

January 20, 2016

Town Manager

The Town Council conducted a work session on Monday, January 19th to receive input from the Urban Forestry Advisory Commission, discuss a Code Amendment to implement Urban Archery, and discuss Code Amendments to facilitate expanded use of food trucks in Town.

David Means, chairman of the Urban Forestry Advisory Commission, presented Council with a recent incident where trees within the Town's Right-of-Way were topped by the adjacent property owner. Mr. Means presented that topping of trees is a practice that results in significant damage to the structural integrity of a tree's canopy. The branches that grow after topping are not strong enough to result wind and snow. The Town will investigate how to proceed with the response to this damage.

Council discussed a proposed Code Amendment to Chapter 167 - Weapons of the Town Code to introduce Urban Archery to the Town. The Town has been notified by the Virginia Department of Game and Inland Fisheries that our current permit for deer management through an agent will not be renewed. VDGIF has indicated that the only means of continued deer management is through the adoption of legislation for Urban Archery. The program would allow archery hunting by licensed hunters during established hunting seasons. Council has requested additional information to consider this Amendment that will be presented at a future Work Session.

Council also discussed Code Amendments to Chapters 98 and 138 to allow expanded use of food trucks (itinerant merchants). Those conducting itinerant merchandising, peddling, or soliciting would be required to obtain a permit from the Town and pay the established license tax. Food trucks could be permitted to operated at a fixed location in the Commercial and Mixed Use Campus Zoning Districts if adopted. Staff will refine the Amendment and advertise for a public hearing.

The next meeting for Town Council will be a work session scheduled for January 25th.

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 3 Zoning permits, 1 sign permits, 3 Business Licenses, and 7 Code Violation actions. Staff conducted a meeting with the NSVRC about the Downtown CDBG Grant, discussed updating the Spillman Dispatch GIS data, attended the Board of Architectural Review meeting, and met with citizens about planning issues. Staff continue to work with EnerGov on the online permitting website that is anticipated to be online in March 2016.

The Board of Architectural Review approved construction of a new home on the lot beside 122 Virginia Avenue. 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 Commission recommended approval of an Ordinance Amendment to our Floodplain regulations to meet current DCR requirements; presentation to Council will be scheduled at a future work session. 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 will be evaluated at a public hearing on January 20th. Staff continue to work with the NSVRC and DHCD about CDBG Planning Grant to develop Downtown Enhancements. Construction of a sidewalk along Westminster Drive is being coordinated by the Department of Environmental Services. 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 512 calls to our Dispatch Center, our officers responded to 245 calls for service, issued 31 traffic citations, 3 DUI arrests, and 9 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Fairview Avenue, Randolph Avenue, Virginia Avenue, Northview Street, and as needed. Our crews conducted maintenance on the water system on North Royal Avenue, Brown Avenue, Water Street, and as needed. Crews repaired the following water break: 6" cast iron main on John Marshall Highway. Our Street Maintenance crews conducted road repairs on Progress Drive, Shenandoah Shores Road, West 15th Street, Happy Creek Road, John Marshall Highway, Commonwealth Avenue and installed 11 signs. The Horticulture Division collected Christmas trees, collected trash along Happy Creek Road and Commerce Avenue, maintained the Happy Creek Trail, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 15 preventative maintenance services, conducted 3 State inspections, 32 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted the monthly construction meeting, conducted meeting with WWTP upgrade designer to review plans, worked on the Annual Pretreatment Report, experience a plant bypass, and 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.

Our Energy Services Department reported 3 outages last week: a 29 minute outage on January 9th on Cedar Drive that affected 10 customers due to an animal; a 129 minute outage on January 10th at the New Hope Bible Church our to animal damage to an underground service; and a 20 minute outage on January 10th on Massanutten Avenue that affected 12 customers due to an animal. The Town also had 0 customers at the Electric Car Charger at the Gazebo. Crews continued to maintain our electrical system.

Our IT Department continued work order completion.

Our Visitor's Center hosted Tourism Tuesday, attended the Celebrate Shenandoah committee meeting, arranged advertising in the USA Today Spring Travel Guide, conducted a staff meeting, arranged advertising in the Washington Nationals 2016 Yearbook, and investigated other advertising opportunities. Staff welcomed 211 visitors to the Center.

Our Finance Department processed 1,683 payment receipts, mailed 363 delinquent utility bills, processed 145 move-in/move-out work orders, disconnected 42 utility accounts, in addition to their normal work activities. We also processed 627 drive through payments, 37 Saturday drive through payments, 80 on-line utility payments, and 13 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 5 full-time and 0 part-time open positions advertised.

Upcoming Week:

Our Planning Department will meet attend the Supervisors Forum, attend the Planning Commission Meeting, conduct the Downtown CDBG Grant meeting, 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 construction of their new facility 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, January 25th at the County Government Center.