



Community Development / Streets and Utilities

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Regular Session

January 28, 2025

3:30 PM

Item

Page

1. **Call to Order**
2. **Approval of Agenda**
3. **Unfinished Business**
 - Discussion- Dumpster Enclosures
 - Discussion- Capital Planning
 - Update- Livery Stable
 - Update- Rose Hill Park Pedestrian Bridge Replacement
4. **New Business**
 - Sidewalk Snow Removal
 - VCA Creative Communities Partnership grant
5. **Other**
6. **Closed Session**
7. **Adjourn**

Dumpster Enclosures

Overview

In 2019-2020 the Town Council discussed the idea of requiring properties with dumpsters sited on them to provide dumpster enclosures within a prescribed timeframe. The requirement was not passed at that time.

Town staff was asked to place this matter before the Committee for discussion to determine if it should be reconsidered.

Attachment

- Draft (1/30/20) Appendix 3 of the Garbage and Refuse, Recyclables, and Yard Waste Policy

Garbage and Refuse, Recyclables, and Yard Waste Policy

Appendix 3 Dumpsters, Dumpster Enclosures, and Toter/Container Enclosures Draft 1/30/20

I. Permit to locate dumpster - generally

- A. No dumpster may be located, either temporarily or permanently, in the town without an approved zoning permit.
- B. Applications to locate dumpsters, along with any application fees, shall be submitted to the Zoning Administrator.
- C. The Zoning Administrator will review applications for compliance with the Berryville Code, Berryville Zoning Ordinance, and this Policy and will issue zoning permits when all requirements are met.

II. Temporary placement or location of dumpsters:

- A. Placement of a dumpster shall be deemed temporary if said placement does not exceed 180 days.
- B. Within street right-of-way (Town) – Zoning Administrator may condition approval on provision of safety measures deemed necessary, proof of insurance, and maximum time dumpster may remain on right-of-way. No dumpster may be located in the public right-of-way within the Special Flood Hazard Area as identified on the Flood Insurance Rate Map.
- C. Within street right-of-way (VDOT) – Zoning Administrator may condition approval on VDOT approval, provision of safety measures deemed necessary, proof of insurance, and maximum time dumpster may remain on right-of-way. No dumpster may be located in the public right-of-way within the Special Flood Hazard Area as identified on the Flood Insurance Rate Map.
- D. On private property or public property not within street rights-of-way – Zoning Administrator may condition approval on provision of safety measures deemed necessary and maximum time dumpster may remain on property. No dumpster may be located within the Special Flood Hazard Area as identified on the Flood Insurance Rate Map unless the Zoning Administrator determines that necessary steps will be taken to secure the dumpster in a manner that will prevent it from becoming a hazard during a flood event.

III. Permanent placement or location of dumpsters (in excess of 180 days):

- A. Placement of a dumpster shall be deemed permanent if said placement exceeds 180 days in any calendar year.

- B. Within street right-of-way (Town) - No dumpster may be placed or located in a street right-of-way for a period exceeding 180 days. The exact period of time such a dumpster may be located may be limited by the Zoning Administrator as a condition of a zoning permit.
- C. Within street right-of-way (VDOT) – No dumpster may be placed or located in a street right-of-way for a period exceeding 180 days. The exact period of time such a dumpster may be located may be limited by the Zoning Administrator as a condition of a zoning permit.
- D. On private property or public property not within street rights-of-way – Zoning Administrator will condition approval upon siting and construction of any required screening or enclosure. No dumpster may be sited in such a way that the collection of solid waste or recyclable materials will impede pedestrian or vehicular traffic on public rights-of-way or otherwise create a safety hazard. No dumpster may be located within the Floodway portion of the Special Flood Hazard Area as identified on the Flood Insurance Rate Map unless the Zoning Administrator determines that necessary steps will be taken to secure the dumpster in a manner that will prevent it from becoming a hazard during a flood event. The exact period of time such a dumpster may be located may be limited by the Zoning Administrator as a condition of a zoning permit.

IV. Maintenance of dumpsters, dumpster pads, dumpster enclosures, and surrounding area

- A. All dumpsters, and the immediate area around them, shall be kept clean and sanitary at all times.
- B. Solid waste shall be completely contained within such container, all doors of the unit shall be kept closed, and all drain plugs shall be tightly secured.
- C. Solid waste shall be removed at intervals necessary to prevent a condition that might endanger the health of residents of the Town or constitute a nuisance.

V. Dumpster enclosure minimum standards

- A. Dumpster enclosures erected and maintained within the Town shall meet the following minimum standards:

- 1. Properties Zoned and Used for Residential, Commercial, or Institutional Use

- a. *Slab*

- a. *Slab*
 - 4” inch concrete pad with wire mesh installed on a 4” course of compacted 21B stone (minimum standard – may be exceeded)

b. Walls

Enclosure walls must consist of opaque wood fence (either solid or board of board) or masonry walls 6 feet in height with two openings: one large enough to permit siting and servicing the dumpster or dumpsters and the other pedestrian entrance.

c. Gates

The two enclosure wall openings must be screened by gates which are also opaque and can be securely closed when not in use.

d. Protective bollards

Protective bollards at least 3 feet in height must be installed on the front (side of large opening for servicing dumpsters) corners of the enclosure.

2. Properties Zoned for Business or Industrial Use

a. Slab

4" inch concrete pad with wire mesh installed on a 4" course of compacted 21B stone (minimum standard may be exceeded)

b. Walls

Enclosure walls must consist of chain link fence with opaque slats, opaque wood fence (either solid or board of board) or masonry walls 6 feet * in height with two openings: one large enough to permit siting and servicing the dumpster or dumpsters and the other pedestrian entrance.

* Administrative Body or Zoning Administrator may require fence or wall in excess of 6 feet in height but no greater than 14 feet in height.

c. Gates

The two enclosure wall openings must be screened by gates which are also opaque and can be securely closed when not in use.

d. Protective bollards

Protective bollards at least 3 feet in height must be installed on the front (side of large opening for servicing dumpsters) corners of the enclosure.

VI. Permit to construct a toter/container enclosure:

- A. No toter/container enclosure required in accordance with Chapter 8 of the Berryville Code may be constructed without an approved zoning permit.
- B. Applications to construct such enclosures, along with any application fees, shall be submitted to the Zoning Administrator.
- C. The Zoning Administrator will review applications for compliance with the Berryville Code, Berryville Zoning Ordinance, and this Policy and will issue zoning permits when all requirements are met.

VII. Maintenance of toter/container enclosures:

- A. Toter/container enclosures shall be kept clean and sanitary at all time
- B. Toters, containers, and all waste shall be completely contained within the enclosure and all gates shall be kept closed.
- C. Solid waste shall be removed at intervals necessary to prevent a condition that might endanger the health of the residents of the Town or constitute a nuisance.

VIII. Toter/container enclosure minimum standards

- A. Toter/container enclosures erected and maintained within the Town shall meet the following minimum standards:

- a. Base or slab

No requirement.

- b. Walls

Enclosure walls must consist of opaque wood fence (either solid or board on board) or masonry walls 5 feet in height, with a gated opening sufficiently sized to service the containers.

Capital Planning

Overview

Mr. Tibbens wants to discuss projects that should be considered for completion within the next decade. He is desirous of engaging the Town Council on several projects and, if the Council agrees that any of these projects are priorities and should be completed, then it would begin the process of reserving funds to help pay for said projects.

The projects that Mr. Tibbens would like to discuss include the following:

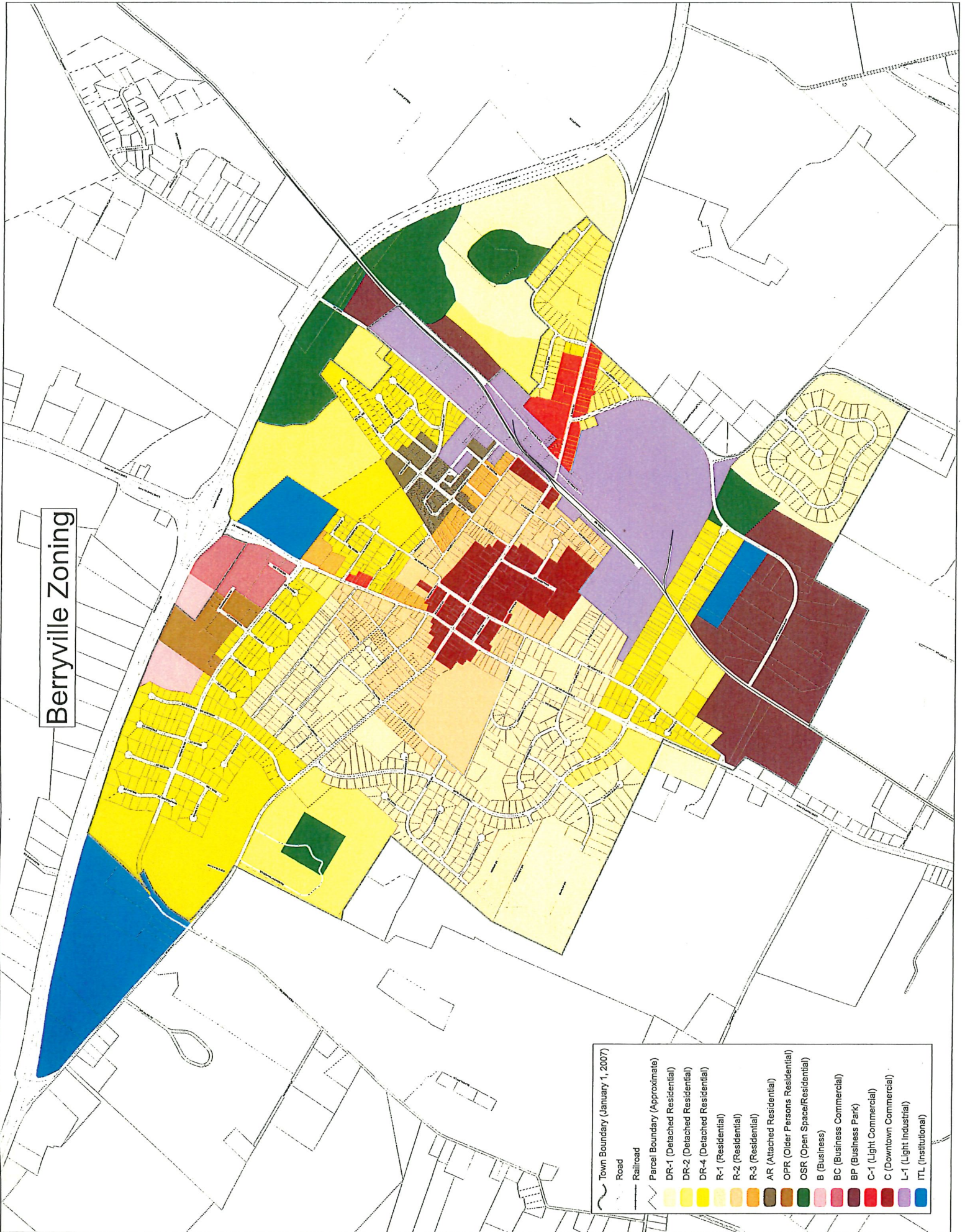
- TAP Project (20% local match)- sidewalk extension along the frontage of 328 North Buckmarsh Street
- Secure and develop/improve additional public parking in the downtown
- Plan and complete crosswalk improvements in the downtown

It is important to note that the sidewalk project referenced above will likely include the need to secure additional ROW, construction of a retaining wall, and installation of improvements at the intersection of North Buckmarsh Street and Mosby Boulevard.

Attachments

- Map showing location of proposed sidewalk (blue highlight)
- Zoning map showing C zoning district boundaries (generally considered "Downtown Berryville")
- Current Reserve Specifics

Berryville Zoning



Fund Reserve Specifics

Adopted June 11, 2024

This document was adopted in accordance with the Town Council's Reserves Policy.

General Fund

General Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. General fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all general fund reserves is placed in this reserve.

Reserve	\$314,808.42
Reserve goal	\$650,000.00
	50% of annual debt service +
	10% of FY 23 GF operational expenses

Property Improvements and Maintenance Reserve

The Town owns several properties for which the cost of improvement and maintenance falls solely on the general fund. These properties include 23 East Main Street (includes Livery), Hogan's Alley, Crow Street Parking Lot, Rose Hill Park (including the John Rixey Moore Playground, Smithy Cottage but excluding the Barns of Rose Hill), Rixey Moore Parking Lot, and the old kennel located on the Wastewater Treatment Plant property.

The maintenance costs for the Public Works Facility and the Berryville-Clarke County Government Center are shared by all three funds. The Berryville-Clarke County Government Center is jointly owned with Clarke County; therefore, a separate fund is established for care of that property.

These funds may be made available for improvements to or maintenance of town properties.

Reserve	\$1,250,000
Reserve goal	\$1,250,000

Submitted to Town Council for Approval on June 11, 2024

Berryville-Clarke County Government Center Reserve

The Town and Clarke County constructed the Berryville-Clarke County Government Center in 2008. The facility is owned and maintained by both jurisdictions.

The facility’s note holder requires that a maintenance reserve be established to provide savings to address unforeseen maintenance-related expenses. Both the Town and County agreed to self-encumber funds that would be available for expenses incurred while repairing, maintaining, or improving the property at 101 Chalmers Court.

These funds may be made available for repair, maintenance, or improvement of the Berryville-Clarke County Government Center facility.

Reserve	\$325,000
Reserve goal	\$350,000

Flood Plain/Stormwater Mitigation Reserve

Berryville contains three major drainage areas. Each of these drainage areas contains a perennial stream: Town Run (known as Dog Run in the rest of Clarke County), Craig’s Run, and Buckmarsh Run. Each of these drainage areas contains smaller contributing sub-drainage areas.

The flood plain and floodway have been identified and mapped within the Town Run drainage area. Stormwater management concerns have been identified in several sub-drainage areas of the Town Run drainage area.

These funds would be available for use on flood plain/stormwater mitigation projects.

Reserve	\$700,000
Reserve goal	\$750,000

Downtown Improvement Reserve

In recognition of the economic benefits of an attractive business district, the Council recognizes that improvements to the downtown area will pay dividends to the entire town.

The Town created this reserve, in full or in part, projects to improve the general appearance of the downtown, enhance directional signage, improve parking, improve accessibility, establish and maintain crosswalks that exceed VDOT standards, establish and maintain trees and or planters, and the like.

Reserve	\$225,000*
Reserve goal	\$175,000

* Reserve exceeds goal because \$50,000 from this fund will be used in FY25 to fabricate and install wayfinding signs.

Submitted to Town Council for Approval on June 11, 2024

Economic Development Reserve

This reserve was established to provide for savings that can be used to address economic development opportunities or needs that the Town Council determines should be funded.

Reserve	\$ 50,000
Reserve goal	\$100,000

Blight Abatement Reserve

The Berryville Code provides the Town Council and the Town Manager with authority to demolish/secure unsafe structures and abate blight. If the Town must address such problems, then the work is paid for with public funds and the cost billed to the property owner. If the property owner fails to pay for the work, then a tax lien is placed on the property. Generally, it takes several years for the Town to recoup any of the costs incurred addressing the unsafe conditions.

These funds would be available to pay for work required to secure or demolish unsafe structures and abate blight.

Reserve	\$100,000
Reserve goal	\$100,000

John H. Enders Vol. Fire Department Reserve

This reserve was established to provide savings that can be used to assist the John H. Enders Volunteer Fire Department and Rescue Squad, which the Town Council has declared to be an integral part of the official safety program of the Town, with capital projects.

Reserve	\$ 70,000
Reserve goal	\$100,000

Police Equipment Replacement Reserve

This reserve was established to fund new or replacement police department equipment.

Reserve	\$125,000
Reserve goal	\$125,000

Annexation Reserve

This reserve was established to provide savings that can be used to complete work required to affect annexations.

Reserve	\$50,000
Reserve goal	\$50,000

Town Street Reserve

This reserve is established to provide funds for maintenance of Town secondary streets that do not qualify for use of Virginia Secondary Street Reimbursement funds.

Reserve	\$125,000
Reserve Goal	\$125,000

Transportation Alternatives Program (TAP) Project Matching Funds Reserve

This reserve is established to provide required matching funds for TAP projects.

The Town has three TAP grant applications (two associated with a sidewalk project on Mosby Boulevard and one sidewalk/drainage project on Fairfax Street) in process. The Town will ultimately be responsible for 20% of the cost of TAP projects. The FY25-29 CIP provides for reserving \$50,000 in FY25, FY26, and FY27 to meet the reserve goal.

Reserve	\$380,000
Reserve Goal	\$530,000

Total General Fund Reserves = \$3,714,808.42

Water Fund

Water Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. Water fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all water fund reserves is placed in this reserve.

Reserve	\$232,067*
Reserve goal	\$185,000.00* 100% of annual debt service + 15% of FY23 WF operational expenses

*Reserve amount exceeds reserve goal by 25%. Reserve goal will increase significantly in the near future, because the water fund will have debt that has to be serviced.

Water Storage Tank Reserve

The Town maintains three water tanks within its water distribution system. The Town has maintenance contracts for the three tanks, but given the importance of these improvements it is vital to provide a reserve to address unforeseen problems that may not be covered under the annual maintenance contract.

Reserve	\$550,000
Reserve goal	\$750,000

Water Treatment Plant Reserve

The Town's water treatment plant was constructed in 1984.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of this facility and the pumping station at the Shenandoah River.

The plant and pumping station are slated for replacement/improvement. The Town has approved a preliminary engineering report for the plant improvements and is in the final stages of securing loan(s) needed to fund the project.

It is expected that the upgraded treatment plant will be operational by January 1, 2027.

It is estimated that project will cost \$12,600,000.

It is expected that the Town will utilize at least \$2,200,000 from this reserve for costs associated with this project. It is also expected that these reserve funds will be used to fund lender-required maintenance/loan repayment reserves. Further these reserve funds would likely be used to partially fund a membrane replacement fund.

Submitted to Town Council for Approval on June 11, 2024

These funds are also available to pay for unforeseen costs associated with the water treatment plant.

Reserve	\$3,000,000
Reserve goal	\$4,200,000

Water Distribution System Reserve

The Town maintains a system of pipes through which water is distributed from the water plant and throughout the Town. This system includes improvements such as water mains, laterals, meters and related improvements, valves, pumps, and fire hydrants. The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the distribution system.

Reserve	\$1,200,000
Reserve goal	\$1,200,000

Total Water Fund Reserves = \$4,982,067.00

Sewer Fund

Sewer Fund Reserve

This reserve is established in order to provide funding for unforeseen expenses and to supplement revenues as the Council deems necessary. Sewer fund monies budgeted in a given year that are neither spent nor otherwise encumbered will be placed in this reserve. The interest income from all sewer fund reserves is placed in this reserve.

Reserve	\$702,827.29
Reserve goal	\$730,000 100% of annual debt service + 15% of FY23 SF operational expenses

Wastewater Treatment Plant Reserve

The Town's wastewater treatment plant became operational in 2012. The useful life of the plant is expected to be at least 25 years.

These funds may be made available to address unforeseen costs at the plant or begin a replacement/upgrade project.

Reserve	\$3,075,000
Reserve goal	\$7,500,000

Sewer Collection System Reserve

The Town maintains a system of pipes and other improvements through which wastewater is collected from customers and transmitted to the wastewater treatment plant. This system includes improvements such as sewer mains, manholes, and pump stations.

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of portions of the collection system.

Reserve	\$2,000,000
Reserve goal	\$2,500,000

Membrane Replacement Reserve

The Town's wastewater treatment plant utilizes ultrafiltration membranes as a part of the treatment process. These membranes have an expected useful life of eight to twelve years. The membranes were last replaced in 2023.

These funds may be made available to address the cost of membrane maintenance and replacement. A large portion of this reserve may not need to be established if the Town enters into a membrane pre-purchase program.

The CIP will have to provide for reserving \$105,000 in FY30, FY31, FY32, FY33, and FY34 to meet the reserve goal.

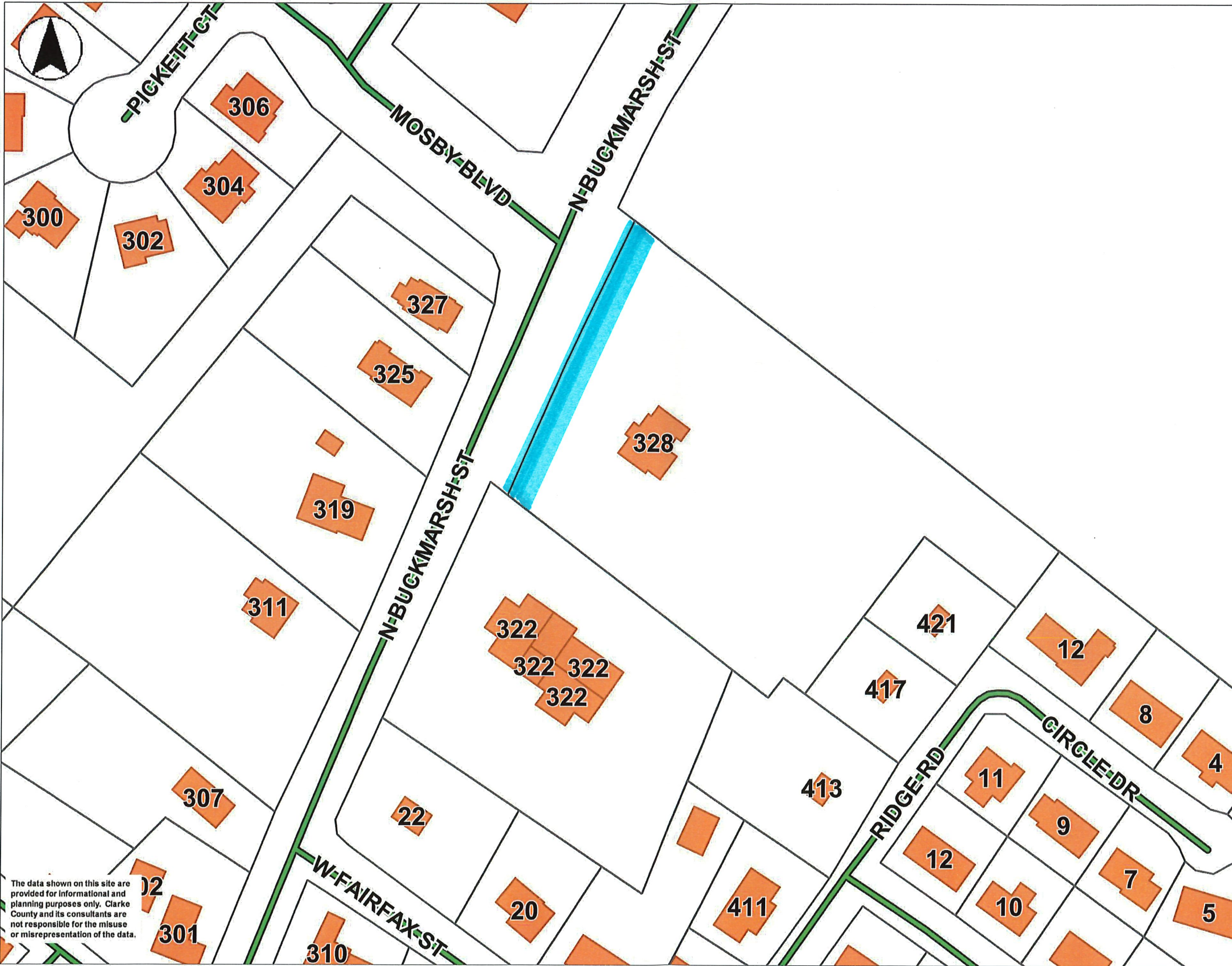
Reserve	\$ 975,000
Reserve goal	\$1,500,000

Total Sewer Fund Reserves = \$6,752,827.29**

**This amount does not include the \$470,000 reserve required by the wastewater treatment plant loan terms. These funds must be reserved separately and will be used for the last payment on the loan. That payment will be made on February 1, 2037.



- Public
- Parcels
- Clarke County Boundary
- Major Roads
 - Interstate
 - US Highway
 - State Highway
- Surrounding Counties Opa
- Clarke County Roads
 - Private Roads
 - Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
 - Perennial Streams
 - Intermittent Streams
- Ponds
- Rivers



The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.

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January 28, 2025
Update

Livery Stable Stabilization/Improvement, Public Bathrooms, and HVAC improvements
23 East Main Street

Project Overview

The planned project would:

- stabilize the livery stable located at the rear of 23 East Main Street
- improve the first-floor area to include:
 - o public bathrooms
 - o space that would accommodate a vendor supporting activities in Rose Hill Park
- repair/repave/restripe the 23 East Main Street parking lot
- make necessary improvements to 23 East Main Street's HVAC system

The budget for these projects is \$390,000*. * Estimates did not include improvements to improve space to accommodate a vendor supporting activities in Rose Hill Park.

Attachments:

- Livery Stable Stabilization Report
- Sketch of livery stable space with bathrooms and additional first-floor space
- Layout of a public double bathroom unit

Project Update

The Town Council is considering how the livery/public bathrooms/vendor space will be configured. When the project approach has solidified, then the design process will begin (note – staff is attempting to re-engage with the engineer who developed the livery stable stabilization report).

DELIVERING SOLUTIONS FOR TOMORROW'S BUILT ENVIRONMENT

Structural Evaluation of Livery Stable at 23 East Main Street, Berryville, VA *Final Submission*

To: Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611



Date: January 4, 2018



Report Narrative

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Executive Summary

The Livery Stable ("The Stable") is attached to the rear of the structure located at 23 East Main Street in Berryville, Virginia. It is a two story wood framed structure. Based on the condition of the structure and type of materials used, it is estimated that The Stable was constructed between 1860 and 1900 and has served many functions for the Town since its original construction. Currently the facility is unoccupied except for two restrooms that were recently added to the facility on the first and second levels of 23 East Main Street.

This report was issued by the Town of Berryville to accomplish the following:

- Structurally assess the condition of the framing elements
- Develop dimensioned plan drawings of the existing conditions
- Develop repair documents for items found deficient during the assessment
- Provide construction cost data for any repairs to be implemented on the facility

Damron Engineering and Consulting llc ("DEC") performed multiple field visits to measure existing elements, document any deficiencies, and record overall condition of The Stable. Documentation was visual in nature for each visit, no demolition was performed to document conditions. Subsurface investigations were not performed to document soil conditions or gather detailed information about below grade building elements.

Overall, The Stable is structural sound and in no danger of eminent failure. There are no repairs requiring immediate attention. However, near term and far term repairs have been identified based on the conditions viewed. Near term repairs are those that should be completed within the next two to five years, far term repairs are more cosmetic in nature and could be done in conjunction with the near term items or separate as funding allows. Near term repairs recommended include interior wythe of brick masonry repairs on the east wall, floor system modifications, and addressing building envelop repairs. Far term repairs include replacement of the metal panel siding with wood and restoring the west wall framing to original condition. It is estimated that the total cost for near term repairs is \$150,347 and far term repairs estimated at \$304,692.

The following pages provide more detail on the scope of work, investigation methods, recommendations and costs associated with each item. Native CADD drawings for the facility are provided electronically to the Town Manager.

Background Information

The exact date of construction is not known for The Stable. There are photographic images that place the structure in use as the stable at the turn of the 1900's. It was potentially in use for an extended period of time prior to taking those images. Since serving as an operating livery, the Stable and 23 East Main Street have housed town offices, served as Police storage, the Public Works office and other services for the Town of Berryville. The Stable currently is unoccupied and primarily serves as a storage facility for the town and houses the mechanical equipment for the occupied spaces of 23 East Main Street.

The barn has undergone multiple renovations and currently has both timber and masonry load bearing elements. Timber framing was the primary construction method used in the United States in the 1700's and 1800's until balloon framing began to be more popular in the mid 1800's. Timber framing uses larger wood members spaced at larger intervals and are joined with wood connections. Wood connections typically are comprised of mortise and tenon joinery. The mortise (female) is the space in timber A that receives the tenon (male) from timber B. Tenons are typically 1-2" wide and are centered on the end of the timber. Both the mortise and tenon have holes so that a trunnel (peg) is inserted to keep the two timbers joined. Figure 1 is a diagram depicting common timber frame members and their terminologies, the shaded members in the diagram all together constitute a bent. The Stable was originally constructed of two interior and two gable end bents.

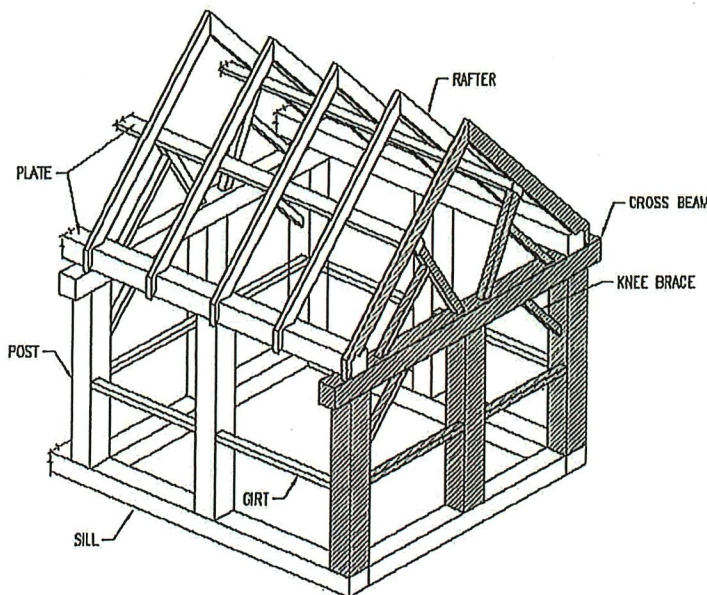


Figure 1 - Timber Frame Terminology

Several construction methods were visible in the barn. We used connection methodologies and lumber planing to aid in the dating process. The barn uses three types of wood connectors: timber frame, manufactured nails, and wire nails. The use of timber frame construction indicates a pre-1900's date. There are two types of nails used in the barn: machined and wire. Wire nails began to be used at the beginning of the 1900's. Machined nails became available in

the early 1800's. Throughout the structure, the lumber used is solid sawn, or rough planed, with no evidence of bark or rounded edges to the timbers. Planing machines were available in the early and mid 1800's, but were not widely used due to craftsman prejudices against early designs. The machines were modified and improved in the mid 1800's. Planing in the barn suggests a date later than 1860. Because of the civil war beginning in 1860 and lasting until 1865, the date of the barn is approximated as between 1870-1900.

Methods of Investigation

Inspection, measuring, and photographic documentation of the barn occurred over several days in October and November by Damron Engineering & Consulting llc. Not only was the structural integrity examined, but also time was spent determining the best methods to create a weather-tight structure and what features could be maintained and or improved.

Description of Structure

This section will describe the framing systems utilized and any deficiencies found during our field investigations. We will discuss the following systems: roof, floor, walls, and foundations.

Roof System

The roof is covered with a steel crimp seamed panel system. The panels are approximately 23 inches wide and are attached to the roof framing with concealed fasteners below each seam. Light steel flashing is present where the barn abuts the 23 East Main street walls, and flashing is present surrounding the chimney penetration in the Stable. Against the abutted building the roof covering changes to a more modern pattern of steel roofing. The roof panels drain to steel gutters fastened to the roof by means of straps attached on top of the panels to the roof purlins below the panels. The panels show no signs of significant damage, but appear to have been in place longer than their anticipated useful life. The structure below shows signs of previous water leaks, but no active leaks were evident from the staining.

The roof panels are attached to longitudinal roof purlins ranging in size from solid sawn 1-inch by 6-inch boards to 1-inch by 10-inch boards. Purlins are spaced randomly, due to the variety of sizes used, not more than 16 inches on center. There are members that show water stains from previous leaks in the roof, but upon physical inspection of random samples the purlins are sound and do not need to be replaced.

Rafters make up the primary structural element for the roof system. The rafters are solid sawn 2 inch by 5 inch boards and are spaced 2 feet on center. At the peak of the roof the rafters are miter cut to the roof pitch and fastened together. To restrain lateral forces at the base of the rafter each pair is tied together with a 1 inch by 4-inch collar tie located 3 feet 10 inches below the bottom of the peak joint. Additionally, at alternating pairs the peak is reinforced with a solid sawn 1-inch by 10-inch board nailed to the southern face of the peak and a 2-inch by 4-inch vertical that runs from the peak to the floor system. The rafters bear on solid sawn beams that will be described in the wall systems.



Figure 2 - Roof framing showing rafters, collar ties, and additional framing elements

Based on the visual observations, framing members making up the roof system appear to be sound and capable of withstanding snow loads applied to the system.

Roof Deficiencies

- a. Evidence of water infiltration present at the false ridge line on the south gable end. Flashing and roof covering should be replaced.
- b. On the main roof along the south gable, closure trim is missing or damaged that protects the ends of the roof purlins.
- c. Daylight is visible between the roof purlins along the south gable end. Will require closure to prevent moisture infiltration.
- d. Spray foam insulation has been installed to mitigate intrusion of pests into the building. This foam has the potential of trapping moisture should it get wet and could damage the wood members.
- e. Although the existing gutters are functional, the attachment of the gutters should be below the metal panel roofing to promote longevity of the system.

Floor System

The wearing surface for the floor system is comprised of 1-inch nominal planks attached to floor joists. These planks are butted together to form a continuous surface. In the finished space for the upper level an additional layer of plywood has been installed for a smooth wearing surface. A floor hatch was installed to allow access to the at-grade level just outside the door from the finished to unfinished area of the second floor. This hatch attaches to the top side of the decking with the opening framed between two floor joists. The only deficiency noted in the floor

deck are six areas where the deck has been removed, which totals twenty-four square feet, each location is approximately 2-feet by 2-feet. These openings currently have light-gage metal or street signs covering each. Once a use has been determined for the space, these openings should be filled in with like decking material to form a more uniform wearing surface.



Figure 3 - View of floor framing.

The wearing surface is supported by solid sawn floor joists. Joists bearing on the east wall of the building are 2-inch by 8 7/8-inch boards that bear in joist pockets in the brick wall. Joists bearing on the west wall are 2-inch by 10-inch members bearing on a 4-inch by 6-inch beam framed into the wall system. A transition in the floor is made roughly 12 feet 5 inches from the inside face of the east wall. At this transition the joists bearing on the western wall are stacked on top of those from the east. This transition results in an 11-inch step in the floor. The floor is supported at the transition by two separate means. First, by the concrete masonry wall that forms the electric room and bathroom. And second, south of the masonry wall, a flat 2-inch by 8-inch board supported by four columns with varied spacing. An additional flat support beam was also installed four inches away from the face of brick, it is also supported by columns, five with varied spacing.

Floor Deficiencies:

- a. The fifth joist from the south gable end has forty-four (44) inches removed starting fifty-four (54) inches from the face of brick.
- b. Fourteenth (14th) joist from the south end has evidence of previous infestation where the end of the joist has deteriorated. This is on the low joist and is not in the bearing region for the joist, but affects the connection to the high joist at that location.

- c. Near the rotten joist end, the band board shows similar infestation and has resulted in member deterioration. As with the joist, it is not an active situation.
- d. At the floor transition, the flat beam is not sufficient to support the floor if you apply the minimum code required live load. It will support the dead load of the system, as it has been, but it will not support live load should the floor be used.

Wall Systems

West Wall

The west wall exhibits the characteristics of traditional timber framing. It has a continuous beam, 4-inch by 4-inch solid sawn, at the top of the wall supporting the roof rafters. This beam has mortice splice joints over the primary and secondary columns that are 4-inch by 6-inch members. Below the roof beam is a floor beam that is a 4-inch by 6-inch member, again with mortice joints at each primary and secondary column.



Figure 4 - Typical west wall framing above floor level.

Below the floor beam, significant modifications to the wall framing has been made. It is unclear as to the reasoning behind these modifications. Each of the columns have been cut to different lengths and propped by multiple members. Between the columns below the floor beam random wall girts have been installed. These girts, and the framing supporting the columns, are fastened with wire nails, indicating work completed since the early 1900's. All of the new members' bear on a solid sawn 2-inch by 8-inch wood plate that is attached to a cast-in-place stem wall. The concrete stem wall abuts the existing building to the north and travels south to within 12 inches of the southwest corner of the building. As with the other columns along this

wall, the corner column has been cut with multiple members attached to it and carrying it to grade where it rests on stones from an original foundation wall.



Figure 5 - West wall framing example below floor.

The exterior of the west wall is covered with a metal panel siding backed by solid sawn 1-inch planking. This planking and metal siding extends approximately one inch below the top of the concrete stem wall. Where the stem wall stops, additional planking has been added to grade.

The lateral bents are tied to the primary columns on this wall via morticed joints. Lateral bents are made from 4-inch by 6-inch continuous members. They are tied to the roof rafters by diagonal braces. Knee braces are attached to each primary column with wire nails. The north end abutting the adjacent building does not have a bent. The second interior bent was cut to form the finished space. This bent is nailed to the stud wall and has a larger, 1-inch by 8-inch, diagonal brace to the roof rafter.

East Wall

The wall is constructed of a multi-wythe common (American) bond with a header course every six courses. The brick wall is supported by a stone foundation wall. Window openings on the at-grade level of the Stable utilize a Jack Arch to support the loads above. The window on the upper floor is flush to the rafter bearing assembly. The wall is continuous from the level of the stone foundation to rafter bearing. On the visible portions of the wall it is evident that the interior

face has been skimmed with a coating of mortar/plaster. It covers the entire exposed area of the second floor. On the at-grade level the coating is only visible on a small portion of the wall, but there are indications that it covered the entire wall at one time. The exterior surface of the wall has been painted in its entirety.

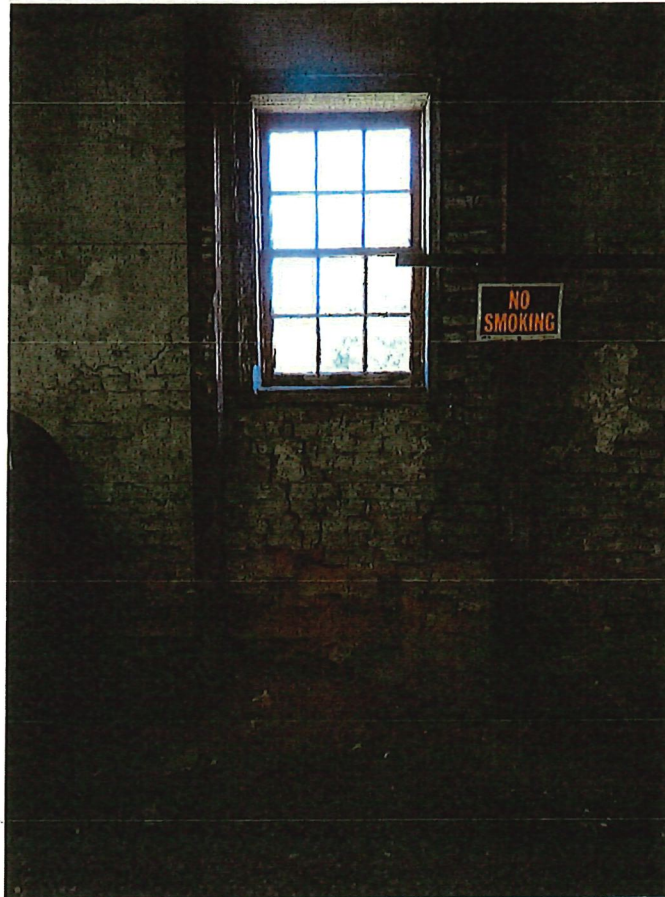


Figure 6 - Brick deterioration on east wall below floor.

Rafter bearing is accomplished by multiple 4-inch by 6-inch boards. The first is set flush with the outside of the wall, leaving a 4-inch ledge on the inside of the wall. The second member is set so it overhangs the outside face of brick by one inch. There is a 2-inch separation between the two members accomplished by spacer blocks randomly placed between the two. The collar beam is morticed into the lower of the two members of the assembly. No knee braces are associated with the east wall.

South Gable Wall

The south gable end is timber framed and has two distinct compositions. The first is from the roof to a false roof, which is made up of floor to rafter 1-inch planking with one intermediate girt 4-feet 10-inches above the collar bent. Below the false roof an additional layer of horizontal framing pushes the wall out an additional 5-inches and is covered with 1-inch nominal vertical planking. Within this wall is framed an opening for a sliding door and passage door on the at-grade level.

Interior Partitions

On the second level the partitions are framed of solid sawn 2-inch by 4-inch members resting on a 4-inch by 6-inch bottom plate. On the at-grade level, 4-inch concrete masonry units form the interior partitions. These partitions rest on a cast-in-place concrete slab.



Figure 7 - Interior CMU partition, settlement cracking both sides of corner.

Wall System Deficiencies

West and South Walls

- a. Rotten sill plate located under the primary column assembly of the second interior bent from the south gable.
- b. Water damage evident on the exterior plank siding along the south gable end.
- c. Flashing replacement required on the false gable on the south wall.
- d. Condensate drain pipe from the mechanical equipment on the second floor drains to grade. This has left an area of erosion directly below the drain. Recommend this drain be routed to the gutter drain to prevent further erosion.

East Wall

- a. Mortar/plaster skim coat above the second floor has multiple floor to top of wall cracks and shows signs of delaminating from the wall bricks.
- b. Mortar/plaster skim coat delaminating on the remaining wall surfaces that have it.
- c. Mortar joint deterioration resulting from water infiltration or salt accumulation requiring 100 square feet of joint replacement/repointing. This deterioration has resulted in bricks loosening and dislodging from the wall.
- d. Coving and crumbling of bricks on the interior wythe below the southernmost window of the wall. Most likely caused by water infiltration.

- e. Minor settlement cracks on the exterior of the brick wall south of the southern most window. Approximately 10-feet of cracking.

Interior Partitions

- a. The exterior wall of the finished area on the second floor shows evidence of animal infestation/nesting.
- b. Settlement crack visible emanating from western corner of the south concrete masonry wall.

Foundation Systems

The original foundation system for the building would have been stone walls. It is evident that the stone foundation walls are present along the east wall and appear in good condition from the exterior. On the west wall a concrete stem wall approximately two feet tall was installed on top of the original stone wall. Rod probing was used to verify the presence of foundation walls below grade to a depth of 20 inches. Foundations for interior columns and partitions is assumed to be cast-in-place concrete, but the depth of footings and size was not able to be determined during the study.

Foundation System Deficiencies

- a. Along the west wall at approximately 23-feet 8-inches the stone foundation under the stem wall was not able to be verified. We are unable to assess if the original foundations were removed or damaged, but it is our opinion that the stem wall from that point on to the north bears directly on grade.
- b. Stones are loose and shifting on the interior face of the foundation wall on the east wall. This occurs from the northern edge of the southernmost window to the south gable wall.
- c. Evidence of burrowing into the soil adjacent to the foundation wall is evident between the first and second windows on the southern end of the elevation.
- d. Grade along the east and west side has little to no slope way from the building allowing for water to potentially pond against the foundation walls.

Basis of Evaluation and Design

In order to evaluate and design repairs for the structure applicable building codes, materials, and loading requirements must be determined. The following is a list of applicable codes, possible required materials for repairs, and applicable loads on the structure as set in the building codes.

Codes

- a) International Building Code, 2012
- b) Virginia Uniform Statewide Building Code, VUSBC 2014
- c) ASCE 7-10, "Minimum Design Loads for Buildings and Other Structures"
- d) ACI 318-05, "Building Code Requirements for Structural Concrete"

- e) NDS, "National Design Specification for Wood Construction," 2001 Edition

Materials

- a) Cast-in-place Concrete, NLWT, $F'_c = 4000$ psi
- b) Timber, Mixed Oak, NELMA No. 1, $F_b = 825$ psi

Loads

- a) Dead Load: self-weight +superimposed = actual+10 psf
- b) Floor Live Load: light storage = 50 psf
- c) Snow Load: ground snow load = 30 psf
- d) Wind Load: basic wind speed = 110 mph

Repair Recommendations

Typically, we place repairs in three categories, immediate, near term, and far term. Immediate repairs are those required to maintain structural stability and protect human life. Near term repairs can be categorized as routine maintenance items required to maintain the functional aspects of the facility. Far term repairs are those that would be required to change the occupancy or improve the visual aesthetics of the facility. Based on our observations we consider the Stable to be in stable condition and repairs required fall into the near or far term category as described in this section.

Near Term Repairs

Roof System

The primary concern with the roof system is to replace elements that have been in service beyond their useful life and to provide closure to the system. To accomplish this we recommend replacing the roof panels and providing new flashing and guttering to match the system. This will ensure protection from the elements and improve the prevention of pests from entering the building.

The replacement will involve removing the existing metal panels, flashing, and trim pieces and replacing them with a new standing seam roof system. Additionally, the eaves and end overhangs will be enhanced with soffit that matches the period. The existing gutters are assumed to be in usable condition, they will be removed and re-installed with hangers below the roof panels. While this study found no evidence of damaged roof purlins, the cost estimate and documents provide for an allowance of replacing 5% of the purlins.

Floor System

In order to carry minimum design loads required by code for the second floor we recommend replacing the flat 2-inch by 8-inch boards and columns with a traditional beam system. These beams would utilize rough sawn timbers, 8-inch by 12-in at the floor transition and 6-inch by 10-inch offset from the east wall. Each beam would be supported by solid sawn 6-inch square columns. The beams would be joined to the columns by mortice joints and be equipped with knee braces for lateral support. We propose that the columns be offset from each end to allow for economy of member sizing while maintaining as much open space as possible within the

room. The columns would bear on spread footings cast such that the top of footing would be flush with the top of the existing gravel floor.

For the beam with a section removed, we recommend attaching a member of similar size to the existing for support. This attached member would be cut so it extends 16-inches beyond each side of the section removed. It would be attached with twelve 16d nails, six on each face.

Walls Systems

The most challenging repairs required for the Stable involve the brick restoration of the east wall. This will require complete replacement of the interior wythe in some locations and reparging the entire interior surface once the repairs are completed. To accomplish the repairs it will be necessary to support the roof and floor gravity loads as well as providing lateral bracing of the exterior wythe to prevent out of plumb movement of the brick during repairs. We anticipate the contractor using scaffolding for the full height of the wall to accomplish this. Once the elements are shored, the contractor will remove bricks as necessary and replace loose bricks to the floor level. We do not anticipate removal of any brick above the floor level. Once this is completed the contractor will remove the parging on the upper level and any remaining on the at-grade level and provide a new ½" thick coating to the entire exposed surface of brick. It should be noted that for this repair the existing fuel tank will have to be relocated temporarily in order to complete the repairs.

Timber repairs to the south and west walls include the following. Replace the existing wood siding below the false roof line of the south gable end. Additionally, for the area on the west wall that is not covered by metal panels, we recommend the existing timbers be removed and replaced closing any gaps that would allow for pests to enter the building. Finally, along the west wall below the column supporting the second interior bent, the wood sill will be replaced in kind with like material. The column and girts will have to be shored to accomplish this task.

Foundations

Prior to repairing the interior wythe of brick on the east wall, and after the wall has been shored, we recommend the foundation stones be cleaned of any debris from the brick wall, loose stones be repositioned and secured with mortar. While this is going on, any burrow holes found should be filled with soil and terminated.

We recommend the condensate drain on the west side of the building be extended to drain into the drain pipes carrying rainwater from the gutters away from the site.

Far Term Restorations

There is currently no plan for the future use of the Stable. Once a program has been established there are repairs to consider that bring the building more in line with its historic character. As these are more substantial restoration efforts, construction details have not been provided, but are reflected for budget purposes. First would be to remove the metal panel siding on the south and west walls and replace it with a more traditional board and batten system that would be typical of the period. At this point you would also restore the west and south wall framing to its original condition. This would entail removal of all the miscellaneous

bracing members and splice the existing members so that they function as originally intended without the need for multiple members.

As the occupancy is determined, in order to meet performance requirements, the concrete stem wall on the west elevation will have to bear below frost. In order to do this, we would recommend installing helical piers on the inside of the Stable attached to the bottom of the stem wall to provide the support needed. Once this has been completed we recommend evaluating grade around the Stable and regrade as necessary to provide positive drainage away from the foundations to prevent water intrusion issues.

Cost Estimate Data

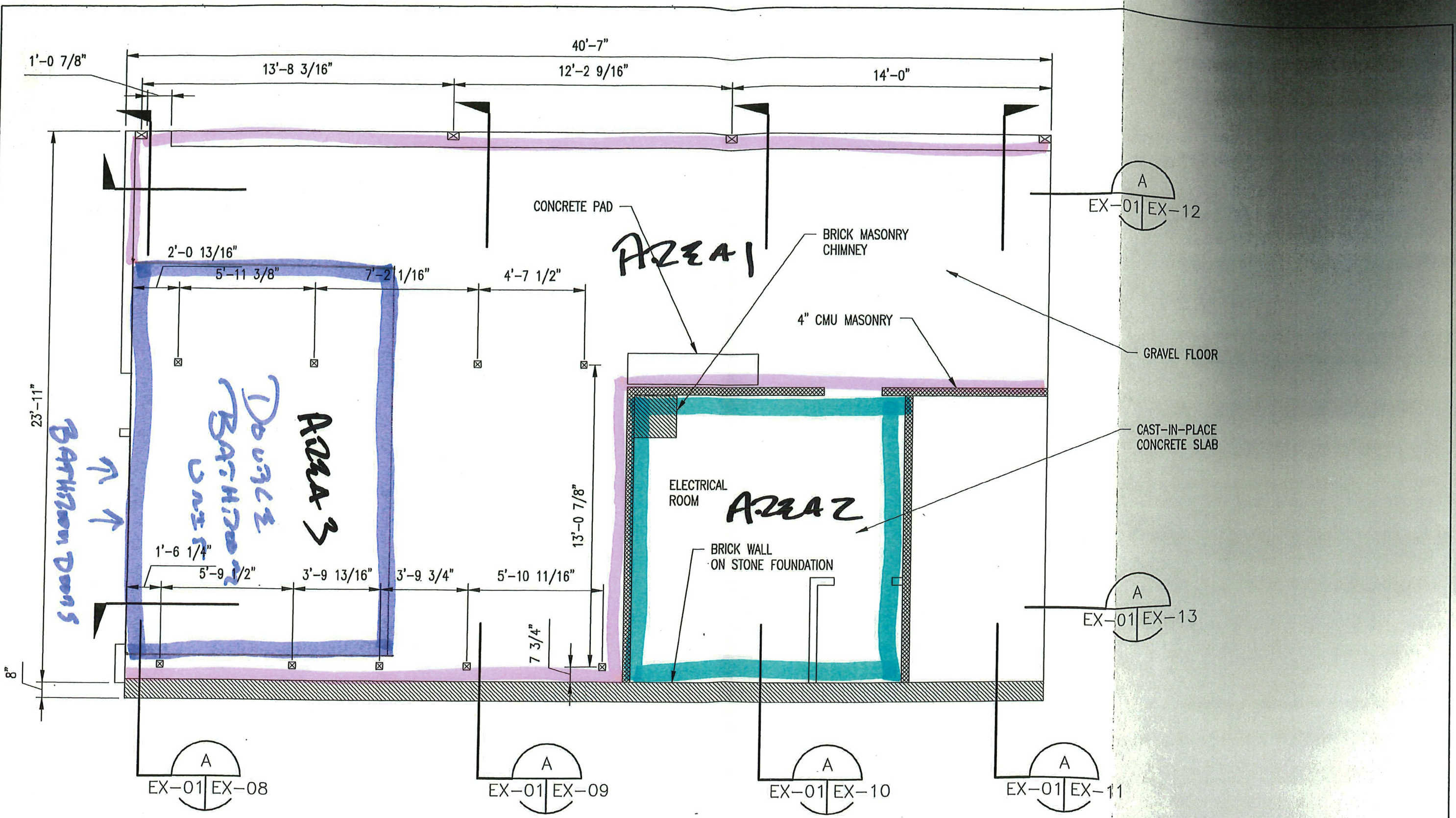
All of the repairs recommended above would be categorized as near term restorations or items that repair damage and maintain structural stability. Based on the repairs recommended it is logical to break the cost data up into three categories: masonry restoration, roof restoration, and timber restoration. The cost for each category are summarized below.

Category	Cost
Masonry Restoration	\$71,311.11
Roof Restoration	\$58,034.42
Timber Restoration	\$20,981.77

Far term repairs would take on the duties of bringing the structure entirely back to a specific time period condition with items such as removing the metal panel siding and replacing it with traditional board and baton siding. At this time, you would undertake a complete restoration of the west and south gable walls removing members not in kind and rebuilding. The next item could be to demolish the finished space on the second floor and reconstruct Bent 2 and the north gable end to their original condition. The far term items would require substantial design effort and would be estimated at \$304,692 including design and administration fees.

Conclusion

Damron Engineering and Consulting llc has performed a comprehensive survey of the existing Livery Stable behind 23 East Main Street in Berryville, Virginia. Based on our observations we consider the Stable overall to be in stable condition with a few areas of concern. We have identified near term repairs required to maintain the integrity of the facility. Once these near term repairs have been completed we are confident that the facility can accommodate any program requirements the Town may assign to it.

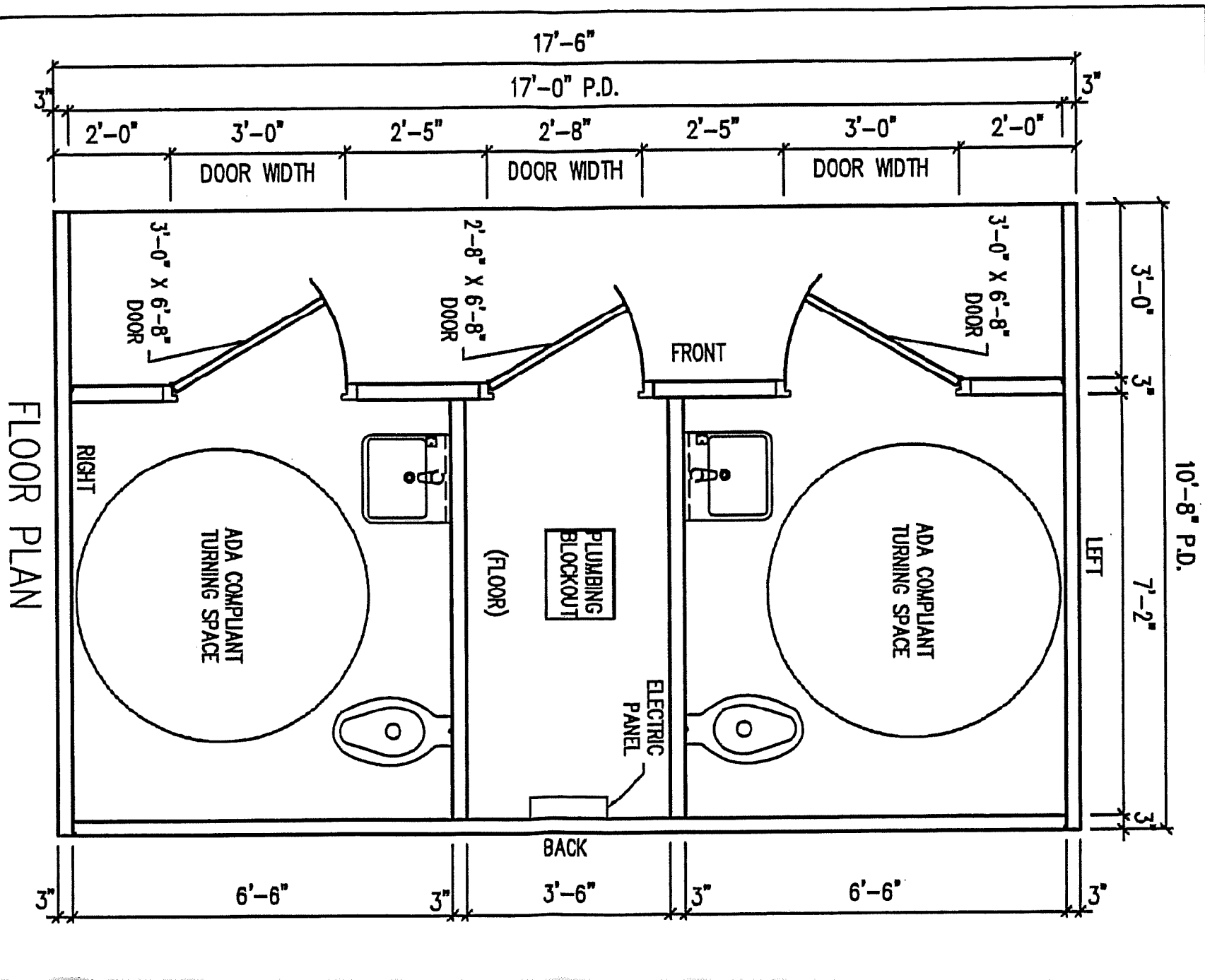


GRADE LEVEL PLAN

SCALE: 1/4" = 1'-0"

	DAMRON ENGINEERING & CONSULTING IIC		TOWN OF BERRYVILLE	
	505 TAVISTOCK DRIVE WINCHESTER, VA 22802		BERRYVILLE, VA	
	DATE:	1/4/18	DRAWN:	JMD
	JOB NO.:	17002001	DES.:	JMD
SCALE:			AS NOTED	SHEET: EX-01

**STRUCTURAL EVALUATION OF LIVERY STABLE
FINAL SUBMISSION**



FLOOR PLAN

Rose Hill Park Pedestrian Bridge Replacement

Project Overview

The planned project would replace the existing Rose Hill Park bridge. That bridge:

- was constructed in 1984
- has a wood frame and wood decking
- has, at its narrowest point, a travel way of 5'10"
- does not meet ADA standards (slope)

The bridge supports (concrete) have shifted and the wood sides have reached the end of their useful life. The wood decking, which is replaced either as a whole or in part as needed, does not readily facilitate the removal of snow. The Town also recently received complaints about the decking being slick in certain conditions.

The replacement bridge is being designed to:

- meet ADA standards
- meet stormwater passage standards
- withstand snow removal operations (use of snowblower/four-wheeler blade)
- be attractive
- include lighting

The bridge that is being designed has a wood frame and a concrete deck. This bridge, because it must meet ADA standards, will have a larger (north/south) footprint than the existing bridge. Design parameters provided to the engineer specify a travel way of no less than 6' in width.

The project budget is \$80,000.

Project Update

The Town's engineer is completing the design of the replacement bridge. After the design is completed, then the bridge will have to be fabricated and installed.

Town staff will next meet with Pennoni personnel in the second week of February to discuss progress on the project. The design engineer is of the opinion that the project can be completed in July 2025. While staff will work with the engineer to complete the project by then, staff believes that a more realistic completion date is the end of October 2025. This shift (from FY25 to FY26) will be addressed in the Town Manager's proposed FY26 budget submission.

Berryville's Community Development and Streets & Utilities Committees, Combined Meeting
Report for 28 January 2025

Item Title: Sidewalk Snow Removal

Prepared By: Jean Petti

Background/History General Information: Berryville delegates responsibility for sidewalk snow removal to the adjacent property owner (TOB §15-16, *Duty of property owners or occupants to remove snow and ice from sidewalks*).

Findings/Current Activity: In December of 2023, the City of Winchester launched a program that matches elderly or disabled residents with volunteers to shovel their sidewalks. They have 221 residents receiving assistance from 42 volunteers to shovel only sidewalks (no walkways or driveways). If participating residential addresses are not cleared by their designated volunteer, Public Works staff clears and treats the sidewalk.

Two members of TOB Town Council have expressed interest in the potential of establishing a similar program.

Considerations: Potential liability, staff time to launch and oversee program, finding enough volunteers, vetting/denying requests for assistance.

Attachments:

1. TOB §15-16, *Duty of property owners or occupants to remove snow and ice from sidewalks*
2. *City of Winchester*, Snow Shoveling Assistance Request and Waiver Form
3. *City of Winchester*, Snow Shoveling Volunteer Sign up and Waiver Form



City of Winchester

Snow Shoveling Assistance REQUEST & WAIVER FORM

Snowbusters snow clearance assistance is available to Winchester city senior citizens or disabled residents only.

By completing this form, you attest that you are a senior citizen (62 years or older) or disabled. You also agree to share your address and contact information with the City of Winchester, who will share it with volunteers. Volunteers, if available, will be assigned to assist you with the removal of snow from the public walkways near your property. This is a free service, and there should be no exchange of money and/or goods.

NOTE: We will do everything we can to connect volunteers with property owners in need of assistance, but assistance upon applying is not guaranteed. Please remember that, according to City Code, Chapter 26, Section 15, property owners are responsible for clearing their sidewalks of snow/ice, whether Snowbusters volunteers provide assistance or not.

Resident's Full Name: _____

Residential Address: _____

City: _____ Zip Code: _____

Phone: _____ Alternative Phone: _____

Email: _____

I qualify for assistance with snow shoveling because I am:

An older adult (over 62)

A person with a disability/physical challenge

WAIVER:

I have carefully read the waiver on the back of this form and fully understand its contents. I am aware that this is a release of liability and a contract between the City of Winchester, VA, and me, and I sign it of my free will. I understand that the City is not responsible for any mishap or unforeseen occurrence that results from the assignment of a Snowbusters volunteer. I also understand that assistance is not guaranteed and that I am responsible for clearing the snow from my sidewalks.

Yes

No



RELEASE & WAIVER:

As the recipient of snow removal assistance (the "Activity"), I hereby recognize and acknowledge that the volunteer snow shoveler performing the Activity is not an agent, servant, or employee of the City of Winchester, VA. The Volunteer is not performing the Activity at the behest of, or under the control or supervision of, the City of Winchester, but rather at my request of and under my exclusive control and direction.

Therefore, I agree that any claims or suits that I might pursue against the Volunteer as a result of my participation in the Activity specified herein, including but not limited to claims of property damage, personal injury, and intentional tort, are my sole responsibility. I release the City of Winchester, the Department, and its officers, employees, attorneys, and agents from any judgments, payments, damages, and claims, including all costs, expenses, and attorneys' fees incurred by me in pursuing any such claim. I further release the City of Winchester, the Department, and its officers, employees, attorneys, and agents, from any liability whatsoever for any and all acts or omissions of the Volunteer, under any theory of vicarious liability or otherwise.

I further agree to assume the full risk of any property damage or personal injuries that I may sustain as a result of participating in the Activity. I hereby waive, release, and discharge any and all claims for property damage and personal injury, including death, which I may have or which may hereafter accrue to me as a result of my participation in the Activity. I agree to indemnify and to hold harmless the City, the Department, and its officers, employees, attorneys, and agents from any loss, liability, damage, cost, or expense which they may incur as the result of my death, injury, or property damage that I sustain while participating in the Activity. This waiver, release, and assumption of risk is binding upon my heirs and assigns.

I further agree that if any claim or suit is pursued by me or on my behalf as a result of injuries from the Activity specified herein against the City of Winchester, the Department, and its officers, employees, attorneys, and agents, I will Indemnify and Hold Harmless these parties from all judgments, payments, damages, and claims, including all costs, expenses and attorneys' fees incurred by these parties in defending against such claim.

RESIDENT SIGNATURE:

Signature

Date

Print Name



City of Winchester

Snow Shoveling Volunteer SIGN UP & WAIVER FORM

Thank you for your interest in the City's Snowbusters Program and for volunteering to shovel snow from public walkways for Winchester's elderly and physically challenged residents. This is a free program, and there should be no exchange of money and/or goods.

NOTE: Waivers for volunteers under age 18 must be signed by a parent/legal guardian.

Volunteer's Full Name: _____

Business (if applicable): _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

Volunteer's Email: _____

If Under 18, Parent/Guardian's Full Name: _____

Parent/Guardian Phone: _____ Email: _____

AVAILABILITY/SUPPLIES/TRANSPORTATION:

Please mark all times you are available below.

I can bring a shovel/equipment to assist.

Morning Afternoon Evening

Yes No

Weekdays

I am available to help with shoveling:

Weekends

Anywhere in the city

In a particular ward/area

WAIVER:

I have carefully read the waiver on the back of this form and fully understand its contents. I am aware that this is a release of liability and a contract between the City of Winchester, VA, and me, and I sign it of my free will. I am aware that the City can cancel my participation as a volunteer at their discretion.

Yes

No



RELEASE & WAIVER:

As an independent volunteer who has made myself available to Winchester city residents in need of assistance with snow removal (the "Activity"), I hereby recognize and acknowledge that I am not an agent, servant, or employee of the City of Winchester, VA. I am not performing the Activity at the behest of, or under the control or supervision of, the City of Winchester, but rather at the request of and under the exclusive control of the resident to whom I am voluntarily providing services.

Therefore, I agree that any claims or suits that I might pursue against the Volunteer as a result of my participation in the Activity specified herein, including but not limited to claims of property damage, personal injury, and intentional tort, are my sole responsibility. I release the City of Winchester, the Department, and its officers, employees, attorneys, and agents from any judgments, payments, damages, and claims, including all costs, expenses, and attorneys' fees incurred by me in pursuing any such claim. I will not seek legal representation, contribution, or indemnification from the City of Winchester in connection with any such claim under any theory of vicarious liability or otherwise.

I further recognize and acknowledge that there are certain risks of physical injury associated with the Activity, and I agree to assume the full risk of any injuries, including death, damages, or loss which I may sustain as a result of participating in the Activity on a volunteer basis. I hereby waive, release, and discharge any and all claims for personal injury, death, or property damage which I may have or which may hereafter accrue to me as a result of my participation in the Activity. I agree to indemnify and to hold harmless the City, the Department, and its officers, employees, attorneys, and agents from any loss, liability, damage, cost, or expense which they may incur as the result of my death, injury, or property damage that I sustain while participating in the Activity. This waiver, release, and assumption of risk is binding upon my heirs and assigns.

I further agree that if any claim or suit is pursued by me or on my behalf as a result of injuries from the Activity specified herein against the City of Winchester, the Department, and its officers, employees, attorneys, and agents, I will Indemnify and Hold Harmless these parties from all judgments, payments, damages, and claims, including all costs, expenses and attorneys' fees incurred by these parties in defending against such claim.

VOLUNTEER SIGNATURE:

Adult Volunteer or Parent/Guardian Signature

Date

Print Name (Signed)

Print Volunteer Name (Under 18)

Community Development Committee Agenda Item Report Summary

January 28, 2025

Item Title

VCA Creative Communities Partnership grant

Prepared By

Terry Russell

Background/History/General Information

The Town of Berryville has applied for and received funds annually from the Virginia Commission for the Arts (VCA) since 2012 with the exception of 2019. The intent of the grant, now called the Creative Communities Partnership Grant, is to encourage local governments to support the arts. A line item totaling \$4,500 is included in the proposed budget. If approved, the grant is matched by the VCA in the same amount. The \$4,500 match will be included in the updated budget should Council wish to pursue the funding.

Following is a description of the Creative Communities Partnership Grant:

Purpose: To encourage local and tribal governments to support the arts.

Description: The Commission will match, up to \$4,500, subject to funds available, the tax monies given by independent town, city, county, and tribal governments to independent arts organizations. The funding, which does not include school arts budgets or arts programming by local governments, committees, or councils of government, nor departments such as parks and recreation, may be sub-granted either by a local arts commission/council or directly by the governing body.

Eligible Applicants: Independent city, town, county, or tribal governments in Virginia.

Eligible Activities: Sub-grants to independent, ADA-compliant arts organizations for arts activities in the locality, including activities that provide opportunities for underserved, under-resourced, and under-represented communities. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply to the Virginia Touring Grants program.

NOTE: The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply to the Virginia Tour Program.

Application Deadline: April 1, 2025 by 5:00 p.m. EST for local and tribal government grants awarded for the grant period of July 1, 2025 - June 30, 2026.

Findings/Current Activity

In 2021, the Community Development Committee recommended an application process through which the Town identifies local arts organizations who may want to benefit from the grant. Three grant applications were received in 2024 from the following organizations:

- Barns of Rose Hill receiving \$2500 from the Town and \$2500 from VCA
- Main Street Chamber Orchestra, Inc. receiving \$2000 from the Town and \$2000 from VCA
- StageCoach Theatre Company LLC, Ashburn, VA

Schedule/Deadlines

Staff is recommending the following schedule:

- application posted on the website no later than February 1, 2025
- application deadline February 21, 2025
- applications sent to Town Council for review and comment to Town Staff
- review and recommendation by the Community Development Committee meeting at their February 25, 2025
- committee recommendation to Town Council at the March 11, 2025 meeting
- Creative Communities Partnership Grant application is due by April 1, 2025

Other Considerations

Staff will forward the application to previous recipients and write a short submission to the ClarkE-News email about the opportunity.

Recommendation

Review and approve the application and schedule proposed by staff.

Sample Motion

N/A

Attachment

- Town of Berryville grant application