



**AGENDA
PURCELLVILLE TOWN COUNCIL REGULAR MEETING
FEBRUARY 23, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM**

- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 3. PROCLAMATIONS/RECOGNITIONS** (Mayor Fraser)
 - a. None
- 4. PUBLIC HEARINGS**
 - a. None
- 5. PRESENTATIONS**
 - a. Town Marketing Video (Daniel Abramson, Chairman, EDAC) *(10 mins.)*
- 6. CITIZEN/BUSINESS COMMENTS** (Mayor Fraser)

(All citizens who wish to speak will be given an opportunity, and 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.)
- 7. MAYOR AND COUNCIL COMMENTS** (Mayor Fraser)
- 8. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Public Safety Reports
 - i. Purcellville Volunteer Rescue Squad (Aaron Kahn, President)
 - ii. Purcellville Police Department (Lt. Joe Schrock/Chief Cindy McAlister) (pgs. 3-6)
 - iii. Purcellville Volunteer Fire Company (Brad Quin, President) (pgs. 7-9)
 - iv. Purcellville Citizens Support Team (James Taylor, President/Dawn Mabe, Vice President) (pg. 11)
 - b. Public Works Monthly Operations Report (A. Vanegas (pgs. 13-16)
 - c. Personnel Update (R. Lohr) (pgs. 17-19)

- d. Makersmith (Town Council) (pgs. 21-27)
- e. Environmental Sustainability and Tree and Beautification Committee (Town Council) (pgs. 29-42)
- f. Paving Recommendations (A. Vanegas) (pgs. 43-45)

9. ACTION ITEMS

- a. Zoning Ordinance Text Amendment OA15-03 to Increase the Maximum Enrollment of a Residential Child Care from Six to Twelve* (D. Galindo) (pgs. 47-61) (Motion pgs. 54-55)
- b. Nursery Avenue Drainage Roadway and Drainage Improvements* (A. Vanegas) (pgs. 63-64) (Motion pg. 64)
- c. J Street Drainage Improvements – Construction Contract Award* (A. Vanegas) (pgs. 65-68) (Motion pg. 67)
- d. Special Event Support Requests* (D. Davis) (pgs. 69-75) (Motion pg. 75)

10. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION

- a. None

11. APPROVAL OF MINUTES (pgs. 77-128)

- a. February 2, 2016 Town Council Special Meeting
- b. February 9, 2016 Town Council Meeting
- c. February 16, 2016 Town Council Special Meeting

12. 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.

USE OF ELECTRONIC DEVICES DURING MEETINGS

For the comfort and consideration of others, all cellular phones should be turned off or silenced and not used in the Council Chambers. This is requested due to the potential for interference with our recording devices and the transmittal of our hearing impaired broadcast, when in use.



STAFF REPORT
INFORMATION ITEM

Item #8a.ii.

SUBJECT: Purcellville Police Dept. Monthly Report

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Chief Cindy McAlister

BACKGROUND:

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

ATTACHMENT(S):

1. Report for January 2016

TO: Town Council

FROM: Chief Cynthia McAlister

SUBJECT: Police Department Crime Report & Calls for Service

DATE: February 4, 2016

FILE: Monthly Report

The Police Department activity report for the month of January 2016 for your review is as follows:

Criminal Offenses	# of Offenses	Closed By Arrest	Other Closure	Active	Inactive
Simple Assault	1				1
Burglary/Breaking & Entering	1				1
Theft From Building	1			1	
False Pretenses/Swindle/Confidence Game	1				1
Credit Card/Automatic Teller Machine Fraud	1				1
Destruction/Damage/Vandalism of Property	4		1		3
Drug/Narcotic Violations	3	2		1	
Drug Equipment Violations	2	1			1
Curfew/Loitering/Vagrancy	2		1		1
Disorderly Conduct	3		3		
Driving Under the Influence	2	2			
Drunkenness	1	1			
Family Offenses, Nonviolent	2				2
Liquor Law Violations	1				1
Trespass of Real Property	1				1
TOTAL	26	6	5	2	13
**All Other Offenses	30				

*****All Other Offenses could include injured deer put down. Animal complaint & civil disputes, etc...**

<i>Traffic Violations Charged or Issued</i>	<i>#</i>
Driving Under the Influence	2
Defective/Unsafe Equipment	4
Supplemental high mount stop light	1
Light Law-Time Dis Factor	1
Fail To Carry Reg./Op Lic.	4
Operate Vehicle While Using Earphones	1
Expired Rejection Sticker	2
Driving W/O Operators License	2
Expired Registration	2
No State Tags	1
Fail To Display Month/Year Decals In Order	1
Fail To Keep Right	1
Lane Change-Improper	1
Following To Closely	2
Fail To Obey Stop/Yield Sign	3
Highway Sign-Fail To Obey	11
Signal Light Violation	1
Fail To Stop Before Turning Right On Red	1
Fail To Signal Turn	3
Reckless Driving – General	1
Commit Reckless By Driving A MV Not under Control	1
Reckless-20 MPH Over Limit	2
Speeding	3
TOTAL TRAFFIC SUMMONS/ENFORCEMENT	61

Specific Traffic Summons(included in total traffic summons/enforcement)

	#
PURCELLVILLE RESIDENT SUMMONS	21
NON-RESIDENT SUMMONS	38

<u>Non-Traffic Related Summons</u>	#
Trespass-School Property W/I To Abduct Student	1
Trespass On Church Or School Property	1
Possession Of Controlled Substances	2
Possession Of Marijuana	3
Public Swearing Or Intoxication	1
TOTAL NON-TRAFFIC RELATED SUMMONS	8

Destruction/Damage/Vandalism of Property

1/7 – 100 block Purcellville Gateway Drive – Unknown suspect(s) keyed side and back of truck

1/11 – 100 block N. 16th Street – Unknown suspect(s) knocked on window of resident and the window broke

1/12 – 100 block North Bailey – Unknown suspect(s) egged front and back of building

1/21 – 600 block Elliot Drive - Unknown suspect(s) egged shutters on home

TRAINING

1/14 – MPO Elassal attended “Drug Enforcement Tactics for Patrol “which was held at Northern Virginia Criminal Justice Academy

1/20 – CPL Vasconi attended” IACP Leadership in Police Organizations”held at NVCJA



Item 8a.iii.

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

- Winter Storm Jonah challenged all service units in Loudoun County, our company included. Volunteers 'staffed up' the station with full crews in sufficient numbers to respond with full staffing on all our apparatus – qualified drivers, officers and firefighters numbering 10 each shift during the volunteer shifts (evenings) and to supplement the day career staff shift. This writer's experience is typical. The shift began at 6 PM on Friday and ran continuously through each 12 hour shift until 6 AM on Monday. That's 72 hours of continuous service from the station. The company maintained full operational capability through the storm and its aftermath. Double the number of routine calls were run, most of them on Sunday and the following days. A very difficult situation occurred with a hose fire in Waterford that was compounded by poor road conditions, no access to the home because of the snow and water issues. Crews from Purcellville worked that difficult fire to the point of exhaustion.
- Volunteer companies are capable of rapid up-staffing for such events because our membership is willing to expend the time away from their families in emergency situations. There are no dramatic cost (salary or overtime) implications to that up staffing. The County up staffs but is limited by staff availability and needs to budget to cover increased staffing costs which would be enormous without volunteer support.
- The Company conducted its annual Installation and Awards Banquet and welcomed Mayor Fraser, and Council Members Joan Lehr and Jon Nave and their spouses. The Mayor administered the oath of office to all officers and presented the Company with a Town

contribution to its operating budget. President Brad Quin thanked the Mayor and Council for their ongoing support of the Company's volunteer emergency response service.

- The New Year recruiting effort began with the successful addition to the company of five new members and one who returned from active duty military service. Several of the new members are experienced fire fighters having been past members of Company 2 and of Company 5, Hamilton. Because Hamilton is now a 24/7 career staffed company, many of their remaining volunteers have elected to join Company 2 to maintain their operational status which was becoming impossible in Hamilton. We are very pleased to welcome them to our ranks and to keep dedicated volunteers active in our wider community.
- The trend for continued volunteer losses and increased career (paid) staffing continues County-wide. As this occurs the public funding for such staffing with increase with a congruent impact on the County budget. Of the 13 volunteer fire or fire and rescue companies in Loudon, only five do not require 24/7 career staffing. Company 3, Middleburg, is now defunct. Purcellville remains a strong company but fights an uphill battle to recruit and retain volunteers in the current service and training environment.
- All members of the company successfully completed annual recertification for CPR with AED (automatic external defibrillator) training. All firefighters are required to have such certification and extensive EMS certifications in addition to their standard firefighting certification's.
- The Company's annual mail solicitation fund drive has to date generated approximately \$35,000 exceeding our goal of \$32,000. Extensive effort was extended to reach this goal that up until last month seeming unreachable. We are grateful to the community and those individuals who support us and recognize that we need such support to continue to provide volunteer emergency service response.
- For those who are following progress with the acquisition of our new tower ladder truck, it was placed into service on December 22 and was immediately dispatched that evening to a working incident in Bluemont. Since then it has already seen service on a number of incidents and other support runs. The apparatus it replaced is under contract to be sold to a fire company in Wisconsin whose staff travelled to Purcellville to inspect the vehicle.

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. Many thanks to the Purcellville Gazette for allowing us to re-post the article from their 2 Oct, 2015 edition, page 7.

- The company once again hosted the bi-monthly St. Francis De Sales blood drive at the station on January 17.
- Company president Brad Quin was re-elected chair of the Administrative Operations Committee of the Loudoun County Combined Fire and Rescue System. He also sits on the LC-CFRS Executive Committee.
- Chiefs Bob Dryden and Michael O'Brien serve on the County's Aid to Localities (ATL) fund distribution committee and Chief Dryden serves as the company representative to the Fire Operations Committee of LC-CFRS.
- Finally, the Company would like to extend its gratitude to the hard working Town personnel who cleared snow from our community's streets during the storm. Our access to homes and locations in this town was superior during and after the event and it is our hope that residents understand how fortunate they are for such excellent service. We know we are!

Key Fire Service Facts

4 - the number of background checks required of any potential volunteer to the fire and rescue system: a State Police NCJIS system criminal and sex offender check; a VDH/OEMS federal fingerprint check; a VA DMV driver record check and a Company based reference review.

815 – the number of calls run by Company 2 last year.

\$25,000 – the average annual cost to the company for comprehensive insurance covering all manner of liability, health and welfare.

C – the minimum acceptable grade in any class for high school members of the company. Grades are checked quarterly.

Respectfully Submitted

Bradley J. Quin
President/Membership Chair

January/February 2016

This page intentionally left blank

STAFF REPORT

PURCELLVILLE POLICE CITIZENS SUPPORT TEAM

SUBJECT: Purcellville Police Citizen Support Team

DATE OF MEETING: February 23, 2016

SUMMARY AND RECOMMENDATIONS:

The items below are ongoing and no new items have been added since the February 2 Town Council Meeting.

1. Hallowing Block Party on 21st Street.
2. Monthly meeting on November 11th.

December was a busy month for the team with the following:

1. CPR recertification on the 1st.
2. Santa Cop on December 5th where police officers from around the area met with less fortunate children at Wegmans and Target in Sterling and had breakfast then paired up with children to take them shopping. The support team also helped out organizing books, coats, scarfs and hats and distributing to children as they completed their shopping.
3. Christmas Parade on December 12th. The support team helped out with traffic control for the parade.
4. Two members of the support team along with the spouse of another support team member went to Twin Oaks and helped wrap hundreds of gifts and bag up hats, gloves, scarves for distribution to children by Santa at the apartment complexes on 16th street.
5. The evening of December 20th found several members of the support team assisting Santa in distributing gifts, hats, scarves, gloves and books to children at the 16th street apartment complexes.
6. December 23rd, various members of the support team as well as other organizations, distributed both food baskets as well as toiletries and cookies to 30 needy families in the Purcellville area. Despite the rain that afternoon, a good time was had by all who participated.

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

President – Dawn Mabe

Vice-President – James Taylor

This page intentionally left blank



STAFF REPORT
INFORMATIONAL ITEM

Item #8b

SUBJECT: Public Work Monthly Operations Report

DATE OF MEETING: February 23, 2016

STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

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

ATTACHMENT(S):

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

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2016
PREPARED: FEBRUARY 2016**

**MAINTENANCE DEPARTMENT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2015
PREPARED: FEBRUARY 2015**

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	74	#	832	#
STAFF HOURS REQUIRED FOR W.O.	1307***	HRS.	4358.75	HRS.
NON-CORE DUTIES HOURS	0	HRS.	21	HRS.
CD. MAN HOURS REQUIRED FOR WO	1307	HRS.	4337.75	HRS.
PM FIRE HYDRANTS	0	#	0	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
SEWER LINE CLEANED	0	L. FT.	6,022	L. FT.
CCTV SEWER LINE	1,854	L. FT.	8,977	L. FT.
# OF WATER BREAKS	0	#	2	#
# OF SEWER BACKUPS	1	#	8	#
# OF CLEANOUTS INSTALLED	0	#	2	#
# OF MIS UTILITY TICKETS	80		607	#
# OF METERS READ	11		157	#
# OF METERS SHUT OFF	12		51	#
# OF METERS TURNED ON	12		42	#
# OF REPLACED METERS	0		2	#
# OF REPLACED REGISTERS	0		26	#
# OF NEW ACC. METER INSTALLS	1		13	#
# OF LEAK CHECKS	1		38	#
# OF REPLACED MIUs (Radios)	0		63	#
BULK WATER SALES		Gallons	772.2K	Gallons
CUSTOMER COMPLAINTS	51**	#	93	#
WATER COMPLAINTS REC'D	1	#	5	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLIANTS RES'D	100	%	100	%

MEASURE	MONTH	UNITS	FY YTD	UNITS
WORK ORDERS (W.O.) PROCESSED	111	#	976	#
STAFF HOURS REQUIRED FOR W.O.	793.80	HRS.	3281.65	HRS.
NON-CORE DUTIES HOURS	0	HRS.	25.25	HRS.
CD. MAN HOURS REQUIRED FOR WO	793.8	HRS.	3256.4	HRS.
PM FIRE HYDRANTS	0	#	160	#
EMERGENCY FIRE HYDRANT REPAIR	0	#	0	#
PM VALVE EXERCISED	0	#	0	#
CCTV SEWER LINE	0	L. FT.	9693	L. FT.
# OF WATER BREAKS	1	#	3	#
# OF SEWER BACKUPS	1	#	3	#
# OF CLEANOUTS INSTALLED	1	#	1	#
# OF MIS UTILITY TICKETS	42	#	571	#
# OF METERS READ	12	#	158	#
# OF METERS SHUT OFF	15	#	52	#
# OF METERS TURNED ON	9	#	33	#
# OF REPLACED METERS	0	#	6	#
# OF REPLACED REGISTERS	13	#	61	#
# OF NEW ACC. METER INSTALLS	7	#	18	#
# OF LEAK CHECKS	4	#	49	#
# OF REPLACED MIUs (Radios)	1	#	96	#
CUSTOMER COMPLAINTS	4	#	54	#
WATER COMPLAINTS REC'D	0	#	3	#
WATER COMPLAINTS RESOLVED	100	%	100	%
WASTEWATER COMPLAINTS REC'D	0	#	0	#
WASTEWATER COMPLIANTS RES'D	100	%	100	%

* Tracking for FY Started in August 2009

* Tracking for FY Started in August 2009

**** The substantial increase in customer complaints comes from the Blizzard and people calling in about snow removal**

***** The substantial increase in Work Order hours is due to the State of Emergency for the Blizzard.**

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2016
PREPARED: FEBRUARY 2016**

**WATER RECLAMATION FACILITY
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2015
PREPARED: FEBRUARY 2015**

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	20,125,800 GAL	649,200 GAL
EFFLUENT FLOW	19,763,400 GAL	637,500 GAL
MAXIMUM DAY INFLUENT	1,041,500 GAL	
FERRIC CHLORIDE	1,384 GAL	45 GAL
CITRIC ACID	196 GAL	65 GAL
SODIUM HYPOCHLORITE	151 GAL	25 GAL
METHANOL	1,049 GAL	34 GAL
RAIN	2.00 IN.	0.06 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	126 LBS.
TOTAL NITROGEN YTD	126 LBS.
AVG. DAILY NITROGEN	0.83 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	14 LBS.
TOTAL PHOSPHORUS YTD	14 LBS.
AVG. PHOSPHORUS DAILY	0.09 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

NIA No information available at this time.

MEASURE	MONTH	AVG./DAY
INFLUENT FLOW	20,305,700 GAL	655,000 GAL
EFFLUENT FLOW	17,344,400 GAL	559,500 GAL
MAXIMUM DAY INFLUENT	1,013,800 GAL	
FERRIC CHLORIDE	1,320 GAL	43 GAL
CITRIC ACID	- GAL	- GAL
SODIUM HYPOCHLORITE	141 GAL	18 GAL
METHENOL	856 GAL	28 GAL
RAIN	3.75 IN.	0.12 IN.

MONTHLY TOTAL NUTRIENT DISCHARGE

TOTAL NITROGEN	187 LBS.
TOTAL NITROGEN YTD	187 LBS.
AVG. DAILY NITROGEN	1.35 MG/L
VPDES NITROGEN LIMIT	4.0 MG/L
TOTAL PHOSPHORUS	29 LBS.
TOTAL PHOSPHORUS YTD	29 LBS.
AVG. PHOSPHORUS DAILY	0.21 MG/L
VPDES PHOSPHORUS LIMIT	0.3 MG/L

NIA No information available at this time.

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2016
PREPARED: FEBRUARY 2016**

**WATER TREATMENT PLANT
MONTHLY OPERATIONS REPORT
FOR THE MONTH OF: JANUARY 2015
PREPARED: FEBRUARY 2015**

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE	1,396.1	lbs.	45.0	lbs.
POLYMER				
METAPHOSPHATE	91.8	lbs.	3.0	lbs.
SODA ASH	1,424.6	lbs.	46.0	lbs.
FLUORIDE (WTP & WELLS)	153.6	lbs.	5.0	lbs.
POTASSIUM PERMANGANATE	32.2	lbs.	1.0	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	190.1	lbs.	6.1	lbs.
CHLORINE RESIDUAL (TANK)			1.6	mg/L
AVERAGE PH (FINISHED)			7.4	SU
BULK WATER SALES	0	gals.	0.0	gals.
INLINE METER, COOPER SPRINGS	4,017,318	gals.	129,590.9	gals.
JEFFERIES WELL	0	gals.	0.0	gals.
WATER PLANT GALLONS	6,635,400	gals.	214,045.2	gals.
MARSH WELL	2,047,600	gals.	66,051.6	gals.
MOUNTAIN VIEW WELL	609,200	gals.	19,651.6	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,128,198	gals.	100,909.6	gals.
CORNWELL #2 WELL	1,926,739	gals.	62,152.9	gals.
FORBES WELL	1,018,313	gals.	32,848.8	gals.
HIRST #2 WELL	0	gals.	0.0	gals.
TOTAL WATER FLOW	15,365,450	gals.	495,659.7	gals.

RESERVOIR LEVELS:	1-Jan-2016	22-Jan-2016
FRONT LAKE:	5.40'	5.25'
BACK LAKE	5.18'	5.10'
RAINFALL:	1.85"	

WATER	MONTH	UNITS	AVG./DAY	UNITS
ALUMINUM SULFATE	1,133.4	lbs.	36.6	lbs.
POLYMER				
METAPHOSPHATE	254.4	lbs.	8.2	lbs.
SODA ASH	1,265.4	lbs.	40.8	lbs.
FLUORIDE (WTP & WELLS)	204.0	lbs.	6.6	lbs.
POTASSIUM PERMANGANATE	19.8	lbs.	0.6	lbs.
CHLORINE (HYPOCHLORITE @ WTP)	147.3	lbs.	4.8	lbs.
CHLORINE RESIDUAL (TANK)			1.7	mg/L
AVERAGE PH (FINISHED)			7.5	SU
INLINE METER, COOPER SPRINGS	3,846,952	gals.	124,095	gals.
JEFFERIES WELL		gals.		gals.
WATER PLANT GALLONS	6,167,100	gals.	198,939	gals.
MARSH WELL	1,788,700	gals.	57,700	gals.
MOUNTAIN VIEW WELL	557,600	gals.	17,987	gals.
MAIN STREET VILLAGES WELLS (MS-1 & VC)	3,878,800	gals.	125,123	gals.
CORNWELL #2 WELL	1,686,458	gals.	54,402	gals.
FORBES WELL	1,060,058	gals.	34,195	gals.
HIRST #2 WELL	1,127,600	gals.	36,374	gals.
TOTAL WATER FLOW	20,113,268	gals.	648,815	gals.

RESERVOIR LEVELS:	1-Jan-2015	31-Jan-2015
FRONT LAKE:	5.5'	5.6'
BACK LAKE	5.21'	5.08'
RAINFALL:	2.31"	



STAFF REPORT
INFORMATION

Item #10c

SUBJECT: Personnel Report

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Sharon Rauch Human Resources Specialist
Danny Davis Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

Monthly Personnel Report for your review.

TOWN OF PURCELLVILLE

Personnel Update -As of February 17, 2016

Total Budgeted Positions:	80		
Total Filled Positions:	77		
Total Current Full-time EEs:	69		
Total Current Part-time EEs:	8		
Total Current Employees:	77		
Total Leave of Absence:	0		
Total Promotions:	0		
Total Transfers:	0		
Total Resign/Retire/Invol:	1	Dan Maday IT	Retirement
Total Open Positions:	2		
New Hires	0		
OPEN POSITIONS			
ADMINISTRATION			
No openings			
FINANCE			
No openings			
COMMUNITY DEVELOPMENT			
No openings			
POLICE DEPARTMENT			
Position Title	Budget	Filled/Vacant	Status
Police Officer	Replace	Vacant	Recruiting
INFORMATION TECHNOLOGY			
Position Title	Budget	Filled/Vacant	Status
IT Director	Replace	Dan Maday	Recruiting
PARKS AND RECREATION			
No openings			
PUBLIC WORKS/ADMINISTRATION			
No openings			
PUBLIC WORKS/ENGINEERING			
No openings			

PUBLIC WORKS/MAINTENANCE			
No openings			
PUBLIC WORKS/WATER			
No openings			
PUBLIC WORKS/WASTE WATER			
No Openings			

This page intentionally left blank



STAFF REPORT
DISCUSSION ITEM

Item #8d

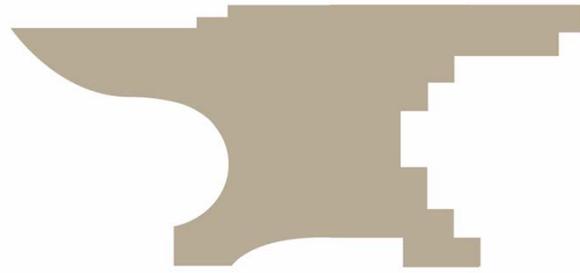
SUBJECT: Makersmiths
DATE OF MEETING: February 23, 2016
STAFF CONTACTS: Rob Lohr, Town Manager

BACKGROUND:

Patrick Scannell of Makersmith gave an overview presentation of Makersmith at the February 9, 2016 Town Council Meeting. Town Council requested guidance on the next steps which have been provided for discussion.

ATTACHMENT(S):

1. February 9 Makersmith Presentation
2. Staff Recommendations for Discussion



MAKERSMITHS

INNOVATION FORGE

Purcellville

Q: What is a Maker?

A) Someone who makes things.

It's that simple.



They might make a:

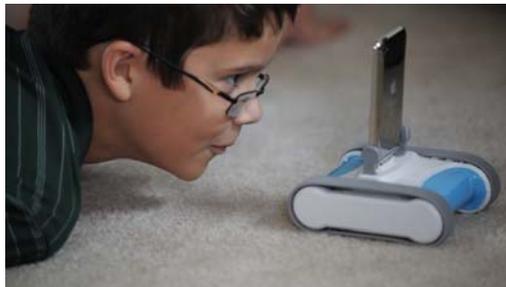
- Robot
- Stew
- Jacket
- Table
- Surfboard
- Motor part
- Staircase

...but they are all makers.



Q: Why does this matter?

- A) When you give makers the right tools and inspiration, they have the potential to change the world.



Q) How is the Maker movement relevant?

- A) Economic: "This (maker movement) could scale to have a bigger economic impact than the Web" - Chris Anderson, former Editor-in-chief, Wired Magazine

- A) Education: "Makers learn to make stuff by *making* stuff. Schools often forget this as they continuously prepare students for something that is going to happen next week, next year, or in some future career"
- We Are Teachers

- A) Social: "The Maker Movement has the potential to turn more and more people into makers instead of just consumers"
- Time Magazine

Got it. Now, Makerspace?

Makerspace: Community centers with tools, combined with the social movement to take advantage of those tools.

- **Unique Purpose:** Combines manufacturing equipment, community, and education for the purposes of enabling community members to design, prototype and create manufactured works that wouldn't be possible to create alone.
- **Unique Opportunity:** Learning environment rich with possibilities.
- **Unique Time:** Place where adults, kids and organizations connect to a future in which they can personally change, modify or "hack" the physical world, creating things that were nearly impossible to do on their own just a few years ago.
- **Unique culture:** Makerspaces are the place where people get sustained opportunity to getting hands-on: to try, fail, learn and use new and classic technologies and tool; to perform real and personally meaningful work.



5

Why Loudoun County?

Why not?

That said, there are plenty of factors in the county that support the need for a makerspace:

- Lack of "places to make"
- High population of current and potential makers
- Economic focus
- Rich "making" asset base
- History



6

Makersmiths Organization

- Incorporated as a non-profit in VA, all volunteer staff
- Fiscally Sponsored (fully tax deductible); 501(c)3 in process
- Held first ever Loudoun County Maker Fair in October, 2014
- Successfully completed first Kickstarter campaign
- Received initial donation of equipment from HHMI
- 40+ members; 250+ members on meetup
- Hosted dozens of community events in 2015 for entrepreneurs, students, and general community residents, including: Boy Scouts/Girls Scouts, STEM workshops, classes on woodworking, welding, 3D printing, Arduino, electronics, drone building, gardening, quilting, laser cutting, CAD, vacuum molding, candle making, Christmas Ornaments, Crafting, etc)



7

Leesburg Location

- Ribbon cutting in August 2015
- 5 Areas: Electronics, Crafts, Wood, Metal, Auto
- Already feeling small
 - Programming
 - Equipment



8

Purcellville

- Proposed facility much larger and very different than Leesburg location
- Each makerspace takes on its own personality
 - Leesburg and Purcellville share membership
- Potential activities: Similar to Leesburg, Vehicles, Agricultural/Gardening, Outdoor Fairs
- Makersmiths upgrades facility as we use it



Thank you!
Questions / Discussion

Hays, Diana

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

From: Lohr, Rob

Sent: Wednesday, February 10, 2016 10:23 AM

To: Fraser, Kwasi

Cc: Town Council; Hays, Diana; Daniel Abramson

Subject: Re: Makersmiths slides

Mayor and TC,

Here are my recommendations which you can expand or retract as needed.

- 1) Schedule on your work session for 2/23 to discuss
- 2) Determine whether the Town is interested in pursuing this opportunity
- 3) Determine if the TC wants to locate this group at the old WWTP/Maintenance Site. If they were looking at several of our business or industrial areas, they could locate their by-right but this type of activity isn't permitted in the current IP district. TC would need to rezone or complete a text amendment to even start the process. Like in Mary's House of Hope, we secured TC approval before we proceeded.
- 4) Once the use is permitted, the TC will have to determine what areas you would want to make available and the terms. (Rent vs. Purchase, lease amount, insurance coverage, hold harmless agreement, lease/purchase terms, etc.)
- 5) while not required, this property backs up to Hirst Farm neighborhood and HOA property. This property has been mainly dormant since this neighborhood was built. Over the years, we have taken numerous complaints/concerns from residents. If we open this activity up, we may have more concerns from the neighborhood. We may want to reach out with a public outreach to discuss any final plans. The same goes for the Good Shepard Alliance. While we made no promises, this may impact their desire to purchase if industrial activities and increase traffic is occurring next to their property.

Overall, it is a neat concept and probably a great asset to the community. If they were looking at an existing site in a business park or industrial area, it would have already happened. While we can probably overcome most of the obstacles, it is probably one of the more complicated sites as far as zoning, residential locations and entrances.

Hope this helps and we will put on the 23rd agenda. Thanks, Rob

Sent from my iPad

> On Feb 10, 2016, at 8:02 AM, "Fraser, Kwasi" <kfraser@purcellvilleva.gov> wrote:

>

> Team;

> Attached is the Makersmith slide deck from last night's TC meeting.

>

> Rob;

> Please provide guidance on next steps.

>

> Thanks,

> Kwasi Fraser

> Mayor - Purcellville, Virginia

> 571 970-7205

> Sent from my iPhone

> Please consider the environment before printing this email.

This page intentionally left blank



STAFF REPORT
INFORMATION ITEM

Item #8e

SUBJECT: Environmental Sustainability and Tree and Beautification Committee

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Rob Lohr, Town Manager

BACKGROUND:

At the Town Council Special Meeting held on February 2, 2016, the majority of Council requested to review the information that Mayor Fraser had compiled before deciding how to move forward with the two committees.

This item was discussed previously at the November 25, 2014 Town Council Meeting where Council voted that the Committee on the Environment and the Tree and Beautification Committee remain as independent committees and report through the Parks and Recreation Advisory Board.

ATTACHMENT(S):

1. Kick Off Meeting Notes
2. Vision and Mission
3. Staff Report dated November 19, 2014 (11/25/14 Meeting)
4. Meeting Minutes from November 25, 2014 (regarding Committees, Commissions & Boards)

Kick Off Meeting Notes

From: Fraser, Kwasi

> Sent: Saturday, December 19, 2015 5:52 PM

> To: Fraser, Kwasi;

> MarkLenko@sempertech.com<mailto:MarkLenko@sempertech.com>;

> anne@solarodysseyinc.com<mailto:anne@solarodysseyinc.com>;

> anna.broshkevitch@verizon.net<mailto:anna.broshkevitch@verizon.net>;

> altajones79@aol.com<mailto:altajones79@aol.com>;

> CrookedRunOrchard@gmail.com<mailto:CrookedRunOrchard@gmail.com>;

> Jlight19475@gmail.com<mailto:Jlight19475@gmail.com>;

> kelligrim@gmail.com<mailto:kelligrim@gmail.com>;

> thatguymagicmike@gmail.com<mailto:thatguymagicmike@gmail.com>

> Subject: Environmental Sustainability and Tree and Beautification

> Committee - Meeting Notes and Action Items 12/19/2015

>

> Committee Members:

>

> Great kick-off meeting this morning. Below are the notes and Action Items captured from our Kick-Off Meeting. Please review and let us all know of any needed corrections.

>

> Date: 12/19/2015 Time: 11AM - 12:15PM Place: Town Hall

> Attendees: Anne Alba, Mark Lenko, Alta Jones, Uta Brown, Kelli Grim,

> Michael Blake, Taylor Blake, Jeff Light, Kwasi Fraser

>

> 1) Purpose and vision - Revive the Committee of the Environment and combine it with the Tree and Beautification Committee. The vision is to establish partnerships with citizens, business owners, and other stakeholders to plan and implement measurable environmentally responsible and sustainable initiatives for Purcellville and our nation. An ad hoc committee that will serve in an advisory capacity for the Town Council.

>

> 2) Focus and not bite more than we can chew. Target specific efforts for a big win to obtain credibility. We cannot work too many initiatives and not get anything meaningful completed.

> Action Item: Each member of the team will present their top focus initiative, at the next meeting, which will result in gaining credibility for this committee, and adding value to the Purcellville environment.

>

> 3) Tree Canopy and Ordinance policy - Brainstorm and recommend ways to establish and enforce environmental, tree and beautification policy and ordinance. Provide oversight for development compliance to established environmental sustainability policy. Provide guidance on environmental and tree and beautification components of the Comprehensive Plan and any development requests.

> Action Item: Kwasi will provided example of Prince William County

> Buffer Area, Landscaping and Tree Cover Requirement, and the existing

> Comprehensive Plan to the team for review and feedback. (See Attached

> documents in this email)

>

> 4) Reduce, Reuse, and Recycle - Ensure there is a documented policy, oversight and enforcement.

Need to educate the public to encourage compliance. Work with the recycling company to track,

monitor and report on the performance of Purcellville recycling program. Mark Lenko have championed such efforts and will be on point to lead such efforts in Purcellville.

> Action Item: Mark will propose ways to demonstrate and communicate the value of reduce, reuse, and recycle.

>

> 5) Farming and Gardening - Identify and implement ways to leverage the farms, community gardens, farm markets to promote agricultural and environmentally responsible growth in Purcellville. Alignment with the Community Garden on the 5 acre property owned by the town in the Village Case development, and Crooked Run Orchard can add significant value if positioned right.

>

> 6) Education efforts - South Carolina High School had a Horticulture program that was great per Michael Blake, but our high schools do not offer such a program. Working with the Community College, Monroe technology, and the rural economic development teams can introduce education opportunity with a curriculum.

> Action Item: Alta Jones, Anne Alba, and Michael Blake will research this further.

>

> 7) Business and Community support and buy-in - Need to align with the Purcellville Economic Development Advisory Committee to draw awareness to efforts and garner support. Will engage each HOA on the efforts of the committee to foster relationship and support.

> Action Item: Kwasi will provide a list of the HOA Presidents and their scheduled meetings.

>

> 8) Tree City USA Compliance - Need to revisit the Tree City USA

> Compliance standards to ensure compliance to maintain the distinction (<https://www.arborday.org/programs/treecityusa/standards.cfm>) Action Item: Alta will research to determine if the new name and combining the committee (Environmental Sustainability and Tree and Beautification Committee) will cause us to lose the Tree City USA designation.

>

> 9) Monthly Meeting and Next Steps - The Environmental Sustainability and Tree and Beautification Committee will meet at 7 PM on the first Wednesday of each month at the Town Hall.

> Action Items: At the next meeting on Wednesday January 6, each member of the committee will present their top idea(s) that will be specific, measurable, achievable, relevant, and time bound for adding value and bringing credibility for the committee. Kwasi will have the room reserved for the 1st Wednesday of each month from 6-8 PM. Kwasi will forward the updated mission and vision deck, including a list of all the team members and contact information.

>

> Regards,

> Kwasi Fraser

> Mayor

> Town of Purcellville

> (571) 970-7205

> 221 South Nursery Avenue

> Purcellville, Virginia 20132



**Environmental Sustainability
and
Tree and Beautification Committee**

Environmental Sustainability and Tree and Beautification Committee

Mission

- Promote, practice, and advance environmental stewardship and education activities throughout Purcellville

Vision

- Establish partnerships with citizens, business owners, and other stakeholders to plan and implement measurable environmentally responsible and sustainable initiatives for Purcellville and our nation

Strategic Imperatives

- **Carbon Footprint Reduction** - Encourage renewable energy utilization and energy conservation across town owned assets, and residential and business locations
- **Land and Wildlife Preservation and Sustainability** - Support community gardening, tree planting and management, nature preserves, natural trail enhancement, and farming
- **Waste Stream Management and Reduction** - Promote recycling (Plastics, Paper, Oil, etc.), and the environmentally responsible disposition of electronic (cellphones, computers, etc.) and hazardous (mercury light bulbs, lead pain, etc.) waste
- **Water Conservation and Protection** - Enable rain water collection and use, watershed cleanup, and implement proactive measures to prevent hazardous waste from entering waterways and streams

Environmental Sustainability and Tree and Beautification Committee

Focus Areas:

- Tree Ordinance Development and Oversight
- Town-wide and Watershed Cleanup Events
- Community Gardening and Tree Planting Projects
- Nature Preserve and Trail Enhancement Education Series
- Paint Purcellville Green - Annual Event
- Rain Barrel Program - Residential, Commercial, and Municipal
- Energy saving and "phantom load" mitigation - LED lighting, power strips, energy sensors, and demand response
- Energy audit of town owned assets to identify conservation and carbon footprint reduction opportunities
- Electronic Waste and Hazardous Waste (i.e. batteries and pharmaceuticals) disposition and recycling
- Recycling and Certified Bottled Water Free Zone
- Workshops and education on environmental sustainability - "Did You Know?" Series

Proposed Initiatives

Proposed Initiatives	Value to Purcellville	What Makes the Proposed Initiative				
		Specific	Measureable	Achievable	Relevant	Time-bound
Tree Canopy Ordinance						
Annual Farm Expo						
Bottle Free Zone						

Environmental Sustainability and Tree and Beautification Committee

Committee Members:

Name	Title	Email	Phone
Anne Alba	Commissioner	anne@solarodysseyinc.com	(571) 239-4455
Kelli Grim	Commissioner	kelligrim@gmail.com	(703) 881-8411
Mark Lenko	Commissioner	MarkLenko@sempertech.com	(540) 882-3853
Anna Broshkevitch	Commissioner	anna.broshkevitch@verizon.net	(703) 216-2740
Alta Jones	Commissioner	altajones79@aol.com	(540) 668-6913
Uta Brown	Commissioner	CrookedRunOrchard@gmail.com	(540) 338-7445
Jeff Light	Commissioner	Jlight19475@gmail.com	(850) 556-8088
Michael Blake	Commissioner	thatguymagicmike@gmail.com	(434) 327-3769
Craig Greco	Commissioner	cgtreehugger@verizon.net	(703) 675-1821

Town Manager
Robert W. Lohr, Jr

Assistant Town Manager
J. Patrick Childs

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



Town Attorney
Sally G. Hankins

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Hooper McCann, Administration

STAFF REPORT

TO: Mayor and Town Council

FROM: Robert W. Lohr, Jr., Town Manager

RE: Reorganization/Consolidation of Committees,
Commissions and Boards

DATE: November 19, 2014

BACKGROUND:

The Town of Purcellville over the years has had numerous committees, commissions and boards provide support to the Town Council. These committees, commissions and boards comprise two basic types of organizations:

- a) Advisory committee/boards – these committees are usually established with an ordinance that provides guidance outlining the number of members, terms and responsibilities.
- b) Ad hoc committees – these committees are usually established by the Mayor or Town Council depending on the code and are less formal and operate/serve at the pleasure of the Mayor/Town Council for as long as needed.

For the purposes of review, here is a breakdown of the current committees, commissions and boards that exist under our Town Code and government operations:

Land Use Committee, Commissions and Boards

Planning Commission (Section 2-332 of the Town Code)
BZA (Charter Section 4-2 of the Town Code)
BAR (Charter Section 6-20 of the Town Code)

Advisory Committees, Commissions and Boards

PRAB (Section 26-33 of the Town Code)

EDAC (Section 26-31 of the Town Code)

Tree and Beautification Commission (Section 26-38 of the Town Code)

Ad Hoc Committees

Committee on the Environment (created April 2009)

Purcellville Committee for the Arts (created February 2014)

Back in the summer and early fall of 2013, the Town Council began discussing potential consolidations of committees, commissions and boards. Based on feedback that members of Council had received from members of committees, they had challenges keeping some of the committees fully staffed. At that point, staff was directed to work with the committees, commissions and boards and have the Committee on the Environment and the Tree and Beautification Commission consolidated into the Parks and Recreation Advisory Board.

The desire to move in this direction was due to the following challenges experience by some of these smaller committees:

- a) Difficulty getting members and keeping all committees staffed.
- b) Desire not to burn out committee members and provide larger teams to work on projects.
- c) Obtaining quorums for meetings became more difficult for some of the smaller committees.
- d) Duplication of efforts and the potential for combining programs.
- e) Cost of staff support and Town Council liaison/ex officio members could be reduced by a consolidation.

In looking at the legal requirements for what committees, commissions and boards must exist, the Town determined the following legal requirements as outlined by the Town Code and State Code as summarized:

- a) The Town must have a Planning Commission and BZA as required by State and Town law. The Town chose to set up an optional BAR that is not required by law but to form one we had to have enabling legislation under the charter.
- b) PRAB and EDAC are not required by law. There is an ordinance established that govern how we operate with these committees.
- c) Tree and Beautification is not required by law but we must have one in place to justify our Tree City USA status. If the Town were to eliminate the Tree and Beautification Committee, they would have to make an amendment to the Town Code under Section 26-38.

- d) No legal requirements or ordinances are needed for ad hoc committees and they exist at the pleasure of the Mayor/Town Council.

As a result of continuing feedback that current Town Council received at their Strategic Planning Session and in other meetings, there appears to be a desire to revisit this decision based on the number of volunteers that have stepped forward to serve in our government over the last several months. In addition, the Town has experienced some of these different challenges as they pertain to consolidation or merging.

- 1) Some committees, commissions and boards have decided they would like to remain separate and continue to operate with new membership.
- 2) While the streamlining appeared good on paper, the attempt to merge more items into Parks and Recreation has created a situation where the size of the main committee may be growing too large and unwieldy.
- 3) If the Town were to eliminate the Tree and Beautification Commission, the Town would have to put some other mechanism in place to ensure that we met requirements of Tree City USA and potentially require a public hearing to change the code section pertaining to that committee.
- 4) We have received feedback that committee members volunteered for certain committees because of the uniqueness and their special interest, pushing multiple committees into one night has created a situation that may impact other functioning committees.

BUDGET IMPACT:

Whenever a committee, commission or board is created, there is fiscal impact since it has to be staffed and they usually receive funding through the budget. At this point, there is no proposal to increase the number of committees, commissions and boards but rather whether we maintain the existing number or look at some type of elimination or consolidation of some of the committees. As a result, the Town should see no negative fiscal impact and based on the final decision, there may be some fiscal or cost savings as a result from any type of consolidation or elimination.

STAFF RECOMMENDATION:

Based on feedback to Town Council and staff, it is recommended that we revisit our restructuring and reorganization of our committees, commissions and boards to determine what committee structure is best for our Town Council and community as we move forward. If the Town wants to take specific action to enlarge, retract or consolidate our committee structure, it is recommended that we have meetings with all parties involved to make sure that everyone understands the direction that we are heading. For the purpose of consideration, staff has developed several options that Town Council can discuss and implement:

Option 1 – Maintain all committees, which includes the Committee on the Environment and the Tree and Beautification Commission as independent committees that operate and report directly to Town Council. All of our existing committees, commissions and boards are fully staffed at this point with the exception of the Tree and Beautification Commission and Committee on the Environment. The Town would need to re-advertise and potentially appoint some of the volunteers who have stepped forward over the last several months in order to fully staff these two committees.

Option 2 – Proceed with the elimination of the stand-alone Committee on the Environment and Tree and Beautification Commission. This will involve formal Council action on both and then merge these remaining committee members and functions into Parks and Recreation Advisory Board.

Option 3 – Have the Parks and Recreation Advisory Board serve as the parent committee and have the Committee on the Environment and the Tree and Beautification Commission serve as a sub-committee for all major items and funding channeled through and approved by the Parks and Recreation Advisory Board. Effectively, these committees would report to the Parks and Recreation Advisory Board rather than the Town Council.

MOTION:

After discussion, the Town Council may wish to present a motion which best reflects the policy desired by Town Council.

has had a relationship with Davenport for almost ten years, and Davenport has assisted the Town with many projects including credit rating, new money financing, restructurings, refunding's, structural balance issues associated with the utility fund, etc.

Council member Lehr made a motion that the Town Council approve continuing using Davenport as the Town's Financial Advisor by exercising a Cooperative Procurement through the Loudoun County agreement (Contract No. QQ-01713 (RFP #QQ-01713, March 22, 2012)) and directs the Town Manager to execute the attached Town's Financial Advisor Services Agreement.

Mayor Fraser inquired if the rates provided are competitive. Liz Krens stated that the rates are extremely competitive and are comparable to the rates provided to the Town in 2005. Council member Packard pointed out that the rates would have been negotiated during the County's RFP process.

Motion: Council member Lehr
Second: Council member Packard
Carried: 7-0-0

Lehr - Aye
McConville - Aye
Jimmerson - Aye
McCollum - Aye
Packard - Aye
Nave - Aye
Mayor - Aye

PERSONNEL:

- a) Old Business
 - i) Previous Consolidation/Restructuring of Town's Committees, Commissions and Boards

Rob Lohr provided an overview of the history on the Town's Committees, Commissions and Boards, and requested that Council consider how to restructure the Tree and Beautification Committee and the Committee on the Environment.

Town Council discussed the two Committees, both of which have minimal participation and agreed that it would work well to have them reside under the Parks and Recreation Advisory Board. In the future if those Committees become full, they may become independent Committees.

Council member Lehr made a motion that the Committee on the Environment and the Tree and Beautification Committee remain as independent committees that operate and report up through the Parks and Recreation Advisory Board rather than Town Council.

Motion: Council member Lehr
Second: Council member McConville
Carried: 7-0-0

Lehr - Aye
McConville - Aye
Jimmerson - Aye
McCollum - Aye
Packard - Aye
Nave - Aye
Mayor - Aye

- b) New Business
 - i) Personnel Update

Rob Lohr clarified that the number of part-time employees is higher this year than last due to the new health requirements, however the number of hours and budget remain the same.

COMMUNITY DEVELOPMENT AND LAND USE:

- a) Economic Development
 - i) None Scheduled
- b) Community Development Monthly Report

Rob Lohr suggested that due to the timing of the monthly report, Council may wish to consider moving the report presentation to the first meeting of the month. Council agreed.

- c) Land Use
 - i) None Scheduled
- d) Old Business
 - i) None Scheduled
- e) New Business
 - i) None Scheduled



STAFF REPORT
INFORMATIONAL ITEM

Item #8f

SUBJECT: Paving Recommendations
DATE OF MEETING: February 23, 2016
STAFF CONTACT: Alex Vanegas, Director, Public Works

SUMMARY and RECOMMENDATIONS:

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

BACKGROUND:

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

In order to improve the budgeting and preventative maintenance process, staff has developed an approach to look at asphalt repairs collectively throughout the town over a three year period and prioritizing asphalt repairs based on the age, traffic volumes, physical appearance, drainage damage and known subsurface issues. Major roadway repairs which include partial or complete subsurface and drainage improvements will be incorporated into a capital improvement project. Below is a list of asphalt repairs that were identified by staff utilizing the aforementioned criteria as well as citizen's concern or inquires.

Areas	Approximate Length	Time Frame	Estimated Cost
Completed			
1. 32nd Street: Route 7 to J Street	1100	FY13-14	\$30,033.00
2. 33rd & Country Club	1960	FY13-14	\$123,480.00
3. Pickwick Drive: Entire	3300	FY 13-14	\$207,915.00
4. N. 31 st & 28 th Street	1100	FY 14-15	\$45,189.00
5. Hatcher Avenue	2600	FY 14-15	\$163,811.00
6. 20th street section	800	FY 14-15	\$50,400.00
7. 21St Street: Toll Brothers Development to Hirst Rd.	1800	FY 14-15	\$76,808.00
Total Linear feet	12660	2 year period	\$697,636.00
Scheduled			
1. K Street	704	FY 15-16	\$34,241.00
2. J Street	796	FY 15-16	\$37,771.00
3. Ashleigh	620	FY 15-16	\$28,289.00
4. Maple Ave.: LVHS to Hirst Rd.	2000	FY15-16	\$170,260.00
5. 20th Street	977	FY 15-16	\$87,574.00
6. 12th Street : Route 7 to G Street	1500	FY16-17	\$94,506.00
7. Nursery Avenue: Route 7 to Nichols	1900	FY 16-17	\$103,478.00
Total Linear feet	8497	2 year period	\$556,119.00

ISSUES:

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

BUDGET IMPACT

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

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item # 9a

SUBJECT: OA15-03 – Zoning Ordinance Text Amendment to Increase the Maximum Enrollment of a Residential Child Care from Six to Twelve

DATE OF MEETING: February 23, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY and RECOMMENDATIONS:

Ana Maria Uceda of Purcellville, Virginia has submitted an application, coded by the Town as OA15-03, to amend Article 6, Section 7.1 of the Zoning Ordinance for the Town of Purcellville, Virginia to increase the maximum enrollment of a “Residential Day Care” or “Home Child Care” from six to twelve in all zoning districts. The submitted request would amend the ordinance based on its formatting prior to the adoption of Ordinance 15-11-01 on December 8, 2015. Ms. Uceda’s request could now be fulfilled by amending the definition of “Residential Child Care” and adding additional standards for the use as necessary.

After a public hearing before the Planning Commission on November 19, 2015, the Commission requested that staff develop alternative regulations that would fulfill the basic intent of OA15-03 while adding additional standards to mitigate any effects of allowing increased enrollments. An additional public hearing was held before the Planning Commission on these alternative regulations on January 7, 2016. A public hearing on the OA15-03 alternative regulations was held before Town Council on February 9, 2016.

Based on the guidance of the *Financial Planning for the Future, 2025 Economic Development Guiding Principles* and *2025 Land Use Polices* sections of the Purcellville, Virginia 2025 Comprehensive Plan as well as the purpose statements of the R-2, R-3, R-8 and R-15 Districts where a Residential Child Care is most likely to be located, staff recommends approval of the alternative regulations developed in response to OA15-03.

After the January 7th public hearing on the OA15-03 alternative regulations, the Planning Commission recommended approval by a 4-2 vote for the following motion:

I move that the Purcellville Planning Commission forward OA15-03 to Town Council with a recommendation to approve the Town's alternative to OA15-03 for the following reasons:

1. The Town's alternative proposal would fulfill the basic intent of OA15-03 while ensuring future residential child cares are harmonious with their surroundings;
2. The Town's alternative proposal is partially to generally supported by the *Financial Planning for the Future, 2025 Economic Development Guiding Principles* and *2025 Land Use Policies* sections of the Purcellville, Virginia 2025 Comprehensive Plan; and
3. The Town's alternative proposal is generally supported by the purpose statements of the R-2, R-3, R-8 and R-15 districts.

And, I would like to make the following modification:

1. That the words "or allowed by this zoning ordinance" be struck from standard xviii and that it end with "what may be required by the State Family Day Home License."

NOTE: The two Commissioners that voted against the motion noted during the meeting that their votes were due to the modification included in the motion and that they otherwise supported the recommendation for Council approval.

BACKGROUND:

On August 17, 2015, Town Council and the Director of Community Development received an email from Ana "Annie" Maria Uceda of Purcellville, Virginia requesting a "a text change to the R-8 District to allow child care for up to 12 children." Ms. Uceda is a property owner in the R-8 Townhouse Residential District where she currently runs Ms. Annie's Home Day Care out of her townhome. This was one of four requested zoning use changes discussed by the Planning Commission at their September 10th work session which the Commission decided not to incorporate in the comprehensive Zoning District Use Changes amendment (i.e. Ordinance 15-11-01). This decision was made to allow the Planning Commission to consider each of these requests individually with the benefit of an analysis by staff.

After being contacted by Community Development staff about submitting a formal ordinance amendment application, the Town received a completed application from Ms. Uceda on September 30th, coded by the Town as OA15-03, which instead requested the amendment of

Article 6, Section 7.1 of the [Zoning Ordinance for the Town of Purcellville, Virginia](#) to increase the maximum enrollment of a “Residential Day Care” or “Home Child Care” from six to twelve in all zoning districts. Because Ms. Uceda’s request would have doubled the maximum possible enrollment of a Residential Child Care without adding any regulations to address the possibility of additional impacts, staff initially recommended denial of OA15-03 as originally submitted. See the [November 19, 2015 staff report](#) for additional analysis and information.

After the Planning Commission’s November 19th public hearing on OA15-03, the Commission discussed the possibility of alternative regulations and requested that staff prepare draft regulations for the December 3rd meeting which would fulfill the intent of Ms. Uceda’s requested amendment while including additional standards. Based on staff’s research in to the regulation of Residential Child Cares that was presented to the Planning Commission at their November 19th meeting, staff developed a proposal which borrowed from the regulations of Leesburg, Culpeper, Loudoun County and Lovettsville. After discussion of staff’s proposal on December 3rd, the Commission requested changes which staff then incorporated in to the proposal. See the [January 7, 2016 staff report](#) for a list of these changes. The revised proposal was presented at a public hearing before the Planning Commission on January 7, 2016 after which the Commission voted to recommend that Town Council approve the revised proposal with a single modification as noted in the motion included in the [Summary and Recommendations](#) section above.

As recommended by the Planning Commission, the proposed alternative regulations contained in Ordinance 16-02-01 (Attachment 1) would fulfill the basic intent of OA15-03 while including additional standards to mitigate any potential impacts. For comparison, these alternative regulations would differ from the standards of Loudoun County and/or Leesburg in the following ways:

- Residential Child Cares (RCC) would not be administratively approved in Purcellville and would always require a special exception.
- Purcellville would limit the location of RCCs to the provider’s dwelling. This matches Loudoun but differs from Leesburg which has no such limitation.
- Purcellville would not limit the location of RCCs by lot size but rather by the type of dwelling within which they could be located. This allows townhomes that can meet the necessary standards to house a RCC but prevents RCCs from being located in apartments and accessory dwellings which are typically significantly smaller.
- The hours of operation for RCCs would be limited in Purcellville. This matches Loudoun but differs from Leesburg which has no such restriction.

- Two non-resident employees would be allowed for RCCs. This matches Loudoun but differs from Leesburg which only allows one.
- RCCs could use HOA community parking spaces for employees in Purcellville with the permission of the HOA.
- Purcellville would cap the maximum number of children in a RCC at 12 including the provider's children and/or any children living in the home. This matches Loudoun but differs from Leesburg which excludes the provider's children or any that reside in the home.

NOTE: The Town Attorney has suggested that the Planning Commission's recommended language proposed for Article 4, Section 1.2, Subsection 27.a.1 be changed from "...a residential child care serving one *to* five children..." to "...a residential child care serving one *through* five children..." for clarity and to match the language used by Code of Virginia § 15.2-2292. Staff incorporated this change in Ordinance 16-02-01.

ISSUES:

Ms. Annie's Home Day Care is an example of a use that the Town's Zoning Ordinance considers a "Residential Child Care" and the Commonwealth of Virginia regulates as a "Family Day Home." The Code of Virginia places limitations on how localities can regulate Family Day Homes through zoning ordinances, and staff believes that the OA15-03 alternative regulations are in accordance with these limitations. See the [November 19th staff report](#) for the original discussion.

ANALYSIS:

Any proposed amendment to the Zoning Ordinance for the Town of Purcellville, Virginia should comply with the various purposes noted in Article 1, Section 3. In the case of a request to modify a standard for a specific use, consideration of these purposes can be condensed in to the following questions:

1. Is the request supported by or contrary to the comprehensive plan?
2. Is the request suitable for the effected district(s)?
3. Are there any town-wide effects of the request?

Consistency with the Comprehensive Plan

The Purcellville, Virginia 2025 Comprehensive Plan (PCP) was adopted in 2006 to "*provide guidance for the coordinated and harmonious development of the territory in accordance with present and future needs and resources that will best promote the health, safety, morals, order,*

convenience, prosperity and general welfare of the community” (PCP, p. 1). Accordingly, the Plan should serve as the basis for Town land use decisions, but its policies are silent regarding child care. It does note that *“the number of children is expected to increase by 30 percent by 2030”* (PCP, p. 12), and *“the present and 2010 projected median age of Purcellville residents is 36 years, indicating that many families are likely to have children”* (PCP, p. 15). In fact, the median age found by the 2010 Census was an even younger 33.6.

Financial Planning for the Future

Purcellville continues to face costs for capital improvements and other enhancements designed to benefit the community, and this presents the challenge of maintaining fiscal balance and stability while paying for needed improvements. One method provided in the Plan to address this challenge is *“to better balance the Town’s tax base by working toward 30 percent of the value of the Town’s real property tax base from commercial property and 70 percent from residential property”* (PCP, p. 22). Additionally, the Plan cites selected fiscal policies of the Town’s adopted Fiscal Policy Guidelines including: *“The Town will maintain a diversified and stable revenue structure to protect it from short-term fluctuations in any one-revenue source”* (PCP, p. 22).

1. As Residential Child Cares are located within residences, the OA15-03 alternative regulations will not increase the Town’s commercial property tax base.
2. If the OA15-03 alternative regulations allow existing Residential Child Cares to be more prosperous or encourage new Residential Child Cares to be established, it could help to diversify the Town’s revenue structure.

Staff Determination: The OA15-03 alternative regulations partially comply with this portion of the Plan but would be unlikely to have tremendous effects on the Town’s overall tax base.

2025 Economic Development Guiding Principles

The Plan *“recognize[s] the importance of economic development to the health, well-being and quality of life for Purcellville’s residents”* (PCP, p. 64) and supports *“facilitat[ing] the recruitment and expansion of business and commercial services that support the needs of residents and visitors and increase potential markets”* (PCP, p. 65).

1. Residential Child Cares exist within town, and approving the OA15-03 alternative regulations could result in the expansion of these businesses or result in new Residential Child Cares being created.

Staff Determination: The OA15-03 alternative regulations generally comply with this portion of the Plan.

2025 Land Use Policies

The Plan expresses a desire to “achieve a better balance between residential and commercial and industrial development” as well as “increase opportunities for commercial and industrial growth” (PCP, p. 110). The Plan also includes policies to “provide for managed community growth and land development that ensures harmonious, compatible and orderly land use patterns” (PCP, p. 111) and “provide a diversity of land uses that support the residential and business needs of Purcellville while ensuring economic, social and financial stability” (PCP, p. 111).

1. Approval of OA15-03 would have no effect on the balance between residential and commercial development, as these commercial businesses are located on residential land.
2. Increased accessibility to child care providers supports a need of Purcellville residents, and the effects of any single Residential Child Care are not likely to be significant. The text change originally requested by OA15-03 would have doubled the maximum capacity of Residential Child Cares in all zoning districts without requiring such uses to meet any additional standards. Staff did not believe that this would have ensured harmonious, compatible or orderly land use patterns nor economic, social or financial stability as it could have encouraged a proliferation of larger Residential Child Cares within the town and its residential neighborhoods where they are currently allowed by-right. However, the OA15-03 alternative regulations now include specific regulations designed to mitigate any possible effects of the increased maximum enrollment, and each large Residential Child Care would require approval as a special exception granted by the Board of Zoning Appeals. This ensures that each application is reviewed on a case-by-case basis.

Staff Determination: The OA15-03 alternative regulations generally comply with this portion of the Plan.

Other 2025 Policies

Staff Determination: The OA15-03 alternative regulations are not particularly applicable to the Plan’s policies for: Housing; Parks, Recreation and Open Space; Historic Resources; Public Services; Public Utilities; Transportation; or the Environment.

Suitability for the Town's Residential Districts

Article 2, Section 1 of the Zoning Ordinance for the Town of Purcellville, Virginia states that zoning districts are established “in order to regulate and restrict the location and use of buildings and land...in accordance with the comprehensive plan.” In addition, the same section notes that:

The purpose statements which accompany each district are intended to describe in a general way the character of uses to be encouraged in the district, to assist with selection of appropriate districts for application to various conditions of land use, existing or planned, and to assist with interpretation of questions which may arise with respect to particular land uses in particular locations. In any case of difference between the purpose statement and the use regulations for the district the use regulations shall control.

Residential Child Cares are predominantly found in the Town's residential zoning districts, and while the purposes of the R-2, R-3, R-8 and R-15 Districts do not provide direct support for the enlargement of Residential Child Cares as permitted commercial uses, they all state that “certain special care facilities...are permitted by special use permit subject to such restrictions and requirements as will ensure compatibility with residential surroundings.”

1. These child care uses are types of special care facilities, so the purposes of these residential districts provide guidance on how larger Residential Child Cares could be allowed in these districts.
2. Staff and the Planning Commission considered this guidance when creating and recommending the alternative regulations currently being proposed. This is why the proposal includes regulations designed to mitigate any possible effects of the increased maximum enrollment of Residential Child Cares and also requires each application for the use to obtain approval as a special exception. Similar to the process for approval of a use allowed by special use permit, each special exception application is reviewed on a case-by-case basis by the Board of Zoning Appeals who are required to hold a public hearing on the application.

Staff Determination: While the purposes of the Town's residential districts do not support OA15-03's original request to double the allowable size of by-right Residential Child Cares, the OA15-03 alternative regulations are generally supported.

Town-wide Effects

As noted above, the effects of any single Residential Child Care are not likely to be significant, but adjoining neighbors could experience minor issues of increased noise or moderately increased traffic. At a neighborhood or town-wide scale, there is a possibility that the establishment of numerous large Residential Child Cares could amplify the more minor negative effects of a single Residential Child Care if no additional standards were implemented to address the possible issues that could result. However, the alternative regulations developed by staff and recommended by the Planning Commission were designed to mitigate the possible effects of large Residential Child Cares.

Staff Determination: The OA15-03 alternative regulations present no obvious town-wide effects.

BUDGET IMPACT:

There is no budget impact with this item.

FINDINGS:

1. The Town’s alternative proposal would fulfill the basic intent of OA15-03.
2. The Town’s alternative for OA15-03 is partially to generally supported by the *Financial Planning for the Future, 2025 Economic Development Guiding Principles* and *2025 Land Use Polices* sections of the Purcellville, Virginia 2025 Comprehensive Plan.
3. The Town’s alternative for OA15-03 is generally supported by the purpose statements of the R-2, R-3, R-8 and R-15 Districts where a Residential Child Care is most likely to be located.
4. There are no obvious town-wide effects of the Town’s alternative for OA15-03.

MOTIONS:

1. **Approval** – *Recommended by the Planning Commission*
I move that the Purcellville Town Council adopt Ordinance No. 16-02-01, as set forth in the Staff Report, ordaining text amendments to Articles 4 and 15 of the Zoning Ordinance, for the reasons stated therein.

-OR-

2. Approval with Modifications

I move that the Purcellville Town Council adopt Ordinance No. 16-02-01 ordaining text amendments to Articles 4 and 15 of the Zoning Ordinance, for the reasons stated therein, with the following changes:

- 1. _____
- 2. _____
- 3. _____, and
- 4. to make any additional changes that are necessary to properly implement Council's directed changes.

-OR-

3. Direct Staff to Modify Ordinance

I move that the Purcellville Town Council direct staff to modify Ordinance No. 16-02-01 in the following ways:

- 1. _____
- 2. _____
- 3. _____, and
- 4. to make any additional changes that are necessary to properly implement Council's directed changes.

I further move that the revised Ordinance No. 16-02-01 shall be brought back before Town Council at its March 8, 2016 meeting for further consideration.

-OR-

4. Disapproval

I move that the Purcellville Town Council not approve Ordinance No. 16-02-01 for the following reasons:

- 1. _____
- 2. _____
- 3. _____

ATTACHMENTS:

- 1. Ordinance 16-02-01

These materials and others pertaining to OA15-03 can be found at:

<http://purcellvilleva.gov/index.aspx?NID=696>

TOWN OF PURCELLVILLE

IN

LOUDOUN COUNTY, VIRGINIA

ORDINANCE NO. 16-02-01

PRESENTED: February 23, 2016

ADOPTED: _____

AN ORDINANCE: AMENDING ZONING ORDINANCE ARTICLE 4, SECTION 1 AND ARTICLE 15, SECTION 2 TO INCREASE THE MAXIMUM ENROLLMENT OF A RESIDENTIAL CHILD CARE AND ADD STANDARDS FOR THE USE.

WHEREAS, the Town Council of the Town of Purcellville, Virginia states the following as its recitals and findings:

- R1. On September 30, 2015, the Town of Purcellville received an ordinance amendment application, coded as OA15-03, requesting a text amendment to Article 6, Section 7.1 of the Zoning Ordinance for the Town of Purcellville, Virginia to increase the maximum enrollment of a “Residential Day Care” or “Home Child Care” from six to twelve in all zoning districts.
- R2. The Planning Commission held a duly-advertised public hearing concerning OA15-03 on November 19, 2015 and then requested that Town staff prepare alternative regulations fulfilling the intent of OA15-03 while including additional standards.
- R3. The Planning Commission reviewed the alternative regulations at its December 3, 2015 meeting and directed staff to incorporate specific changes.
- R4. The Planning Commission held a duly-advertised public hearing concerning the alternative regulations on January 7, 2016.
- R5. The Planning Commission voted at its regular meeting on January 7, 2016 to recommend approval of the alternative regulations.

- R6. The Town Council conducted a duly-advertised public hearing concerning the alternative regulations on February 9, 2016.
- R7. The Purcellville Town Council finds that the Zoning Ordinance text amendments set forth in this Ordinance are required to serve the public necessity, convenience, and general welfare, and constitute good zoning practice because the amendments:
 - a. Fulfill the basic intent of OA15-03 while ensuring any future Residential Child Care is harmonious with its surroundings;
 - b. Are partially to generally supported by the *Financial Planning for the Future, 2025 Economic Development Guiding Principles* and *2025 Land Use Policies* sections of the Purcellville, Virginia 2025 Comprehensive Plan; and
 - c. Are generally supported by the purpose statements of the R-2, R-3, R-8 and R-15 Zoning Districts where a Residential Child Care is most likely to be located.

NOW THEREFORE, the Council of the Town of Purcellville, Virginia hereby ordains:

SECTION I. That the following Articles and Sections of the Zoning Ordinance for the Town of Purcellville, Virginia are hereby amended to add all underlined text and to remove all strikethrough text as follows:

ARTICLE 4. - DISTRICT REGULATIONS

Section 1. - Use Regulations.

1.1 Use table.

.....

Use	R2	R3	R3A	R8	R15	C1	MC	C4	CM1	M1	PDH	X	IP	AC	RT	Use Standard
.....																
Child care, residential	<u>P/SE</u>	<u>P/SE</u>	<u>P/SE</u>	<u>P/SE</u>	<u>P/SE</u>		<u>P/SE</u>	<u>P/SE</u>			<u>PPU/SE</u>	<u>P/SE</u>		<u>P/SE</u>	<u>P/SE</u>	Art. 4, Sec. 1.2.27
.....																

1.2 Use standards.

.....

27. *Child care, residential*

a. General standards.

- i. Applicability. Pursuant to the Code of Virginia, a residential child care serving one through five children, exclusive of the provider's own children and any children who reside in the home, is exempt from the following regulations and is a permitted use in a residential dwelling. Any other residential child care requires a special exception to be granted by the Board of Zoning Appeals in accordance with *Article 9: Board of Zoning Appeals*. All such uses shall be subject to applicable state regulations specifically Code of Virginia, § 63.2-1701 *et seq.*
- ii. Application Submission Requirements. In addition to any application requirements for a special exception set forth in *Article 9: Board of Zoning Appeals*, a complete application for approval of a residential child care shall include the following: All applications to establish a residential child care use shall be accompanied by two (2) copies of a plan drawn to scale containing the following information:
 1. A completed special exception application form. The dimensions, boundary lines and area of the lot or parcel.
 2. A diagram drawn to a legible scale depicting: the boundary lines and dimensions of the lot, area of the lot, required yards, location and dimensions of any existing or proposed building or addition, the distance from all boundary lines to any existing or proposed building or addition, pathway to door of facility, child drop off and pick up locations, location of any permanent in-ground play equipment, location and area of any required on-site outdoor play area, location and area of any off-site park or playground, and location and height of any required fence. This diagram is not required to be certified by a registered engineer or surveyor. The location, dimensions and height of any building, structure or addition, whether existing or proposed.
 3. If the proposed location of a residential child care is subject to a declaration of covenants, conditions, and restrictions for a homeowners association (HOA), then the residential child care provider shall provide the Town with certified documentation from the HOA stating whether or not the use is allowable under applicable HOA covenants, conditions, and restrictions. HOA documentation shall only be considered certified if printed on HOA letterhead or signed by an officer or employee of the HOA and notarized. The distance from all property lines to the existing or proposed building, structure or addition, shown to the nearest foot.

4. If a residential child care proposes to utilize a parking space, park, playground, or any other facility owned by a HOA to meet any requirement of this ordinance, the applicant shall provide the Town with certified documentation from the HOA stating that the residential child care is authorized to use such facility. HOA documentation shall only be considered certified if printed on HOA letterhead or signed by an officer or employee of the HOA and notarized. ~~The dimensions and size of all outdoor recreation space and the location of such space in relation to all lot lines.~~
- iii. Public Notice Requirements. Prior to the issuance of a special exception for a residential child care, the applicant shall fulfill the notice requirements of Article 9: Board of Zoning Appeals and Article 11, Section 16: Public Notices. In addition, the applicant must send written notice of the application to the last known address of the owner of each adjacent property as shown on the current real estate tax assessment records of Loudoun County. If the proposed location of the residential child care is a member of a HOA, the applicant must also send written notice to such HOA. Any written notice shall be sent by certified or registered mail and must include the following information:
 1. A statement that an application for a residential child care has been submitted to the Town;
 2. The address of the property subject to the application for the residential child care; and
 3. A statement informing the recipient that if they have any objection to the proposed residential child care that they can send a written objection, which shall include the specific issues that are the basis for their objection, to the Zoning Administrator who will transmit the written objection to the Board of Zoning Appeals. The address of the Zoning Administrator shall also be included in the notice letter.
- iv. A residential child care shall comply with any and all applicable requirements of the Code of Virginia including, but not limited to, obtaining a State Family Day Home License.
- v. A residential child care shall comply with any and all Town regulations, including, but not limited to, obtaining a Certificate of Occupancy and maintenance of a Town Business License.
- vi. A residential child care shall comply with any and all requirements of the County and State Building Codes.
- vii. A residential child care location shall be the principal residence of the residential child care provider.
- viii. A residential child care shall only be located within a single-family detached, duplex, or single-family attached dwelling.

- ix. The hours of operation for a residential child care shall be limited to five days a week between the hours of 6:00 AM and 7:00 PM.
- x. Two non-resident assistants/employees shall be permitted.
- xi. The applicant shall demonstrate availability of sufficient employee parking on-site or along the street. Alternatively, the applicant may utilize any available HOA community parking spaces for employee parking if the HOA provides certified documentation that the applicant is authorized to use such spaces.
- xii. Child drop off and pick up locations shall be designated to enhance the safety of children as they arrive and depart. A designated arrival and departure zone shall be located adjacent to the residential child care in such a manner that children do not have to cross a street to enter or exit the facility.
- xiii. A residential child care shall stagger pick up and drop off times such that there are never more than two vehicles picking up or dropping off at one time.
- xiv. There must be a continuous hard-surface pathway/sidewalk connecting the drop-off and pick-up locations to the entrance of the residential child care. The pathway shall be kept free of any snow or ice.
- xv. Seventy-five (75) square feet of outdoor play area must be provided on-site per child except as follows: No outdoor play area shall be required on-site when the applicant can demonstrate the residential child care is located within 1,000 feet of an existing park or playground that is at least twice the area otherwise required for the residential child care. The park or playground must be public or owned by the HOA to which the residence belongs and must be accessed without crossing an arterial or collector road. The applicant may only utilize a park or playground owned by the HOA if the HOA provides certified documentation that the applicant is authorized to use such space. The park or playground must be shown to scale on the diagram submitted at the time of application.
- xvi. Any outdoor play area must be enclosed by a fence with a minimum height of four feet.
- xvii. No play equipment shall be located within any required front yard or within five feet of any side or rear lot line.
- xviii. There shall be no change in the outside appearance of the dwelling or lot housing the residential child care nor other visible evidence of the conduct of a residential child care other than what may be required by the State Family Day Home License.

b. Reserved.

.....

ARTICLE 15. - DEFINITIONS

.....

Section 2. - Definitions.

.....

Child care, residential. A program conducted within a residential dwelling which offers care, protection, supervision, and/or education to less than ~~six~~ 13 children under the age of 13, exclusive of the provider's own children and any children who reside in the home, at a time during any 24-hour period, and then only for part of any 24 hour day, for compensation or otherwise.

.....

SECTION II. That all prior ordinances in conflict herewith are hereby repealed.

SECTION III. That if a court of competent jurisdiction declares any provision of this Ordinance invalid, the decision shall not affect the validity of the Ordinance as a whole or any remaining provisions of the Purcellville Zoning Ordinance.

SECTION IV. That this ordinance shall be effective upon its adoption.

PASSED THIS ___ DAY OF _____, 2016.

**Kwasi A. Fraser, Mayor
Town of Purcellville**

ATTEST:

Diana Hays, Town Clerk

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #9b

SUBJECT: Nursery Avenue Roadway and Drainage Improvements

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Alex Vanegas, Director of Public Works

SUMMARY and RECOMMENDATIONS:

In March, 2015, Town Council approved a contract with ATCS, one of the engineering firms under contract through a Basic Ordering Agreement, to prepare plans for the Nursery Avenue Roadway and Drainage Improvements Project to the 30% level. ATCS has completed the 30% plans, and has presented the plans in an informational meeting for the public on December 9, 2015. ATCS will also present a similar update to the Town Council tonight.

At that time, it was understood that once the 30% plans and site investigation was complete, a second proposal would be obtained to complete the plans to 100%. Staff has received and reviewed the proposal from ATCS to complete the plans to the 100% level. The total amount to complete the design to the 100% level is \$249,377.86. Staff recommends approval of the task order with ATCS to complete plans for the Nursery Avenue Roadway and Drainage Improvements Project design to 100%.

BACKGROUND:

Nursery Avenue, in the Town of Purcellville, is one of the oldest roads within the Town. It provides access to many residential roadways and is a direct corridor to many major public venues such as Town Hall, Fireman's Field, Bush Tabernacle, Emerick Elementary School, and the Loudoun Valley Community Center. A majority of the elements of the roadway do not meet the current standards, needs, and capacities of the roadway. The Town applied for and received VDOT Revenue Sharing funding for design and construction of the roadway and drainage improvements, from the roadway's north terminus to just north of School Street. In addition to the VDOT Revenue Sharing funding, the Town also received Local NVTA HB2313/Chapter 766 funding and is a participant in the Urban Construction Initiative. The project is to be designed and constructed in accordance with all applicable VDOT requirements that must be met per the

VDOT Locally Administered Projects (LAP) Manual and in accordance with AASHTO standards. This project is in the Capital Improvement Project (CIP) Budget.

BUDGET IMPACT:

The total amount to complete plans to the 100% level for the Nursery Avenue Roadway and Drainage Improvements is \$249,377.86. Funding is available within the CIP budget to complete the design.

MOTION(S):

“I move that the Town Council approve of and authorize the Town Manager to approve of the award of a task order through the BOA Contract with ATCS, P.L.C. for the Nursery Avenue Roadway and Drainage Improvements design to the 100% level for the amount of \$249,377.86.”

ATTACHMENT(S):

1. None.



STAFF REPORT
ACTION ITEM

Item #9c

SUBJECT: J Street Drainage Improvements-Construction Contract Award

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Alex Vanegas, CPM, Public Works Director

SUMMARY and RECOMMENDATIONS:

In November 2015, Town Council approved the advertisement for bids to perform the work associated with the J Street Drainage Improvements project. This project provides for the collection of surface runoff along West J Street, from 26th Street to the point of discharge in the local watershed. Culverts under driveways, inlets and storm sewer will be installed to convey the stormwater to the intermittent stream at the low point of West J Street.

Bids were opened on January 21, 2016. Staff reviewed the bids and found that the apparent low bidder did not include required paperwork for the bid, and should be rejected as a non-responsive bidder. The Town then reviewed the bid from the second apparent low bidder, TJT Corporation. Staff reviewed TJT Corporation's bid, checked references and are satisfied that TJT Corporation is the lowest responsive and responsible bidder.

The staff recommends that Town Council award the construction contract for the J Street Drainage Improvements to TJT Corporation for the base bid amount of \$128,929.14, and authorize the Town Manager to execute the resulting agreement. Town staff also recommends a 25% contingency of \$32,232.28 for use on the project.

BACKGROUND:

West J Street is an asphalt road lined with small, single family residential lots. The road slopes fairly steeply from west to east. There are no defined drainage ditches along the road and there are no functioning culverts beneath the driveways. Stormwater flows

parallel to the road along the grassed shoulder area, across driveways, across S. 26th Street, through the front yards of the homes at the lower limits of the drainage area, and into an intermittent unnamed tributary of the North Fork of Goose Creek. Residents along West J Street have complained that the stormwater deposits sediment and causes property damage.

The project was advertised for bids in early December, 2015, and bids were opened on January 21, 2016. Five bids were received for the construction of the project, and the as-read bid tabulation is attached. The bids received, arranged from low to high, were:

McGee Civil Construction, LLC	\$102,000.00
TJT Corporation	\$128,929.14
Jefferson Asphalt Products Company	\$150,000.00
Fuog/Interbuild, Inc.	\$171,413.00
Underground Contractors, Inc.	\$218,000.00

A review of the bid submitted by the apparent low bidder, McGee Civil Construction, LLC, showed that multiple items that are required to be submitted with the bid were missing. Staff determined McGee Civil Construction, LLC, to be a non-responsive bidder due to missing paperwork.

The Town then moved to the second apparent low bidder, TJT Corporation. Staff reviewed the bid, checked references and are satisfied that TJT Corporation is the lowest responsive and responsible bidder. It is anticipated that construction will commence in the Spring of 2016.

ISSUES:

Residents along West J Street have complained for many years about the street flooding, deposition of sediment and property damage along the section of West J Street from 26th Street to west of Nursery Avenue. This project will collect stormwater and convey it to the existing intermittent stream, thereby alleviating the issues.

BUDGET IMPACT:

The cost of construction is \$128,929.14, plus a 25% contingency of \$32,232.28 for use on construction. The source of the funding is VDOT Urban Maintenance Program funds.

MOTION(S):

“I move that the Town Council approve of and authorize the Town Manager to execute a Contract with TJT Corporation for the J Street Drainage Improvements for the base bid amount of \$128,929.14, and also approve a 25% contingency of \$32,232.28 for use on the project.”

ATTACHMENT(S):

1. As-read bid tabulation (as posted on the Town website)

TOWN OF PURCELLVILLE
 BID OPENING
 J STREET DRAINAGE IMPROVEMENTS
 IFB # PW-2015-03
 THURSDAY, JANUARY 21, 2016 - 10:00AM

BIDDER NAME	1. BASE BID	2. ADJUSTMENT ITEM	ALTERNATE BID (1+2)	BID BOND?
Fuog/InterBuild, Inc.	\$171,413.00	\$23,345.00	\$194,758.00	Yes
Jefferson Asphalt Products Company	\$150,000.00	\$25,000.00	\$175,000.00	Yes
McGee Civil Construction, LLC	\$102,000.00	\$22,000.00	\$124,000.00	Yes
TJT Corporation	\$128,929.14	\$18,000.00	\$146,929.14	Yes
Underground Contractors, Inc.	\$218,000.00	\$28,000.00	\$246,000.00	Yes

PLEASE NOTE: THIS IS FOR INFORMATIONAL PURPOSES ONLY TO SHOW THE RESULTS OF THE PUBLIC BID OPENING. THIS DOES NOT CONSTITUTE OR GUARANTEE PROJECT AWARD. ALL BIDS ARE THOROUGHLY REVIEWED FOR COMPLETENESS AND RESPONSIVENESS FOLLOWING THE BID OPENING.



STAFF REPORT
ACTION

Item #9d

SUBJECT: Special Event Support Requests

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Melanie Scoggins; Event Specialist
Daniel Davis; Assistant Town Manager

SUMMARY and RECOMMENDATIONS:

At the February 9th town council meeting, Town Council reviewed the requests from four event coordinators that are requesting support from the Town for their Organization’s events. After that review Town Council requested more information regarding past expenses associated with those events. This report provides more detail about the past event expenses and the permitting and request process set forth in the ordinance. Staff recommends supporting these events at a similar level as in the past.

BACKGROUND:

Town Council adopted an events ordinance on October 27, 2015. Under that ordinance any organization wishing to host an event must fill out the event permit application for approval by Town Departments. Additionally, Town Council may designate services or funds for donations to events. If the event permit application is not approved by staff and Town council has approved Town support for the event, the event organizer will not be given those approved funds or donations. Town Council should consider the following criteria as stated in Section 6-8 B of the events ordinance when determining whether to fulfill the request for event support:

An application for donation must meet all of the following criteria in order to be approved: (1) The Town Council must determine that the proposed Event will do at least one of the following:

- (a) draw tourists to the Town,*
- (b) provide a heritage, historical, or cultural experience or education that is relevant to the Purcellville area or of benefit to Purcellville residents, or*

(c) raise money or collect goods for a social service that benefits the residents of Purcellville, such as fire & emergency rescue services, housing assistance, animal control & adoption, and food assistance.

Past expenses for 2014 and 2015 for these events are listed below in the Budget Impact session of this report.

ISSUES:

Some events typically supported by the Town will take place in FY 16. Because the ordinance was not adopted before the deadline to request town support for these events, the Event Specialist has received request for support of events taking place for the remainder of current fiscal year and for Fiscal Year 17. Staff recommends considering request for events in both fiscal years.

BUDGET IMPACT:

Below is a summary of each of the organizations event support request, an approximate range of budget impact, and past event fees and costs. It is important for Town Council to note that all of these requests are for in-kind services and not direct funding. If these in-kind service requests are approved by Town Council the result will be a reduction in reimbursements to the town for man hours and revenue from fees.

Ranges of budget impact are largely dependent upon Police Department staffing needs. The Police Department makes an effort to rely on officers that are already scheduled to work, the Community Support Team and in some cases the Sheriff's Department and/or the State Police to reduce man hour costs for events in Town, but participation by these groups cannot be guaranteed.

DYMA World Mission Institute tournament- March 2016 –

This is the first request for support regarding this event so there is not past expense history. The Event Permit request has been approved by staff.

Dragon Yong In is requesting that the Town co-sponsor the tournament. Their request letter is not specific other than co-sponsorship, however after contacting DYMA, they have indicated that they would like the following:

- Use of Town logo in the program brochure, banners and possibly other promotional materials
- Participation from the Mayor and possibly other members of Town Council to attend the Tournament and be photographed and associated with the town as co-sponsors of the event in media
- Request that the Town send out press releases for the tournament and post the release on the town website
- Absorption of fees and reimbursements that may associated with hosting an event in town such as the event permit fee, sign permit fee, cost to use the community sign board
- Range of budget impact \$165 - \$400

This is a new event that benefits the Dragon Yong In Nonprofit Organization. The D.Y.M.A. World Mission Institute as an official non-profit organization that spreads relief to Third World countries such as Bolivia, Honduras, Haiti, and Peru. We support impoverished children and their families with food, shelter, and an education. The event brings in competitors from across the country and has an expected attendance of 1500. This event may meet criteria **(a) draw tourists to the Town** for approval because of the large number of attendees and out of Town participants.

Sadie's Race 5K - 2 requests May 1, 2016 and May 2017 - The Town has supported this event since its inception by providing Police Department support, Public Works support, use of the Train Station, use of trash containers, use of the community signs, use of cones, waiver of some fees. In 2015 the Town began recapturing some expenses and Sadie's Race spent approximately \$400 on Town fees and services. Sadie's Race is requesting that Town Council absorb all services and fees required and provided by the town for Sadie's Race.

- Range of budget impact for FY16 \$400 - \$1600
- Range of budget impact for FY17 \$400 - \$1600

2014 Sadie's Race			2015 Sadie's Race			2016 and 2017 requests		
item	cost/fee	paid for by	item	cost/fee	paid for by	item	cost/fee	
PW labor	\$31.00	Paid by event coordinator	PW labor	\$100.75	Paid by event coordinator	PW labor	varies	
PW equipment	\$21.00	Paid by event coordinator	PW equipment	\$47.25	Paid by event coordinator	PW equipment	varies	
PD OT costs	\$450.00	Absorbed by town	PD OT costs	\$0.00	Absorbed by town	PD OT costs	varies	
PD regular costs 3PD/3hrs	\$405.00	Absorbed by town	PD regular costs 3PD/3hrs	\$405.00	\$255 town and \$150 event coordinator	PD regular costs	varies	
Community sign	\$55.00	Paid by event coordinator	Community sign 1	\$55.00	Paid by event coordinator	Community sign 1	\$55.00	
Train station use	\$40.00	Paid by event coordinator	Community sign 2	\$55.00	Paid by event coordinator	Community sign 2	\$55.00	
			Train station use	\$40.00	Paid by event coordinator	Train station use	\$40.00	
						Special Event permit fee	\$75.00	new fee
						Street closure	\$100.00	new fee
Total absorbed by Town	\$855.00			\$255.00				
Total cost for Town fees and services	\$1,002			\$663				

2016 will be the fifth annual Sadie's Race and it has been support all or in part by the Town in the past. This Purcellville family started this fundraiser in memory of their child, Sadie. The event has raised over \$180,000.00 for Smile Train in Sadie's memory. This has provided approximately 745 surgeries for children with cleft lip and palate at no cost to their families. The event is attended by approximately 500 people from in and out of town. This event may meet criteria **(a) draw tourists to the Town and (b) provide a heritage, historical, or cultural experience or education that is relevant to the Purcellville area or of benefit to Purcellville residents** for approval. This 5K draws tourists from out of town and centers around the 21st Street shopping area. Additionally, it provides a cultural experience as people run through Town getting exercise, using the W&OD trail.

Halloween Block Party –October 2016 – In the past the Town has provided Police support for road closure, Public Works staff support during the event, chair rental, use of flatbed trailer, sign on the community board, event parking signs and event “no parking” signs, trash boxes and bags. The Halloween Block Party organizer is requesting the same support as in the past.

- Range of budget impact \$800 - \$2500

2014 Halloween Block Party			2015 Halloween Block Party			2016 request		
item	cost/fee	paid for by	item	cost/fee	paid for by	item	cost/fee	
PW labor	\$541.78	Absorbed by town	PW labor	\$617.34	Absorbed by town	PW labor	varies	
PW equipment	137.88	Absorbed by town	PW equipment	\$135.39	Absorbed by town	PW equipment	varies	
PD OT costs	\$360.00	Absorbed by town	PD OT costs	\$720.00	Absorbed by town	PD OT costs	varies	
PD regular costs 3PD/4hrs	\$540.00	Absorbed by town	PD regular costs 3PD/4hrs	\$540.00	Absorbed by town	PD regular costs	varies	
Community sign	\$55.00	Paid by event coordinator	Community sign	\$55.00	Paid by event coordinator	event specialist	varies	new fee
Water bill insert	\$250.00	Paid by event coordinator	Water bill insert	\$250.00	Paid by event coordinator	Permit application	\$75.00	new fee
chair rental	\$235.00	Absorbed by town	chair rental	\$235.00	Absorbed by town	Street closure	\$100.00	new fee
Event specialist 3hrs	\$90.00	Absorbed by town	event specialist 3 hrs	\$90.00	Absorbed by town			
		Note: "PD regular costs" refer to officers already scheduled to work						
Total absorbed by Town	\$1,904.66			\$2,337.73				
Total cost for Town fees and services	\$2,210			\$2,643				

This popular family event has taken place over the last several years and draws approximately 5000 people from in and out of Town. This event may meet criteria **(a) draw tourists to the Town and (b) provide a heritage, historical, or cultural experience or education that is relevant to the Purcellville area or of benefit to Purcellville residents** for approval. This block party has a very large attendance from in and out of town and centers around the 21st Street shopping area. Additionally, it provides a cultural experience for citizens and attendees.

The Turkey Trot 5K – November 2016 – In the past the town has provided Police support, cones, barriers, sign placement, variable message boards, press releases, and trash cans and bags.

- Range of budget impact \$400 - \$1600

2014 Turkey Trot			2015 Turkey Trot			2016 request		
item	cost/fee	paid for by	item	cost/fee	paid for by	item	cost/fee	
PW labor	\$86.25	Absorbed by town	PW labor	\$360.61	Absorbed by town	PW labor	varies	
PW equipment	\$6.70	Absorbed by town	PW equipment	\$15.32	Absorbed by town	PW equipment	varies	
PD OT costs	\$700.00	Absorbed by town	PD OT costs	\$700.00	Absorbed by town	PD OT costs	varies	
PD regular costs 3PD/3hrs	\$405.00	Absorbed by town	PD regular costs 3PD/3hrs	\$405.00	Absorbed by Town	PD regular costs 3PD/3hrs	varies	
Community sign	\$55.00	Absorbed by town	Community sign 1	\$55.00	Absorbed by town	Community sign 1	\$55.00	
						Special Event permit fee	\$75.00	new fee
						Street closure	\$100.00	new fee
Total absorbed by Town	\$1,252.95			\$1,535.93				
Total cost for Town fees and services	\$1,252.95			\$1,535.93				

Note: "PD regular costs" refer to officers already scheduled to work

This popular family event has taken place for over a decade and draws approximately 500 people from in and out of Town. This event may meet criteria **(a) draw tourists to the Town, (b) provide a heritage, historical, or cultural experience or education that is relevant to the Purcellville area or of benefit to Purcellville residents, and (c) raise money or collect goods for a social service that benefits the residents of Purcellville, such as fire & emergency rescue services, housing assistance, animal control & adoption, and food assistance** for approval. This 5K is a fundraiser for the Loudoun Valley community center that serves Purcellville Residents with preschool, and recreation and leisure activities. Participants are from in and out of town and it raises funds that directly benefit Purcellville residents that use the Loudoun Valley Community Center. Additionally, it provides a cultural experience as people run through Town getting exercise and becoming acquainted with Purcellville offerings.

MOTIONS:

1. I move that Town Council support the following requests for Event Support:
 1. Dragon Yong In World Mission Institute Tournament
 2. Sadie's Race
 3. Halloween Block Party
 4. Turkey Trot

OR

2. I move an alternate motion.

ATTACHMENTS: None

This page intentionally left blank



STAFF REPORT
ACTION ITEM

Item #11

SUBJECT: Approval of Meeting Minutes

DATE OF MEETING: February 23, 2016

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the meeting minutes from the February 2, 2016 Special Meeting, the February 9, 2016 Regular Meeting and the February 16, 2016 Special Meeting.

ATTACHMENT(S):

1. February 2, 2016 - Town Council Special Meeting Minutes
2. February 9, 2016 – Town Council Regular Meeting Minutes
3. February 16, 2016 – Town Council Special Meeting Minutes

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
FEBRUARY 2, 2016
(rescheduled from January 26, 2016 due to snow emergency)
TOWN HALL COUNCIL CHAMBERS

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

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member

ABSENT: Karen Jimmerson, Council member

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Patrick Sullivan, Director of Community Development
Connie LeMarr, Assistant Director of Finance
Cindy McAlister, Police Dept.
Diana Hays, Town Clerk

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:

- a. None

PROCLAMATIONS/RECOGNITIONS:

- a. None

PRESENTATIONS:

- a. None

CITIZEN/BUSINESS COMMENTS

Mayor Fraser granted five minutes per speaker.

Ann Harper Pullen, 301 S. 12th Street, talked about the water issue on 12th Street which she feels is getting worse. Ms. Pullen expressed her concerns for the standing water and the mosquito virus. Ms. Pullen stated she would appreciate anything that Council can do to give the residents dry, walkable land.

Oliver Bauer, 321 S. 12th Street, seconded what Ms. Pullen stated and added he is the owner of the pond caused by the run off issues. Mr. Bauer added that several of his trees have died because of the standing water and asked for the Town's assistance in fixing the problem.

Chris Hamilton, 216 W. O Street, and suggested that Council talk with the residents in the area before doing an impact study and spending the Town's money, and added he has spoken with Ms. Pullen and she has not heard from anyone on Council. Mr. Hamilton asked Council to consider the impact long term.

Kelli Grim of Devonshire Circle talked about the vacancy on Town Council and talked about the history of the last several appointments. Ms. Grim also talked about the operational audit and suggested that if staff and Council are involved in an audit that there be an equal amount of citizens involved and added it should start with the administration. In regards to the storm water easement issue, Ms. Grim stated the information provided left her with questions about money, who the engineer was, and where the facts are that this is in the Town's best interest.

David Eno, 351 E. Main Street, talked about the discussion about appointments to Town Council and stated in the past secret meetings have been held for interviews and feels they should be open to the public. Mr. Eno added he and other residents would like to know who is qualified, what their specialty is and what they hope to do on Town Council.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum stated that the Planning Commission's 2015 Annual Report has been completed and after Thursday's meeting, will have the report forwarded to the Town Clerk for distribution to the Council and to make it available to the public.

Council member McCollum thanked Town staff for the extraordinary efforts on snow removal.

Council member McCollum provided a VML legislative update.

Council member Nave thanked staff for their work during the snow storm.

Council member Nave thanked Ben Packard for his contributions to the Town and wished him the best.

Council member Lehr thanked staff for work during the storm.

Vice Mayor McConville thanked staff for snow removal efforts.

Mayor Fraser thanked staff for their dedication during the snow storm.

Rob Lohr read a summary of emergency operations and meeting disclosure statement.

Mayor Fraser corrected a statement made about 12th Street and that he has met with residents of 12th Street to get information about what is going on. As a result of that, Council did adopt the motion to go forward with the study which will be presented tonight.

Mayor Fraser stated that at the last Town Council Meeting, Ms. Jeanne Girolami addressed Town Council about an incident that occurred between Town police and her husband in 2008. The incident lead to Mr. Girolami's arrest and prosecution by the Commonwealth Attorney. Mr. Girolami had the advantage of a defense lawyer at the time of the prosecution and to raise any allegations against the Town at that time. Mr. Girolami plead guilty to the charges and the matter was settled. Mayor Fraser stated that the Town considers all of the issues surrounding that incident to have been fully adjudicated, and considers the matter to be closed. Mayor Fraser added he has had the opportunity to get input on the matter from other Council members and they respectfully decline Ms. Girolami's request to discuss this matter any further.

DISCUSSION/INFORMATIONAL ITEMS:

a. Public Safety Report

i. Purcellville Volunteer Rescue Squad

No one was present to report.

ii. Purcellville Police Department

Chief McAlister introduced the report. Council had no questions.

iii. Purcellville Volunteer Fire Company

No one was present to report.

iv. Purcellville Citizens Support Team

No one was present to report.

b. Public Works Report

Alex Vanegas introduced the report. Council had no comments.

c. Personnel Update

Rob Lohr introduced the report. Council had no comments.

d. 2010 Personal Property Tax No Longer Enforceable

Connie LeMarr introduced the report. Council had no comments.

e. 2015 Annual Red Flag Rule Report

Connie LeMarr introduced the report. Council had no comments.

f. Operational Audit Status

Rob Lohr summarized the staff report and added that staff would like to know if Council would like to conduct an Operational Audit and if so, in what type of format and process would be used.

Council member McConville stated he does not see a need for an Operational Audit and feels they are very time consuming and disruptive of the work place. Council member McConville added he has not heard any complaints, and staff regularly provides updates of their activities.

Council member Nave talked about the objective of the audit and feels it is Council's duty to say they have done their due diligence and that everything is operating the way it should be. Council member Nave feels there needs to be a process in place and that it may be too big of a task that could take years, cost a lot of money, and is disruptive to staff. Council member Nave suggested talking with staff to get their opinion as to what should be looked at as well as talking with other local jurisdictions.

Council member Lehr stated she agrees with Council members McCollum and Nave and does not see Council reviewing different departments without having a direction. Council member Lehr added that approximately five years ago a utility group came in to audit utility bills and found nothing. A similar audit was done at the waste water plant and the result was the same.

Vice Mayor McConville stated he feels that more discussion amongst Council needs to take place to determine which departments they may want to look at. Vice Mayor McConville asked what the cost benefits would be and what the goal is by doing an audit.

Mayor Fraser stated he agrees with Vice Mayor McConville and Council member Nave and that more discussion is needed. Mayor Fraser added that the idea of an operation audit was presented during the Strategic Planning Session, and that Council needs to define what entities need identified for the audit.

g. Environmental Sustainability and Tree and Beautification Committee

Mayor Fraser stated that the Committee on the Environment has been dormant for the past two years and sees a need for it to be revived. Mayor Fraser added that he sat with the one committee member and put together a vision statement and a mission statement which the member agreed to move forward with. Mayor Fraser stated he reached out to other people in the committee to become part of the new joint committee and while doing this noticed the Tree and Beautification Committee was also dormant. Mayor Fraser stated that the idea was to

bring the two committees together and rename it. The Mayor can create ad hoc committees however only the Committee on the Environment was an ad hoc committee, therefore cannot bring in the Tree and Beautification Committee. Mayor Fraser requested that Council deliberate on the potential of bringing together the Environmental Sustainability and Tree and Beautification Committees as a single committee as there are now residents ready to move forward.

Council member McCollum requested to see the Mission Statement and the Vision Statement. Mayor Fraser stated he would distribute those to Council.

Council member Nave added he would also like to review the Mission and Vision Statements.

Council member Lehr added that there have not been any candidates for the two committees and if candidates are now interested, Council has not seen applications. Council member Lehr added that the Tree and Beautification Committee is under Council and in the past Council has approved members on ad hoc committees and would prefer the process be the same for all committees. Council member Lehr asked about Tree City USA and if the committee needs to be on its own. Rob Lohr stated that there has to be a committee dedicated for it and the focus on it. Council member Lehr requested to see the Vision and Mission Statements and added that usually the committee would create those, and does not see an issue with adding an environmental piece to the Tree and Beautification Committee. Council member Lehr stated she would like to provide the public with the opportunity to apply.

Vice Mayor McConville asked if we are looking at creating an ad hoc committee and Mayor Fraser confirmed it would mean dissolving the Tree and Beautification Committee but the vision would roll into the new committee.

Rob Lohr recommended that Council revisit all of the standing committees and determine if they should remain standing committees, what are their responsibilities, are they functioning, staffing, etc. and then review ad hoc committees and determine if they should become standing committees so that all committees are standing or maybe none of them are.

Mayor Fraser stated he would circulate the Mission and Vision Statement of the combined committee for further discussion.

h. Adams Mill Stormwater Easement

Mayor Fraser stated that the issue was about the vacation of the existing easement to put in a new easement and added a process is not in place to work with the vacating of an easement however it is just an administrative function. Patrick Sullivan confirmed. As this is just an administrative function, Mayor Fraser added he had no issues with signing the easement.

ACTION ITEMS:

- a. Vacancy on Town Council; Petition for Writ of Election & Interim Appointment

Sally Hankins stated that the state law requests that the Town file a petition with the Circuit Court within 15 days of a vacancy on Town Council with that deadline being January 27. Sally Hankins added she called each Council member to receive consent to file the petition on behalf of Town Council, and the petition was filed on the 27th. Sally Hankins added she does not believe a hearing will be scheduled but the Clerk will hand the petition to the judge's chambers and it will be processed, signed and sent back. Sally added that the date she requested for the special election is May 3 based on the information received from each Council member with the alternate date of March 8, which is soon.

Sally Hankins added that the purpose of the action item is to have Town Council adopt the resolution directing her to file the petition and direct Town Council to discuss the interim appointment process, if any, and any appointments that Council may choose to make.

Council member McCollum made a motion that Town Council approve resolution 16-01-02, directing the Town Attorney to File, on behalf of Town Council, a Petition for Writ of Election requesting that the Court order a Special Election be held on May 3, 2016 to fill the vacancy on the Purcellville Town Council. The motion was seconded by Council member Lehr.

Motion: Council member McCollum
 Second: Council member Lehr
 Carried: 5-0-1 Absent

Nave -	Aye
Lehr -	Aye
McConville -	Aye
McCollum -	Aye
Mayor -	Aye

Sally Hankins talked about the options available to Council: not appointing someone to the vacant seat and to wait until the election, to appoint someone, to create a process for that appointment, or because the election is coming up to simply vote.

Council member Nave made a motion that the Town Council approve a process by which the Council will appoint persons to vacancies on Town Council to include the following steps:

1. Application of Interest with Resume and Statement of Purpose for wishing to serve;
2. Interview by Town Council before the public at the earliest possible Town Council Meeting;
3. Selection of appointment by Town Council at the earliest possible Town Council Meeting.

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Benjamin J. Packard



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

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205

www.purcellvilleva.gov

TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA

RESOLUTION NO. 16-01-02

PRESENTED: JANUARY 26, 2016
ADOPTED: FEBRUARY 2, 2016

A RESOLUTION: DIRECTING THE TOWN ATTORNEY TO PETITION THE CIRCUIT COURT FOR A WRIT OF ELECTION TO FILL A VACANCY ON THE PURCELLVILLE TOWN COUNCIL

WHEREAS, Benjamin Packard was elected to the office of Town Council for a term commencing July 1, 2014, and terminating June 30, 2018; and

WHEREAS, Council Member Packard resigned his office effective January 12, 2016, thereby creating a vacancy; and

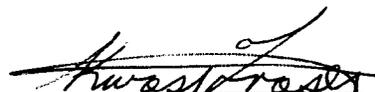
WHEREAS, Virginia Code § 24.2-226(A) requires the Town Council within 15 days of a vacancy to petition the Circuit Court for a writ of election to fill such vacancy; and

WHEREAS, the deadline to file said petition is January 27, 2016; and

WHEREAS, state law directs the Circuit Court to schedule such election concurrent with the general election scheduled for May 3, 2016, unless the Town Council requests an earlier date.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council directs the Town Attorney to file with the Loudoun County Circuit Court a Petition for Writ of Election requesting that the Court order a Special Election to be held on May 3, 2016, for the purpose of filling a vacancy on the Town Council.

PASSED THIS 2ND DAY OF FEBRUARY, 2016.


Kwasi Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

The motion was seconded by Mayor Fraser.

Council member McCollum stated he would like more time to digest Council member Nave’s comments before commenting.

Council member Nave stated he gave a lot of thought as to how he was appointed including an application and interview, and feels that is fair and transparent for the Town.

Council member Lehr stated that Council is about to begin working on the budget and that one of the applications came from a former Council member, Doc Wiley. Council member Lehr requested to make an alternate motion. Sally Hankins stated a motion would need made to put forward a substitute motion and that motion would need approved by the majority, and if that motion were approved then a substitute motion could be made.

Council member Lehr made a motion to make an alternative motion. That motion was seconded by Council member McCollum.

Mayor Fraser asked if this was accurate and that according to Robert’s Rules discussion should come to a conclusion before a secondary motion. Sally Hankins stated she believes that substitute motions are permitted to be interjected into the discussion, however the substitute motion is not guaranteed and has to be voted on and needs majority. And then the substitute motion could be made and discussed working back to the original motion.

Mayor Fraser stated Council is looking to fill a public seat which is filled by election and open discussion and dialogue. Mayor Fraser added that public interviews should be held for those interested in filling the seat of former Vice Mayor Packard. Mayor Fraser stated he does not feel Council should randomly select individuals that they believe are in their best interest and would like, as a Council, to agree have applicants submit applications and make a decision based off of the information received.

Council voted on the request to make a substitute motion.

Motion: Council member Lehr
Second: Council member McCollum
Carried: 4-1-1 Absent

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Mayor - Nay

Council member Lehr made a substitute motion that since the appointment is for only three months and during budget season it would be very difficult to bring someone brand new in to go through budget season and does not know what Doc Wiley’s budget decisions would be but he has an understanding of our government, how we function and has served both as a Council and a Committee member/Chair and has the best interests of the Town at heart. Council

member Lehr moved that the Town Council appoint James Wiley to the existing vacancy on Town Council to serve until such time as the winner of the special election is elected and qualified by the State Board of Elections to fill the seat. The motion was seconded by Council member McCollum.

Vice Mayor McConville asked about the budget calendar and talked about placing ads for requests for applications and resumes. Rob Lohr confirmed that there are no advertising requirements and that would be done at Council’s discretion. Further discussion took place about the interview schedule, a possible special meeting, and when an appointment could be made.

Council member Nave stated he admires Doc Wiley however feels this should be opened to the public.

Council member Lehr noted she does not have an issue going through the process however feels it is a lot of work and requested to discuss the interviews and the process.

Council member McCollum asked if the interviews would be public. Mayor Fraser confirmed. Council member McCollum asked if Council would narrow it down to the top three or four and if it would need stated why those were selected and the others were not. Mayor Fraser stated it does not need stated to the public why someone was not selected. Council member McCollum asked about the interview format and being able to ask multiple questions. Mayor Fraser added that the goal is to understand the intent and why the individual wants to serve the citizens.

Mayor Fraser stated there is not a need to put the advertisement in the papers because the majority of residents know about the vacancy and added there is nothing in the code that says otherwise. Sally Hankins confirmed. Mayor Fraser stated that multiple requests have been received to fill the vacancy and feels that information should be reviewed and then Council can interview them at the February 9th meeting. Council talked about the short timeframe between now and then and the length of that meeting. Mayor Fraser stated he feels that Council owes it to the citizens to open this to the public.

Council voted on the motion to appoint James Wiley to fill the vacancy.

Motion: Council member Lehr
Second: Council member McCollum
Failed: 3-2-1 Absent

McCollum - Aye
Nave - Nay
Lehr - Aye
McConville - Nay
Mayor - Nay

Council member Nave restated his motion that Town Council approve a process by which the Council will appoint persons to vacancies on Town Council, to include the following steps:

1. Application of Interest with Resume and Statement of Purpose for wishing to serve;
2. Interview by Town Council before the public at the earliest possible Town Council Meeting;
3. Selection of appointment by Town Council at the earliest possible Town Council Meeting.

The motion was seconded by Council member McConville.

Council member Lehr stated if this is going to pass that a system for choosing who will be interviewed should be determined and suggested that Council sit in a closed session with the resumes and choose the top four to interview at the following meeting. A date should be set as to when applications need submitted by. Council member Lehr stated that previous applications have been submitted where applicants may have checked the box that they are interested in Town Council should a vacancy occur, and those persons should be contacted to see if they are still interested in a Council seat, and does not feel this can be done at the next meeting.

Rob Lohr stated that at Council's discretion an ad has not been placed about the vacancy, and added that applicants that have asked him about the vacancy were told to hold their applications until Council decided on a process. Rob Lohr suggested that Council look a separate night for the interviews due to the public hearing on the 9th and having to stay on schedule.

Vice Mayor McConville suggested that Council review all applications received at the next meeting and Council the top five to interview the following week or at the next meeting. Vice Mayor McConville added that this could be advertised through the Town's notifications, a Press Release and FaceBook.

Mayor Fraser stated that the deliberation about who Council may select would take place in a closed meeting. Rob Lohr added that a closed session would be added to the February 9th meeting agenda to review all of the candidates that have submitted applications before 5:00 PM on Monday, February 8th. Rob Lohr added that once those candidates have been selected that a Special Meeting Date should be set for interviews unless Council would like to interview at the February 23rd Work Session.

Danny Davis agreed staff would reach out to applicants who have submitted within the past twelve months who were interested in a Town Council vacancy.

Mayor Fraser restated the policy that following this meeting, communication will go out advertising the vacancy and the application process and deadline.

Council member Lehr made a friendly amendment that the first step of the process was to accept applications and the purpose for wishing to serve and the second step is now that Town staff will release public notifications via FaceBook, Press Release and any other avenues and applicants will be required to have their information into the Town Clerk by 5:00 PM on

February 8th. Town Council will meet in closed session on February 9th to choose the top four candidates. Town staff will then set up interviews with those four applicants and will set up all requirements for Special Meetings, if necessary. Town Council will choose a candidate and have that item as the first on the agenda for the February 23rd work session so that person can sit for the remainder of the meeting.

Rob Lohr asked if Council may want to make the appointment at the Special Meeting after the interviews or if they will need time to deliberate before the 23rd.

Council member Lehr stated she does not have a problem added that Council has the option of making that decision on the evening of the Special Meeting and that person would be appointed at the February 23rd meeting. Council member Nave accepted the friendly amendment and Vice Mayor McConville seconded the friendly amendment.

Motion: Council member Nave
Second: Vice Mayor McConville
Carried: 5-0-1 Absent

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Mayor - Aye

b. 12th Street Improvements: Engineering Study Results

Alex Vanegas introduced Don Rissmeyer from AMT who conducted the feasibility study to determine possible solutions to 12th Street. Mr. Rissmeyer reviewed the study and noted that the purpose of the study was to determine who was impacted and to approach them with possible solutions.

Vice Mayor McConville made a motion that the Purcellville Town Council approve moving forward to secure funding through the Revenue Sharing Grant Application process for the design and construction of Option C. The Town Council will have the opportunity to approve or disapprove of the submission of a Revenue Sharing Grant Application to VDOT prior to the submission of the application. The motion was seconded by Council member McCollum

Motion: Vice Mayor McConville
Second: Council member McCollum
Carried: 5-0-1 Absent

McCollum - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

c. Main Street and Maple Avenue Intersection Improvements

Alex Vanegas introduced Geoff Giffin and Drew Wolford from Kimley Horn who gave a presentation of where this project has been since 2004 and about their most recent efforts and analysis that have been done, then provided recommendations for safety improvements.

Council member Lehr made a motion that the Purcellville Town Council approve moving forward with the design and construction of the proposed improvements noted above for the Main Street and Maple Avenue Improvements within the available budget. The motion was seconded by Council member McCollum.

Motion: Council member Lehr
Second: Council member McCollum
Carried: 5-0-1 Absent

McCollum - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

d. Bulk Water

Alex Vanegas stated that staff had been requested to set an official rate for bulk water sales.

Council member Nave made a motion that the Purcellville Town Council direct staff to move forward to establish a bulk water rate set at 1.5 times the approved and adopted water user rates for in town customers along with an administrative fee to cover the true cost of service. Furthermore, this rate will be established and adopted at the time of the water & sewer rates are approved by the Town Council and subsequent to legal review and any required Public Hearings.

Further discussion took place about tiered rates for bulk sales versus what local customers pay and concerns about bulk water users potentially paying less than current customers. Mayor Fraser and Council member Nave talked about the loss of revenue by not selling. Rob Lohr stated that if Council is comfortable allowing staff to continue, the rate projections will be before Council in March as part of the budget presentation.

Motion: Council member Nave
Second: Vice Mayor McConville
Carried: 5-0-1 Absent

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Mayor - Aye

DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS:

- a. None

APPROVAL OF MINUTES:

- a. January 12, 2016 Town Council Meeting

Council member McCollum made a motion that the minutes from January 12, 2016 wave reading. The motion was seconded by Council member Lehr. Council unanimously approved.

ADJOURNMENT:

Council member McCollum made a motion to adjourn the meeting at 10:09 p.m. The motion was seconded by Vice Mayor McConville. The motion passed unanimously.

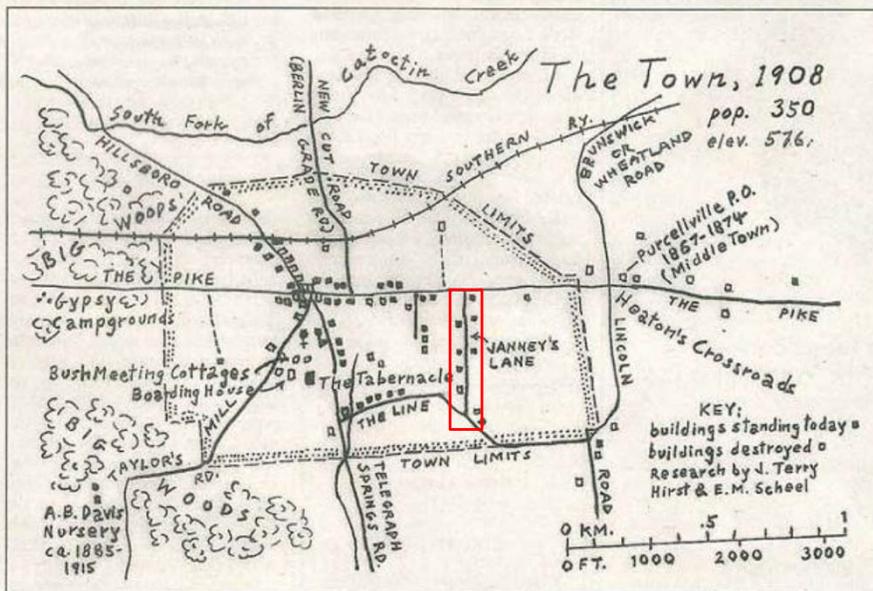
Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

South 12th Street Improvements



Engineering Study Results
February 2, 2016



Location Map





Transportation Safety

17'-20' Pavement Widths

- *Narrow Travel Lanes*
- *Missing Curb & Gutter*
- *Inadequate Shoulders*

On-Street Parking (Grace Annex United Methodist Church - UMC)

NORTHERN SECTION (EXISTING)

INTERMEDIATE SECTION (EXISTING)

SOUTHERN SECTION (EXISTING)

Pedestrian Accessibility

- *Missing Sidewalks*
- *Narrow Sidewalks*
- *Damaged Concrete*



Utility Issues



4" Water Main at Both Ends (6" Min. Req'd.)

Sewer Condition Assessment (CHA)

- *Missing Sewer Cleanouts*
- *Deficient Pipe Sections*

Less Than 10' Horiz. Separation (W&S)

Less Than 18" Vert. Separation (W&S)



Drainage Issues

8 Low Points along Roadway and Damaged Cross Culvert (Tracts 8, 10, 11, 12, 15, 19, 22 & 23)

Rear Yard Drainage Problems (Mongle Silty Loam, 10B)

Option A (\$700,000)

Goal: Address Drainage Issues Only

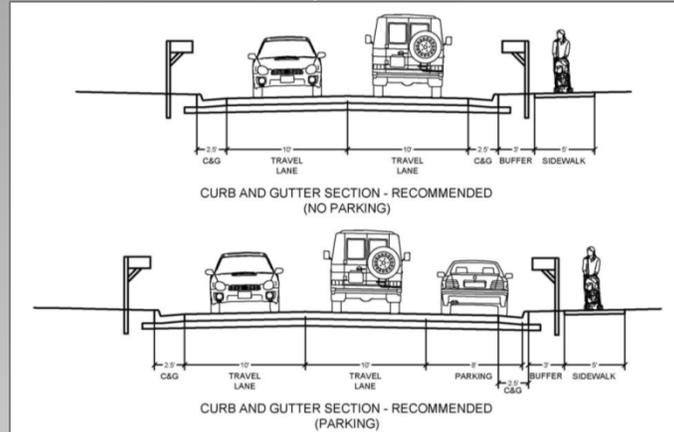
Drainage Solution (No Stormwater Management):

- 1. Main Street (Connect to Storm Drain System)*
- 2. Courts of St. Francis (15" RCP)*
- 3. East G Street (Roadside Ditch)*
- 4. South 11th Street (Rear Yard Issues)*

Property Issues = 13 Drainage Easements / no ROW's

Option B (\$2.1M)

Expanded Goals: Sidewalks, Utilities & Drainage



Option B (\$2.1M)

Lower Road Profile for Front Yard Drainage

Drainage and Stormwater Management:

1. *Main Street (Manufactured Treatment Device - MTD)*
2. *Courts of St. Francis (15" RCP – No SWM Req'd.)*
3. *East E Street (Roadside Ditch / 2 Bioretention Basins)*
4. *South 11th Street (Rear Yard Issues – No SWM Req'd.)*

Property Issues = 11 Drainage Easements + 19 ROW's



Option C (\$2.0M)

Variation of Option B, as follows:

- Retain Existing 36" W sidewalk at Main Street
- Eliminate Manufactured Treatment Device (at Main Street)
- Eliminate Outfall to the Courts of St. Francis
- Replace the Bioretention Basins (Grace Annex UMC / Ms. King) with Permeable Pavement in the On-Street Parking Spaces
- Add an Extended Detention Basin (S. 11th Street Outfall)

Property Issues =

9 Drainage Easements (2 less) + 14 ROW's (5 less)



Comparison of Results

Alt	Budget	Remarks
A	\$700,000	Addresses Drainage Issues Only
B	\$2,100,000	Addresses All Identified Issues (Sidewalks, Utilities, & Drainage)
C	\$2,000,000*	Reduces the Number of Property Impacts / Keeps 36" Sidewalk / Simplifies the Stormwater Management Plan versus Option B)



* Alternative "C" is recommended



Proposed Implementation Schedule

- *Engineering Studies – July 28, 2015 (6 Months)*
- *Recommendations – February 2, 2016*
- *The Next Steps:*

Homeowner Meetings – Spring-Summer 2016

Water & Sewer Upgrades – Fall-Winter 2016

*Roadway & Drainage – Spring-Summer 2017**

** Depends on VDOT Revenue Sharing Funds*

Project Budget = \$2,000,000



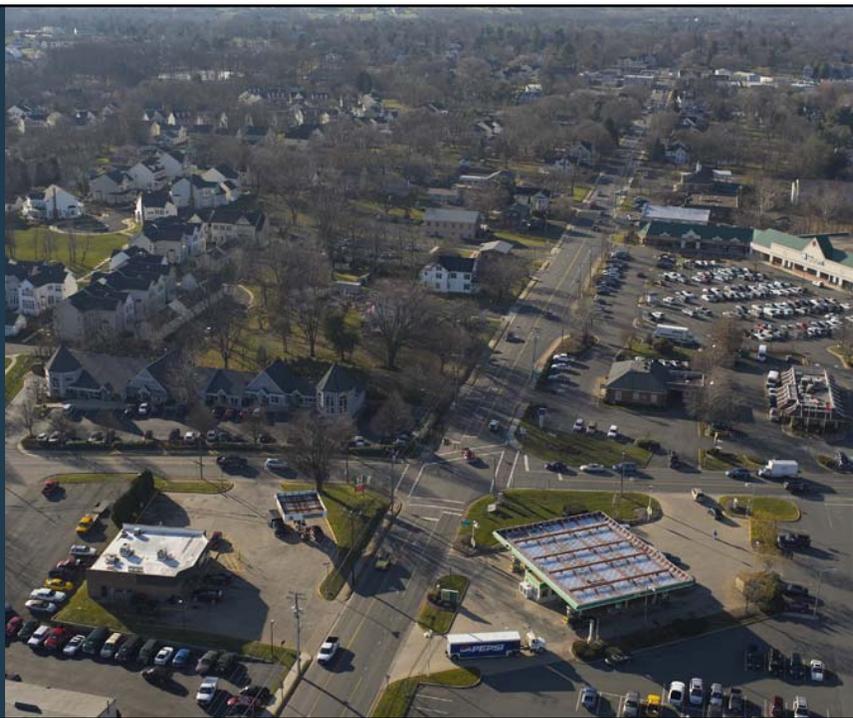
Main Street and Maple Avenue Intersection Improvements

TOWN COUNCIL MEETING
ITEM #9C
FEBRUARY 2, 2016



Main Street/Maple Avenue Intersection Improvements

- Background
- Analysis Summary
- Recommendations





Before



After (with new left-turn lane)

2004 – Short-term improvements implemented (restriping Maple Avenue for left-turn lanes)

2005 – Comprehensive Transportation Study identified preferred improvements

- Two public meetings and stakeholder involvement

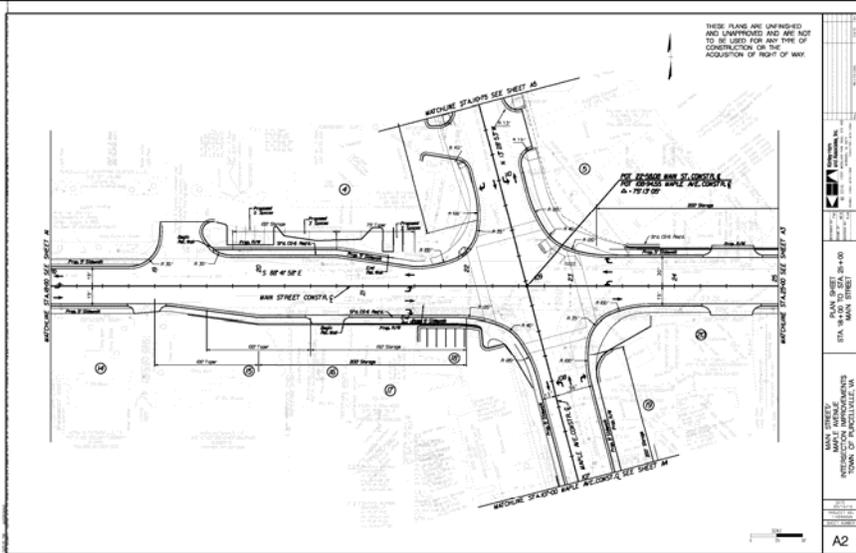
Background



2007 – Preliminary design plans completed for Intersection Improvements (adding right-turn lanes)

2008 – A NEPA document for the intersection improvements was completed and approved by the FHWA.

2010 – Community Meeting held to review plans



Background



- 2011** – In January, conducted an Alternatives Analysis to examine eliminating one or more turn lanes.
- 2011** – In April, developed E. Main Street St Streetscape Master Plan
- 2011** – In July, held several meetings with the Folin Family (southeast corner) to eliminate northbound right-turn lane

Background



- 2012** – VDOT replaced traffic signal.
- 2012** – Multiuse Trail constructed along N. Maple Ave from E. Main St. to the Fire Station. The W&OD Trail crossing on N. Maple Avenue was upgraded as well.



Background



Traffic Operations Analysis

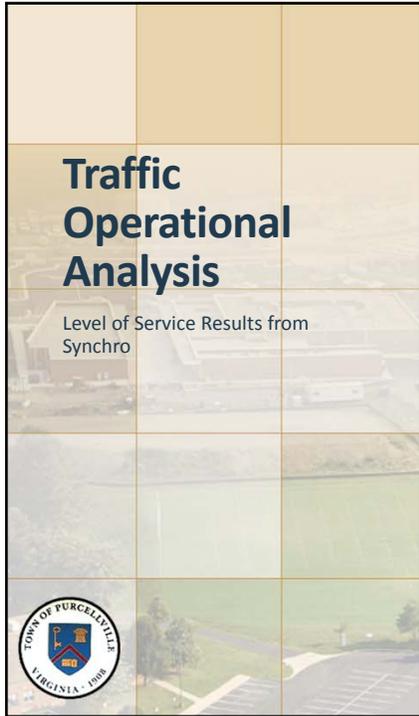


- Collaboration with VDOT
- Collected traffic and pedestrian counts
 - Saturday pedestrian counts
- Analyzed weekday AM and PM Peak Hours
- Evaluated the Signal Phasing and Timing Modifications for 5 Scenarios:
 1. Existing signal timings
 2. Leading Pedestrian Interval (LPI) across Main St.
 3. Exclusive Pedestrian Phase
 4. Permissive/protected Left-Turn (Green arrow) on Maple Ave.
 5. Scenarios 3 & 4 Combined

Traffic Operations Analysis

- Forecasted Year 2040 traffic volumes
 - Townwide Transportation Plan
 - Route 7/Route 690 Interchange Study
 - 2005 Study
- Assumes construction of Route 7/Route 690 interchange
- VDOT reviewed and approved volumes
- Evaluated the same 5 scenarios for Signal Phasing





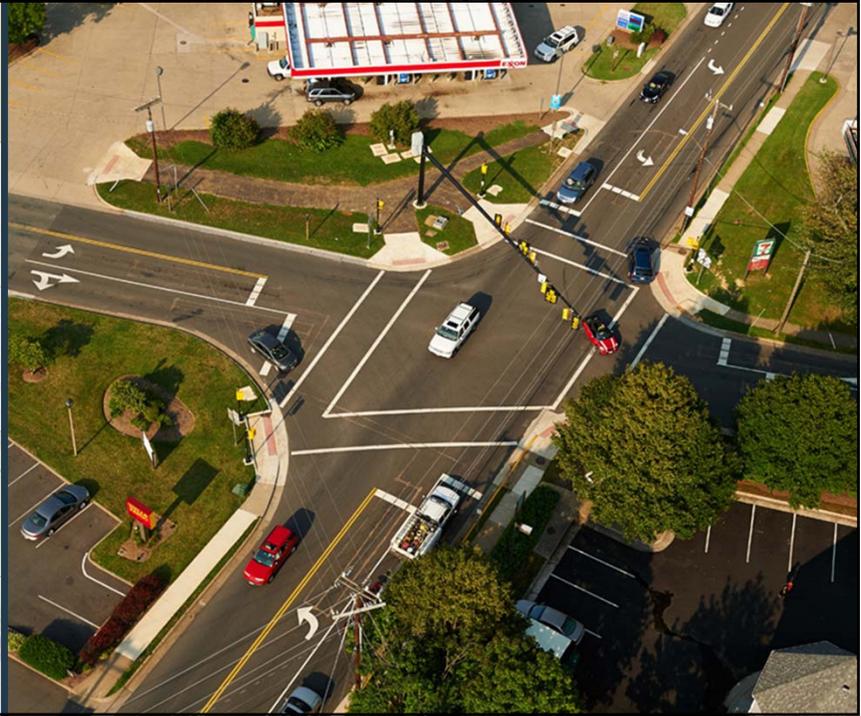
Year	Traffic Signal Phasing	AM Peak Hour LOS	PM Peak Hour LOS
2015	Existing Phasing	D	D
	w/Leading Pedestrian Interval across Main St.	D	D
	w/Exclusive Pedestrian Phase	F	F
	w/Permissive-Protected Left-Turn Phase for Maple Ave.	D	D
2040	Exclusive Pedestrian Phase and Permissive-Protected Left Turn Phase for Maple Ave.	F	F
	Existing Phasing	F	E
	w/Leading Pedestrian Interval across Main St.	F	E
	w/Exclusive Pedestrian Phase	F	F
	w/Permissive-Protected Left-Turn Phase for Maple Ave.	F	E
	Exclusive Pedestrian Phase and Permissive-Protected Left Turn Phase for Maple Ave.	F	F

Crash Location and Type (2012-2014)



Recommendations

- ✓ Implement a LPI signal interval for pedestrians crossing Main St. (supported by VDOT)
- ✓ Complete missing sidewalk path along the NW corner of the intersection.
- ✓ Install mid-block crosswalk across Main St.
- ✓ Estimated cost is \$117,000 - \$150,000
- ✓ Consider driveway consolidation in future as redevelopment occurs
- ✓ Continue to advocate for the construction of the Route 7/Route 690 interchange



Next Steps

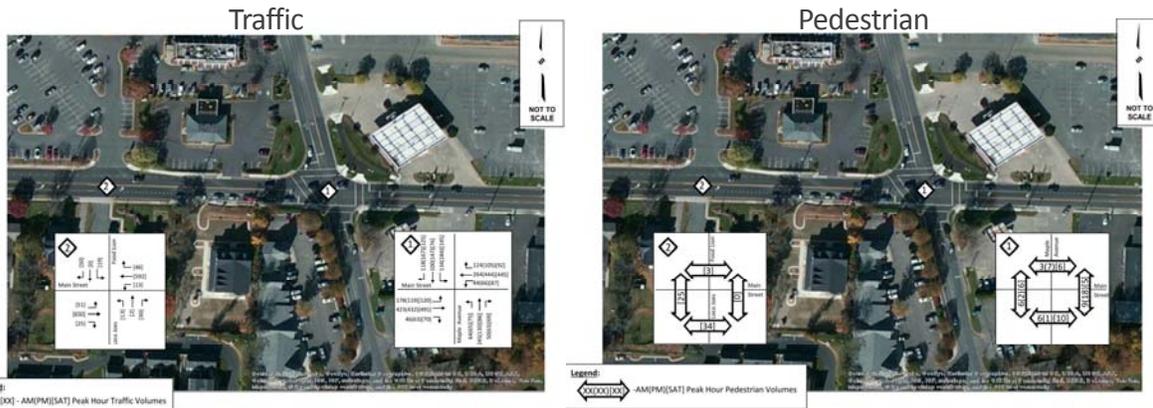


- If Council approves moving forward, the next steps are:
 - Design improvements
 - VDOT review and permitting
 - Construct improvements

Backup slides

Existing Peak Hour Counts

(Collected on 4/30/2015 & 5/2/2015)



Traffic Operational Analysis

LOS and Delay Results

Table 1: Main and Maple Intersection Level of Service and Delay for 2015 Existing and 2040 Forecast Traffic Volumes

Year	Traffic Signal Phasing	AM Peak Hour LOS (Delay)	PM Peak Hour LOS (Delay)	Notes
2015	Existing Phasing	D (42.5)	D (38.5)	
	with Leading Pedestrian Interval (LPI) for crossing Main Street	D (50.1)	D (42.8)	4 seconds taken from Maple Avenue phase for LPI
	with Exclusive Pedestrian Phase	F (144.8)	F (85.2)	28 seconds added to cycle (4 second walk, 21 second flash don't walk, and 3 second buffer)
	with Permissive/Protected Left Turn Phase for NB/SB Maple Avenue	D (50.6)	D (50.1)	15 seconds added to cycle, all for the NB and SB left-turn phases
	Exclusive Pedestrian Phase and Permissive/Protected Left Turn Phase for NB/SB Maple Avenue	F (82.3)	F (96.5)	28 seconds added to cycle for exclusive pedestrian phase and 15 seconds added to cycle for the NB and SB left-turn phases
2040	Existing Phasing	F (139.6)	E (71.8)	Phase splits adjusted for future volumes
	with Leading Pedestrian Interval (LPI) for crossing Main Street	F (142.4)	E (68.9)	4 seconds taken from Maple Avenue phase for LPI, remaining splits were adjusted to match splits for 2040 with existing phasing
	with Exclusive Pedestrian Phase	F (223.6)	F (119.8)	28 seconds added to cycle for the exclusive pedestrian phase and remaining splits were adjusted to match splits for 2040 with existing phasing
	with Permissive/Protected Left Turn Phase for NB/SB Maple Avenue	F (140.0)	E (75.9)	15 seconds added to cycle for the NB and SB left-turn phases and remaining splits were adjusted
	Exclusive Pedestrian Phase and Permissive/Protected Left Turn Phase for NB/SB Maple Avenue	F (192.6)	F (135.2)	28 seconds added to cycle for exclusive pedestrian phase and 15 seconds added to cycle for the NB and SB left-turn phases and remaining splits were adjusted to match splits for 2040 with permitted/protected left turn phase for NB/SB Maple Avenue

Traffic Operational Analysis

Queuing Results

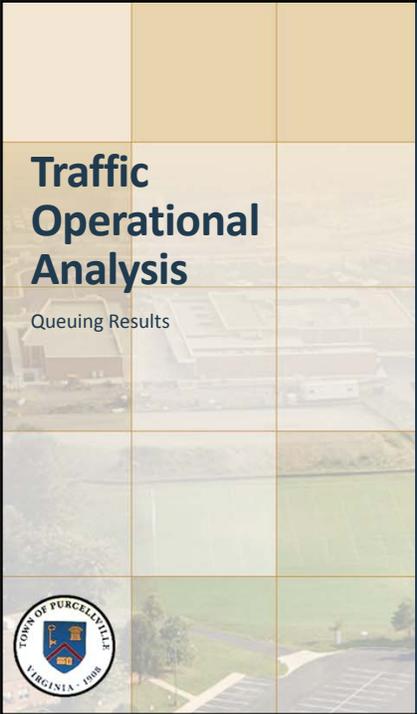



Table 2: Main and Maple Intersection 95th Percentile Queues for 2015 Existing and 2040 Forecast Traffic Volumes (feet)

Year	Approach	Movement	Existing Phasing		with LPI		Ped Phase		Pm+Pt Maple Lefts		Ped Phase and Pm+Pt Maple Lefts	
			AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
2015	Eastbound (Main Street)	Left	85	58	85	58	140	99	115	80	170	118
		Thru/Right	367	359	367	359	539	548	459	458	639	645
	Westbound (Main Street)	Left	25	34	25	34	41	57	34	47	49	69
		Thru/Right	335	465	335	465	505	710	427	598	581	#904
	Northbound (Maple Avenue)	Left	75	#124	76	#132	119	#212	78	85	107	111
		Thru/Right	282	185	283	185	#516	252	#418	225	#610	286
	Southbound (Maple Avenue)	Left	#227	#290	#235	#292	#404	#429	#183	#240	#288	#389
		Thru/Right	174	#373	176	#376	279	#562	232	#483	#332	#657
2040	Eastbound (Main Street)	Left	41	74	39	70	56	98	42	86	57	#117
		Thru/Right	#1177	#834	#1131	#792	#1511	#1129	#1239	#853	#1571	#1149
	Westbound (Main Street)	Left	#181	99	#171	77	#247	#173	#202	78	#267	#189
		Thru/Right	#579	#1105	#548	#1056	#798	#1449	559	#1144	#800	#1485
	Northbound (Maple Avenue)	Left	82	131	83	134	110	177	88	120	115	#178
		Thru/Right	349	181	353	183	477	239	#567	#302	#740	#395
	Southbound (Maple Avenue)	Left	#384	#368	#392	#375	#526	#501	#307	#327	#405	#444
		Thru/Right	90	287	92	290	127	377	128	378	162	#520

- 95th percentile volume exceeds capacity, queue may be longer.

**MINUTES
PURCELLVILLE TOWN COUNCIL MEETING
FEBRUARY 9, 2016
TOWN HALL COUNCIL CHAMBERS**

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

PRESENT: Kwasi Fraser, Mayor
John Nave, Council member
Joan Lehr, Council member
Patrick McConville, Council member
Doug McCollum, Council member
Karen Jimmerson, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Danny Davis, Assistant Town Manager
Sally Hankins, Town Attorney
Alex Vanegas, Director of Public Works
Patrick Sullivan, Director of Community Development
Daniel Galindo, Senior Planner
Joe Schroeck, Police Dept.
Diana Hays, Town Clerk

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:

- a. Rob Lohr stated a presentation was scheduled with Mr. Abramson, EDAC Chairman, and he is unable to attend the meeting due to personal reasons and requested to add the presentation to the meeting on February 23rd. Council approved the request.

PROCLAMATIONS/RECOGNITIONS:

- a. None

PUBLIC HEARINGS:

a. Zoning Ordinance Text Amendment OA15-03

The purpose of the public hearing is to receive comments on the proposed amendment to increase the maximum enrollment of a residential day care of home child care from six to twelve in all zoning districts. In response, the Town has prepared an alternative amendment that would fulfill the intent of the OA15-03 application while adding additional use standards.

Mayor Fraser opened the Public Hearing at 7:02 PM.

Daniel Galindo provided the staff report and stated that the Planning Commission is recommending to Council a resulting text amendment that would require review on a case by case basis by making the larger residential child cares special exceptions which requires a special hearing before the Board of Zoning Appeals. Daniel added that this is because both the staff and the Planning Commission felt that requiring a SUP for something on a small scale would be cost prohibitive and a lot of effort for applicants. Daniel stated that the Board of Zoning Appeals has some discretion over whether to bring it to approval, and if approved there are a number of standards that must be met at all times. Daniel Galindo encouraged Council to consider the issue town-wide and not just on this business itself, and that both the staff and the Planning Commission have recommended that the text amendment be approved.

Kelli Grim of Devonshire Circle disclosed that Ms. Annie had taken care of her daughter at the child care center where she worked prior to opening her business. Ms. Grim talked about the list of state licensed home daycares with two being in Town and one being out as well as the two Loudoun County centers.

Ms. Grim submitted the Weinberg Land Use Forum which she stated talks about land use issues. Ms. Grim stated that a special exception which is \$500 is not as arduous as a special use permit which is \$2,000, however a special use permit requires a lot more criteria.

The applicant had no comments.

Council member McCollum noted the eighteen standards and that there was a last minute amendment to standard number eight (viii) and the words “or allowed by the zoning ordinance” were struck from that standard, and confirmed that was decided by a 4-2 vote and requested that Council note when reviewing that that language was dropped.

With no further questions or comments, Mayor Fraser closed the Public Hearing at 7:10 PM.

PRESENTATIONS:

a. Makersmiths

Patrick Scannell gave an overview and presentation of Makersmiths. Mr. Scannell noted they have rapidly outgrown their facility in Leesburg and that the proposed Purcellville location

would be a great use. Mr. Scannell talked about charges, donations and benefits to the community.

STANDING COMMITTEE/COMMISSION/BOARD REPORTS

a. Planning Commission

Chairman McCollum stated the 2015 Annual Report has been sent to Council and is available to the public.

The Planning Commission met February 4th and held a Public Hearing on the comprehensive plan amendment rezoning text amendment definition of transitional housing for the house at 781 S. 20th Street. After discussion, the Planning Commission moved the item to action and voted to forward to Town Council with the recommendation for approval.

At the February 4th Work Session, the Planning Commission made final plans for Saturday's Comprehensive Plan Review Update Meetings. Chairman McCollum added the free flow format allowed attendees the opportunity to offer their views and leave without missing anything. Chairman McCollum thanked Council for attending and for their support.

b. Board of Architectural Review

No report.

c. Parks and Recreation Advisory Board

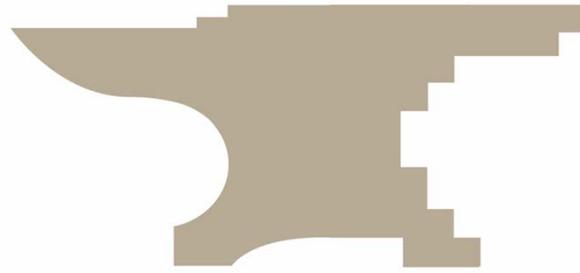
Vice Mayor McConville read a note provided by Chairman Eamon Coy since he was not able to attend. Chairman Coy stated the PRAB is working to program the four stages of entertainment for the Music and Arts Festival to be held on Saturday, May 21st at Fireman's Field.

The PRAB received nine applications for the sports grants which the Board will discuss at their February 16th meeting and make recommendations to Council thereafter.

The PRAB had the opportunity to meet with Emily Crowe from McBride Dale Clarion and Daniel Galindo (Town Staff) about the Comprehensive Plan process, and added the PRAB is interested in participating in the process.

d. Economic Development Advisory Committee

No report/deferred to the February 23 meeting.



MAKERSMITHS

INNOVATION FORGE

Purcellville

Q: What is a Maker?

A) Someone who makes things. It's that simple.



They might make a:

- Robot
- Stew
- Jacket
- Table
- Surfboard
- Motor part
- Staircase



...but they are all makers.



Q: Why does this matter?

- A) When you give makers the right tools and inspiration, they have the potential to change the world.



3

Q) How is the Maker movement relevant?

- A) Economic: "This (maker movement) could scale to have a bigger economic impact than the Web" - Chris Anderson, former Editor-in-chief, Wired Magazine

- A) Education: "Makers learn to make stuff by *making* stuff. Schools often forget this as they continuously prepare students for something that is going to happen next week, next year, or in some future career"

- We Are Teachers

- A) Social: "The Maker Movement has the potential to turn more and more people into makers instead of just consumers"

- Time Magazine



4

Got it. Now, Makerspace?

Makerspace: Community centers with tools, combined with the social movement to take advantage of those tools.

- **Unique Purpose:** Combines manufacturing equipment, community, and education for the purposes of enabling community members to design, prototype and create manufactured works that wouldn't be possible to create alone.
- **Unique Opportunity:** Learning environment rich with possibilities.
- **Unique Time:** Place where adults, kids and organizations connect to a future in which they can personally change, modify or "hack" the physical world, creating things that were nearly impossible to do on their own just a few years ago.
- **Unique culture:** Makerspaces are the place where people get sustained opportunity to getting hands-on: to try, fail, learn and use new and classic technologies and tool; to perform real and personally meaningful work.



5

Why Loudoun County?

Why not?

That said, there are plenty of factors in the county that support the need for a makerspace:

- Lack of "places to make"
- High population of current and potential makers
- Economic focus
- Rich "making" asset base
- History



6

Makersmiths Organization

- Incorporated as a non-profit in VA, all volunteer staff
- Fiscally Sponsored (fully tax deductible); 501(c)3 in process
- Held first ever Loudoun County Maker Fair in October, 2014
- Successfully completed first Kickstarter campaign
- Received initial donation of equipment from HHMI
- 40+ members; 250+ members on meetup
- Hosted dozens of community events in 2015 for entrepreneurs, students, and general community residents, including: Boy Scouts/Girls Scouts, STEM workshops, classes on woodworking, welding, 3D printing, Arduino, electronics, drone building, gardening, quilting, laser cutting, CAD, vacuum molding, candle making, Christmas Ornaments, Crafting, etc)



7

Leesburg Location

- Ribbon cutting in August 2015
- 5 Areas: Electronics, Crafts, Wood, Metal, Auto
- Already feeling small
 - Programming
 - Equipment



8

Purcellville

- Proposed facility much larger and very different than Leesburg location
- Each makerspace takes on its own personality
 - Leesburg and Purcellville share membership
- Potential activities: Similar to Leesburg, Vehicles, Agricultural/Gardening, Outdoor Fairs
- Makersmiths upgrades facility as we use it



9

Thank you!

Questions / Discussion



10

e. Purcellville Arts Council

Council member Jimmerson stated the PAC is expecting a presentation from the Artisan Trail Network in the near future which would tie artisan studios, craft related venues, artisan farms, local restaurants, lodging and points of interest.

The PAC will be coordinating the arts portion for the upcoming Music and Arts Festival.

Middle school art work will be displayed in the Train Station each week in celebration of Youth Art Month and next year will be elementary and high schools.

In celebration of Black History Month, the PAC is working to secure an exhibit by Reggie Simms which is tentatively scheduled for Saturday, February 20th.

Council member Jimmerson announced Blue Ridge Middle School is having the Lion King production with the preview scheduled for Saturday.

February 10th will be the first Meet the Artist reception featuring Penny Hauffe.

Empty retail space around Town is still being explored as options for Art Around Town.

CITIZEN/BUSINESS COMMENTS:

Kelli Grim had submitted a request to speak form however withdrew her request.

MAYOR AND COUNCIL COMMENTS:

Council member McCollum stated he voted last meeting to have the staff develop a pricing schedule for the sale of bulk water and added he feels confused about the methodology that may be used to develop pricing.

Council member Jimmerson had no comments.

Council member Nave stated the Town continues to receive accolades for the work during the snow emergency.

Council member Nave thanked Council member McCollum and the Planning Commission for the Annual Report.

Council member Nave stated the Comprehensive Plan Review Meetings were well attended and thanked Daniel Galindo, Emily Crowe and staff for their efforts.

Council member Lehr stated she attend the Eagle Scout ceremony for Hayes Baker.

Council member Lehr stated she attended the Volunteer Fire Awards Banquet Saturday night.

Council member Lehr noted Rich Gillespie spoke about the Mosby Heritage Area at the PBA luncheon today.

Vice Mayor McConville stated he attended the Comprehensive Plan update meeting Saturday morning and was impressed with what was put together.

Mayor Fraser stated he attended a Comprehensive Plan session and felt it was very engaging. Mayor Fraser commended the Planning Commission and staff for their efforts.

Council member McCollum added that the Planning Commission, staff and consultant wanted to make sure that the process was a bottom up process and why the free flow format was selected.

ACTION ITEMS:

- a. Confirmation of Declaration of Local Emergency

Rob Lohr stated a Declaration of Local Emergency was declared for the blizzard beginning Friday, January 22nd through January 29th, 2016 at 8:00 AM, and that the process is to bring it to Council to confirm the emergency.

Vice Mayor McConville made a motion that the Town Council confirm the Declaration of Local Emergency ordered by the Mayor and Town Manager on January 22nd, 2016 beginning at 12:00 PM and continuing until January 29th, 2016 at 8:00 AM. The motion was seconded by Council member Lehr.

Motion: Vice Mayor McConville
Second: Council member Lehr
Carried: 6-0-0

McCollum - Aye
Jimmerson - Aye
Nave - Aye
Lehr - Aye
McConville - Aye
Mayor - Aye

- b. Updated Designation of Emergency Management Director

Rob Lohr summarized the staff report and noted the reason for the update is to add the Assistant Town Manager and create a resolution confirming such.

Council member McCollum made a motion that Town Council adopt Resolution 16-02-01 which establishes the Town Manager as our Director of Emergency Management and also authorizes the Assistant Town Manager to serve in this role in the absence or incapacity of the Town Manager. The motion was seconded by Vice Mayor McConville.

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum



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

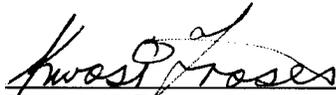
221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

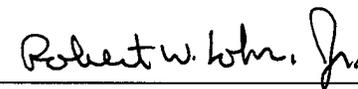
DECLARATION OF LOCAL EMERGENCY

The Town of Purcellville is hereby under a Declaration of Local Emergency effective Friday, January 22, 2016 at 12:00 PM for an expected blizzard that should hit the area over the weekend. Blizzard warnings have been issued for our community and it is expected that this potentially dangerous winter storm could bring crippling snowfall in excess of twenty-four inches, high winds and power outages.

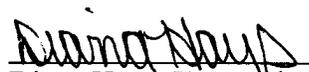
This Declaration of Local Emergency will remain in effect until January 29, 2016 at 8:00 AM unless rescinded at an earlier date.

During this Declaration of Local Emergency, all emergency protocols and waivers will be implemented as it pertains to staffing, Town policies, emergency procurement, acquisition of facilities, equipment and resources and all other legal powers granted to the Director of Emergency Management for our community, which is the Town Manager or Assistant Town Manager under Sections 44-146.21 through 44.146-27 of the Virginia State Code.


Kwasi A. Fraser, Mayor
Town of Purcellville


Robert W. Lohr, Jr., Town Manager
and Director of Emergency Management
Town of Purcellville

Certified By:


Diana Hays, Town Clerk
Town of Purcellville

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum



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
TOWN COUNCIL**

RESOLUTION NO. 16-02-01

**PRESENTED: FEBRUARY 9, 2016
ADOPTED: FEBRUARY 9, 2016**

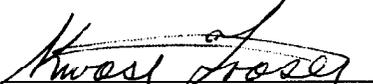
**A RESOLUTION: FORMAL APPOINTMENT OF DIRECTOR OF EMERGENCY
MANAGEMENT FOR THE TOWN OF PURCELLVILLE**

WHEREAS, pursuant to Code of Virginia, § 44-146.19, each political subdivision of the Commonwealth shall be within the jurisdiction of and served by the Department of Emergency Management at the state level and be individually responsible for local disaster mitigation, preparedness response and recovery.

WHEREAS, for towns with a population greater than 5,000, having an emergency management organization separate from that of the county, the mayor and town manager shall have the authority to appoint a coordinator with consent of council.

NOW, THEREFORE, BE IT RESOLVED that the Purcellville Town Council does hereby formally appoint the Town Manager as the Director of Emergency Management and also authorize the Assistant Town Manager to serve in this role in the absence or incapacitation of the Town Manager.

PASSED THIS 9TH DAY OF FEBRUARY, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

Motion: Council member McCollum
Second: Vice Mayor McConville
Carried: 6-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Mayor - Aye

c. Special Event Support Requests

Danny Davis summarized the staff report and talked about Town expenses relating to the event and the events which have requested Town support.

Council member McCollum asked about the budget impact, and Danny Davis noted that there is not a specific line item in the budget for special event donations. Council further talked about the costs and the events ordinance as well as Council budgets. Council member Lehr stated the purpose of the events ordinance is to manage the expenses and requested to see what has been submitted and paid over the years. Council member Nave talked about the variance in the numbers, and Danny Davis clarified the range is due to the fact that it is unknown how much support the group will be able to get from the community.

Council member Jimmerson made a motion that Town Council support the following requests for Event Support:

1. Dragon Young In World Mission Institute Tournament
2. Sadie's Race
3. Halloween Block Party
4. Turkey Trot

The motion was seconded by Council member McCollum.

Council member Lehr stated that a few Council members requested additional information and asked that the motion be tabled until the next meeting when information is provided about previous year's expenses.

Council member McCollum added he is ok with tabling the motion if that helps the Council members that have questions be able to vote.

Council member Jimmerson withdrew her motion with the understanding that it will be brought back at the next meeting with information about prior events and funding. Council member McCollum agreed.

d. Quarterly Newsletter Options

Danny Davis summarized the staff report and the three proposed options provided. Further discussion took place on the size of a mailing and cost as well as electronic communication.

Council member Lehr made a motion that the Town Council approve moving forward with Option 2 to prepare and deliver a newsletter to Town residents utilizing the water bill. I also move that, regardless of the option chosen, that the newsletter be provided electronically through all means available, and that the printed copies be placed at Town Hall, the Purcellville Library, Post Office, and limited other locations where the public can obtain it. The motion was seconded by Council member Jimmerson.

Council member Nave made a friendly addition that a plan be made to communicate over the next year or so that we will be moving away from the printed copy at some point. Council member Lehr stated her concern is with the aging population not being able to access the electronic version, and declined the friendly amendment.

Council member Nave stated he supports option 2 but would like to explore options. Council member Jimmerson talked about ways to capture the resident's preference as to how to receive communications from the Town.

Council member Lehr added to the motion that we will continue to move forward to find methodologies to continue to cut expenses and move to more electronic methods.

Motion: Council member Lehr
Second: Council member Jimmerson
Carried: 6-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Mayor - Aye

Danny Davis added that he will work with the team to try to get something out with the April billing.

DISCUSSION/INFORMATIONAL ITEMS:

a. Economic Development Update

Patrick Sullivan noted it was a quiet month likely due to weather, and added that the townhouses at Mayfair are being built and three requests for permits have been received for single family dwellings and possibly two industrial lots have been sold. Council had no comments.

b. Update on Strategic Initiatives

Danny Davis noted this item is a quarterly update as requested by Council. Council member Lehr talked about the Economic Development section and stated she met with Emily to see how she thought it might fit into the plan, and added to utilize the mission statement that will be determined from Saturday’s meeting and take that to EDAC for development of the plan.

c. Snow Plowing/Private Streets

Alex Vanegas stated that several HOA’s have asked the Town to take over their plowing operations or to provide contacts for plowing contractors, and added the Town does not feel they have the resources in place to plow additional developments which would be an additional eight lane miles. Alex Vanegas stated staff is recommending that the Town provide lists of contractors to those HOA’s that request it and allow them to continue to manage their communities. Rob Lohr talked about the Town’s current process for clearing streets.

d. Traffic Circle at 20th Street/Nursery Ave./Main Street

Mayor Fraser stated he has been receiving questions from residents regarding the circle (tear-drop) being non-functional, and talked about the issues trying to turn left onto Main. Council member McCollum noted the difficulties turning left onto Main at the library and a right/left from 18th Street, and added the issue is not unique to the tear drop. Rob Lohr suggested discussing this in the Comprehensive Plan as well as the Transportation Plan.

CLOSED MEETING:

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

- 1) All Town Council members

The motion was seconded by Council member Lehr.

Motion: Council member Jimmerson
Second: Council member Lehr
Carried: 6-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Mayor - Aye

Rob Lohr announced that due to the construction in the Heritage Room, Council would stay in Council Chambers for the closed meeting.

Council member Jimmerson made a motion 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: Council member Jimmerson
Second: Council member McCollum
Carried: 6-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Mayor - Aye

Council member McCollum made motion that the Purcellville Town Council adopt Resolution 16-02-02 certifying the closed meeting of February 9th, 2016. The motion was seconded by Vice Mayor McConville.

Motion: Council member McCollum
Second: Vice Mayor McConville
Carried: 6-0-0

Nave - Aye
Lehr - Aye
McConville - Aye
McCollum - Aye
Jimmerson - Aye
Mayor - Aye

Council member Nave added that after the closed meeting, Council plans to interview four individuals: Eamon Coy, Melanie Fuller, Amanda Kadilak, and James Wiley with the alternate if someone cannot attend of Ronald Rise. Council member McCollum stated that no phone interviews would be permitted.

Mayor Fraser requested that the Clerk send emails to everyone that applied thanking them as well as invitations for interviews for the four candidates.

DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS:

- a. None

APPROVAL OF MINUTES:

- a. None

ADJOURNMENT:

Vice Mayor McConville a motion to adjourn the meeting at 9:21 p.m. The motion was seconded by Council member Jimmerson and the motion passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum
Benjamin J. Packard



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
TOWN COUNCIL**

RESOLUTION NO. 16-02-02

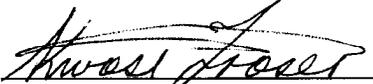
**PRESENTED: FEBRUARY 9, 2016
ADOPTED: FEBRUARY 9, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
FEBRUARY 9, 2016**

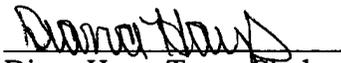
WHEREAS, the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

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 9TH DAY OF FEBRUARY, 2016.


Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:


Diana Hays, Town Clerk

MINUTES
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
FEBRUARY 16, 2016
TOWN HALL HERITAGE ROOM

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

PRESENT: Kwasi Fraser, Mayor
Patrick McConville, Vice Mayor
John Nave, Council member
Joan Lehr, Council member
Karen Jimmerson, Council member
Doug McCollum, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager
Diana Hays, Town Clerk

CALL TO ORDER OF SPECIAL MEETING:

Mayor Fraser called the regular meeting to order at 6:00 PM.

INTERVIEW CANDIDATES FOR APPOINTMENT OF THE VACANT SEAT ON TOWN COUNCIL:

The following were present and interviewed with Town Council: James Wiley, Amanda Kadilak, Melanie Fuller and Eamon Coy.

CLOSED MEETING:

At 9:25 PM, Council member Lehr made a motion that as authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointment to the Purcellville Town Council. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

The motion was seconded by Council member McCollum.

Motion: Council member Lehr
Second: Council member McCollum
Carried: 6-0-0

McCollum - Aye
Nave - Aye
Lehr - Aye
Jimmerson - Aye
McConville - Aye
Mayor - Aye

At 9:59 PM, Council member Lehr made a motion 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: Council member Lehr
Second: Council member McCollum
Carried: 6-0-0

McCollum - Aye
Nave - Aye
Lehr - Aye
Jimmerson - Aye
McConville - Aye
Mayor - Aye

Council member Lehr made motion that the Purcellville Town Council adopt Resolution 16-02-03 certifying the closed meeting of February 16th, 2016. The motion was seconded by Vice Mayor McConville.

Motion: Council member Lehr
Second: Vice Mayor McConville
Carried: 6-0-0

McConville - Aye
Jimmerson - Aye
Lehr - Aye
McCollum - Aye
Nave - Aye
Mayor - Aye

Council member Jimmerson made a motion that the Town Council appoint Melanie Fuller to fill the vacancy on Town Council. The motion was seconded by Council member McConville.

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

McConville - Aye
Jimmerson - Aye
Lehr - Aye
McCollum - Aye
Nave - Aye
Mayor - Aye

Rob Lohr stated that staff would work with Ms. Fuller and the Electoral Board to get her recorded as quickly as possible.

ADJOURNMENT:

Vice Mayor McConville made a motion to adjourn the meeting at 10:01 PM. The motion was seconded by Council member Jimmerson and passed unanimously.

Kwasi A. Fraser, Mayor

Diana Hays, Clerk of Council

Mayor
Kwasi A. Fraser

Council
Joan Lehr
John A. Nave
Patrick McConville II
Karen Jimmerson
Douglass J. McCollum



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
TOWN COUNCIL**

RESOLUTION NO. 16-02-03

**PRESENTED: FEBRUARY 16, 2016
ADOPTED: FEBRUARY 16, 2016**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON
FEBRUARY 16, 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 16TH DAY OF FEBRUARY, 2016.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk