

September 9, 2015

Town Manager

The Town Council conducted a work session on September 8th to discuss a request to extend the development plan submittal for the HEPTAD, LLC development, discuss a Code Amendment consider "Urban Agriculture", discuss the "Royal Cruze In", and discuss the Leach Run Parkway project.

The Town has received a request from HEPTAD, LLC to consider an additional one year extension to submit their development plan for their 98.25 acre property located just west of the proposed Leach Run Parkway that was rezoned to Planned Neighborhood Development in 2012. The property owner must provide good cause to delay submission of their development plan. The property owner has indicated that they will wait until the Leach Run Parkway is completed to advance the development plan. Council will consider the request at their September 14th meeting.

Council also discussed a proposed Code Amendment to expand urban agriculture and farming. The Code Amendment would allow residents in single family and two family homes in residential areas to keep up to six chickens, rabbits, and honeybees through a permit issued by the Planning Department. The Zoning Permit would require the submission of a management plan endorsed by the Virginia Cooperative Extension Office or other qualified expert. Council has requested that staff investigate the impact of such legislation on local Animal Control offices prior to continued consideration. This Code Amendment will be scheduled for further discussion at a future work session.

Council also discussed the "Royal Cruze In" scheduled for Friday September 25th at the Gazebo. The event was originally to be part of the Taste of the Town; the Taste event has been cancelled but will resume in the Spring. Town Council will consider funding musical entertainment, awards, and the licensing to screen "American Graffiti" at their September 14th meeting.

Council also received an update on the Leach Run Parkway. The designer has developed a revised set of plans that should result in a construction cost within the available funding for the project. The Town, County, and EDA will consider accepting the bid from Branch Highways to construct the project and develop a change order to reduce the scope of the project based upon these plans. The revised project scope would remove street lighting and landscaping from the project. In addition, the road would begin with four lanes at the north and south ends of the project, but transition to two lanes through the central portion of the project. In addition, the drainage system would be simplified. The Town will pursue additional grant sources to fund the items removed from the project so that the full project can be

constructed in the future. Town Council will consider a resolution about the Parkway project at a Special Meeting on September 21st.

The next meeting for Town Council will be a regular meeting scheduled for September 14th.

As always, please feel free to contact this office with any ideas or suggestions to improve how the Town provides service to our community.

Department Updates

Last Week:

Our Planning Department processed 4 Zoning permits, 2 sign permits, 2 Business Licenses, and 20 Code Violation actions. Staff attended the BAR Special Meeting to discuss applications for 27 Cloud Street, 18 East Stonewall Drive, and 102 West Prospect Street, attended the Planning Commission Work Session, and met with citizens about development issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in November, but could be delayed further at the request of Warren County.

The Planning Commission recommended approval of a Special Use Permit for Angel's Korner Day Care and the Urban Agricultural Ordinance at their August 19th Meeting; Council will discuss the Urban Agricultural Ordinance at a future work session and conduct a public hearing in the future for the Special Use Permit. The Planning Commission will consider a Special Use Permit request for three dwellings at 102 West Prospect Street at their September 16th meeting. The Planning Commission continues to investigate streetscape enhancements to South Street which will include VDOT conducting a Corridor Study to evaluate possible improvements and traffic impact to be completed in October. The Town is awaiting confirmation to proceed with a CDBG Planning Grant to develop Downtown Enhancements with the NSVRC. The Comprehensive Plan Steering Committee met August 6th to review the transportation plan and land use plan. The Town was notified that our MAP-21 Grant for construction of a sidewalk along Westminster Drive was approved. Staff have applied for an RTP Grant through DCR to construct the Criser Road Trail.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 627 calls to our Dispatch Center, our officers responded to 401 calls for service, issued 88 traffic citations, 1 DUI arrests, and 11 traffic accidents.

Our Environmental Services crews conducted grease trap inspections and conducted maintenance on the sanitary sewer system on West 11th Street, Massanutten Avenue, West 13th Street, and as needed. Our crews conducted maintenance on the water system on West 14th Street, Crosby Road, Polk Avenue, Ay-View Street and as needed. Our Street Maintenance crews conducted road repairs at the Gazebo, Belmont Avenue, Colonial Drive, Cherrydale Avenue, Forrest Hill Drive, Cedar Drive, and installed 8 signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 5 State inspections, 8 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted training on the new Front End Loader and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant conducted sample testing associated with the upgrades, continued to monitor the cell tower work at the Fairground Tank, continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor continued installation of UV piping, installation of the feed lines and drains, completed the brick work at the UV building, and continued construction of improvements.

Our Energy Services Department reported 2 outages last week: a 9 minute outage on September 2nd affecting 70 customers along 13th Street due to an animal and a 100 minute outage on September 5th affecting 3 customers on South Street due to a vehicle accident. Crews continued to maintain our electrical system.

Our IT Department continued work on the website update, continued MDT replacement for the Police Department, addressed mobile app issues, and continued work order completion.

Our Visitor's Center welcomed visitors and investigated other advertising opportunities. Staff welcomed n/a visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,041 payment receipts, mailed 512 delinquent utility bills, processed 199 move-in/move-out work orders, disconnected 61 utility accounts, in addition to their normal work activities. We also processed 706 drive through payments, 24 Saturday drive through payments, 85 on-line utility payments, and 2 on-line tax payments.

Our Risk Management Department processed 2 employee injury claims and 2 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 6 full-time and 0 part-time open positions, with 0 full-time offers pending and 0 part-time offer pending. Human Resources conducted Orientation for three new employees.

Upcoming Week:

Our Planning Department will meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services will conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct normal maintenance of our facilities.

Our IT Department will continue routine maintenance of the Town's network and computer systems.

Our Tourism Department will continue to welcome visitors.

Our Risk Management and Human Resources Departments will continue address safety and personnel issues.

Civic Events

Samuels Public Library has numerous events scheduled throughout the week. Information can be found <http://www.samuelslibrary.net/>

The Town will host the Patricia Windrow Memorial Dedication at the Visitor's Center at 11:00 am on Saturday, September 12th.

The Town Council will meet at 7:00 pm on Monday, September 14th in the Warren County Government Center.