

November 11, 2015

### Town Manager

The Town Council conducted a regular meeting on Monday, November 9th to conduct a public hearing regarding a Special Use Permit at 102 West Prospect Street, conduct a public hearing regarding the Code Amendment for Urban Agriculture, and to consider the final vote on Code Amendment to Chapter 170 about weeds and debris.

The Town conducted a public hearing to receive comment on the request from Martin McMahon to convert the single family residence at 102 West Prospect Street to a three unit multi-family dwelling with two 1-bedroom and on 2-bedroom units. Concern was raised about parking on Prospect Street. The applicant will construct three new parking spaces within the right-of-way along Lee Street extended and three spaces on their property to minimize parking impacts. Council approved the request with the recommendations from the Planning Commission.

A public hearing was also conducted to receive comment on Code Amendments to Chapters 175 Zoning and 66 Animals that would permit urban agriculture activity to include maintaining up to six chickens, bees, and rabbits in residential areas. Input both for and against these changes was received. Council did amend that proposed Code to remove the new restriction on properties greater than one acre being required to obtain a Special Use Permit for agricultural activities. Council affirmed the changes on their first reading. A second and final reading to adopt this Code Amendment will be conducted at the November 23rd meeting.

Council also discussed the Code Amendment modify Chapter 170 Weeds & Debris to update the Town Code to conform with recently adopted State regulations. After concern about the penalties, Council voted to not adopt the changes as proposed.

The next meeting for Town Council will be a work session scheduled for November 16th.

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, 1 sign permits, 5 Business Licenses, and 9 Code Violation actions. Staff completed the application for the DHCD Virginia Main Street Application, met about family shelters, attended an appeal of a BZA ruling, met about the Main Street extension project through Avtex, attended a meeting about the DHCD grant for evaluation of the Downtown, attended a meeting with the EDA about workforce housing, 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 conditionally approved the building expansion plan for the Southerlands. 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; a draft report has been provided for review. The Front Royal Limited Partnership has submitted a Proffer Amendments for their development, a Special Exception Request, an amendment to the Comprehensive Plan, and a Code Amendment request that is being reviewed by staff. Staff met with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. 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 758 calls to our Dispatch Center, our officers responded to 297 calls for service, issued 43 traffic citations, 0 DUI arrests, and 14 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system as needed. Our crews conducted maintenance on the water system as needed. Our Street Maintenance crews conducted road repairs, and installed n/a signs. The Horticulture Division conducted horticulture maintenance throughout the Town. Our Building and Grounds Division addressed a roof leak at the Administration Building and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed n/a preventative maintenance services, conducted n/a State inspections, n/a vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant performed routine plant maintenance and operation. WTP contractor continued integrating SCADA systems, continued HVAC and plumbing work, and continued construction of improvements.

Our Energy Services Department reported 0 outages last week. Crews continued to maintain our electrical system. The Town received three customers at the DC Fast Charging Station last week.

Our IT Department continued installation of the new SAN server hardware, tested VDI solutions, continued development of the Holiday Lights Contest site, and continued work order completion.

Our Visitor's Center attended the Appalachian Trail Community conference, met with Jeff Taussig of the Appalachian Trail Passport program, attended a NSVRC Tourism meeting, coordinated the First Night Front Royal event planning, discussed the 2015 Passport Saving Plan,, and welcomed visitors and

investigated other advertising opportunities. The Town's Christmas Ornament depicting the Visitor Center is on sale. Staff welcomed 995 visitors to the Center and had n/a visits to our website.

Our Finance Department processed 2,774 payment receipts, mailed 461 delinquent utility bills, processed 142 move-in/move-out work orders, disconnected 24 utility accounts, in addition to their normal work activities. We also processed 705 drive through payments, 33 Saturday drive through payments, 82 on-line utility payments, and 10 on-line tax payments.

Our Risk Management Department processed 1 employee injury claims and 1 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 8 full-time and 0 part-time open positions, with 2 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 GIS training for a local realtor group, attend a meeting about the AMP solar project, attend the BAR meeting, attend the pre-construction meeting for the Leach Run Parkway project, meet with FRLP, 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 conduct normal maintenance of our facilities and begin system upgrades along Brown Avenue and Manassas Avenue.

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 Monday, November 16th in the Town's Administration Building.