

TOWN OF SCOTTSVILLE

Mayor

R. Stephen Phipps

Town Council

Lillian M. Copeland

James P. Hogan

Jeannette E. Kerlin

Robert E. O'Halloran

Craig N. Stratton

James M. Svetich

Town Attorney: Lindsay G. Dorrier, Jr.

Town Administrator: Barry J. Clark

Town Clerk: Amy E. Moyer

The Scottsville Town Council meets in Regular Session on the third Monday of each month at 7:00 p.m. (on Tuesday if that Monday is a state holiday).

Town Council Work Sessions are held at 7:00 p.m. on the second Monday of each month (on Tuesday if that Monday is a state holiday).

Speakers during the **Public Forum** are asked to limit their comments to three minutes in duration.

MINUTES REGULAR SESSION ❖ December 20, 2004

1. CALL TO ORDER – Mayor R. Stephen Phipps called the meeting to order at 7:00 p.m.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL of Town Council – Clerk of Council Amy Moyer called the roll. All members were present. Also in attendance were Town Administrator Barry Clark, Town Attorney Lindsay Dorrier, and several members of the community.
4. CONSENT CALENDAR
 - 4.1. Financial Report for November 2004 (Tab 1.4)
 - 4.2. Approval of Agenda
 - 4.3. Minutes of Regular Town Council Meeting of November 15, 2004 (Tab 5.1)

Upon a motion by Mr. Svetich, seconded by Ms. Kerlin, the consent calendar was adopted by voice vote.

5. MAYOR'S REPORT

Mayor Phipps thanked Scott and Frankie Ward for their Christmas tree donation; he also thanked those who assisted with putting up the tree. Mayor Phipps reported on meetings with Delegate Rob Bell and Congressman Virgil Goode regarding Streetscape funding, as well as visits to other towns experiencing similar projects.

6. PUBLIC FORUM

Jennifer Woodward, of 109 James River Road, reported on the Tourism Committee's Holiday Passport Program. She noted that 22 businesses participated in the promotion; 72 shoppers completed the program, representing at least \$5,400 in purchases from Scottsville merchants. Ms. Woodward remarked on the increased visibility for Scottsville, as well as the fact that 80% of the program costs were spent with Scottsville merchants. She thanked the participating merchants, as well as numerous others who assisted with the program.

Dolores Rogers, of 495 Valley Street, rose to thank the council members for their service to the town.

7. PUBLIC HEARING ON AMENDMENTS TO ZONING ORDINANCE SECTIONS 4.14.4 AND 4.14.13, REGARDING REAL ESTATE SIGNS (Tab 3.2)

Mr. Clark summarized the issues addressed by these amendments. The floor was opened for public comment. No one from the public wished to speak to this matter.

Mr. Svetich moved to accept the real estate sign ordinance, as proposed. Mr. Hogan seconded the motion, and a roll-call vote ensued.

Ms. Copeland	<u>Yes</u>	Ms. Kerlin	<u>Yes</u>	Mr. Stratton	<u>Yes</u>
Mr. Hogan	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Svetich	<u>Yes</u>

By a vote of 6-0, Zoning Ordinance sections 4.14.4 and 4.14.13 were amended as follows:

4.14.4 (b) Temporary off-site directional signs *advertising an event or activity* that are not located in a residential district, are not excessive in number, do not exceed two (2) square feet in area and are located no closer than five (5) feet to a front property line, provided that the activity that the sign promotes is one permitted in the location to which the sign applies. Such signs shall display the name and telephone number of the responsible person and date and address of the event, shall be erected not more than seven (7) days before the event or activity, and shall be removed within two (2) days of its conclusion.

4.14.4 (k) Real estate signs advertising ~~an on-site~~ property for sale, lease or rent and erected on-site by a licensed real estate agent or by the property owner. The area of the sign, not including riders, shall ~~that do~~ not exceed ~~six (6)~~ 800 square feet inches. Free standing real estate signs shall have a minimum setback from adjoining streets or roads of five (5) feet and shall have a height not exceeding forty-two (42) inches above the point the supporting post is inserted into the ground; exceptions to the height restriction may be approved by the Zoning Administrator. There shall not be more than two (2) riders, each not exceeding six (6) inches in height, suspended as paddles from or otherwise attached to the primary sign. Real estate signs also may be placed on a window of the structure for sale, lease or rent. Not more than one (1) real estate sign shall be permitted on a property for sale, lease, or rent within the historic district. Not more than one (1) real estate sign per road frontage, for a total number of signs not to exceed two (2), shall be permitted on a property for sale, lease, or rent outside the historic district. The content of real estate signs shall display a standard "for sale" (or lease or rent) message and include the agent's or property owner's name and telephone number. ~~These~~ Real estate signs shall be removed from the site within ~~two (2)~~ seven (7) days of sale, lease or rental or of the attachment of a rider indicating that the property has been sold, leased or rented, whichever occurs first. A real estate sign erected for more than 180 days may, after investigation by the Zoning Administrator, be deemed abandoned and subject to the provisions of section 4.14.13. ~~Off-site "open house" directional signs are permitted subject to paragraph b, above.~~

4.14.4 (l) Temporary off-site open house signs indicating the direction to a house or other structure open to the public. There shall be not more than two (2) such signs per open house, each shall not exceed two (2) square feet in area, and each shall be permitted only on the day of the open house. Such signs shall be marked with the name and telephone number of the responsible person and date and address of the open house.

4.14.13 (e) If the owner or erector of a sign that is in violation of this ordinance has a documented record of prior violations of the provisions of this ordinance, the zoning administrator may have the offending

sign removed immediately and without prior notice.

8. PUBLIC HEARING ON ORDINANCE TO ESTABLISH A HISTORIC PRESERVATION REVOLVING LOAN FUND (Tab 3.1)

Ms. Copeland noted that a three-member committee would review the applications; financial information would be confidential, with the committee reviewing only a Beacon score and project feasibility. The floor was opened for public comment. No one from the public wished to speak to this matter.

Mr. Svetich moved to accept the Historic Preservation Loan Fund, as proposed. Ms. Kerlin seconded the motion, and a roll-call vote ensued.

Ms. Copeland	<u>Yes</u>	Ms. Kerlin	<u>Yes</u>	Mr. Stratton	<u>Yes</u>
Mr. Hogan	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Svetich	<u>Yes</u>

By a vote of 6-0, the following ordinance was adopted:

AN ORDINANCE TO ESTABLISH A HISTORIC PRESERVATION REVOLVING LOAN FUND FOR THE TOWN OF SCOTTSVILLE, VIRGINIA

There shall be established a Historic Preservation Revolving Loan Fund for the citizens of the Town of Scottsville. The program will be under the review and control of the Town Council of Scottsville, Virginia. Administration and oversight of the Revolving Fund shall be delegated to a committee consisting of three members: a member of the Scottsville Town Council, a member of the Scottsville Architectural Review Board, and a member of the Scottsville Planning Commission, to be appointed by Town Council. This committee shall be called the Historic Preservation Revolving Loan Fund Committee (hereinafter "the Committee"). The Committee shall establish the terms and conditions of the loan program and shall administer the loan application process and collection of the loans. The Committee shall make quarterly reports to Town Council of the status of outstanding loans and the state of the loan program. The Committee shall prepare literature concerning the loan program for approval by Town Council. The Historic Preservation Revolving Loan Fund shall have the following purposes:

1. Low interest loans made on a short term basis, not to exceed one year, to the citizens of the Town of Scottsville to improve historic structures in the Town of Scottsville, Virginia.
2. Rehabilitation of existing historic structures in compliance with the Design Guidelines of the Town's Architectural Review Board.
3. Selection of projects by the Committee shall be based on the financial need and credit worthiness of the applicant, and the improvements being made to the historic structure.
4. The failure of the selected loan applicant to repay the loan as scheduled shall be a misdemeanor and no town license shall be issued to the borrower until the loan is repaid.
5. The funds for the Historic Preservation Revolving Loan Fund shall come from the Caldwell Fund, and the amount of funds in the Revolving Loan Fund shall be determined by the Town Council.
6. The Committee shall establish a separate accounting procedure for the Historic Preservation Revolving Loan Fund and shall have timely financial records for review by the Town Council.
7. Properties considered by the Committee shall be located in the Town of Scottsville, Virginia, and shall be historic and in need of repair or rehabilitation.
8. The Committee shall oversee and administer the loan program.

See Sections 15.2-1100, 15.2-1104, 15.2-1105, and 15.2-1425 for authorization.

9. APPROPRIATION OF \$2,520 FOR HEAT PUMP REPLACEMENT BY W.E. BROWN, INC. (Tab 4.4)

Mayor Phipps noted that this was an emergency replacement. Mr. Svetich moved to appropriate \$2,520 for heat pump replacement. Mr. Hogan seconded, and a roll-call vote ensued.

Ms. Copeland <u>Yes</u>	Ms. Kerlin <u>Yes</u>	Mr. Stratton <u>Yes</u>
Mr. Hogan <u>Yes</u>	Mr. O'Halloran <u>Yes</u>	Mr. Svetich <u>Yes</u>

The motion passed 6-0.

10. APPROPRIATION OF \$1,025 FOR RACK CARD DISTRIBUTION BY VIRGINIA HOSPITALITY AND TRAVEL ASSOCIATION (Tab 4.2)

Mr. Svetich moved to appropriate \$1,025 for rack card distribution, and Ms. Kerlin seconded. Mr. O'Halloran noted this was a routine, budgeted expenditure for distribution along the I-81 corridor. A roll-call vote was then conducted.

Ms. Copeland <u>Yes</u>	Ms. Kerlin <u>Yes</u>	Mr. Stratton <u>Yes</u>
Mr. Hogan <u>Yes</u>	Mr. O'Halloran <u>Yes</u>	Mr. Svetich <u>Yes</u>

The motion passed 6-0.

11. APPROPRIATION OF \$595.55 FOR HOLIDAY BONUSES FOR TOWN EMPLOYEES

Mayor Phipps stated that the appropriation would be \$75.00 for full-time employees and \$50.00 for part-time employees. Ms. Kerlin moved to appropriate \$595.55 for town employee bonuses. Ms. Copeland seconded the motion. Mr. Stratton questioned why this would be a bonus rather than an honorarium. A roll-call vote was then conducted.

Ms. Copeland <u>Yes</u>	Ms. Kerlin <u>Yes</u>	Mr. Stratton <u>No</u>
Mr. Hogan <u>Yes</u>	Mr. O'Halloran <u>Yes</u>	Mr. Svetich <u>Yes</u>

The motion passed 5-1.

12. REPORTS OF CHARTERED COMMITTEES AND PLANNING COMMISSION

Historic Preservation: Ms. Copeland had no report.

Quality of Life: Mr. Hogan reported that a meeting with the Farmers' Market manager and vendors was planned for January 2005. A bicycle and pedestrian path to Totier Creek Park is being planned with Albemarle County's Dan Mahon and the Discovery School. Mr. Hogan reported that the completed Streetscape bid packet was going through the VDOT approval process and would be presented to the Oversight Committee; an April/May 2005 construction start date is anticipated. An economic development grant proposal is due to be submitted in January, with \$60,000 for a part-time consultant and \$40,000 for a loan pool.

Government Services: Ms. Kerlin reported that her committee's next meeting would be in January.

Tourism: Mr. O'Halloran thanked committee members for their efforts with the December 4 events. He commented that the churches were beautifully decorated for the tour, which could be separated from the merchant event next year to increase attendance. The CACVB grant for special event advertising banners was approved.

Public Safety, Traffic, and Infrastructure: Mr. Stratton reported that he attended the recent Fire Department awards dinner; he commended the members for their efforts. He reported on the progress in obtaining a special use permit from Buckingham County for the bluegrass festival in August. He suggested Eddie Adcock to be grand marshal for the July 4th parade.

Planning Commission: Mr. Svetich commented that commission members did an excellent job on the real estate sign ordinance. He reported that the parking ordinance revision was a little behind schedule for a February/March presentation, with the Comprehensive Plan update to be finished by March/April.

13. TOWN ATTORNEY'S REPORT – Mr. Dorrier had no report.

14. TOWN ADMINISTRATOR'S REPORT

Mr. Clark gave the Treasurer's Report for the month of November. General Fund revenues were \$29,946.98; expenditures totaled \$30,671.62, for a net loss of \$724.64. As of November 30, 2004, fund balances were as follows:

General Fund	\$222,406.03	Victory Hall Theater	\$8,099.82
Caldwell Fund	\$64,046.75	JamesFest	\$1,125.39
Canal Basin Square	\$129,745.38	Farmers' Market	\$51.32
Streetscape Fund	\$14,304.65	Total	\$439,779.34

15. ADJOURNMENT – The meeting was adjourned at 7:40 p.m.