



## ORDINANCE 2020-11

### REPEAL, RE-ENACT TOWN CODE 154.106 USE REGULATIONS IN B-2 ZONING DISTRICT

**WHEREAS**, the Irvington Town Council (“Council”) proposes to repeal and re-enact Town Code §154.106 regarding B-2 zoning district use regulations; and

**WHEREAS** this Ordinance 2020-11 will create a new subsection (K) in Town Code §154.106, allowing pilates, yoga, music or art studio in the B-2 zoning district.

**WHEREAS**, a notice of public hearing on this Ordinance 2020-11 was advertised November 25, 2020 and December 3, 2020, pursuant to VA Code Ann. § 15.2-2506; and

**WHEREAS**, a public hearing on Ordinance 2020-11 was held on December 10, 2020 and the public also had the opportunity to speak about the ordinance at meetings held on December 10, 2020 and January 14, 2021; and

**WHEREAS**, this Ordinance 2020-11 was read twice before approval, at the December 10, 2020 and January 14, 2021 Council meetings.

**BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:**

1. Council hereby repeals Town Code §154.106, Use Regulations.
2. Council hereby re-enacts Town Code §154.106 Use Regulations as follows:

**“§ 154.106. USE REGULATIONS.**

In Limited District B-2, structures to be erected, not to exceed 1,500 sq ft of floor area, first and second floor total, can be used for one or more of the following uses with a conditional use permit:

- (A) Town offices and other similar public uses;
- (B) Bed and breakfast establishments;
- (C) Office buildings;

- (D) Professional offices;
- (E) Antique shops and galleries;
- (F) Catering;
- (G) Bakeries;
- (H) Florist shops;
- (I) Barbershops and beauty shops;
- (J) Hobby and craft shops;
- (K) Pilates, yoga, music and art studios.”

3. This Ordinance is effective upon passage.

**BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA** that the Town of Irvington shall place this Ordinance 2020-011 in the Minutes of its January 14 2021 meeting.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-11 was adopted at the January 14, 2020 meeting at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Jackie Brown  
R. Wayne Nunnally  
Anthony Marchetti  
Dudley M. Patteson  
Bonnie Schaschek  
Frances Westbrook

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Albert D. Bugg, III, Mayor

ATTEST:

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Sharon Phillips, Town Clerk

ALTERNATE ORDINANCE 2020-011 REGARDING B-1 ZONE

TO COME UNDER SEPARATE COVER



## RESOLUTION 2020-18 TC

Conditional Use Permit Application – Pilates studio in B-1 or B-2, R-1, Tax Map 33-378

**WHEREAS**, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application CUP – 2020.CUP10\_ Town of Irvington to locate a pilates studio in B-1 or B-2 zoning district, Tax Map # 33-378, at 235 Steamboat road (“Application”); and

**WHEREAS**, a joint public hearing on the Application was advertised in the Rappahannock Record on November 25, 2020 and December 3, 2020; and

**WHEREAS**, the Planning Commission and Town Council held a joint public hearing on December 10, 2020 to hear public views on the Application; and

**WHEREAS**, the Planning Commission considered the Application at its meetings on December 10, 2020 and January 12, 2021; and

**WHEREAS**, Town Council considered the Application at its meetings held on December 10, 2020 and January 14, 2021.

**NOW THEREFORE, BE IT RESOLVED** that the Irvington Town Council hereby approves the Application subject to the following conditions: \_\_\_\_\_ . (Either state the conditions or indicate there are no conditions.)

### Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-18 TC adopted at a meeting of the Irvington Town Council held on January 14, 2021, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

TOWN OF IRVINGTON

\_\_\_\_\_  
Albert D. Bugg, III, Mayor



# Application for Conditional Use Permit Last Revised 10/2020

## Town of Irvington

P.O. Box 174, Irvington, VA 22480  
804-438-6044 (Zoning & Land Use)

|                   |            |
|-------------------|------------|
| Internal Use Only |            |
| RECEIVED          | 11-24-2020 |
| APP FEE PD        | —          |
| APPLICATION #     | 2020.CUP10 |
| PC Public Hearing | 12-10-2020 |
| TC Public Hearing | _____      |

debt

**IMPORTANT NOTE:** The application must be filled out completely. The application may not be signed by an agent or attorney but must be signed by the owner, agent of owner or owners before a Notary Public in the space provided on page 4.

Address/Location: 235 Steamboat Rd., Irvington, Va 22480

Deed Restrictions: Yes \_\_\_ No  (If yes, attach copy of deed) Current Zoning: B-1

Proposed Use: Pilates Studio

Acreage of Parcel: \_\_\_\_\_ Overlay District(s): Chesapeake Bay \_\_\_\_\_ Historic \_\_\_\_\_

Tax Map Parcel(s): 33-378

|   |   |
|---|---|
| Is this an amendment to an existing conditional use permit? If so, provide CUP number: _____                                  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| A Scale Drawing (see p.3) is required to be attached to any CUP application. Is a Scale Drawing attached to this application? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is this an application for a private pier or dock? If so, please attach your VMRC and ACOE applications and permits.          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Owner or Agent Contact: Town of Irvington / Mayor Tripp Bugg

Address: P.O. Box 174

City: Irvington State: Va Zip: 22480

Phone Number: 804-438-6044

**Official Owner(s) of Record** (If different than applicant):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Attachment A

1. The proposed use of a Pilates Studio does not adversely affect the public health, safety, morals and general welfare of the town or surrounding properties.
2. The establishment of a Pilates Studio will not substantially diminish or impair property values within the neighborhood nor will it be detrimental to the environment and surrounding properties.
3. The proposed use is compatible with established businesses on the same side of the street within 100 feet of the location. There is an industrial piece of property behind the parcel located within 100 feet. It is compatible with all the nearby businesses and the Town cannot sell the building as a residence.
4. The proposed use of a Pilates Studio will occur inside the building. The activities associated with a Pilates Studio are not in conflict with either residences or businesses.
5. The proposed Pilates Studio will not require additional utilities to the structure. Off street parking is not available at the location. On street parking has been established by the Town Office staff and the residents. There will not be a substantial change in on street parking.
6. Proposed improvements are not proposed therefore a Pilates studio will have no impact to soil erosion and sedimentation.
7. A sign for the Pilates Studio shall meet the size requirements in §154.197.
8. Existing use of the Town Office is between 8 am and 11 pm. The evening hours were dependent on Planning Commission, Town Council and staff meetings.
9. The proposed use is not in conflict with the Comprehensive Plan.
10. The use will conform to either B-1 or B-2, whichever is approved.

Does the property owner also own or have any ownership interest in any abutting property? If yes, please list those tax map numbers:

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Section 154.017 of the Town of Irvington Zoning Ordinance provides guidelines for conditional use permit applications. Please address the following standards which will be reviewed by the staff in analysis of your request. If you need assistance filling out these items, staff is available.

Provide a written statement demonstrating that:     *See Attachment A*

1. The establishment, maintenance or operation of the CUP will not adversely affect the public health, safety, morals and general welfare and is in compliance with the Chesapeake Bay Act;
2. The establishment of the CUP will not substantially diminish or impair property values within the neighborhood nor will it be detrimental to the environment and surrounding properties;
3. The purpose of the CUP is to provide for certain uses which may not be compatible with certain surrounding uses or which may be compatible with surrounding uses only if the use in question is established in conformance with certain limiting conditions;
4. That proper landscape designs detailing plantings, screening for sight and sound and proper buffers be provided, that only certain appropriate activities shall occur;
5. Adequate utilities, and off street parking are provided;
6. That soil erosion and sedimentation be avoided;
7. The height, area, yard and sign limitations shall be the same as for other uses in the district;
8. That businesses and other operations be carried out only at appropriate times;
9. The establishment of the CUP is not in conflict with the Comprehensive Plan;
10. The CUP shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified by the Governing Body.

(Governing Body may impose reasonable conditions to make use compatible, to protect environment, surrounding properties, persons, neighborhood values.)

Please attach your written statement with this document upon submission.

Describe your request in detail and include any relevant information such as the number of persons involved in the use, operating hours, or any unique features of the proposed use.

One full time employe will operate the Pilates Studio with up to 6 guests.

If any improvements are being proposed, briefly state whether new structures are to be constructed, existing structures are to be used or modifications, expansion, reconstruction, or additions are to be made to existing structures. If available, provide dimensions of any structures that will be used for this CUP.

No improvements are being proposed.

**Attachments Required** – provide three copies of each

1. *A scale drawing showing the size and shape of the parcel of land on which the proposed use is located.* Scale drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land and the location of such building or use with respect to the property lines of said parcel of land to the right-of-way of any street or highway adjoining said parcel of land.
2. *Ownership information* – If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, an acceptable document must be submitted certifying that the person signing below has the authority to do so.



**Certification**

State of Virginia, Town of Irvington, To Wit

I (We) Albert D. Bugg, III, being duly sworn, depose and say that I am the Owner/Or Agent of Owner of the property involved in the application. If I am not the Owner, I have attached written certification from the owner granting me the right to submit this application. I further declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application and that the foregoing statements and answers provided herein are in all respects true and correct.

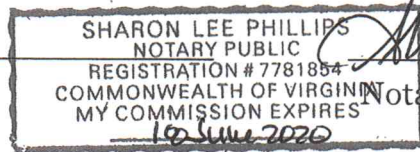
I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Town of Irvington officials and other authorized government agents on official business to enter the property as necessary to process this application and to monitor compliance with any permit issued hereunder. I hereby have posted a notice on my property, near the boundary, in a place visible to the public notifying the public of my application.

Albert D. Bugg, III 11/23/2020  
Signature of Owner or Agent Date

P.O. box 174, Irvington Va 22480 804 438 6230  
Mailing Address Phone No.

Subscribed and sworn to before me this 24 day of November, 20 20.

18 June 2020  
My Commission Expires



Sharon Lee Phillips  
Notary Public

\_\_\_\_\_  
Signature of Property Owner Date

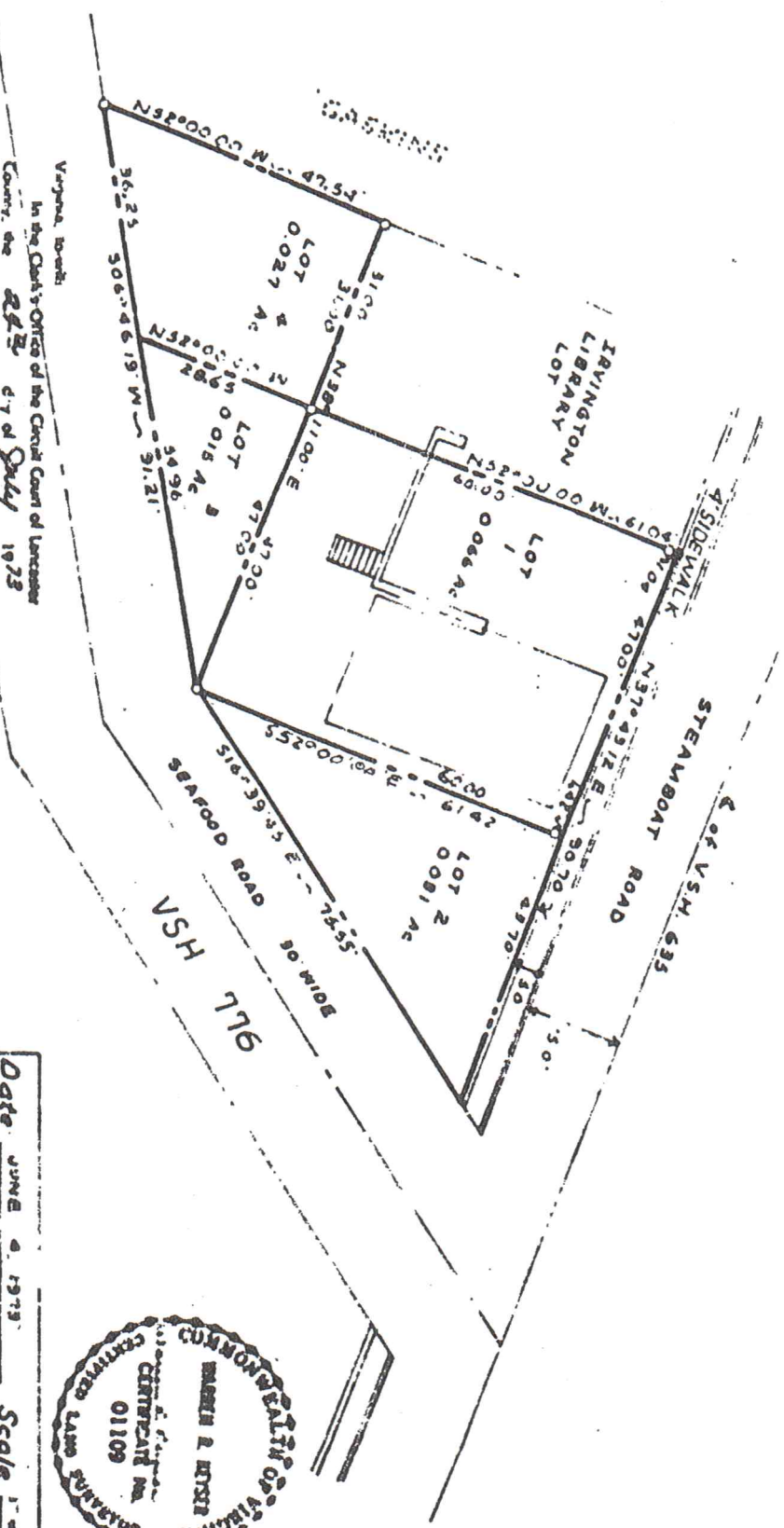
\_\_\_\_\_  
Mailing Address Phone No.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public

LOT LOCATION SURVEY  
**DURIVE E. GERARD**  
TOWN of IRVINGTON  
LANCASTER COUNTY, VIRGINIA



Virginia, to-wit:  
 In the Clerk's Office of the Circuit Court of Lancaster  
 County, the **24<sup>th</sup> day of July 1973**  
 the within writing was presented and with \$ .45  
 in State Tax \$ .15 County Tax, and with plat  
 attached, was admitted to record at 3:05 o'clock P. M.  
 and with \$ .50 Tax under Section 58.508 of  
 General Laws having been paid.

Teste  
Robert H. Shriver Clerk  
 Clerk of the Court



Date JUNE 4, 1973 Scale 1" = 20'  
**TOMLIN & KEYSER**  
 WICOMICO CHURCH, VA  
 Drawn by P.J.S. Job No. L.S. 882  
 Checked by at FB

## **CUP SCHEDULE**

Location: Tax Map 27 222A; Zoning R-1; Address: 173 Virginia Road

2020. CUP 8 \_Smith

Property Owner: Alan Smith

Purpose: Build new pool at residence outside the RPA.

Completed application date: October 8, 2020

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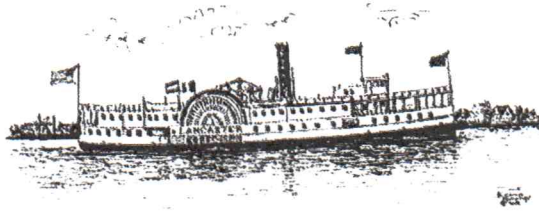
## **PROPOSED SCHEDULE - Ends January 14 (Five weeks from setting schedule)**

### **Joint pub hearing, 3 special mtgs**

- |               |   |  |
|---------------|---|--|
| Dec 10        | Council adopts schedule   |  |
| Dec 23        | All written notices shall have been provided to property owners w/in 300 ft<br>And by water 500 ft; | Code §154.017(I)                             |
| Dec 17        | Ad Rapp Record  | Town Code §154.017 citing VA Code §15.2-2204 |
| Dec 22        | Ad Rapp Record  | Town Code §154.017 citing VA Code §15.2-2204 |
| Dec 31        | Certification and Listing shall have been received by Town  | VA Code §15.2-2206                           |
| <b>Jan 7</b>  | 5:30 pm Joint Pub Hearing of CUP  | VA Code §15.2-2204                           |
|               | Immed PC Spec Mtg – 1 <sup>st</sup> readings Res recommending CUP                                   |  |
|               | Immed TC Spec Mtg – 1 <sup>st</sup> reading of Res decision on CUP                                  |  |
| Jan 12        | 6:30 pm PC Spec Mtg – 2 <sup>nd</sup> readings Res recommending CUP                                 |  |
| <b>Jan 14</b> | 6:30 pm TC Reg Mtg – 2 <sup>nd</sup> reading Res decision on CUP                                    |  |

TOWN OFFICIALS  
 Albert D. "Tripp" Bugg, III  
 Mayor  
 Nancyellen Keane, Esq.  
 Town Attorney  
 Lara M. Brown  
 Zoning Administrator  
 Sharon L. Phillips  
 Town Clerk  
 Treasurer

# Town of Irvington



TOWN COUNCIL  
 Frances Westbrook  
 Jackie Brown  
 Bonnie Schaschek  
 R. Wayne Nunnally  
 Anthony Marchetti  
 Dudley Patteson

07 Dec 2020 Date

Sign Permit Application (\$20 Filing Fee)  
 Please make checks payable to Town of Irvington

Town of Irvington  
 Applicant Name

IGN

Name of Property Owner (if different)

4203 Irvington Rd  
 Property Location

Sharon Phillips  
 Applicant Contact Information

Email

sphillips@town.irvingtonva.us  
 Home Phone

804 4386044  
 Mobile Phone

Tax Map Parcel Number

R-1  
 Zoning Classification

Duration of Display:  Permanent  Temporary

Date of Removal: \_\_\_\_\_

Nature of Applicant:  Business  Church  School  Non Profit

Other Local Govt.

Wooden / Paint  
 Type of Sign (see size requirements §154.197)

36x48  
 Requested Sign Dimensions

Road Front Route 200  
 Site Location(s)

N  E  S  W

Side of State Road # (i.e. Route 200)

Nearest Cross Street

I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

[Signature]  
 Applicant (s) Signature

For Office Use Only

Approved

Disapproved

2020-21 Permit Number

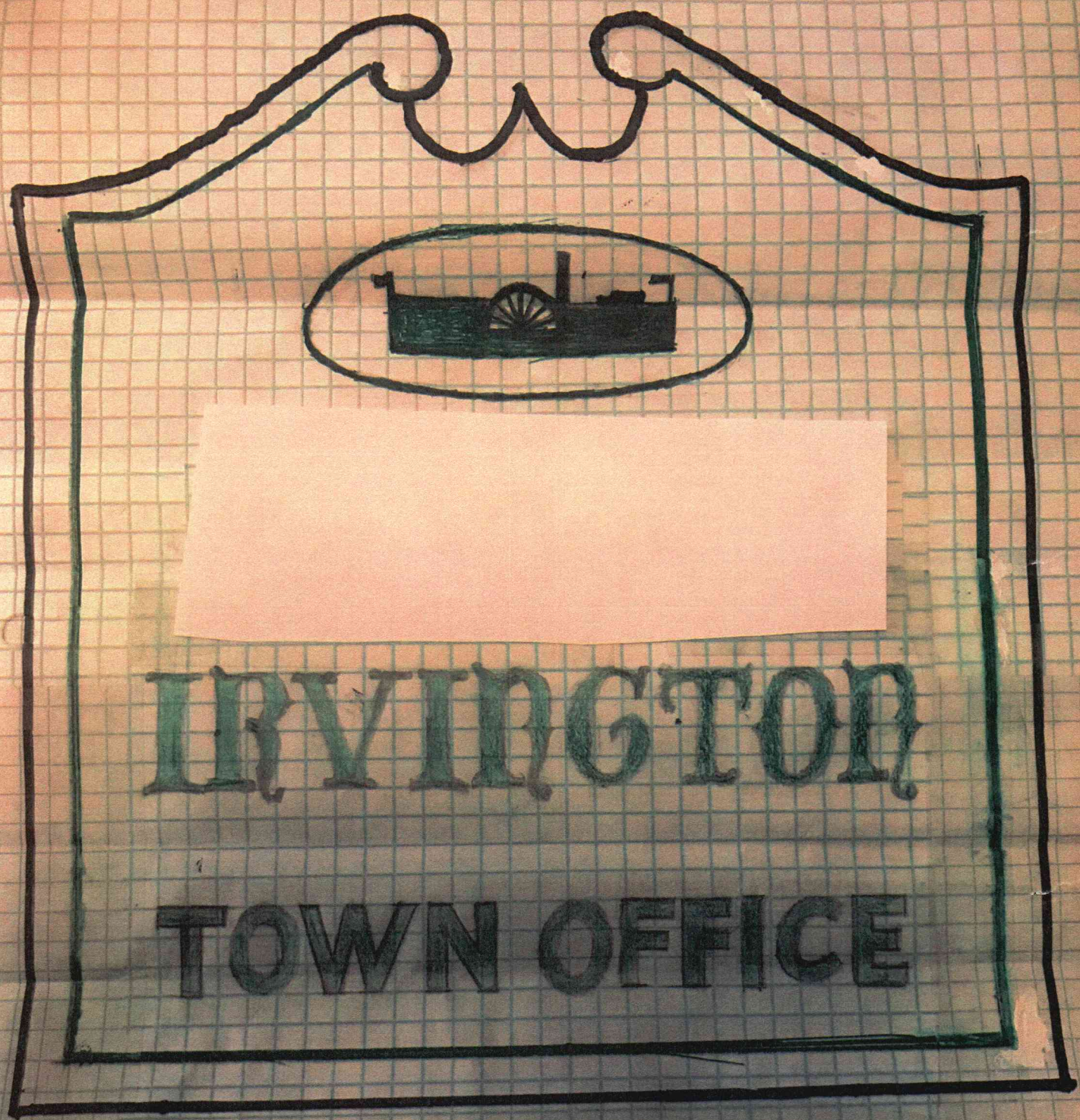
\$20 Fee Collected  Yes  Cash  Check  No Fee Collected

Reason

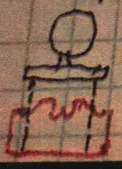
Town Administrator/Zoning Official

Date

Bill  
438-5305



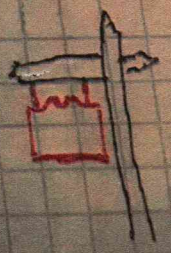
PROPOSAL #1  
 2 SIDED SIGN CUT OUT  
 BE MOUNTED ON ONE OF THE  
 PICK COLUMNS  
 WHITE FIELD/DARK LETTERS



\$250

### PROPOSAL #2

2 SIDED (PROBABLY LARGER)  
 HANGING FROM A 4x4 POST + ARM  
 PERPENDICULAR TO THE ROAD



\$550

#2 WILL GIVE YOU BETTER EXPOSURE.

**Municipal Code Conversion  
Online Hosting of Code  
and  
Code Supplementation Proposal  
Irvington, Virginia**



**American Legal Publishing Corporation  
525 Vine Street, Ste 310 Cincinnati, Ohio 45202  
[www. amlegal.com](http://www.amlegal.com)**

**Colleen T. Engle  
Codification Consultant  
[cengle@amlegal.com](mailto:cengle@amlegal.com)  
714.348.9529**

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**AMERICAN LEGAL**  
Publishing Corporation

November 3, 2020

Town of Irvington  
4203 Irvington Road  
Irvington, VA 22480

Dear Town of Irvington Representative:

The communication that I have had with your representative over the last few weeks has been very helpful. Based on that information, I have taken the time required to review your current Irvington Municipal Code in order to provide you with the following cost proposal. I have drafted the following cost proposal per your specific requests. The cost proposal will cover the following items:

- Conversion of your existing Irvington Municipal Code to our online hosted solution.
- Supplemental updates to your code of ordinances.
- Web hosting fee for the online hosted code

I have also included proposed costs for the following options:

- Hosting of your Town Meeting Minutes//Resolutions online
- Updates to your Town Meeting Minutes/Resolutions online

Our online hosted code solution is second to none. More standard features than all of the competition. You may search all codes we host online (over 1100 municipalities)! Most codifiers charge for this feature. We allow you to create a private account within our online hosted solution in order for you, staff, council and citizens make place bookmarks for sections they are following and if you wish add your annotations/notes right into the system. Your bookmarks and annotations are private to your account. I would be happy to schedule a remote product demonstration so that I may get you up to speed on all the enhancements we have added to our online solution.

In future years, new ordinances can be easily added to your code with American Legal's supplement services. You will be able to set the schedule your code updates to meet the needs of Irvington.

Should you have any questions about the proposal, please do not hesitate to call me.

Best Regards,

Colleen T. Engle  
Codification Consultant  
[cengle@amlegal.com](mailto:cengle@amlegal.com)



## 2. BUSINESS PROFILE

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|   |  |
|---|--|
| <b>American Legal Publishing</b><br><b>525 Vine Street, Ste 310</b><br><b>Cincinnati, OH 45202</b><br><b>PH: 800-445-5588</b><br><b>Fax: 513-763-3562</b><br><b>www.amlegal.com</b> | Contract Manager: Ray Bollhauer, Esquire<br>President<br>Email: <a href="mailto:rbollhauer@amlegal.com">rbollhauer@amlegal.com</a> |
|---|--|

American Legal Publishing began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979. In 2006, American Legal Publishing became an independent employee owned corporation. We are extremely proud of our employee-owned status, unique in our industry. Our employees are self-motivated, knowing that the quality of each project enhances their future, as well as that of the government client.

- American Legal is the choice of the top cities in the country. We currently serve nearly 3,500 local government clients across the country, including over 100 in Nebraska. Our ability to service large clients (**Salt Lake City, New York, Los Angeles, Chicago, Philadelphia, Cleveland, Boston, etc.**), and yet provide excellent service and products to the smaller Villages, Cities and Counties across the nation, separates us from many other Codifiers.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.
- American Legal employs a highly skilled and professional staff, including 16 staff members with law degrees - the largest in the industry. The legal reviews that these attorneys are able to execute is what allows us to provide a high-quality product. Our editorial support staff consists of experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor has a college degree in English or Law.
- American Legal offers a full-range of codification services, including:
  - Editing and updating municipal codes
  - Legal research/review and analysis of codes
  - Subscriber sales of codes in print and on electronic media
  - Electronic media publishing
  - Hosting of municipal codes on the Internet
  - Roberts Rules of Order 11<sup>th</sup> Ed. on CD in the Folio search program
  - Meeting Minutes imaging and hosting online in a searchable format

- American Legal works quickly to post new codes online. We have the flexibility to update online and printed codes on any schedule our clients require, including as new ordinances are adopted.
- The hosted municipal codes located on our webserver are fully searchable and are easy for the general public to use, but also has advance features to assist legal professionals and town staff.
- The hosted municipal codes located on our webserver are available for use on **smartphones and tablets** such as **iPads**.
- American Legal is exclusively an ordinance codification company. It is our sole focus. We are dedicated to continual improvement of our expertise, procedures, product and staffing to ensure the premium level of service that has earned us the respect and business of America's premier cities and Municipal Associations. We are not distracted by other ventures. We do one thing, and we do it as well as it can be done.

### **Municipal and County Leagues Affiliations**

American Legal's commitment to quality has led to affiliations with Municipal and County leagues across the country. Municipal Associations across the nation seek our expertise in municipal law and government, our advanced technology programs, and our unsurpassed customer service. We are extremely proud, that by allowing us to serve their members in their name, they show the greatest confidence in our services, reputation and integrity. We work hard every day to continue to earn that respect.

**We serve as the Information Management Consultant to the following Leagues:**

League of Wisconsin Municipalities  
Ohio Municipal League

**We serve as the Codification Consultant for the following:**

|                                       |   |
|---------------------------------------|---|
| League of Oregon Cities               | Association of Arizona Counties         |
| League of Minnesota Cities            | League of Arizona Cities & Towns        |
| League of Nebraska Municipalities     | North Carolina League of Municipalities |
| Indiana Association of Cities & Towns | League of Kansas Municipalities         |

**We work with the following Leagues to publish model or basic codes:**

League of Nebraska Municipalities  
Virginia Municipal League  
League of Minnesota Cities  
South Dakota Municipal League

**We have produced publications for the following Leagues:**

League of California Cities  
Virginia Municipal League  
League of Wisconsin Municipalities

### **3. EXPERIENCE/QUALIFICATIONS**

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- (1) **Years in Business:** American Legal Publishing has been in the ordinance codification business since 1934 as part of the Anderson Publishing Company. We became a separate corporation in 1979. We became an independent employee-owned corporation in 2006.
- (2) **Size and Experience:** American Legal is the choice of the top cities in the country. We currently serve nearly 3,500 local government clients across the country. Our clients include the Cities of Salt Lake City, New York, Los Angeles, Chicago, Philadelphia, Cleveland, Boston, Albuquerque, Honolulu, San Francisco, Tucson, and many others. We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues, including the League of Nebraska Municipalities.
- (3) **Projects Attorneys:** American Legal employs 16 attorneys, including the company President, Executive Vice President (Editor in Chief), the Vice President of Client Relations, and the Vice President of Major Client Services.

#### **STEPHEN G. WOLF - CEO**

- Qualifications:*
- J.D., University of Cincinnati College of Law
  - B.B.A., Management, University of Cincinnati
  - Former City Law Director of an Ohio city, former Mayor and council person; with 35 years' experience as an elected city official
  - Member, International Municipal Lawyers Association (IMLA)
  - 37 years with American Legal

#### **RAY G. BOLLHAUER - PRESIDENT**

- Qualifications:*
- J.D., University of Cincinnati College of Law
  - B.A., Economics, University of Cincinnati
  - Past President and Trustee of local community Council
  - Twenty years with American Legal
  - Federal Bar member
  - Presenter throughout the country regarding codification (Institute for Local Government Drafting Seminar at Tulane Law School; Milwaukee Bar Association, Ohio Municipal Clerks Association; Kent State Clerks Certification Program; League of Wisconsin Municipal Attorneys Association; North Carolina City and County Clerks Association at UNC; Arkansas County Clerks Association; Southwest Ohio Clerks Association; Ohio Municipal League; International Municipal Lawyers Association (New Orleans and Portland, OR); Queen City Chapter of the National Parliamentarians Association; and the International Institute of Municipal Clerks Association conferences)

**CYNTHIA POWELEIT - EXECUTIVE VICE PRESIDENT, EDITING**

- Qualifications:*
- Editor-in-Chief, oversees all aspects of code editing
  - J.D., Salmon P. Chase College of Law, Northern Kentucky University
  - B.A., English, Denison University.
  - Twenty-three years with American Legal Publishing.

*Role:* Oversees editing of new code and legal review

**AMY OAKS - SUPPLEMENT EDITING DIRECTOR**

- Qualifications:*
- Experience in editing and overseeing production of thousands of supplements
  - B.A., English, Northern Kentucky University
  - Fourteen years with American Legal

*Role:* Oversee supplement editing

**SARAH CRABTREE BAUER – DIRECTOR OF ELECTRONIC PUBLISHING**

- Qualifications:*
- Manages American Legal's CD-ROM and Internet publishing Department
  - Project manager for high level clients
  - B.A., English, Northern Kentucky University
  - M.A., English, University of Cincinnati
  - Eleven years with American Legal

*Role:* Responsible for production of Code on electronic media and online; primary technical contact for the town

**Project Support Staff:** American Legal employs 36 staff members. Our editorial support staff consists of experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor has a college degree in English or Law

## **4. Description of Services:**

### **Online supplements:**

American Legal's editors can update the online Code as often as the town desires – including weekly or whenever new legislation is adopted and provided to American Legal. The online code will state on the front page what the most recent legislation is that has been included in the Code. Each section amended will include a history with the legislation number and adoption date.

### **Web Hosting:**

Post the Code online in a fully indexed searchable database. American Legal Publishing's technical team will convert the electronic version of the code documents into a fully indexed and searchable format. All of our codes contain an electronic table of contents and extensive hypertext linking (for the table of contents, cross-references, chapter analyses and title analyses). The fully indexed code will allow users to perform fast searches of the entire code at once. Typically PDF posted documents only allow chapter/title searches one by one and do not allow for synonym searches, which is a critical element to our searchable codes.

Users can search for words, phrases, section numbers – anything they want. Our codes also offer an electronic table of contents that allows users to navigate and browse the code, as well as a hypertext linking feature that allows users to connect or “jump to” related pieces of information (such as cross-references).

To assist town staff and private citizens in reaping the full benefits of the extensive search capabilities, American Legal has developed a convenient, online tutorial providing clear, simple instructions on making full use of our online database. This Web Demonstration video is conveniently located on our website at <http://www.amlegal.com/codification-services/electronic-publishing> Scroll to the bottom of the page and click PLAY.

American Legal's website with over 1000 codes for municipalities nationwide, allows users the ability to print, save and email material (such as one section, one chapter or an entire code) from our website with just a few clicks of the mouse. Users are also able to set links to specific chapters or sections of the code for faster, repeat lookups.

## **Our Web hosting service offers:**

An on-line **Internet query template** that allows our clients to search ALL the Codes in our Internet collection.

A **Quick Search** feature, as well as an **Advanced Search** feature (with **Boolean** searching, exact phrase searching, synonym searching and other features) so that users can choose the type of search they want to perform.

A **specially-designed interface** that allows you to see the text of your document, the table of contents, the query dialog box, and a ranked hit list at the same time. Our specially-designed interface allows you to quickly and easily access the portion of the document you need to utilize (whether it's the table of contents, the search feature or the document itself).

**Easy-to-use navigation options** that allow you to move from search hit to search hit, and from document to document (both forward and backward) **without having to return to a results list to move to the next search find.**

The ability to **print individual chapters or sections** of the document and the ability to **download** the document into numerous formats such as RTF (Word), PDF, HTML, EPUB and MOBI.

American Legal can apply **Google Translate** features to the online Code.

Internal **hypertext links** to other sections of the code that are cross-referenced

## **NEW FEATURES:**

- **Code Comparison: Compare prior versions of the code to each other**
- **Email notifications, if selected to be notified, of code updates to a particular Chapter or Title**
- **Create Bookmarks and Annotations.**

**AND MORE!**

### **New Legislation Online:**

American Legal can post new ordinances on the internet with a link to the full text of the ordinance until they are incorporated into the Code. Ordinances can be linked in an Ordinance List or at the code sections they amend. Once the online code is updated, the list can be updated to remove ordinances from the list that have been incorporated into the code, or the ordinances can remain permanently.

### **Model Ordinance Service:**

You can simultaneously search nearly 1500 municipal and county codes on our website for model language **at no cost**. You may search one code at a time, all codes in a state, or all online codes at once. And, it's all for free! Most codifiers do not provide this service to their clients.

**Please note**, that many other publishers permit a free search of only one code at a time, requiring a paid subscription to search multiple cities simultaneously. While they may offer to waive the subscription fee for town staff, your citizens (including law firms, developers, realtors, etc.) will be restricted to single code searches or forced to pay a subscription fee.

### **Codes on media:**

American Legal can provide the Town's Code on a CD or USB in a fully indexed and searchable format, MS Word or PDF. This will allow the employees responsible for maintaining the code the option of having their own version where they may create separate files for annotating with popup notes and highlighting.

### **Subscriber Services:**

American Legal can provide the town and its citizens with a subscriber service for the purpose of providing copies of the code to requesting entities. Subscriber services include the sale of codes in print and on CD or USB.

### **Meeting Minutes and Resolutions hosted online:**

Benefits to utilizing our online hosted solution for your include no software or hardware to buy; you can control costs; the program is easy to use; documents retain the original layout and formatting; and the program gives you flexibility in managing and accessing your meeting minutes and resolutions.

## 5. INTERNET FEATURES

| Online Features:                                    | Many features are included in current annual hosting fee at no additional cost  | Price:   |
|---|---|----------|
| PC, Tablet, Smart Phone versions                    | One viewer for all devices! No need to learn different view options as other codifiers make you do  | Included |
| Multiple Search formats                             | <ol style="list-style-type: none"> <li>1. Quick Search Box</li> <li>2. Advanced Search Template</li> <li>3. Boolean Search Field</li> </ol> | Included |
| Automatic Stem Searches (finds plurals of words)    | <i>Dog finds dog and dogs</i><br><i>Fence finds fence, fences, fencing and fenced</i>   | Included |
| Synonym Searches                                    | <i>Grass finds grass, turf, lawn</i><br><i>Garbage finds garbage, litter, trash, rubbish</i>  | Included |
| Continuous Next Hit feature                         | You can go through all hits without having to go back to the Results List for each chapter  | Included |
| Search Results List                                 | Advance searches lists results in order of relevancy; Quick searches lists results in order as found in the document                        | Included |
| Table of Contents expands and links to sections     | View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time                     | Included |
| Download text in multiple file choices from the web | Can download into RTF (for MS Word), HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)  | Included |
| Email text in multiple file choices from the web    | Can email text RTF (for MS Word), HTML and TXT (actually attaches text, not just a link to the code)  | Included |
| Cross-references hyperlinked                        | Cross-references to other sections, including Penalty references are hyperlinked  | Included |
| Color Graphics                                      | Yes - if provided in color by the town  | Included |
| Static Links to specific sections can be set        | Ability to links to titles, chapter or individual sections in the code  | Included |



|  |   |                 |
|--|---|-----------------|
| <b>Static Links to specific sections can be set</b>            | <b>Ability to links to titles, chapter or individual sections in the code</b>   | <b>Included</b> |
| <b>Scrolling tables - static header</b>                        | <b>The titles of table columns remain visible as you scroll through tables</b>  | <b>Included</b> |
| <b>Limit searches to specific sections</b>                     | <b>Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)</b>  | <b>Included</b> |
| <b>Electronic format</b>                                       | <b>Online document flows uninterrupted; no page breaks or page numbers to interrupt the text</b>  | <b>Included</b> |
| <b>Search over 1100 municipal codes</b>                        | <b>Free access to all codes we publish online; no need to subscribe to any service</b>  | <b>Included</b> |
| <b>Online help features</b>                                    | <b>Use online help features or contact our technical service reps via email or toll-free phone number</b>   | <b>Included</b> |
| <b>OPTIONAL ONLINE SERVICES:</b>                               |   |                 |
| <b>Archive of prior versions of code online</b>                | <b>Prior versions of the code may be hosted online for research purposes.</b>   |                 |
| <b>New Ordinance List Service (Advance Legislation Notice)</b> | <b>Ordinances not yet codified listed with link to full text of ordinances(ordinances removed from list once they are codified)</b>                         |                 |
| <b>New Ordinance Notification</b>                              | <b>Notice posted at beginning of code section with link to ordinance that will amend that section (ordinances removed from code once they are codified)</b> |                 |
| <b>Comprehensive Ordinance List</b>                            | <b>New ordinances added to list of all ordinances codified and remain even after code is updated</b>  |                 |
| <b>Ordinances History Links within code section histories</b>  | <b>As new ordinances are added to the code section history list, links to the original ordinance can be set</b>   |                 |
| <b>Definition Links</b>  | <b>Defined terms in the code can be hyperlinked directly to their definition (See Cary, NC Land Development Ordinance)</b>                                  |                 |
| <b>Searchable electronic media version provided</b>            | <b>Searchable version of the documents on electronic media can be provided</b>  |                 |

## CODIFICATION AGREEMENT

November 3, 2020

American Legal Publishing proposes to convert the existing municipal code, host the municipal code and produce supplemental updates for Irvington, VA at the following prices:

### Initial your selections:

|    |  | Initial   |
|----|--|-----------|
| 1) | Convert existing Irvington Municipal Code into our fully searchable online format (folio) <b>This is a onetime cost!</b> \$595.* | _____     |
| 2) | Municipal Code hosted on the Internet (annual hosting fee) \$350./year   | _____     |
| 3) | Supplements of Irvington Municipal Code (Includes supplemental updates and online code update) \$20./page                        | _____     |
| 4) | Phone Support  | no charge |

### Codification Options:

|    |  |       |
|----|--|-------|
| 1) | Hosting Meeting Minutes online \$50. to \$200./year*                 | _____ |
| 2) | Updates to Meeting Minutes online \$.25/page**                       | _____ |
| 3) | Hosting Resolutions online \$50. to \$200./year*                     | _____ |
| 4) | Updates to Resolutions online \$.25/page**                           | _____ |
| 5) | Supplemental update of the Irvington Code & Charter \$1500 to \$2200 | _____ |

\*This cost will depend on how many years of data is selected to host online.

\*\*Procedure for submitting meeting minutes and resolutions:

- 1) The file name of the pdf should be the minute date in this format mm-dd-yyyy (ex: 01-02-1999)
- 2) The document property field within the file (CTRL + D in Adobe software) needs to have the minute date listed out in full (January 2, 1999)
- 3) The file should be provided already OCR'd – if a file is converted from Word to PDF, the OCR is done automatically. If materials are scanned from hard copy to PDF, it usually has to be done as a separate step.

**Time to Completion:**

Number of days until complete Code online

60 days

**Terms:** Due upon completion of project and receipt of invoice.

**Transmittal As Offer**

The transmittal of this Agreement to Municipality is an offer by Publisher to perform the stated services at the price and upon the terms and conditions referenced above and shall be subject to acceptance by Publisher's receipt of the agreement executed by Municipality no later than March 31, 2021 unless such date is extended in writing by Publisher.

IN WITNESS WHEREOF the parties have hereunto set their hands on the date(s) indicated:

TOWN OF IRVINGTON, VIRGINIA

AMERICAN LEGAL PUBLISHING CORP.

BY \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_