council member McCollum requested that Council consider the upcoming short session and to think about the priorities.

Mayor Fraser noted that the list needs prioritized and to make the top items highlighted so they have visibility.

Rob Lohr added that the Town likes to get the list to delegation by the middle of November and that Council has time to discuss the lists again at the next two meetings if they desire.

Mayor Fraser stated that the recommendation is that Council review both lists and determine which items are the top priority and label them as such prior to the end of October.

Council member Bledsoe added that per Council member McCollum's comments that the list needs paired down as well as identifying priorities. Mayor Fraser added that the priorities will be determined as the top ten on the list.

**d. Non-Potable Connections**

Alex Vanegas stated the Town has received two requests to allow non-potable connections which would not incur sewer fees since the water would not enter the sewer system. Mr. Vanegas added that staff recommends that Council not take any action on this item until after the rate setting workshop scheduled for Oct. 16<sup>th</sup> to be able to determine what adjustments may need to be made.

Vice Mayor Jimmerson stated that Leesburg does not offer this in their Town and does not feel it is a disadvantage.

Council member Grim stated this should be discussed at the rate setting meeting in order to have facts to present to the requestors.

Council member McCollum stated that in 2014 a residential request that came in and was denied.

Mayor Fraser stated his concern is over subscription and fairness and asked that the item be brought back to Council for further review after the rate setting work session.

Council member Grim asked about marketing bulk water sales and Mr. Vanegas noted this may be an option in the future.

**e. Paving Recommendations**

Alex Vanegas talked about funds from the urban maintenance program used for street repairs and that in the past the Town has assessed the streets that need repaired. This year staff used the pavement rating system and referenced the staff report list of streets to move forward with.

Council member Bledsoe asked about Hirst Road between Maple and the bike path going east. Rob Lohr stated that section is VDOT’s maintenance responsibility and that the Town does not have funding but will contact VDOT again about the area. Council member Bledsoe added that another area of consideration is just east of Catocin Creek, the shoulder on the south side erodes with minimal rain.

Council member Ogelman noted that in speaking to HOA’s they also have some concerns and will forward those to Alex Vanegas.

**ACTION ITEMS:**

**a. Aligning Town Council Meeting Dates with Town Holidays**

Rob Lohr introduced the staff report and noted the two possible conflicts with the second meeting in November and the second meeting in December.

Vice Mayor Jimmerson made a motion that the Town Council align the meeting schedule with the following holidays for 2016:

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

And further direct staff to update the official meeting calendars to reflect these changes. The motion was seconded by Council member McCollum.

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

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

**b. 2016 Business License Analysis**

Connie LeMarr introduced the report and the new information provided from the last meeting and added if Council chooses to change the rates a public hearing would need held before the end of the year.

Council member Bledsoe asked about banks and Ms. LeMarr stated they pay a bank franchise fee and are not included in the report.

Council member McCollum made a motion that Town Council approve no changes to the existing business license rates for 2017. The motion was seconded by Council member Bledsoe.

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

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

**b. Sports Grant Process**

Melanie Scoggins provided an overview of the sports grants and the process as well as changes to the process/application over the years. Ms. Scoggins noted the Parks and Recreation Advisory Board is looking for suggestions about the process and application.

Council member Grim stated she would like to see that the PRAB and Council do something more inclusive that addresses specific needs and asked if this has been the only process for sports grants.

Council member McCollum stated he feels the process is very good and the applications state how the funds are used.

Council member Bledsoe stated he agrees with the changes to the application.

Council member Cool spoke in favor of the sports grants and that if a change is to made that something needs proposed and until then should move forward.

Council member McCollum talked further about the detail that the application asks for and feels it is good for the money being handed out.

Council member Grim stated she agrees the form is well done and suggests looking at other forms of recognition in the future.

Mayor Fraser stated he feels changes should be made now and will vote against it.

Council member Ogelman noted he feels the changes should be talked about now.

Council member Cool noted this is a minimal investment from the residents for the return.

Council member Jimmerson talked about team fundraising and taxes to subsidize sports and would like to see the money go towards those that may not be able to afford to play.

Council member Ogelman asked about an alternative motion to allow time to discuss other options.

Council member McCollum made a motion that Town Council approve the suggested changes to the Sports Grant funding process and application and adopt the revised Application Form shown in in Attachment 1 and further move that Town Council approve the PRAB’s timeline to solicit applications at this time and return to Council in early 2017 with recommended funding amounts. The motion was seconded by Council member Cool.

Council member Grim requested a friendly amendment that the Parks and Recreation Advisory Board come back to the Council in early 2017 with options for the following year. Council member McCollum did not accept the friendly amendment.

Motion: Council member McCollum  
Second: Council member Cool  
Carried: 4-3

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

**d. Bulk Water Rates**

Vice Mayor Jimmerson made a motion that the Town Council adopt ordinance 16-09-02 setting the bulk water rate at \$15.18 per 1,000 gallons and an availability fee of \$25,754 for properties located within the Town of Purcellville and \$51,508 for properties located outside the Town of Purcellville that require a 5/8” meter waterline connection. The motion was seconded by Council member Bledsoe.

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

**ORDINANCE NO. 16-09-02**

**PRESENTED:  
ADOPTED:**

**September 27, 2016  
October 11, 2016**

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

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

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

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

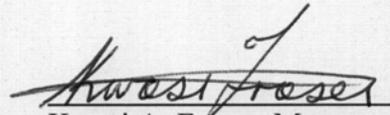
**BE IT FURTHER ORDAINED** by the Council of the Town of Purcellville, Virginia that all other previously adopted Town taxes, charges, and fees not amended herein are hereby ratified.

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

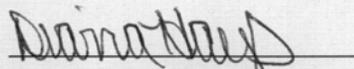
**Authority and Cross References**

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

**PASSED THIS 11<sup>th</sup> DAY OF OCTOBER, 2016.**

  
Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

  
Diana Hays, Town Clerk

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

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

**e. Barment Program – Ordinance Amendment**

Chief McAlister summarized the purpose of the Barment Program.

Council member Ogelman made a motion that the Town Council direct the Town Attorney to prepare an ordinance enacting a barment program under the authority of Va. Code 15.201717.1, and direct town staff to advertise a public hearing on such proposed ordinance for a public hearing date not later than December 13, 2016. The motion was seconded by Vice Mayor Jimmerson.

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

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

**f. RFP PW2016-01 Project/Construction Management and Related Services**

Alex Vanegas summarize the staff report and noted the contractors would be doing work that staff cannot do.

Mayor Fraser asked if the contractors pay BPOL. Connie LeMarr stated it depends on where they are based.

Council member Cool asked about the process for the selection of the contractors. Alex Vanegas stated that staff has a checklist they follow to include previous work and where, types of projects and costs.

Sally Hankins stated cost is not a primary factor in competitive negotiation and the Town does not consider it as a first tier consideration.

Council member Cool made a motion that the Town approve the firms listed below for the Project/Construction Management and Related Services Basic Ordering Agreement, based on the hourly rates, and authorize staff to develop and sign the necessary contracts.

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

The motion was seconded by Council member Grim.

Motion: Council member Cool  
 Second: Council member Grim  
 Carried: 7-0

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

**g. Approval of Strategic Initiatives from Strategic Planning Session**

Rob Lohr stated the document provided in the agenda packet captures the changes and items of priorities that Council would like to see moving forward. This was determined at the Strategic Planning Session and requested Council’s feedback before posting on the website.

Council member Grim requested that under Strengthen Community Partnerships the last bullet be modified by adding “and businesses” after “local realtors”. Mayor Fraser approved the suggestion.

Council member Grim made a motion that Council adopt the formal Vision, Mission, Core Values and Strategic Initiatives as identified by Town Council and captured under Attachment 1 with the revision to add “and businesses” as stated. The motion was seconded by Vice Mayor Jimmerson.

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

Cool - Aye  
 Bledsoe - Aye  
 Ogelman - Aye  
 McCollum - Aye  
 Grim - Aye

Jimmerson - Aye  
Mayor - Aye

#### **h. Initiation of Zoning Ordinance Text Amendments**

Sally Hankins stated that as a result of the last meeting was asked to come back with a resolution that would initiation several zoning ordinance text amendments. Ms. Hankins noted that the prepared resolution is legally sufficient in her opinion however more detail can be added into the purpose in the “whereas” clauses to explain why each amendment is in the public interest and in good zoning practices if Council desires.

Council member McCollum stated he feels it is a better practice for Council to refer the subject of a text amendment to the Planning Commission to review, hold public hearings, and return to Council with recommended action. Council member McCollum stated he feels the four “whereas” clauses have distinct differences in the text pertaining to lowering the maximum heights of the C-4 central commercial district which tells the Planning Commission to lower the height limits and feels the other three are more general in directive to the Planning Commission and allow the Planning Commission and public to explore alternatives. Council member McCollum added he does not feel the first “whereas” paragraph and the first paragraph 1b under the resolution are consistent as 1b contains no language about lowering the heights. Council member McCollum suggested taking the first “whereas” and changing it to be “the Town Council desires that the Planning Commission review the height provisions allowed in the C-4 central commercial district as may be impacted by Article 14a Historic Quarter Overlay District.

Council member Ogelman added he feels Council member McCollum’s comments adds more specificity at one point and generalizes at another point and agrees about saying something about reviewing the height but limiting the review of height only to the historic overlay district does not make sense as in the proposal.

Council member Grim stated the initiatives are coming forward from the Planning Commission with their desire to move forward and pursue the items based on the comprehensive plan and the review as it has come forward with comments. Council member Grim explained the County’s process.

Council member Bledsoe added he shares the same concern as Council member McCollum with the specificity of the first “whereas” and feels Council should direct the Planning Commission to review and potentially recommend adjustments to the height limits within those districts. Council member Bledsoe added he feels a prioritization order be provided and would like to see Civil Financial Penalties as the first priority of the three followed by Height Standards and then the Tree Planting.

Council member Ogelman stated he feels Council member Grim is correct and as members of Town Council are to represent the values of the citizens and what the Planning Commission has brought forth and what the town has expressed as a majority as far as values gets to what Sally Hankins stated which is what the Planning Commission has requested.

Council member Grim made a motion that Town Council adopt Resolution 16-10-02, initiating amendments to Article 7, Article 14, Article 4 Section 9.8, and Article 11 Section 17 of the Zoning Ordinance. The motion was seconded by Vice Mayor Jimmerson.

Motion: Council member Grim  
Second: Vice Mayor Jimmerson  
Carried: 5-2

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

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

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

Council approved both requests.

**APPROVAL OF MINUTES**

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

Council member McCollum made motion to approve the minutes of the Sept. 27, 2016 Special Meeting and Regular Meeting and waive reading. The motion was seconded by Vice Mayor Jimmerson and approved unanimously.

Motion: Council member McCollum  
Second:  
Carried: 7-0

**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)(1) of the Code of Virginia that the Purcellville Town Council convene in a closed meeting to discuss the performance of the Town Council and specific employees who report to Town Council. Such closed meeting discussion will be limited to issues of performance, efficiency, and effectiveness,

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

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

**RESOLUTION NO. 16-10-02**

**PRESENTED:**

**October 11, 2016**

**ADOPTED:**

**October 11, 2016**

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

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

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

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

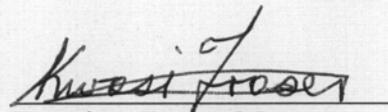
**WHEREAS,** under authority granted by Va. Code 15.2-2209, the Town Council desires to adopt a schedule of civil financial penalties that will be imposed for violations of the Zoning Ordinance.

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

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

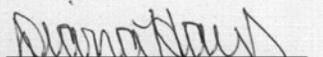
1. The public necessity, convenience, general welfare, and good zoning practice require consideration of these proposed amendments to the Zoning Ordinance, which are hereby initiated and referred to the Planning Commission, to be considered and acted upon in the following order:
  - a. Tree Planting, Tree Preservation, Landscape, and Stream & Creek Buffer Amendments to Article 7 and Article 14
  - b. C-4 District Height Standard Amendments to Article 4, Section 9.8
  - c. Civil Financial Penalties Amendments to Article 11, Section 17
2. As to each amendment, the Planning Commission shall present to the Town Council its recommendations prior to holding a public hearing, and will take into consideration any comments from Town Council. Thereafter, the Planning Commission shall hold a public hearing and may make appropriate changes to the proposed ordinance or amendment as a result of the hearing. Finally, the Planning Commission will present the proposed amendment to the Town Council together with its recommendations and explanatory materials.
3. The Town Council authorizes the Planning Commission to present the proposed amendments to Town Council more than 100 days after this resolution is adopted.

**PASSED THIS 11<sup>th</sup> DAY OF OCTOBER, 2016.**



Kwasi A. Fraser, Mayor  
Town of Purcellville

**ATTEST:**



Diana Hays, Town Clerk

including the process by which communication occurs. The following individuals are requested to attend the closed meeting:

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

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

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

Cool - Aye  
Bledsoe - Aye  
Ogelman - Aye  
Jimmerson - Aye  
McCollum - 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 16-10-01 certifying the closed meeting of October 11, 2016. The motion was seconded by Council member McCollum.

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

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

**ADJOURNMENT**

With no further business, Council member McCollum made a motion to adjourn the meeting at 9:50 PM. The motion was seconded by Council member Bledsoe and approved unanimously.

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Kwasi A. Fraser, Mayor

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Diana Hays, Clerk of Council

Mayor  
Kwasi A. Fraser

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



Town Manager  
Robert W. Lohr, Jr.  
Assistant Town Manager  
Daniel C. Davis

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Purcellville, VA 20132  
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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

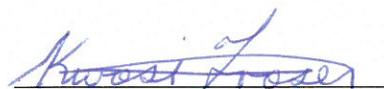
**RESOLUTION NO. 16-10-01                      PRESENTED:                      OCTOBER 11, 2016  
ADOPTED:    OCTOBER 11, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON  
OCTOBER 11, 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 11<sup>TH</sup> DAY OF OCTOBER, 2016.**

  
Kwasi A. Fraser, Mayor  
Town of Purcellville

**ATTEST:**

  
Diana Hays, Town Clerk