

Town of Lovettsville



2012 Annual Report

Town of Lovettsville – 2012 Annual Report

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ELECTED AND APPOINTED OFFICIALS

Mayor and Town Council Membership

January 1, 2012 - June 30, 2012

Elaine Walker, Mayor

Robert Zoldos II, Vice Mayor

Mike Senate

Tiffaney Carder

Tim Sparbanie

Shaun Staley

July 1, 2012 - December 31, 2012

Robert Zoldos II, Mayor

Mike Senate, Vice Mayor

James McIntire

Rodney Gray

Jack Burden

(first meeting 07/26/12)

Tiffaney Carder

Kim Allar

(first meeting 08/23/12)

Planning Commission Membership

Mari Bushway, Chair

(last meeting 11/7/12)

Debora Summitt, Chair

Joseph Mueller, Vice Chair

(first meeting 07/11/12)

Lorraine Bauer

Robert Gentile

(first meeting 11/07/12)

Tony Quintana

Jennifer Jones

(first meeting 05/16/12)

Board of Zoning Appeals Membership

Theodor Bratrud III, Acting Chair

Tom Ciolkosz

Michelle Engle

INTRODUCTION

The Town of Lovettsville had a very productive year in 2012. The year saw a Town Council and Mayoral election, staff members leave and new staff hired, and many new activities and events. The following report records the most significant accomplishments and events that took place in Lovettsville for the calendar year 2012 along with a numerical listing of several key indicator related to Town growth, development, and economic activity.

SUMMARY OF MAJOR EVENTS

Town Council Election

In May, the Town citizens went to the polls to elect a new Mayor and three Council Members. For the first time in 20 years, Elaine Walker's name was not on the ballot for the chief elected officer of the Town. After 11 terms, she ended her official service as Mayor of the Town on June 30. Long time Vice Mayor, Robert Zoldos II, was elected Mayor. Two new Council Members, Rodney Gray and James McIntire and veteran member Michael Senate were also elected to the Council. In a special November election to formally fill vacant seats on the Council, Jack Burden and Kim Allar were elected by the Town.

New Staff

The Town hired a part-time Planner/Zoning Administrator in February to fill the vacancy left when the former consultant who served in that capacity submitted his resignation. The Town made this new position full-time in November. This staff position also assists the Town in special community projects and economic development. The Town hired a new full-time Town Clerk/Administrative Assistant in March after learning that its former clerk was moving from the area.

Historic District Approval

After receiving a grant from the Virginia Department of Historic Resources in the amount of \$15,000, the Town moved forward with the application process to list the oldest portions of the Town on the Virginia Landmarks Register and the National Register of Historic Places. The project was met with limited opposition from several members of the community, however there was broad based support from community citizens and community groups, especially the Lovettsville Historical Society. The applications for both designations were approved in June and July respectively. The honorary designation of the Town's most historic area of settlement carries no architectural review or additional regulations, but the listing does allow those contributing structures within the district to apply for substantial tax credits if the repairs or improvements adhere to national preservation design standards.

The Journey Through Hallowed Ground

The Town formalized a partnership with The Journey Through Hallowed Ground. This Waterford based organization works to promote the educational, historical and tourism value of the Route 15 corridor between Gettysburg, Pennsylvania and Charlottesville, Virginia. Partnering with this group will enable Lovettsville to be publicized in the group's mailings, maps along with other web and print material.

Derecho Storm

A very rare and severe thunderstorm with intense and extreme wind bursts came through Loudoun County at the end of June. The storm caused significant damage, including many downed trees, damage to roofs and siding and prolong power outages. The Town's utilities ran on backup generator power for several days as power was restored. The Town lost the flag pole in the Town Square and a large tree on the Town Hall property.

Hurricane Sandy

In late October the east coast suffered the effects of Hurricane Sandy. The super storm brought heavy rains and wind to Lovettsville. Several buildings sustained damage, including 13 East Broad Way. The storm removed part of the roof, causing significant damage to Market Table Bistro, forcing them to close for several weeks to make repairs. The Town saw flooding conditions at the Wastewater Treatment Plant, however the plant was not damaged. High winds did remove shingles and siding at the Kingsridge Filter building. Repairs are pending.

Changes to Plan Approval Process

In an effort to improve the timely processing of development applications and to reduce the work load of the Town's Planning Commission, the Town amended its process for approving subdivisions and construction plans. Now, minor subdivision, final plats, along with site plans and construction drawings that meet all requirements of the Town's ordinances will be administratively approved. All preliminary plats and those plans that require waivers to Town requirements will still require review and approval by the Planning Commission.

Old Town Zoning District

The Zoning Administrator has been working with the Planning Commission to develop a new zoning district that would be available for properties located in the historic core of the Town. As part of the development process, the Planning Commission has solicited feedback from residents within the proposed district along with comments and recommendations from the greater Lovettsville community. Work on creating this new district is ongoing.

Code Review and Codification

The Town contracted with the Municipal Code Corporation to codify all of the Town's Ordinances and regulation into one, comprehensive Code Book. All of the Town's current documents were forward to Municipal Code Corporation in the fall and the firm will spend the first part of 2013 developing the draft layout that will be reviewed by the Town. This project should conclude in early 2014.

Utility Ordinance Update

The Town Council reviewed and approved major revisions to the Water and Sewer Ordinance, simplifying the document and updating to meet current requirements as well as removing inconsistencies in the old text.

Saturday Meetings

One of the main platforms of the candidates who were elected as Mayor and members of the Town Council was to make the Town government more accessible to residents of the Town. To this end, the Town Council agreed to hold one Saturday Council meeting every quarter. In 2012, the Town held the first two of these meetings.

Friday E-Mail

For several years the Town has mailed a Friday e-mail update to interested citizens. This update has included upcoming Town meetings, local civic and charitable organizations activities and events, along with other important community and governmental information. In an effort to increase the usefulness of this mailing, the Town developed an improved delivery and layout format that provides a cleaner, more professional design. At the close of 2012, the Town had over 650 e-mail addresses receiving the weekly message.

CAPITAL PROJECTS

Town Green Pavilion

The Pavilion was officially named the Walker Pavilion in honor of long-term Mayor Elaine Walker. Design of the Pavilion was completed and the Parks Committee selected Fuog-Interbuild Inc. of Purcellville to build the facility. Materials were selected for the Pavilion and the survey and site plan work were completed.

Quarter Branch Park and Support Facility

The Parks Committee selected Doubletree Structures to construct the facility. With their help, the Committee designed the facility and identified the materials for the structure. Dewberry completed the site plan for the facility to include installation of the fitness trail. Mayor Zoldos began discussions with George Mason University to take on the design of fitness trail as a project for the spring 2013 semester. The students will help to design the fitness stations that were identified for the trail.

Elevated Water Tank Maintenance

The Town Council entered into a 12-year Maintenance Contract with Utility Services, Inc. Final design for the reattachment of the equipment attached to the tank was completed and the equipment was relocated in time to allow Utility Services to complete the Tank Maintenance. Included with the maintenance was bringing the tank up to current standards and painting the tank inside and outside. Work was completed in the fall.

Water System Improvements

An evaluation of the water system was completed and Town Council directed staff to move forward with recommendations to install a new transducer and mixer at the elevated tank and install variable frequency drives (VFD) on one booster pump at Kingsridge and Retirement Village Water Treatment Facilities. The VFDs were installed in the summer, ensuring that water pressure and supply was maintained when the elevated water tank was taken offline for painting. Town Council also approved a move to begin installing radio read meters and implementing electronic download of meter readings to the billing software. Preparations for making this change have been made in anticipation of training and implementation just before the January meter reading.

East Broad Way Streetscape Improvements

The design was brought to 95% completion and resubmitted to VDOT for review. Three waiver packages were developed and submitted. One waiver has been approved. The utility relocation was negotiated with the utility companies and designed. Preparations are underway for submission of the construction drawings to VDOT for final approval so that land acquisition can begin in 2013.

Berlin Pike Bike Path

The Public Hearing was held and completed for this long running project. Additional grant funding was awarded, permitting the project to move forward for construction of the first phase. Redesign is underway to address issues identified during the Public Hearing and to meet new standards and requirements.

ECONOMIC DEVELOPMENT INITIATIVES

2012 Small Business Forum

The Town held its first Small Business Forum, titled “Growing Your Small Business,” at the Lovettsville Community Center on May 21, 2012. The Forum gave local entrepreneurs and small business owners the opportunity to network with other members of the local business community and to interact with members of the Town Council. The Forum also featured special guest speakers who offered their “first-hand” advice on starting a small business. There were about 35 people in attendance.

“We’re In!” Lovettsville's Business & Tourism Committee

The Town has organized a new business and tourism committee, called “We’re In!” The Committee held a kick-off meeting on September 18, 2012. The group is open to

anyone from the 20180 zip code who is interested in improving the quality of business and tourism in the Lovettsville area. The Town Council appointed three team leaders to the Committee and adopted their 2013 Work Plan on December 8, 2012. Other meetings held in 2012 for “We’re In” were held on October 23, 2012 and November 27, 2012.

2012 Fall Entrepreneur Mixer

November is National Entrepreneur Month. On November 16, 2012 the "We're In!" Committee organized a mixer at the Mad Horse Brew Pub for the local business community as an opportunity to network and learn more about starting a small business.

EVENTS

Mayfest

The Town held its first annual Mayfest celebration on the Saturday of Memorial Day Weekend on the Town Green. Despite very hot weather and it being the first time the event was held, there was strong public participation. The event included live musical entertainment, demonstrations from the Loudoun County Sheriff’s office, food, and wine tastings, along with over 20 craft vendors.

Memorial Day

The Town held its annual Memorial Day Ceremony on the Town Square on May 28. The highlight of the event was the dedication of the first set of engraved Pavers that were installed at the base of the new Veterans Memorial.

Patriot Day

On September 11th the Mayor organized a public gathering at the Town’s Veterans Memorial to remember and reflect upon the events of the September 11, 2001 and to honor the patriots who serve our county in so many ways.

Oktoberfest

The Town once again celebrated its German heritage with the 19th annual Oktoberfest. The 2012 Oktoberfest was widely perceived as the largest gathering to date. The event had over 85 vendors, a wide variety of entertainment, including, for the first time, a mariachi band as the evening musical entertainment on Saturday night. The event’s main tent was moved to the Town Hall lot, where three tents were erected to provide space for the entertainment, dance floor, and seating area for patrons of the Beer Garden and Washington Saengerbund.

Veterans Day

The Town held another well attended Ceremony on the Town Square on November 11, 2012. Twenty-five new pavers were dedicated, including eight members of one Lovettsville area family.

Lantern Parade and Tree Lighting

The annual Lantern Parade from the Community Center and tree lighting on the Town Square were again celebrated on the first Friday of December. This traditional event marks the kickoff of the Christmas season in Lovettsville. The 2012 tree lighting was the largest to date, with several hundred participants.

Light Up Lovettsville

A new holiday light and decoration contest was started for Town residents and business. This Town sponsored event had locally selected judges travel around the Town in mid-December on a hay wagon to visit all of the street and see which homeowners and businesses did the best job of decorating for the season. Awards were given out at the second meeting in December for several residential categories and one business category.

GENERAL STATISTICS

Item:	Amount:	Notes:
Business License (in Town)	\$20,144 (60)	Three businesses accounted for 41% of total in-Town license fees collected – Quarter Branch Technologies (16%), AGSI Inc. (13%), and 7-11 (12%).
Business License (out of Town Contractor)	\$20,378 (109)	One company (NVR) accounted for 68% of total out-of-Town fees collected.
Vehicle Decals (4+ wheels)	\$27,032.50	1,176 vehicle decals sold
Vehicle Decals (Motorcycles)	\$530.00	34 motorcycle decals sold
Occupancy Permits Issued	N/A	26 occupancy permits issued
Zoning Permits Issued	\$7,325	72 zoning permits issued
Home Occupation Permits	\$800	16 permits issued
FOIA Requests	N/A	4 Request
Sewer Taps Sold	\$297,500	25 sewer taps sold
Water Taps Sold	\$8,100	1 water tap sold
Sewer Connections	\$27,000	27 Connections
Water Connections	\$27,000	27 Connections

CONDITIONAL USE PERMITS

Request	Action	Date
34 East Broad Way Microbrewery in C-1 with reduced parking	Approved	6/21/12
31 East Broad Way Decrease in required setbacks	Approved	6/21/12
4 North Berlin Pike Used Vehicle Sales in C-1	Approved	10/11/12
14 A Quarter Branch Road Sprint Wireless Communication Equipment	Approved	12/08/12

REZONINGS

Request	Action	Date
None	---	---

PROFFER AMENDMENT

Request	Action	Date
Lovettsville Town Center	After PC Meeting, Withdrawn	04/18/2012

SITE PLAN / CONSTRUCTION PLAN REVIEW

Request	Action	Date
None	---	---

SITE PLAN AMENDMENTS

Request	Action	Date
Lovettsville Square Section 1 Storm Water Management Pond	Approved	09/13/12

PRELIMINARY PLATS (PLANNING COMMISSION)

Request	Action	Date
Keena Subdivision	Approved	05/02/12

FINAL PLAT (PLANNING COMMISSION)

Request	Action	Date
None	---	---

ORDINANCE AMENDMENTS

Request	Action	Date
<p>Water & Sewer Ordinance The Town adopted the Water and Sewer Ordinance to address the addition of the Fats, Oils and Grease Program, Meter Sizing Policy, and general clarification of Town policies.</p>	Adopted	09/20/12
<p>Tree Conservation Ordinance This addition to the Town Code addresses the care and preservation of the Town's urban forest, park system, and environment; also meeting one of the requirements for applying to become a Tree City USA.</p>	Adopted	12/08/12

BOND REDUCTION & RELEASE

Development	Action	Date
New Town Meadows 2A	Full Release	08/16/12
New Town Meadows 2B & Lange Drive	Full Release	11/07/12
Lovettsville Town Center – Section 3	Reduction	10/25/12

VDOT STREET MAINTENANCE ACCEPTANCE

Development	Streets	Date
New Town Meadows 2A, 2B, Lange Drive	All of 2A, 2B, & Lange	02/27/12
Kingsridge II	Barbara Ellen, Joel, Tilgham	11/20/12

MEETINGS AND WORKSHOPS

Planning Commission Meeting Dates:

January 4
February 1, 15
March 7
April 18
May 5, 16
June 6
July 11
August 1, 22
September 5
October 17
November 7
December 5

Town Council Meeting Dates:

January 12, 19 (Special Meeting), and 26
February 9 and 23
March 8 and 22
April 12 and 26
May 10 and 24
June 21
July 26
August 2 (Special Meeting) 16, 23 (Work Session), and 30
September 8 and 20
October 11 and 25
November 15
December 8 and 20

Other Meetings:

Parks Committee met more than 15 times