



CULPEPER

GUIDE TO TOWN SERVICES

400 South Main Street Culpeper, Virginia 22701 540-829-8250
www.culpeperva.gov

THE TOWN WELCOMES YOU!

It is our pleasure to welcome you to our community! We want you to feel at home in Culpeper and become acquainted with the many services provided by the Town.

Although the information contained in this brochure is not all-inclusive and subject to change, we have attempted to provide an easy reference guide to some of the immediate services you may need. Our staff is here to assist you or answer any questions you may have. Please feel free to call.

We thank you for making Culpeper your home, for your interest in our town, and encourage you to visit our many historic sites and become familiar with our commercial and civic activities as well as other attractions.

Sincerely,

Michael T. Olinger
Mayor

GENERAL FACTS:

Population: 18,006 (2016 - U.S. Census American Community Survey Population Estimates)

Location: 45 miles north of Charlottesville; 76 miles south of Washington DC; 80 miles north of Richmond.

Area: Approximately 7.28 square miles

THE TOWN:

Total Operating Budget: FY19: \$44,553,193

Number of Employees: 185

Miles of Streets: 135

Water Distribution: 4 million gallons/day

Sewage Collection: 4 million gallons/day

Water Supply: 254 acres--Lake Pelham
75 acres—Mountain Run Lake

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DID YOU KNOW? 😊
Baseball Hall of Famer, Eppa Rixey was born in Culpeper, Virginia, in 1891.

YOUR TOWN GOVERNMENT

The Town of Culpeper operates under a Council-Manager form of government. The Mayor and eight councilmembers are elected at-large in staggered, non-partisan elections held in November of every odd-numbered year. The Town Council acts as the policy making body for the town government and appoints a Town Manager, Town Clerk, and Town Attorney.

Monthly Council meetings are held on the second Tuesday of each month at 7 p.m. in the County Board Room located at 302 North Main Street.

Town Councilmembers:

Michael T. Olinger, Mayor	717-4575
William M. Yowell, Vice Mayor	829-4949
Jamie Clancey	445-1183
Keith D. Price	825-3424
Frank Reaves Jr.	229-3091
Pranas A. Rimeikis	522-8232
Jon D. Russell	412-8470
Robert M. Ryan	825-9248
Meaghan Taylor	718-7763

Town Attorney:

Martin R. Crim	703-479-3175
	829-8296

VOTER REGISTRATION

It's easy to register to vote! Stop by the voter registration office at 151 North Main Street, Suite 301. They are open Monday thru Friday from 8am to 4pm. For more information, *call 825-0652 or visit their website at www.voteinculpeper.info.*

DID YOU KNOW? ☺	It is unlawful to place advertising matter on private property, including parked cars on the streets or in the parking lots!
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AUTHORITIES, BOARDS & COMMISSIONS

The Town has several authorities, boards, committees, and commissions that allow for board/citizen participation in the local government. Citizens desiring an application to volunteer their time and participate in local government should *call the Clerk's Office at 829-8240*.

Architectural Review Board

- ❖ Meets on fourth Wednesdays at 5 p.m.
- ❖ Contact: 829-8260

Culpeper Cable Commission

- ❖ Meets bi-monthly on third Mondays at 3:30 p.m.
- ❖ Contact: 825-2447

Culpeper Parking Authority

- ❖ Meets quarterly on third Wednesdays at 8:30 a.m.
- ❖ Contact: 829-8260

Economic Development Commission

- ❖ Meets on second Fridays at 7:30 a.m.
- ❖ Contact: 727-3410

Industrial Development Authority

- ❖ Meets on an as-needed basis
- ❖ Contact: 825-4823

Joint Board of Building Code Appeals

- ❖ Meets annually on first Wednesday in January at 9 a.m.
- ❖ Contact: 727-3405

Joint Board of Zoning Appeals

- ❖ Meets on third Thursdays at 7 p.m. (as needed)
- ❖ Contact: 829-8260

Joint Advisory Planning Committee

- ❖ Meets on an as-needed basis
- ❖ Contact: 829-8260

Parks & Recreation Commission

- ❖ Meets bi-monthly on the last Monday at 7 p.m.
- ❖ Contact: 829-8260

Planning Commission

- ❖ Meets on third Tuesdays at 6 p.m.
(Workshops --1st Thursdays at 8:30 a.m. as needed)
- ❖ Contact: 829-8260

Public Transportation Board

- ❖ Meets on fourth Thursdays at 2:30 p.m.
- ❖ Contact: 829-8260

Town of Culpeper Arts Commission

- ❖ Meets on third Wednesdays at 6:30 p.m.
- ❖ Contact: 727-0611

DEPARTMENTS & SERVICES

Town Manager, Christopher Hively 829-8250
Chief Administrative Officer

Treasurer, Howard Kartel 829-8220
Electric, water and sewer bills, new utility service, fishing and boating licenses for Mountain Run Lake & Lake Pelham, tax billings and payments.

Public Services Director, Jim Hoy 825-0285
Trash collection, streets, parks, cemetery maintenance, street signs, snow removal, water and wastewater treatment, water and sewer emergencies.

Police Chief, Chris Jenkins 727-3430
Enforcement of criminal and traffic laws within town boundaries and on Town-owned property outside the limits.
Fire & Rescue Emergency. 9-1-1

Town Clerk, Kimberly Allen 829-8240
Council minutes and meetings, business licenses, meals, lodging, admissions and cigarette taxes, Fairview Cemetery burial records, solicitor permits.

Planning & Community Development Director, Charles Rapp 829-8260
Planning and zoning issues, sign permits, building/zoning permits, weed/tall grass/junk car complaints, Mountain Run Lake and Yowell Meadow Park pavilion and area reservations. Erosion and sediment control, flood plain management, highway and construction management.

Light & Power Director, Mike Stover 825-8165
Power outages, trees or limbs on electric lines, down power lines, street lights, traffic signals, banner permits.

Tourism & Visitor’s Center Director, Paige Read 727-0611
Promotes tourism and economic development in the community.

Information Technology Director, Tonya Estes 829-8255
Maintains all Town electronic equipment and software.

Human Resources Director, Mary Brunner 829-8290
Employment applications, risk management, health insurance, workers’ compensation, property insurance, personnel matters.

UTILITY SERVICE

If you just moved into town and need Town water, sewer and/or electric service to your residence, you must contact the *Treasurer’s Office at 829-8220.*

Other electric service providers in town:

Rappahannock Electric Cooperative 825-8373
Dominion/Virginia Power 888-667-3000

BEFORE YOU BURN OUTDOORS...

If you desire to burn outdoors, you must first obtain a burning permit from the Planning & Community Development Department, 400 S. Main Street, #301. Permits are good for thirty days!

Questions....call 829-8260

<p>DID YOU KNOW?</p>	<p>It is unlawful to attach anything to a light and power, telephone or telegraph pole. Placing nails, staples, etc. on these poles poses a serious safety hazard for utility crews!</p>
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A publication of the Town Clerk’s Office—Revised August 2017

PERSONAL PROPERTY & REAL ESTATE TAXES

Town Council sets the tax rates for personal property, real estate, machinery and tools, and mobile home taxes when it adopts its annual budget for the upcoming fiscal year.

Personal property and real estate are assessed as of January 1 of each year by the County Commissioner of Revenue. Personal property assessments are based on vehicles in the taxpayer's possession as of January 1, which are normally garaged, parked or stored in the town. Assessment of real estate taxes is based on 100% of the fair market value.

The Town's personal property tax rate for 2018 is \$1 per \$100 of assessed value; the real estate tax rate is \$.10 per \$100 of assessed value. **Tax bills** are usually mailed in November and are **due by January 31** of the following year. A 10% penalty is added to all delinquent tax bills.

Interest at the rate of 10% per annum is added and is pro-rated until payment is received. Failure to receive a tax bill will not relieve you of the penalty and interest applied to all past due bills. **Call the Treasurer's Office at 829-8220 for tax questions and information.**

If there is a **change of ownership, billing address** or any other change pertaining to your taxes, please notify the **Commissioner of Revenue's** office at **727-3443**.

RECYCLING

Trailers for recyclable goods are available at Dominion Square Shopping Center for newspapers, magazines and glass.

Additional recycling locations provided by the County are located at the following:

- ❖ Laurel Valley Center
- ❖ Behind Culpeper Middle School on Achievement Drive
- ❖ Lignum, VA - Route 3 toward Fredericksburg

GARBAGE COLLECTION

The Town offers weekly residential garbage collection throughout the town on Monday through Friday to residences and businesses; however, no collection will be made on holidays observed by the town or in unusual weather conditions or emergencies when the town manager deems it unsafe for personnel or equipment to operate.

Garbage and refuse containers must be set out for collection by 6:30 a.m. on days of collection. Refuse receptacles are not to be placed out earlier than 7 p.m. the day before collection and must be removed by 7 a.m. the following day.

Refuse Containers: Each resident will be provided one 95-gallon receptacle free of charge. Additional receptacles may be purchased from the town. The free receptacle is property of the Town of Culpeper, registered to each address, and must be left at the residence should you move. Any refuse left outside of the receptacles will not be collected, except for cardboard and brush appropriately prepared for collection.

Under no circumstances will personnel enter a residence, apartment, etc. for collection of refuse. Citizens are responsible for the protection of the cans on their premises and refuse that may become spilled or scattered.

The following items are examples of unacceptable ***refuse*** and ***will not be collected***: construction and cleanup debris, tree stumps, logs, limbs, ashes, residential or commercial junk, dead animals, dangerous materials or substances, industrial wastes, human and animal wastes, and paint.

For questions on the days your trash will be collected, or whether or not an item is acceptable, call the ***Public Works Department at 825-0285***.

Town and County residents may haul their garbage directly to the Laurel Valley Center, located four miles west of town on Sperryville Pike (Route 522W). If you have questions on what is acceptable and not acceptable, call the ***County Landfill at 825-8559***.

PROTECT YOUR NEIGHBORHOOD

Neighborhood Watch Groups have been organized by residents in the Fourth Street, Piccadilly Circle, Westbrooke, Belle Court, Depot, Pelham's Reach, Lakeview, Stonechase, South East Street, and Willow Shade districts. If you are interested in establishing or becoming a part of a neighborhood watch in your area, contact *the Police Department's Community Services Office at 829-5524.*

FIRE & RESCUE

For information regarding general emergency services, contact the *Department of Emergency Management at 727-3411.*

Emergency 9-1-1
Emergency Operations Center 727-7900

Culpeper Volunteer Fire Department 825-8777
Located at 155 West Davis Street
Mailing Address: P.O. Box 218, Culpeper, VA 22701

Culpeper County Rescue Squad 825-2247
Located at 1121 North Main Street
Mailing Address: P. O. Box 731, Culpeper, VA 22701

BUSINESS LICENSES

The Clerk's Office administers an annual business license tax on businesses and professionals located in the town limits. Licenses are issued on a calendar year basis with yearly *renewals due by March 1.* Business license *payments are due by May 1.*

The tax, levied on most businesses except manufacturers, is based on the gross receipts of the previous calendar year unless the business falls within a flat fee bracket. The five primary categories of businesses subject to this tax are contractor, retail, professional service, personal/repair service, and wholesaler. Anyone who operates or conducts a business within the town limits, including those located in your home, should inquire at the Clerk's Office on what is required to obtain a business license. *Questions?? Call the Clerk's Office at 829-8240.*

FAIRVIEW CEMETERY

Fairview Cemetery is a beautiful cemetery, which dates back to the early 1800s. Its rolling acres have met the needs and desires of many who seek a peaceful and well-maintained burial place. A perpetual care trust fund was established for future care of the cemetery, and memorial contributions may be made at any time.

For more information or to request a brochure containing the current prices, rules and regulations, *call the Clerk's Office at 829-8240.*

NOISE ORDINANCE

At certain levels, loud or repetitive noise can be detrimental to the health, welfare, safety and quality of life for residents; therefore, the policy of the town is to reduce noise in the community, especially in residential areas, and prohibit noise disturbances from all sources subject to its police powers.

Noise must be kept to a minimum from radios, amplifiers, televisions, record, tape or compact disc players, drums, and other musical instruments. Noise from a sound source located within a motor vehicle or upon public right of way or property should not be heard 50 feet from its source.

Exceptions to this ordinance exist for parades, school-related activities, public special events, government-sponsored activities, etc. *Call the Town Manager at 829-8250* with temporary, special exemption requests.

If you have questions or wish to make a complaint about noise in your neighborhood, *call the Police Department at 727-3430.* People who willfully make, permit, or continue any noise disturbance shall be charged with a Class 3 misdemeanor.

NOISY ANIMALS & FOWL

No animals or fowl are allowed to make or cause frequent or long, continued and unreasonable noise that disturbs the comfort and repose of any person in its vicinity. *Have complaints? Call the Police Department at 727-3430.*

RECREATION

Mountain Run Lake and Lake Pelham, located off of Route 29 South on Mountain Run Lake Road, are both owned by the Town and are open year round for the public's enjoyment with fishing, boating and picnicking available. The parks open one hour before sunrise and close one hour after sunset.

Also, if you are planning an event and wish to reserve one of the shelters at Mountain Run Lake, this may be done through the Town Planning & Zoning Office. There is a \$50 reservation fee per pavilion that must be paid when the application for use is filed.

Yowell Meadow Park, located on Blue Ridge Avenue, is also open year round. Facilities are available for baseball, soccer, football, tennis, basketball, volleyball, and playground equipment. These areas, including a pavilion located in the park, may also be reserved by filing an application with the Town Planning & Zoning Office; there is \$50 reservation fee for reserving the pavilions. *Questions or need more information?—Call Planning & Zoning at 829-8260.*

For more information on other recreational activities available, contact the *County Parks and Recreation Department at 727-3412*, or stop by their office located at 131 N. Main Street or email at parks@culpepercounty.gov.

FISHING/BOATING PERMITS

If you are between the ages of 16 and 64, inclusive, and wish to fish or boat in Mountain Run Lake or Lake Pelham, you must possess a valid State license **along with** a Town user certificate. The Town certificates are available for purchase Monday through Friday at the *Treasurer's Office. Questions?? Call 829-8220.*

Signs posted at the lake indicate fish size limits and other pertinent information. Only electric or self-propelled boats approved by the Coast Guard or safety association are permitted. Soft, rubber-sided watercraft (inflatable dinghies and inner tubes) and gasoline-propelled boats are prohibited.

ANIMALS NOT ALLOWED TO RUN AT LARGE

Animals and fowl are not allowed to run at large within the town. The person owning or having control of any animal or fowl, other than domestic cats, must have the animal on a leash 4 feet or less in length and under the direct control of the person accompanying the animal.

Any animal or fowl found at large in violation of the ordinance will be impounded by the town police or other authorized person and notice will be given to the owner or person in charge of such animal or fowl.

No person shall keep, raise or fatten any hog or pig within 500 feet of any residence.

All kennels, stables, etc. for keeping livestock, fowl, poultry or dogs shall be kept so as not to create objectionable odors.

Dog Licenses for pets in both the town and county are sold at the *County Treasurer's Office. Questions?? Call 727-3442.*

OTHER LOCAL SERVICE NUMBERS

Culpeper County Administration 727-3427
302 North Main Street

Culpeper Chamber of Commerce 825-8628
Community & Business FAX 825-1449
629 Sperryville Pike, Suite 100

Dept. of Economic Development 727-3410
803 S. Main Street

Culpeper Renaissance Inc. 825-4416
Downtown Revitalization
127 West Davis Street

Culpeper County Public Schools
Superintendent's Office 825-3677

Culpeper County Library 825-8691
271 Southgate Shopping Center

Sheriff's Department 727-7520
14023 Public Safety Court

Division of Motor Vehicles 804-497-7100
18505 Crossroad Parkway

Department of Human Services 727-0372
1835 Industry Drive

Culpeper Trolley 825-2456
Operated by Virginia
Regional Transit