



# A GUIDE TO TOWN SERVICES

400 South Main Street | Culpeper, VA 22701 | 540-829-8240 |  
[www.culpeperva.gov](http://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,

Frank Reaves Jr.  
Mayor

**Population:** 20,493 (2021 - 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 7.55 square miles

**Miles of Streets:** 95.078

**Water Supply:** 254 acres of Lake Culpeper & 75 acres of Mountain Run Lake

**Total Operating Budget:** FY23: \$58,288,957

**Number of Employees:** 186

## 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 at 7 p.m. in the County Board Room located at 302 North Main Street.

### Town Councilmembers:

<i>Frank Reaves Jr., Mayor</i>	<i>729-2616</i>
<i>William M. Yowell, Vice Mayor</i>	<i>718-5000</i>
<i>B. Travis Brown</i>	<i>522-8376</i>
<i>Jamie Clancey</i>	<i>445-1183</i>
<i>Erick Kalenga</i>	<i>222-4648</i>
<i>Pranas A. Rimeikis</i>	<i>522-8232</i>
<i>Janie Schmidt</i>	<i>764-8003</i>
<i>Joe Short</i>	<i>703-919-3070</i>
<i>Meaghan Taylor</i>	<i>727-1010</i>

### Town Attorney:

*Martin R. Crim*

## VOTER REGISTRATION

It's easy to register to vote! Stop by the voter registration office at 131 North Main Street. They are open Monday thru Friday from 8:30am to 4:30pm. *For more information, call 825-0652 or visit their website at [www.voteinculpeper.info](http://www.voteinculpeper.info).*

## AUTHORITIES, BOARDS & COMMISSIONS

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

## AUTHORITIES, BOARDS & COMMISSIONS CONT.

### Architectural Review Board

- \* Meets monthly 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 monthly on third Wednesdays at 8:30 a.m.
- \* *Contact: 829-8260*

### Economic Development Commission

- \* Meets monthly on second Fridays at 7:30 a.m.
- \* *Contact: 727-3410*

### Industrial Development Authority

- \* Meets on an as-needed basis
- \* *Contact: 829-8220*

### 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 as needed on third Thursdays at 7 p.m.
- \* *Contact: 829-8260*

### Joint Advisory Planning Committee

- \* Meets on an as-needed basis
- \* *Contact: 829-8260*

### Parks & Recreation Commission

- \* Meets monthly on the last Monday at 5 p.m.
- \* *Contact: 829-8260*

### Planning Commission

- \* Meets monthly on third Tuesdays at 6 p.m.  
(Workshops -- Monthly on last Thursday at 9:00 a.m.)
- \* *Contact: 829-8260*

### Public Transportation Board

- \* Meets monthly on fourth Thursdays at 2:30 p.m.
- \* *Contact: 829-8260*

## DEPARTMENTS & SERVICES

**Town Manager, Christopher D. Hively** 829-8250

**Finance Director/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 Settle** 727-3430

Enforcement of criminal and traffic  
laws within town boundaries and on  
Town-owned property outside the limits.

**Town Clerk, Ashley R. Clatterbuck** 829-8240

Council minutes and meetings,  
business licenses, meals, lodging,  
admissions and cigarette taxes, Fairview  
Cemetery records, solicitor permits.

**Planning & Community Development  
Director, Andrew Hopewell** 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  
reservations. Erosion and sediment  
control, flood plain management, highway  
and construction management.

**Light & Power Director, Mike Stover** 825-8165

Power outages, street lights, traffic signals,  
banner permits.

**Tourism & Economic Development  
Director, Paige Read** 272-4167

Promotes tourism and economic  
development in the community.

**Information Technology Director,  
Tonya Estes** 829-8255

Supports and maintains all Town technology.

**Human Resources Director,  
Mary Brunner** 829-8290

Employment recruitment, risk  
management, health insurance, workers'  
compensation, property insurance,  
Employee relations.

## 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 each year by the County Commissioner of the Revenue. Personal property assessments are based on vehicles in the taxpayer's possession as of January 1, which are 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 2022 is \$1 per \$100 of assessed value; the real estate tax rate is \$.082 per \$100 of assessed value. 2022 tax bills are due by January 31, 2023. 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 the Revenue's office at 727-3443.*

*For real estate assessment questions contact the County Real Estate Assessors Office at 727-3411*

## UTILITY SERVICE

If you just moved into town and need Town water, sewer and/or electric service, contact the *Treasurer's Office at 829-8220 or [payonline@culpeperva.gov](mailto:payonline@culpeperva.gov).*

**Other electric service providers in town:**

*Rappahannock Electric Cooperative*

825-8373

*Dominion Energy*

888-667-3000

**FACT:** Baseball Hall of Famer, Eppa Rixey was born in Culpeper, VA in 1891

## GARBAGE COLLECTION

The Town offers weekly residential garbage collection 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, no earlier than 7 p.m. the day before collection and must be removed by 7 a.m. the following day.

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 refuse schedule, 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 Solid Waste Transfer Station, located at 14017 Laurel Valley Place. If you have questions on what is acceptable and not acceptable, call 825-8559

## PROTECT YOUR NEIGHBORHOOD

Neighborhood Watch Groups have been organized by residents in the Belle Court, Belle Parc, Cardinal View, Culpeper Commons, Depot District, Dog Hill, Franklin Meadows, Garr Avenue, Highpoint, Highview, Kings Manor, Lakeview, Madison Grove, Meadows, Mountain Brook (Kingsbrook), Pelham's Reach, Picadilly Circus, South East Street, Southridge, Stonechase, Westbrook, and Willow Shade neighborhoods. Along with, Culpeper Colonnade, Dominion Square, Downtown, Meadowbrook, Southgate, and Town Square Shopping Centers. If you are interested in establishing or becoming a part of a neighborhood watch group in your area, contact the *Police Department's Community Services Office at 829-5524*.

## 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, Suite 301. Permits are good for thirty days! *Questions? Call 829-8260*

## FIRE & RESCUE

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

<i>Emergency</i>	<i>9-1-1</i>
<i>Emergency Operations Center</i>	<i>727-7900</i>
<i>Culpeper Volunteer Fire Department</i> <i>155 West Davis Street</i> <i>P.O. Box 218, Culpeper, VA</i>	<i>825-8777</i>
<i>Culpeper County Rescue Squad</i> <i>1121 North Main Street</i> <i>P.O. Box 731, Culpeper, VA</i>	<i>825-2247</i>

**FACT:** It is unlawful to attach anything to a utility pole. Placing nails, staples, etc. on these poles poses a serious safety hazard for utility crews!

## 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.*

## ANIMALS PROHIBITED TO RUN AT LARGE

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.*

## 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.*

**FACT:** Amtrak offers daily service to and from the Culpeper Train Depot to Boston, NYC, Philadelphia, Baltimore, Washington DC, and points south to Lynchburg, VA, and on to New Orleans.

## RECREATION

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

*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 & Community Development Office; there is a \$50 reservation fee for reserving the pavilions. *For registration information call 829-8260.*

*Rockwater Park*, encompasses 32 acres of rolling hills and retired farmland that is located off Madison Road in-between the Southgate and Meadowbrook shopping centers. The park offers a mile of multi-use trails, public parking and bathrooms, a large pavilion, splash pad, a climbing boulder, Fitcore Extreme obstacle course and a disc golf course. The park is open from dawn to dusk.

## FISHING/BOATING

If you are age 16 to 64 and wish to fish or boat in Mountain Run Lake or Lake Culpeper, you must possess a valid State license.

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.

**FACT:** It is unlawful to place advertising matter on private property, including parked cars on the streets or in the parking lots!

## OTHER LOCAL SERVICE NUMBERS

### ***Culpeper County Administration***

*302 North Main Street* 727-3427

### ***Culpeper Chamber of Commerce Community & Business***

*629 Sperryville Pike, Suite 100* 825-8628

### ***Culpeper County***

#### ***Dept. of Economic Development***

*803 S. Main Street* 727-3410

### ***Culpeper Renaissance Inc.***

*127 West Davis Street* 825-4416

### ***Culpeper County Public Schools Superintendent's Office***

*450 Radio Ln* 825-3677

### ***Culpeper County Library***

*271 Southgate Shopping Center* 825-8691

### ***Sheriff's Department***

*14023 Public Safety Court* 727-7520

### ***Division of Motor Vehicles***

*18585 Crossroad Parkway* 804-497-7100

### ***Department of Human Services***

*1835 Industry Drive* 727-0372

### ***Culpeper Trolley***

#### ***Operated by Virginia Regional Transit***

*1099 Brandy Knoll Court* 825-2456

### ***Culpeper Senior Center***

*710 US Avenue* 825-5778

### ***Culpeper County Parks and Recreation***

*16388 Competition Drive* 727-3412

### ***Culpeper County Animal Control and Humane Society***

*10144 James Monroe Hwy* 547-4477