

September 30, 2015

Town Manager

The Town Council conducted a regular meeting on Monday, September 28th to conduct a public hearing regarding a Special Use Permit, approve a request from the Warren Heritage Society, and conduct a second vote on the Ordinance Amendment for Traffic and Parking Violations.

The Town Council approved a request for a Special Use Permit from Angel's Korner Daycare to expand their business at 629 North Commerce Avenue. The Planning Commission had recommended approval of the request conditioned upon 1) expansion was limited to the existing building structure; 2) all exterior features and improvements be maintained in good condition; 3) compliance with Commonwealth licensing requirements; and 4) access for inspection by the Town for compliance. Expansion by the daycare will occur as space becomes available at the property.

Council also approved a request from the Warren Heritage Society for a donation equivalent to \$15,000 towards the utility service for their property on Chester Street. The donation was made in recognition for the services that the Heritage Society provides directly to the Town and to the community through record preservation and research.

Finally, Council approved on their second reading an Ordinance Amendment to Chapter 158 related to Traffic and Parking Violations. The Code Amendment consolidated the previous fine and administrative fees for these violations into a single fine. The Amendment also provided an increase in the time to pay or contest a Notice of Violation from our Police Department from two (2) days to seven (7) days.

The next meeting for Town Council will be a regular meeting scheduled for October 13th.

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 10 Zoning permits, 4 sign permits, 10 Business Licenses, and 15 Code Violation actions. Staff attended the Board of Zoning Appeals meeting, the Development Review

Committee, the Anti Litter Council meeting, the Business Forum, 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 March 2016.

The Planning Commission recommended approval of the Urban Agricultural Ordinance at their August 19th Meeting; Council will conduct a public hearing on the Urban Agricultural Ordinance in November. The Planning Commission recommended approval with conditions of a Special Use Permit request for three dwellings at 102 West Prospect Street; Council will discuss at a future work session. 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 n/a calls to our Dispatch Center, our officers responded to 357 calls for service, issued 105 traffic citations, 1 DUI arrests, and 10 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Cherrydale Avenue, John Marshall Highway, Marshall Street, West 15th Street, Oak Street, Ewell Street, North Royal Avenue, South Street, and as needed. Our crews conducted maintenance on the water system on Washington Avenue, Skyline Drive, Cloud Street, Blue Ridge Avenue, Manassas Avenue, and as needed. Our Street Maintenance crews conducted road repairs on Bee Street, Manassas Avenue, Easterly Drive, Williams Street, East Stonewall Drive, South Marshall Street, and installed 6 signs. The Horticulture Division maintained the Gazebo area, removed low branches from Elsia Drive and Lillard Street, mowed 282 Orchard Street due to a high grass complaint, conducted a public meeting at the Visitors Center about the Main Street Tree Removal project, maintained the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted the annual building inspections and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 13 preventative maintenance services, conducted 4 State inspections, 10 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant inspected a WWTP in Smithburg Maryland that use the BioMag treatment process, completed repairs to the aeration piping and to the Aerobic Digester, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant coordinated SCADA integration of the plant monitoring network with the new improvements, completed the annual turbidity meter calibrations, continued to monitor the improvements at the WTP and performed routine plant maintenance and operation. WTP contractor core drilled piping at the clear well, installed 3 chemical feed injection ports on the settling basin splitter box, continued electrical work, conducted the start up and evaluation of the UV equipment, and continued construction of improvements.

Our Energy Services Department reported 0 outages last week. Crews continued installation of the electric car charger at the Gazebo and continued to maintain our electrical system.

Our IT Department worked on replacing the DVR for the Gazebo, completed researching our new VDI system, continued the upgrade to the Finance Sungard Server, continued work on the website update, and continued work order completion.

Our Visitor's Center attended the Business Forum, manned a table at the Blue & Brews Festival, submitted the advertisement for the 2016 Blue Ridge Parkway Guide and Food Traveler Magazine, mailed 201 information responses, and welcomed visitors and investigated other advertising opportunities. Staff welcomed 1038 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 1,575 payment receipts, mailed 542 delinquent utility bills, processed 142 move-in/move-out work orders, disconnected 60 utility accounts, in addition to their normal work activities. We also processed 563 drive through payments, 20 Saturday drive through payments, 77 on-line utility payments, and 2 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 3 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 full-time and 0 part-time open positions, with 1 full-time offers pending and 0 part-time offer pending. The Town is currently advertising for the Community Development Director position.

Upcoming Week:

Our Planning Department will conduct a final compliance inspection for the construction of a new home on West 15th Street and 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 continue installation of the electric car charger at the Gazebo and 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 Council will meet at 7:00 pm on Tuesday, October 13th at the Warren County Government Center.