

Town of Lovettsville



2014 Annual Report

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ELECTED AND APPOINTED OFFICIALS

Mayor and Town Council Membership

Robert Zoldos II, Mayor

Mike Senate, Vice Mayor

Jack Burden *(last meeting June 12, 2014)*

James McIntyre

Rodney Gray

Jennifer Jones *(first meeting July 10, 2014)*

Tiffany Carder

Kim Allar

Planning Commission Membership

Debora Summitt, Chair *(last meeting May 7, 2014)*

Joseph Mueller, Vice Chair *(last meeting as Vice Chair – May 7, 2014)*

Joseph Mueller, Chair *(first meeting as Chair – August 6, 2014)*

Lorraine Bauer *(last meeting May 7, 2014)*

Thomas Ciolszko *(first meeting August 6, 2014)*

Robert Gentile, Vice Chair *(first meeting as Vice-Chair – August 6, 2014)*

Jennifer Jones *(last meeting April 23, 2014)*

Frank McDonough

Dorri O'Brien *(first meeting August 6, 2014)*

Anthony Quintana

Buchanan Smith *(first meeting October 15, 2014)*

Board of Zoning Appeals Membership

Theodor Bratrud III, Acting Chair *(reappointed September 11, 2014)*

Anthony Quintana *(appointed July 10, 2014)*

Michelle Engle

INTRODUCTION

Lovettsville was an extremely busy place in 2014. The Town successfully transitioned Utility operations from Loudoun Water to internal town government operators who are more responsive to the needs of the Town. Lovettsville's private sector community was also very active, with 17 new businesses established and 25 new homes being constructed in the Town. The Town also expanded many long-running events and activities that celebrate the history and strong sense of community that is shared in Lovettsville. The following report records the most significant Town government accomplishments and events that took place for the calendar year 2014, along with a

numerical listing of several key indicators related to Town growth, development, and economic activity.

HIGHLIGHTS

Change in Town Staffing

Keith Markel tendered his resignation effective October 1 to take a position as Deputy Town Manager of Leesburg, VA. Samuel Finz was hired as Interim Town Manager and worked with the Mayor and Town Council throughout the successful search process to hire a New Town Manager. Laszlo Palko was hired as the new Town Manager effective December 15th.

In addition, Zoning Administrator/Economic Development Coordinator Melissa Hynes resigned and Josh Bateman was hired to fill the Planning and Zoning Administrator position without the Economic Development responsibilities.

Change in Waste Water Treatment Plant and Water Operations

In July 2014, the Town implemented a successful change in the operations of the WWTP and Water facilities. The Town moved from the contract operation of the WWTP and Water Facilities with Loudoun Water to hiring internal operational staff and acquiring the necessary equipment and vehicles to operate all of Lovettsville's utilities, increasing the effectiveness of operations.

The new Town operations staff has been busy in their first 6 months improving efficiencies in their operations including: updating data sheets to provide more information for adjusting operations, replacing and repairing equipment themselves saving money from not needing to hire outside support, correcting items identified by a VDH inspection so that there are very few remaining comments on their annual report, increasing response time to emergencies, and taking over meter reading and related support activities freeing up the part-time maintenance staff for other activities.

Town Code Codification

The Town Code Codification was complete in 2014 and the newly codified code became available online for easy reference.

Employee Policy Manual

In May 2014, an employee policy manual was developed for the first time which details employee policies, administrative procedures, benefits and personnel matters for all Town employees.

Acquisition of the Land Adjacent to the Town Hall

The Town purchased a home which included land behind the Town Hall. The land was subdivided and the house and one lot were resold, leaving a sizable parcel of land adjacent to Town Hall. Net cost to the Town after resale was approximately \$10,000.

Fats, Oils and Grease Permit Policy Development

Town Council provided policy direction for the development of a Fats, Oils and Grease (FOG) Permit program intended to bring all existing Food Service Establishments into compliance with the Town FOG Ordinance Language. The final program will be completed in early 2015.

Selection of Town Standard Street Lights

The Town initiated the Lovettsville Illumination Team (LIT) Committee which provided a recommendation approved by Town Council for a standard pendant and post light for use on the Broad Way Improvements Project. This light standard will also be used in Town Parks and for other future projects in Town as appropriate.

CAPITAL PROJECTS:

East Broad Way Streetscape Improvements

All easement packages with signatures from owners were acquired for all 31 properties. Most of these packages have also received the signatures from the lenders and compensation has been provided and the easements have been recorded. The remaining easements are high priority to obtain the lender signatures in order to finalize them in early 2015.

The utility relocation began in the summer. The new utility poles have been installed and power and cable have been relocated to the new poles. Verizon is the only utility remaining to be relocated.

VDOT approved the revised plans reflecting changes to the storm outfall and addition of one parking space as well as reviewed and approved the Maintenance of Traffic Plan.

The Town hired RKK to provide Construction Management and Inspection services. After a constructability review by RKK, the project was advertised for bid on December 1, 2014 and a preconstruction meeting was held on December 15, 2014. The project is expected to begin construction by April 1, 2015.

Town Hall Expansion

The Needs Assessment by the Town-hired architect, PMA, was completed and approved by Town Council. The assessment identifying the size of the Town Hall needed as well as the initial evaluation on layouts and locations and initial cost estimates.

Quarter Branch Park and Support Facility

The site work for the barn was completed in early 2014 and the facility was constructed in time for Oktoberfest. After the barn was constructed, the Town terminated its lease of a local storage facility, which has been used for many years to store supplies and materials for events.

Water System Improvements

The new Supervisory Control and Data Acquisition (SCADA) system design for the water system was completed and Sherwood Logan, Inc. was selected to complete the improvements. The new system is in construction and several of the panels have been delivered. Final assembly and programming will be completed in spring, 2015.

Berlin Pike Bike Path

This VDOT administered project received design approval. Additional funding was needed and secured in order to begin the advertising process. Advertising will occur in early 2015 for a late summer start.

Waste Water Treatment Plant Contract Issues

After years of unsuccessful discussions and negotiations with the contractor English Construction (design/build contractor for the third module at the WWTP), the Town hired the firm of Williams and Mullen from Tysons Corner, VA as outside counsel to negotiate a resolution of the contractor's default. Negotiations will continue into 2015.

Drainage Ditch near 7-Eleven Improvements

In collaboration with the Town, the Piedmont Environmental Council received grant money from the National Fish and Wildlife Foundation to complete regrading and installation of new storm drainage on Keister Lane and install a junction box to replace the open ditch at Berlin Pike between 7-Eleven and Bonnie's. The Town selected CPA to complete the engineering at the very end of 2014.

ECONOMIC DEVELOPMENT INITIATIVES

Lovettsville welcomed 17 new businesses to Town (mostly home occupations) and issued a total of 89 licenses to businesses located in Town.

The "We're In!" Lovettsville Business and Tourism Committee accomplished the following:

- Published the 2014 Lovettsville Business and Community Directory and distributed more than 2,000 copies locally.
- Conducted the 2014 Lovettsville Small Business Forum (May 16, 2014).
- Distributed the "We're In!" e-mail newsletter seven times throughout the year.
- Conducted a DIY Advertising Workshop to help businesses develop low-cost advertising options.

- Initiated the Potomac Partnership with the City of Brunswick as a way to cross-promote events and businesses on both sides of the Potomac River.
- Sponsored the 2014 Berserkle on the Squirkle and the Light Up Lovettsville Holiday Light Contest.

EVENTS

Berserkle in the Squirkle

The Town held its 3rd New Year's Day event, called Berserkle in the Squirkle. This event consisted of a 5K, family friendly "fun run".

Arbor Day/Earth Day

The Town jointly celebrated Arbor Day and Earth Day at a special tree planting ceremony on April 22.

Eggstravaganza

A new event around Easter was put on by the Ruritans with sponsorship by the Town on the Town Green.

MayFest

This Saturday of Memorial Day weekend festival is now in its third year.

Movies on the Green

The Town, in partnership with the Lovettsville Community Center, continued this tradition, now in its seventh year, using the Walker Pavilion. This year, five movies were planned, unfortunately Ghostbusters was cancelled due to bad weather.

Memorial Day

On Monday, May 24, the Town gathered for the annual Memorial Day Ceremony at the Veterans Memorial in the Town Square.

Wild on the Green! Town Picnic and Kickball Game

On August 24th the Town hosted its second annual picnic on the Town Green to give residents a chance to meet with the Town's elected officials and each other. The Town provided picnic food with the support of the Lions Club who grilled hotdogs and provided snow cones. The Town also organized several kickball games.

Patriot Day

In keeping with the Town's tradition, a simple ceremony of remembrance was held at the Veterans Memorial on September 11. Fire and rescue personnel from Station 12 along with other community members participated in the event.

Oktoberfest

The Town's signature event celebrated its 21st year. The event had perfect weather and had more visitors than any previous festival.

Veterans Day

The Town held its annual Veterans Day Ceremony on November 11 at the Veteran Memorial in the Town Square. This year the Town was proud to dedicate 27 new pavers as part of the memorial. A crowd of approximately 250 citizens attended to see the dedication, hear the Lovettsville Elementary School Chorus and remarks from keynote speaker, Bob Wyatt, Executive Director of Building Veterans.

Wintertainmentfest (previously Holiday Tree Lighting)

Rainy weather forced the postponement of the Tree Lighting until the second Saturday in December when the weather cooperated for this expanded and improved event after having to be cancelled last year for unsuitable weather.

Light Up Lovettsville

For the third year, the Town sponsored the holiday light competition, with traveling trophies awarded to the best house and business. Local citizen judges volunteered to ride the hay wagon around Town to select the winners. The top three properties in each category were recognized at a special reception at Town Hall.

PLANNING, DEVELOPMENT, AND ZONING ACTIVITIES

The following table summarizes plan and permit activity for the calendar year:

Permit Type	Subcategory Type	Number Issued/Approved (Number of Lots)
Zoning Permits	Major Improvements – New construction	26
	Major Improvements - Other	4
	Minor Improvements	40
Occupancy Permits	N/A	25
Sign Permits	N/A	10
Subdivisions	Preliminary plats	2 (19)
	Construction drawings	1 (5)
	Final plats	0
Site Plans	Residential	0
	Commercial	0
Conditional Use Permits	New construction - Institutional	1
Rezoning	Proffer amendments	1

The Town staff, working in conjunction with the Planning Commission and Town Council, continued to revise the Town’s zoning and subdivision ordinances during 2014 in order to keep the ordinances current with the Code of Virginia, address deficiencies, and implement the policies of the 2011 Comprehensive Plan. The need for specific amendments was identified through periodic review of the ordinances by Town staff or in response to a specific development proposal.

GENERAL STATISTICS

Item	Amount	Notes
Business License (in Town)	\$24,925 (90)	<p>90 business licenses were issued in 2014, compared to 86 in 2013, an increase of 5%. Fees collected increased by \$2,308 or 10%.</p> <p>Five businesses accounted for 52% of total license fees collected – AGSI, Inc (17%), Quarter Branch Technologies (13%), 7-Eleven (11%), Andy's (6%), and Lovettsville BP (5%).</p>
Business License (Out-of-Town Contractors)	\$32,054 (132)	<p>132 contractor licenses were issued in 2014, compared to 125 in 2013, an increase of 6%. Fees collected rose from \$19,871 to \$32,054, an increase of \$12,183 (61%).</p> <p>One company, NVR/Ryan Homes, accounted for 68% of total license fees collected.</p>
Vehicle Decals (4+ wheels)	\$30,461 (1,371)	<p>1,371 vehicle decals were issued in 2014, an 8% decrease from the previous year. Revenue from decal sales decreased by \$3,683 (11%).</p>
Vehicle Decals (Motorcycles)	\$1,501 (94)	<p>94 motorcycle decals were issued in 2014, compared to 42 in 2013. Revenues rose from \$660 in 2013 to \$1,501 in 2014.</p>
Occupancy Permits Issued	\$1,875 (25)	<p>25 Occupancy Permits were issued in 2014, compared to 31 in 2013, a decrease of nearly 20%.</p>
Zoning Permits Issued	\$7,500 (70)	<p>70 Zoning Permits were issued for minor and major improvements in 2014, compared to 83 in 2013, a decrease of 16%. Revenue decreased 17%, from \$9,000 in 2013 to \$7,500 in 2014.</p>

Home Occupation Permits	\$1,400 (28)	28 Home Occupation Permits were issued in 2014, compared to 24 in 2013, an increase of 17%. Revenue also increased 17%.
FOIA Requests	0	
Sewer Taps Sold	\$273,700 (23)	23 sewer taps were sold in 2014, compared to 30 in 2013, a decrease of 23%. Revenue decreased \$83,300 from \$357,000 to \$273,700.
Water Taps Sold	\$8,100 (1)	1 water tap was sold in 2014, the same as in 2013.
Sewer Connections	\$23,000 (23)	23 sewer connections were sold in 2014, compared to 30 in 2013. Revenue decreased by \$7,000 (23%).
Water Connections	\$23,000 (23)	23 water connections were sold in 2014, compared to 30 in 2013. Revenue decreased by \$7,000 (23%).
Total	\$427,516	Total revenue in 2014 from the items listed above was \$427,516. Revenue decreased \$87,401 (17%) from the previous year.

CONDITIONAL USE PERMITS

Request	Action	Date
To permit Loudoun County to construct a new community center at 57 East Broad Way.	Approved with conditions (18)	May 8, 2014

REZONINGS

Request	Action	Date
None		

PROFFER AMENDMENT

Request	Action	Date
To amend the previously-approved proffered conditions for 5 North Berlin Pike.	Approved	February 27, 2014
To amend the previously-approved proffered conditions for the Lovettsville Square/Town Center Commercial Development.	Approved	January 8, 2015

SITE PLAN / CONSTRUCTION PLAN REVIEW

Request	Action	Date
To approve the construction drawings for the Cooper Run Subdivision (5 lots).	Approved	December 19, 2014
To approve the construction drawings for the Lovettsville Glen Subdivision (14 lots).	Pending	n/a

SITE PLAN AMENDMENTS

Request	Action	Date
None		

PRELIMINARY PLATS (PLANNING COMMISSION)

Request	Action	Date
To approve the preliminary subdivision plat for the Cooper Run Subdivision (5 lots).	Approved	
To approve the preliminary subdivision plat for the Lovettsville Glen Subdivision (14 lots).	Approved	

FINAL PLAT (PLANNING COMMISSION)

Request	Action	Date
None		

ORDINANCE AMENDMENTS

Request	Action	Date
Ordinance No. 2014-01-0001: Approved Cingular Wireless lease agreement.	Approved	January 16, 2014
Ordinance No. 2014-02-0001: Amended Section 4-3 of the Zoning Ordinance to modify and clarify fence height requirements.	Approved	February 27, 2014
Ordinance No. 2014-02-0002: Approved 5 N. Berlin Pike proffer amendment.	Approved	February 27, 2014
Ordinance No. 2014-04-0001: Amended Section 3 and Section 13 of the Zoning Ordinance to permit “community centers” as a conditionally permitted use in the R-1, R-2 and R-3 Zoning Districts and add a definition for such uses.	Approved	April 10, 2014
Ordinance No. 2014-05-0001: Approved Conditional Use Permit for 57 East Broad Way (Community Center).	Approved	May 8, 2014
Ordinance No. 2014-06-0001: Repealed and reenacted the Subdivision Ordinance to incorporate revisions necessary to bring the ordinance into conformity with State Code amendments.	Approved	June 12, 2014
Ordinance No. 2014-06-0002: Repealed and reenacted the Zoning Ordinance to incorporate revisions necessary to bring the ordinance into conformity with State Code amendments.	Approved	June 12, 2014
Ordinance No. 2014-06-003: Adopted and enacted a new code for the Town of Lovettsville.	Approved	June 12, 2014
Ordinance No. 2014-06-0004: Amended schedule of fees to revise water and sewer user charges.	Approved	June 12, 2014
Ordinance No. 2014-06-0005: Approved Budget, CIP, and Tax Rates and made appropriations for FY 2015.	Approved	June 12, 2014

Ordinance No. 2014-07-0001: Amended Section 2-49 of the Town Code to allow participation by electronic communication means under certain conditions.	Approved	July 10, 2014
Ordinance No. 2014-10-0001: Amended Section 42-28 of the Zoning Ordinance to make service on the Planning Commission by a Town Council member permissive rather than mandatory.	Approved	October 9, 2014
Ordinance No. 2014-10-0002: Amended Article X of the Zoning Ordinance, Sections 42-360 through 42-370, Landscaping, Buffering and Screening.	Approved	October 9, 2014

BOND REDUCTION & RELEASE

Development	Action	Date
Cooper Run Subdivision	Approval of performance bond	12/11/14
Lovettsville Town Center – Section 4	Approval of request for bond reduction	12/18/14

VDOT STREET MAINTENANCE ACCEPTANCE

Development	Streets	Date
None		

MEETINGS AND WORKSHOPS

Town Council Meetings:

January 9	April 10	July 10	October 23
January 16	April 24	July 24	October 30
February 11	May 1	August 21	November 6
February 13	May 8	September 2	November 13
February 20	May 15	September 11	November 19
February 27	May 22	October 8	November 20
March 13	May 29	October 9	December 11
March 27	June 12	October 21	December 15
April 3	June 26	October 22	December 18

Planning Commission Meetings:

January 3	March 19	July 2	September 17
February 5	April 23	August 6	October 15
March 5	May 7	September 3	December 3

(We're In!) Business & Tourism Committee Meetings:

February 5	July 10	November 5
February 26	August 6	December 3
April 2	September 3	
May 7	October 1	