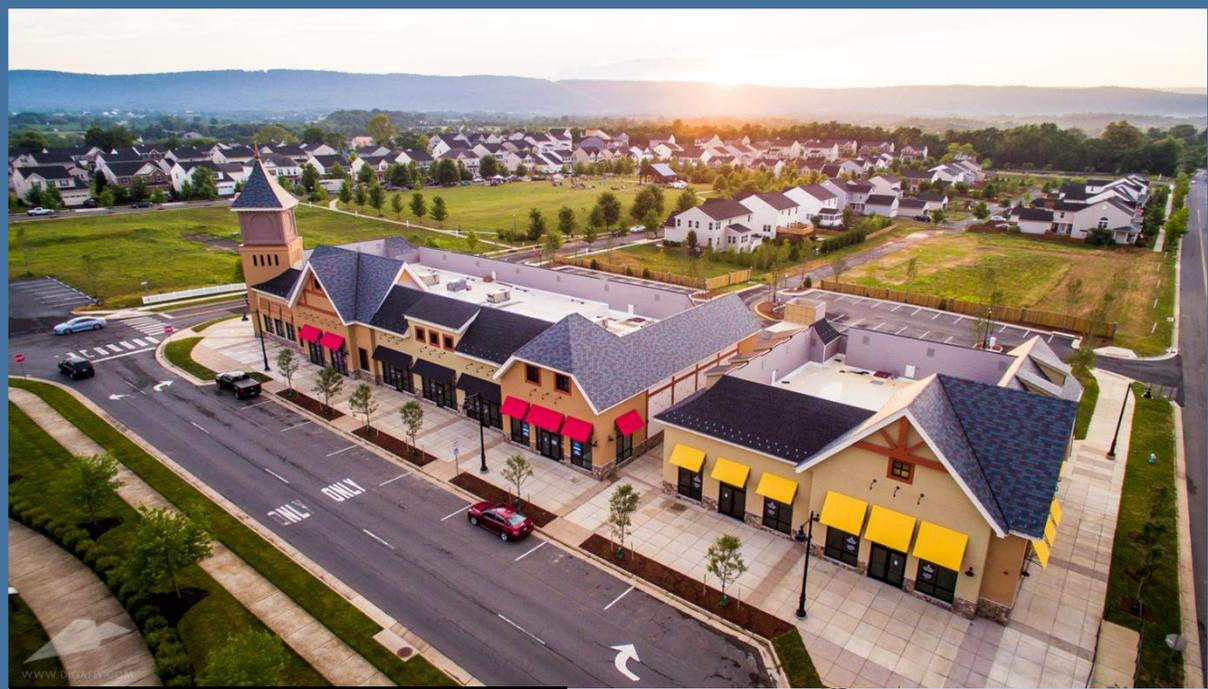




2016 Annual Report LOVETTSVILLE



Lovettsville Town Council

The Lovettsville Town Council regular meetings are generally held twice a month, on Thursday evenings, at the Lovettsville Town Hall, 6 East Pennsylvania Avenue. Meeting information is posted on the Town's website and Facebook page, in the Friday email, and on the Town Information Sign, located on the Town Square. Town Council meetings are open to the public and residents can address the Council during the public comment period and during public hearings. In addition, the Mayor and Council may be contacted by phone (540-822-5788) or directly by email.



Robert Zoldos II, Mayor- rzoldos@lovettsvilleva.gov

Tiffany Carder, Vice Mayor- tcarder@lovettsvilleva.gov

Mike Senate- msenate@lovettsvilleva.gov

James McIntyre- jmcintyre@lovettsvilleva.gov

Kimberly Allar- kallar@lovettsvilleva.gov

Jennifer Jones- jjones@lovettsvilleva.gov

Robert Gentile- rgentile@lovettsvilleva.gov

MAYOR'S MESSAGE

Citizens of the Town,

I am very pleased to share with you the Town of Lovettsville 2016 Annual Report. Lovettsville has always been an exciting place to live and 2016 was no exception. We started off the year with one of the heaviest snowstorms we have ever experienced-Winter Storm Jonas and ended the year enjoying some rather warm temperatures. Other than our incredible weather, we had some incredible happenings in our little Town during the past year. One of the most important highlights of 2016 was the huge leap in the construction of new houses in Town. We also witnessed the opening of the Town Square commercial development which will bring new stores, restaurants and services to our community. We conducted a market study to help determine what businesses would thrive in our area. While our new sidewalks were officially completed in December of 2015, the use of them really took off in 2016. Beside these new walkways, we installed new streetlights and set the standard for lighting in the Town. 2016 also brought more tourists, visitors and event-goers than ever before with our many fests and activities. Our strong community organizations and robust volunteer force coupled with the hard work of the Town officials and staff makes this possible. I am heartened by their hard work and vision for our community and know that this new year will be just as exciting!

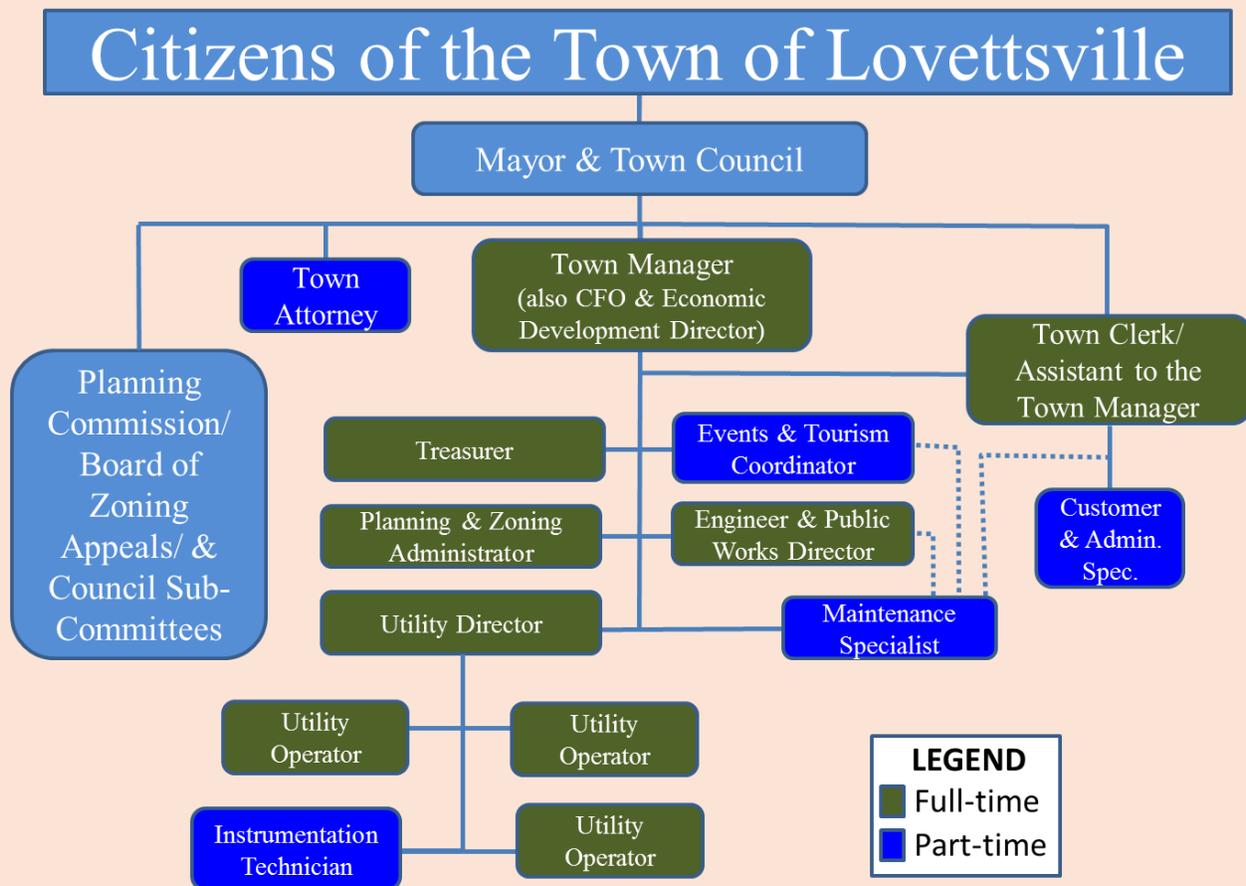
I look forward to a great 2017 and hope that you will take part in your Town as we move into the future together.

Robert J. Zoldos II, Mayor
The Town of Lovettsville

Our Town

The Town of Lovettsville, originally known as The German Settlement, is a small town with historical roots that go back to 1732. Since 2005, Lovettsville has experienced a rapid increase in population (currently at over 2,000 residents per the U.S. Census Bureau) and housing associated with growth of single-family residences. The population influx consists of people who are attracted to the traditional main street character of Lovettsville set in the larger context of the (mostly) rural northern Loudoun Valley. This beautiful setting, in which the Short Hill Mountains can be viewed from most locations in and around the Town, makes Lovettsville an attractive community to existing and would-be residents. The Town includes a vibrant commercial Town Square and Main Street, recognized Town Events (including Oktoberfest and MayFest), and multiple wining and dining opportunities in the heart of Virginia’s Wine Country. Lovettsville has a Council/Manager form of Government and offers seven primary services: 1. Administration & Customer Service; 2. Water and Sewer Utilities; 3. Capital Infrastructure; 4. Events & Tourism; 5. Economic Development; 6. Public Works; and 7. Planning and Zoning.

TOWN OF LOVETTSVILLE ORGANIZATIONAL CHART



Town Manager's Office

In the Council-Manager form of government, the Mayor and Town Council hire a professional manager to administer the Town Government on their behalf and with their oversight. Town Code and Policy making remain with the Mayor and Council, with the Town Manager implementing Council Policies, enforcing Town Codes, and recommending new policies and codes to the Mayor and Council for approval. One of the major responsibilities of the Town Manager, along with executive oversight over Town Departments and Employees, is the development and implementation of the Town Government Budget as the organization's Chief Financial Officer. The Town Manager is also currently responsible for overseeing Economic Development efforts for the Town.

MAJOR ACCOMPLISHMENTS

- ✓ **Performance Management Program and Staff Performance-** Implemented a performance management program in 2016 in order to better define performance objectives and monitor progress as well as to monitor the use of resources by program area. Each year the Town will continue to add more elements to the program to measure key performance metrics, efficiency and productivity ratios, and organizational effectiveness. Overall, Town Staff completed 122 of the 159 Tasks assigned by the Town Manager. This 77% completion exceeded the Town Manager's target of 75% (with 100% being a stretch target for increased bonuses). These key initiatives will be highlighted in other sections of this report.
- ✓ **Program Budget-** Developed the Town's first ever Program Budget that allocates cost to programs instead of just line-items so that Council and residents understand the full cost of each program offering.
- ✓ **Long-Term Capital Improvement Plan-** Developed the Town's first ever 30-year capital infrastructure plan to better plan and make policy decisions on revenues and expenditures in order to fund key infrastructure requirements for Lovettsville.
- ✓ **Updated Fiscal Policy-** Reformed the Town's Fiscal Policy (first drafted in 2015) to outline long-term budget surplus strategies, organizational growth, infrastructure requirements, and debt and reserve management.
- ✓ **Police Analysis-** Analyzed the need and strategy for developing a Lovettsville Police Department and presented to Town Council. Council decided that currently a Police Department is not needed for the Town, but key metrics will be developed and tracked for when police support will be needed above the current coverage provided by the Loudoun County Sheriff's Office.
- ✓ **Long-Term Organizational Staffing Analysis-** Developed a preliminary long-term forecast for organizational growth in the areas of administration and customer support, technology and social media, public works and parks and recreation, and more, in order to support the growth of Lovettsville from 800 residents 15 years ago to a projected 2,800 within the next 5-10 years.

- ✓ **Technology Investments-** The Town made two important decisions this past year in terms of technology- a new Town Website and a new Financial Software. Both are currently being implemented with expected completion by the end of 2017. The new website will be more user friendly and informative for residents and Town employees. The new Financial Software will improve administrative management of Town finances and will provide better service levels to residents including online-bill inquiries and payments for all bills, e-billing, ACH payment options, and more.
- ✓ **Internal Financial Reforms and New Auditor-** Implemented new reforms for properly managing financial activities of the Town per the Auditor's recommendations including the division of labor and increased reporting to the Town Manager from the Town Treasurer for increased oversight. The Town Manager also recommended, with Council approval, the movement to a new auditing firm to provide a fresh perspective on areas for improvement. Overall, the Town is in a strong financial position with the ability to retire its Debt, fully funded Reserves such as a Rainy-Day Fund, and the ability to build out needed Utility infrastructure and maintain existing Utility infrastructure. A plan has been put in place and will continue to be refined by the FY 18 & FY 19 Budgets to be able to fully fund General Fund Infrastructure requirements.
- ✓ **Capital Funding Application to County-** In support of the Town's strategy for funding General Fund infrastructure requirements (e.g. sidewalks, public facilities, and park improvements), the Town submitted its first ever comprehensive Capital Funding support request to the County. The Town will also be generating a Transportation Master Plan within the next few years to leverage VDOT funding for transportation.
- ✓ **New Investment with Higher Interest Rates-** The Town shifted its investments from multiple CD's located in multiple banks that yielded return rates between .50% to just under 1%, to one bank that yields return rates of 1.8% for CD's and 1.1% for Money Market savings. This shift not only improves accountability but should yield over \$100K in returns over the next four years.
- ✓ **Evaluation of Town Code to ensure County Enforceability-** To ensure that the County would be able to enforce its ordinances within Town limits, the Town evaluated its Town Code and made needed reforms. One outstanding reform to be further evaluated is the decision on whether to adopt the County Parking Ordinance in Town.
- ✓ **Other Initiatives to be Highlighted by the Report-** The Town has been involved in other important initiatives this year that will be highlighted in the other sections of this report including Clock Faces for the Lovettsville Clock Tower, other infrastructure projects, progress on Waste Water Treatment Plan improvements, and the Amendment to the Town's Comprehensive Plan.

OBJECTIVES FOR 2017

The Mayor & Town Council will hold their annual retreat at Town Hall on February 4th, 2017, where they will provide the Town Manager with priority initiatives for this coming year. Besides this, the Town Manager will continue working on the following initiatives provided by Council at the 2016 retreat (in January of 2016) and the Comprehensive Plan retreat (in November of 2016):

- ✚ Developing the Town's **Economic Development Strategy** & Creating an **Economic Development Authority** to manage incentives for new business development.
- ✚ Developing a **Town Square Master Plan** & Engaging in a **Branding and Tourism Marketing** effort to support economic development.
- ✚ Conducting an analysis of the Town's current **Public Works capabilities** and potential for expansion- for road maintenance and **Parks & Recreation capabilities**.
- ✚ Conducting an **analysis of Utility usage** over the past five years and the potential movement to **radio meters** to provide residents with timelier usage data.
- ✚ Developing a **Social Media Policy** and **Freedom of Information Act Policy**.
- ✚ Evaluating and implementing **Agenda management technology** to improve public access to meeting materials and the timeliness of minutes production.
- ✚ Continuing the implementation of the **new Town Website and Financial Software**.
- ✚ Developing the **FY 18 Town Budget** including a capital infrastructure funding plan.

ECONOMIC DEVELOPMENT

Economic growth in the Town was strong in Fiscal Year 2016 with the generation of 58% higher economic development tax revenues than had been forecasted. Not only were revenues from existing businesses up in FY 16 compared to previous forecasts, but the opening of the Thaiverse Restaurant along E. Broadway (our Main Street) provided a significant boost to our existing successful restaurant sector. Thaiverse, like Market Table Bistro and Andy's Restaurant, has become a destination restaurant recognized as one of the best restaurants in the Washington D.C. Metropolitan area.

Most significantly, Phase I of the development of a premier Town Square was completed with the construction of Lovettsville Square by NVRetail. The 18,000-square foot commercial development will host multiple new businesses in our Town including one new restaurant so far (more are expected). The filling of this commercial development over the next year will yield a significant boost to the Town's economy, add to our strategy of being a destination place for "Wining and Dining," and provide residents with further commercial opportunities. The Town will further support the development of our Town Square in 2017 with the construction of a brand new 7-Eleven convenience store and a bike station/pocket park on the northern portion of the Town Square and fuel pumps off Broadway and North Church Street.

Our drive to boost our economy through tourism is boosted via the multiple events hosted by the Town and which are discussed in the Events and Tourism section below. To support our overall strategy for economic development, the Town developed our first ever market study with supporting marketing products such as Figure 1 on the next page. These products will help our efforts to attracts investment to our Town.

Finally, to diversify our economy and provide further employment opportunities in our Town, the Town Government has been partnering with owners to develop the Town's Light Industrial Tract on the northeastern part of Town, known as the Engle Tract. One item completed already was a professional marketing concept plan in line with the goals of the Town and with the Comprehensive Plan (see Figure #2).

Figure #1- Marketing Products based on Market Study Data

Lovettsville represents a significant opportunity for entrepreneurs, remote workers, and those with flexible schedules needing easy access to Washington. The community is uniquely positioned with sites for additional retail, restaurants, office, flex, breweries, wineries, and medical space.



The income levels of the Lovettsville community are indicative of its quality of life. The median household income is over \$100,000 per year when compared with the \$64,902 median household income of Virginia.

- 3 Min \$111,308 Med
- 5 Min \$111,196 Med
- 10 Min \$ 96,243 Med
- Loudoun Co. \$115,574 Med
- Virginia \$ 64,902 Med

This income represents a buying power of \$248 million per year compared with \$107 million in store sales in the same geography. Even with a modest capture rate of 20%, this represents \$28 million in additional supportable retail sales not accounting for growth and visitation from outside of the trade area. Lovettsville's restaurants and events attract thousands of tourists to the area.

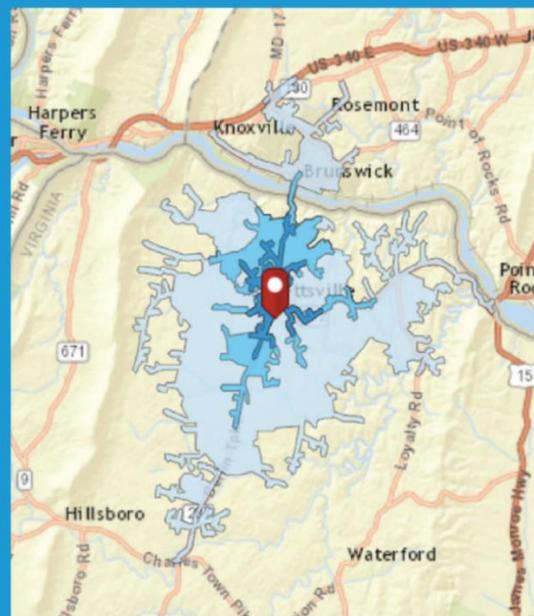
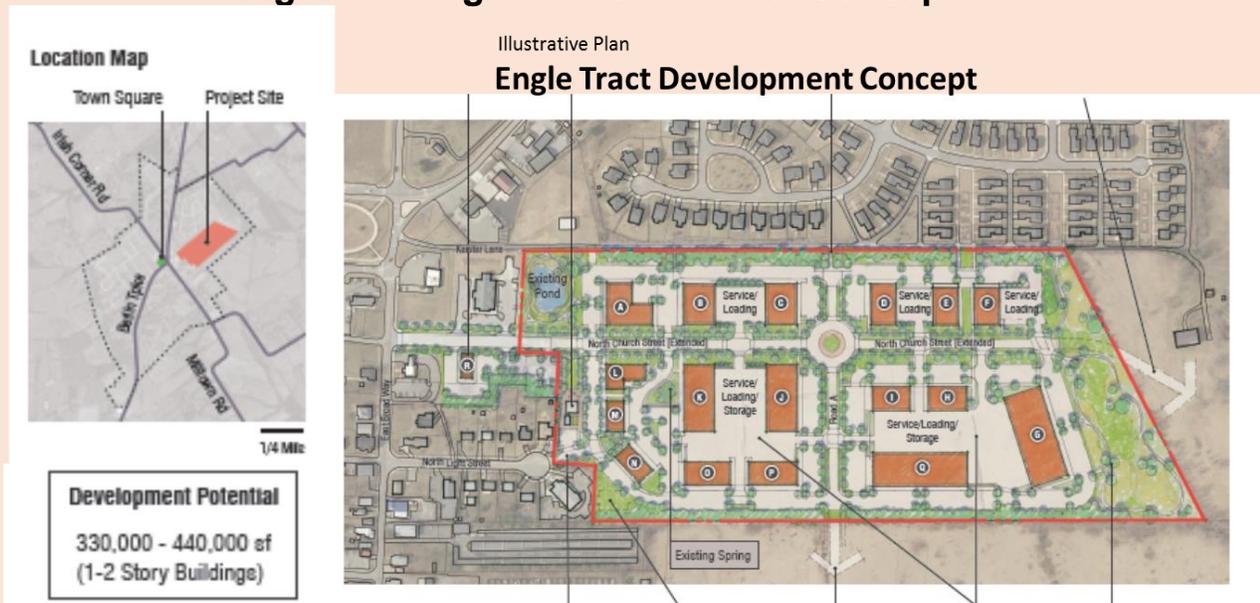


Figure #2- Light Industrial Tract Concept Plan



BUDGET

As mentioned in the previous section, strong economic growth helped increase revenues to the Town in 2016. This, along with decreased spending, resulted in a strong end of year General Fund Budget surplus which was used to fully fund our Reserve Funds (e.g. Rainy Day Fund) in order to cushion the Town from future national recessions. Another reason for our strong revenues was the dramatic spike in residential development which resulted in **three times the number of new houses than had been previously forecasted**. With residential development occurring ahead of schedule, due to the strong desire of people to live in our Town, the Town is collecting revenues sooner than had been previously forecasted for both the General and Utility Funds. However, this also means that the number of customers for Town services has also increased at a faster pace, which requires evaluation of Full-Time Equivalent adjustments (the Town currently has the lowest FTE to population and land-size ratio than any other town in the County).

In terms of the Utility Fund, the faster housing development has meant that the Town saw Availability Revenues arriving ahead of schedule. While this revenue was already forecasted prior for future years, the fact that it is arriving ahead of schedule will help the Town with its credit evaluation. 2016 saw the final large-scale increase in Utility Rates per the 2015 Town Council & Town Manager Budget Strategy. Going forward over the next decade, and barring any new needed major investments, water and sewer rates will not increase significantly, with inflation increases only expected by 2019 at the latest.

For a summary of the Town Budget, please see the figures in the next few pages.

Figure #3- Town General Fund Budget

Town of Lovettsville General Fund Budget		
Revenue Category	FY 17	FY 16
RESIDENTIAL PROPERTY TAX REVENUE	\$ 502,982	\$ 502,587
ECONOMIC DEVELOPMENT TAX REVENUES	\$ 193,193	\$ 170,319
RESERVE CONTRIBUTION	\$ 284,000	\$ 197,121
SALES AND OTHER TAXES & REVENUES	\$ 302,300	\$ 276,900
PERMITS, FEES, & LICENSE REVENUE	\$ 12,275	\$ 15,175
REIMBURSEMENT REVENUE	\$ 164,482	\$ 154,400
TOTAL REVENUES	\$ 1,459,232	\$ 1,316,501
Expense Category	FY 17	FY 16
ADMINISTRATION PROGRAM	\$ 404,855	\$ 345,780
CAPITAL & ENGINEERING PROGRAM	\$ 263,491	\$ 251,910
PUBLIC WORKS PROGRAM	\$ 260,580	\$ 301,248
PLANNING & ZONING PROGRAM	\$ 138,184	\$ 131,078
EVENTS & TOURISM PROGRAM	\$ 98,942	\$ 84,872
ECONOMIC DEVELOPMENT PROGRAM	\$ 67,142	\$ 61,019
PUBLIC SAFETY PROGRAM	\$ 21,119	\$ 17,848
RESERVE CONTRIBUTIONS & MISCELLANEOUS	\$ 204,919	\$ 122,745
TOTAL EXPENSES	\$ 1,459,232	\$ 1,316,501
NET INCOME (SURPLUS/DEFICIT)	\$ (0)	\$ (0)

THE TOWN OF LOVETTSVILLE FY 17 CAPITAL BUDGET	
CATEGORIES	TOTAL (FY 17)
FUNDING- GENERAL FUND	
NEW CAPITAL SPENDING FUND	\$ 160,360
3RM FUND CONTRIBUTION	\$ 53,140
BORROWED SOURCES	
NONE IN FY 17	\$ -
TOTAL FUNDING AVAILABLE	\$ 213,500
PROJECTS- GENERAL FUND	
ECONOMIC DEVELOPMENT PLANNING	\$ 10,000
TOWN SQUARE MASTER PLAN	\$ 10,000
BROADWAY STREETSCAPE	\$ 67,000
CLOCKTOWER	\$ 53,000
SHARED USE PATH PHASE 1	\$ 2,000
NORTHSIDE SIDEWALK (DRAINAGE DITCH AREA)	\$ 20,000
NORTHSIDE BIKE STATION	\$ 5,000
NORTH CHURCH ST IMPROVEMENTS	\$ 25,000
TOWN HALL	
INTERIM TOWN HALL SUPPORT	\$ 10,000
QUARTER BRANCH PARK - in order of Priority	
FENCE FOR BACK STORAGE AREA	\$ 11,500
YARD HYDRANT FOR COMMUNITY GARDEN	\$ -
TOTAL COST	\$ 213,500
NET TOTAL (REVENUES - EXPENDITURES)	\$ (0)

Figure #4- Town Utility Fund Budget

Town of Lovettsville Utility Fund Budget		
Revenue Category	FY 17	FY 16
USAGE FEE REVENUE	\$ 931,982	\$ 839,648
CONNECTION & AVAILABILITY FEE REVENUE	\$ 344,000	\$ 340,800
RESERVE CONTRIBUTION	\$ 522,629	\$ 366,259
OTHER REVENUE	\$ 78,465	\$ 151,584
REIMBURSEMENT REVENUE	\$ 29,000	\$ 15,000
TOTAL REVENUES	\$ 1,906,076	\$ 1,713,292
Expense Category	FY 17	FY 16
GENERAL FUND OVERHEAD	\$ 136,982	\$ 123,850
GENERAL SERVICES	\$ 126,250	\$ 99,649
UTILITY SUPPLIES & EQUIPMENT	\$ 48,000	\$ 45,050
CONTRACT SUPPORT SERVICES	\$ 78,208	\$ 61,000
CAPITAL & DEBT MANAGEMENT SERVICES	\$ 651,611	\$ 689,059
UTILITY OPS/REPAIR/MAINTENANCE SERVICES	\$ 658,005	\$ 572,850
RESERVE CONTRIBUTIONS & MISCELLANEOUS	\$ 207,020	\$ 121,833
TOTAL EXPENSES	\$ 1,906,076	\$ 1,713,292
NET INCOME (SURPLUS/DEFICIT)	\$ (0)	\$ 0

THE TOWN OF LOVETTSVILLE FY 17 CAPITAL BUDGET	
CATEGORIES	TOTAL (FY 17)
FUNDING- UTILITIES FUND	
NEW CAPITAL SPENDING FUND	\$ 165,000
3RM FUND CONTRIBUTION	\$ 82,000
TOTAL FUNDING AVAILABLE	\$ 247,000
PROJECTS- UTILITIES FUND	
WWTP Deficiency Corrections- Consulting Services	\$ 65,000
WWTP Deficiency Corrections- Sludge Pump Modifications	\$ 100,000
MISS UTILITY EQUIPMENT	\$ 7,000
EQUIPMENT	\$ 45,000
WATER MODEL CALIBRATION	\$ 17,000
GIS UPDATE	\$ 8,000
DEVELOP ASSET MANAGEMENT PLAN	\$ 5,000
TOTAL COST	\$ 247,000
NET TOTAL (REVENUES - EXPENDITURES)	\$ -

Assistant to the Town Manager/Town Clerk Harriet West-
clerk@lovettsvilleva.gov

Town Treasurer Lance Gladstone- treasurer@lovettsvilleva.gov

Administration

CLERK'S OFFICE

The Town Clerk's Office provides a variety of services to both internal and external customers. Responsibilities include- serving as liaison to the Town Council and Planning Commission including agenda, packet, and minutes preparation; serving as the Town's Freedom of Information Act (FOIA) Office including recording, preserving, researching, and providing access to Town documents and records; maintaining the Town Code; issuing business licenses, zoning permits, and vehicle decals; and providing human resources functions. The office also serves as the receptionist/customer service point of contact for the Town and as Operations support to the Town Manager.

Figure #5- Town Hall



MAJOR ACCOMPLISHMENTS

- ✓ Assisted with the on-boarding of the Events & Tourism Coordinator and Economic Development Coordinator.
- ✓ Processed and issued 1,473 vehicle decals and 259 business licenses.
- ✓ Developed a human resources packet providing comprehensive information on employee benefits.
- ✓ Developed Standard Operating Procedures for vehicle decals and business licenses.
- ✓ Developed policies for social media and FOIA requests.
- ✓ Assisted with the evaluation and selection of a new financial software system (to be implemented in 2017).
- ✓ Evaluated agenda management solutions for packet preparation.

- ✓ Modified the business license ordinance and process to provide better accuracy and accountability for the collection of Town taxes (to be implemented in 2017).

OBJECTIVES FOR 2017

- ✚ Eliminate backlog of meeting minutes and consistently provide turn-around of 30-days or less through technology and staffing solutions.
- ✚ Implement new agenda management system to improve public access to meeting materials.
- ✚ Implement video recording of Town meetings to improve public access and transparency of government decision making.
- ✚ Assist with the implementation of the new financial software.
- ✚ Assist with the development and launch of the Town's new website.

TREASURER'S OFFICE

The Treasurer provides a variety of services to Town residents, businesses, and other Town staff. The Treasurer is responsible for real estate and utility billing, collection of revenues and delinquent accounts, payroll, financial reporting, and accounts payable. The Treasurer also provides investment and budget support to the Town Council, Town Manager, and citizens.

MAJOR ACCOMPLISHMENTS

- ✓ Developed Standard Operating Procedures (SOPs) for utility billing, accounts payable, payroll, and petty cash reconciliation.
- ✓ Rebid audit services and selected new auditor for FY17 and 18.
- ✓ Increased interest income to over \$40,000 annually via new Investment Strategy.
- ✓ Purchased new financial software from USTI to be implemented Spring of 2017.
- ✓ For FY 16 Real Estate Taxes, we billed \$523,000 and collected \$524,450.
- ✓ Created and mailed 3,250 water/sewer bills totaling \$891,300.
- ✓ Made a total of 880 vendor payments by check and/or electronic payment.

Selected Revenue Accounts	FY 15 (rounded)	FY 16 (rounded)
Real estate tax	\$479,000	\$524,000
Sales tax	\$183,000	\$200,000
Business license	\$55,000	\$55,000
Auto decals	\$33,000	\$34,000
Meals tax	\$81,000	\$99,000
Sewer taps	\$115,000	\$589,000
W/S connections	\$9,000	\$90,000

OBJECTIVES FOR 2017

- ✚ Support Town Manager in transitioning to new financial software.
- ✚ Research and contact financial consulting firms to support development of a Comprehensive Annual Financial Report (CAFR).
- ✚ Improve on-time vendor payments to 98% or better.
- ✚ Develop policies for delinquent collections.
- ✚ Develop Standard Operating Procedures for Account Management and Handling Customer Complaints.

Figure #6- Town Welcome Sign



Events & Tourism

The Town of Lovettsville offers a variety of free, community related and cultural events that contribute to the quality of life for residents, fosters community spirit, and drives tourism. Visitors to the area can still experience a “small town” environment that offers award-winning restaurants, proximity to national attractions, and the opportunity to experience Loudoun County’s internationally known wineries and breweries. The Town capitalizes on its proximity to Washington D.C. and the success of Loudoun County’s tourism industry.

2016 marked the beginning of a newly created Events & Tourism Coordinator position. This part-time position was established to assist the Council and staff with planning, promoting, and managing all aspects of special events and to develop Lovettsville as a desired visitor destination.

MAJOR ACCOMPLISHMENTS

- ✓ **Events Management Committee Structure-** Created a new events management committee structure that includes an over-arching Events Committee and five additional committees responsible for various events throughout the year (Love Summer, Love Spring, Love Fall, Love Winter, and Love America). The committees provide overall planning and coordination for the Town’s numerous events and include representatives from the Town Council, Planning Commission, Town Residents, and staff.
- ✓ **Volunteers-** Implemented a standardized online volunteer management system used to solicit volunteers for Eggstravaganza, MayFest, Movies on the Green, Oktoberfest, and Berserkle on the Squirkle. Volunteer requests resulted in 21 days of hands on activity, 739 hours requested with over 480 of those hours filled. These volunteer hours do not include hours provided by Town staff, elected officials, and individuals who serve on event planning committees.
- ✓ **Social Media-** Developed a more robust usage of social media (Twitter, Instagram, Facebook, and You Tube) to promote events, local businesses, and regional tourism and economic related content.
- ✓ **Partnerships-** Maintained and expanded valuable partnerships with local and regional organizations including Visit Loudoun, Greater Brunswick Area Chamber of Commerce (GBACC), Virginia Tourism Corporation, Loudoun County (Lovettsville Library and Lovettsville Community Center), Lovettsville Game Club, Lovettsville Lions Club, Lovettsville Waterford Ruritan Club, the Lovettsville Historical Society, and the Western Loudoun Studio Arts Tour and the Catoctin Holiday Arts Tour.

PLANNED AND CONDUCTED THE FOLLOWING EVENTS-

- ✓ **MayFest** – The Town’s first big event of the year and the official start to “Summer on the Green.” The event continues to grow in popularity with a focus on free, family fun including activities, old-fashioned games, local food vendors, artisans, entertainment, and a corn-hole tournament. Thousands of people attended the event with a total of \$8,000 secured for sponsorship.
- ✓ **Memorial Day Ceremony** – Lovettsville’s annual event to commemorate service men and women who gave the ultimate sacrifice.
- ✓ **Summer on the Green** – The Town organized a series of free movies and concerts every weekend at the Walker Pavilion on the Town Green:



Music on the Green – Six concerts, all different genres of music took place on Saturdays, June through August at the Walker Pavilion. Sponsorship included two “Presenting” sponsors, Lovettsville Pizza & Subs (\$1,000) and Creek’s Edge Winery (\$1,000). Each sponsor provided food and wine for a fee throughout the season. Despite numerous storms, over 2,000 people enjoyed free, quality entertainment in Lovettsville.

Movies on the Green – Movies were shown at the Walker Pavilion on six Fridays at dusk. 7-Eleven was the “Presenting” sponsor (\$1,500) and four “Refreshment” sponsors (\$250 per movie) included Palmercare Chiropractic (three movies), the Lovettsville Waterford Ruritan Club, Mike Senate, and Loudoun Music. Popular movies and free refreshments served by the Lovettsville Lions Club helped to draw over 3,000 people to the series.



- ✓ **Patriot Day** – One of the few ceremonies in the region to recognize and remember first-responders and victims of 9/11.



- ✓ **Oktoberfest** – Lovettsville’s most popular signature event taking place annually in September. Total sponsorship for 2016 was approximately \$12K. In addition, the Town was successful in receiving its first marketing grant from Visit Loudoun for the 2017 event. Perfect weather and expanded and unique marketing contributed to the highest attendance on record with thousands of people enjoying food, music, local and traditional German beer, contests, arts & crafts, children’s activities and free trolley service. This year’s event also



expanded to the Town Square and Town Green.

- ✓ **Veterans Day Ceremony** – The Town’s annual ceremony included the dedication of 24 pavers and the recognition of men and women in the Military. The keynote speaker was Lovettsville resident Captain Beth Creighton, United States Navy.
- ✓ **Holidays in Lovettsville** – The Town involves residents, local businesses, and non-profit organizations in capturing and promoting holiday spirit with the emphasis on bringing visitors to the area to view holiday decorations and to dine in local restaurants. Specific events included:

WintertainmentFest - The annual tree lightening ceremony included the lighting of the Town Christmas Tree (see cover page photo), lighting of the faces on the new clock, introduction of the new Town Mascot (subsequently named Ava, the Distlefink) and the introduction of a funding campaign for the glockenspiel and other Clock Tower parts (the next phase of the Lovettsville Clock Tower).



Light Up Lovettsville – The annual decorating contest for businesses and residents to show holiday spirit.



Berserkle on the Squirkle & New Year's Eve on Town Square – Held twice in 2016, Berserkle has been traditionally run on New Year's Day. This year it was held on New Year's Eve to coincide with the German New Year. More than 70 participants ran, walked, and skipped 27 laps on the Town Square. Various prize categories and themed laps make this a favorite event among locals. The first ever, Distlefink Drop occurred at 6:00 p.m. to culminate the ringing of Germany's New Year.



OBJECTIVES FOR 2017

- ✦ Apply to have the Veterans Day Ceremony recognized as a sanctioned event by the U.S. Department of Veterans Affairs.
- ✦ Increase promotion of the new “People’s Choice Award” for Light Up Lovettsville.
- ✦ Increase social media content and messaging using Celebrate Lovettsville.
- ✦ Become an active partner in the newly established Loudoun County Artisan Trail.
- ✦ Hire a consultant to facilitate the development of a brand for tourism and economic development purposes. Products for increasing tourism and economic development in Lovettsville include suggested itineraries for family/friends getaways, farm-to-fork dining, history, group tours, cycling, and German heritage.
- ✦ Offer a full sponsorship package which reflects multiple levels for all major events in Lovettsville.
- ✦ Develop a volunteer database and recognition program.

Figure #7- Oktoberfest Main Tent



Capital & Public Works

The Town Engineer/Director of Public Works manages capital projects, provides engineering support to utilities, oversees the operation and maintenance of Town facilities and parks, and provides support to the Parks Committee and Infrastructure Committee.

MAJOR ACCOMPLISHMENTS

CAPITAL PROJECTS

- ✓ **E. Broad Way Improvements Project-** Completed walk through of the E. Broad Way Improvements Project (no warranty issues were identified). Obtained \$21,000 reimbursement from Verizon and Dominion Power for a utility pole relocation.
- ✓ **VDOT Shared-Use Path-** VDOT completed Phase 1 of the Shared-Use Path from Loudoun Street to the Town Square.
- ✓ **Drainage Improvement Project-** Completed the drainage improvement project at N. Berlin Pike and E. Broad Way. Replaced the dangerous and eroding ditch with a new junction box and replaced the eroding gravel trail with a stable asphalt trail.
- ✓ **Town Office Improvements-** Completed improvements at Town Hall and the Lovettsville Museum. Installed a ramp to replace the step in the Town Office, improving safety for visitors; widened the stairs to the office trailer (providing easier access), completed interior and exterior maintenance, and heavily pruned trees over hanging the trailer; and redressed the Town Office parking lot.



PARKS AND BEAUTIFICATION

- ✓ **Street Light Ornaments-** Selected and installed holiday street light ornaments (snowflakes) on E. Broad Way.
- ✓ **Clock Faces-** Selected clock faces (based on public voting) and coordinated the installation by the manufacturer. Initiated a Clock Tower Fundraising Campaign to help cover the cost of the Clock Tower elements including the design, manufacture, and sale of the first in a series of Clock Tower Christmas Tree Ornaments.
- ✓ **Quarter Branch Park Fence-** Installed a privacy/security fence at the Quarter Branch Park barn.
- ✓ **Town Square-** Installed and dedicated 24 new pavers at the Veterans Memorial on the Town Square, bringing the total number of pavers sold to 194 since 2011.
- ✓ **Bike Station-** Partnered with VDOT to locate a bike station on VDOT's property on N. Berlin Pike, near E. Broad Way. 7-Eleven will install the concrete pad, bike fixit station,



bike rack, shelter, and picnic table as part of the conditions for building a new convenience store on the current site. The Town will maintain the bike station within the VDOT Right of Way.

PUBLIC WORKS

- ✓ **N. Church Street Acceptance-** Developed a punch list of corrections for N. Church Street to be accepted into the VDOT system for maintenance. Initiated negotiations with the contractor responsible for the installation of the road way to complete the corrections needed.
- ✓ **Street Signs-** The Town Council selected a standard for all street signs in Town. Supplies have been purchased and missing street signs have been replaced, including new signs around the newly named Town Square.
- ✓ **Mowing and Plowing-** Reduced the frequency of mowing for some of the utility and park areas, reducing the Town's cost for mowing without adversely affecting the look of those areas. Received \$4,800 in Federal relief funds to partially reimburse costs for snow removal efforts for Storm Jonas (January 2016).
- ✓ **Street Sweeping-** Completed street sweeping of all public roads in Town.
- ✓ **Street Lights-** Installed the first Town Standard Street Lights on E. Broad Way and in Lovettsville Square. Future developers can choose to install the standard light fixtures and then turn over maintenance responsibility to the Town, giving the Town the ability to choose the decorations and banners that will be displayed on the lights.



TOWN ENGINEER

- ✓ **Review of Site Plans-** Developed a program for review of new development after Loudoun Water opted out of review services for the Town. Provided reviews on the three-lot amendment to Town Square, Lovettsville Glen, Loudoun West, Lovettsville Park, the Lovettsville Community Center, and the 7-Eleven.
- ✓ **Inspection of Water and Sewer in New Development-** Developed a program for the inspection of new development, including the collection of inspection fees to cover costs, after Loudoun Water opted out of providing inspection services. Completed Beneficial Use inspection process for Lovettsville Square.
- ✓ **Water and Sewer Compliance-** Brought all non-residential connections in compliance with state and federal regulations. Issued Fats, Oils and Grease (FOG) permits to each food service establishment (FSEs) in Town, including those where modifications were needed to meet the requirements of the FOG ordinance. Three existing FSE's took advantage of the Town offered finance program to help with the upfront cost of the modifications needed. Staff has developed a process for review of new non-residential connections to ensure they are compliant with water and sewer compliance items before issuance of the zoning permit. 2016 marked the first year

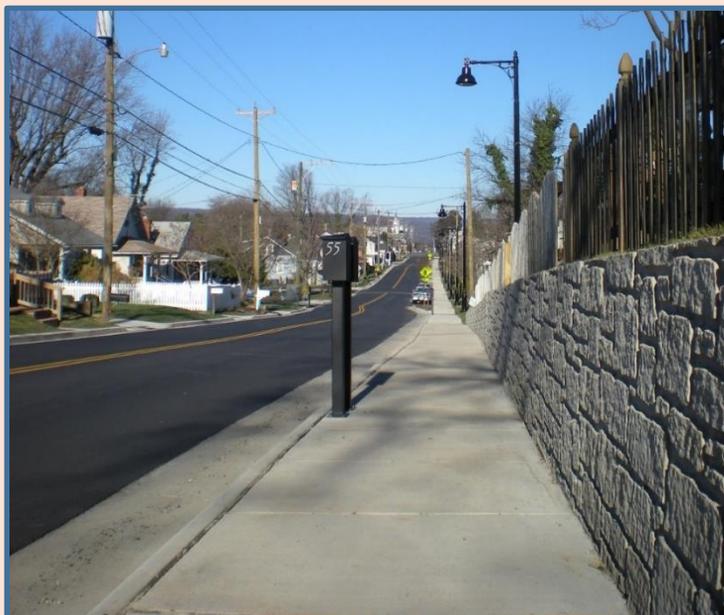
that the Town successfully obtained test results and full compliance with the Cross Connection Control program.

- ✓ **Wellhead Protection Plan-** Completed an update to the Wellhead Protection Plan (WHPP) with funding from the Virginia Department of Health (\$24,000). The plan revises the limits for Zone 1 and 2 protection areas and adds detailed recommendations for future activities to help ensure the protection of the Town's water supply. The WHPP was accepted, without action, by Town Council and a Wellhead Advisory Committee has been established under the guidance of the Infrastructure Committee. The committee has developed a list of recommendations and received approval from the Infrastructure Committee to begin working on this short list.
- ✓ **Waste Water Treatment Plant-** Reached agreement with English Construction for a Change Order to address many of the issues at the plant. Most of the corrections were made this summer and fall and a punch list of remaining items was developed by the Town. Discussions over the punch list have been made and work is moving forward to address the last punch list items needed.

OBJECTIVES FOR 2017

- ✚ Support Inspections to ensure water and sewer systems are installed to standard.
- ✚ Complete Waste Water Treatment Plant corrections and implement one-year testing period.
- ✚ Support Infrastructure Committee in evaluation and action on street renaming and develop plan for well operations.
- ✚ Oversee installation of the Bike Station and connector sidewalk from 7-Eleven to Bonnies Country Kitchen.
- ✚ Continued support to the Utilities and operations of the Parks.

Figure #8- Broadway Streetscape Project



Utilities Department



The Utilities Department provides high quality water and sewer services to the Town, while planning for future growth, safeguarding public health and the environment, and continually seeking process improvements and cost efficiencies.

The department consists of the Utility Director, three Operators and a part-time Instrumentation Technician. This group of five individuals maintain, operate, and perform inspections throughout the system including; the water treatment plants, distribution system, wastewater plant, and sewer collection system.

MAJOR ACCOMPLISHMENTS

WATER

The Water System is capable of producing 492,000 gallons of water per day, with a current average demand of 150,000 gallons per day.

- ✓ Utility staff began the inspections of water and sewer construction, after years of contract inspections by Loudoun Water.
- ✓ Provided inspections over the construction of an additional 300 feet of 8" water main as part of the Town Center development.
- ✓ Performed inspections on the construction of 50 new service connections.



- ✓ Installed new flow Meters at the Heritage Highlands water plant, allowing for improved operation, and reporting of water production.

WASTEWATER

The Wastewater Plant is permitted to treat 375,000 gallons per day of Wastewater, with a current average flow of 130,000 gallons per day.

- ✓ Worked with English Construction to correct deficiencies within the wastewater treatment plant.
- ✓ Made process changes that improved the operation of the plant during high flow conditions.
- ✓ Replaced blowers and associated equipment affected by tree damage. Which resulted in a dramatic reduction of after-hours alarm calls, and associated overtime.



OBJECTIVES FOR 2017

- ✚ Implement GIS system for Utility department.
- ✚ Implement Miss Utility Program.
- ✚ Performance testing on Wastewater plant.
- ✚ Assist in completion and implementation of Asset Management Program.
- ✚ Update Maintenance program, Operations Protocols, and inspections program.
- ✚ Oversee construction of new subdivisions to ensure water and sewer infrastructure are built to standard.

Figure #9- Wastewater Treatment Plant Fixes



Planning & Zoning

The Planning & Zoning Administrator, Planning Commission, and Board of Zoning Appeals provide planning and zoning services to citizens who reside, and individuals and businesses owning or renting property located, within the corporate limits of the Town. The Planning & Zoning Administrator administers the zoning and subdivision ordinances of the Town and provides staff support to the Lovettsville Town Council, Planning Commission and Board of Zoning Appeals on planning and zoning matters.

MAJOR ACCOMPLISHMENTS

- ✓ **Comprehensive Plan Update-** supported the Planning Commission in conducting a total of four comprehensive planning committee meetings and five additional work sessions to prepare, review and consent to proposed revisions to the 2011 Comprehensive Plan, a process which began in 2015. The process culminated in November 2016 when the Planning Commission finalized and conducted a public hearing on a comprehensive amendment to the adopted plan, after which they forwarded the amendment to the Town Council with a unanimous recommendation for approval.
- ✓ **Zoning Ordinance Amendment, Fuel Canopies-** prepared and recommended an amendment (LVZA 2016-0001) to Section 42-294 (exceptions to height limitations) to add an exception for fuel canopies up to a maximum overall height of 18 feet 3 inches.
- ✓ **Zoning Ordinance Amendment, Rear Yard Setbacks-** prepared and recommended an amendment (LVZA 2016-0002) to Section 42-259 (C-2 Mixed-Use Business District) to reduce the rear yard setback in the C-2 District to 15 feet wherever a building or structure abuts property located in a commercial or industrial zoning district. The amendment was necessary to obtain the preferred configuration of the new convenience store building as part of the 7-Eleven conditional use permit (CUP) application.
- ✓ **Zoning Ordinance Amendment, Public Facilities-** prepared and recommended an amendment (LVZA 2016-0003) to Article VIII (General Regulations), Sections 42-278 through 42-284 to add requirements that Town public facilities be evaluated to determine consistency with the adopted comprehensive plan.
- ✓ **Zoning Ordinance Amendment, Sign Regulations-** prepared an amendment (LVZA 2016-0004) to Article XI, Sign Regulations in order to eliminate content-based signage definitions and requirements invalidated as a result of the U.S. Supreme Court decision in *Reed vs. Town of Gilbert*. This amendment is still in review.
- ✓ **Comprehensive Subdivision Ordinance Amendment-** prepared an omnibus, or comprehensive, amendment (LVSA 2016-0001) to the Town subdivision and land development regulations. The final amendment made the Town's subdivision ordinance consistent with state law and codified the strict standards and high degree of scrutiny future development projects must undergo in the Town of Lovettsville.

- ✓ **7-Eleven Conditional Use Permit-** reviewed and recommended approval of the conditional use permit application (LVCU 2016-0001) from 7-Eleven to demolish the existing convenience store building constructed in 1979 and to build a larger, modern convenience store with a fuel canopy, pumps, and related equipment. Developed conditions pertaining to the monument signage, architectural treatments (fake shutters, flower boxes, etc.) on the rear of the building, and the potential installation of bicycle racks, picnic tables, and a trash receptacles on the 7-Eleven property. The Planning & Zoning Administrator later reviewed and approved the site plan for the new store.

Figure #10- 7-Eleven Redevelopment



- ✓ **Keena Subdivision-** reviewed the preliminary plat for the Keena Subdivision (27 lots).
- ✓ **Lovettsville Glen Subdivision Review-** completed the review of the Lovettsville Glen Subdivision (14 lots) construction drawings and convinced the developer to construct a pedestrian trail connecting the subdivision to a proposed trail on the Loudoun West Subdivision property.
- ✓ **Loudoun West Subdivision Review-** completed a review of the first and second submissions of the Loudoun West Subdivision (27 lots) construction drawings.
- ✓ **Lovettsville Community Center Site Plan Review-** completed a review of the first submission of the new Lovettsville Community Center site plan.
- ✓ **Lovettsville Town Center Subdivision Street Acceptance-** provided support to the street acceptance package prepared by the developer of the Lovettsville Town Center Subdivision – Section 3 in order to have the streets accepted by VDOT for maintenance.
- ✓ **Permits Issued-** issued 53 zoning permits for new single-family dwellings, 55 zoning permits for various types of minor improvements including decks, fences and sheds, and 10 sign permits.

OBJECTIVES FOR 2017

- ✚ Forward a final amendment to the Town Council on Article XI (Sign Regulations) of the zoning ordinance, complete the review of the Loudoun West Subdivision and Lovettsville Community Center projects, and forward a recommendation to Town Council on both the zoning ordinance amendment and proposed boundary

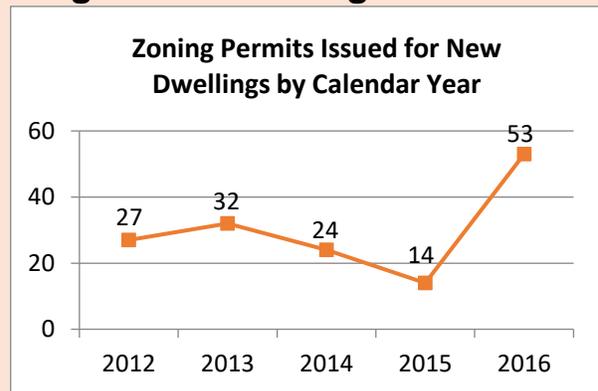
line adjustment for the Lovettsville Volunteer Fire and Rescue Company properties.

- ✚ Draft a zoning ordinance amendment to require a traffic impact study for qualifying conditional use permit and rezoning proposals.
- ✚ Draft a zoning ordinance amendment to address changes adopted by the General Assembly in 2016 to the state's proffer enabling laws.
- ✚ Draft a zoning ordinance amendment to clarify the requirements for zoning permits, zoning certificates, and occupancy permits.
- ✚ Update the list of planned zoning and subdivision ordinance amendments upon adoption of the 2016 amendment to the Town's Comprehensive Plan.
- ✚ Study the benefits and drawbacks of adopting architectural guidelines in the Town and issue a report on the same.
- ✚ Draft a zoning ordinance amendment to the I-1 and C-2 Districts to support future Engle Tract development.

Figure #11- Downtown Zoning



Figure #12- Zoning Permits



TREE SUPPORT

The Planner/Zoning Administrator and Tree Advisory Board oversee the planting of trees in Town Parks and other open spaces and Arbor Day Foundation Tree-City USA activities.

MAJOR ACCOMPLISHMENTS

- ✓ Staff obtained recertification for the Town of Lovettsville as a Tree-City USA community under the Arbor Day Foundation's national program.
- ✓ Staff planted a total of four new trees at various locations, including two as part of the annual Arbor Day tree-dedication ceremony.



- ✓ Staff hired a contractor to prune the large, deciduous tree located behind the Town Office trailer in order to reduce the potential for damage from falling limbs during future ice and wind storms.
- ✓ The Tree Advisory Board held four meetings throughout the year to discuss and make recommendations regarding tree planting and maintenance initiatives.

Figure #13- Lovettsville's Arbor Day 2016 Brochure

BLACK GUM
Nyssa sylvatica "Wildfire"



Black gum (also Sour Gum or Black Tupelo) is a handsome ornamental and shade tree, with distinctive thick, rough bark and glossy foliage turning scarlet or crimson in autumn. Its juicy purple-black fruit is popular with birds and mammals.

Height: 50-100 ft. (15-30 m)
Diameter: 2-3 ft. (0.6-0.9 m)
Fruit is 3/8-1/2 in. long and elliptical. Leaves are elliptical or oblong; not toothed and typically 2-5 in. long and 1-3 in. wide.¹

Trees provided by:



18035 Lincoln Road
Purcellville, Virginia

For more information about the benefits of trees:

Visit the Arbor Day Foundation website at <http://www.arborday.org/> or contact the organization at:



The Arbor Day Foundation
100 Arbor Avenue
Nebraska City, NE 68410
Toll Free: 1-888-448-7337

For additional information about the Town of Lovettsville's Tree City USA designation and local tree planting initiatives, contact the Town at:



Town of Lovettsville
P.O. Box 209
Lovettsville, VA 20180
(540) 822-5788

Town of Lovettsville
The German Settlement



2016 Arbor Day Ceremony and Tree Dedication on the Lovettsville Town Center Common Area
(Directly across from 2C South Church Street)

Friday, April 29, 2016
3:00 p.m.

¹ Little, Elbert. *National Audubon Society Field Guide to North American Trees*. New York: Chanticleer Press, 1980.

OBJECTIVES FOR 2017

- ✚ Journey Through Hallowed Ground Living Legacy Tree Planting Project for Town Beautification and Education
- ✚ Tree Plan for Town Parks
- ✚ Tree Inventory

Planning Commission Annual Report

1. COMPREHENSIVE PLAN REVIEW:

During the course of 2016, the Commission conducted a total of four comprehensive planning committee meetings and five additional work sessions to prepare, review and consent to revisions to the 2011 Comprehensive Plan, a process which began in 2015. The Commission rewrote the background information and issues and future needs for the chapters that were the focus of their efforts, namely, the Introduction, Housing and Economic Development, Land Use and Transportation chapters. They eliminated outdated policies, revised many others, and added new policies that were consistent with current and future Town initiatives and trends. They also reviewed and agreed to changes to the transportation and land use plans. The process culminated in November of 2016 when the Planning Commission finalized and conducted a public hearing on a comprehensive amendment to the adopted plan, after which they forwarded the amendment to the Town Council with a unanimous recommendation for approval.

2. ZONING ORDINANCE AMENDMENTS:

- a. Height of Fuel Canopies (LVZA 2016-0001): The Commission prepared and recommended an amendment to Section 42-294 (Exceptions to height limitations) to add an exception for fuel canopies up to a maximum overall height of 18 feet 3 inches. Previously, canopies were subject to the height restrictions applicable to accessory structures in the district where located. The amendment was necessary to allow a fuel canopy as part of the 7-Eleven conditional use permit (CUP) application.
- b. Rear Yard Setback in the C-2 District (LVZA 2016-0002): The Commission initiated, prepared and recommended an amendment to Section 42-259 (C-2 Mixed-Use Business District) to reduce the rear yard setback in the C-2 District to 15 feet wherever a building or structure abuts property located in a commercial or industrial zoning district. Previously, the rear yard setback was 35 feet regardless of the zoning of the adjoining property. The amendment was necessary to obtain the preferred configuration of the main convenience store building on the parcel at 1 East Broad Way as part of the 7-Eleven conditional use permit (CUP) application.
- c. Public Facilities Compliance (LVZA 2016-0003): The Commission considered an amendment initiated by the Town Council (by resolution) to Article VIII (General Regulations), Sections 42-278 through 42-284 to add requirements that Town public facilities be evaluated to determine consistency with the adopted comprehensive plan. Proposed public facilities must be described in the comprehensive plan, deemed by the Zoning Administrator to be consistent with the plan pursuant to proposed Section 42-283, or determined by the Planning Commission to be “in substantial accord” with the comprehensive plan pursuant to

proposed Section 42-281. The purpose of the amendment is to make the Town zoning ordinance consistent with state enabling law as well as provide clarification on the zoning requirements applicable to public facilities.

- d. Sign Regulations Amendment (LVZA 2016-0004): The Commission initiated and conducted a first reading on an amendment to Article XI, Sign Regulations in order to eliminate content-based signage definitions and requirements invalidated as a result of the U.S. Supreme Court decision in *Reed vs. Town of Gilbert*. The Planning Commission expects to hold a public hearing on the amendment in early 2017.

3. SUBDIVISION ORDINANCE AMENDMENT:

The Commission initiated and directed staff to prepare an omnibus, or comprehensive, amendment to the Town subdivision and land development regulations. During three regularly-scheduled meetings held over the summer, the Commission read through the omnibus amendment, made decisions as to the subdivision and development requirements of the Town Code, and revised the subdivision ordinance accordingly. This process culminated in a unanimous recommendation for approval of a final version which was forwarded to the Town Council in September. The amendment makes the Town's subdivision ordinance consistent with state law and codifies the strict standards and high degree of scrutiny future development projects must undergo in the Town of Lovettsville.

4. ZONING/SUBDIVISION CASES:

- a. Conditional Use Permit (CUP) for New 7-Eleven Convenience Store (LVCU 2016-0001): The Commission considered the CUP application from 7-Eleven to demolish the existing convenience store building constructed in 1979 and build a larger, modern convenience store with a fuel canopy, pumps and related equipment. The Planning Commission considered the original application and staff recommendation before obtaining revisions to the concept plan and recommended conditions by:
 - i. Eliminating the LED component of the monument sign and reducing the overall size of the sign so that no exception to the maximum sign area was needed;
 - ii. Adding architectural treatments (fake shutters, flower boxes, etc.) to the rear of the building in order to improve its appearance from N. Berlin Pike;
 - iii. Compelling the installation of bicycle racks, picnic tables and a trash receptacle on the subject property should the Town be unable to secure the necessary permit allowing the applicant to install bicycle and pedestrian improvements on the adjacent VDOT property; and
 - iv. Tying the condition involving deficiencies on North Church Street to the performance bond obtained from the party originally responsible for its construction, thereby giving the Town Council the leverage to negotiate with the applicant for specific frontage improvements and a cash payment in-lieu of undertaking the necessary milling and overlaying of the street.

- b. Preliminary Subdivision Plat for the Keena Subdivision (LVPS 2016-0001): The Commission considered the preliminary plat for the Keena Subdivision (27 lots) and voted to approve the plat with several minor modifications agreed to by the applicant. Once these were made, the Chairman signed the plat to signify approval.

5. ORGANIZATIONAL/INSTITUTIONAL:

- a. A continued goal for the Commission this year was to raise the profile of the Commission in the community, to let citizens know what we do and how we arrive at the recommendations made to Town Council. This has been accomplished through outstanding public involvement in Comprehensive Plan Committees, multiple public hearings on individual topics to ensure multiple opportunities for public input and increased attendance of planning commissioners at Town events to increase availability.
- b. The Commission is fully staffed with the addition two (2) new Planning Commissioners this year: Commissioner Stephanie Wolf and Commissioner Chris Hornbaker.
- c. Continued education has been a high priority for the Commission throughout the year. This year the Commission continued its certification program by working to ensure that all members are graduates of the national award winning Virginia Certified Planning Commissioner (CPC) Program. Four members were certified this year:
 - i. Former Commissioner Buchanan Smith
 - ii. Commissioner Nate Fontaine
 - iii. Commissioner Shiva Schilling
 - iv. Commissioner Stephanie Wolf
- d. To further integrate the Commissioners into Town functions, each committee currently has a member of the Planning Commission as a member:
 - i. Events Committees: Love America, Love Spring, Love Summer, Love Fall, Love Winter
 - ii. Business & Tourism Committee
 - iii. Parks & Beautification Committee
 - iv. Infrastructure, Environment & Utilities Committee
 - v. Information Flow Committee

Picture of Planning Commission
to be inserted