

February 17, 2016

Town Manager

The Town Council conducted a work session on Tuesday, February 16th to discuss the status of the Police Headquarters design, a proposed Code Amendment to the floodplain regulations, and a proposed Code Amendment to the Industrial (I-2) District uses.

Moseley Architects presented the results of the space needs study for the Police Department currently and planned for twenty-five years into the future. Based upon the results of this effort, the Department needs approximately 17,000 square feet of space, and will need a total of 22,000 square feet in the future. Based upon the costs for both building options, Town Council will consider authorizing the architect to proceed with the design of the 22,000 square feet solution at their next meeting.

Council also received a proposed Code Amendment to Town Code Chapter 175-74 related to floodplain regulations. The Department of Conservation and Recreation performed a compliance review of the Town's floodplain regulation. Based upon this review, revisions to the Code include the addition of several definitions and revisions that do not substantially change our current regulations. The proposed changes can be found on the Town's website. Council will conduct a public hearing on the proposed changes in the future.

Council discussed proposed Code Amendment to Chapter 175-65 related to approved uses in the Industrial (I-2) District. As presented, business offices, professional offices, technology businesses, and schools would be included as by-right uses. Currently they require a special use permit. Council will conduct a public hearing on the proposed changes in the future.

The next meeting for Town Council will be a regular meeting scheduled for February 22nd.

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 5 Zoning permits, 1 sign permits, 6 Business Licenses, and 10 Code Violation actions. Staff met with developers of new businesses, discussed the traffic study for the FRLP

property, 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 May 2016.

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 Planning Commission considered several requests from the Front Royal Limited Partnership at their January 20th meeting and recommended the following: denial of the submitted a Proffer Amendments for their development, approval of an amendment to the Comprehensive Plan, and approval of a Code Amendment request. 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.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 518 calls to our Dispatch Center, our officers responded to 232 calls for service, issued 30 traffic citations, 0 DUI arrests, and 8 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Frazier Place, West 15th Street, Locust Street, Virginia Avenue, East 19th Street, and as needed. Our crews conducted maintenance on the water system on Orchard Street, Lewis Street, Water Street, Skyline Place, Commonwealth Drive, West 11th Street, and needed. Crews repaired the following water break: a 6" transite main on Kendrick Lane. Our Street Maintenance crews conducted road repairs, plowed snow, removed debris from the 8th Street bridge flooding, and installed 3 signs. The Horticulture Division assisted with snow removal, cleaned Bowman Park, and conducted horticulture maintenance throughout the Town. Our Building and Grounds Division assisted with snow removal and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 19 preventative maintenance services, conducted 1 State inspections, 37 vehicle repairs, and other unscheduled repairs to vehicles and equipment.

Crews at our Wastewater Treatment Plant conducted the monthly construction meeting, conducted a presentation at the Warren County Emergency Planning meeting, submitted the 2015 Bio Solids Report to DEQ, and performed routine maintenance and operations. The WWTP contractor continued upgrades to the plant. Crews at our Water Treatment Plant conducted a final inspection of improvements at water tanks to improve water quality, continued bring the UV system online, and performed routine plant maintenance and operation.

Our Energy Services Department reported 1 outage last week: a 48 minute outage on February 13th on Blue Ridge Avenue that affected 18 customers due to equipment failure. 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 completed adds for Life Outside Magazine and Virginia Living Magazine, coordinated with the Bike Virginia Tour for their June 25th race, and investigated other advertising opportunities. Staff welcomed 161 visitors to the Center.

Our Finance Department processed 1,711 payment receipts, mailed 384 delinquent utility bills, processed 124 move-in/move-out work orders, disconnected 68 utility accounts, in addition to their normal work activities. We also processed 607 drive through payments, 36 Saturday drive through payments, 84 on-line utility payments, and 10 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 4 full-time and 0 part-time open positions advertised.

Upcoming Week:

Our Planning Department plans to meet with developers about possible improvements, attend the Planning Commission Meeting and Work Session, attend the NSVRC monthly 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 Monday, February 22nd at the Warren County Government Center.