AGENDA
PLANNING COMMISSION REGULAR MEETING
Town Hall Council Chambers
6 E. Pennsylvania Avenue
Lovettsville, VA 20180
WEDNESDAY, JANUARY 15, 2025, AT 7:00 PM

Pursuant by motion of Town Council (May 13, 2021) this meeting will be held in an electronic hybrid format. The Commission, and staff will participate in attendance of the meeting. Written comments regarding items on this agenda can be submitted to clerk@lovettsvilleva.gov by 3:00PM on the day of the meeting.

Members of the public may access and participate in this meeting at the Lovettsville Town Hall located at 6 E. Pennsylvania Ave or electronically by using the link provided below:

https://us02web.zoom.us/j/81589687092?pwd=0l7dL64ghbQ2aTvuaHnCJk7aldba4b.1

Webinar ID: 815 8968 7092
Passcode: 148651

1. **Call to Order and Pledge of Allegiance**
2. **Public Comment** (comments not related to a public hearing item on this agenda)
3. **Additions/Deletions/Modifications to the Agenda**
4. **Public Hearing**
   A. Fiscal Year 2026-2030 Capital Improvement Plan
5. **Discussion Items**
   A. Environmental Standards Review

6. Information Items

LVRZ 2023-0001, HK&S – Request to rezone 12745 Berlin Turnpike from R-1 to R-C to permit an 80-bed extended care facility.

7. Planning Commission Minutes

A. December 4, 2024

8. Committee Reports

9. Zoning Administrators Report

10. Comments from the Mayor and Commissioners

11. Next Scheduled Meeting

February 5, 2025, Regular Meeting

12. Adjournment

Town Mayor
Christopher M. Hornbaker

Town Council
Vice Mayor Joy Pritz
Council Member Thomas Budnar
Council Member Brandon Davis
Council Member David Earl
Council Member Stuart Stahl

Fiscal Year 2026-2030

CAPITAL IMPROVEMENT PLAN


Lovettsville
1836
Virginia

Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) represents a guide for financial decisions, annual budgeting, and the coordination of major public investments in the Town's fixed asset infrastructure. The Town's Comprehensive Plan provides guidance for managing development, services, and public infrastructure. The CIP is designed to promote the development of infrastructure consistent with the Town' s Comprehensive Plan.

A capital project is defined as a construction, renovation or demolition project, or acquisition of land or other assets, valued at more than $10,000 and with a useful life in excess of five years. The CIP includes capital projects, continuing programs, and capital equipment. This plan shows how the Town will address its public facility and other infrastructure needs, and the type of funding available over the next five years. In Fiscal Year 2026, total investments for the nine active projects in the CIP totals $2,715,000. The total project cost estimates for all 22 projects included in the FY 2026-2030 CIP is $28,833,895; of which $25,579,365 or 88.7 percent is funded through awarded or anticipated grant funding.

How the CIP is organized

The Capital Improvement Plan (CIP) is divided by category into General Government and Utilities Fund. Each categorical area begins with a summary page which includes financial information dealing with the sources and uses by project. Within each category, an individual detailed project page is provided with summative information and financial information for each corresponding fiscal year.

Project Status Summary

The following ten projects in the Capital Improvement Plan were completed or are anticipated to be completed during Fiscal Year 2025 or Fiscal Year 2026 (Project Number: Project Title – Completion Date):

General Government:

- TLOV-2022-01: Quarter Branch Barn Improvements – Winterization of office spaces and restroom – Summer 2024
- TLOV-2025-01: Town Green Improvements – A/V equipment, movie screen, electrical upgrades – Summer 2024.
- TLOV-2025-02: Town Facilities – Workplace Safety and Security Initiative – Summer 2024
- TLOV-2025-03: Town Square Improvements – Veterans Memorial renovations – Fall 2024.
- TLOV-2024-01: Town Clock Tower Rehabilitation – Summer 2025
- TLOV-2024-02: Lovettsville Entry Sign – Winter 2025
- TLOV-2019-01: East Broad Way Phase 2A Streetscape Improvements – Winter 2025/2026

Utilities Fund:

- TLOV-2022-02: Utilities Fleet Upgrades and Replacements – Utility Truck Replacement and Purchase of Dump Trailer – Summer 2024
- TLOV-2025-04: Park Place Water Plant Rehabilitation – Winter 2024/2025
- TLOV-2025-05: Utilities Facilities- Workplace Safety and Security Initiative – Fall 2024

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The following fourteen projects in the Capital Improvement Plan remain underway and active in Fiscal Year 2026 with anticipated completion beyond Fiscal Year 2026 (Project Number: Project Title):

General Government:

- TLOV-2028-02: North Berlin Turnpike Shared-Use Path (Design)
- TLOV-2019-01: East Broad Way Phase 2A Streetscape Improvements
- TLOV-2028-03: East Broad Way Sidewalk
- TLOV-2020-01: South Church Street/ E Pennsylvania Avenue Streetscape Improvements-
- TLOV-2021-01: South Loudoun and South Locust Streetscape Improvements
- TLOV-2021-01: West Broad Way and North Berlin Turnpike Intersection Improvements
- TLOV-2022-01: Quarter Branch Barn Improvements
- TLOV-2025-01: Town Green Improvements – Phase 2
- TLOV-2025-03: Town Square Improvements

Utilities Fund:

- TLOV-2019-02: Quarter Branch Road Watermain Replacement - Utilities
- TLOV-2024-04: Waste Water Treatment Plant Upgrades and/or Improvements - Utilities
- TLOV-2024-05: Watermain Redundancy Improvements - Utilities
- TLOV-2024-06: Water Plant Upgrades and/or Improvements – Utilities
- TLOV-2025-02: Second Elevated Water Tower - Utilities

The Town's FY 2026-2030 Capital Improvement Plan includes the following new project and five projects with revised scopes starting in Fiscal Year 2026 (Project Number – Project Title – CIP Category)

New Project:

- TLOV-2026-01: Museum Expansion and Council Chambers Renovations – General Government

Projects with Revised Scopes:

- TLOV-2025-01: Town Green Improvements – General Government
- TLOV-2025-03: Town Square Improvements – General Government
- TLOV-2028-05: Replacement of General Fund Capital Assets – General Government
- TLOV-2022-02: Utilities Fleet Upgrades and Replacements – Utilities
- TLOV-2024-06: Water Plant Upgrades and Improvements – Utilities

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GENERAL GOVERNMENT

PROJECT FUNDING SOURCES:	FUNDING SOURCE	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-YR CIP COST
PAY-GO/ CAPITAL ASSET REPLACEMENT RESERVE/ EVENTS FUND RESERVE	NC	1,119,530	857,530	160,000	-	102,000	-	-	262,000
LOANS	L	-	-	-	-	-	-	-	-
LOUDOUN COUNTY CIP AWARDED FUNDS	CTY1	5,537,170	4,039,970	1,117,000	193,000	-	41,000	-	1,351,000
LOUDOUN COUNTY CIP REQUESTED FUNDS	CTY2	1,667,000	-	-	-	40,000	158,000	-	198,000
VDOT GRANT AWARDED	VDOT1	13,298,905	7,823,205	778,000	1,169,500	3,528,200	-	-	5,475,700
VDOT GRANT REQUESTED	VDOT2	3,946,220	-	-	-	-	164,000	-	164,000
AMERICAN RESCUE PLAN ACT OF 2021	ARPA	-	-	-	-	-	-	-	-
TOTAL REVENUES		**$ 25,568,825**	**$ 12,720,705**	**$ 2,055,000**	**$ 1,362,500**	**$ 3,670,200**	**$ 363,000**	**$ -**	**$ 7,450,700**

PROJECT EXPENDITURES:		FUNDING SOURCE	TOTAL COST	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-YR CIP COST
TLOV-2028-02	N. BERLIN TURNPIKE SHARED-USE PATH EXTENSION	CTY2, VDOT1, VDOT2	$ 5,887,530	$ 2,500,000	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2019-01	E. BROAD WAY 2A STREETSCAPE IMPROVEMENTS	NC, CTY1, VDOT1	$ 3,573,500	$ 3,573,500	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2028-03	E. BROAD WAY SIDEWALK	CTY2, VDOT1, VDOT2	$ 704,280	$ 187,390	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2028-04	COMMUNITY PARK AND SCHOOL PATH PEDESTRIAN LIGHTING	CTY2	$ 198,000	$ -	$ -	$ -	$ 40,000	$ 158,000	$ -	$ 198,000
TLOV-2028-06	S BERLIN PIKE SHARED-USE SIDEWALK AND PATH LIGHTING	CTY2, VDOT2	$ 936,000	$ -	$ -	$ -	$ -	$ 205,000	$ -	$ 205,000
TLOV-2020-01	S. CHURCH STREET & E. PENNSYLVANIA AVENUE STREETSCAPE IMPROVEMENTS	NC, CTY1	$ 1,549,000	$ 1,249,000	$ 210,000	$ 90,000	$ -	$ -	$ -	$ 300,000
TLOV-2021-01	S. LOUDOUN AND SOUTH LOCUST STREET STREETSCAPE IMPROVEMENTS	NC, CTY1, VDOT1	$ 7,904,100	$ 1,418,400	$ 1,685,000	$ 1,272,500	$ 3,528,200	$ -	$ -	$ 6,485,700
TLOV-2028-01	S. LOUDOUN STREET SCHOOL SIDEWALK	CTY2, VDOT1	$ 1,107,415	$ 878,415	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2023-01	W BROAD WAY AND N BERLIN TURNPIKE INTERSECTION IMPROVEMENTS	NC, CTY2, VDOT1	$ 3,182,000	$ 2,649,000	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2024-01	TOWN CLOCK TOWER REHABILITIATION	NC	$ 35,000	$ 35,000	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2024-02	LOVETTSVILLE ENTRY AND WAYFINDING SIGNS	NC	$ 55,000	$ 55,000	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2022-01	QUARTER BRANCH PARK IMPROVEMENTS	NC	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -
TLOV-2028-05	REPLACEMENT OFGENERAL FUND CAPITAL ASSETS	NC	$ 50,000	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
TLOV-2025-01	TOWN GREEN IMPROVEMENTS	NC, CTY1	$ 149,500	$ 45,000	$ 52,500	$ -	$ 52,000	$ -	$ -	$ 104,500
TLOV-2025-03	TOWN SQUARE IMPROVEMENTS	NC	$ 37,500	$ 30,000	$ 7,500	$ -	$ -	$ -	$ -	$ 7,500
TLOV-2029-01	MUSEUM EXPANSION AND COUNCIL CHAMBERS RENOVATIONS	NC	$ 100,000	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
TOTAL EXPENDITURES			**$ 25,568,825**	**$ 12,720,705**	**$ 2,055,000**	**$ 1,362,500**	**$ 3,670,200**	**$ 363,000**	**$ -**	**$ 7,450,700**

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Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2028-02: North Berlin Turnpike Shared-Use Path

PROJECT DESCRIPTION:
Design and construct an 8-10 foot wide shared-use path between the Town Square and Tilgham Place along North Berlin Turnpike (Route 287 west side) to complete the connection to the Town Square. The path will have a paved surface and will add curb and gutter along Berlin Turnpike. Identified in the Transportation Master Plan as Project Profile #9.

PROJECT BOUNDARIES:
West side of North Berlin Turnpike from West Broad Way intersection to northern Town corporate limit.

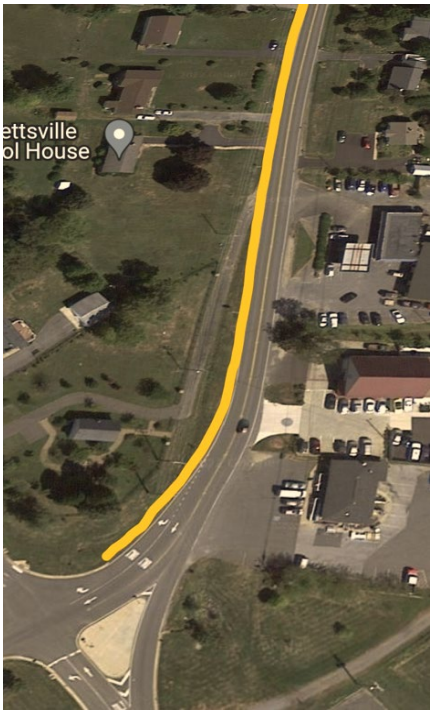
DEFICIENCIES AND NEEDS:
Currently, there is no direct pedestrian connection between the Town Square and northern neighborhoods.

START DATE: Spring 2025
COMPLETION DATE: TBD

GOAL ADDRESSED:
Removing local automobile trips from this corridor is intended to mitigate local congestion and improve safety for pedestrians and bicycles. This path will connect neighborhoods to Town Square and existing pedestrian networks. Supports Comprehensive Plan Chapter 7- Goals 1 and 2.

PROJECT STATUS:
VDOT's Transportation Alternative Program (TAP) grant funding awarded in the amount of $2.5M. In addition, the Town has requested $0.5M in funding from Loudoun County as part of their annual CIP funding program and $2.89M in VDOT SMART SCALE Round 6 grant funding.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn to identify the best design alternative to build.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 1,023,740	$ 1,023,740	$ -	$ -	$ -		$ -	$ -
Land Acquisition	$ 43,990	$ 43,990	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 4,819,800	$ 1,432,270	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 5,887,530**	**$ 2,500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Loudoun County Requested Funds	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Awarded	$ 2,500,000	$ 2,500,000	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Requested	$ 2,887,530	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 5,887,530**	**$ 2,500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2019-01: East Broad Way Phase 2A Streetscape Improvements

PROJECT DESCRIPTION:
Improvements include sidewalks, curb, gutter, streetlights, storm drainage, on-street parking spaces and landscaping.

PROJECT BOUNDARIES:
East Broad Way: Park Place to South Church Street

DEFICIENCIES AND NEEDS:
The project addresses walkability, storm water management and drainage, and other streetscape elements to improve the pedestrian and vehicular safety of the roadway.

START DATE: Fall 2019
COMPLETION DATE: Winter 2025

GOAL ADDRESSED:
Comprehensive Plan Chapter 7- Goals 1 and 2: Policies support improving existing streets to meet VDOT standards and to resolve drainage and other issues including the addition of pedestrian facilities and improved bicyclist safety.

PROJECT STATUS:
100% design plans have been approved by VDOT. All property rights have been obtained. Dominion has set 5 new poles and the dry utilities have begun relocation.

NEXT PROJECT MILESTONE:
The design phase and right of way acquisition were completed in spring 2024. Bid phase commences in Fall 2024 and construction is expected to begin mid-to-late Spring of 2025.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 396,500	$ 396,500	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 287,000	$ 287,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 2,583,000	$ 2,583,000	$ -	$ -	$ -	$ -	$ -	$ -
Utility Relocation	$ 307,000	$ 307,000	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 3,573,500**	**$ 3,573,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 277,500	$ 277,500	$ -				$ -	$ -
Loudoun County Awarded Funds	$ 1,951,000	$ 1,951,000	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Awarded	$ 1,345,000	$ 1,345,000	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 3,573,500**	**$ 3,573,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2028-03: East Broad Way Sidewalk

PROJECT DESCRIPTION:
Install five-foot sidewalk from the sidewalk on E. Broad Way from S. Church Street to the Town Square that will connect the sidewalks being installed per the E. Broad Way Phase 2 improvements project and the S. Church Street streetscape improvements project as identified in the Transportation Master Plan as Project Profile #18.

PROJECT BOUNDARIES:
East Broad Way, south side from South Church Street to Town Square.

DEFICIENCIES AND NEEDS:
The South Church Street, East Pennsylvania Streetscapes project will install sidewalks up to East Broad way, however, leave this gap open.

START DATE: Spring 2025
COMPLETION DATE: TBD

GOAL ADDRESSED:
Comprehensive Plan Chapter 7- Goals 1 and 2: Expand sidewalks to channelize pedestrian movements that will minimize jaywalking and interruptions with traffic flow. Additional to goal is to remove local automotive trips from the Town Square area.

PROJECT STATUS:
VDOT's Transportation Alternative Program (TAP) grant funding awarded in the amount of $187,390. In addition, the Town has requested $207,000 in funding from Loudoun County as part of their annual CIP funding program for Fiscal Year 2026-2031 and $309,890 in VDOT SMART SCALE Round 6 grant funding.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn to identify the best design alternative to build.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 123,400	$ 123,400	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 19,580	$ 19,580	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 561,300	$ 44,410	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 704,280**	**$ 187,390**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Loudoun County Requested Funds	$ 207,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Awarded	$ 187,390	$ 187,390	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Requested	$ 309,890	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 704,280**	**$ 187,390**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2028-04: Community Park and School Path Pedestrian Lighting

PROJECT DESCRIPTION:
Install nineteen (19) decorative fluted pedestrian-scaled lighting along the shared-use path from E Broad Way to Lovettsville Elementary School within the Community Park to improve pedestrian safety and increase access between the community park, the community center, and the elementary school. Project identified in the Transportation Master Plan as Project Profile #16.

PROJECT BOUNDARIES:
From E Broad Way to Lovettsville Elementary School through the community park.

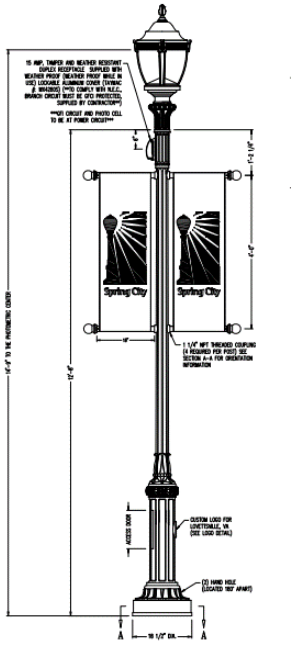
DEFICIENCIES AND NEEDS:
There is no pedestrian safety lighting along the path within the community park.

START DATE: Fall 2028
COMPLETION DATE: TBD

GOAL ADDRESSED:
Comprehensive Plan Chapter 7- Goals 1 and 2: Improve the lighting on sidewalks and shared-use pathways to enhance the Town's safety and sense of place.

PROJECT STATUS:
Town Council has requested funding from VDOT's (TAP) grant funding in the Resolution 2023-09-0009. In addition, the Town has requested funding from Loudoun County as part of their annual CIP funding program for Fiscal Year 2026-2031 funding program, neither gained approval.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn to identify the best design alternative to build.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 40,000	$ -	$ -	$ -	$ 40,000	$ -	$ -	$ 40,000
Construction	$ 158,000	$ -	$ -	$ -	$ -	$ 158,000	$ -	$ 158,000
Total Cost:	**$ 198,000**	**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 158,000**	**$ -**	**$ 198,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Loudoun County Requested Funds	$ 198,000	$ -	$ -	$ -	$ 40,000	$ 158,000	$ -	$ 198,000
Total Revenue:	**$ 198,000**	**$ -**	**$ -**	**$ -**	**$ 40,000**	**$ 158,000**	**$ -**	**$ 198,000**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2028-06: S. Berlin Pike Shared-Use Sidewalk and Path Lighting

PROJECT DESCRIPTION:
Install pedestrian-scaled lighting along the shared-use path adjacent to South Berlin Turnpike to improve pedestrian safety and increase access between the community park, the community center, and the elementary school. Project identified in the Transportation Master Plan as Project Profile #15.

PROJECT BOUNDARIES:
From Hammond Drive to S. Loudoun Street adjacent to South Berlin Turnpike.

DEFICIENCIES AND NEEDS:
There is no pedestrian safety lighting along the path.

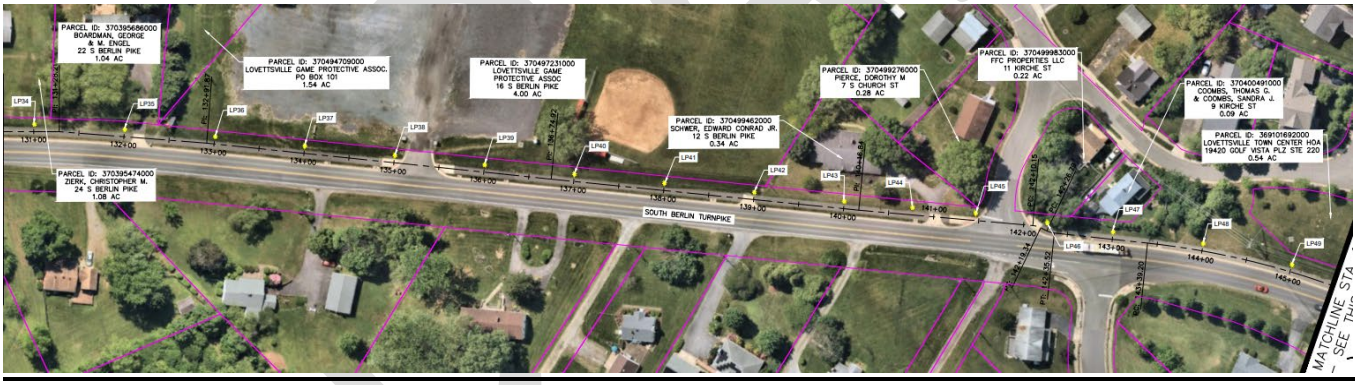
START DATE: TBD
COMPLETION DATE: TBD

GOAL ADDRESSED:
Comprehensive Plan Chapter 7- Goals 1 and 2: Improve the lighting on sidewalks and shared-use pathways to enhance the Town's safety and sense of place.

PROJECT STATUS:
Town Council has requested funding from VDOT's (TAP) grant funding in the Resolution 2023-09-0009. In addition, the Town has requested funding from Loudoun County as part of their annual CIP funding program for Fiscal Year 2026-2031 funding program, neither request has been awarded.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn to identify the best design alternative





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 205,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 196,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 535,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 936,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Loudoun County Requested Funds	$ 187,200	$ -	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Requested	$ 748,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 936,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

TLOV-2020-01: South Church Street/ East Pennsylvania Avenue Streetscape Improvements

PROJECT DESCRIPTION:
Storm Drainage Improvements on E. Pennsylvania Avenue were completed in Spring 2024,.On the western side of South Church Street, improvements will include sidewalks, curb, gutter, streetlights, storm drainage, parking spaces and landscaping.

In addition, one-way traffic pattern is being requested from VDOT that will require additional signage and stripping.

PROJECT BOUNDARIES:
South Church Street: Oktoberfest Way to East Broad Way. East Pennsylvania Avenue: South Church Street to Municipal Complex.

DEFICIENCIES AND NEEDS:
The project addresses walkability, storm water management, and other streetscape elements to improve the pedestrian and vehicular safety of the roadway.

START DATE: Fall 2020
COMPLETION DATE: Fall 2026

GOAL ADDRESSED:
Comprehensive Plan: Chapter 7, Transportation - Improvements to existing streets and improved pedestrian and bicyclist access. Transportation Master Plan specifies Project Profile #2 South Church and East Pennsylvania Streetscape Improvements.

PROJECT STATUS:
The design is complete, and the initial phase of improvements to the storm drainage were completed in Fall 2023. Last phase includes pedestrian improvements to be constructed beginning in Fall 2025.

NEXT PROJECT MILESTONE:
Construction of initial phase of storm drainage improvements have been completed.

One-way traffic striping and signage is anticipated in Summer 2025.

Sidewalk construction to commence in Fall 2025.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 185,000	$ 185,000	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 98,000	$ 98,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 1,216,000	$ 916,000	$ 210,000	$ 90,000	$ -	$ -	$ -	$ 300,000
Utiity Relocation	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 1,549,000**	**$ 1,249,000**	**$ 210,000**	**$ 90,000**	**$ -**	**$ -**	**$ -**	**$ 300,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 173,000	$ 173,000	$ -	$ -	$ -	$ -	$ -	$ -
Loudoun County Awarded Funds	$ 1,376,000	$ 1,076,000	$ 210,000	$ 90,000	$ -	$ -	$ -	$ 300,000
Total Revenue:	**$ 1,549,000**	**$ 1,249,000**	**$ 210,000**	**$ 90,000**	**$ -**	**$ -**	**$ -**	**$ 300,000**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2021-01: South Loudoun St. and South Locust St. Improvements

PROJECT DESCRIPTION:
Improvements to South Loudoun Street and South Locust Street including replacement of water and sewer mains, curb and gutter, sidewalks, storm drainage, and streetlights. This project is identified in the Town's Transportation Master Plan as Project Profiles #3 and #4.

PROJECT BOUNDARIES:
South Loudoun Street from Lovettsville Elementary School to East Broad Way. South Locust from South Loudoun Street to East Pennsylvania Avenue.

DEFICIENCIES AND NEEDS:
This corridor lacks sidewalks. Lovettsville Elementary School lacks safe pedestrian access from the center of Town. Inadequate storm drainage and high speeds along the road.

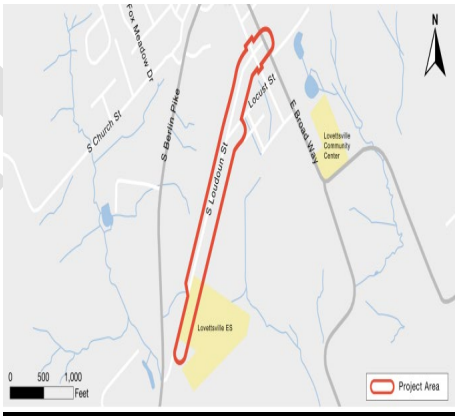
START DATE: Fall 2021
COMPLETION DATE: Fall 2027

GOAL ADDRESSED:
Comprehensive Plan: Chapter 7, Transportation - Improvements to existing streets and improved pedestrian and bicyclist access.

PROJECT STATUS:
Town Council requested funding from VDOT's SMART-SCALE grant funding in the amount of $6,177,517 in the Resolution 2022-04-0003 and was awarded $8.46M.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn, to identify the best design alternative to build. This concept has been improved to 90% design plans by Kimley-Horn. Property rights acquisition to begin in Spring 2025.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 1,158,400	$ 1,158,400	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 1,755,000	$ 260,000	$ 1,495,000	$ -	$ -	$ -	$ -	$ 1,495,000
Construction	$ 3,528,200	$ -	$ -	$ -	$ 3,528,200	$ -	$ -	$ 3,528,200
Utility Relocation	$ 1,462,500	$ -	$ 190,000	$ 1,272,500	$ -	$ -	$ -	$ 1,462,500
Total Cost:	**$ 7,904,100**	**$ 1,418,400**	**$ 1,685,000**	**$ 1,272,500**	**$ 3,528,200**	**$ -**	**$ -**	**$ 6,485,700**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 160,000	$ 160,000	$ -	$ -	$ -	$ -	$ -	$ -
Loudoun County Awarded Funds	$ 2,000,000	$ 990,000	$ 907,000	$ 103,000	$ -	$ -	$ -	$ 1,010,000
VDOT Grant Awarded	$ 5,744,100	$ 268,400	$ 778,000	$ 1,169,500	$ 3,528,200	$ -	$ -	$ 5,475,700
Total Revenue:	**$ 7,904,100**	**$ 1,418,400**	**$ 1,685,000**	**$ 1,272,500**	**$ 3,528,200**	**$ -**	**$ -**	**$ 6,485,700**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2028-01: South Loudoun Street School Sidewalk

PROJECT DESCRIPTION:
Construct a sidewalk on South Loudoun Street to connect the shared-use path on Berlin Pike to the south entrance of Lovettsville Elementary School. Identified in the Transportation Master Plan as Project Profile #13.

PROJECT BOUNDARIES:
South Berlin Pike and South Loudoun Street

DEFICIENCIES AND NEEDS:
There is no sidewalk on South Loudoun Street from Berlin Pike to Lovettsville Elementary. This would allow children living near the existing shared use path on Berlin Pike to walk to school.

START DATE: Fall 2025
COMPLETION DATE: Summer 2027

GOAL ADDRESSED:
Comprehensive Plan Chapter 7 - Goals 1 and 2: Expand sidewalks to channelize pedestrian movements that will minimize jaywalking and interruptions with traffic flow. May remove local automotive trips from the Town Square area.

PROJECT STATUS:
VDOT's Transportation Alternative Program (TAP) grant funding awarded in the amount of $878,415. In addition, the Town has requested $229,000 in funding from Loudoun County as part of their annual CIP funding program for Fiscal Year 2026-2031 funding program.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn, to identify the best design alternative to build.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 190,000	$ 190,000	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 24,250	$ 24,250	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 893,030	$ 664,165	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 1,107,280**	**$ 878,415**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Loudoun County Requested Funds	$ 229,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Awarded	$ 878,415	$ 878,415	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Requested		$ -	$ -	$ -	$ -	$ -	$ -	$ -
ARPA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 1,107,415**	**$ 878,415**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2023-01: W Broad Way and N Berlin Turnpike Intersection Improvements

PROJECT DESCRIPTION:
Improvements to intersection, extension of W. Broad Way sidewalk. Install five-foot sidewalk along the northern side of West Broad Way to the existing curb cut at the intersection with Berlin Turnpike. Add an approximately 180-foot long, 8-10-foot-wide sidewalk link on the northeast side of the Town Square and widen the existing eastern sidewalk to 8-10 feet. Aspects of this project are identified in the Transportation Master Plan as Profile Projects #5 and #9.

PROJECT BOUNDARIES:
N Berlin Turnpike at W Broad Way Intersection

DEFICIENCIES AND NEEDS:
Improvements will reduce sight distance issues for vehicles making a right turn from West Broad Way. This concept would also help to passively slow travel speeds.

START DATE: Summer 2025
COMPLETION DATE: Winter 2028

GOAL ADDRESSED:
Comprehensive Plan: Chapter 7 - Transportation: Improvements to existing streets to meet vehicular, pedestrian and bicyclist safety needs.

PROJECT STATUS:
VDOT's SMART SCALE grant funding of $2.64M was awarded. In addition, the Town has requested $533,000 in funding from Loudoun County as part of their annual CIP funding program for Fiscal Year 2026-2031 funding program.

NEXT PROJECT MILESTONE:
A concept plan has been prepared by the Town's consultant, Kimley-Horn, to identify the best design alternative to build.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 577,000	$ 577,000	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ 1,033,000	$ 1,033,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 1,572,000	$ 1,039,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 3,182,000**	**$ 2,649,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -
Loudoun County Requested Funds	$ 533,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
VDOT Grant Awarded	$ 2,644,000	$ 2,644,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 3,182,000**	**$ 2,649,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

TLOV-2024-01: Clock Tower Rehabilitation

PROJECT DESCRIPTION:
Rehabilitation and repair of the clock face tower to address deterioration and deficiencies in the clock's design.

PROJECT BOUNDARIES:
Lovettsville Square Phase One

DEFICIENCIES AND NEEDS:
The clockface of the tower has deteriorated and requires rehabilitation.

START DATE: Summer 2023
COMPLETION DATE: Summer 2025

GOAL ADDRESSED:
Implements Comprehensive Plan goal to promote the cultural heritage of Lovettsville and Economic Policy 4 promoting Town Center activity.

PROJECT STATUS:
Contractor required to evaluate needs.

NEXT PROJECT MILESTONE:
Contractor required to evaluate needs and costs.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 35,000**	**$ 35,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 35,000	$ 35,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 35,000**	**$ 35,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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Town of Lovettsville Fiscal Year 2025-2029 Capital Improvement Plan

TLOV-2024-02: Lovettsville Entry and Wayfinding Signs

PROJECT DESCRIPTION:
Provide new entry signs at the north and south ends of Berlin Pike and E Broad Way, similar to the new entry signs in Middleburg, to replace the faded county signage.

Add a monument sign at the corner of E Broad Way and Lovettsville Road. Rehabilitation of existing monument sign on Berlin Pike and S Loudoun Street.

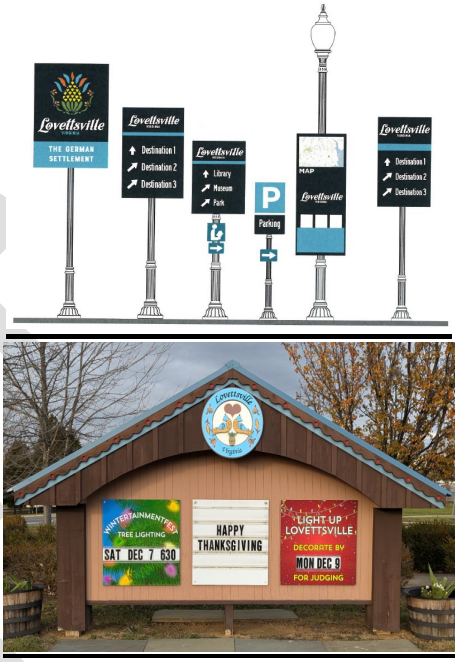
Design and install wayfinding signage throughout town for businesses, parking and landmarks.

PROJECT BOUNDARIES:
North Berlin Pike, East Broad Way and South Berlin Pike

GOAL ADDRESSED:
To provide Lovettsville residents with a sense of place.

PROJECT STATUS:
Loudoun County Department of Building and Development has been contacted for guidance of replacement or addition. Loudoun County replaced the South Berlin Pike sign in 2024.

NEXT PROJECT MILESTONE:
Design the monument entry sign and develop a wayfinding signage plan.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 7,000	$ 7,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 48,000	$ 48,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 55,000**	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 55,000	$ 55,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 55,000**	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2022-01: Quarter Branch Barn Improvements

PROJECT DESCRIPTION:
Improvements to the facility are proposed to be phased according to Town Council set priorities. The phase in Fiscal Year 2024 includes the weatherization of office spaces in the building and the enhancement of storage capacity of the mezzanine area. The last phase in Fiscal Year 2025 is to include the paving of the parking lot area.

PROJECT BOUNDARIES:
Quarter Branch Barn located at 60 Lange Drive.

DEFICIENCIES AND NEEDS:
Town staff and Event Committee members should have adequate year-round office space to work on projects. Storage and parking are in need of enhancements.

START DATE: Summer 2022
COMPLETION DATE: Winter 2025

GOAL ADDRESSED:
Comprehensive Plan Public Facilities policy 13 - Utilize the Quarter Branch Barn space more efficiently.

PROJECT STATUS:
Town staff hired a contractor to build out the interior office space with HVAC and a bathroom for staff. This task was completed in the summer 2024. Further developing the detailed scope and effort required to create storage space as well as pave the parking lot area.

NEXT PROJECT MILESTONE:
Identify a contractor and determine storage needs to develop a scope of the remaining tasks.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Construction	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost:	**$ 100,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 100,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

TLOV-2028-05: Replacement of General Fund Capital Assets

PROJECT DESCRIPTION:
The General Fund capital assets will require periodic replacement based on useful life and age.

In FY 2028, the utility truck used by the Town maintenance personnel and other staff for field work is planned to be replaced. In 2028, the truck will be 16 years old. Replacement truck costs include the addition of decals, emergency lighting, towing packages, and toolbox.

Other future capital assets include the Audio/Video equipment in the Council Chambers, small utility vehicle, tractor, message boards, etc.

PROJECT BOUNDARIES:
Town Wide

DEFICIENCIES AND NEEDS:
The Town vehicles are aging and becoming costly to maintain. Vehicles that are driven by Town staff should be safe and secure to operate. Other aging equipment should be replaced as warranted.

START DATE: Fall 2027
COMPLETION DATE: TBD

GOAL ADDRESSED:
Town's financial policy is to manage fixed assets to best serve the residents in a cost saving manner.

PROJECT STATUS: Town staff will identify and apply for grants as they become available.

NEXT PROJECT MILESTONE:
Identify and purchase the most cost-effective model for the Town's needs.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Asset Replacement	$ 50,000	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Total Cost:	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 50,000	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Total Revenue:	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**

Town of Lovettsville Fiscal Year 2025-2029 Capital Improvement Plan

TLOV-2025-01: Town Green Improvements

PROJECT DESCRIPTION:
The Town Green improvements are as follows: FY 2025 - performance audio/visual equipment, projector and movie screen, electrical upgrades, and masonry repairs at the Walker Pavilion; FY 2026 - storage expansion of Walker Pavilion, grass paver access on Town Green, and scope/design of restroom facilities; and FY 2028 - construction of restroom facilities at Walker Pavilion.

PROJECT BOUNDARIES:
Town Green Park.

DEFICIENCIES AND NEEDS:
Both the Town Square and Town Green are used for many Town events and could use some upgrades to enhance the usability of the facilities and experience.

START DATE: Winter 2025
COMPLETION DATE: Spring 2028

GOAL ADDRESSED:
Comprehensive Plan, Chapter 3 - Public Facilities and Infrastructure goal and policies support continued provision of parks and facilities for public use and Town events.

PROJECT STATUS:
Town staff hired a contractor to upgrade the electrical system with (2) 50 AMP service outlets. The movie screen with AV equipment was installed as well in summer 2024. Masonry repairs were completed as well to enhance safety and aesthetics

NEXT PROJECT MILESTONE:
Determine additional storage requirements and installation of grass pavers onto Town Green. In addition, preliminary designing of restroom facilities.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 5,000	$ -	$ 5,000	$ -	$ -	$ -	$ -	**$5,000**
Construction	$ 144,500	$ 45,000	$ 47,500	$ -	$ 52,000	$ -	$ -	**$99,500**
Total Cost:	**$ 149,500**	**$ 45,000**	**$ 52,500**	**$ -**	**$ 52,000**	**$ -**	**$ -**	**$104,500**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 126,530	$ 22,030	$ 52,500	$ -	$ 52,000	$ -	$ -	$ 104,500
Loudoun County Awarded Funds	$ 22,970	$ 22,970	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 149,500**	**$ 45,000**	**$ 52,500**	**$ -**	**$ 52,000**	**$ -**	**$ -**	**$ 104,500**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2025-03: Town Square Improvements

PROJECT DESCRIPTION:
The planned improvements are as follows: FY 2025 - performance Audio Equipment at Veteran Memorial including electrical upgrades, enhanced lighting of pathways, and Veterans' Memorial renovations; and FY 2026 - rehabilitation of landscaping.

PROJECT BOUNDARIES:
Town Square

DEFICIENCIES AND NEEDS:
Both the Town Square and Town Green are used for many Town events and could use some upgrades to enhance the usability of the facilities and experience.

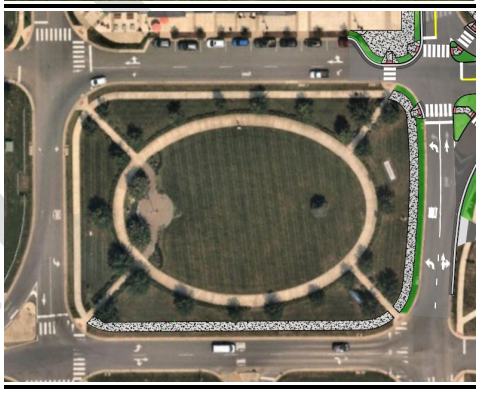
START DATE: Spring 2024
COMPLETION DATE: Spring 2026

GOAL ADDRESSED:
Comprehensive Plan, Chapter 3 - Public Facilities and Infrastructure goal and policies support continued provision of parks and facilities for public use and Town events.

PROJECT STATUS:
Town staff hired a contractor to renovate the memorial with (2) new pillars and new bronze plaques for the space force and POW/MIA as well as enhance the electrical outlets.

NEXT PROJECT MILESTONE:
Determine the scope for lighting and landscaping within the budget allowance.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Construction	$ 37,500	$ 30,000	$ 7,500	$ -	$ -	$ -	$ -	**$7,500**
Total Cost:	**$ 37,500**	**$ 30,000**	**$ 7,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$7,500**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 37,500	$ 30,000	$ 7,500	$ -	$ -	$ -	$ -	$ 7,500
Total Revenue:	**$ 37,500**	**$ 30,000**	**$ 7,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,500**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2026-01: Museum Expansion and Council Chambers Renovations

PROJECT DESCRIPTION:
Expansion of the current building owned by the Town but utilized by Lovettsville Historical Society as a museum. The project includes the enhancement of the Council Chambers entrance and a connecting breezeway with the planned expansion.

PROJECT BOUNDARIES:
A portion of the existing Council Chambers parking area to be repurposed for a building expansion

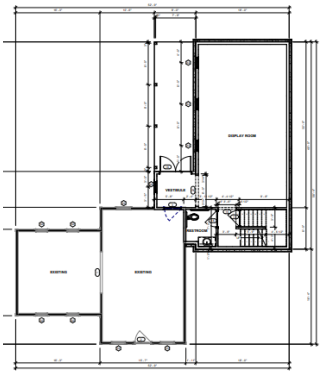
DEFICIENCIES AND NEEDS:
The existing space in the museum building does not allow for proper exhibitions.

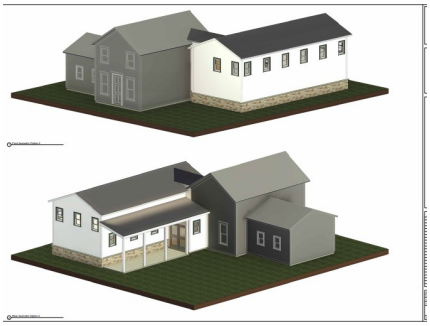
START DATE: Fall/ Winter 2025
COMPLETION DATE: Spring 2027

GOAL ADDRESSED:
Comprehensive Plan, Chapter 3 - Public Facilities and Infrastructure goal and policies support continued provision of parks and facilities for public use and Town events.

PROJECT STATUS:
The Lovettsville Historical Society has hired an architect to design several options for the planned Museum expansion. The expansion of the museum is to be funded by the Lovettsville Historical Society.

NEXT PROJECT MILESTONE:
Staff to explore the feasibility of a breezeway connection and entrance enhancements to the Council Chambers.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 5,000	$ -	$ 5,000	$ -	$ -		$ -	$ 5,000
Construction	$ 95,000	$ -	$ 95,000	$ -	$ -	$ -	$ -	$ 95,000
Total Cost:	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
PAY-GO/ Capital Asset Replacement	$ 100,000	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
Total Revenue:	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

General Government - Future Priority Projects

The following list of future projects are for Town Council's consideration based upon available funding and priorities. Each project includes a brief summary, estimated cost, status and any previously established priority. The costs are only estimates and are subject to change based upon modifications in project scope, economic conditions, and timing. The projects are listed in order of significance based on the information in the approved Transportation Master Plan.

Project Name	Project Summary	Estimated Cost	Status	Priority
Berlin Turnpike & South Loudoun Intersection	Explore alternatives for the intersection of Berlin Turnpike and South Loudoun Street. A roundabout and a realignment to "T" up the intersection should be studied. Install a crosswalk (requires formal mid-block crossing study) from the shared-use path on Berlin Turnpike to the eastern side of South Loudoun Street. Include gateway pacemaking elements. This project includes planning, design, and construction.	$2,720,000 - $6,070,000	Awaiting Funding	Top Priority
South Church Street Sidewalk Widening	Widen the existing sidewalk to 10 feet to accommodate a shared-use path for bikes along with pedestrians. This sidewalk will improve the interconnectivity wihtin the town.	$60,000-$100,000	Awaiting Funding	Low Priority
N Berlin Turnpike Pedestrian Sidewalk	Design and construct a 5-foot sidewalk between Town Square and Lovett Drive along North Berlin Pike (Route 287) to connect the pedestrian sidewalk on the east side of the roadway from Town Square to New Town Meadows subdivision.	$2,700,000 - $3,000,000	Awaiting Funding	New Priority

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Lovettsville
1836
Virginia

UTILITITES FUND

PROJECT FUNDING SOURCES:	FUNDING SOURCE	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-YR CIP COST
LOAN	L	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PAY-GO/ 3R RESERVE FUND (REPAIR, RENEWAL AND REPLACEMENT)	3R	$ 2,135,000	$ -	$ 220,000	$ 155,000	$ 90,000	$ 80,000	$ 90,000	$ 635,000
STATE GRANT AWARDED	VA1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
STATE GRANT REQUESTED	VA2	$ -	$ -	$ -	$ 1,500,000	$ -	$ -	$ -	$ 1,500,000
FEDERAL GRANT AWARDED	FED1	$ 440,000	$ -	$ 440,000	$ -	$ -	$ -	$ -	$ 440,000
FEDERAL GRANT REQUESTED	FED2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
AMERICAN RESCUE PLAN ACT of 2021	ARPA	$ 600,070	$ 600,070	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUES		**$ 3,175,070**	**$ 600,070**	**$ 660,000**	**$ 1,655,000**	**$ 90,000**	**$ 80,000**	**$ 90,000**	**$ 2,575,000**

PROJECT EXPENDITURES:		FUNDING SOURCE	TOTAL COST	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-YR CIP COST
TLOV-2019-03	QUARTER BRANCH ROAD WATERMAIN REPLACEMENT	FED1, ARPA	612,000	62,000	550,000	-	-	-	-	550,000
TLOV-2024-04	WASTE WATER TREATMENT PLANT UPGRADES AND IMPROVEMENTS	3R, ARPA	290,000	175,000	35,000	35,000	15,000	15,000	15,000	115,000
TLOV-2025-02	NEW ELEVATED WATER TOWER	FED2, ARPA	1,600,000	100,000	-	1,500,000	-	-	-	1,500,000
TLOV-2022-02	UTLITIES FUND CAPITAL ASSETS REPLACEMENT	3R, ARPA	165,000	110,000	-	55,000	-	-	-	55,000
TLOV-2024-05	WATERMAIN REDUNDANCY IMPROVEMENTS	3R, ARPA	255,000	30,000	45,000	45,000	45,000	45,000	45,000	225,000
TLOV-2024-06	WATER PLANT UPGRADES AND IMPROVEMENTS	3R, ARPA	253,070	123,070	30,000	20,000	30,000	20,000	30,000	130,000
TOTAL EXPENDITURES			**$ 3,175,070**	**$ 600,070**	**$ 660,000**	**$ 1,655,000**	**$ 90,000**	**$ 80,000**	**$ 90,000**	**$ 2,575,000**

DRAFT

TLOV-2019-02: Quarter Branch Road Watermain Replacement

PROJECT DESCRIPTION:
Replacement of the Quarter Branch Road watermain from N Berlin Pike to the existing elevated water tank. Project includes design and construct.

PROJECT BOUNDARIES:
Quarter Branch Road, between Berlin Pike and Water Tower.

DEFICIENCIES AND NEEDS:
The waterline will be upsized as necessary to increase pressure and volume to the older areas of Town. The existing 6-inch is transite concrete pipe that is aged and prone to breaks. Increasing the size of the watermain from the elevated tank will help improve volume for fire flow protection.

START DATE: Summer 2023
COMPLETION DATE: Spring 2026

GOAL ADDRESSED:
The Comprehensive Plan Chapter 3 - Public Facilities and Utilities call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
J2 Engineering has designed this watermain replacement and has provided the Town and VDOT with 100% design drawings.

NEXT PROJECT MILESTONE:
An Invitation for Bid (IFB) is being prepared by J2 Engineering as well as assistance with accessing awarded EPA grant funding.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 62,000	$ 62,000	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 550,000	$ -	$ 550,000	$ -	$ -	$ -	$ -	$ 550,000
Total Cost:	**$ 612,000**	**$ 62,000**	**$ 550,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 550,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
3R Reserve Fund (Repair, Renewal and Replacement)	$ 110,000	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000
Federal Grant Awarded	$ 440,000	$ -	$ 440,000	$ -	$ -	$ -	$ -	$ 440,000
ARPA	$ 62,000	$ 62,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 612,000**	**$ 62,000**	**$ 550,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 550,000**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2024-04: Waste Water Plant Upgrades and/or Improvements

PROJECT DESCRIPTION:
Provide the following upgrades to the sewer plant: Rebuild air system in the digesters (FY 2026); Inventory Schreiber parts and purchase needed spare parts in inventory ($15,000 every year).

PROJECT BOUNDARIES:
Waste Water Treatment Plant

DEFICIENCIES AND NEEDS:
The improvements noted are required to keep the sewer plant operating with efficiency. As the plant components age, they require replacement parts prior to failure. The nitratax upgrade will aid in the treatment process at the Waste Water Treatment Plant.

START DATE: Fall 2023
COMPLETION DATE: TBD

GOAL ADDRESSED:
Comprehensive Plan Chapter 3 - Public Facilities and Utilities call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
The 2018 Water and Sewer Master Plan calls for improvements to existing facilities that have aged out when making other capital improvements.

NEXT PROJECT MILESTONE:
Provide funding for purchases.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5-Year (FY25-29)
Construction	$ 290,000	$ 175,000	$ 35,000	$ 35,000	$ 15,000	$ 15,000	$ 15,000	$ 115,000
Total Cost:	**$ 290,000**	**$ 175,000**	**$ 35,000**	**$ 35,000**	**$ 15,000**	**$ 15,000**	**$ 15,000**	**$ 115,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	5-Year (FY25-29)
PAY-GO/ 3R Reserve	$ 80,000	$ -	$ -	$ 35,000	$ 15,000	$ 15,000	$ 15,000	$ 80,000
ARPA	$ 210,000	$ 175,000	$ 35,000	$ -	$ -	$ -	$ -	$ 35,000
Total Revenue:	**$ 290,000**	**$ 175,000**	**$ 35,000**	**$ 35,000**	**$ 15,000**	**$ 15,000**	**$ 15,000**	**$ 115,000**

DRAFT

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2025-02: Second Elevated Water Tower

PROJECT DESCRIPTION:
Design and construct a second elevated water tower as noted in the 2018 Water and Sewer Master Plan.

PROJECT BOUNDARIES:
Behind the new fire station to be located on S. Berlin Turnpike.

DEFICIENCIES AND NEEDS:
Fire flows and water supply need to be enhanced on the south side of Town.

START DATE: Fall 2023
COMPLETION DATE: TBD

GOAL ADDRESSED:
Comprehensive Plan Chapter 3 - Public Facilities and Infrastructure policies call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
CHA Consulting has been contracted to design the tank and determine an Opinion of Probable Cost. They have submitted 30% design drawings for review. Funding source for construction to be determined.

NEXT PROJECT MILESTONE:
CHA Consulting to provide 100% design drawings by the next fiscal year to better determine probable costs.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Design & Engineering	$ 100,000	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ 1,500,000	$ -	$ -	$ 1,500,000	$ -	$ -	$ -	$ 1,500,000
Total Cost:	**$ 1,600,000**	**$ 100,000**	**$ -**	**$ 1,500,000**	**$ -**	**$ -**	**$ -**	**$ 1,500,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
3R Reserve Fund (Repair, Renewal and Replacement)	$ 1,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State Grant Requested	$ -	$ -	$ -	$ 1,500,000	$ -	$ -	$ -	$ 1,500,000
ARPA	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 1,600,000**	**$ 100,000**	**$ -**	**$ 1,500,000**	**$ -**	**$ -**	**$ -**	**$ 1,500,000**

DRAFT

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2022-02: Utilities Fleet Upgrades and Replacements

PROJECT DESCRIPTION:
Add an additional utility truck to the fleet for operational continuity when the single vehicle assigned to Waste Water Treatment Plant is in use and to avoid Utility employees using their personal vehicles for Town operations.

PROJECT BOUNDARIES:
Town-Wide.

DEFICIENCIES AND NEEDS:
Lack of vehicles accessible at any given time to Utility staff impacts their ability to quickly resolve or address issues, or operations become reliant on use of personal vehicles to complete operations.

START DATE: Summer 2024
COMPLETION DATE: Fall 2025

GOAL ADDRESSED:
Comprehensive Plan Chapter 3 - Public Facilities and Infrastructure policies call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
Vehicle selection based on available makes and models.

NEXT PROJECT MILESTONE:
Research vehicles to obtain the most cost effective for the Town's needs.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Asset Replacement	$ 165,000	$ 110,000	$ -	$ 55,000	$ -	$ -	$ -	$ 55,000
Total Cost:	**$ 165,000**	**$ 110,000**	**$ -**	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ 55,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
3R Reserve Fund (Repair, Renewal and Replacement)	$ 55,000	$ -	$ -	$ 55,000	$ -	$ -	$ -	$ 55,000
ARPA	$ 110,000	$ 110,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 165,000**	**$ 110,000**	**$ -**	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ 55,000**

Town of Lovettsville Fiscal Year 2026-2030 Capital Improvement Plan

TLOV-2024-05: Watermain Redundancy Improvements

PROJECT DESCRIPTION:
This project will provide for redundancy in areas throughout the Town where water service disruptions due to maintenance and emergencies can be better isolated to preserve water service during service disruptions. Each Fiscal Year, Town staff will attempt to add a redundancy improvement; however, some of the identified redundancies have a larger, more complex scope and cost and must be planned for the future and funded with grant funding.

PROJECT BOUNDARIES:
Town-wide. Various locations as noted in project description.

DEFICIENCIES AND NEEDS:
The Town's Utilities must have continuity of operations 24/7/365. There is currently no redundancy in several areas of the water supply grid should a break occur. These projects would add redundancy and potentially improve the pressure in the system as a whole.

START DATE: Summer 2024
COMPLETION DATE: Ongoing

GOAL ADDRESSED:
Comprehensive Plan Chapter 3 - Public Facilities and Infrastructure policies call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
Refined design of each targeted scope.

CHA has provided staff with a decision matrix of projects and opinions of probable costs for each.

NEXT PROJECT MILESTONE:
Identify contractor and design project.



PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Construction	$ 255,000	$ 30,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 225,000
Total Cost:	**$ 255,000**	**$ 30,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 225,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
3R Reserve Fund (Repair, Renewal and Replacement)	$ 225,000	$ -	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 225,000
ARPA	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 255,000**	**$ 30,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 225,000**

TLOV-2024-06: Water Plant Upgrades and/or Improvements

PROJECT DESCRIPTION:
Provide the following upgrades to the water plant: Replace sacrificial anodes at Kingsridge Water Plant (FY 2025) $10,000; Install bathroom at Retirement Village Water Plant (FY 2025) $20,000; Rehabilitation of glass lining at the RV tank (FY 2026) $20,000; Greensand PLUS replacement in Media Filters (FY 2027) $30,000; Water Plant (FY 2028) $30,000; Greensand PLUS replacement in Media Filters (FY 2027) 30,000

PROJECT BOUNDARIES:
Kingsridge Water Plant and RV Water Plant (Heritage Highlands).

DEFICIENCIES AND NEEDS:
The improvements noted are required to keep the water plant operating with efficiency. As the plant components age, they require replacement parts prior to failure. The bathrooms are being added because there is currently only one bathroom available to operators located at the Waste Water Treatment Plant.

START DATE: Summer 2023
COMPLETION DATE: Ongoing

GOAL ADDRESSED:
Comprehensive Plan Chapter 3 - Public Facilities and Utilities call for providing an adequate and cost-effective utility system.

PROJECT STATUS:
The Water and Sewer Master Plan calls for improvements to existing facilities that have aged out when making other capital improvements.

NEXT PROJECT MILESTONE:
Provide funding for purchases.





PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
Construction	$ 253,070	$ 123,070	$ 30,000	$ 20,000	$ 30,000	$ 20,000	$ 30,000	$ 130,000
Total Cost:	**$ 253,070**	**$ 123,070**	**$ 30,000**	**$ 20,000**	**$ 30,000**	**$ 20,000**	**$ 30,000**	**$ 130,000**

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	5-Year (FY26-30)
3R Reserve Fund (Repair, Renewal and Replacement)	$ 130,000	$ -	$ 30,000	$ 20,000	$ 30,000	$ 20,000	$ 30,000	$ 130,000
ARPA	$ 123,070	$ 123,070	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenue:	**$ 253,070**	**$ 123,070**	**$ 30,000**	**$ 20,000**	**$ 30,000**	**$ 20,000**	**$ 30,000**	**$ 130,000**

Utilities - Future Priority Projects

The following list of future projects are for Town Council's consideration based upon available funding and priorities. Each project includes a brief summary, estimated cost, status and any previously established priority. The costs are only estimates and are subject to change based upon modifications in project scope, economic conditions, and timing.

Project Name	Project Summary	Estimated Cost	Status
Equalization Tank at Waste Water Treatment Plant	The Waste Water Treatment Plant (WWTP) has experienced overflows during high use periods and/or during exceptionally high storm drainage durations. This project is to design and construct a minimum of a 200,000 gallon Equalization tank at the WWTP to allow for on-site control of inflow into the plant and for redundancy during high peak flows.	$1,500,000 - $2,000,000	Awaiting Funding
Waste Water Treatment Plant Headworks Rehabilitation	The entrance of the Waste Water Treatment Plant (WWTP) from the Town's sewage collection system, known as the head works unit provides the important function of grinding and removing non treatable debri from the influent flow. This removal of the debris is necessary to protect the WWTP equipment and improve treatment. The current unit, installed in 2001 is aged/problematic and inefficient as it runs 24/7. Advances in equipment technology rpesents better solutions for replacing the current equipment with a more efficient and energy saving unit that will provide years of reliable service.	$75,000 - $150,000	Awaiting Funding
Leaf Collection Facility for Basins at Waste Water Treatment Plant	The Lovettsville Wastewater Treatment Plant is located 39183 Irish Corner Rd. It consists of multiple open basins that provide the necessary treatment for the incoming sewage influent from the Towns residents and businesses. There are also multiple pumps that are connected to these basins as a return and wasting system. The plant is heavily forested on three sides. In the fall, leaves falling into the basins create many operational problems including clogging of the pumps and piping and increased phosphorus as the leaves breakdown and decompose. Previously, there was a section of netting installed vertically around basin 2 that has been somewhat effective, but as time goes on the trees have grown above the netting and the problem with the leaves persists, requiring many man hours of call ins to unclog pumps and piping. Netting over top of the basins or a leaf collection facility would provide the optimal protection against the falling leaves and the problems they create.	$50,000 - $100,000	Awaiting Funding

TO: **Planning Commission**

FROM: **Jason Cournoyer, Town Manager**

Charlie Mumaw, Project Manager

MEETING DATE: **January 15, 2025**

SUBJECT: **Preliminary Fiscal Year 2026-2030 Capital Improvement Plan**

Purpose: Presentation of the preliminary Fiscal Year 2026-2030 Capital Improvement Plan.

Background: Per Virginia Code, Section 15.2-2239, the Planning Commission is to evaluate the Town's capital improvement plan for compliance with the Town's Adopted Comprehensive Plan. All projects included in the preliminary FY 2026-2030 Capital Improvement Plan have been tied to an identified goal of the Town's Comprehensive Plan and cited accordingly on each individual project page.

The FY 2026-2030 Capital Improvement Plan is comprised of two primary categories or projects – General Government and Utilities Fund. The General Government category includes all capital asset replacements of the General Fund and Events Fund, transportation capital projects and capital investments associated with town facilities used for town events. The Utilities Fund category includes all of the Utilities System's Repair, Replacement and Rehabilitation (3-R) projects, Utilities Infrastructure capital projects and new capital investment projects.

Discussion: The preliminary Fiscal Year 2026-2030 CIP is based on affordability and reflects revenue sources that have been secured to fund the project.

General Government
The preliminary FY 2026-2030 Capital Improvement Plan for the General Government project category is comprised of 16 projects of which 9 will be underway in Fiscal Year 2026. Of the 16 projects, there is one new project proposed, Museum Expansion and Council Chambers Renovation.

Utilities Fund
The preliminary FY 2026-2030 Capital Improvement Plan for the Utilities Fund is comprised of 6 projects of which four will be underway in Fiscal Year 2026. No new projects have been proposed.

Fiscal Impact: The total project cost estimates for all 22 projects included in the FY 2026-2030 CIP is $28,833,895; of which $25,579,365 or 88.7 percent is funded through awarded or anticipated grant funding.

Please reference the preliminary draft of the Fiscal Year 2026-2030 CIP document (attached) for further details on each project.

Recommendation: The Infrastructure Committee has reviewed and provided recommendations that have been incorporated into the preliminary CIP as presented. Town staff recommends approval of the preliminary Fiscal Year 2026-2030 Capital Improvement Plan (CIP) as drafted.

Motion:

1.) I move to recommend approval of the 2026-2030 Capital Improvement Plan with the finding that the CIP is consistent with the Town's Comprehensive Plan

Or

2.) I move an alternate motion.

Attachment

1.) Preliminary 2026-2030 Capital Improvement Plan

Save Rural Loudoun

December 4th, 2024

Dear Lovettsville Town Clerk and Planning Commission,

I am writing on behalf of the Board of Save Rural Loudoun to confirm that Scott Brainard will be providing public comments at the December 4th Planning Commission meeting on behalf of our organization.

Our organization advocates for balancing the needs of developers with the unintended impacts of development, and we believe that there is an aspect of the proposed Schoene subdivisions that is greatly in need of additional balancing.

Sincerely,



John Ellis
President, Board of Directors
Save Rural Loudoun

November 22, 2024

Dear Chad Schooley,

Our names are John Ellis, President of the Board of Save Rural Loudoun, Tia Earman, Senior Land Use Field Representative for Piedmont Environmental Council, Jim Christian, Chairman of the Loudoun Soil and Water Conservation District, Dean Naujoks, Potomac Riverkeeper with the Potomac Riverkeeper Network, and Trinity Mills, Conservation Advocacy Specialist for Loudoun Wildlife Conservancy. Each of our organizations is dedicated to protecting the natural environment in Loudoun County.

We are writing with regards to GRADE-2023-000007, a grading permit associated with a proposed subdivision near Lovettsville. We believe the wetland permit coverage submitted in support of this permit application fails to account for the full environmental impact of the project. Specifically, this coverage ignores impacts south of Lovettsville Rd, where a large swath of wetlands and stream channel will be cleared in order to construct a "line of sight" for a new intersection of Lovettsville Rd, and the access road for this subdivision ("Schoene Farm Place"). **We request that prior to approval of GRADE-2023-000007, Building and Development discuss with VDEQ Virginia Water Protection (VWP) the following relevant aspects of these additional impacts.**

First, the developer has proposed that all vegetation within the SI1 easement south of Lovettsville Road will be cleared. Though the limits of clearing and grading were restricted to areas north of Lovettsville Rd in the final versions of this development's CPAP application, this in no way means that the region south of Lovettsville Rd will not be cleared. Our understanding from the attachments associated with CPAP-2022-0010, is that this modification was made solely to reflect the fact that VDOT will be responsible for performing the clearing. It is unclear to us whether County Zoning Ordinances consider this is a legitimate definition of "the limits of clearing and grading" – i.e., whether these limits ought to only reflect the limits of activities that will be carried out by the developer directly – but that is irrelevant to the actual clearing that will occur in SI1.

The developer and VDOT have both assessed what type of actions will be required to achieve an unobstructed line of sight triangle in the SI1 easement, and determined, in writing, that the complete removal of vegetation will be necessary. The reason for this is that the SI1 easement includes ~1/3 of an acre of dense trees and shrubs currently obstructing any line of sight. We have attached screenshots from Loudoun County GIS, and photos taken during the summer and fall that show just how thick the vegetation is. All of this will need to be cleared, because, per VDOT's intersection design standards, "the line of sight establishes the boundary of a sight triangle within which there is no sight obstruction."

For this reason, the consistent description of the clearing that the developer has provided in their CPAP has been: **"Any trees/brush located in the existing sight distance easement are to be**

removed." Similarly, for their part, VDOT has confirmed that approval of Schoene Farm Place is only possible because **"all vegetation will be removed"** from the SI1 sight distance easement. This removal must be permanent, since any regrowth would immediately obstruct the line of sight. And it will necessarily occur simultaneously with the rest of this project, since Schoene Farm Place cannot be accepted until the line of sight triangle is cleared.

Second, the U.S. Fish and Wildlife Service wetland inventory and satellite imagery indicates the presence of wetlands in most of the SI1 easement. This is unsurprising, because this area is directly adjacent to the jurisdictional wetlands and stream channel that have been surveyed on the north side of Lovettsville Rd. And as the Natural Resources Team (NRT) of Building and Development has noted, VDEQ's VWP program regulates the permanent removal of trees and vegetation from large swaths of wetlands and streams. As NRT wrote with regards to the CPAP: "**The removal of vegetation within wetland areas is considered an impact.** As this area is in an easement, staff recommends that VDOT conduct a wetland delineation within the area." NRT added that without a permit, "no land-disturbance, including removal of vegetation, could be done in that area if it is a wetland area as determined by DEQ or USACE."

We understand that because the developer has narrowed the limits of clearing in their CPAP, Building and Development cannot require that the developer perform a wetland survey at this time, which would be necessary to precisely quantify the extent of the impacts. However, in our view, the important point is simply that there will clearly be impacts to wetlands and streams as a result of this clearing.

Third, and most critically, the VDEQ permit coverage the developer has submitted to Building and Development does not authorize any impacts in the SI1 easement. Brandon Bull, Director of Policy for VDEQ, has explained the implications of this, writing:

> The coverage for this project does not authorize any surface waters impacts south of Lovettsville Road. If additional impacts to surface water are necessary coverage under a Virginia Water Protection general permit may be modified through a Notice of Planned Change request. If additional impacts to Waters of the United States (WOTUS) would cause the total loss of WOTUS to be greater than 1 acre the activity would no longer be eligible for a 22-SPGP-RCIR and would need verification under another type of U.S. Army Corps of Engineer permit. Any impacts to state waters in excess of the appropriate regulatory thresholds that are not covered by a permit would be addressed through DEQ's compliance and enforcement process.

It seems that Building and Development is assessing the various component parts of this subdivision project independently, in a piecemeal fashion: reviewing first the work that the developer will perform north of Lovettsville Rd, and then subsequently reviewing the clearing of vegetation that will occur on the south side of the road. However, as Mr. Bull explains, this is not how wetland permit coverage applications are assessed. **State and Federal environmental law requires all connected actions associated with a project to be assessed as a whole, in order to accurately calculate and evaluate its cumulative environmental impact.** As Mr. Bull wrote, when VDOT or the developer notifies VDEQ of the impacts that will occur south of Lovettsville Rd, these will be assessed in the context of the existing VWP and SPGP permit coverage that authorized impacts on the north side of the road, since clearing thousands of square feet of vegetation from stream channel and wetlands in SI1 are impacts

associated with the project **as a whole.** This permit coverage will then either need to be modified, or if necessary, a different general permit could be applied for. If VDEQ is not notified of work in the SI1 easement, the project would be in violation of environmental regulations.

In light of these facts, it seems clear to our organizations that the permit coverage submitted to support the issuance of GRADE-2023-000007 is currently incomplete. We have cc'ed Margaret Dannemann, VWP Permit Manager for the Northern Regional Office of VDEQ. As Mr. Bull wrote, a simple solution to addressing this issue would simply be to notify VDEQ of the additional impacts south of Lovettsville Rd, and ensure that appropriate permit coverage is obtained and verified prior to the issuance of grading permits.

Our organization see no downside to VDEQ ensuring this project is in compliance with all existing State and Federal regulations prior to approval GRADE-2023-000007. Prematurely approving this permit, on the other hand, could very likely lead to violations of environmental laws, and unnecessary harm to wetlands.

We therefore respectfully request your team provide VDEQ an opportunity to review the full scope of this project before approving this grading permit. While the comments that VDOT and Building and Developed provided during the review of this CPAP accurately identify this issue with the existing permit coverage, neither VDOT nor B&D has formally notified VDEQ of this issue as yet, and thus any additional information your office can provide to VDEQ would no doubt be useful.

If it would be helpful, we would be more than happy to discuss this issue further at your convenience.

Thank you very much for your attention to this permit.

Sincerely,

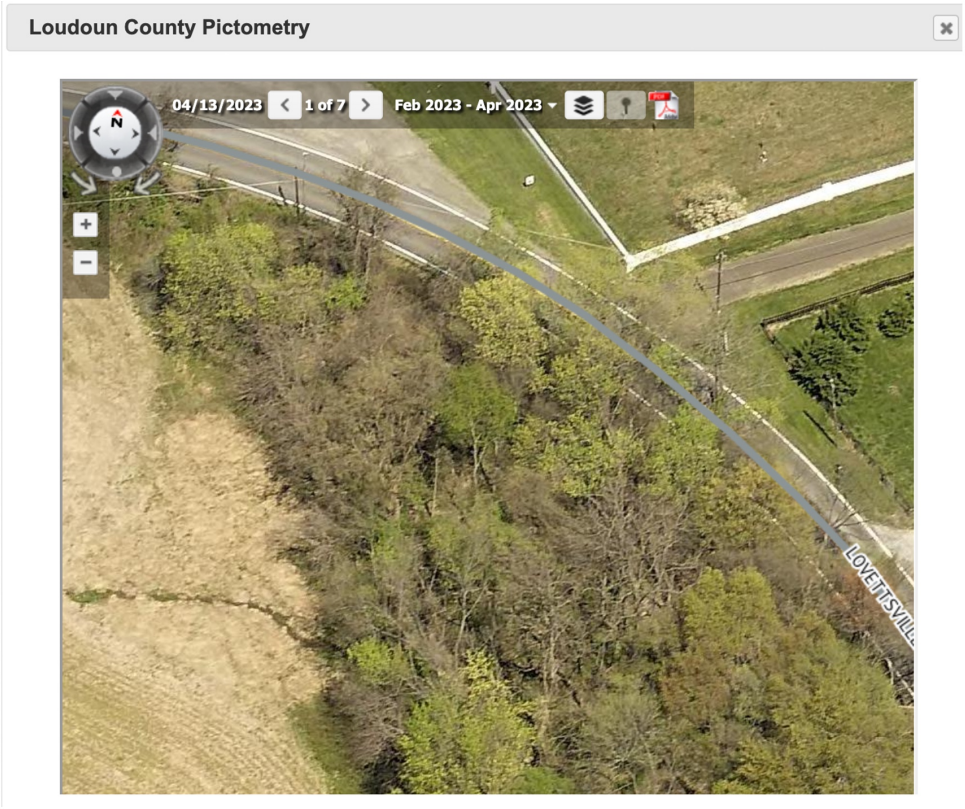
John Ellis
Save Rural Loudoun

Tia Earman
Piedmont Environmental Council

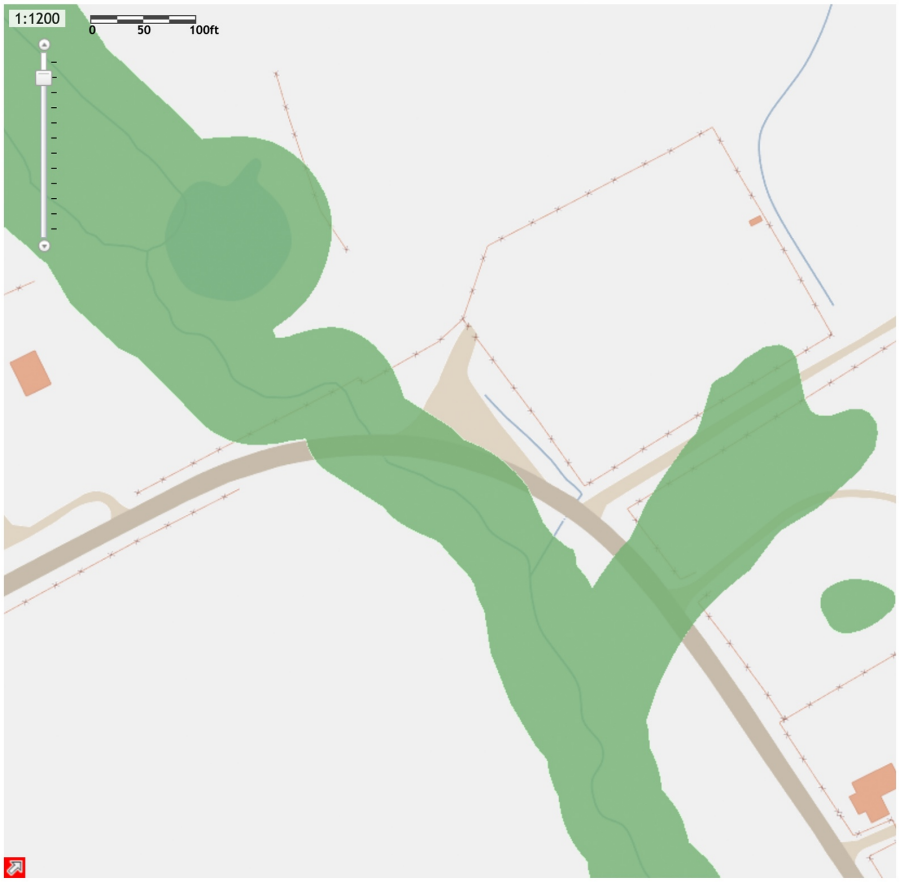
Jim Christian
Loudoun Soil and Water Conservation District

Trinity Mills
Loudoun Wildlife Conservancy

Dean Naujoks
Potomac Riverkeeper Network



Aerial imagery from Loudoun County GIS



U.S. Fish and Wildlife Service wetlands inventory





Photos of SI1 taken from Lovettsville Rd





Photos of SI1 taken from within the easement

2025 Planning Commission Work Program

A. Comment on Proposed Capital Improvement Plan

B. Consider Applications to Planning Commission

1. Conditional Use Permits
2. Rezonings
3. Annexations

C. Plan and Ordinance Amendments

The work effort with the following proposals would involve:

- identifying topic issues and objectives;
- outreach to local stakeholders such as the Historical Society, or businesses;
- reviewing what other localities have done and any "best practices" information available from relevant organizations; and
- review of alternatives and draft language.

1. **Environmental Protection** (carried over from 2023) The Commission proposes to review zoning and other regulations pertaining to environmental protection based on the following Comprehensive Plan policies.
   a. Develop an environmental review checklist as part of the development evaluation process to identify potential environmental impacts of development proposals.
   b. Amend requirements in Sec. 30-127 with respect to tree retention and establish standards for native vegetation and habitat protection. Maximize preservation of existing healthy native species of trees and encourage regular pruning and maintenance of trees to protect their health. Promote the use of native species of vegetation of appropriate sizes and require the use of native species in buffers and landscaping.
   c. Incorporate the International Dark-Sky Association's Dark Sky principals for outdoor lighting into Town zoning and subdivision ordinance standards and use the International Dark-Sky Association's Dark Sky standards for Town projects and activities where practical.
   d. Encourage the inclusion of internal open space in all new development.
   e. Encourage the use of energy-efficient technology for buildings through the development process, generally.
   f. Encourage and facilitate the installation of technologies and equipment aimed at improving energy efficiency and harnessing clean, renewable energy sources in homes and businesses located in the Town, including (but not limited to) solar, while minimizing the visual impacts of such equipment.
   g. Develop an environmental review checklist as part of the development evaluation process to identify potential environmental impacts of development proposals.

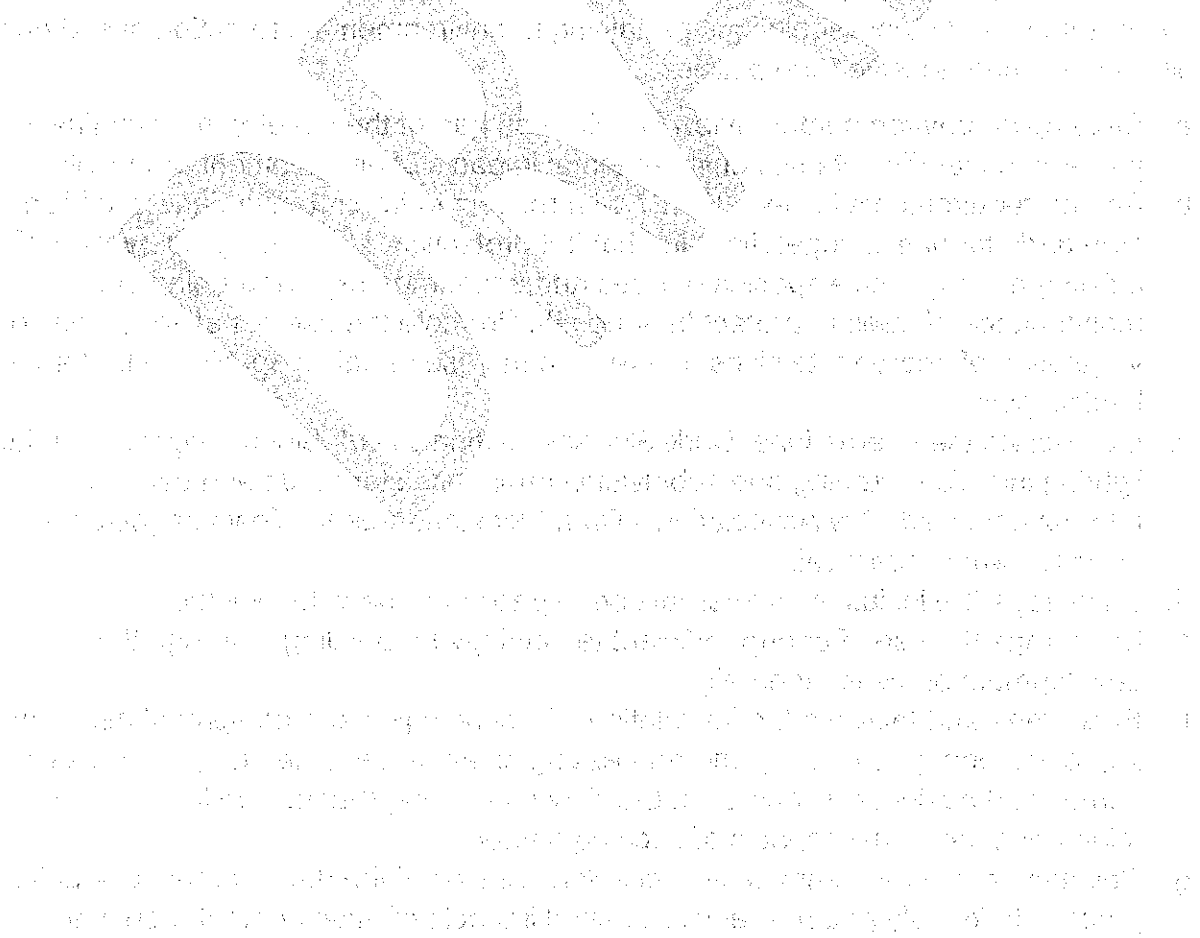
h. Review and revise the Zoning and Subdivision Ordinances to incorporate the highest level of environmental protection through the development process.
i. Ensure the provision of adequate landscaping and buffering between incompatible residential and non-residential uses on site plans and require that buffering be incorporated to reflect the ultimate build-out of the adjoining residential or non-residential properties.
j. Amend the zoning ordinance to add standards for site design, landscaping and buffering to protect historic resources.

2. **Gateway Planning Area Concept Plan** (carried over from 2024) The Comprehensive Plan calls for a conceptual plan of the Gateway Planning Area, which encompasses the Hummer, Walker, and HK&S properties.

    a. Develop a conceptual plan for the long-term development of the Gateway Planning Area identified on the Planned Land Use Map.

3. **Evaluate Development Review Processes** (carried over from 2024) Revisit subdivision and site development ordinance to clarify projects requiring submission of a site plan (type, size, exceptions, etc.). Add specific content requirements for construction drawings and/or final/record

D. Prepare for Beginning Review of Comprehensive Plan in 2026 (for adoption in 2027)



2024 Work Program

F. Environmental Protection (carried over from 2023) The Commission proposes to review zoning and other regulations pertaining to environmental protection based on Comprehensive Plan policies.

Work program 1. Develop an environmental review checklist as part of the development evaluation process to identify potential environmental impacts of development proposals.

Existing and Proposed language

Section 42-30 Zoning Permits

(f) Any application for zoning permit for major improvements shall submit with the zoning permit application an acceptable location plan drawn at a scale of not more than one inch to 50 feet. Such location plan shall include the following information:

a. The name of the property owner, the name of the surveyor or engineer who prepared the plan, zoning and present use of adjacent parcels; departing property lines, minimum setback lines, north arrow; the source of the boundary; the source of the topography, date of the drawing and dates of any revisions;

b. The location and health of trees with a 4 inch caliper or larger, identification of indigenous and invasive plants.

c. A landscape plan showing retained and proposed trees and shrubs by species, planting areas, open or grass areas, canopy cover (based on 10-year growth) and planned protection measures to be employed.

d. An exterior lighting plan showing location, height, type of light standard.

e. Sewer and water lines and proposed connections.

f. Location of proposed exterior generators, pumps, HVAC equipment.

g. Proposed grading supplemented by spot elevations as necessary to demonstrate adequate drainage. Any modification of existing drainage patterns shall be noted on the plan;

h. Location and dimensions of all existing and proposed improvements;

i. Provision and schedule for the adequate control of stormwater, including the location, size, type and grade of all ditches, swales and other improvements;

j. Provision for adequate erosion and sedimentation control, including stabilization of the site at the completion of construction;

k. Any other information regarding the subject property or adjoining properties as may be necessary for the enforcement of this chapter as determined by the zoning administrator; and

l. Locations, dimensions, descriptions and instrument numbers for all easements located on the subject property.

Sec 30-65 Required Contents Of Preliminary Subdivision Plats (environmental information)

1. *Existing site conditions*. The preliminary plat shall illustrate the following conditions:
   a. Existing topography with a maximum of five-foot contour interval.
   b. Location of existing driveways and access points on the subject property and within 200 feet of the site.
   c. Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps.

d. All overland watercourses and drainage structures within the subdivision or within 100 feet of the subdivision.
e. Indication of areas of tree cover on the property.
f. Identification of all existing slopes greater than or equal to 15 percent, and further delineation of slopes greater than or equal to 25 percent.

2. *Graphic requirements*. The following graphic elements shall be provided:
   a. Location, right-of-way width and typical pavement section of all proposed streets, driveways and parking courts along with proposed street names.
   b. The proposed lot and yard requirements with approximate dimensions lot areas and tentative lot numbers.
   c. Preliminary plans for water, storm and sanitary sewer systems for the subdivision, including any off-site improvements.
   d. All proposed connections to existing water lines, sewer lines and storm drainage structures.
   e. Preliminary layout of provisions or facilities for collection and discharge of surface drainage.
   f. Preliminary plans for erosion and sedimentation control measures.
   g. A soil overlay map at a scale of not less than one inch to 200 feet with accompanying narrative.
   h. Location and size of existing and proposed public open spaces within and adjacent to the subdivision.
   i. Location and size of all parcels of land and easements proposed to be dedicated for public use and the conditions of each dedication, including temporary dedications.
   j. Location and size of required buffer yards.
   k. Proposed modifications to 100-year floodplains.
   l. Identification of tree protection areas within the subdivision.
   m. Location of proposed streetlights.

Sec 30-97 Required Contents Of Final Site Plans

1. *General requirements*.
2. *Project tabulations*.
   a. Gross acreage of the development to the nearest one-tenth of an acre.
   b. Number of lots.
   c. Number of parking spaces required and provided.
   d. Proposed permitted uses by square footage and total square footage of proposed buildings.
   e. Landscaping area tabulations for all landscaped areas required by article X of the zoning ordinance.
   f. Height of building(s) and number of floors.
   g. Minimum yard requirements on each boundary line.
   h. Provided yard requirements on each boundary line.
   i. Minimum buffer yard required on each boundary line.
   j. Provided buffer yard on each boundary line.
   k. Percentage of lot covered by:
   l. Buildings.
   m. Impervious surfaces, including parking and loading areas, drive aisles, and sidewalks.
   n. Landscaping and landscape areas required by article X of the zoning ordinance.
   o. Proposed floor area ratio (FAR).
3. *Existing site conditions.* The final site plan shall illustrate the following conditions:
   a. Existing topography with maximum of two-foot contour intervals.

b. Location and dimensions of existing driveways and access points on the property and within 200 feet of the site.
c. Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps.
d. All overland watercourses and drainage structures within the development or within 100 feet of the development.
e. Identification of areas of tree cover on the property, including areas where tree protection or preservation measures are to be taken. All trees with a diameter of eight inches or greater shall be individually located and identified on the plan.
f. Identification of all existing slopes between 15 and 25 percent and further delineation of slopes greater than 25 percent.
g. Identification and location of known areas of contamination, remediation, and other adverse environmental conditions of the property, and locations of all known below-ground structures including, but not limited to, wells, sewage disposal systems, utilities and fuel tanks within 100 feet of the subject property.

4. *Graphic requirements.* The following graphic elements shall be provided:
   a. Proposed grading shall be shown along with proposed elevations of the finished grade at all building corners, high points, low points and all other appropriate locations necessary to define the finish grade.
   b. Storm drainage pipes and structures shall be shown with sizes and elevations indicated.
   c. Plans and profiles shall be provided for all proposed water, sanitary and storm sewer facilities.
   d. Location, type size and height of all fencing, screening and retaining walls shall be included with all necessary details for construction.
   e. All off-street parking areas and spaces, indicating the type of surfacing, size and angle of stalls, widths of aisles and a specific schedule showing the required number of parking spaces and the number of spaces proposed.
   f. A landscape plan in accordance with article X of the zoning ordinance showing the location and type of all existing trees, identifying trees to be saved and those to be removed. The location, type number and size of all proposed landscaping material shall be indicated.
   g. A soil overlay map at a scale of not less than one inch equals 200 feet with accompanying narrative.
   h. Location and size of existing and proposed public open spaces within and adjacent to the development.
   i. The type and location of each buffer yard proposed with a listing of proposed and required plantings.
   j. Location and details of proposed site lighting and streetlights.

5. *Other information*.
   a. A type II geotechnical report shall be submitted with all final site plans. The report shall be prepared under the direction of and certified by a professional engineer licensed in the commonwealth with experience in geotechnical engineering. The report shall meet all requirements for a type II report as specified in the Loudoun County Facility Standards Manual, latest edition.
   b. Final site plans shall consider the following general criteria and shall include sufficient information necessary to determine compliance with the following:
      1) *Water systems*. Public water systems shall be designed and constructed in compliance with the standards and specifications of Loudoun Water, the Town of Lovettsville, and/or the Virginia Department of Health, as applicable.

2) *Sanitary sewer systems*. Public sanitary sewer systems shall be designed and constructed in compliance with the standards and specifications of Loudoun Water, the Town of Lovettsville, and/or the Virginia Department of Health, as applicable.
3) *Storm drainage systems*. Provisions shall be made for public storm drainage improvements, and stormwater management facilities shall be designed and installed in accordance with the standards and specifications of the Virginia Department of Transportation and the Loudoun County Facilities Standards Manual, latest edition. Appropriate documentation and calculations demonstrating compliance with these standards and with the Virginia Stormwater Management Act and Regulations, as applicable, shall be submitted as part of the site plan for the development.
4) *Erosion control, floodplain management and environmental protection*. The final site plans shall include appropriate provisions the protection of soil and water, including, but not limited to, an erosion and sediment control plan, tree preservation and protection plan, a plan for the protection of jurisdiction wetlands and watercourses against the effects of construction and development, a plan for mitigating against the effects of inundation of land by floodwaters in accordance with applicable town and county ordinances and the Loudoun County Facilities Standards Manual, latest edition.
5) *Transportation system and circulation network*. Final site plans shall include plans, specifications and details necessary for the review and approval of public streets, parking lots and courts, including entrances, drive aisles and loading areas, public sidewalks, bikeways and pedestrian trails in accordance with the Loudoun County Facilities Standards Manual, latest edition, and the standards and specifications of the Virginia Department of Transportation, as applicable.

Work Program 2. Amend requirements in Sec. 30-127 with respect to tree retention and establish standards for native vegetation and habitat protection. Maximize preservation of existing healthy native species of trees and encourage regular pruning and maintenance of trees to protect their health. Promote the use of native species of vegetation of appropriate sizes and require the use of native species in buffers and landscaping.

Existing and proposed language.

Chapter 30 Subdivisions
Sec 30-127 Tree Preservation And Landscaping

(a) A minimum of 80% of existing tree cover within any proposed subdivision or development outside the designed improvements and grading of the property shall be preserved.

(b) Every subdivision or development shall retain existing, healthy native trees, measuring eight inches or more in diameter at breast height, including but not limited to those lying adjacent to existing street rights-of-way and within existing or proposed common areas and public parks, to the fullest extent practicable. All such trees and tree preservation areas shall be identified and labeled as such on the landscape plan of the subdivision or development.

(c) No excavation, embankment, subsurface disturbance, or construction activity shall take place within an area equal to one foot of horizontal distance for each inch of trunk diameter of any tree to be retained. No impervious surface may be located within 12 feet of any such tree. Adequate tree protection measures shall be taken during construction.

(d) If the preservation of trees required in subsections (b) and (c) above means the off-street parking requirement(s) of the zoning district cannot be complied with, the number of parking spaces required may be reduced by approval of an exception in accordance with section 30-33.

(Ord. of 3-2-2000, § 4.8; Ord. No. 2016-11-0001, 11-17-2016)

Work program 3. Incorporate the International Dark-Sky Association's Dark Sky principals for outdoor lighting into Town zoning and subdivision ordinance standards and use the International Dark-Sky Association's Dark Sky standards for Town projects and activities where practical.

Dark Sky principals:



Existing and proposed language.

Sec 42-257 Purpose; Specific Requirements For All Commercial Uses

Commercial, industrial, and certain residential zoning districts are established to accommodate a variety of commercial, industrial and service-related activities within specific areas of the town. All commercial and industrial uses shall be subject to the following standards:

Lighting requirements.

1. Canopy or roof fascia of any size or dimension shall not be internally lighted.
2. All site lighting, if any, shall utilize fully shielded cutoff fixtures and be designed and focused to prohibit glare onto adjacent properties.
3. **Exterior lighting will have a light temperature of 3000 Kelvin or less.**
4. **All exterior lighting will be extinguished after business hours with the exception of security lighting.**
5. **Security lighting shall be motion activated at a distance not exceeding the nearest property line.**

Work Program 4. Encourage the inclusion of internal open space in all new development.

Existing and **proposed** language.

The Zoning Ordinance requires open space in the following zoning districts:

CRA-1 Minimum open space area: A minimum of 45 percent of the [net] site area shall be provided in open space. For the purpose of calculations, net site area shall be determined as the total site area exclusive of public road dedications, private access easements and alleyways, floodplains, slopes greater than 25 percent and wetlands. Additional open space shall be provided in a sufficient amount that the maximum lot yield or maximum residential density is not exceeded based on the overall area of the parcel(s) to be subdivided or developed, excluding floodplains, public roads dedications and private access and alleyway easements, slopes greater than 25 percent and jurisdictional wetlands. Open space shall be preserved by means of a permanent open space easement or similar legal instrument acceptable to the town council.

R-1 Minimum open space area: A minimum of 35 percent of the net site area shall be provided as open space for all development projects creating more than 20 lots. For the purpose of open space calculations, net site area shall be determined as the total site area exclusive of public road dedications, private access easements and alleyways, floodplain, slopes greater than 25 percent and wetlands.

R-2 Minimum open space area: A minimum of 25 percent of the net site area shall be provided as open space for all development projects creating more than 20 lots. For the purpose of open space calculations, net site area shall be determined as the total site area exclusive of public road dedications, private access easements and alleyways, floodplain, steep slopes and wetlands.

R-3 Minimum open space area: A minimum of 25 percent of the net site area shall be provided as open space for all development projects creating more than 20 lots. For the purpose of open space calculations, net site area shall be determined as the total site area exclusive of public road dedications, private access easements and alleyways, floodplain, slopes in excess of 25 percent and wetlands.

R-C Open space:

1. A minimum of 25 percent of the net (excluding street right-of-way and floodplain) acreage of the entire development shall be provided as usable open space.
2. Open space shall comply with applicable regulations in article IX of this chapter, open space and recreational space.

T-C At least 25 percent of the town center residential area shall be reserved for open space and recreation available to the general public. Areas provided for landscaping, buffering and screening required by Article X of this chapter shall not qualify as required open space and recreation area. Open space shall be provided and maintained as required by subsection (m) of this section.

PIDD *Common open space requirements*. The common open space requirements shall be as approved on concept plan.

Sec 42-326 Usable Open Space

1. Minimum open space requirements for each district are found in articles VI and VII of this chapter, residential, commercial and light industrial district regulations.
2. A minimum of 50 percent of the required open space shall be usable open space; of that 50 percent required to be usable, such open space shall be located, designed for and capable of supporting:
    1. Recreational activities, including uses such as ball fields, soccer fields or other play fields;
    2. Multipurpose courts, tennis courts, basketball courts and similar facilities;
    3. Swimming pools, play lots, tot lots and playgrounds;
    4. Pedestrian and bicycle trails; and
    5. Similar active and passive recreational uses, including accessory uses thereto.
3. Definition.
    1. The term "usable open space" means an area that:
        a. Is not encumbered with any substantial structure;
        b. Is not devoted to any roadway, parking area or sidewalk;
        c. Is left in its natural or undisturbed state if wooded, except for the development of pedestrian trails;
        d. Is developed for ball fields, picnic areas or other similar facilities or is properly landscaped if not wooded at the time of development;
        e. Is capable of being used and enjoyed for the purposes of informal and unstructured recreation and relaxation;
        f. Is legally and practicably accessible to the residents of the development of which it is a part; and
        g. Contains land, no more than 25 percent of which lies in a floodplain or in an area containing slopes 15 percent or greater.

    This area may include buffers as required in article X of this chapter.

    2. The term "usable open space" does not include land which constitutes wetlands, stormwater management facilities, drainageways, floodplains and floodways.

Sec 42-327 Recreation Space

a. A minimum of 100 square feet of active recreation space shall be provided for each townhouse and garden apartment dwelling unit. The following are illustrative of the facilities that shall be deemed to serve active recreational needs:
    1. Tennis courts, swimming pools, sauna and exercise rooms;
    2. Meeting or activity rooms, within clubhouses;
    3. Basketball courts;
    4. Swings and slides and other play apparatus.
b. Each development shall satisfy its active recreation requirement by installing the types of recreational facilities most likely to be suited to, and used by, the residents in that development. At least 15 percent of the active recreation space shall consist of tot lots.
c. Each active recreation area shall be centrally located and easily and safely accessible to the residents of the development.
d. Each active recreation area shall be constructed on land that is relatively flat, dry and capable of serving the purposes by this article.

Work program 5. Encourage the use of energy-efficient technology for buildings through the development process, generally.

Work Program 6. Encourage and facilitate the installation of technologies and equipment aimed at improving energy efficiency and harnessing clean, renewable energy sources in homes and businesses located in the Town, including (but not limited to) solar, while minimizing the visual impacts of such equipment.

Work Program 7. Review and revise the Zoning and Subdivision Ordinances to incorporate the highest level of environmental protection through the development process.

Existing and proposed language

Sec 42-260 CI-1 Commercial And Limited Industrial/Flex District

(g) *Design standards*.

(7) The use of environmentally sustainable and energy-efficient building and/or site design, and related technologies such as rooftop solar, green roofs and micro wind turbines, shall be permitted within the CI-1 District provided their location, specifications and other pertinent details are included on the final site plan for the development. All such rooftop equipment visible from a public street shall be screened from view by a parapet wall not greater than five feet in height.

Sec 42-304 Solar Photovoltaic (PV) Systems

a. *Definitions*.
   1. Building-Integrated PV System: A solar photovoltaic system that is constructed as an integral part of a principal or accessory building or structure and where system replaces or substitutes for an architectural or structural component of the building or structure. replacing glass or traditional roofing materials, canopies, sunshades, or other building or structure systems.
   2. Building-Mounted PV System: A solar photovoltaic system wherein the solar cells are attached to a principal or an accessory structure.
   3. Ground-Mounted PV System: A solar photovoltaic system mounted on a structure, pole or series of poles constructed specifically to support the photovoltaic system and not attached to any other structure.

b. *Applicability*.
   1. Solar PV systems constructed prior to the effective date of this Ordinance are not required to meet the requirements of this Ordinance. Any expansion of or structural alteration to an existing solar PV system shall comply with the provisions of this Section.
   2. A building integrated system where the system replaces glass or traditional materials or solar-based architectural elements such as canopies, and awnings are not considered accessory uses and are not subject to the requirements of this Ordinance.

c. *Permitted Zoning Districts*.
   1. Building-mounted systems are permitted in all zoning districts as an accessory use to any permitted principal use on the same lot provided, they generate electricity for a use on the same property rather than for commercial or utility generation purposes. Such systems may allow customers to receive a credit for surplus electricity.
   2. Ground-mounted systems shall be ~~limited to the CI-1 Commercial And Limited Industrial/Flex District~~ permitted in all districts provided they generate electricity for a

use on the same property rather than for commercial or utility generation purposes. Such systems may allow customers to receive a credit for surplus electricity.

d. *Location Within A Lot*.
   1. Building-mounted PV systems are permitted to face any rear, side, and front yard.
      (a) On an angled roof, the system must be installed at the same angle as the roof on which it is installed with a maximum distance between the roof and highest edge or surface of the system, measured perpendicular to the roof, of 6 inches.
      (b) The highest point of the system shall not exceed the highest point of the roof to which it is attached, and the lowest point shall not extend beyond the eaves of the building.
      (c) On a flat roof, the highest point of the system may extend up to two (2) feet above the roof to which it is attached on a residential building and up to six (6) feet above the roof to which it is attached on a nonresidential building. On nonresidential buildings, all such rooftop equipment visible from a public street shall be screened from view by a parapet wall not greater than five feet in height.
   2. Ground-mounted systems and ground-mounted equipment associated with either a building or ground-mounted system are subject to the accessory use or structure setback requirements in the zoning district in which the system is to be constructed. No part of the ground-mounted system shall extend into the required setbacks due to a tracking system or other adjustment of solar PV related equipment or parts.
   3. A PV system shall be permitted on a nonconforming building or lot so long as there is no expansion of the nonconformance and so long as it complies with the other provisions of this Ordinance.

e. *Design and Installation Standards*.
   1. All PV systems shall require a building permit. All solar PV systems are subject to compliance with applicable performance standards detailed elsewhere in the Zoning Ordinance.
   2. For building-mounted systems, all framing, piping, control devices and wiring must be painted to match the color of the roof or the element upon which it is installed.
   3. For ground-mounted systems, all exterior electrical lines must be buried. The solar PV system must be constructed to comply with the most recent fire code.
   4. No signs or graphic content may be displayed on the PV system except the manufacturer's badge, safety information and equipment specification information.

(Ord. 2021-07-0002, 7-29-2021, Ord. 2023-08-0004, 8-30-2023)

Work Program 8. Ensure the provision of adequate landscaping and buffering between incompatible residential and non-residential uses on site plans and require that buffering be incorporated to reflect the ultimate build-out of the adjoining residential or non-residential properties.

Existing and proposed language

ARTICLE 42-X LANDSCAPING, BUFFERING AND SCREENING

Sec 42-360 Applicability

(a) This article shall apply to all site plans and subdivision construction drawings submitted for approval pursuant to chapter 30 of the town Code subsequent to the effective date of the ordinance from which this chapter is derived.

(b) This article shall apply to any conditional use permit or zoning map amendment submitted for approval pursuant to article II of this chapter, subsequent to the effective date of the ordinance from which this chapter is derived, for which landscaping, buffering or screening are required in accordance with subsections (a) or (c) of this section or by the terms or conditions of such approval. A landscape plan meeting the requirements of this chapter shall be submitted at the time an application is filed for the site plan or subdivision construction drawings associated with the conditional use permit or zoning map amendment, unless no such plans or drawings are required for the use or activity, in which case the landscape plan shall be submitted for approval as part of the conditional use permit or zoning map amendment application.

(c) This article shall apply to the construction or expansion of any parking lot for which a site plan is required pursuant to chapter 30 of the town Code and for which parking lot landscaping is required in accordance with section 42-363.

(Ord. of 9-21-2006, § 6-1; Ord. No. 2014-10-0002, 10-9-2014; Ord. No. 2019-08-0001, 8-22-2019)

Sec 42-361 Purpose And Intent

The purpose of this article is to facilitate the creation of a convenient, attractive and harmonious community to preserve the character of the town and to preserve and promote the health, safety and general welfare of the public.

(Ord. of 9-21-2006, § 6-2; Ord. No. 2014-10-0002, 10-9-2014; Ord. No. 2019-08-0001, 8-22-2019)

Sec 42-362 Landscaping Plan And Maintenance

(a) All landscaping required by this article shall be identified on a landscaping plan and reviewed along with other plans by the town prior to installation. For any conditional use permit or zoning map amendment associated with a proposed use or activity, the planning commission may recommend, and the town council may approve a modification or alternative to the landscaping, buffering, or screening required by this article where conditions are deemed to warrant approval of the same. Consideration and approval of modifications and alternatives by the town shall be in accordance with section 42-369 below.

(b) All landscaping required by this article shall be installed per the approved landscaping plan. All plants and other materials required by the approved plan shall be maintained by the property owner in a state of good repair and shall be replaced or repaired promptly as appropriate.

Sec 42-363 Parking Lot Landscaping

1. All parking areas with five or more spaces shall provide perimeter parking lot landscaping outside of the parking area of the lot.
2. Parking lots adjacent to public streets shall provide a continuous landscape area of not less than ten feet in width located between the parking lot and property line. The landscape area shall be planted at a rate of one tree for every ~~50~~ **40** feet of frontage, plus three shrubs for every 50 feet of frontage. A minimum of 75 percent of the trees provided shall be canopy trees, except when overhead utility lines may prohibit the planting of such trees.
3. Parking lots adjacent to lands not in the right-of-way of a street shall provide a continuous landscape area five feet in width, located between the parking area and the property line. The landscape area shall be planted at a rate of one tree for every 50 feet of frontage, plus three shrubs for every 50 feet of frontage. A minimum of 75 percent of the trees provided shall be canopy trees.
4. All parking lots with ten spaces or more shall provide interior parking lot landscaping. Such landscaping shall be in addition to any planting or landscaping within six feet of a building, required perimeter landscaping and required screening. A minimum landscape area of five percent of the gross parking lot area shall be provided within the parking area. The gross area of the parking lot shall include all designated parking spaces and areas designated for ingress and egress. Landscape areas shall have a minimum dimension of ten feet. Trees shall be provided at the rate of one tree for every ten parking spaces, with a minimum of one tree provided.
5. Plant materials at entrances shall be located so as to maintain safe sight distances in accordance with the Virginia Department of Transportation standards.

(Ord. of 9-21-2006, § 6-4; Ord. No. 2014-10-0002, 10-9-2014)

Sec 42-364 Buffering And Screening

1. Certain uses, when adjoining each other, are incompatible and create conflict that may be reduced or eliminated by appropriate measures. Buffering between incompatible uses minimizes these conflicts and the adverse impact of incompatible development. These provisions are intended to provide adequate buffer areas between incompatible land uses in all zoning districts, except where the incompatibility arises from an existing nonconforming use.
2. Buffer yards are to be used for the planting of landscape material. Buffer yards shall not be used for the storage of materials, buildings, parking lots or loading areas for vehicles or equipment. Driveways and entrances connecting adjacent parking lots or developments may interrupt the required buffer yard. Minimal utility crossings shall be permitted within buffer yards.
3. Buffer yards may be provided in the area required for setbacks by the zoning district requirements. Where the required buffer yard exceeds the required setback for the zoning district, the required buffer yard shall be provided.
4. The buffer area requirements are based on the compatibility between the proposed use and that of the adjoining property the following table 6-1 identifies the minimum buffer area that is required to be provided:

5. Table 6-1. Minimum Buffer Area Required

Adjoining Use / Proposed Use	SFD	SFA	MF	Institution (schools and churches)	Office	C-1 Retail Commercial Building footprint < 4,000 sf	C-2 Retail Commercial Building footprint > 4,000 sf	Industrial * see also Section 42-260
Single-family detached		~~B~~**A**	B	~~B~~**A**	B	**B**	C	C
Single-family attached	~~B~~**A**		B	~~B~~**A**	B	**B**	C	C
Multifamily	B	B		~~B~~**A**	B	**B**	C	C
Institutional Schools and churches	B	B	B		~~B~~**A**	**A**	C	C
Office	B	B	B	~~B~~**A**			C	C
C-1 Community Commercial	~~C~~ A	~~C~~ A	~~C~~ A	~~C~~	~~C~~			
C-2 Mixed Use Business	C	C	C	B		**A**		
CI-1 Industrial	C	C	C	C	C	**C**	~~C~~ B	

6. Plant materials are required per square foot of required buffer area as shown in table 6-2 in this subsection for types A, B and C.

Table 6-2. Buffers (Area Width and Plant Requirements)

		Required Planting			
Type	Width (in feet)	Canopy Trees (in square feet)	Understory Trees (in square feet)	Evergreen Trees (in square feet)	Shrubs (in square feet)
A	10	1/1,000	1/500		1/500
B	25	1/1,000	1/500	1/500	1/100
C	35	1/1,000	1/500	1/500	1/100

7. Berms are encouraged within buffer yards. ~~Where the minimum width of a buffer area is at least 25 feet, t The~~ A Type C buffer area may be reduced ~~by~~ **to twenty** five feet with the

provision of a berm at least four feet higher than the elevation of the adjacent ground. Slopes on the berm shall not exceed 3.0:1. Number of required plantings shall be based on the reduced yard area.

8. A six-foot tall opaque fence (board-on-board) or architectural block wall may be substituted for ~~one third~~ **one half** of the required buffer yard and the plant material reduced accordingly as long as the purpose of reducing or eliminating the conflict between uses and adverse impact is met (For example, a six-foot wall may not reduce the adverse impact of parking lot lights). **Required landscaping shall be placed between the fence or wall and the property line.**

9. All loading areas, dumpsters, maintenance areas and equipment and similar areas are to be screened from view from all public streets and adjoining properties **by a six-foot opaque fence, wall or structure**.

(Ord. of 9-21-2006, § 6-5; Ord. No. 2014-10-0002, 10-9-2014)

Sec 42-365 Tree Canopy Coverage

1. Any project subject to the provisions of this article shall be subject to the tree canopy requirements set out in this section. Tree cover requirements may be met by providing landscaping in the form of residential lot planting, parking lot landscaping, street planting and buffer yard planting. For purposes of tree canopy coverage, the total site area may be reduced by the area to be dedicated for public street purposes.

   Table 6-3. Required Tree Canopy Cover (at ten-year maturity)

Development Type	Percent of Area>
Residential	15
Commercial, industrial and institutional	10

2. Existing tree cover within any proposed development shall be retained to the greatest extent possible and taken fully into account in the design of the improvements, site grading and calculation of tree canopy requirement. Existing trees used to meet the tree canopy coverage must be at least four-inch caliper, **a native species,** in healthy condition and ~~be~~ protected from all construction activity.

3. For any conditional use permit associated with a proposed use or activity, the planning commission may recommend, and the town council may impose reasonable conditions with respect to the tree canopy coverage requirements of this section in order to ensure that the tree canopy coverage is preserved and maintained to the maximum extent practicable in accordance with the purpose and intent of this section.

(Ord. of 9-21-2006, § 6-6; Ord. No. 2014-10-0002, 10-9-2014; Ord. No. 2019-08-0001, 8-22-2019)

Sec 42-366 Street Trees

(a) Canopy ~~and understory~~ trees shall be provided adjacent to right-of-way in a manner that will enhance streets throughout the town.

(b) For all lots, one street tree, as identified in Table 6-8 shall be planted for every 40 feet of street frontage.

Sec 42-367 Minimum Specification For Plant Materials

(a) All plants shall be well branched and well formed, sound, vigorous, healthy, free from disease and trunk wounds, and have a healthy, normal and unbroken root system. All plants shall comply with the American Association of Nurserymen's Standards and conform to the representative species.

(b) All plant materials installed to meet the requirements of this chapter shall meet the following minimum size requirements at the time of planting:
Table 6-4. Minimum Planting Size Requirements

Street and canopy trees	Caliper: 2 1/2-inch minimum
Understory trees	Height: 6-foot minimum
Evergreen trees	Height: 6-foot minimum
Shrubs	Height: 18-inch minimum

The planting of all trees shall be done in accordance with the standardized landscape specifications jointly adopted by the Virginia Nurserymen's Association, the Virginia Society of Landscape Designers and the Virginia Chapter of the American Society of Landscape Architects.

Sec 42-370 Monitoring And Enforcement

1. The enforcement of the provisions of this section shall be the responsibility of the administrator. Any violation of this section is a civil violation as described in section 42-35(d).
2. No occupancy permit shall be signed until the trees, plants, and other screening materials required by this article have been installed.
3. If the weather prohibits the installation of the required tree, plant or screening materials at the time of occupancy, the applicant may, at his option, post a cash bond for the installation of the required plants and installation costs. The bond shall be supported by an estimate by a landscape contractor of the cost of installing such landscaping and a letter expressing the intent of the contractor to install the required plants. If the required landscaping is not installed within six months, the bond shall be forfeited to the town to use for planting of the required materials.
4. The property owner shall be responsible for the maintenance, repair and replacement of all landscape materials, fences and walls required by this section.
5. All landscape materials shall be kept in healthy condition free of disease and infestation. All fences and walls shall be maintained in a safe and attractive condition.
6. The property owner shall, upon written notice of the administrator, repair or replace any landscape materials, fencing or walls not meeting the requirements of this chapter within 30 days.

Mark Corcoran Landscaping and Buffering Comments 12-19-2024

Here are my comments on the Article 42-X document. Once again, they are in no order, and I am happy to be proven wrong at any time.

- I notice this article is much more focused that my comments on the general landscaping document. If this is the intended scope for both documents, please throw away my comments in my last email outside this scope of this document.

- Buffering & Screening (Sec 42-364): Do we want to include any words on maintaining the buffering and screen requirements?

- General Comment: Since this is an update, do we need to say the old article is no longer valid? (I am not a lawyer so just a question.)

- Street Trees (Sec 42-366): I am not sure, but is there a well-accepted definition of what "large scale canopy trees" are? If not, we may want to be more specific. Or is this the same as "Large deciduous trees" defined in Table 6-8? If so, maybe we should use the same term? On the other hand, if there is a well understood standard, never mind…

- Minimum Specification for Plant Materials (Sec 42-367): Is there a date and standard number for "American Association of Nurserymen's Standards"? When I "Googled" it, I came up with ANSI Z60.1 dated 14 April 2014 – is that the standard we want applied?

- Monitoring and Enforcement (Sec 42-370): Section f – What happens if the property owner does not replace (or repair) any landscaping materials, fencing or walls within 30 days when notified by the administrator?

- We talk about trees, fences, buffers, etc. but do not mention the rest of the landscaping space that is not trees, bushes, etc. (i.e., grass). Does this matter and if so, do we want to define the requirement for landscaping outside of trees, etc.? I guess I am asking if there should be a "Minimum Specification for Plant Materials" or similar section?

- Should we explicitly define the "administrator"? The administrator title is listed for the first time as "zoning administrator" and thereafter as administrator. I assume they are the same, but should we look for consistency in the term?

Mark Corcoran 12-17-2024

Here are some comments on the Landscaping & Buffer Standards Memo. Please note, I have no strong objections to anything in the memo and am providing my observations only. And I am always happy to be proven wrong as we go forward… Also, there is no order to these comments, I wrote them down as I thought of them.

- Although not directly a Landscaping & Buffer issue, I believe we should address water and sewar usage in the memo. Just like with the other topics in the memo not directly related to Landscaping (i.e., Dark Sky principals), minimizing additional water consumption, minimizing additional discharge to the town's water treatment plant and minimizing water runoff are topics that we might want to address.

- I would rework the "**Purpose**" paragraph. The current paragraph is kind of bland. And I hate to ask this question again, but who is the audience for this memo? Is it us as a road map for our planning over the next year (or so). Is the town council to tell them what we want to do? Or is it the town where we are announcing our plans and inviting comment? Depending on the audience we may want to "punch" this paragraph up to provide a simple action.

- Paragraphs 7 & 8 are similar. We could probably fold them over into one bullet; for example, "…Encourage and facilitate the installation of technologies and equipment aimed at improving energy efficiency and energy generation. This includes harnessing clean, renewable energy sources including (but not limited to) solar as well as the use of energy efficient technologies for buildings throughout the development process."

- Add a paragraph that address that all new efforts should minimize the visual impacts of all development vice having only in paragraph 7.

- Do we want to address indigenous wildlife and the impact of development? This would be the basic "minimize impact on…" statement. Also, do we want to discuss biodiversity at all? Not advocating here, just asking…

- Paragraph 6 on Dark Sky intrigued me. If this is a plan forward, do we want to add a statement about looking for opportunities to retrofit existing infrastructure that does not meet those guidelines? As I understand the Dark Sky work (and I am clearly not an expert), it is only as good as its weakest link and so if future development meets the standards but existing does not, will we achieve our goals? Also, I read through the Dark Sky website and could not find their principals spelled in simple language, I suspect we need something that either points to or writes down those principals. Also, should we add something about incorporating adaptive lighting into future (this might be part of the Dark Sky Principles, but I did not see it).

- Do we want to look at rewards and penalties for this effort. I am not advocating giving the Chair of the Planning Commission a big stick to whack people with (mostly since no one sits between me and him anymore), but rewards/penalties seem to be part of the process. Rewards can be as simple as looking for either (or both) town or larger resources that can help with the effort. And penalties might simply be, you won't get a permit unless you address these concerns. Or either could be more developed, I just think we want to

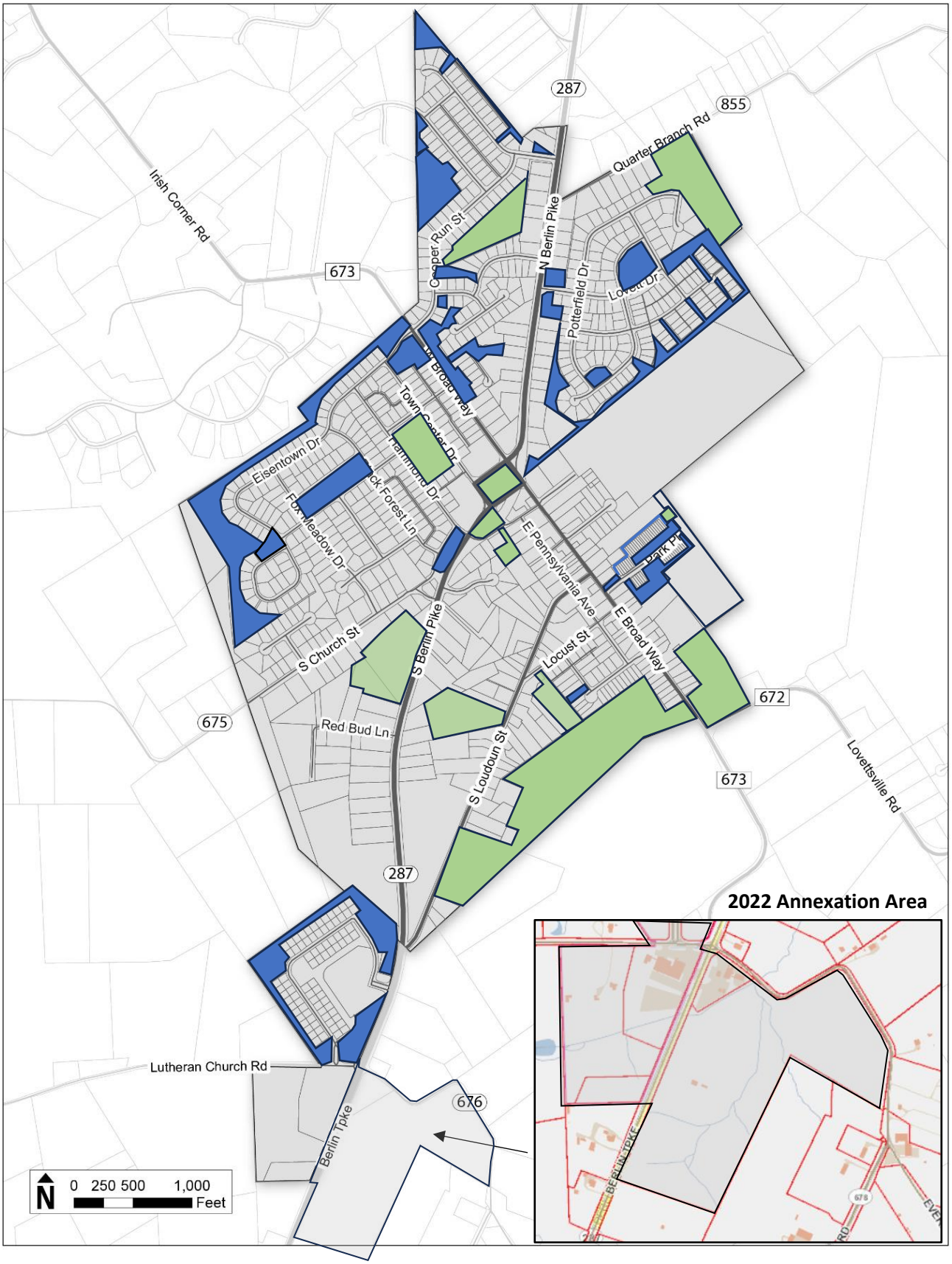
ensure people don't think they are on their own or there are no consequences for not adequately addressing these issues.

- I think we should punch up paragraph 3 a bit, as I am confused as to what is "internal open space"?

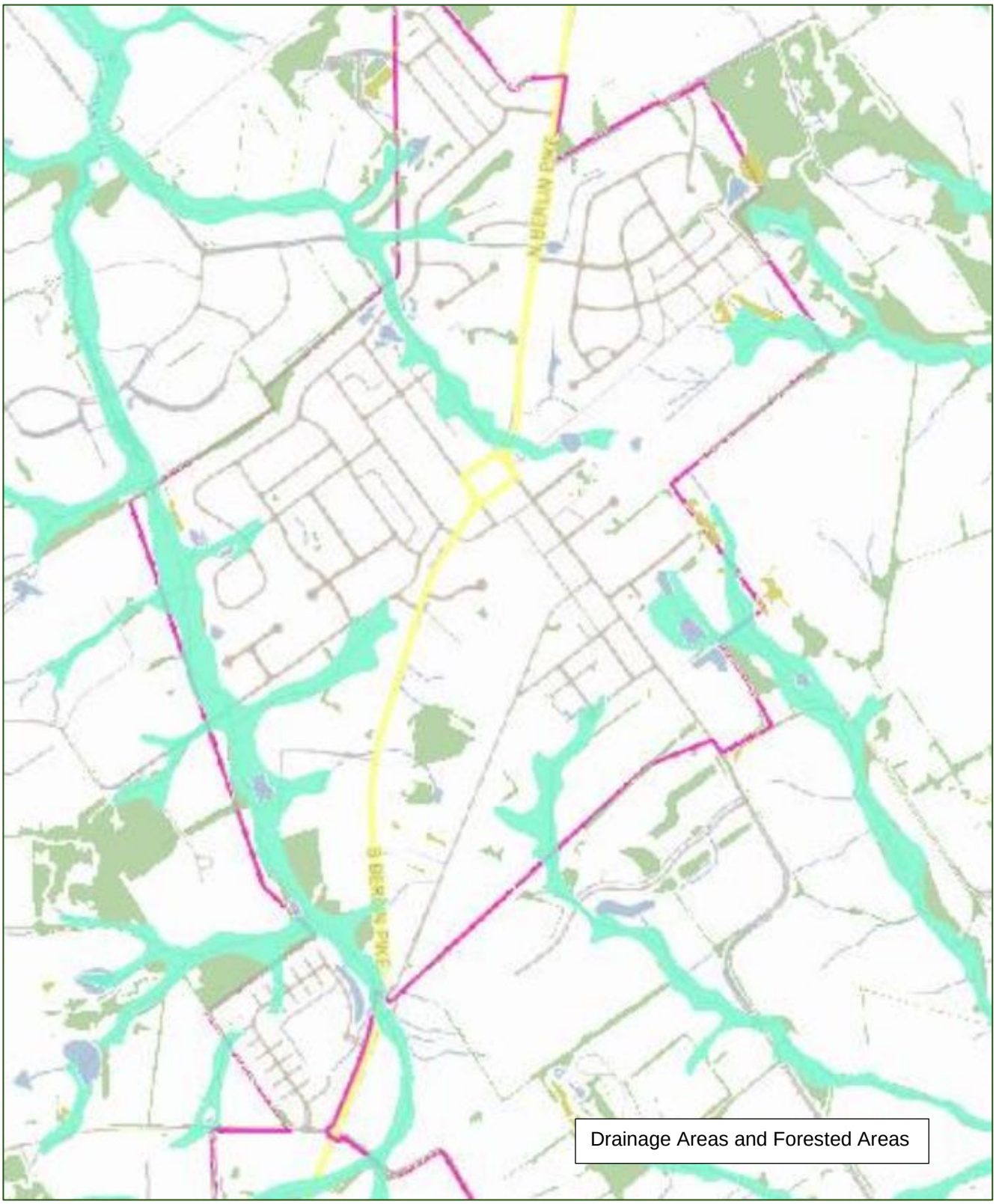
- Do we want to discuss space for walking, bike riding, etc.? I recognize for most singular developments will not get to this level but for bigger projects, developing infrastructure that fits into the overall town plans for pathways would be beneficial.

- Are there any past efforts (besides 42-X) that we want to include as a starting point? That is, something like the Historical effort we just sent to the Town Council?

- At the end of the day, what do we hope to produce out of this effort? Only an update to 42-X? Something else? I think we should be clear about what success is at the end.



Open Space/**HOA Space**



Drainage Areas and Forested Areas

TO: **Planning Commission**

FROM: **John Merrithew, Planning/Zoning Administrator**

DATE: **January 15, 2025**

SUBJECT: **LVZA 2025-0001**

Purpose: To continue the Commission's review of environmental standards of the Zoning Ordinance with the objective of improving environmental protection as well as minimizing development impacts on the environment.

Background/Discussion: At the last Commission meeting staff was asked to come back with amendment language. That process will require more time and additional Commission guidance. The scope of the environmental standards and the work program covers multiple chapters of the Town Code and topics ranging from application checklists to design guidelines and how the Town calculates density.

I have attached the list of work program tasks and what I believe is the associated ordinance text. In some, but not all areas, draft language is proposed. Staff is asking the Commission to provide direction as to changes to the ordinance approach and specific text including the following more general questions:

Much of the existing regulation applies to subdivisions and site plans. Residential open space requirements in the 'R' zoning districts, for example, are required only for subdivisions of 20 lots or more. Site plans apply only to nonresidential uses. The Town will not see large subdivisions or significant commercial development without annexing additional lands so to what extent should the regulations apply to smaller projects and individual lot owners?

The Comprehensive Plan and Zoning Ordinance refer to clustering development as a means of preserving open space. Clustering typically allows the permitted lots (the density) to be located on a smaller portion of the site with the remainder of the site retained as open space. Minimum lot sizes are already very small ranging from 8,000 square feet to 4,500 square feet. Should the Commission consider revising the development density standards to allow clustering development on smaller lots.

New commercial development is not required to provide open space. They are required to provide buffers and parking lot landscaping. Should additional open space be a requirement for new commercial development?

The Commission has previously mentioned planting techniques for street trees. To what extent should planting techniques be a requirement of the Ordinance?

Attachments:

1. Work Program and Ordinance Text
2. Commissioner Corcoran Comments
3. Open Space/HOA Space Map
4. Floodplain/Forest Map

DRAFT MINUTES
PLANNING COMMISSION REGULAR MEETING
WEDNESDAY, DECEMBER 4, 2024, AT 7:00 PM

Planning Commissioners Present:
Chair Bob Custard
Vice Chair Richard Efthim
Commissioner David Smith
Commissioner Mark Corcoran
Commissioner Tripp Curtis
Commissioner Lori Kimball

Absent:
Commissioner Aubrey Torres

Staff Present:
John Merrithew, Planning/Zoning Administrator

1. Call to Order and Pledge of Allegiance
Chair Custard opened the meeting at 7:00 pm and Commissioner Smith led the Pledge of Allegiance.

2. Public Comment
Scott Brainard, 39580 Lovettsville Road, spoke on behalf of the Piedmont Environmental Council, Save Rural Loudoun, Loudoun Wildlife Conservancy, Loudoun Soil and Water Conservation District, and the Potomac Riverkeeper Network on the intersection at Lovettsville Road proposed as part of the Schoene Property subdivision. He reported that the developer has proposed clearing additional trees on the east side of Lovettsville Road to meet VDOT design standards and that the clearing has not been part of the review by DEQ. Organizations have provided a letter asking for DEQ to have an opportunity not review the proposed clearing. The letter is attached.

3. Additions/Deletions/Modifications to the Agenda
The Chair added a third information item to the agenda regarding the 2025 Commission work program. There was no objection.

4. Discussion Items

A. Parking Standards Review
The Commission discussed the current parking requirements for nursing homes, noting that the 1 parking space per 3 beds plus employee parking was less than that required in mother towns. The Commission discussed the staff parking requirements and the ability to negotiate parking with rezoning and conditional use permit applications.

Commissioner Corcoran made the following motion:
Motion: Move to make no changes to the current parking requirements or standards of the Zoning Ordinance.
Second: Kimball
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres
Abstain: None

6. Information Items

A. Environmental Standards Review

Staff introduced the existing ordinance requirements for landscaping and buffering requirements, which is the next review task in the Commission's work program. It was noted that the ordinance does not set standards for tree preservation or for open space except for larger projects. While the comprehensive plan encourages cluster development to preserve open space, the ordinance does not provide cluster provisions. Commissioners were asked to provide additional comments and questions to help guide the upcoming review. Commissioner Curtis offered to provide additional tree preservation information.

B. Annual Report

The Commission made several changes to the draft annual report to reflect the decision not to update parking standards, to note that 32 S. Loudoun street property was placed in an open space easement after it was rezoned, and that the HK&S rezoning is scheduled for a February public hearing.

Vice Chair Efthim made the following motion:
Motion: Move to adopt the 2024 annual report as amended.
Second: Kimball
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres
Abstain: None

C. 2025 Work Program

The Chair handed out a draft work program and discussed possible items for the program noting that work on the 5-year comprehensive plan update could begin in 2025. Commissioner Kimball suggested that the work program include consideration of ongoing heritage preservation recommendations from the Town Council and Historical Society.

Commissioner Corcoran made the following motion:
Motion: Move to table discussion of the work program until the January Commission meeting.
Second: Smith
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres

Abstain: None

7. Planning Commission Minutes

Commissioner Curtis made the following motion:
Motion: Move to adopt the minutes of November 4, 2024, as presented.
Second: Smith
Aye: Custard, Corcoran, Efthim, Smith, Curtis
Nay: None
Absent: Torres
Abstain: Kimball

8. Committee Reports

Tree Advisory Board – No report
Love Summer –No report.
Love America – No report.
Love Winter – Events begin on December 6.
Mayfest –No report.
Oktoberfest – No report.
Board of Zoning Appeals – The annual meeting is scheduled for December 16.
Commerce and Business Development – Reported that a new town map will be distributed, and the Committee held an end of year meeting with businesses.
Infrastructure – No report.

The Chair advised that he is applying to sit on the Board of Zoning Appeals and due to schedule conflicts will give up his seat on the Infrastructure Committee.

9. Zoning Administrators Report

Staff reported that a site plan application has been submitted for the C-1 property immediately behind the Truist Bank. The proposal is for a 2-story, 18,400 square foot office and retail building. The HK&S rezoning is expected to come before the Commission in February. The Schoene subdivision has made a change to the utility plans that will require a new waterline along portions of Park Place. Construction plans are nearly complete.

10. Comments from the Mayor and Commissioners

Commissioner Efthim noted a number of accomplishments over his years as a town council and the planning commission m and thanked the Commission and staff for their support.

Commissioner Smith noted he accepted the town council position because he feels veterans in particular have a responsibility to make their communities better places. He thanked the commission for the experience he’s gained.

11. Adjournment

Meeting adjourned at 8:23
Next meeting is scheduled for January 15, 2025.

TO: **Planning Commission**

FROM: **John Merrithew, Planning/Zoning Administrator**

DATE: **January 15, 2025**

SUBJECT: **Planning and Zoning Activity Report**

Purpose: Provide an update on zoning and development activity in November 2024.

Zoning Activity

Date	Address	Improvement
12/2/2024	3 Corriedale Place	Solar
12/12/2024	22 S Loudoun Street	Addition <150 sf
12/12/2024	31 S Loudoun Street	Solar

Conditional Use Permits & Rezonings

LVRZ 2023-0001, HK&S Rezoning. The applicant has prepared updates to the application including revised proffers. A Planning Commission public hearing is being scheduled for February. The project proposes an 80-bed extended care facility. Forty of the beds would be in a memory care wing of the facility.

Site Plans/Subdivision

LVSU 2022-0001, LVCD 2022-0001, Schoene Tract Section 2. The Planning Commission reviewed and approved the preliminary subdivision at their February meeting. The applicant has been preparing construction plans and bond estimates. The bond and performance agreement will be presented to the Town Council for approval in February.

LVSP 2023-0001, One Family Brewing. The property has been listed for sale.

LVSP 2024-0001, Spears Development. A proposal for an 18,408-square foot office and retail building located on North Church Street behind the Truist Bank.

Ordinance Amendments

LVZA 2024-0001, Special Events, the Planning Commission draft will be presented to Town Council with a request to schedule a public hearing. The draft ordinance defines special events, proposes a temporary use permit for such events, sets time limits on events and certain activities, requires neighbor notifications and approval from the Fire Marshall and other relevant organizations.

Town staff will present the proposal to Town Council on January 9 with a request for public hearing in February.

LVZA 2024-0002, Sign Standards Review, the Planning Commission conducted a public hearing at their November meeting and voted to forward the draft amendment to the Town Council. Among other things, the amendment expands on prohibited signs, adds standards for murals and art displays, and clarifies what constitutes temporary signs. Town staff will present the proposal to Town Council on January 9 with a request for public hearing in February.