



Town of Altavista

Meeting Agenda

Town Council Meeting

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

Tuesday, August 9, 2016

7:00 PM Regular Council Meeting

1. Call to Order
2. Invocation - David Sage, Grace Community Church
3. Approval of Agenda
4. Recognitions and Presentations

- a. Altavista On Track Annual Report

5. Public Comment

This portion of the meeting is to receive comments from the public on items not included in this agenda. Citizens should sign up prior to the start of the meeting. The Council is interested in hearing your concerns, but may take no action or deliberate on the subject matter at this time. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Each speaker limited to 3 minutes with a total of 15 minutes allotted for this purpose.

6. Consent Agenda

NOTE: All items under the Consent Agenda are considered routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such an event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- a. [Approval of Minutes – Regular Meeting July 12th; Work Session July 26th](#)
 - b. Acceptance of Monthly Finance Reports
 - i. [Invoices](#)
 - ii. [Revenues & Expenditures Report](#)
 - iii. [Reserve Balance/Investment Report](#)
 - c. [FY2016 Budget Amendments/Departmental Transfers](#)

7. Public Hearing (None scheduled)

8. New/Unfinished Business

- a. [Mobile Home Park Non-Conforming Regulations](#)

- b. [Transportation Matters](#)
 - i. [SmartScale projects](#)
- c. [Housing Study Consideration](#)
- d. [Comprehensive Plan Update](#)
- e. [Altavista Band Boosters “Blue Ribbon Project”](#)
- f. [7th Street Alley Waterline](#)
- g. [WWTP Permit and PMP update](#)

9. Reports

- a. [Town Manager’s Report](#)
- b. [Departmental Reports](#)

10. Informational Items/Late Arriving Matter

- a. [Correspondence/Articles](#)
- b. [Calendars – August & September](#)

11. Matters from Council

12. Closed Session

Section 2.2-3711 (A)(1) regarding discussion consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officials, appointees or employees of any public body. (Utilities)

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, August 23 rd @ 5:00 p.m.	Town Council Work Session
Tuesday, September 12 th @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, September 26 th @ 5:00 p.m.	Town Council Work Session

***Notice to comply with Americans with Disabilities Act:** Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.*

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



Agenda Item: 4a

**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: August 9, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Recognitions/Presentations

Presentation by Altavista On Track (AOT)

AOT representatives will provide a brief annual report to Council.

LAW OFFICES OF
J. JOHNSON ELLER, JR.

P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661

FAX (434) 369-5663

ELLERLAW19@GMAIL.COM

June 10, 2016

Mike Mattox, Mayor
Altavista Town Council
P.O. Box 420
Altavista, VA 24517

**RE: Commonwealth MHP; Zoning issues
Follow-up to my letter of May 16, 2016**

Dear Mayor and Council,

Ms. Jenny Allman, owner of Ivy Acres, Inc. which owns Commonwealth Mobile Home Park spoke at the work session on May 24, 2016. This letter addresses the two principle issues that she raised:

1. Ms. Allman asserted that the provisions in the town zoning ordinance as to the C-2 and R-2 zoning districts and the provisions as to non-conforming uses adversely affect her company's ability to utilize the property to the extent that the town has made an "inverse condemnation" of the property. She quoted some figures as the compensation she might claim.
2. Ms. Allman also asserted that the provisions in the zoning ordinance are overly restrictive as to manufactured homes because they are the only decent housing that many people can afford.

Assertion No. 1 Inverse condemnation. Inverse condemnation is a term arising from constitutional law. Both the Fifth Amendment to the U. S. Constitution and the Virginia Constitution prohibit the taking of private property for a public use without just compensation.

Article I Sec. 11 of the Virginia Constitution provides in part

"The General Assembly (meaning both state and local governments) shall pass no law whereby private property, the right to which is fundamental, shall be damaged or taken except for public use. No private property shall be damaged or taken for public use without just compensation to the owner thereof. Just compensation shall be no less than the value of the property taken, lost profits and lost access, and damages to the residue caused by the taking."

Section 8.01-187 of the Virginia Code provides as follows:

“Whenever it is determined in a declaratory judgment proceeding that a person's property has been taken or damaged within the meaning of Article I, Section 11 of the Constitution of Virginia and compensation has not been paid or any action taken to determine the compensation within 60 days following the entry of such judgment order or decree, the court which entered the order or decree may, upon motion of such person after reasonable notice to the adverse party, enter a further order appointing commissioners or condemnation jurors to determine the compensation.”

The Virginia Supreme Court has taken up the question of inverse condemnation in numerous cases. In the 2008 case of *Kitchen v. City of Newport News* the court defined inverse condemnation as follows:

“An inverse condemnation action is a specific type of proceeding based on a constitutionally created right connected to the “taking” or “damaging” of property by the government. To take or damage property in the constitutional sense does not require that the sovereign actually invade or disturb the property. Taking or damaging property in the constitutional sense means that the government action adversely affects the landowner's ability to exercise a right connected to the property. Thus, an action for inverse condemnation is an action seeking redress for the government's action in limiting property rights the landowner holds. In that regard, the act giving rise to the claim is not an act aimed at the property, but rather *an act that limits the landowner's ability to exercise his property rights without paying the landowner for that limitation.*”

A landowner's rights are also protected by the Fifth Amendment to the U. S. Constitution against a government taking for public use without just compensation. In the 1992 U. S. Supreme Court case of *Lucas v. South Carolina* it was held that in addition to taking physical possession of a landowner's property, the government also effects a compensable taking if by a regulatory action it deprives the property of “all economically beneficial or productive use.”

Lucas further stated a new test for determining a taking: in order to be a compensable taking the right affected by the governmental regulation or action must be a part of the owner's title at the time the owner acquired the property. In other words, the regulatory act complained of must occur after the owner acquires title.

The 1998 Virginia Supreme Court case of *City of Virginia Beach v. Bell*, followed the *Lucas* rule. There, a state statute and city ordinance (the “Dune Act”) required owners of coastal sand dunes to obtain a permit before developing property in the designated zone adjacent to the oceanfront. Landowners purchased a parcel in the protected zone after the Dune Act was already in effect. Subsequently, landowners applied for a permit to develop the land, the permit was denied and they sued the city claiming compensation for inverse condemnation.

The Virginia Supreme Court held that because the regulatory restriction was already in place when the landowner obtained title the government did not deprive landowner of the right to develop the property free of regulation. Landowner had never acquired that right and it was not his to lose, thus there was no compensable taking.

As stated in my letter of May 16 single-wide mobile homes have been prohibited in the C-2 and in the R-2 zoning districts continuously since September 9, 1987. At the work session, in response to my question, Ms. Allman stated that her company acquired the Commonwealth Mobile Home Park around 1997. The records of the Campbell County Circuit Court Clerk's Office reflect that by deed dated July 10, 1995, and recorded in Deed Book 830, Page 782, Arthur G. Dodson and others conveyed the property to Ivy Acres, Inc.

Thus at the time that Ivy Acres, Inc. acquired the property it was already subject to the zoning restrictions of which Ms. Allman complains. Any government action affecting the right to use and develop the property as a manufactured home park had been completed when Ivy Acres, Inc. took title. The rights that the company acquired in 1995 included only the right to replace the manufactured homes one time and that provision remains in effect. In other words, with regards to the use of the property for manufactured homes, Ivy Acres still has exactly what it had when it bought it. Thus, it would be the town's position that no taking has occurred and an action for inverse condemnation would not be sustained.

The zoning restriction was there when Ivy Acres bought the property. I note that it is common knowledge that in considering the purchase of a property it is the responsibility of the prospective purchaser to determine if the zoning in place will adversely affect his or her planned use of the property.

Assertion No. 2 Zoning as Mobile Homes. The question of whether the Council should consider amending the zoning ordinance to permit manufactured homes, double-wides and/or single-wides, is a legislative decision. The principle issue would be whether the Town should go back to the pre-2012 scheme whereby manufactured homes were divided into Class A and Class B, etc. and Class A was permitted in certain districts and Class B in manufactured home parks (MHPs).

In drafting new provisions the Town would need to be careful not to provide construction requirements in excess of the Federal law on manufactured home construction, known as the National Manufactured Housing Construction Safety Standards Act of 1974 (NMHCSSA). NMHCSSA states that its provisions pre-empt state and local regulation of construction standards for manufactured homes. Thus, a local requirement that a manufactured home have a certain type of wiring or meet a certain building code in order to be permitted in the locality would be invalid as long as the manufactured home met the NMHCSSA standards.

The Federal cases on the issue of pre-emption of local zoning regulation of manufactured homes have recognized that such regulation may be rationally based on factors other than safety and construction standards. In the 2003 case of *Lauderbaugh v. Hopewell Township*, the 3d Circuit

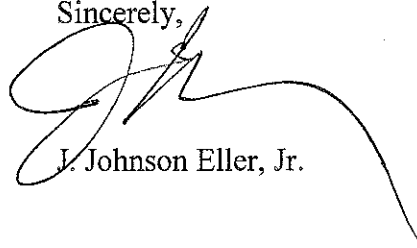
Court of Appeals held that such factors could legitimately include aesthetics and property values. Federal cases from other circuits have likewise upheld the right of localities to regulate the placement of manufactured homes for the same reasons as in *Lauderbaugh*.

Thus, in considering any changes to the zoning ordinance relative to manufactured homes the Town should be able to articulate a rational basis for the regulations and if we do this the regulations should be sustained if tested in court.

If the Town revisits the manufactured home provisions in the zoning ordinance an area to consider is the regulations for MHPs. We currently have rather strict standards as are set forth in Sec. 86-291 *et seq.*, copy attached. These might be relaxed somewhat to make it easier to establish a MHP or to permit an existing MHP to qualify for rezoning to R-MHP.

At the present time there are no R-MHP districts in the town so if an R-MHP district is desired a suitable area would have to be determined.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Johnson Eller, Jr.', with a long, sweeping horizontal line extending to the right.

J. Johnson Eller, Jr.

Enclosure

cc: Waverly Coggsdale
Dan Witt
Planning Commission

DIVISION 4. - R-MHP (RESIDENTIAL MANUFACTURED HOME PARK) DISTRICT

Sec. 86-291. - Statement of intent.

The R-MHP (residential manufactured home park) district is intended to accommodate manufactured homes. This R-MHP district is based on the premise that the demand for manufactured homes can best be supplied by the designation of appropriately located manufactured home parks. The following regulations are designed to provide an attractive and harmonious environment for manufactured home dwellings, with all amenities normally found in a substantially residential neighborhood.

Sec. 86-292. - Permitted uses.

The following uses are permitted by right or by special use permit in the R-MHP residential manufactured home park district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment (S)*

Family day care home (S)*

Group home*

Home garden

Home occupation*

Manufactured home*

Manufactured home, emergency*

Manufactured home park*

(3) *Civic use types.*

Community recreation*

Cultural service

Public parks and recreational areas (S)

Religious assembly (S)*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

(None)

(6) *Industrial use types.*

(None)

(7) *Miscellaneous use types.*

Amateur radio tower*

Satellite dish antenna one meter or less in diameter or measured diagonally

Satellite dish antenna in excess of one meter in diameter or measured diagonally*

Sec. 86-293. - General regulations for residential manufactured home parks.

General standards.

- (1) Every manufactured home lot in a manufactured home park will front on either a public or private street.
- (2) The site plan for each manufactured home park shall be approved by the planning commission. According to the standards in article IV, this plan shall include drainage, street lighting, and water/sewer systems. All utilities shall be underground.
- (3) Manufactured home parks shall be enclosed with an approved fence or planted hedge, not less than seven feet in height and without openings to adjoining property other than the required entrances and exists to streets or public spaces.
- (4) No manufactured home dwelling shall be parked or installed outside the R-MHP district except when used as construction offices or when offered for sale on an authorized manufactured home sales lot.
- (5) The minimum number of lots completed and ready for occupancy before first occupancy is permitted shall be eight.
- (6) All construction shall comply with the Virginia Uniform Statewide Building Code.

Sec. 86-294. - Minimum size requirements.

Manufactured home park:	5 acres
Manufactured home lot:	5,000 square feet
Lot width:	50 feet

Sec. 86-295. - Yard and setback requirements.

General standards.

- (1) *Minimum distance between manufactured homes:* No manufactured home shall be placed within 25 feet of another.
- (2) *Yards abutting common areas:* The distance from the line or corner of the manufactured home stand to a private access drive, a common parking area, a common walk or other common area shall be 20 feet minimum including patios, carports and individual storage facilities.
- (3) *Distance manufactured homes to be located from manufactured home park boundary and public streets:* All manufactured homes shall be setback a minimum distance of 25 feet from any boundary line or street right-of-way.

Sec. 86-296. - Minimum setback requirements—Principal structure.

Front yard:	35 feet
Side yard:	10 feet
Side yard—Corner lot:	20 feet
Side yard—Aggregate:	25 feet
Rear yard:	25 feet

Sec. 86-297. - Minimum setback requirements—Accessory structures.

Front yard:	Not permitted in front yard
Side yard:	5 feet
Side yard—Corner lot:	20 feet
Rear yard:	5 feet

Sec. 86-298. - Maximum height of accessory structures.

Shall not exceed the height of principal structure.

Sec. 86-299. - Maximum lot coverage—All structures.

Twenty-five percent of total yard area.

Sec. 86-300. - Streets.

All streets, serving manufactured home lots, shall be built to public road standards and shall conform to the standards of the Virginia Department of Transportation.

Sec. 86-301. - Utilities.

All units must be connected to public water and sewer before a certificate of occupancy may be issued.

Sec. 86-302. - Skirting and underpinning.

Within a period of 90 days after placement of a manufactured home on a stand in district R-MHP, skirting shall be placed between the base of the body of the manufactured home and the stand or ground, completely enclosing the entire circumference of the manufactured home, the skirting to be a material to enhance the appearance of the individual manufactured home unit.



**ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report**

Date: August 9, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

One motion to approve the Consent Agenda will include each motion for the specific items listed below:

Minutes: *Regular Meeting July 12th; Work Session July 26th
(Motion to Approve the Minutes as presented or amended.)*

Monthly Finance Reports: *Invoices, Revenues & Expenditures Report, and Reserve Balance/Investment Report
(Motion to Accept the Finance Reports)*

Budget Amendments/Departmental Transfers: Annually staff presents to Council budget amendments and departmental transfers prior to the Town's annual audit. These items were presented to Town Council at the July Work Session. Each function related to the budget amendments has been previously approved by Town Council, this action approves the paperwork. With approval Council accepts the Departmental Transfers, which Council granted permission for staff to do these items.
(Motion to approve the budget amendments as presented.)

Regular Council Meeting—July 12, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on July 12, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Assistant Town Manager, Dan Witt, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Altavista Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox amended the agenda (adding Moorefield Survey and Lane Home Use Concept) and asked if there were any questions regarding the agenda.

A motion was made by Mr. Higginbotham, seconded by Mrs. Brumfield, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Recognitions and Presentations

- a. Altavista Chamber of Commerce

Mrs. Heather Reynolds advised this past June marked the 67th anniversary of the Uncle Billy’s Day festivities. The Altavista Chamber of Commerce coordinated the event. She thanked Council and the Town of Altavista for their support. She noted that over 100 food, craft, commercial and nonprofit vendors participated. Mrs. Reynolds thanked Altavista on Track, Altavista Band Boosters, Altavista/ Campbell County Habitat for Humanity, Altavista Arts Council, Hurt Volunteer Fire Department, Staunton River Women’s Club and the many others that participated. Mrs. Reynolds recognized the Chamber Board of Directors, Mr. Mike King, Mr. David Garrett, Mr. James Moore, Mr. Robert Adkins and Mr. Chuck Newman, Mrs. Tobie Shelton, Mr. Waverly Coggsdale, Mr. Dan Witt, Mr. Dennis Jarvis, Mr. Phillip Popek and Chief Mike Milnor, Lt. Moorefield and the Altavista Police Department, Hurt Police Department and Campbell County Sheriff’s office, Virginia State Police and Virginia Department of Game and Inland Fisheries Altavista EMS, Citizen’s EMS and numerous other agencies and volunteers for their support. She noted over 450 volunteer hours were logged in in two days.

Regular Council Meeting—July 12, 2016

Mayor Mattox thanked Mrs. Reynolds and the Altavista Chamber of Commerce for coordinating the event.

5. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting June 14th; Work Session June 28th –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Delinquent Utility Write-Offs-Council approved the Utility Write-Offs as presented.

A motion was made by Mrs. Brumfield, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. New/Unfinished Business

a. Canoe Launch Update/Request

Mr. Coggsdale advised staff continues to work on seeking grants for the Canoe Launch project. He noted staff is seeking adoption of the resolution for the Recreational Trail Program.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Recreational Trail Program Grant resolution.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

Recreational Trails Program Authorizing Resolution

A resolution authorizing an application for federal funding assistance from the Recreational Trails Program (RTP) to the Virginia Department of Conservation & Recreation (DCR).

WHEREAS, under the provisions of RTPF, federal funding assistance is requested to aid in financing the cost of trail/trailhead/trailside construction and/or rehabilitation within Campbell County, Virginia and

WHEREAS, the Altavista Town Council considers it in the best public interest to complete the project described in the RTP application;

Regular Council Meeting—July 12, 2016

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Altavista Town Manager be authorized to make formal application to DCR for funding assistance;*
- 2. Any fund assistance received be used for implementation and completion of access to the canoe launch on the Staunton River within the specified time frame;*
- 3. The Altavista Town Council hereby certifies that project funding is **currently available and is committed for the completion of this project while seeking periodic reimbursement through the Recreational Trails Program.***
- 4. We are aware that the RTP funding, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR.*
- 5. We acknowledge that the assisted trail project will have an assigned life expectancy assigned to it and that the facility must be maintained to standards suitable for public use.*
- 6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;*
- 7. We acknowledge that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.*
- 8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.*

This resolution was adopted by the Altavista Town Council during the meeting held: on July 12, 2016 at the J.R. (Rudy) Burgess Town Hall, located at 510 7th Street, Altavista VA.

Signed and approved by the following authorized representative:

Signed: _____ Title: _____

Date: _____

b. Consideration of Incentives/Performance Agreement-The Standard Insurance

Mr. Coggsdale advised there was an announcement in regard to The Standard Insurance Company deciding to establish a presence on the East Coast in Altavista. Parameters of the investment to be made by The Standard Insurance Company and the incentives offered by staff was presented to Council. Mr. Coggsdale noted the incentives are consistent with the town's policy.

The total investment by Standard will be:

Net new investment of \$1.7 million dollars
Capitalized investment in taxable personal property: \$1,552,650
Capitalized investment in building improvements \$161,585
New employment of 178 jobs within 36 months, and 235 jobs by 2020
Average, W-2 salary for new employees: \$43,497.

Town of Altavista incentive package \$32,000

\$22,000 for net new capital investment
\$10,000 for net new employment
The town will pay the Standard four equal payments of \$8,000
The payments will start when the Standard completes the build out and offers 235 jobs within the 48 months with an average salary of \$16.80 per hour.

Mayor Mattox thanked Mr. Jarvis for his efforts in bringing new jobs to the town of Altavista.

Mr. Jarvis advised the Standard is hoping to have 75 jobs filled by the end of the month and construction has begun on the building improvements. He thanked the Region 2000 Workforce Investment Board for helping make the project move forward. Mr. Jarvis also thanked the property owner, Mr. Turner Perrow.

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A motion was made by Mrs. Dalton, seconded by Mr. George, that the incentives as presented for The Standard Insurance Company be approved and the Town Manager be authorized to execute the Performance Agreement on behalf of the Town of Altavista.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Deer Management/Town Property Hunting Policy

Mr. Coggsdale advised at the June Town Council Work Session, a proposed Deer Management/Town Property Hunting policy was discussed. During the discussion, Council members felt the hunting of town property should be available to Town citizens and Town employees before offering to others. He noted it was the consensus of Council at the work session to proceed with the development of a policy based on this concept.

Mr. Higginbotham asked if Mr. Witt could contact the Department of Game and Inland Fisheries in regards to a professional group coming in to thin the deer population.

A motion was made by Mr. Edwards, seconded by Mr. George, that staff develop a Deer Management/Town Property Hunting policy based on the concept presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox stated he was in agreement with Mr. Higginbotham and asked Mr. Witt if needed to look at other options.

d. Virginia Commission for the Arts Local Government Challenge Grant FY2017

Mr. Coggsdale advised during Council's February Work Session, Ms. Emelyn Gwynn, Altavista on Track/Main Street Coordinator, briefed Council on the Virginia Commission for the Arts "Local Government Challenge Grant". It was the consensus of Council that Altavista on Track make application with the understanding that the Town would be required to match the grant. He also mentioned the Altavista Arts Council (YMCA) was a partner in this grant and will operate as the sub-grantee (an arts organization must be involved in the process). Mr. Coggsdale advised the Town of Altavista has received correspondence that a Local Government Challenge Grant in the amount of \$5,000 will be awarded. In accordance with the agreement, the Town will need to allocate the matching funds for the grant in the amount of \$5,000. Ms. Gwynn will work with a small committee to finalize the art project that will be undertaken with the grant funds and match. He noted once a project has been identified the information will be brought back for Council's review.

Mr. Edwards asked what type of art is involved.

Regular Council Meeting—July 12, 2016

Mr. Coggsdale stated there have been preliminary discussions but they have not gotten to this point; their talks have included murals, sculptures, things of that nature. He advised Ms. Gwynn will create a small group including the Arts Council and bring back some thoughts and ideas of what this money can be used for.

Mr. Edwards asked if this item could be postponed until these items are brought before Council.

Mrs. Dalton suggested if anyone had any suggestions on what kind of art or how the monies should be used to contact Ms. Gwynn.

This item was tabled until further information is presented.

e. Council Consideration of a Plat

Mr. Witt advised on or about June 21, 2016 he received a draft plat from Ms. Elizabeth Rosser with Southeast Survey for his review and approval for Ms. Carol Moorefield. Mr. Witt stated the survey would create two non-conforming lots; the foundation of the bases of the presented plat was a deed of partition that was done at settlement of a divorce between Mr. Gene Moorefield and Ms. Carol Moorefield. Mr. Witt advised as Zoning Administrator, he cannot approve a survey that is creating nonconforming lots. There is a statement in the Town Code Section 66-132 giving Council authority to override the Zoning Administrator's decision. Mr. Witt noted in 2004, staff approved the subdivision of Parcel 83A-11-63-2 into two lots 2A and 2B, both conforming to the Town Code. The subdivision also established an easement that Lot 2A would have the right to use a portion of Lot 2B for ingress and egress in addition to the use of a shed outbuilding. Mr. Witt advised in 2013 as part of the divorce settlement, Lot 2B was divided by Deed of Partition.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to allow Lot 2A and the easement part of Lot 2B to become a single parcel, creating a single nonconforming lot that has an existing home.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

f. Lane Home Concept

Mr. Coggsdale advised he had the privilege of meeting with Mr. Rick Lane, family member of Mrs. Minnie Lane, who discussed the concept of using the Lane home on Myrtle Lane as a place where people can stay while visiting the town at no charge. Mr. Lane questioned if this would be a concept that would be received in Altavista. Mr. Coggsdale felt this may be a possibility when Economic Development prospects were in town. Visitors could walk and get a good feel of what the community is like and enact with people instead of sitting in a hotel room.

Mr. Edwards was in attendance; he felt Mr. Lane was looking for a letter of support from Council. Mr. Lane would like to see the home used in the manner Mr. Coggsdale referred to as well as for churches. Mr. Edwards stated he questioned who would determine who would stay in the home. Mr. Lane related that he would oversee this or designate someone. Mr. Edwards questioned payment. Mr. Lane responded he would be responsible for 90 to 100% of the payment noting payment from the town would create problems

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for him. Mr. Edwards stated Mr. Lane might need payment for a housekeeper occasionally. This would call for no commitment on the part of the Town of Altavista.

Mayor Mattox asked if there would be any zoning issues.

Mr. Coggsdale responded he did not see problems.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, that the Town Manager draft a letter of support for the use of the Lane home.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

9. Reports

a. Town Manager’s Report

Bedford Avenue Waterline Project (Project 1A)

Final items are being completed, so retainage can be released.
Myrtle Lane Paving and Woodland Avenue parking at park are in the process of being paved.

Main Street Waterline Project (Project 1B)

Progress meeting held on June 6, 2016.
Waterline along Main Street is being installed.
Storm water along Main Street is being installed.

Booker Building

Photo documentation of building.
USDA has been contacted in regard to possible “planning” grant.
Meeting with Mr. Law to review building and renovation possibilities.
Preliminary Report will be submitted to Council in August.

WWTP EOP-PCB Remediation

Quarterly Update to the Department of Environmental Quality (DEQ submitted.
Dr. Sowers (UMBC) visited the site to gather samples in March 2016

YMCA Family Center Roof Replacement

Core drilling indicates that there are two existing roofs on the structure. This will require removal of the roofing material. This will increase the cost beyond the \$30,000 threshold and require public bidding.

Mr. Higginbotham questioned the game plan for preparing a spot for Dr. Lowman’s and Dr. Schnoor’s research.

Mr. Coggsdale stated this goes back to a previous conversation; what is Council’s desire to do? He noted there should be reports coming back from the previous research.

Regular Council Meeting—July 12, 2016

Mr. Higginbotham noted phytoremediation can't be done without having a dry spot to plant on.

Mayor Mattox stated the majority of Council agreed that science would pay for science and the town would pay for remediation.

Mr. Coggsdale stated he would be reaching out to Dr. Schnoor, Dr. Lowman and Dr. Sowers for an update and if there is a future need or progress this needs to be demonstrated to Council.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars-June & July

11. Matters from Town Council

12. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by Mrs. Dalton, and seconded by Mrs. Brumfield.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 7:55 P.M.

Notice was given that council was back in regular session at 8:17 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Regular Council Meeting—July 12, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 8:18 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JULY 26, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on July 26, 2016 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Mr. Higginbotham arrived at 5:08 p.m.

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox advised the Public Comment for items not on the agenda would be addressed first on the agenda and asked if there were any additional changes to the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as amended.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	No
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

3. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

- a. Housing Study Presentation-Virginia Tech

Mr. Jarvis addressed Council and advised last year staff presented to Council the recommendation of a housing study. He noted he met with Mr. John Provo, Director of Economic Development at Virginia Tech, to talk about a housing study and a proposal was presented. From the John Martin event in March, there is an understanding from community leaders in regards to changes for the community and specific initiatives they would like to see, creating awareness about housing and creating awareness of the current housing. Mr. Jarvis stated he contacted Ms. Sarah Lyon-Hill and Ms. Mel Jones about addressing the study in depth.

Ms. Sarah Lyon-Hill, an Economic Development specialist. addressed Council stating they were approached in regards to what the possibilities are to grow the population

COUNCIL WORK SESSION JULY 26, 2016

and how to improve the housing and economic development in the town of Altavista. She noted a proposal has been written stepping out what they would do over a 7 or 8-month period. She presented Council with a synopsis of the proposal noting this proposal will entail a lot of support and interaction between Council and the community to get an ideal of what the goals and priorities are and what kind of implementation actions can be taken based off the data driven research. She advised they would start on the housing piece and obtain a housing analysis, understand what is going on, understand key demographics that could be targeted and what other amenities are wanted in the town. They would conduct stakeholder discussions for local input. Ms. Hill noted the proposal was written about a year ago; today the purpose is to engage Council in a discussion so they can understand the needs of the town, of the region in general and how to attract different groups to Altavista and grow that population.

Ms. Mel Jones, Research Associate at Virginia Tech with the Center for Housing Research, addressed Council advising they have a dual mandate of doing research for localities across Virginia as well as across the nation. She noted they conduct many types of housing studies and explained the different types.

Mayor Mattox asked what are some of the communities they have worked with.

Ms. Jones advised Virginia Beach, James City County, Fairfax County and are currently working with the entire state of Virginia (the study consists of how housing relates to economic development), and the Richmond PDC area. For the town of Altavista they would look at the county along with Lynchburg MSA to see where the town fits into that dynamic. Ms. Jones asked when was most of the housing in the town built, have the housing units been taken care of, is housing stock changing or not changing.

Mayor Mattox stated other than the work of Habitat for Humanity, only one or two houses have been built in town in the last ten years.

Mr. Mitch Bernard, town resident, asked if there was any way the data can be referenced through property transfers and assessments.

Mr. Coggsdale advised yes.

Ms. Jones stated when they do a study especially in a town where there are not many housing units there is not a lot of publicly available Census data that is very useful. They have to look at assessment data, building permit data, nuisance data, and code enforcement data. She asked Council for their impressions of the housing market.

Mrs. Dalton stated the housing situation is not very dynamic but stagnate: what is here is here and has been for a long time. Part of the reason for wanting to look at housing is to take the data driven information and encourage some dynamic movement either through some segments of housing being renovated; sections of housing to be eradicated and built again or is there a need for rental. How can housing be used to attract the wanted demographics. Mrs. Dalton felt the town was stagnant in attracting the young and keeping the elderly. She asked how this stagnate situation could be driven to attract the wanted demographic.

Ms. Jones stated housing and economic development are very connected. Because even if there is an easily commutable area there is no reason to pass the community often through a labor intensive process or a particular company to build the housing that they would like to see. They are connected. She suggested not getting carried away with the “build it and they will come” idea but there are ways of thinking about housing absorption and doing it in a way that will attract the types of people that Council would like to attract. Ms. Jones stated the word “stale” is often used for housing that hasn’t been updated or has the characteristics that people are looking for now. Even if a house has been cared for it may not be what the market is demanding at this point.

COUNCIL WORK SESSION JULY 26, 2016

Mr. George added although we are always searching, trying to create new jobs, there are great jobs here. It would be nice if the people that work these jobs would live here; typically, with the better paying jobs people don't. They live in Lynchburg or just outside of Lynchburg. Mr. George stated it would be nice to have this looked into.

Ms. Jones stated they could look at wages that people are earning in local companies and see if the housing here would meet their needs or if they are commuting out for amenities they don't feel like they have access to here. She noted another important economic development issue is when people are earning wages here, they take it home and spend the majority of it there.

Mrs. Brumfield stated she has done some research and the median income is \$31,000, the jobs that are coming here are a little more than that which is not a substantial amount of money to buy a big house, town house or condo. Out of the 3,400 people that live here about 543 work here the rest go somewhere else; drive outside of town because we don't have the jobs here. Mrs. Brumfield felt if there were jobs here it would take care of the housing problems and everything else around here. There has to be employment here for people to buy the houses.

Ms. Jones stated affordable housing is a huge issue throughout the state, a big challenge for families.

Mr. Edwards advised he spoke to two local realtors. He gained the impression that we may be short in two types of housing; housing for the first time buyers (If the houses were built, who would live in them. Without jobs who could afford the housing.) and housing for the older folks who would like to live in an area where the maintenance is taken care of. He wasn't sure if a developer would be interested in this type of thing but felt there may be a demand. He felt there was very little the Town could do that would change the picture; there wasn't the money or the mandate to go out and start building houses. He noted another problem for the town was the lack of developable land; the one large track of land is priced for industrial standards. Mr. Edwards stated he didn't know how Council could influence this situation.

Ms. Jones stated Council does have quite a bit of power noting it is surprising how just creating a plan can attract developers; a plan takes the guesswork out of what the developer is doing. The guesswork is where developers take a lot of risk. There are low cost things Council can do to encourage people to take steps with their housing.

Mrs. Dalton asked if the difference from where the town is now and what might happen with the results of the study is that we move from anecdote information to data driven information that takes some of the risk out from developers and/or Council. One reason for being hesitant to move along is being a small town and there aren't a lot of ways to move; therefore, stagnant. Council doesn't know where the biggest risk is or the biggest opportunities are. Mrs. Dalton stated her way of thinking about the study is that Council can move from anecdotal information to data driven information and can confirm some assumptions.

Ms. Jones responded that all of their work is data driven: most will be qualitative data; some will be quantitative. The qualitative data can go a long way towards answering if this is true or not. They like to talk to the experts; to realtors, builders, folks that work in the planning department because data is not always right. She will look at the data and it is very important come back and ask Council if it looks right to them. They want to validate the data so it makes sense.

Mr. Bernard commented data will be very helpful to let us know where we stand, where the gaps are, how we compare with others but we also need a plan. He asked Ms. Jones if she could direct us to where plans are obvious which he doubted. He wondered if she could provide situations or suggestions as far as legal issues and incentives. He thought incentives may need to be present for a developer. He mentioned Runk and Platt has purchased land in Hurt, Virginia, and suggested something could be learned from that.

COUNCIL WORK SESSION JULY 26, 2016

Mr. Emerson stated there is a lot going on in the city of Lynchburg and they are busting at the seams pushing businesses out into Campbell County. He asked what could Council do to attract those folks not wanting to live in the city to come to Altavista. Mr. Emerson stated one big thing for him is quality of life; what brings people out of the city to a town. What can be offered to them other than a great place to life. He felt the town was in a unique position with Lynchburg and Liberty University growing.

Ms. Jones stated Altavista is a small town and they will have to work with Council and the data and conduct analysis to understand what is going on with the housing. With Lynchburg they can work with the census data and see if there are gaps that the town of Altavista can potentially fill noting there are all kinds of questions that can be answered with this public data. It should be easy to figure out the housing demands in the Lynchburg area and where Altavista might fit into that.

Mr. Edwards asked if we found a way to bring 300 or 400 people into Altavista and house them, how would that benefit the town.

Ms. Jones replied the most direct way would be in tax revenues. If you are thinking of increasing the population, you may be introducing more young people to down town businesses having more support, capturing some of the people who commute into Altavista for work you are creating a fair amount of potential for economic development. Attracting young people and active seniors down town could create a more vibrant town.

Mr. Edwards asked Ms. Jones could she support the argument that the average house will pay its own way in terms of taxes and services.

Ms. Jones stated without knowing much about the Town's tax system she couldn't answer that question.

Mr. Edwards stated the industries and commercial segment of the town carry a large portion of the load.

Ms. Jones responded that you have to think about the connection of housing and the businesses that those residents support; it is all connected.

Mrs. Dalton noted another factor is the dynamic of workforce, there is a commuting population coming and going.

Ms. Betty Gilliam, town resident, advised she moved back to Altavista a year ago and she is on a limited budget. When she compared renting to purchasing a home, she would be paying more in rent then an inexpensive house with a mortgage. She mentioned it was an older home that had to have a lot of renovations. Ms. Gilliam stated it was her observation there are a lot of older houses for sale. She referred to the 2010 Census stating 17% of the population was over 65 and felt this has increased. A lot of the people over 65 don't want the big homes, don't want to maintain them. She asked what should be done with the inventory of houses that the town already has. Ms. Gilliam did not feel the young people would want these older houses.

Mayor Mattox stated we all want to keep the wealth in Altavista; Altavista has a large manufacturing base with over 2,000 jobs and our own economic development department which is unheard of for a town this size. If 80% of these people are going home and shopping in their neighborhood this means this money is leaving the town. Mayor Mattox is hoping the data will show what the town is lacking; what are we missing, what should we aggressively pursue.

Mr. Bernard presented two difference scenarios; as an older fella living in one of the homes in town. When I need something I am going to Wal-Mart then I am going

COUNCIL WORK SESSION JULY 26, 2016

home. As a younger fella, I don't find things suitable to my needs or activities so I commute to Lynchburg.

Mayor Mattox felt Council had to reach a critical mass of housing and services that will attract the demographics that are wanted. There are things popping up in Altavista. He referred to a lady in attendance that left Lynchburg to come to Altavista. He felt it was important to realize that the future of Altavista is our youth and keeping a sustainable community with new people moving in or keeping the children thinking it is a wonderful place and won't move anywhere else.

Ms. Jones noted millennials are a huge generation and they are changing what they use to think; millennials use to look at big city areas but now have more than walkable access in their demand profile. Part of what they like is privacy, being close to nature; 40% prefer a rural setting. She stated the town does not have to look different to attract millennials, but they do have to be able to locate a house here, afford to live here and have reasonable access to a job. She noted the housing market is sticky; houses don't go up over night or in mass. The majority of the housing is older housing; over 60% of the housing in Virginia Beach is older housing. Housing being sticky means the housing is inappropriate. She added there are strategies.

Mrs. Dalton stated there are persons in the community who are interested in investing and modifying existing housing on their own dime. If that interest was informed by data, it is reasonable to think it will encourage that interest to go in the proper directions. Mrs. Dalton stated she is interested in finding out from the data what are the needs, where does the data take us to invest. This community could on the margins drive the resources to the demographics that are wanted.

Ms. Ashley Holloway stated as a young professional that is moving to Altavista there has to be something to do here. She referred to the theater that isn't being used. She stated she does want something to do when she gets off from work; she doesn't want to go to a bar but she does love the theater. She did not feel things need to change it just needs to be made more robust and make it known. She stated she had no idea there was a natural food store in the Town. She stated it needs to be known what is available in the town.

Mrs. Laney Thompson, Realtor and town resident, noted there are houses on the market in the town with several being under contract. She stated the ones that she is working with are for people that are relocating to the Town that have stumbled onto Altavista. They like the quality of the town. Not all are retired. She noted there has been some trickle down from Liberty University over the past two to three years. Some state housing has been shown by some Lynchburg realtors who show a house in a great neighborhood with great amenities.

Ms. Jones asked what are the housing priorities and goals? Are there certain gaps in housing? What is your vision for the town over all?

Mrs. Brumfield stated at one time this was flourishing little town and everyone was busy; dentist and doctor offices. She stated when the average salary is \$31,000, houses are not going to be remodeled. People are not going to put money in to a house when they don't have the income. If the job is here, they will live here because women especially don't want to drive an hour to work and then an hour home. She felt the whole thing would be solved when the people coming in here have jobs. The house is secondary.

Ms. Jones stated there are people that would think about commuting to Lynchburg and there are people that work in the town but can't or don't want to live here. She stated there are probably people that are extremely low income here who cannot maintain their house and there are people that are paid well above the median that have wants and needs. There are different salary ranges and needs; understanding that range and the needs is realistic.

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Mrs. Brumfield stated she has noticed the people retiring have left the area to go live where their children are. May be if there was some where for them to go maybe they would not have left the area.

Mr. George stated we always want to pursue more jobs but in the meantime there is a lot that can be done to attract people. He stated he is all about creating an environment that the younger people would enjoy; biking trails, hiking trails, canoe ramp, perhaps a splash park. There are values in living in a small town; local schools, restaurants that you can walk to. He felt anything Council could do to offer more amenities is a positive for future growth. Mr. George stated Altavista has for a while been aging out and the youth are growing up and moving elsewhere.

Mr. Higginbotham stated the center of gravity has moved with Wal-Mart. If there were more jobs in town it might revitalize downtown. Everyone wants a vibrant downtown where people can come and enjoy. He stated he was not sure what the study will do for Council; in the scope they stated with small communities they may not always get it right and have to do more studies.

Ms. Jones stated they had no intentions of sending Council down an endless path and that is the reason talking to them was really good; she could produce a housing study but that may not be the one needed for the town.

Mr. Higginbotham stated normally a developer will do his own housing study; and if an analysis is done now six months from now it may be obsolete. Mr. Higginbotham stated another concern of his is the Town of Altavista is being compared to Virginia Beach, Fairfax or the entire state of Virginia. He asked Ms. Jones if they have done anything on small towns.

Ms. Jones said they have been allowed to do them; there isn't very good data in small towns. It takes a lot of updating through more town data, talking to expert realtors, developers and builders in the area. This takes more effort on their part.

Mrs. Tanya Overbey commented that there are a lot of people that work in town that would live here if there was appropriate housing available. She is familiar with the teaching population in the community and these people are choosing to live outside of town because they want the new homes with the granite counter tops and stainless appliances and they don't know how to do the home renovations or can't afford to have someone to do so. She did not feel this was about creating new jobs to bring people, there are a lot of people working here that would live here if there was the appropriate home.

Mrs. Laney Thompson noted one of the biggest problems in the town of Altavista is land.

Ms. Jones stated when there is a restriction on land you have to look at redevelopment or infill.

Mrs. Dalton stated or a boundary line adjustment.

Ms. Jones referred to the James City County study stating it was a housing conditions study; this is a recent indebt study with similarities to Altavista. In this study they looked at every single house and mobile home in the county that was worth less than \$400,000 and built before 2000 to try and ascertain where their marketing was softening, which homes needed to be redeveloped or invested in and how the county could go about that development or encouraging neighborhoods to reinvest or investing themselves through their public funds and policies to encourage more affordable funds.

Mr. Emerson asked if there are any incentives and suggested this may be something to look at.

COUNCIL WORK SESSION JULY 26, 2016

Ms. Jones stated there is the possibility of using people in the town with renovating expertise to teach younger people how to do renovations, have tools available for rent for renovations, financial incentives to help people, and tax abatements.

Mr. Bernard asked if developers rather than the home buyer could be offered incentives to flip homes.

Ms. Jones stated there can be revolving loans or low interest loans.

Mr. Bernard stated he wasn't sure what was in the town's authority.

Ms. Jones stated there is different enabling legislation for towns, counties and independent cities. They would research this matter along the way.

Mr. Edwards noted the banks are not very cooperative in purchasing a home that needs renovations, they want the home to be ready to move into.

Ms. Jones stated there are mortgage incentives for home buyers to renovate homes; probably not a locate bank that they would work with. She noted one thing that can help a community is to have a home buyer counselor to help home buyers to find access to these programs.

Mayor Mattox noted there is a redeveloper who is working with two of the local banks and is going one house at a time to flip them.

Mayor Mattox advised Council had a vision some years ago and it was so important to them that they put it on the strategic plan and it has been a priority of Council. He referred to the John Martin event held in town noting he flipped Richmond. He gave an analogy of the new economic model; he said if new jobs were brought in, the town would be successful. Mayor Mattox stated in the past 15 years only one new industry has come to Region 2000. Mr. Martin now says you build a high quality place; quality of living, quality of life and it attracts the innovative creative class. They build the town up. He asked how important it is to have good housing and properly matched housing for new jobs coming to town.

Ms. Jones stated they are starting to understand how housing and economic development are related. Housing and transportation together are a limiting factor for jobs. If you can't live there or get there, then you can't work there. People prefer to lower their cost and time is one of their cost. If they can find what they need, it is a tradeoff. If what you need in order to be happy or to support your family is further away, you may be willing to pay it. Where they live and where they work are fundamentally related. Without appropriate housing or enough housing, the economic potential is limited. An employer would like housing for everyone employed within a certain radius and if you don't have it then they won't come. If employees have to commute from far away, often employers have to compensate those employees with better hours, better payment (reimbursement for the time and effort they are spending to get to the job). Employers would like to see their employees have access to affordable housing close by. If there is a mismatch between the housing and jobs it can cause congestion, a lot of wages are leaking to home communities. If there is the work then bedroom community environment, there is a breakdown of the community so people have a harder time enjoying the community and people aren't looking for that anymore. Ms. Jones stated when you have people in your community who are struggling to find affordable housing, they are suffering because they can't afford the necessities that they need. When there are enough people in this situation it becomes a community problem.

Ms. Hill added to Ms. Jones' comments that on the economic development end it reduces your ability to bring in new industries and companies and also leads to a very high employee turnover. You want your employees close to your industry and working long term.

COUNCIL WORK SESSION JULY 26, 2016

Mrs. Brumfield stated she struggles to understand how Council has any control over where things are built, what is updated, what is not updated, this is all up to the individual home owners. If there is nowhere to build in the town are you going to come back and tell Council, you have to build outside in the county which is still up to the developers. She stated Council supports economic development and want to provide Mr. Jarvis with tools for such.

Ms. Jones stated Council does not have control but can create a clear path that shows people where you want to go, where it makes sense to go, and where it would be easiest for them to go. There can be financial incentives; tax abatements, free land, help get the owners together. She noted there are many strategies that Council can implement in order to pave this path.

Mrs. Dalton stated one thing Council has control over is whether or not to do the housing study; noting this would be statistic information that would be helpful to the developer. She noted in the downtown area, in granting opportunities, there are some second story living opportunities. She stated Council can be a part of the puzzle in incentivizing the opportunities.

Ms. Emelyn Gwynn, Town of Altavista Main Street Coordinator, noted there is approximately 13 to 19 units and they are presently doing a housing study on a large building on Broad Street.

Mr. Edwards stated according to his calculations Altavista's population has dropped 37% in the last 15 years.

Mayor Mattox stated one thing needed is the data so we can show there is a need; Council is not just looking for jobs but better housing and quality of life.

Ms. Hill added as a second part of this, they were going to look at integrating a downtown analysis with the housing analysis.

Mayor Mattox stated if it is going to fill up the store fronts.

Mr. George asked if they were non-profit.

Ms. Hill stated they are not, they work for Virginia Tech.

Mr. John Jordan, Planning Commission Chair, stated it appears Council is somewhat divided on this project; he asked that if this study is approved that it be specific. He noted the best information came from this meeting today.

Mrs. Overbey advised she chairs a Chamber of Commerce committee that came out of the John Martin meeting, "Attract People Committee". One of the things that has been discussed amongst this committee and is to be presented to Council at a future meeting is to encourage Council to seek a developer to address the housing issues.

Mayor Mattox asked if they were comfortable with the action plan if Council decides to go down this path.

Ms. Hill stated she hates plans that go into drawers, they try to make an action plan as specific as possible.

Ms. Jones stated generally they do a variety depending on what is wanted. She referred to Mrs. Overbey's comments stating the idea of attracting developers is a common idea. One of the strategies can be to find some housing that you like in another community, find out who the developer is and follow up with them. She noted they generally do not contact general focus groups unless it is requested by the locality. They gain information from targeted focus groups.

This item to be addressed at the August Town Council meeting.

5. Items for Discussion

a. Departmental Transfers

Mr. Coggsdale advised each year, staff provides to Council information related to any departmental transfers associated with the budget. These transfers assist with overages in departmental budgets and minimizes any variances in the budget, which assists during the audit process.

It was the consensus of Council to move this item to the consensus agenda.

Mr. Higginbotham stated he would like to address going forward with the berm. He asked Mr. Garrett how much work E.C. Pace has to do.

Mr. Garrett responded approximately 60 days.

Mr. Higginbotham asked how much dirt do they have left to dig?

Mr. Garrett responded about a block.

Mr. Higginbotham asked when would there be a discussion on the berm.

Mayor Mattox stated months ago it was the decision of the majority of Council not to do anything at this time and there has been nothing to come before Council to change that decision. Once requests are made from the ones conducting research, Council will evaluate.

Mr. Coggsdale advised some test results should come from Dr. Sowers in August.

6. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

Mr. George asked if there was any information back from the garden areas along the exit/entrance ramps.

Mr. Coggsdale advised this is still being looked into.

Mr. Emerson advised the Altavista Band Boosters are interested in placing blue ribbons on the light posts in town to honor the Police Department.

Mrs. Dalton suggested the Altavista Band Boosters contact the town manager with some detail and he can then present to Council.

7. Adjournment

Mayor Mattox adjourned the meeting at 6:47 p.m.

Michael E. Mattox, Mayor

COUNCIL WORK SESSION JULY 26, 2016

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 01/2017
FROM: 07/01/2016 TO: 07/31/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35031	6	ALTAVISTA AREA YMCA	07/08/2016	25,000.00
35032	303	ALTAVISTA CHAMBER OF COMMERCE	07/08/2016	5,000.00
35033	7	ALTAVISTA INSURANCE & REAL EST	07/08/2016	3,722.00
35034	170	ALTAVISTA ON TRACK	07/08/2016	1,250.00
35035	11	AVOCA	07/08/2016	Void 12,025.00
35036	297	CARTER BANK & TRUST	07/08/2016	32,969.44
35037	1	CHARLES NEWMAN	07/08/2016	100.00
35038	671	KENT EANES	07/08/2016	500.00
35039	20	J JOHNSON ELLER JR	07/08/2016	2,000.00
35040	1	JOHN WOODSON 2ND	07/08/2016	31.00
35041	588	PITNEY BOWES GLOBAL FINANCIAL	07/08/2016	50.00
35042	110	VUPS INC	07/08/2016	77.70
35043	39	ALL POINTS EAP & ORGANIZATIONA	07/15/2016	771.88
35044	11	AVOCA	07/15/2016	14,275.00
35045	103	BEACON CREDIT UNION	07/15/2016	385.00
35046	1	BENCHMARK PROFESSIONAL SEMINAR	07/15/2016	295.00
35047	461	KATHI BOGERT	07/15/2016	862.68
35048	12	BRENNTAG MID-SOUTH INC	07/15/2016	6,649.15
35049	581	BUSINESS SOLUTIONS INC	07/15/2016	500.00
35050	16	CAMPBELL COUNTY UTILITIES & SE	07/15/2016	5,822.52
35051	574	CHRISTOPHER MICALE, TRUSTEE	07/15/2016	125.00
35052	736	MARVIN CLEMENTS	07/15/2016	130.83
35053	335	CNA SURETY	07/15/2016	693.72
35054	32	CONTROL EQUIPMENT CO INC	07/15/2016	73.45
35055	419	CREATIVE EDGE DESIGN INC	07/15/2016	2,000.00
35056	164	DMV	07/15/2016	480.00
35057	36	DOMINION VIRGINIA POWER	07/15/2016	40,852.74
35058	732	E C PACE COMPANY INC	07/15/2016	337,000.32
35059	283	EECO	07/15/2016	29.04
35060	512	ELECSYS INTNL CORPORATION	07/15/2016	417.00
35061	301	ENGLISH'S LLC	07/15/2016	224.98
35062	71	FAIRPOINT COMMUNICATIONS	07/15/2016	362.97
35063	118	FERGUSON ENTERPRISES INC #75	07/15/2016	660.13
35064	123	FIRE & SAFETY EQUIP CO INC	07/15/2016	1,305.00
35065	38	FIRST NATIONAL BANK	07/15/2016	215,229.85
35066	41	FISHER SCIENTIFIC	07/15/2016	794.46
35067	44	GALLS LLC	07/15/2016	429.10
35068	52	HACH COMPANY	07/15/2016	2,174.82
35069	741	JUDITH HEDGPETH	07/15/2016	325.00
35070	57	ICMA RETIREMENT TRUST-457 #304	07/15/2016	1,015.00
35071	386	IDS SECURITY	07/15/2016	57.00
35072	644	INSTITUTE FOR ADVANCED LEARNIN	07/15/2016	3,727.15
35073	58	INSTRUMENTATION SERVICES INC	07/15/2016	1,038.00
35074	566	INTEGRATED TECHNOLOGY GROUP IN	07/15/2016	539.35
35075	533	LYNN KIRBY	07/15/2016	1,550.00
35076	717	LYNCHBURG REGIONAL BUSINESS AL	07/15/2016	4,325.00
35077	9999997	MELTON, CHRISTOPHER DALE	07/15/2016	70.06
35078	218	MINNESOTA LIFE	07/15/2016	190.81
35079	167	MPH INDUSTRIES INC	07/15/2016	102.35
35080	121	MULTI BUSINESS FORMS INC	07/15/2016	168.40
35081	300	NAPA AUTO PARTS	07/15/2016	1,076.71

35082	454	O'REILLY AUTOMOTIVE INC	07/15/2016	756.04
35083	67	ORKIN PEST CONTROL LLC	07/15/2016	269.34
35084	9999997	PIERCY, SUZANNE MICHELLE	07/15/2016	86.04
35085	450	REGION 2000	07/15/2016	1,045.00
35086	379	REI CONSULTANTS INC	07/15/2016	627.06
35087	510	RIVER VALLEY RESOURCES LLC	07/15/2016	74.25
35088	742	ROCAN INDUSTRIAL PRODUCTS INC	07/15/2016	235.66
35089	718	ROTARY CLUB OF ALTAVISTA VA	07/15/2016	292.00
35090	253	STEVE'S FLORIST INC	07/15/2016	45.00
35091	78	SUNGARD PUBLIC SECTOR INC	07/15/2016	45,857.11
35092	9999997	SUTTLE, KATRINA	07/15/2016	68.76
35093	515	DALE TYREE JR	07/15/2016	4,510.00
35094	414	UNIVERSITY OF VA	07/15/2016	500.00
35095	130	VDH-WATERWORKS TECH ASSIST FUN	07/15/2016	4,953.05
35096	501	VIRGINIA DEPT OF THE TREASURY	07/15/2016	893.00
35097	107	VIRGINIA MUNICIPAL LEAGUE	07/15/2016	1,964.00
35098	452	VML INSURANCE PROGRAMS	07/15/2016	26,865.00
35099	656	WATER MANAGEMENT SOLUTIONS INC	07/15/2016	980.05
35100	700	WOODARD & CURRAN	07/15/2016	32,638.82
35101	192	WW ASSOCIATES INC	07/15/2016	5,025.00
35102	116	XEROX CORP	07/15/2016	254.52
35103	9	AFLAC	07/22/2016	2,144.10
35104	84	ALTAVISTA JOURNAL	07/22/2016	1,372.42
35105	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/22/2016	36,840.00
35106	4	BOXLEY AGGREGATES	07/22/2016	366.21
35107	294	BUSINESS CARD	07/22/2016	13,414.70
35108	728	COMCAST	07/22/2016	236.28
35109	735	CONEXIS	07/22/2016	108.55
35110	122	FEREBEE-JOHNSON COMPANY INC	07/22/2016	309.73
35111	9999998	FIRST CHURCH OF JESUS	07/22/2016	150.00
35112	332	HURT & PROFFITT INC	07/22/2016	12,710.50
35113	58	INSTRUMENTATION SERVICES INC	07/22/2016	708.00
35114	566	INTEGRATED TECHNOLOGY GROUP IN	07/22/2016	2,661.76
35115	744	ROBERT JACOBS	07/22/2016	976.26
35116	1	JOHNS WOODSON 2ND	07/22/2016	100.00
35117	423	NTELOS	07/22/2016	907.90
35118	588	PITNEY BOWES GLOBAL FINANCIAL	07/22/2016	50.00
35119	9999998	STONE, LISA	07/22/2016	150.00
35120	101	VIRGINIA EMPLOYMENT COMMISSION	07/22/2016	756.00
35121	139	WEBB'S OIL CORPORATION INC	07/22/2016	13,720.07
35122	700	WOODARD & CURRAN	07/22/2016	2,189.27
35123	498	ALTAVISTA INSTRUMENTS & CONTROL	07/29/2016	312.50
35124	9999998	ARTHUR, TRACY	07/29/2016	150.00
35125	103	BEACON CREDIT UNION	07/29/2016	385.00
35126	427	CENTURYLINK	07/29/2016	1,614.76
35127	745	CHEMSEARCH	07/29/2016	897.90
35128	28	COLUMBIA GAS	07/29/2016	171.09
35129	728	COMCAST	07/29/2016	251.28
35130	1	DANIEL OWENS	07/29/2016	676.40
35131	123	FIRE & SAFETY EQUIP CO INC	07/29/2016	693.95
35132	719	THOMAS W FORE	07/29/2016	750.00
35133	57	ICMA RETIREMENT TRUST-457 #304	07/29/2016	915.00
35134	143	KONE INC	07/29/2016	574.56
35135	1	MARY HALL	07/29/2016	113.20
35136	680	MCI COMM SERVICE	07/29/2016	32.48
35137	608	NORFOLK SOUTHERN RAILWAY CO	07/29/2016	960.00
35138	670	PATRIOT SAFETY SUPPLY	07/29/2016	5,480.85

35139	588	PITNEY BOWES GLOBAL FINANCIAL	07/29/2016	50.00
35140	80	SOUTHSIDE ELECTRIC COOP	07/29/2016	370.12
35141	1	TERRY COX	07/29/2016	100.00
35142	1	VIRGINIA TECHNICAL INSTITUTE	07/29/2016	520.00
35143	658	WKDE-FM	07/29/2016	205.00
35144	9999998	WOMACK PUBLISHING	07/29/2016	150.00

NO. OF CHECKS: 114

TOTAL CHECKS

962,640.15

Town of Altavista
FY 2017 Revenue Report
8% of Year Lapsed

General Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	207,300	207,300	574	0	574	0	207,300
Public Service - Real & Personal	99,600	99,600		0		0	99,600
Personal Property	210,000	210,000	659	0	659	0	210,000
Personal Property - PPTRA	100,000	100,000	0	0	0	0	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	0	0	1,550,000
Mobile Homes - Current	500	500	0	0	0	0	500
Penalties - All Taxes	5,500	5,500	157	3	157	3	5,500
Interest - All Taxes	3,000	3,000	117	4	117	4	3,000
Local Sales & Use Taxes	155,000	155,000	13,734	9	13,734	9	155,000
Local Electric and Gas Taxes	110,000	110,000	849	1	849	1	110,000
Local Motor Vehicle License Tax	43,000	43,000	465	1	465	1	43,000
Local Bank Stock Taxes	155,000	155,000		0		0	155,000
Local Hotel & Motel Taxes	88,000	88,000	7,624	9	7,624	9	88,000
Local Meal Taxes	882,000	882,000	63,928	7	63,928	7	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,248	8	3,248	8	40,000
Transit Passenger Revenue	6,000	6,000		0		0	6,000
Local Cigarette Tax	150,000	150,000		0		0	150,000
Business License Fees/Contractors	3,500	3,500		0		0	3,500
Business License Fees/Retail Services	57,500	57,500	1,257	2	1,257	2	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000		0		0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	633	7	633	7	9,500
Business License Fees/Wholesale Businesses	750	750		0		0	750
Business License Fees/Utilities	4,000	4,000		0		0	4,000

Town of Altavista
FY 2017 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Business License Fees/Hotels	1,000	1,000		0		0	1,000
Permits - Sign	1,000	1,000	100	10	100	10	1,000
Fines & Forfeitures - Court	8,000	8,000	3,211	40	3,211	40	8,000
Parking Fines	500	500	50	10	50	10	500
Interest and Interest Income	56,000	56,000	2,289	4	2,289	4	56,000
Rents - Rental of General Property	1,000	1,000	200	20	200	20	1,000
Rents - Pavilion Rentals	3,000	3,000	325	11	325	11	3,000
Rents - Booker Building Rentals	4,000	4,000	225	6	225	6	4,000
Rents - Rental of Real Property	70,000	70,000	1,522	2	1,522	2	70,000
Property Maintenance Enforcement	0	0		0		0	0
Railroad Rolling Stock Taxes	18,600	18,600		0		0	18,600
State DCJS Grant	80,000	80,000		0		0	80,000
State Rental Taxes	1,100	1,100	104	9	104	9	1,100
State/Misc. Grants (Fire Grant)	11,000	11,000		0		0	11,000
State/VDOT Contract Services	3,000	3,000		0		0	3,000
VDOT Police Grant for Overtime	0	0		0		0	0
State Transit Revenue	14,000	14,000	22,452	160	22,452	160	14,000
Campbell County Grants	32,100	32,100		0		0	32,100
Litter Grant	2,000	2,000		0		0	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	875	27	875	27	3,300
VDOT TEA 21 Grant	342,650	342,650		0		0	342,650
VDOT LAP Funding	0	0		0		0	0
Federal Transit Revenue	50,100	50,100		0		0	50,100
Federal/Byrne Justice Grant	0	0		0		0	0
Misc. - Sale of Supplies & Materials	15,000	15,000	3,567	24	3,567	24	15,000
Misc. - Cash Discounts	300	300		0		0	300

Town of Altavista
FY 2017 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Miscellaneous	25,000	25,000	9,463	38	9,463	38	25,000
Reimbursement of Insurance Claim	0	0		0		0	0
Misc. - State Forfeiture Fund	0	0		0		0	0
Misc. - Federal Forfeiture Fund	0	0		0		0	0
Donations	0	0	192		192		
Transfer In from General Fund (C.I.P.)	344,700	344,700		0		0	344,700
Transfer In from General Fund (C.I.P.)	0	0		0		0	0
Transfer In from General Fund Design. Reserves	0	0		0		0	0
	<u>4,972,600</u>	<u>4,972,600</u>	<u>137,821</u>	<u>2.77</u>	<u>137,821</u>	<u>2.77</u>	<u>4,972,600</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
8% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,157,750	491,942	8	491,942	8	6,157,750
Debt Service	445,450	445,450	248,199	0	248,199	0	445,450
CIP	4,185,200	4,185,200	313	0	313	0	4,185,200
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>10,882,400</u>	<u>740,454</u>	<u>7</u>	<u>740,454</u>	<u>7</u>	<u>10,882,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
8% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	2,748	11	2,748	11	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>2,748</u>	<u>11</u>	<u>2,748</u>	<u>11</u>	<u>25,900</u>
Administration							
Operations	765,500	765,500	120,778	16	120,778	16	765,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>795,500</u>	<u>120,778</u>	<u>15</u>	<u>120,778</u>	<u>15</u>	<u>795,500</u>
Non-Departmental							
Operations	378,900	378,900	36,031	10	36,031	10	378,900
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>281,150</u>	<u>281,150</u>	<u>36,031</u>	<u>13</u>	<u>36,031</u>	<u>13</u>	<u>281,150</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,150</u>	<u>36,031</u>	<u>13</u>	<u>36,031</u>	<u>13</u>	<u>281,150</u>
Public Safety							
Operations	958,800	958,800	92,611	10	92,611	10	958,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,014,450</u>	<u>92,611</u>	<u>9</u>	<u>92,611</u>	<u>9</u>	<u>1,014,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
8% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,036,800	85,387	8	85,387	8	1,036,800
Debt Service	23,200	23,200	4,286	0	4,286	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,483,950</u>	<u>89,673</u>	<u>4</u>	<u>89,673</u>	<u>4</u>	<u>2,483,950</u>
Economic Development							
Operations	156,350	156,350	9,688	6	9,688	6	156,350
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>170,350</u>	<u>9,688</u>	<u>6</u>	<u>9,688</u>	<u>6</u>	<u>170,350</u>
Transit System							
Operations	99,050	99,050	9,684	10	9,684	10	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>9,684</u>	<u>9</u>	<u>9,684</u>	<u>9</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,323,550	356,926	11	356,926	11	3,323,550
Debt Service	23,200	23,200	4,286	0	4,286	0	23,200
CIP	1,528,100	1,528,100	0	0	0	0	1,528,100
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,874,850</u>	<u>361,212</u>	<u>7</u>	<u>361,212</u>	<u>7</u>	<u>4,874,850</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
8% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	1,749	8	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	#DIV/0!	0	#DIV/0!	0	
Other Charges	4,900	4,900	893	18	893	18	4,900	
Materials & Supplies	0	0	106	0	106	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	2,748	11	2,748	11	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
8% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	415,250	48,449	12	48,449	12	415,250
Other Employee Benefits	18,500	18,500	772	4	772	4	18,500
Services	173,150	173,150	49,127	28	49,127	28	173,150
Other Charges	126,300	126,300	22,195	18	22,195	18	126,300
Materials & Supplies	32,300	32,300	235	1	235	1	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	795,500	120,778	15	120,778	15	795,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
8% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	5,000	4	5,000	4	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	0	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	0	0	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	19,500	19,500	0	0	0	0	19,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	0	0	11,000
Contribution - Avoca	18,700	18,700	4,675	25	4,675	25	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	35,925	13	35,925	13	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	3,300	3,300	106	3	106	3	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,300	106	3	106	3	3,300
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,150	36,031	13	36,031	13	281,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
8% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	97,750	97,750	0	0	0	0	97,750
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	378,900	36,031	10	36,031	10	378,900
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,150	36,031	13	36,031	13	281,150

Town of Altavista
Public Safety
FY 2017 Expenditure Report
8% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	824,200	824,200	85,430	10	85,430	10	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	0	0	0	0	33,400
Other Charges	39,200	39,200	5,000	13	5,000	13	39,200
Materials & Supplies	62,000	62,000	2,181	4	2,181	4	62,000
Capital Outlay	55,650	55,650	0	0	0	0	55,650
Total Expenditures	1,014,450	1,014,450	92,611	9	92,611	9	1,014,450

Town of Altavista
Public Works
FY 2017 Expenditure Report
8% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	70,037	10	70,037	10	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	169	2	169	2	8,600
Other Charges	26,700	26,700	451	2	451	2	26,700
Materials & Supplies	291,400	291,400	14,730	5	14,730	5	291,400
Debt Service	23,200	23,200	4,286	0	4,286	0	23,200
Capital Outlay	1,423,950	1,423,950	0	0	0	0	1,423,950
Total Expenditures	2,483,950	2,483,950	89,673	4	89,673	4	2,483,950

Town of Altavista
Economic Development
FY 2017 Expenditure Report
8% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	11,755	12	11,755	12	101,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	20,000	20,000	-2,480	-12	-2,480	-12	20,000
Other Charges	31,150	31,150	358	1	358	1	31,150
Materials & Supplies	4,200	4,200	54	1	54	1	4,200
Capital Outlay	14,000	14,000	0	0	0	0	14,000
Total Expenditures	170,350	170,350	9,688	6	9,688	6	170,350

Town of Altavista
Transit System
FY 2017 Expenditure Repost
8% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	8,056	12	8,056	12	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	435	11	435	11	3,950
Materials & Supplies	23,450	23,450	1,193	5	1,193	5	23,450
Capital Outlay	4,500	4,500	0	0	0	0	4,500
Total Expenditures	103,550	103,550	9,684	9	9,684	9	103,550

Town of Altavista
FY 2017 Revenue Report
8% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	572	5	572	5	11,000
Water Charges - Industrial	1,360,000	1,360,000	101,091	7	101,091	7	1,360,000
Water Charges - Business/Residential	294,000	294,000	87	0	87	0	294,000
Water Charges - Outside Community	124,000	124,000	44	0	44	0	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Sewer Charges - Industrial	1,132,000	1,132,000	108,236	10	108,236	10	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	2,078	1	2,078	1	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	0	0	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	500	10	500	10	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	17,333	29	17,333	29	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,368	27	1,368	27	5,000
Misc. Cash Discounts	0	0		#DIV/0!		#DIV/0!	0
Misc. Sale of Supplies & Materials	0	0		#DIV/0!		#DIV/0!	0
Miscellaneous	25,000	25,000	1,724	7	1,724	7	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,715,000	0	0	0	0	1,715,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,205,800</u>	<u>233,032</u>	<u>4</u>	<u>233,032</u>	<u>4</u>	<u>5,205,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
8% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 MTD	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,176,000	1,176,000	61,736	5	61,737	5	1,176,000
Debt Service	422,250	422,250	243,913	0	243,913	0	422,250
CIP	2,289,600	2,289,600	313	0	313	0	2,289,600
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,887,850</u>	<u>305,962</u>	<u>8</u>	<u>305,962</u>	<u>8</u>	<u>3,887,850</u>
Wastewater Department							
Operations	1,175,450	1,175,450	59,163	5	59,163	5	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	142,500	0	0	0	0	142,500
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,317,950</u>	<u>59,163</u>	<u>4</u>	<u>59,163</u>	<u>4</u>	<u>1,317,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	120,899	5	120,899	5	2,351,450
Debt Service	422,250	422,250	243,913	0	243,913	0	422,250
CIP	2,432,100	2,432,100	<u>313</u>	<u>0</u>	<u>313</u>	<u>0</u>	2,432,100
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,205,800</u>	<u>365,124</u>	<u>7</u>	<u>365,124</u>	<u>7</u>	<u>5,205,800</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
8% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	52,035	9	52,035	9	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	2,408	1	2,408	1	234,500
Other Charges	163,850	163,850	6,435	4	6,435	4	163,850
Materials & Supplies	207,250	207,250	859	0	859	0	207,250
Debt Service	422,250	422,250	243,913	0	243,913	0	422,250
Capital Outlay	2,289,600	2,289,600	313	0	313	0	2,289,600
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,887,850	305,962	8	305,962	8	3,887,850

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
8% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017	FY 2017	FY 2017	MTD % of			YTD % of	YTD
	Adopted Budget	Amended Budget	MTD	Budget	FY 2017	YTD	Budget	Projections
Wages & Benefits	676,500	676,500	57,972	9	57,972	9	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	54	0	54	0	16,450	
Other Charges	312,300	312,300	388	0	388	0	312,300	
Materials & Supplies	170,200	170,200	749	0	749	0	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	142,500	0	0	0	0	142,500	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,317,950	59,163	4	59,163	4	1,317,950	

Town of Altavista
Fund Expenditure Totals
FY 2017
8% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	451,000	451,000	13,435	3	13,435	3	451,000
CIP	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>225,000</u>
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>13,435</u>	<u>2</u>	<u>13,435</u>	<u>2</u>	<u>676,000</u>

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	31,750	31,750	682	2	682	2	31,750
CIP	0	0					0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>682</u>	<u>1</u>	<u>682</u>	<u>1</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
8% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	650,000	650,000	0	0	0	0	650,000
Street & Highway Maintenance/Carry Over	26000	26000	0	0	0	0	26000
Street & Highway Maintenance/Cash Discount	0	0	1.89	0	1.89	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>676,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	268	1	268	1	48,200
Maintenance - Pavement	150,000	150,000	1,351	1	1,351	1	150,000
Maintenance - Traffic Control Devices	56,800	56,800	182	0	182	0	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	0	0	0	0	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,505	13	6,505	13	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	5,130	6	5,130	6	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>13,435</u>	<u>3</u>	<u>13,435</u>	<u>3</u>	<u>451,000</u>
Improvements Other Than Buildings - New	225,000	225,000	0	0	0	0	225,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>225,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>13,435</u>	<u>2</u>	<u>13,435</u>	<u>2</u>	<u>676,000</u>

Town of Altavista
FY 2017 Cemetery Fund
8% of Year Lapsed

Cemetery Fund - Fund 90	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	0	0	0	0	15,000
Interest/Interest Income	9,000	9,000	153	2	0	0	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	0	0	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>153</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	429	5	429	5	9,500
Salaries and Wages/Overtime	800	800	90	11	90	11	800
Benefits/FICA	800	800	37	5	37	5	800
Benefits/VRS	1,100	1,100	43	4	43	4	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	79	6	79	6	1,400
Benefits/Group Life	150	150	5	3	5	3	150
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000		0		0	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0					0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>682</u>	<u>1</u>	<u>682</u>	<u>1</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of July 31, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 17,079,315.34

Balance as of July 31 , 2016

Non-Specific

Green Hill Cemetery 569,743.49

General Fund Reserves

Capital Improvement Program Reserves

Altavista EDA Funding 280,957.22 *

280,957.22

Enterprise Fund Reserves

Capital Improvement Program Reserves

PCB Remediation 577,818.83

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,690.73

Public Funds Money Market Accounts

Operating Checking Account (Reconciled Balance) 449,516.71

11,473,189.49 → Includes Funds \$336,861.17 for Proj 1A - Bedford Waterline
Includes Funds \$1,191,856.41 for Proj 1B - Main St Waterline

DESIGNATED FUNDS 1,901,620.30

Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

15,177,695.04

-6,353,383.00

8,824,312.04

Policy \$ **General** **Enterprise** **Total**
4,965,030 1,388,353 6,353,383

NOTES:

Earmarked for Final Downtown Map-21 Project

ED rem balance of \$35,000(website and marketing)

FY 2015 Highway Carryover of Funds

Earmarked for AOT No Interest Loan Program

"Pop-Up" Altavista Funding

Accrued Liability

Tank Maintenance FY 2014

FY15 Projected Carryover Needs

Transit Funding

Transfer of excess funds from Operating Acct. to MM

Funds for Project 1A - Bedford Waterline Improvement

Apprvd 8/11/15 Littleton & Assoc. Emergency - doesn't include pumps

Apprvd 8/11/15 PCB - Test entire pond

Apprvd 6/9/15 Bedford Ave water tank

Apprvd 8/25/15 Mill & pave project area of Bedford estimated cost

Apprvd 8/25/15 Woodard & Curran's phase I SCADA system

Apprvd 9/22/15 Concept presented at work session for improvements to

electrical at WTP and construction of new bldg to house

electric panels

Apprvd 5/10/16 Survey of canoe launch property

Consensus of Council to obligate a min for the purchase

4/26/2016 of site for canoe launch

6/14/2016 Canoe Launch to get site ready

Paving parking area of the park on Woodland Ave;

6/14/2016 included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement

Dominion Service Line

FY 2016 Earmarked for Pole Building (020-CIP item)

Earmarked for replacement of 1999 dump truck (CIP item)

Broadband Grant

UNDESIGNATED RESERVE FUND BALANCE

-77,600.00

-6,240.00

-543,260.20

-40,000.00

-10,000.00

-197,801.84

-50,000.00

-246,000.00

-4,209.00

-1,400,000.00

-336,861.17

-102,600.00

-6,000.00

-62,000.00

-55,000.00

-95,000.00

-1,041,859.80

-850.00

-40,000.00

-39,500.00

-4,000.00

-1,191,856.41

-86,834.47

-75,000.00

-41,000.00

-30,000.00

3,040,839.15



Date: July 26, 2016
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Monthly Budget Amendments/Departmental Transfers

Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- Main St. Proj 1B \$1,678,750
(Council approval: January 26, 2016)
- Fluoride Grant: Pump & Supplies \$ 7,390
- Reimbursements for Utility Connections \$ 18,450
(Council approval: June 14, 2016)
- Water Treatment Plant Electrical Evaluation \$ 20,800
(Council approval: April 26, 2016)
- Dominion Va. Power Water Connection \$ 21,900
(Council approval: March 22, 2016)
- Professional Services provided by IALR \$ 18,000
(Council approval: November 11, 2014)

Attached are Departmental Transfers (from on line item to another)

- All Departments
(Redistribution of funds to cover operational costs- no new funds are required)

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise and General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Proj 1B - Main St. Waterline Improvements		
050-5010-701.81-33	\$ 1,478,600.00	
General Fund		
Proj 1B - Main St. Storm Drainage Improvements		
010-4101-601.81-36	\$ 200,150.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 1,478,600.00
General Fund		
Transfer In / From Reserves		
010-0000-361.01-00		\$ 200,150.00

Summary

Appropriate \$1,678,750 from Reserves for Pay Applications 1-5 (FY 2016 expenses) for Main St. Water Improvement Project 1B associated with new debt with CB&T 20 year loan.

Budget Impact

This will result in a net increase to the budget of \$1,678,750. Approved by Council at the January 26, 2016 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Other Charges / Fluoride Grant Expenses		
050-5001-701.50.94	\$ 7,390.00	
State Revenue / Fluoride Grant		
050-0000-341.14-00		\$ 7,390.00

Summary

Appropriate \$7,390 to cover costs of equipment and supplies associated with the new fluorosilicic feed pump.

Budget Impact

There is an offsetting revenue to cover the expense.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Other Charges / Refunds - Water		
050-5001-701-50.30	\$ 3,450.00	
Enterprise Fund		
Other Charges / Refunds - Sewer		
050-5101-702-50.30	\$ 15,000.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 18,450.00

Summary

Appropriate \$18,450 to cover the cost to reimburse overpayments of fees associated with water and sewer connections to customers

Budget Impact

This will result in a net increase to the budget of \$18,450. Approved by Council at the June 14, 2016 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
WTP - Electrical		
050-5010-701.81-40	\$ 20,800.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 20,800.00

Summary

Appropriate \$20,800 to cover the costs associated with Woodard and Curran's Task Order #4, Water Treatment Plant and Remote Water Facility Electrical Evaluation

Budget Impact

This will result in a net increase to the budget of \$20,800. Approved by Council at the April 26, 2016 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
WTP - Dominion Va. Power Water Connection		
050-5010-701.82.38	\$ 21,900.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 21,900.00

Summary

Appropriate \$21,900 to cover partial construction costs associated with Dominion water connection to meter as approved by Council at the March 22, 2016 meeting.

Budget Impact

There is an offsetting revenue to cover the expense

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5101-702.30-14	\$ 18,000.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 18,000.00

Summary

Appropriate \$18,000 from PCB Reserves for Professional Services provided by Institute for Advanced Learning regarding PCB's

Budget Impact

This will result in a net increase to the budget of \$18,000. Council approved \$36,000 for the implementation of IALR's research plan at the November 11, 2014 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August 2016

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrm ID#: General Accounting Use Only

See Processing Instructions Below

Requester Tobie Shelton Required Department Name : Administration Required Date of Request: 6/20/2016 Fiscal Year: 2016

Phone #: _____ Email Address: joshelton@altavistava.gov

Reason for Transfer: Transfer of funds within the department to cover operational costs. No new funds are required. The line item for unemployment compensation was under budgeted as well as the line item for Workers Comp Insurance.

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401-20.10	\$4,100.00	Benefits/Workers Comp	
010-1101-401-20.16	\$2,200.00	Other Emp Benefits	
Total Debits:		\$6,300.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-1101-401-10.02	-\$6,300.00	Salaries & Wages/Reg	
Total Credits:		-\$6,300.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting

Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jmt ID#: General Accounting Use Only

See Processing Instructions Below

Requester Tobie Shelton Required Department Name: Police RequiredPhone #: _____ Email Address: mimilino@altavistava.govDate of Request: 6/30/2016 Fiscal Year: 2016

Reason for Transfer: Transfer of funds within the department to cover operational costs. No new funds are required. As a result of turnover as well as field training new officers, the department costs associated with overtime increased. Line items for uniforms and vehicle R&M were underbudgeted.

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-10.04	\$31,900.00	Overtime	
010-3101-501-60.08	\$1,500.00	Vehicle & Equip R & M	
010-3101-501-60.10	\$700.00	Uniforms	
Total Debits:		\$34,100.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501-20.06	-\$26,500.00	Salaries & Wages/Reg	
010-3101-501-20.04	-\$5,400.00	VA Retire Sys	
010-3101-501-60.06	-\$2,200.00	Fuel & Lubricants	
Total Credits:		-\$34,100.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Requester Tobie Shelton Required Department Name: Cemetery Required Email Address: tsshelton@altavistava.gov Phone #: _____

Transfer Jnl ID#: _____ General Accounting Use Only

See Processing Instructions Below

Date of Request: 6/30/2016 Fiscal Year: 2016

Reason for Transfer: Transfer of funds within the department to cover operational costs. No new funds are required. Increase in OT is a result of burials after hours. We also bought back a Cemetery lot from an individual. We were able to absorb this expense within the Cemetery budget.

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
090-0000-603-10.04	\$890.00	Salaries / Overtime	
090-0000-603-50.34	\$315.00	Misc. Reimbursement	
Total Debits:		\$1,205.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
090-0000-603-10.02	-\$890.00	Salaries / Regular	
090-0000-603-60.04	-\$315.00	Repairs & Main.	
Total Credits:		-\$1,205.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

Transfer of funds within the department to cover operational costs. No new funds are required. Expense Distribution for OT and benefits for PW-Enterprise Fund employees did not hit the GL correctly. Transitioned internet with Centurylink to a cable connection with Comcast which required a one-time installation fee that we were able to absorb within the dept.

Excluding Salary/Wages Line Items

DEBIT: (Charge)					
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference		
010-4101-601-10.04	\$9,500.00	Salaries / OT			
010-4101-601-20.02	\$440.00	FICA			
010-4101-601-20.06	\$2,700.00	Medical Insurance			
010-4101-601-20.08	\$540.00	Group Life Insurance			
010-601-4103-20.04	\$5,540.00	Va. Retirement System			
010-4104-602-30.08	\$320.00	Main. Service Contracts			
Total Debits:			\$19,040.00		

CREDIT:

Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601-10.02	-\$18,720.00	Salaries / Regular	
010-4101-601-30.16	-\$200.00	Physicals	
010-4101-601-30.18	-\$120.00	R & M Electronics	
Total Credits:	-\$19,040.00		

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date _____

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DT-12

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrm ID#:

General Accounting Use Only

See Processing Instructions Below

Requester David Garrett

Department

Name : Public Works

Date of Request:

6/20/2016

Fiscal Year: 2016

Required

Phone #:

Email Address: dgarrett@altavista.gov

Transfer of funds within the department to cover operational costs. No new funds are required.

Reason for Transfer:

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601-50.26	\$160.00	Conventions & Educ.	
010-4101-601-50.32	\$440.00	Misc.	
010-4101-601-60.08	\$2,100.00	Vehicle / Equip R&M	
010-4101-601-60.10	\$1,560.00	Uniforms	
010-4101-601-60.22	\$2,600.00	Hwy St Sidewalks	
010-4101-601-60.30	\$70.00	Engineering R&M	
010-4103-601-50.02	\$840.00	Electrical Services/B&G	
010-4103-601-60.18	\$290.00	Materials and Supplies	
010-4103-601-60.24	\$700.00	Small Tools	
Total Debits:		\$8,760.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601-60.06	-\$8,760.00	Fuels & Lubricants	
Total Credits:		-\$8,760.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

General Accounting Use Only

Transfer Jrnl ID#:

See Processing Instructions Below

Department Name : Public Works

Requester David Garrett

Required

Phone #:

Email Address: diganett@allawislava.gov

Date of Request:

6/20/2016

2016

Transfer of funds within the department to cover operational costs. No new funds are required. Supplies for all parks as well as outdoor Christmas decorations were slightly higher than budgeted.

Reason for Transfer:

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4104-602-60.18	\$2,080.00	Supplies / Parks	
010-4104-602-81.30	\$2,800.00	Imprv. Other Than Bldg	
Total Debits:		\$4,880.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Debit Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-4101-601-60.06	-\$4,880.00	Fuels & Lubricants	
Total Credits:		-\$4,880.00	

Total Credits and Total Debits must be equal zero.

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By	Date	Phone
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Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

Email Address: dgarrett@altavista.com

Reason for Transfer:

Excluding Salary/Wages Line Items

[illegible][illegible]

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By

Date _____

Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DT-15

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Requester **David Garrett** *Required*

Department
Name : **Water**

Phone #: _____
Email Address: dggarrett@altavistava.gov

Transfer Jnl ID#: _____

See Processing Instructions Below

Date of Request: **6/20/2016** Fiscal Year: **2016**

Reason for Transfer: _____

Excluding Salary/Wages Line Items

DEBIT: (Charge)		Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
Account Number				
050-5001-701-10.04		\$35,000.00	Salary / OT	
050-5001-701-30.08		\$4,000.00	Main. Svc Contracts	
050-5001-701-30.16		\$380.00	Physicals	
050-5001-701-30.20		\$1,000.00	Water Purchases - CC	
050-5001-701-50.02		\$10,000.00	Electrical Services	
050-5001-701-50.24		\$50.00	Substance & Lodging	
050-5001-701-50.26		\$100.00	Conventions & Education	
050-5001-701-60.14		\$37,200.00	Other Operating Supplies	
Total Debits:		\$87,730.00		

CREDIT:		Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
Account Number				
050-5001-701-10.02		-\$68,400.00	Salary / Regular	
050-5001-701-20.04		-\$6,130.00	Va Retirement System	
050-5001-701-20.06		-\$13,200.00	Health Insurance	
Total Credits:		-\$87,730.00		

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

DEPARTMENTAL FUNDS TRANSFER

General Accounting
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

General Accounting Use Only

Transfer Jrrnl ID#:

See Processing Instructions Below

Requester **Steve Bond** Required Department Name: **Wastewater** Required Date of Request: **3/10/2016** Fiscal Year: **2016**

Phone #: _____ Email Address: sbond2@altavistava.gov

Reason for Transfer: **Transfer of funds from Other Operating Supplies to Office supplies to cover a shortage as a result of replacing the firewall (equipment used to protect the network from unauthorized users) that crashed due to age of equipment and for the replacement of computers and monitors.**

Excluding Salary/Wages Line Items

DEBIT: (Charge)			
Account Number	Amount - Enter as Positive (+) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-50.32	\$840.00	Misc. Project Supplies / PCB	
Total Debits:		\$840.00	

CREDIT:			
Account Number	Amount - Enter as Negative (-) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-50.32	-\$840.00	Misc.	
Total Credits:		-\$840.00	

Total Credits and Total Debits must be equal zero.

Approvals Required:

Prepared By _____ Date _____ Phone _____

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Mobile Home Park Non-Conforming Regulations Consideration

Summary: At the March 24, 2016 Town Council Work Session, the issue in regard to a non-conforming determination was discussed. The non-conforming determination focused on Section 86-702 (B)(6) of the Town Code and addressed the number of times a manufactured home or mobile home could be replaced on site. At that time, Council heard from staff as well as the ownership of the Commonwealth Mobile Home Park and asked staff to research options and put on a future Town Council Work Session agenda. This item was placed on the June 28th Town Council Work Session agenda. Due to the fact that this was a zoning determination and a possible solution would be a change to the zoning ordinance it was decided to forward the issue to the Planning Commission for their review and consideration.

The Planning Commission considered the matter at their August 1, 2016 meeting and offer a recommendation.

Possible Motion(s)/Action(s):

- *"I move that Town Council accept the Planning Commission's recommendation and make no changes to the Town Code Section 86-702(b)(6)."*
- *"I move that staff provide an ordinance amendment that would lessen the restriction on the non-conforming status of mobile home parks."*
- Defer Action, provide direction to staff.

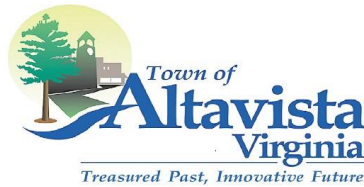
Attachments

- Planning Commission report/recommendation
- Town Council Work Session agenda items from May 24th and June 28th

**Planning
Commission
Report and
Recommendation**

Commissioners

John Jordan, Chair
Tim George
John Woodson, Vice Chairman
Laney Thompson
Marvin Clements



Town Planning Staff

Dan Witt

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

August 2, 2016

Recommendation: Mobile Home Park Ordinance Changes

At their August 1st meeting the Commissioners discussed the matter of whether or not to change the current section of the ordinance relating to the 3 nonconforming parks located in Town. This matter was referred to the Planning Commission by the Town Council.

At issue was Section 86-702(b)(6) which states:

Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home.

Chairman Jordan provided opportunity for each of the Commissioners to express their opinions and ask questions of both staff and legal counsel. Once the discussion ended Mr. George made the following motion, which was second by Mrs. Thompson:

I recommend that Section 86-702 (b) (6) of the Altavista Town Code be enforced as adopted in 1987 and as currently written.

The vote was as follows:

Tim George	Yes	
Laney Thompson	Yes	
John Jordan	No	
John Woodson	Yes	
Marvin Clements	Yes	Motion Passed

The Commissioners provided the following reasons for this recommendation:

1. The location of the Commonwealth MHP does not fit with the historical nature of the neighborhood where it is located.
2. Enforcing the code as it currently stands will not negatively impact the park or residents for many (40-50) years into the future.

Previous Work Session Staff Reports and Attachments

May 24th Work Session

June 28th Work Session

Town of Altavista, Virginia Worksession Agenda Form

Date: May 24, 2016

Agenda Item: Commonwealth Mobile Home Park Zoning Determination

Summary: Recently staff was contacted by an appraiser that was working for the owner's of the Commonwealth Mobile Home Park. The appraiser was inquiring about the zoning and permitted uses of the property and staff provided the regulations that are set forth in the ordinance related to "non-conforming uses". Staff has determined that Section 86-702(b)(6) of the Town Code permits a manufactured home/mobile home, that is deemed to be a nonconforming use, to be replaced one time with a later model unit on the same site as the previous unit. Subsequently, the owners of Commonwealth Mobile Home Park contacted the Town Manager to discuss their concerns that the zoning determination had "devalued" their property and that the determination was in error. At this time, no zoning permit application has been filed for the replacement of a manufactured home/mobile home on the site.

Based on staff's review, it appears that the wording in Section 86-702(b)(6) was adopted in 1987. Attached is correspondence from John Eller, Town Attorney, in regard to the interpretation of the ordinance.

One of the owners of the Commonwealth MHP, Ms. Jenny Allman, has requested an opportunity to address Council on this issue.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends that Council consider the determination made by staff in regard to Section 86-702(b)(6).

Town Manager Recommendation: Council may provide any proposed changes they would like to see in regard to the Section 86-702(b)(6) of the Town Code.

Attachments: Correspondence from Town Attorney; 2012 Zoning Ordinance sections; 1987 Zoning Ordinance section; Current Section 86-702(b)(6) of the Town Code

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION



LAW OFFICES OF
J. JOHNSON ELLER, JR.
P.O. BOX 209
ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661

FAX (434) 369-5663

ELLERLAW19@GMAIL.COM

May 16, 2016

**RE: Replacement of Single Wide Manufactured Home
in C-2 and/or R-2 Zoning District**

To Whom It May Concern:

I have been asked as Town Attorney to answer a hypothetical question as to the Altavista Zoning Ordinance.

Suppose an owner of a single wide manufactured home (SWMH) which was in place continuously in a C-2 Commercial (C-2) or a R-2 Multifamily Residential (R-2) zoning district since September 8, 1987 or prior thereto requests a zoning permit to replace the SWMH with a newer model to be placed on the same site as the previous SWMH. Would the Altavista Zoning Ordinance permit the replacement?

The answer is yes.

Suppose a SWMH was originally placed in the C-2 or R-2 prior to September 8, 1987 and was subsequently replaced with a newer model on the same site as the original SWMH. Would a zoning permit be issued for a second replacement? The answer is no.

Effective September 8, 1987, the Altavista Zoning Ordinance was rewritten. Manufactured homes were divided into three classes: "Class A" doublewides, "Class B" singlewides made after July 1, 1976 and "Class C" or "mobile homes made before July 1, 1976". In zoning districts C-2 and R-2 only Class A manufactured homes were permitted and SWMH were not permitted.

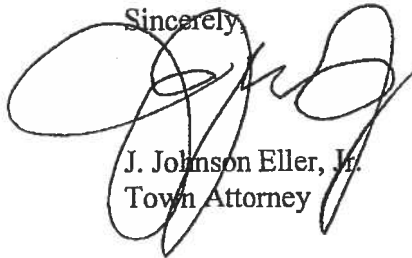
Thus, a SWMH placed before September 8, 1987 constitutes a "non-conforming structure" which may continue under the regulations prescribed in the Altavista Zoning Ordinance. This prohibition has continued through the 1990 recodification of the Zoning Ordinance and the comprehensive revisions of 2012.

Section 86-702 of the Zoning Ordinance of 2012 deals with non-conforming uses in general and Subsection (b) (6) thereof deals with manufactured homes specifically. Section 86-702 (b) (6) states that "Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home." This identical language appears in the 1990 and the 1987 zoning ordinances.

I note that after January 1, 2012, even doublewides are not permitted in the R-2 or the C-2 districts.

Thus, if the SWMH had been in place continuously since September 9, 1987 or before it could be replaced but an application to replace that SWMH again at some point in the future could not be permitted.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Johnson Eller, Jr.', written over the typed name.

J. Johnson Eller, Jr.
Town Attorney

ZONING

§ 86-32

wood or wood pulp, forging, casting, melting, refining, extruding, rolling, drawing, and/or alloying ferrous metals, and the production of large durable goods such as automobiles, manufactured homes, or other motor vehicles.

Intermodal facility means a facility where freight in transit is transferred from one mode of transportation (air, rail, truck, water) to another mode of transportation.

Kennel, commercial means the boarding, breeding, raising, grooming or training of dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain.

Laboratory means an establishment primarily engaged in performing research or testing activities into technological matters. Typical uses include engineering and environmental laboratories, medical, optical, dental and forensic laboratories, x-ray services; and pharmaceutical laboratories only involved in research and development. Excluded from this use type are any laboratories which mass produce one or more products directly for the consumer market.

Landfill, construction debris means the use of land for the legal disposal of construction and demolition wastes consisting of lumber, wire, sheet rock, broken brick, shingles, glass, pipes, concrete, and metals and plastic associated with construction waste from land clearing operations consisting of stumps, wood, brush, and leaves.

Landfill, rubble means the use of land for the legal disposal of only inert waste. Inert waste is physically, chemically and biologically stable from further degradation and considered to be non-reactive, and includes rubble, concrete, broken bricks, and block.

Landfill, sanitary means the use of land for the legal disposal of municipal solid waste derived from households, business and institutional establishments, including garbage, trash, and rubbish, and from industrial establishments, other than hazardous wastes as described by the Virginia Hazardous Waste Regulations.

Laundry means establishments primarily engaged in the provision of laundering, cleaning or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

Life care facility means a residential facility primarily for the continuing care of the elderly, providing for transitional housing progressing from independent living in various dwelling units, with or without kitchen facilities, and culminating in nursing home type care where all related uses are located on the same lot. Such facility may include other services integral to the personal and therapeutic care of the residents.

* *Manufactured home* means a structure subject to federal regulations, built since June 15, 1976, which is transportable in one or more sections; is eight feet or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation when connected to the required facilities; and includes the

plumbing, heating, air conditioning, and electrical systems contained in the structure. This structure is not constructed to meet the Industrialized Building Code, Council of American Building Officials, Virginia Uniform Statewide Building Code Use Group R-4.

Manufactured home park means one or more contiguous parcels of land in which two or more lots are provided for manufactured homes.

Manufactured home sales means an establishment primarily engaged in the display, retail sale, rental, and minor repair of new and used manufactured homes, parts, and equipment.

* *Manufactured home, emergency* means a manufactured home used temporarily for the period of reconstruction or replacement of an uninhabitable dwelling lost or destroyed by fire, flood, or other act of nature, or used temporarily as housing relief to victims of a federally declared disaster in accordance with section 86-456.

Meat packing and related industries means industries processing of meat products and by-products directly from live animals or offal from dead animals.

Medical office means use of a site for facilities which provide diagnoses, minor surgical care and outpatient care on a routine basis, but which does not provide overnight care or serve as a base for an ambulance service. Excluded from this definition shall be facilities operated for the treatment of drug addiction and substance abuse. Medical offices are operated by doctors, dentists, or similar practitioners licensed by the commonwealth.

Mini-storage means a building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of 400 square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of stored goods. Cubicles may or may not be climate controlled.

Mobile home means a factory assembled structure or structures equipped with the necessary service connections and made to be readily movable as a unit or units on its (their) own running gear and designed to be used as a dwelling unit without a permanent foundation and built before June 14, 1976 (also see Manufactured Home). This unit does not meet the requirements of the Council of American Building Officials (CABO) or the Virginia Uniform Statewide Building Code Use Group R-4. The phrase "without a permanent foundation" indicates that the support system is constructed with the intent that the manufactured home placed thereon will be moved from time to time at the convenience of the owner.

Modular home means a dwelling unit constructed on-site in accordance with the Virginia Uniform Statewide Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

Modular home sales means a site used for the construction and display of model modular homes, including a sales office and incidental storage associated with the construction of the model homes.

ZONING

§ 86-191

Sec. 86-138. Maximum lot coverage—Accessory structures.

Twenty-five percent of rear yard area.
(Ord. of 10-11-2011(3), § 2)

Sec. 86-139. Maximum height of structures.

Principal structures:	35 feet
Accessory structures:	Shall not exceed height of principal structure; however no accessory building in the R-1 district which is within ten feet of any lot line shall be more than one story high.
Exempt structures:	These structures are exempt from the 35-foot height limit: Church spires, belfries, cupolas, municipal water towers, chimneys, flues, utility poles, transmission structures, flagpoles, television antennas (except satellite antennas which are regulated by article IV of this chapter), and radio aeriels.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-140. Provisions for corner lots.

Of the two sides of a corner lot, the front of the lot shall be deemed to be the shorter of the two sides fronting on streets.

(Ord. of 10-11-2011(3), § 2)

Secs. 86-141—86-190. Reserved.**DIVISION 3. R-2 (MEDIUM-DENSITY RESIDENTIAL) DISTRICT****Sec. 86-191. Statement of intent.**

The R-2 (medium-density residential) district is composed of medium to high-density residential areas, ordinarily located near commercial areas or employment centers, and open areas where similar development is planned and/or likely to occur. The regulations for this R-2 district are designed to stabilize and protect the basic characteristics of the R-2 district, to promote and encourage, compatibility with the intensity of land use, a suitable environment for the enjoyment of family life and to permit limited commercial uses of a compatible character which are unlikely to develop general concentration of traffic, crowds of customers, and general outdoor advertising. The R-2 district is intended to protect against encroachment of general commercial or industrial uses. A wide variety of residential uses for both permanent

and transient occupancy are permitted. Development is focused on medium to high concentrations of dwellings and permitted uses are basically dwellings and additional uses such as schools, parks, clubs, churches and certain public facilities that serve the R-2 district. (Ord. of 10-11-2011(3), § 2)

Sec. 86-192. Permitted uses.

(a) The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. An (S) indicates a special use permit is required. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in article IV, use and design standards:

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment*

Community garden (S)

Duplex*

Family day care home*

Group home*

Home garden

Home occupation*

* *Manufactured home, emergency**

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units—(S)*

Single-family dwelling, attached*

Single-family dwelling, detached*

Temporary family health care structures*

Townhouse*

(3) *Civic use types.*

Assisted care residence*

Cemetery (S)

Club (S)*

Community recreation*

Crisis center (S)

Cultural service

*OTHER THAN EMERGENCY,
MAN. HOMES NOT PERMITTED*

Educational facilities, primary/secondary (S)

Governmental service (S)

Guidance service (S)

Halfway house (S)

Life care facility (S)

Nursing home (S)

Public parks and recreational areas (S)

Religious assembly (S)*

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast (S)*

Day care center (S)*

Golf course (S)

(6) *Industrial use types.*

Recycling center (S)

(7) *Miscellaneous use types.*

Amateur radio tower*

Satellite dish antenna*

(Ord. of 10-11-2011(3), § 2)

Sec. 86-193. Site development regulations (in general).

The following (sections 86-194 thru 86-200) are the site development regulations for the R-2, medium-density residential district in general. For additional, modified or more stringent standards see article IV, use and design standards.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-194. Minimum lot area.

With public water and sewage:	8,000 square feet, however 12,000 square feet for a duplex
With public water and individual sewage*:	15,000 square feet
With individual water and sewage*:	20,000 square feet

Secs. 86-693—86-700. Reserved.

ARTICLE VII. NONCONFORMING USES AND OTHER VESTED RIGHTS

Sec. 86-701. Vested rights not impaired; general policy as to nonconforming uses.

(a) Nothing in this chapter shall impair any vested right. Pursuant to Code of Virginia, § 15.2-2307, a landowner's rights shall be deemed vested and shall not be affected by the subsequent amendment of this chapter if all of the following occur:

- (1) The landowner obtains or is the beneficiary of a significant affirmative governmental act;
- (2) The landowner relies in good faith on a significant affirmative governmental act; and
- (3) The landowner incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

(b) Uses of land, buildings, structures and lots which do not conform to the regulations and restrictions prescribed by this article as of the effective date of the ordinance from which this section is derived may be continued only in conformity with the terms of this article.

(c) This article recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this article is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this article. It is the intent of this article to permit these nonconformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

(d) Therefore, any structure or use of land existing at the time of the enactment of the ordinance from which this section is derived, and any subsequent amendments not in conformity with the regulations and provisions of this section, may be continued only subject to the provisions of section 86-702.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-702. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

(a) *Lots of record.* Where a lot or lots of record at the time of enactment of the ordinance from which this section is derived does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this chapter, the following provisions shall apply: Any lot or lots of record, in any district, at the time of enactment or amendment of this article which is less in area, or width or both than the minimum required by this article may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located. However, when more than 50 percent of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which

are nonconforming as to either front, side or rear yards, the owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the health department and additional area shall be required if considered necessary for conditions encountered.

(b) *Nonconforming structure.* Where a lawful structure exists at the time of enactment or amendment of this article that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (1) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall be restored, repaired or rebuilt except as set forth in subsections (b)(3)a. and (b)(3)b. of this section.
- (2) In accordance with Code of Virginia, § 15.2-2307, the owner of any residential or commercial building damaged or destroyed by a natural disaster or other act of God may repair, rebuild, or replace such building, and in so doing, eliminate or reduce the nonconforming features to the extent possible, without the need to obtain a variance. If such building cannot be repaired, rebuilt or replaced except to restore it to its original nonconforming condition, the owner shall have the right to do so.
- (3) Furthermore, a nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this section. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. In conformity with the regulations for the district in which it is located.
 - b. If the nonconforming building is a single-family detached dwelling, in which event it may be reconstructed within two years after such destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage of any part.
- (4) A nonconforming structure may be enlarged or altered, provided that such enlargement or alteration does not create a nonconformity which did not previously exist. Any structure or portion thereof may be altered to decrease its nonconformity.
- (5) Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.
- * (6) Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home.

ZONING

§ 86-702

(c) *Nonconforming uses of land.* Where a lawful use of land exists at the time of enactment of the ordinance from which this section is derived or any subsequent amendment thereto that would not be permitted by the regulations imposed in this section, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) After obtaining a special use permit pursuant to section 86-7, a nonconforming use may be enlarged or increased or extended to occupy a cumulative area not exceeding 25 percent of the area that was occupied at the time of enactment of the ordinance from which this section is derived.
- (2) No such nonconforming use shall be moved, in whole or in part, to any portion of the lot or parcel other than that occupied by such use at the time of enactment of the ordinance from which this article is derived.
- (3) No additional structure not conforming to the requirements of this article shall be constructed in connection with such nonconforming use.

(d) *Nonconforming uses of structures.* Where a lawful use of an individual structure, or of structures and premises in combination, exists at the time of enactment of the ordinance from which this section is derived, or from any subsequent amendment that would not be permitted in the district in which it is located under the requirements of this article, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) With the exception of pre-existing class B manufactured homes or class C mobile homes which may not be enlarged, the enlargement, extension or alteration of a structure devoted to a nonconforming use existing at the time of enactment of or amendment to the ordinance from which this section is derived is permitted after obtaining a special use permit pursuant to section 86-7, provided that such enlargement shall not exceed 25 percent in the aggregate of the floor area of the original structure devoted to the nonconforming use, and provided that all yard and other appropriate requirements of this article are met. The provision shall not apply to the changing of the use of a structure to a conforming use.
- (2) Any nonconforming use may be extended to occupy any part of a building that was manifestly arranged or designated for such use at the time of the effective date of the ordinance from which this section is derived, but no such use shall be extended to occupy any land outside such building.
- (3) A building in which a nonconforming use is conducted that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this subsection (d)(3)a. or (d)(3)b. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. For a conforming use.

Entire Zoning Ordinance re-enacted Sept. 8, 1987

Excerpt from Sec. 18-1 Definitions:

- (18) CONDOMINIUM: Real property, and any incidents thereto or interests therein, lawfully submitted to the terms of Chapter 4.2, Title 55, Code of Virginia by the recordation of condominium instruments pursuant to the provisions of said Chapter 4.2. No project shall be deemed a condominium within the meaning of said Chapter 4.2 unless the undivided interests in the common elements are vested in the unit owners.
- (19) CONDOMINIUM UNIT: A unit together with the undivided interest in the common elements appertaining to that unit.
- (20) COOPERATIVE: Real estate owned by an association, each of the members of which is entitled, by virtue of his ownership interest in the association, to exclusive possession of a unit such interest being governed by Chapter 24, Title 55, Code of Virginia.
- (21) COURT: An open space enclosed wholly or partly by buildings or circumscribed by a single building.
- (22) DWELLING: Any building, or portion thereof, which is designed for use for residential purposes, except hotels, boarding houses, lodging houses, tourist cabins, and trailers.
- (23) DWELLING, SINGLE-FAMILY: A building arranged or designed to be occupied by one family, the structure having only one dwelling unit.
- (24) DWELLING, MULTIPLE-FAMILY: A building arranged or designed to be occupied by more than one (1) family.

- * (25) DWELLING, MANUFACTURED HOME: A mobile home used as a residence by a single family, containing one dwelling unit, and not meeting the Virginia Statewide Building Code standards of a single family dwelling (see MOBILE HOME). Categories of manufactured home dwellings are as follows:

- (a) Class A, design restricted - a multi-sectional manufactured home, constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U. S. Department of Housing and Urban Development and that satisfies each of the additional design criteria in section 18-109.

- (b) Class B, conventional - a traditional single or multi-sectional manufactured home constructed after July 1, 1976, that meets or exceeds the Manufactured Home Construction and Safety Standards, promulgated by the U. S. Department of Housing and Urban Development but that otherwise does not meet all of the criteria of a class A, design-restricted manufactured home.
- (c) Class C, conventional - a manufactured home constructed before July 1, 1976, which does not meet the criteria of a class A or B manufactured home.
- (26) DWELLING UNIT: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- (27) FAMILY: One or more persons related by blood or marriage occupying a premises as a family unit and living in a single dwelling unit, as distinguished from a group of persons unrelated by blood or marriage occupying a boarding house, lodging house, tourist home, or hotel.
- (28) FIRE DISTRICT: A section of the town zoned C-2 bounded on the north by Pittsylvania Avenue, on the south by the Staunton River, to the east by Fifth Street and to the west by Seventh Street.
- (29) GARAGE, PRIVATE: An accessory building designed or used for the storage of not more than four (4) automobiles owned and used by the occupants of the building to which it is necessary; provided, that on a lot occupied by a multiple dwelling, the private garage may be designed and used for the storage of one and one-half (1½) times as many automobiles as there are dwelling units in the multiple dwelling.
- (30) GARAGE, PUBLIC: A building or portion thereof, other than a private garage, designed or used for servicing, repairing, equipping, renting, selling or storing motor-driven vehicles.
- (31) GOVERNING BODY: The Town Council of Altavista, Virginia.
- (32) GUEST ROOMS: Shall mean the provision for compensation of lodging and/or meals for not to exceed four (4) persons in a single dwelling.

high. No accessory building shall be more than the main building in height.

Sec. 18-77. Landscaping may be required.

Landscaping may be required within any established or required front setback area, the plans and execution of which must take into consideration traffic hazards, and no such landscape planting shall be permitted to exceed a height of three (3) feet within fifty (50) feet from the corner of any intersecting streets or edge of the street right of way. See also Section 18-110.

Article VIII - Commercial District C-2

Commonwealth MHP
Zoned C-2 until
2011 Re-zoned to R-2.

Sec. 18-78. Statement of Intent.

This district covers those areas of the community intended for the conduct of a variety of businesses to which the public requires direct and frequent access and is characterized by constant heavy traffic, and by noise of congestion of people and passenger vehicles. This district is the major business district of the town which is the focal point of business in the community. Residential uses may also exist in the C-2 district providing minimum standards are met.

Sec. 18-79. Use Regulations.

In Commercial District C-2, structures to be erected or land to be used, shall be used as follows:

A. Authorized uses - no Special Use Permit Required.

1. Retail stores.
2. Bakeries and Food stores.

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3. Drycleaners, laundries.
4. Hardware stores.
5. Wearing apparel stores.
6. Drug stores.
7. Barber and Beauty shops.
8. Auto and home appliance services.
9. Theaters, assembly halls.
10. Office buildings, banks.
11. Churches.
12. Libraries.
13. Funeral Homes.
14. Service stations--with major repair under cover.
15. Clubs and lodges.
16. Auto sales and service.
17. Mobile home sales and service except in the Fire District.
18. Lumber and building supply--with storage under cover.
19. Plumbing and electrical supply--with storage under cover.
20. Wholesale Businesses.
21. Machinery sales and service.
22. Furniture Stores including Cabinets, furniture and upholstery shops.
23. Restaurants.
24. Printing operations.
25. Public utilities such as poles, lines, distribution and/or transmission transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance, including water and sewerage facilities.

26. Church bulletin boards and church identification signs for church activities.

27. Signs used in the conduct of a business, providing that no establishment shall display more than three (3) signs, facing each street or alley upon which said business fronts, no one of which shall exceed eighty (80) square feet in area, and the aggregate of which shall not exceed one hundred fifty (150) square feet, and all lighting of which shall be indirect. Larger signs may be permitted by Special Use Permit.

28. Child Care Centers

29. All Authorized Uses in District C-1.

30. Residential

a. Single family dwellings provided they meet the requirements contained in Article IV (R-1).

b. Multiple-family dwellings provided they meet the requirements contained in Article V (R-2).



c. Class A Manufactured home dwellings. See Section 18-109.

The requirements for residential uses as set forth above shall supercede those set forth in the subsequent sections.

31. Satellite Antennae

B. Permitted Uses with Special Use Permit. The following uses may be permitted only upon the issuance of a Special Use Permit by the Town Council with such conditions as may be imposed by the Council:

1. Hotels, motels and Mobile Home Parks subject to requirements of Article VI of this ordinance.
2. Wholesale and processing not objectionable because of dirt, noise, or odors.
3. Public billiard parlors and pool rooms, bowling alleys, dance halls, and similar forms of public amusement.
4. Animal Hospitals and/or kennels.

C. Prohibited uses.

1. Automobile graveyards.
2. Junkyards.
3. Materials storage yards.

Such uses which are in existence at the time of the adoption of this ordinance may continue as nonconforming uses, provided that they shall have a period of not exceeding three (3) years after said adoption in which to completely screen on any side viewed from a public road the operation or use by a solid six (6) foot high masonry wall, or other type of solid fencing or hedge approved by the Administrator.

D. Off-Street parking shall be provided as required in Article XI, Part 1.

E. All uses in this district are subject to the provisions of Article XV, Flood Control.

Sec. 18-80. Area Regulations.

None, except for uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official.

Sec. 18-81. Setback Regulations.

None.

Sec. 18-82. Side Yard Regulations; screening required; provisions for loading.

The minimum side yard or rear yard adjoining or adjacent to a residential district shall be twenty-five (25) feet except where bordered by a street or alley. Through the entire length of the said side yard there shall be required a solid fence six feet in height or a solid screen of three rows of coniferous trees initially planted five feet apart center to center staggered in all directions (three rows)

six feet or more in height at the time of planting and maintained in perpetuity.

Sec. 18-83. Height.

No building shall be erected to a height in excess of forty (40) feet above grade without prior approval of the Commission. Church spires, belfries, cupolas, monuments, cooling towers, utility poles, transmissions structures, municipal water towers, chimneys, flues, flag poles, television antenna, and radio aerials are exempt. Parapet walls may be up to four (4) feet above the height of the building on which the walls rest.

Sec. 18-84. Requirements for permitted uses.

Before a zoning permit shall be issued or construction commenced on any permitted use in this district, or a permit issued for a new use, detailed site plans indicating compliance with the substantive provisions of this ordinance and in sufficient detail to show the operations and processes shall be submitted to the zoning administrator for study. The administrator may refer these plans to the Commission for their recommendation. Modification of the plans may be required.

Sec. 18-85. Landscaping may be required.

Landscaping may be required within any established or required front setback area, the plans and execution of which must take into consideration traffic hazards, and no such landscape planting shall be permitted to exceed a height of three (3) feet within fifty (50) feet from the

The side yard on the side facing the side street shall be twenty (20) feet or more for both main and accessory buildings.

Article V - Residential District R-2

Part 1. General Regulations

Sec. 18-27. Statement of Intent.

This district is composed of medium to high-density residential areas, ordinarily located near commercial areas or employment centers, and open areas where similar development is planned and/or likely to occur. The regulations for this district are designed to stabilize and protect the basic characteristics of the district, to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for family life composed of an adult population with children, and to permit limited commercial uses of a compatible character which are unlikely to develop general concentration of traffic, crowds of customers, and general outdoor advertising. To these ends, retail activity is sharply limited and this district is protected against encroachment of general commercial or industrial uses. All residential types of structures for both permanent and transient occupancy and including institutions, are permitted. To these ends, development is limited to medium to high concentrations of dwellings and permitted uses are basically dwellings and certain additional uses such as schools, parks, clubs, churches and certain public facilities that serve the district.

Sec. 18-28. Use Regulations.

Unless in an apartment, condominium or cooperative complex, only one building and its accessory buildings may be erected on any lot or parcel of land in Residential District R-2. Structures to be erected or land to be used shall be used as follows:

A. Authorized uses - no Special Use Permit Required

1. Single-family dwellings.
2. Multiple-family dwellings, including apartments, condominiums, cooperatives and townhouses. All such multiple unit development shall meet the requirements of Part II and Part III of this Article V.
- * 3. Manufactured Home Dwellings, Class A.
4. Rooming and boarding houses.
5. Tourist homes.
6. Professional offices.
7. Home occupations conducted by the occupant within the dwelling.
8. Accessory buildings as defined, however, garages or other accessory buildings, such as carports, porches and stoops attached to the main building shall be considered part of the main building.
9. Public utilities: poles, lines, distribution transformers, pipes, meters, and other facilities necessary for the provision and maintenance of public utilities, including water and sewer systems.
10. Satellite antennae as provided in Article XI, Part 2.
11. Signs.
 - a. Signs, not exceeding two (2) square feet in area attached to the dwelling.

- b. Church bulletin boards and church identification signs for church activities only, not exceeding twenty-four (24) square feet in area.
 - c. Street and property identification signs, not exceeding two (2) square feet in area.
 - d. Illumination of signs shall be indirect, with the light source shielded from direct view.
12. Home gardens.
13. All Authorized Uses in Districts RLD and R-1.
- B. Permitted Uses with Special Use Permit. The following uses may be permitted only upon the issuance of a Special Use Permit by the Town Council with such conditions as may be imposed by the Council.
- 1. Schools, churches, libraries, clubs, lodges, parks and playgrounds.
 - 2. Hospitals, General, adult care homes, nursing homes.
- C. Prohibited uses. The following uses are prohibited:
- 1. Agriculture.
 - * 2. Mobile Homes (Manufactured home dwellings, Classes B and C).
- D. Off-street Parking. Off-street parking shall be provided as required in Article XI, Part 1.
- E. All uses in this district are subject to the provisions of Article XV, Flood Control.

Sec. 18-29. Area Regulations - With Public Water and Sewer.

For residential lots served by public water and sewage disposal the minimum lot area shall be not less than:

One (1) unit	Ten Thousand (10,000) square feet
Two (2) units	Twelve Thousand (12,000) square feet
Three (3) units	Fourteen Thousand (14,000) square feet

Multiple-Family dwellings with four or more units are subject to Part II and III hereof of this Article V.

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of the effective date hereof may be continued only in conformity with the terms of this ordinance.

This chapter recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this Ordinance is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this Ordinance. It is, therefore, the intent of this Ordinance to permit these non-conformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

Therefore, any structure or use of land existing at the time of the enactment of this Ordinance and any subsequent amendments thereto not in conformity with the regulations and provisions herein, may be continued only subject to the provisions of Section 18-112.

Sec. 18-112. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

A. Lots of Record. Where a lot of record at the time of enactment of the Ordinance does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this Ordinance, the following provisions shall apply:

Any lot of record, in any district, at the time of enactment or amendment of this Ordinance which is less in

Supplement Page. (Entire Chapter 18 amended 9/8/87).

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area, or width or both than the minimum required by this Ordinance may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located; however, when more than (fifty (50) per cent) of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which are nonconforming as to either front, side or rear yards, owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the Campbell County Health Department and additional area shall be required if considered necessary for conditions encountered.

B. Nonconforming Structures. Where a lawful structure exists at the time of enactment or amendment of this Ordinance that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provision:

Nothing in this Section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall

Supplement Page. (Entire Chapter 18 amended 9/8/87).

be restored, repaired or rebuilt except as set forth in Paragraph 2(a) and (b) below.

2. A nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding (fifty (50) per cent) of its current fair market value according to the records of the Treasurer of Campbell County, exclusive of foundations, may be restored within two (2) years after such destruction or damage but shall not be enlarged except as provided herein. If any such building is so destroyed or damaged to an extent exceeding (fifty (50) per cent) of its value as above, it shall not be reconstructed except:

(a) In conformity with the regulations for the district in which it is located.

(b) If the nonconforming building is a single family detached dwelling, in which event it may be reconstructed within two (2) years after the aforesaid destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage or any part thereof.

3. A nonconforming structure may be enlarged or altered, provided such enlargement or alteration does not create a nonconformity which did not previously exist; any structure or portion thereof may be altered to decrease its nonconformity.

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4. Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.

5. Any mobile home existing in a district as a nonconforming use may be replaced once with a later model mobile home provided that the later model mobile home is located on the site of the replaced mobile home. *

C. Nonconforming Uses of Land. Where a lawful use of land exists at the time of enactment of this Ordinance or any subsequent amendment thereto that would not be permitted by the regulations imposed herein, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

1. After obtaining a special use permit pursuant to Section 18-96, a nonconforming use may be enlarged or increased or extended to occupy a cumulative area not exceeding twenty-five (25) percent) of the area that was occupied at the time of enactment of this Ordinance or any subsequent amendment thereto.

2. No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the time of enactment of this Ordinance or any subsequent amendment thereto.

3. No additional structure not conforming to the requirements of this Ordinance shall be constructed in connection with such nonconforming use.

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D. Nonconforming Uses of Structures. Where a lawful use of an individual structure, or of structures and premises in combination, exists at the time of enactment of this Ordinance or any subsequent amendment thereto that would not be permitted in the district in which it is located under the requirements of this Ordinance, such use may be continued as long as it remains otherwise lawful, subject to the following provisions:

1. With the exception of mobile homes (Class B or C manufactured home dwellings) which may not be enlarged, enlargement, extension or alteration of a structure devoted to a nonconforming use existing at the time of enactment of or amendment to this Ordinance is permitted after obtaining a special use permit pursuant to Section 18-96 provided said enlargement shall not exceed a cumulative twenty-five (25) percent) in the aggregate of the floor area of the original structure devoted to the nonconforming use and provided all yard and other appropriate requirements herein are met. The provision shall not apply to the changing of the use of a structure to a conforming use.

2. Any nonconforming use may be extended to occupy any part of a building that was manifestly arranged or designated for such use at the time of the effective date of this Ordinance, but no such use shall be extended to occupy any land outside such building.

Supplement Page. (Entire Chapter 18 amended 9/8/87).

3. A building in which a nonconforming use is conducted that is destroyed or damaged by any casualty to an extent not exceeding (fifty (50) per cent) of its current fair market value according to the records of the Treasurer of Campbell County, exclusive of foundations, may be restored within two (2) years after such destruction or damage but shall not be enlarged except as provided herein. If any such building is so destroyed or damaged to an extent exceeding (fifty (50) per cent) of its value as above, it shall not be reconstructed except:

(1) For a conforming use.

(2) If the nonconforming use of the building is as a single family detached dwelling, in which event it may be reconstructed within two (2) years after the aforesaid destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage or any part thereof.

4. If a building in which a nonconforming use is conducted is moved for any distance whatever, for any reason, then any future use of such building shall be in conformity with the regulations specified by this Ordinance for the zoning district in which such building is located.

5. If any building in which any nonconforming use is conducted is hereafter removed, the subsequent use of land on which such building was located and the subsequent

Supplement Page. (Entire Chapter 18 amended 9/8/87).

Secs. 86-693—86-700. Reserved.

ARTICLE VII. NONCONFORMING USES AND OTHER VESTED RIGHTS

Sec. 86-701. Vested rights not impaired; general policy as to nonconforming uses.

(a) Nothing in this chapter shall impair any vested right. Pursuant to Code of Virginia, § 15.2-2307, a landowner's rights shall be deemed vested and shall not be affected by the subsequent amendment of this chapter if all of the following occur:

- (1) The landowner obtains or is the beneficiary of a significant affirmative governmental act;
- (2) The landowner relies in good faith on a significant affirmative governmental act; and
- (3) The landowner incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

(b) Uses of land, buildings, structures and lots which do not conform to the regulations and restrictions prescribed by this article as of the effective date of the ordinance from which this section is derived may be continued only in conformity with the terms of this article.

(c) This article recognizes that the elimination of existing lots, buildings and structures or uses that are not in conformity with the provisions of this article is as much a subject of health, safety, and general welfare as is the prevention of the establishment of new uses that would violate the provisions of this article. It is the intent of this article to permit these nonconformities to continue, but not to encourage their survival or permit their uses as grounds for adding other structures or uses prohibited elsewhere within the same district.

(d) Therefore, any structure or use of land existing at the time of the enactment of the ordinance from which this section is derived, and any subsequent amendments not in conformity with the regulations and provisions of this section, may be continued only subject to the provisions of section 86-702.

(Ord. of 10-11-2011(3), § 2)

Sec. 86-702. General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

(a) *Lots of record.* Where a lot or lots of record at the time of enactment of the ordinance from which this section is derived does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this chapter, the following provisions shall apply: Any lot or lots of record, in any district, at the time of enactment or amendment of this article which is less in area, or width or both than the minimum required by this article may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located. However, when more than 50 percent of the lots in the block in which such nonconforming lots are located have dwellings constructed on them which

are nonconforming as to either front, side or rear yards, the owner may apply for a special use permit. The required area for permitted uses utilizing individual water supply and/or sewage disposal systems shall be approved by the health department and additional area shall be required if considered necessary for conditions encountered.

(b) *Nonconforming structure.* Where a lawful structure exists at the time of enactment or amendment of this article that could not be built in the district in which it is located by reason of restrictions on area, lot coverage, height, yard dimensions or other requirements, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (1) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming building but no such building that is declared by any authorized town official to be unsafe or unlawful by reason of physical condition shall be restored, repaired or rebuilt except as set forth in subsections (b)(3)a. and (b)(3)b. of this section.
- (2) In accordance with Code of Virginia, § 15.2-2307, the owner of any residential or commercial building damaged or destroyed by a natural disaster or other act of God may repair, rebuild, or replace such building, and in so doing, eliminate or reduce the nonconforming features to the extent possible, without the need to obtain a variance. If such building cannot be repaired, rebuilt or replaced except to restore it to its original nonconforming condition, the owner shall have the right to do so.
- (3) Furthermore, a nonconforming building that is destroyed or damaged by any casualty to an extent not exceeding 50 percent of its current fair market value according to the records of the county treasurer, exclusive of foundations, may be restored within two years after such destruction or damage but shall not be enlarged except as provided in this section. If any such building is so destroyed or damaged to an extent exceeding 50 percent of its value, it shall not be reconstructed except:
 - a. In conformity with the regulations for the district in which it is located.
 - b. If the nonconforming building is a single-family detached dwelling, in which event it may be reconstructed within two years after such destruction or damage so as to occupy the same space that it occupied prior to such destruction or damage of any part.
- (4) A nonconforming structure may be enlarged or altered, provided that such enlargement or alteration does not create a nonconformity which did not previously exist. Any structure or portion thereof may be altered to decrease its nonconformity.
- (5) Should a nonconforming structure be moved, it shall thereafter conform to the yard requirements of the district in which it is located after it is moved.
- (6) Any manufactured home or mobile home existing in a district as a nonconforming use may be replaced once with a later model manufactured home, provided that the later model manufactured home is located on the site of the replaced home.

5. Items for Discussion

a. Commonwealth MHP Zoning Issue

Mr. Coggsdale advised recently staff was contacted by an appraiser that was working for the owners of the Commonwealth Mobile Home Park. The appraiser was inquiring about the zoning and permitted uses of the property and staff provided the regulations that are set forth in the ordinance related to "non-conforming uses". Staff has determined that Section 86-702(b)(6) of the Town Code permits a manufactured home/mobile home, that is deemed to be a nonconforming use, to be replaced one time with a later model unit on the same site as the previous unit. The owners of Commonwealth Mobile Home Park contacted the Town Manager to discuss their concerns that the zoning determination had devalued their property and that the determination was in error. He noted no zoning permit application has been filed for the replacement of a manufactured home/mobile home on the site. Mr. Coggsdale stated based on staff's review, it appears that the wording in Section 86-702(b)(6) was adopted in 1987.

Mr. Eller provided correspondence to Council explaining his interpretation of the ordinance. He stated it was evident that single wide mobile homes since 1987 are not permitted in R2 or C2 areas and since the new zoning ordinance in 2012, doublewides are not permitted. The presence of singlewides and doublewides would be nonconforming uses. He noted in 2011 the Commonwealth Mobile Home Park was C2 and in 2011 changed to R2. He advised in 1987 the ordinance called for the replacement of a singlewide one time at the same location.

Mr. Emerson clarified that if a trailer has been replaced once, it could not be replaced again.

Mr. Eller stated there have been no zoning applications filed for a replacement noting this is why his correspondence is hypothetical.

Ms. Jenny T. Allman, 1148 Ivy Hill Drive, Forest, Virginia, 24551, addressed Council stating when she first became aware of the situation she was in the process of refinancing a company. Bank of the James sent out an appraiser and the property (Commonwealth Mobile Home Park) was appraised at \$420,000 which was in the portfolio for several years. She noted there was some communication from the Town of Altavista that this ordinance was in effect. She read the ordinance and stated as a wordsmith she felt the ordinance could never be enforced. She stated the second appraisal came back at \$135,000 and they wanted to know why so they looked at the evolution of the ordinance. She stated it was clear the Town of Altavista does not like mobile homes. Ms. Allman stated she loves mobile homes because they are affordable housing; she noted of the 28 families in the mobile home park 21 are retired. Their income is recession proof and is spent here in the town which is good for the economy. She felt mobile homes were a good home for people who don't want to take care of a big house or want a monthly mortgage. Ms. Allman stated she at first felt this was inverse condemnation. She suggested that Council read and reread the ordinance to see that it is not going to have a positive impact on the community. She referred back to the 21 families and asked what would

happen to them if they decided to close the park. As mobiles are moved out, it will make no sense to continue to pay the taxes, management, and upkeep. The impact on the economy; they paid out about \$6,000 in water and sewer services to the town last year and \$3,000 in taxes to the town and Campbell County while taking in \$40,000 (22% went to government entities). She did not feel this ordinance is what the town is about; this ordinance says the town doesn't want mobile homes. Ms. Ann Baldwin, managing partner and Mr. Kevin Turner, President, were in attendance. Ms. Allman asked Council to repeal this ordinance and allow them to continue with keeping the park in good shape.

Mrs. Dalton confirmed with Ms. Allman that she is asking Council to look at the ordinance hard with an eye toward being long term supportive of mobile home parks.

Mr. George asked if the families owned their homes.

Ms. Allman responded that 26 of the families own their home.

Mr. George asked if any of the homes have been replaced.

Ms. Allman stated they don't know; the ordinance has never been enforced and they didn't know about the ordinance until the appraisal came back.

Mr. George asked what would keep someone from replacing their mobile home.

Ms. Allman stated nothing other than they could only do this one time. She asked what would happen if a home was not kept up; no one would want to live next door to it. She noted management will ask that a renter either keep their lot clean or move.

Mr. George asked if there use to be a fence around the park.

Ms. Allman stated there use to be a hotel there and they did not fill in the basement properly which created damage to the water and sewer lines which has now been corrected.

Mr. Emerson asked how many empty slabs were in the mobile home park.

Ms. Baldwin stated there are two.

Mr. Coggsdale stated there would have to be research to determine which lots are available for replacement.

Mrs. Dalton stated the issue at hand is does the town want this ordinance to stand as a statement towards its persuasion about mobile homes inside the town; if that is what Council wants to happen in the long term there would be no mobile homes in town. She felt Ms. Allman makes a case for those on fixed incomes. Mrs. Dalton suggested Council look at the ordinance and decide if Council wants the ordinance to stand or if it should be amended.

Mr. Coggsdale stated the ordinance is deemed as a nonconforming use and what is the purpose of the nonconforming use.

Ms. Allman stated when she bought it, it was established as a mobile home park and asked if these ordinances apply to property that was grandfathered in. She asked Council to read the minutes and stated the purpose is to get rid of mobile homes. She suggested getting rid of the

Excerpts from the May 24th Town Council Work Session Minutes

language that says “replace one time”. She noted as a wordsmith that is impossible anyway because you cannot replace the same thing twice.

Mr. Coggsdale clarified “grandfathered” is a slang term for a nonconforming use and an ordinance can apply to a “grandfathered” use. A grandfathered use is something that is in place and a new rule goes into place and it can continue under certain conditions.

Mr. Eller questioned the purchase date of the park.

Ms. Allman responded it was purchased around 2000.

Ms. Baldwin stated it was in 1997 or 1998.

Mr. Eller asked when she received the \$420,000 appraisal.

Mrs. Allman responded approximately 3 weeks ago. She noted they went in for bank financing and the bank came back with the appraisal of \$135,000. She asked the bank to come back and appraise without the ordinance which was the \$420,000 figure.

Mrs. Dalton stated this was an unintended consequence of an event that occurred 30 years ago.

Mayor Mattox thanked Ms. Allman for bringing this matter to the attention of Council.

It was the consensus of Council to have staff to research options and bring back to a future work session.

Town of Altavista, Virginia Worksession Agenda Form

Date: June 28, 2016

Agenda Item: Commonwealth Mobile Home Park issue

Summary: At Council's Work Session on May 24, 2016, Mrs. Jenny Allman (Owner of the Commonwealth Mobile Home Park), addressed Council regarding a zoning determination that she felt was being misinterpreted and causing an adverse impact on her property. An excerpt from that meeting's minutes dealing with this subject is attached for your review/convenience. Following the discussion at that meeting, Council directed staff to review the options and place the matter back on a future agenda.

Attached is the information that was included in the May 2016 Town Council Worksession agenda packet, related to this matter. It sets forth the issue and contains correspondence from John Eller, Town Attorney, on the subject.

After further reviewing this item, staff feels the best course of action would be to refer the matter to the Planning Commission for their review and consideration. Staff would like to see a report from the Planning Commission that could be included on the Town Council's Regular meeting agenda in August.

Legal Evaluation: Town Attorney will be available for questions.

Staff Recommendation: Staff recommends the item be referred to the Planning Commission for review and consideration and that they issue a report that can be included in the August 9, 2016 Town Council Regular Meeting agenda packet.

Attachments: May 24th Town Council Worksession minutes excerpts; Correspondence to Mayor and Town Council from Town Attorney (June 10, 2016); May 24th Town Council Worksession agenda packet information

Council Recommendation:

☐ Additional Worksession ☐ Regular Meeting ☐ No Action

WORKSESSION





Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Transportation Items

Summary: SmartScale Process: As you may recall last year, VDOT began a project evaluation process that was at that time called HB2. The process has been renamed SmartScale and focuses on “investing tax dollars in the right projects that meet the most critical transportation needs in Virginia”. According to the Smart Scale website (<http://vasmartyscale.org/>) projects are “scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers”.

The attached staff memo addresses the Town’s proposed projects that we are requesting approval for submission this evening. These projects align with the Town’s Small Urban Area 2010 Plan and its Comprehensive Plan in regard to transportation improvement needs. The projects are:

Lynch Mill Road @ Altavista Elementary School

Attached is information relative to the proposed scope and cost of this project.

Lynch Mill Road/Clarion Road Intersection

VDOT is identifying feasible alternatives to submit for a Smart Scale application. Alternatives may include turn lanes, intersection realignment or a roundabout.

There is a third project that has been discussed for possible inclusion, which would be the Main Street/Bedford Avenue area which would feature the “peanut-roundabout”. This area has been awarded funds from the “Transportation Alternatives Program” for the past few years for the “Rt. 43 Gateway Project, which features sidewalks, pedestrian crosswalks and signals and updated signalization for Main Street and Bedford Avenue. This project would pick up in the downtown area on Main Street and 7th Street, where previous Streetscape projects ended. Previously, Council indicated to staff to proceed with the design of this project. The peanut roundabout, according to VDOT, would be long range project, while the funded “Rt. 43 Gateway Project” would address the existing pedestrian concerns. During the past three annual award cycles the Town has received funding from VDOT in the amount of \$518,652. The total project cost estimate is \$648,315, which leaves a Town match of \$129,663. Currently the Town has \$85,700 either budgeted or earmarked, leaving a deficit of \$43,963 that will need to be appropriated. In accordance with VDOT’s policy, the project must be completed and the VDOT funds expended by October 1, 2018. TAP funds would not be eligible for the actual roundabout construction.



Possible Motion(s):

- *"I move that the attached resolution be adopted and that staff work on the submission of the Lynch Mill Road projects (Elementary School and Clarion Road) for SmartScale consideration".*

(NOTE: If Town Council wants to include the Main Street/Bedford Avenue "roundabout" project for SmartScale consideration, the motion could be amended. Staff assumes this would take the place of the Rt. 43 Gateway Project.)

Attachments

- Staff memo
- Resolution
- Site maps and VDOT Project Descriptions for Lynch Mill Road projects
- Project Information for Main Street/Bedford Avenue improvements (Alternatives including Peanut Roundabout)
- Project description (from funding application) for the Rt. 43 Gateway Project



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager DW

Date: August 2, 2016

Re: VDOT Smart Scale

On July 29th I attended VDOT training related to this year's Smart Scale grant application cycle. As you may recall this program, formerly HB2, is a VDOT program that was established by Gov. Terry McAuliffe when he signed House Bill 2 into law in 2014. It directs the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to select transportation projects to be funded. The legislation is intended to improve the transparency and accountability of project selection, as well as provide improved stability in the Six-Year Improvement Program.

In 2015 the Town included two projects in its application: (1) Intersection improvements at Lynch Mill Road (Route 714) and Main Street (Business Route 29) & (2) Adding a turn lane at the Altavista Elementary School (AES) on Lynch Mill Road (Route 714). While initially both projects were approved for funding, a mistake in the estimated costs related to the VDOT right-of-way and utilities, removed the AES project from the approved list. The other project will be designed and is scheduled to be completed by VDOT in 2019-20.

The application process began August 1st and the last day to submit a project application is September 30th. However, the last day to submit a Notice of Intent to apply that guarantees VDOT assistance in the preparation of the application is August 15th. Without this assistance it would be impossible for staff to submit a complete and competitive application. My intentions are to reapply for the AES project which includes the changes in the scope of the project recommended by VDOT. A second project that is currently in the Town's Small Urban Plan is improvements to the intersection at Lynch Mill Road (Route 714) and Clarion Road (Route 712).

A third potential project is the Peanut Roundabout on Route 43 at the intersections with 7th and Main Streets. I have spoken with Rick Youngblood and he continues to

recommend moving forward with the streetscape project for this area as the Town has already received full funding (80/20%) through VDOT TAP grants. His view of the Peanut Roundabout is that it is a good 'future' project in 8-12 years. The funds for designing the streetscape project were awarded 3 years ago and VDOT is expecting the Town to move forward with the project in a timely manner. It was noted that TAP funding cannot be used for the Peanut Roundabout and it was also noted in the recent training that funding for the Smart Scale projects is about 55% of last year's amount, so new projects are unlikely to get funded.

Lastly, the Smart Scale grant process will be every other year, so the next grant cycle will begin in August 2018.

I need direction from Council as to which projects are to be applied for, even if one might be different from the three I've listed, with the understanding that August 15th is the last day to submit a Notice of Intent.

RESOLUTION IN SUPPORT OF SMART SCALE APPLICATION
FOR THE TOWN OF ALTAVISTA:

- LYNCH MILL ROAD & ALTAVISTA ELEMENTARY SCHOOL TURN LANES
- LYNCH MILL ROAD & CLARION ROAD INTERSECTION IMPROVEMENTS

WHEREAS, Lynch Mill Road is a major collector road for the Town of Altavista; and

WHEREAS, the section of Lynch Mill at the Altavista Elementary School has two intersections, truck and bus traffic in addition to car traffic transporting students to school creating an unsafe roadway for travelers; and

WHEREAS, the intersection of Lynch Mill Road and Clarion Road is identified as an intersection that needs improvements for line-of-sight and turning radius to assist with the flow of traffic; and

WHEREAS, the Town's Comprehensive Plan has as two of its goals to (1) maintain and improve the primary and secondary road system and (2) upgrade existing roadways as required by increased traffic volumes and other changing conditions; and

WHEREAS, conditions have changed due to the Altavista Commons commercial development and continued industrial development along Frazier and Ogden Roads; and

WHEREAS, both projects were identified and contained in the Town of Altavista 2035 Transportation Plan dating back to 2008; and

WHEREAS, it is the opinion of the local governing body for Lynch Mill Road to be a safe road at all times for truck, bus and passenger cars these two projects are necessary;

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL that it supports the HB2 application for the improvements at both stated locations.

Adopted the 9th day of August, 2016.

Michael Mattox, Mayor
Town of Altavista

Attested:

J. Waverly Coggsdale, III, Clerk

Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- County Boundary
- HiddenRoadCenterline



Lynch Mill Road/AES Site

LYNCH-MILL RD

FRAZIER RD

LAKEWOOD DR

SOURWOOD LN

Title: Lynch Mill Road/AES Site

Date: 8/3/2016

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet

0 50 100 150 200
1:2,257 / 1"=188 Feet

Concept 1: Right Turn Lane to Central Entrance for Parent Pick Up



Project Description

Project ID: 36

Location: Lynch Mill Rd. at Altavista Elementary

Description: Short-term add turn bays at the school entrances.
(Town of Altavista).

Estimated 2020 Cost: \$2,330,000

Prioritization Results

Final Score: 4.22 (Medium)

Overall Rank: 23 of 45 (Tie)

Intersection Projects Rank: 9 of 10 (Tie)

2010—13 Fatal + Severe Injuries Crashes per Mile: 0

Major Environmental Impacts: N/A

Project Location Map




Overview of Performance Measure Data

ID	CONSTRUCTION DISTRICT	JURISDICTION(S)	ROUTE	FROM:	TO:	PROPOSED NUMBER LANES	Goal 1					Goal 2	Goal 3		Goal 5			
							Mobility					Safety/Security	Economic Development		System Management and Preservation			
							A	B	C		Flow Rate (pcphpl)	A	A	B	A	B	C	D
							2012 LOS	2012 V/C	2013 AADT	2035 AADT		Fatal+Injury Crashes per mile (2010-13)	# Heavy Trucks	ARRA Factors (Unemployment and Per Capita Income)	Pavement Condition	Include HOV, Bike/Ped other modes	Sq Ft Structurally Deficient Bridges	Total Cost (in thousands)
36	Lynchburg	Campbell	909/907	Clarion Rd	Frazier Rd	2	B	0.21	3,440	4,197	205	0	138	0		1	0	2,330

Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
-  County Boundary
- HiddenRoadCenterline



Title: Lynch Mill Road/Clarion Road Site

Date: 8/3/2016

Feet
0 50 100 150 200
1:2,257 / 1"=188 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Project Description

Project ID: 40

Location: Lynch Mill Rd. at Clarion Rd.

Description: Mid-term realign intersection with roadway widening to accommodate appropriate turn lanes on all approaches. (Town of Altavista).

Estimated 2020 Cost: \$4,180,000

Prioritization Results

Final Score: 4.22 (Medium)

Overall Rank: 23 of 45 (Tie)

Intersection Projects Rank: 9 of 10 (Tie)

2010—13 Fatal + Severe Injuries Crashes per Mile: 0

Major Environmental Impacts: N/A

Project Location Map



Overview of Performance Measure Data

ID	CONSTRUCTION DISTRICT	JURISDICTION(S)	ROUTE	FROM:	TO:	PROPOSED NUMBER LANES	Goal 1					Goal 2	Goal 3		Goal 5			
							Mobility					Safety/Security	Economic Development		System Management and Preservation			
							A	B	C			A	A	B	A	B	C	D
							2012 LOS	2012 V/C	2013 AADT	2035 AADT	Flow Rate (pcphpl)	Fatal+Injury Crashes per mile (2010-13)	# Heavy Trucks	ARRA Factors (Unemployment and Per Capita Income)	Pavement Condition	Include HOV, Bike/Ped other modes	Sq Ft Structurally Deficient Bridges	Total Cost (in thousands)
40	Lynchburg	Campbell	909/905	Clarion Rd.	Frazier Rd.	2	B	0.21	3,440	4,197	205	0	138	1		1	0	4,180

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE **CONST**, **RW**, & **UTIL** TABS BELOW

CONSTRUCTION ESTIMATE

\$549,877

PRELIMINARY ENGINEERING ESTIMATE

\$50,000

RIGHT-OF-WAY & UTILITIES ESTIMATE

\$336,721

TOTAL PROJECT ESTIMATE

\$936,598

	No-Build	Alternative 1	Alternative 2	Alternative 3
Total Capital Costs (estimate)	\$ 230,000	\$ 2,590,000	\$ 3,140,000	\$ 2,390,000
Annual Operating and Maintenance Costs	\$ 2,548	\$ 3,184	\$ 598	\$ 482
Operations and Maintenance Costs over 20 years	\$ 139,125	\$ 109,755	\$ 31,620	\$ 28,991
Total Costs	\$ 369,125	\$ 2,699,755	\$ 3,171,620	\$ 2,418,991

No-Build						
Item	(A) Qty	(B) Capital Unit Cost	(C) Expected Life Span (yrs)	Cycles per Analysis Period	(D)* Annual Cost (per unit)	(E)=A*D*20 Life Cycle Cost (20 yrs)
Detection (Preemption, Video)	1	\$40,000	15	1	\$0.00	\$40,000.00
Pavement Markings	1	\$970	10	1	\$97.00	\$2,910.00
Pedestrian Heads	6	\$500	10	1	\$50.00	\$6,500.00
Pedestrian Pole/Button	3	\$900	20	0	\$90.00	\$5,400.00
Sign Panel	15	\$35	10	1	\$3.50	\$1,085.00
Signal Cabinet	1	\$14,300	15	1	\$0.00	\$14,300.00
Signal Controller	1	\$3,800	15	1	\$380.00	\$11,400.00
Signal Heads	15	\$250	10	1	\$25.00	\$7,750.00
Signal Pole	1	\$16,000	20	0	\$1,600.00	\$32,000.00
Signal Timing	1	\$3,000	5	3	\$300.00	\$15,000.00
Staffing	60	\$20	1	19	\$2.00	\$2,780.00
Total					\$2,547.50	\$139,125.00

* Maintenance has been estimated at 10% of initial capital cost to cover repair/replace

Alternative 1						
Item	(A) Qty	(B) Capital Unit Cost	(C) Expected Life Span (yrs)	Cycles per Analysis Period	(D)* Annual Cost (per unit)	(E)=A*D*20 Life Cycle Cost (20 yrs)
Detection (Preemption, Video)	1	\$40,000	21	0	\$0.00	\$0.00
Lighting	10	\$500	5	3	\$50.00	\$11,500.00
Pavement Markings	1	\$7,010	10	1	\$701.00	\$21,030.00
Pedestrian Heads	2	\$500	10	1	\$50.00	\$2,500.00
Pedestrian Pole/Button	2	\$725	20	0	\$72.50	\$2,900.00
Sign Panel	88	\$35	10	1	\$3.50	\$6,195.00
Signal Cabinet	1	\$14,300	21	0	\$0.00	\$0.00
Signal Controller	1	\$3,800	21	0	\$380.00	\$7,600.00
Signal Heads	16	\$250	10	1	\$25.00	\$8,250.00
Signal Pole	1	\$16,000	20	0	\$1,600.00	\$32,000.00
Signal Timing	1	\$3,000	5	3	\$300.00	\$15,000.00
Staffing	60	\$20	1	19	\$2.00	\$2,780.00
Total					\$3,184.00	\$109,755.00

* Maintenance has been estimated at 10% of initial capital cost to cover repair/replace

Alternative 2						
Item	(A) Qty	(B) Capital Unit Cost	(C) Expected Life Span (yrs)	Cycles per Analysis Period	(D)* Annual Cost (per unit)	(E)=A*D*20 Life Cycle Cost (20 yrs)
Lighting	10	\$500	5	3	\$50.00	\$10,000.00
Sign Panel	109	\$35	10	1	\$3.50	\$7,630.00
Pavement Markings	1	\$5,435	10	1	\$543.50	\$10,870.00
Landscaping	120	\$13	1	19	\$1.30	\$3,120.00
Total					\$598.30	\$31,620.00

* Maintenance has been estimated at 10% of initial capital cost to cover repair/replace

Alternative 3						
Item	(A) Qty	(B) Capital Unit Cost	(C) Expected Life Span (yrs)	Cycles per Analysis Period	(D)* Annual Cost (per unit)	(E)=A*D*20 Life Cycle Cost (20 yrs)
Lighting	10	\$500	5	4	\$50.00	\$10,500.00
Sign Panel	85	\$35	10	2	\$3.50	\$6,247.50
Pavement Markings	1	\$4,270	10	2	\$427.00	\$8,967.00
Landscaping	120	\$13	1	20	\$1.30	\$3,276.00
Total					\$481.80	\$28,990.50

* Maintenance has been estimated at 10% of initial capital cost to cover repair/replace

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Please do not use or rely on this document without written authorization and approval by Kimley-Horn and Associates, Inc. and be without liability to Kimley-Horn and Associates, Inc.

Legend

Proposed Asphalt

Proposed Concrete

Proposed Sidewalk

Proposed Apron

Proposed Landscaping

Proposed Sign Post w/Sign ID

Decorative Retaining Wall

ALTERNATIVE CONFIGURATION OF EASTERN ROUNDABOUT

VDOT
Virginia Department of Transportation

STARS
STRATEGICALLY TARGETED AND
AFFORDABLE ROADWAY SOLUTIONS

Kimley»Horn

Main Street and Bedford Avenue
Operational Analysis and Alternative Considerations
Town of Altavista, VA
Alternative 3 - Peanut Roundabout

Appendix
B3

Altavista Route 43 Downtown Gateway Project
Town of Altavista
FY 2017 VDOT Transportation Alternatives Program
Grant Application

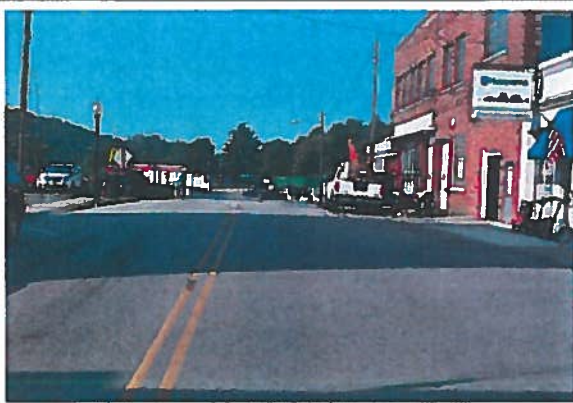
32. Does the project provide bicycle/pedestrian facilities where none previously existed?

☒ Yes ☐ No

If yes, explain why this location was chosen and include pictures of the proposed location.

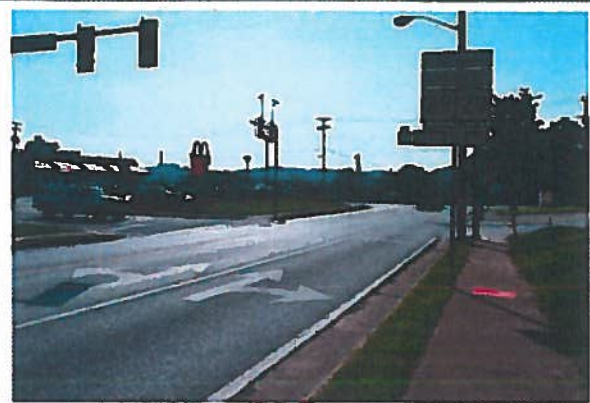
The project will install the infrastructure at two marked crosswalks and allow for pedestrian signals at the 7th Street/Bedford Avenue intersection where currently no pedestrian safety features exists. The pedestrian signals have been part of the project from the beginning but it was not known the infrastructure would be necessary until VDOT determined that the traffic signals would not be replaced. Bedford Avenue (ADT 5,200 vehicles/day) and Main Street (ADT between 12,000 and 15,000 vehicles/day) are both classified by VDOT as Major Collectors and 7th Street (ADT 3,500 vehicles/day) is classified as a VDOT Minor Collector. The marked crosswalks will serve to guide pedestrians and serve as a visual reminder to motorists to anticipate and expect to see pedestrians.

The infrastructure (upgraded cabinets/conduit) allowing for the pedestrian signals, which will be funded through this final TAP application request, will provide additional pedestrian safety by stopping all traffic ensuring safe pedestrian crossing, including elderly and children that may need longer crossing times, at this busy Central Business District intersection. Each of these roadways provide citizens direct connection to the public facilities, including the Town offices, Public Library, YMCA, War Memorial Park and English Park, and commercial and industrial facilities located within the Central Business District. In addition, as the entrance to the Town's Central Business District and primary connection route, is heavily used by pedestrians. The high pedestrian use includes many middle and high school students that frequent the McDonald's and Apple Market, convenience store and gas station, located at these intersections.



7th Street towards Bedford/7th Street intersection

The project will upgrade the sidewalk along 7th Street. Currently the sidewalk is at road grade providing no safe separation for pedestrians from motorists.



Bedford and 7th Street Intersection – View from Bedford Ave.

The current intersection has no crosswalks or pedestrian signals to provide safe crossing for pedestrians or provide visual cues to motorists to expect to see and be alert for pedestrians.



Bedford & 7th Street Intersection

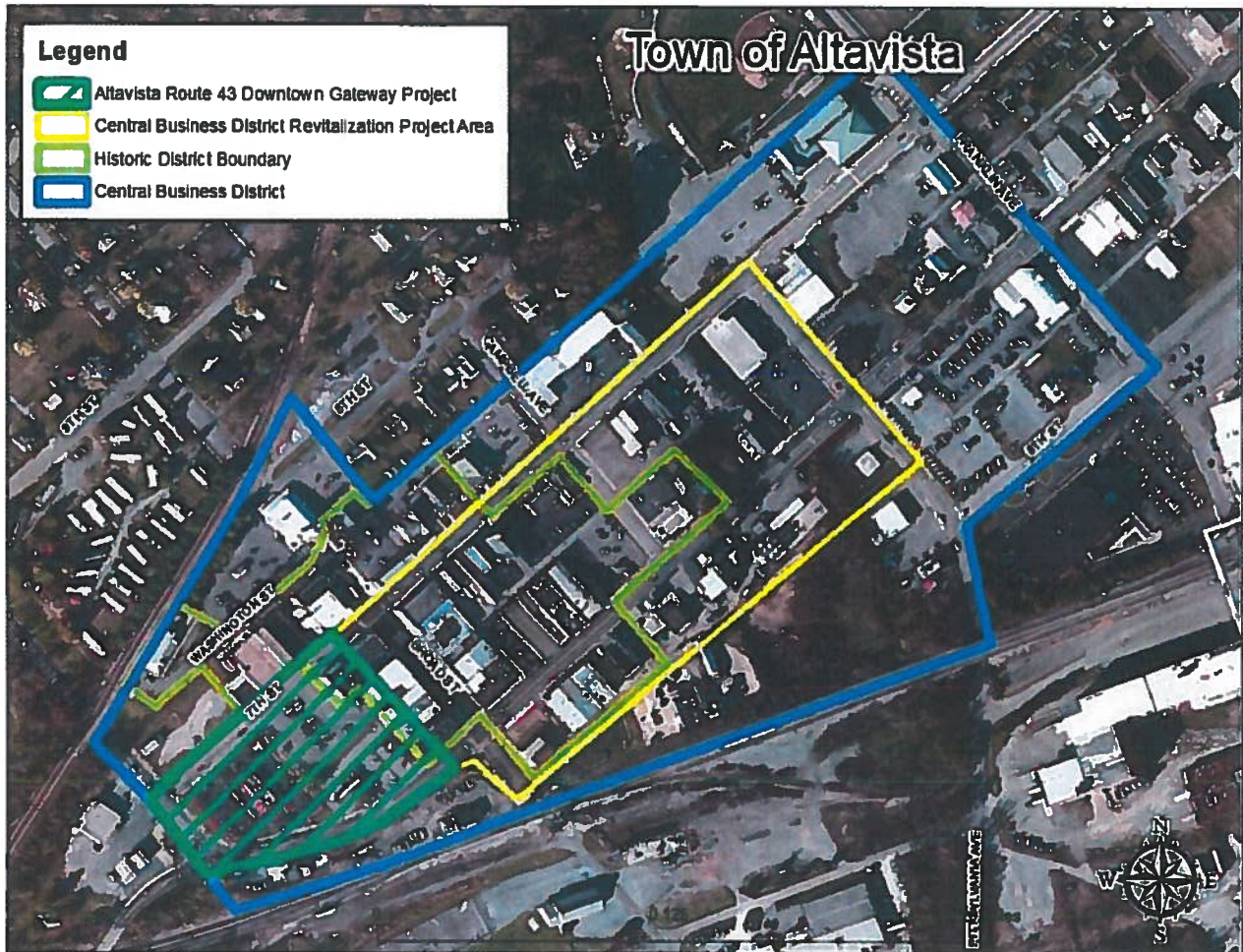
As a Major Collector, Bedford Avenue is a busy street. The pedestrian on Bedford Ave. is not adequate facilities to safely navigate the intersection and continue towards the Town's Central Business District.



Bedford & 7th Street Intersection – View from Bedford St Figure 1 A closer view of the intersection highlights the lack of and need for pedestrian facilities at this intersection which is 1) the primary entrance point to the Town Center; 2) joins Major and Minor Collector roads; and 3) is the primary pedestrian route in the Town. Minor Collector Roads

Altavista Route 43 Downtown Gateway Project
FY 2017 VDOT Transportation Alternatives Program
Grant Application

ALTAVISTA ROUTE 43 DOWNTOWN GATEWAY PROJECT LOCATION



Town of Altavista
FY 2016-2017 MAP 21 - Transportation Alternatives Program Application

Altavista Route 43 Downtown Gateway Project

ATTACHMENT C - PROJECT BUDGET

Altavista Route 43 Downtown Gateway Project						
PROJECT BUDGET	PROJECT PHASING			VDOT Infrastructure Upgrades		
Task by Project Development Phase	Total Cost	Phase 1 engineering	Phase 2 construction	Current Application		
ROAD/STREETSCAPE DESIGN AND PRELIMINARY ENGINEERING PHASE						
Engineering & Surveying for Streetscape	\$41,200	\$41,200	\$0	\$ 10,000		
Environmental Document	\$15,600	\$15,600		\$ -		
VDOT Review Charges	\$5,000	\$5,000	\$0	\$0		
Grant Administration	\$6,240	\$6,240	\$0	\$0		
PE Phase Total Costs	\$68,040	\$68,040	\$0	\$ 10,000		
RIGHT OF WAY						
Right of way purchase	\$0	\$0	\$0	\$ -		
Utility Relocation	\$0	\$0	\$0	\$ -		
RW Phase Total Costs	\$0	\$0	\$0	\$ -		
ROAD & STREETSCAPE CONSTRUCTION PHASE						
Mobilization	\$11,000		\$11,000			
Demolition/Earthwork	\$26,590		\$26,590			
Mill Pavement	\$11,610		\$11,610			
Asphalt Surface Course	\$57,020		\$57,020			
Curb & Gutter (CG-6)	\$39,610		\$39,610			
Concrete Entrances	\$20,330		\$20,330			
Concrete sidewalk - 4" thick and stone base	\$43,930		\$43,930			
Concrete Brick Paver Crosswalks	\$6,385		\$6,385			
Brick Pavers - Handicap Ramps (3)	\$6,270		\$6,270			
Pedestrian Signals	\$19,800		\$19,800			
Street Lights	\$38,500		\$38,500			
Erosion & Sediment Control	\$5,500		\$5,500			
Street Trees & Grates	\$20,460		\$20,460			
Misc. Landscaping	\$5,500		\$5,500			
Construction Inspection	\$15,600		\$15,600			
Contingency (@ 10%)	\$42,810		\$42,810	\$ 10,000		
Grant Management	\$9,360		\$9,360			
Traffic Signal Conduit/Cabinet Upgrades	\$200,000		\$200,000	\$ 200,000		
Construction Phase Total Costs	\$580,275		\$580,275			
TOTAL PROJECT COST	\$648,315	\$68,040	\$580,275	\$ 220,000		
TOTAL FUNDING AWARDED FY15 & 16	\$428,315	\$68,040	\$580,275			
Previous VDOT- Transportation Enhancement Grants	\$342,652	\$54,432	\$464,220			
Previous Local Government Match	\$85,663	\$13,608	\$116,055			
Current Request	\$220,000					
VDOT- Transportation Enhancement Grant	\$176,000					
Local Government Match	\$44,000					



Agenda Item: 8c

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Housing Study Consideration

Summary: At Town Council's July 26th Work Session, individuals from Virginia Tech discussed the potential for conducting a "housing study" for the Town of Altavista. Council asked that this item be put on the agenda of the regular August meeting for additional consideration. Staff is expecting that prior to the meeting, an updated proposal for the housing study will be presented by Virginia Tech. The discussion regarding this item can be viewed in the July 26th Work Session minutes that are included as part of this packet under Consent Agenda.

Possible Motion(s):

- PER DISCUSSION

Attachments

None at this time.



Agenda Item: 8d

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Comprehensive Plan Update

Summary: Per the attached staff memo, the Planning Commission has been working on updating the Town's Comprehensive Plan during the last year. At this time, this item is provided as Informational Only. Staff will be providing a copy of the revised Plan with a compilation of the recommended changes and would seek that Town Council agree to place this item on their September 27th Work Session. Following discussion and consideration of the changes, Town Council will need to set a public hearing for adoption of the updated plan, this would probably be in the late 2016/early 2017 timeframe.

Possible Motion(s):

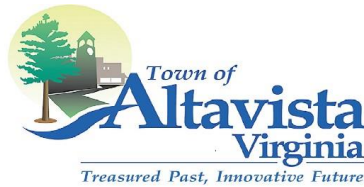
- Staff would request that this item be placed on the September 27th Town Council Work Session for discussion.
- Council may request participation by the Planning Commission at the Work Session.

Attachments

Staff Memo regarding Planning Commission recommendation on Comp Plan Update

Commissioners

John Jordan, Chair
Tim George
John Woodson, Vice Chairman
Laney Thompson
Marvin Clements



Town Planning Staff

Dan Witt
Cheryl Dudley

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

August 9, 2016

Subject: Comprehensive Plan Update and Recommendation

Overview

A comprehensive plan is a long range planning tool for a community. A good plan is based upon realistic community visions of a desire future. It identifies local issues, evaluates local trends, and conditions, and contains community goals, objectives and action plans that help guide decision making processes and public investment. Good plans also contain a list of persons or organizations (who) are responsible for completing a goal along with timeframes (when) for implementing major plan strategies. Timeframes for implementation allow a community to evaluate its progress and serve as a measuring stick for success.

The current plan was completed in 2009 and adopted by the Town Council on April 13, 2010 and while the Planning Commission has provided annual updates, the Commissioners, led by then Chairman Jerry Barbee, determined it was time to do a more thorough update of the plan. That process was initiated in the summer of 2015 and completed in July 2016. A public hearing was advertised for and conducted at the August 1st meeting. One citizen spoke at the hearing and expressed her appreciation for the update to 2035 Transportation Plan.

Changes to Comp Plan in Recent Update

It should be noted that this 'update' is not a 'rewrite' as was completed in 2009.

- Census numbers were updated from the 2000 Census data to 2010 data.
- The narrative was updated to be more accurate, i.e. language and goals related to the CVCC Altavista branch were removed and VTI added.
- Some goals were removed as it was determined they could not be implemented or they were completed: Adopt a tree ordinance or research uses for the Armory.

- Some new goals were added, i.e. those related to economic development were added as the Town did not have an Economic Development Department/Director in 2009.
- Some goals were just updated, i.e. we are now maintaining a curbside recycling and ACTS bus system and not considering implementing these services.

Recommendation

After the public hearing Mrs. Thompson made the following recommendation: I recommend to Town Council the adoption of the 2016 updated Town of Altavista Comprehensive Plan. The motion was seconded by Mr. Clements. All voted in favor with none opposing.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: ACS Band Booster's "Blue Ribbon" Project

Summary: At Town Council's July Work Session, it was mentioned that a representative of the Altavista Combined School Band Boosters had contacted a Council member in regard to a "Blue Ribbon" project in support of law enforcement. Staff has talked with a representative of the organization and they would like to work with local businesses in regard to displaying blue ribbons on the Town's decorative light poles for this purpose. It is my understanding that this may be used as a fundraiser by the organization.

Because it involves display on the Town's light poles, Council may want to approve this request.

Possible Motion(s):

- PER DISCUSSION

Attachments

None at this time.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Waterline project (Alley in 500 Block of Main and 7th Streets)

Summary: Previously, the Town experienced water leaks in the alley between 7th and Main Streets (500 block) and they were repaired. However, it was discovered that the lines were in very poor condition and we decided that the repair would suffice but we would work toward replacing the lines. Per the attached staff memo, staff is working with the contractor on the Main Street water line project in regard to providing a price on this project. It is estimated that this project will probably be in the \$75,000 range, staff will provide more detailed information when available. There is the potential, based on use of contingency of the Main Street project, that funds from the borrowing may be available to pay for this project. If those funds are not available; funds can be utilized from the Enterprise Fund Reserve or the Enterprise Policy Funds.

Staff is seeking direction on Council in regard to this project.

Possible Motion(s):

- Per Discussion

Attachments

Staff memo

Site Map

Memo

To: Mr. Waverly Coggsdale

From: [Your Name]

Date: August 3, 2016

Re: 7th Street Alley Water Line Project

As you know for some time now we have been planning and working to replace the 2" water line in the Alley off of 7th Street. As it turns out due to the work load and short staff at the public works we have been unable to begin this project. As the fall season is fast approaching us feel that we should consider getting the contractor that is currently working for us on the Main Street Project to install this water line.

I have met with the contractor and they have looked at the 300 of water line and they are in the process of working up a cost to install this water line. I should have the price by Friday, August 5, 2016. Byron also stated that if this gets approved they would let one of the two crews that is on Main Street move over to the Alley and start this project.

I would like to recommend that we present to Council a change order request to the Main Street Project with EC Pace and allow them to install the 300 feet of 6" water line in the Alley off of 7th Street.

Within this project there will be 300 feet of 6" water line, one Fire Hydrant and 7 water service connections. After the water line is installed then they would be installing the blacktop within the cut out area of the Street.

Should you have any further questions, please do not hesitate to let me know.

Campbell County, VA

Legend

- E9-1-1 Addresses
- Street Names
- Lot Numbers
- County Boundary
- HiddenRoadCenterline





Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 9, 2016

Agenda Item: Reissuance of VPDES Permit No. VA0020451 – Altavista WWTP

Summary: The Town has been working with the Virginia Department of Environmental Quality (VDEQ) in regard to reissuance of our “Virginia Pollutant Discharge Elimination System” (VPDES) permit for the last several months. Recently, the Town was informed that our permit has been reissued, the letter of notice and the permit itself is attached.

Of particular note is Section B “Other Requirements or Special Conditions” as it relates to item #14 “PCB Pollution Minimization Plan (PMP)”. The Town has previously provided a PMP to DEQ, per the newly reissued permit, the Town is required to submit to the DEQ Blue Ridge Regional Office – Lynchburg an Annual PMP Report by February 10th of each year (beginning in 2017). Staff we review this item and bring back information on what needs to be included in the annual report to meet DEQ’s requirements.

No Action is required of Council at this time, this is Informational Only at this time.

Possible Motion(s):

- None required at this time.

Attachments

VPDES Permit No. VA0020451



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

Robert J. Weld
Regional Director

Lynchburg Office
7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

Roanoke Office
3019 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-6700
Fax (540) 562-6725

June 9, 2016

Mr. J. Waverly Coggsdale
Town Manager
Town of Altavista
Post Office Box 420
Altavista, Virginia 24517

**CERTIFIED MAIL
RETURN RECEIPT
REQUESTED**

Re: Reissuance of VPDES Permit No. VA0020451
Altavista WWTP, Altavista, Virginia

Dear Mr. Coggsdale:

Your finalized VPDES permit and Discharge Monitoring Report (DMR) is enclosed. The first DMR required by this permit for monthly monitored parameters is due on August 10, 2016 for the period of July 1 – July 31, 2016. If you still have DMR data to report as required by the previous permit please submit it as an attachment to the first DMR required by this permit. Monitoring results on the DMR should be reported to the same number of significant digits as are included in the permit limit for the parameter.

DEQ has launched an e-DMR program that allows you to submit the effluent data electronically. We expect every permittee to use e-DMR as permits are reissued, and exceptions will only be granted on a case-by-case basis. There are many benefits to both DEQ and the permittee when e-DMR is utilized for submissions:

- Fewer revisions for data since the e-DMR program automatically flags omissions before the data are submitted;
- Cost savings on postage, copying and paper;
- No concerns about using the most current DMR – e-DMR refreshes the required parameters automatically when changes are needed;
- Submittals can be made on a timelier basis; and
- Electronic signatures from multiple people are allowed and e-DMR can be accessed from multiple computer locations.

Hard copies of the DMRs are not enclosed; however, an electronic DMR is available through e-DMR. If you have not already done so, please register for e-DMR participation now in order for the e-DMR application to be processed prior to the first DMR due date for this reissuance, and to avoid non-compliance with the permit reporting requirements. You may contact our regional e-DMR administrator, Peggy Barbour, at (434) 582-6203 or peggy.barbour@deq.virginia.gov for further assistance.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have thirty days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director,

Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period.

Alternatively, any owner under §§ 62.1-44.16, 62.1-44.17 and 62.1-44.19 of the State Water Control Law aggrieved by any action of the State Water Control Board taken without a formal hearing, or by inaction of the Board, may demand in writing a formal hearing of such owner's grievance, provided a petition requesting such hearing is filed with the Board. Said petition must meet the requirements set forth in 9 VAC 25-230-130 (Procedural Rule No. 1 – Petition for formal hearing). In cases involving actions of the Board, such petition must be filed within thirty days after notice of such action is mailed to such owner by certified mail.

If you have any questions about the permit, please contact Kevin Crider at (434) 582-6212 or via email at kevin.crider@deq.virginia.gov.

Sincerely,

A handwritten signature in blue ink, reading "Jeffrey L. Hurst". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Hurst" clearly legible.

Jeffrey L. Hurst
Deputy Regional Director
Blue Ridge Regional Office

Enclosures: VPDES Permit

cc: BRRO Compliance Auditor
ECM Case ID (VA0020451)
Steve Bond, Superintendent Altavista WWTP



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Permit No. **VA0020451**
Effective Date: June 9, 2016
Expiration Date: June 8, 2021

AUTHORIZATION TO DISCHARGE UNDER THE VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM AND THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act as amended and pursuant to the State Water Control Law and regulations adopted pursuant thereto, the following owner is authorized to discharge in accordance with the information submitted with the permit application, and with this permit cover page, and Parts I and II of this permit, as set forth herein.

Owner: **Town of Altavista**
Facility Name: **Altavista Wastewater Treatment Plant**
City: **Campbell County, Virginia**
Facility Location: **1200 Lane Company Access Road, Altavista, VA 24517**

The owner is authorized to discharge to the following receiving stream:

Stream: **Roanoke River**
River Basin: **Roanoke River**
River Subbasin: **Roanoke River**
Section: **5**
Class: **IV**
Special Standards: **PWS**

A handwritten signature in blue ink, reading "Jeffrey L. Hurst".

Jeffrey L. Hurst
Deputy Regional Director
Blue Ridge Regional Office

June 9, 2016
Date

A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS

1. During the period beginning with the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge from outfall serial number 001 (Discharge after Parshall Flume.)

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS						MONITORING REQUIREMENTS	
	MONTHLY AVERAGE		WEEKLY AVERAGE		MINIMUM	MAXIMUM	FREQUENCY	SAMPLE TYPE
	mg/l*	kg/day*	mg/l*	kg/d*	mg/l*	mg/l*		
Flow (MGD) [a]	NL		NA		NA	NL	Continuous	TIRE
BOD5 [b]	30.0	408	45.0	613	NA	NA	1/Week	24-HC
Total Suspended Solids [b]	30.0	408	45.0	613	NA	NA	1/Week	24-HC
pH (standard units)	NA		NA		6.0	9.0	5/Week	Grab
<i>E. coli</i> (N/CML - geometric mean) [c]	126		NA		NA	NA	1/Day	Grab

* = UNLESS OTHERWISE NOTED NA = NOT APPLICABLE NL = NO LIMIT, MONITORING REQUIREMENT ONLY

TIRE = TOTALIZING, INDICATING AND RECORDING EQUIPMENT

- [a] See Part I.B.6. for additional flow requirements.
 [b] See Part I.B.9. for additional instructions regarding effluent monitoring frequencies.
 [c] Samples shall be taken between the hours of 0800 a.m. and 4:00 p.m.

- a. The design flow of this treatment facility is **3.6** MGD.
- b. There shall be no discharge of floating solids or visible foam in other than trace amounts.
- c. The 30-day average percent removal for BOD5 and TSS shall not be less than 85 percent for this effluent.

A. GROUND WATER LIMITATIONS AND MONITORING REQUIREMENTS

2. During the period beginning with the permit's effective date and lasting until the permit's expiration date, the permittee shall monitor the ground water from monitoring well nos. 2 (Upgradient Well), 3 (Upgradient Well), 5 (Downgradient well – below polish pond) and 6 (Downgradient well – below polish pond).

PARAMETER	LIMITATIONS	UNITS	MONITORING REQUIREMENTS	
			FREQUENCY	SAMPLE TYPE
Static Water Level	NL	0.01 FT	1/Year	Measured
pH	NL	s.u.	1/Year	Grab
Specific Conductance	NL	µmhos/cm	1/Year	Grab
Ammonia – Nitrogen	NL	mg/l	1/Year	Grab
Chlorides	NL	mg/l	1/Year	Grab
Nitrate-Nitrogen	NL	mg/l	1/Year	Grab
Total Organic Carbon (TOC)	NL	mg/l	1/Year	Grab
Zinc, Total	NL	mg/l	1/Year	Grab

NL = NO LIMIT, MONITORING REQUIREMENT ONLY

1/Year - Between January 1 and December 31, due January 10 of following year.

Grab samples - An individual sample should be taken after three (3) well volumes of groundwater are removed (allowing the well to recharge between each well volume removed) or until well purging parameters (i.e. pH, temperature, and specific conductance) stabilize to $\pm 10\%$. The bailer or hose used should not contaminate samples.

B. OTHER REQUIREMENTS OR SPECIAL CONDITIONS

1. Permit Reopeners

a. Sludge Reopener

The Board may promptly modify or revoke and reissue this permit if any applicable standard for sewage sludge use or disposal promulgated under Section 405(d) of the Clean Water Act is more stringent than any requirements for sludge use or disposal in this permit, or controls a pollutant or practice not limited in this permit.

b. Total Maximum Daily Load (TMDL) Reopener

This permit shall be modified or alternatively revoked and reissued if any approved wasteload allocation procedure, pursuant to Section 303(d) of the Clean Water Act, imposes wasteload allocations, limits, or conditions on the facility that are not consistent with the permit requirements.

2. Licensed Wastewater Operator Requirement

The permittee shall employ or contract at least one Class I licensed wastewater works operator for this facility. The license shall be issued in accordance with Title 54.1 of the Code of Virginia and the regulations of the Board for Waterworks and Wastewater Works Operators. The permittee shall notify the Department in writing whenever he is not complying, or has grounds for anticipating he will not comply with this requirement. The notification shall include a statement of reasons and a prompt schedule of compliance.

3. Reliability Class Requirement

The permitted treatment works shall meet Reliability Class I.

4. Certificate to Construct (CTC) and Certificate to Operate (CTO) Requirements

The permittee shall, in accordance with the DEQ Sewage Collection and Treatment Regulation (9 VAC 25-790), obtain a Certificate to Construct (CTC), and Certificate to Operate (CTO) from the DEQ Office of Wastewater Engineering (for Water Quality Improvement Funded (WQIF) projects) or submitted by the design engineer and owner to the DEQ regional water permit manager (for non WQIF projects) prior to constructing wastewater treatment works and operating the treatment works, respectively. Non-compliance with the CTC or CTO shall be deemed a violation of the permit.

5. Operations and Maintenance (O & M) Manual

The permittee shall maintain a current Operations and Maintenance (O&M) Manual for the treatment that is in accordance with the Virginia Pollutant Discharge Elimination System Regulations, 9 VAC 25-31 and the Sewage Collection and Treatment Regulations, 9 VAC 25-790.

The O&M Manual and subsequent revisions shall include the manual effective date and meet Part II.K.2 and Part II.K.4 signatory requirements of the permit. Any changes in the practices and procedures followed by the permittee shall be documented in the O&M Manual within 90 days of the effective date of the changes. The permittee shall operate the treatment works in accordance with the O&M Manual and shall make the O&M Manual available to Department

personnel for review during facility inspections. Within 30 days of a request by DEQ, the current O&M Manual shall be submitted to the DEQ Regional Office for review and approval.

This manual shall detail the practices and procedures which will be followed to ensure compliance with the requirements of the permit. This manual shall include, but not necessarily be limited to, the following items, as appropriate:

- a. Permitted outfall locations and techniques to be employed in the collection, preservation, and analysis of effluent, storm water, and sludge samples;
- b. Procedures for measuring and recording the duration and volume of treated wastewater discharged;
- c. Procedures for measuring and recording the duration and volume of treated wastewater discharged;
- d. Discussion of Best Management Practices, if applicable;
- e. Procedures for handling, storing, and disposing of all wastes, fluids, and pollutants that will prevent these materials from reaching state waters;
- f. Discussion of treatment works design, treatment works operation, routine preventative maintenance of units within the treatment works, critical spare parts inventory, and record keeping;
- g. A plan for the management and/or disposal of waste solids and residues.
- h. Hours of operation and staffing requirements for the plant to ensure effective operation of the treatment works and maintain permit compliance;
- i. List of facility, local, and state contacts; and
- j. Procedures for reporting and responding to any spills/overflows/treatment works upsets.

6. 95% Design Capacity Notification

A written notice and a plan of action for ensuring continued compliance with the terms of this permit shall be submitted to the Blue Ridge Regional Office when the monthly average flow influent to the sewage treatment plant reaches 95 percent of the design capacity authorized in this permit for each month of any three consecutive month period. The written notice shall be submitted within 30 days and the plan of action shall be received at the Blue Ridge Regional Office no later than 90 days from the third consecutive month for which the flow reached 95 percent of the design capacity. The plan shall include the necessary steps and a prompt schedule of implementation for controlling any current or reasonably anticipated problem resulting from high influent flows. Failure to submit an adequate plan in a timely manner shall be deemed a violation of this permit.

7. Compliance Reporting Under Part I.A. and I.B

- a. The quantification levels (QLs) shall be less than or equal to the following concentrations:

<u>Effluent Characteristic</u>	<u>Quantification Level</u>
BOD ₅	2.0 mg/L
Total Suspended Solids	1.0 mg/L

The QL is defined as the lowest concentration used to calibrate a measurement system in accordance with the procedures published for the method. It is the responsibility of the permittee to ensure that proper quality assurance/quality control (QA/QC) protocols are followed during the sampling and analytical procedures. QA/QC information shall be documented to confirm that appropriate analytical procedures have been used and the required QLs have been attained. The permittee shall use any method in accordance with Part II.A of this permit.

- b. Monthly Average

Compliance with the monthly average limitations and/or reporting requirements for the parameters listed in subsection a. of this permit condition shall be determined as follows: All concentration data below the QL used for the analysis (QL must be less than or equal to the QL listed in a. above) shall be treated as zero. All concentration data equal to or above the QL used for the analysis (QL must be less than or equal to the QL listed in a. above) shall be treated as it is reported. An arithmetic average shall be calculated using all reported data for the month, including the defined zeros. This arithmetic average shall be reported on the Discharge Monitoring Report (DMR) as calculated. If all data are below the QL used for the analysis (QL must be less than or equal to the QL listed in 1.a above), then the average shall be reported as "<QL". If reporting for quantity is required on the DMR and the reported monthly average concentration is <QL, then report "<QL" for the quantity. Otherwise use the reported concentration data (including the defined zeros) and flow data for each sample day to determine the daily quantity and report the monthly average of the calculated daily quantities.

- c. Weekly Average

Compliance with the weekly average limitations and/or reporting requirements for the parameters listed in subsection a. of this permit condition shall be determined as follows: All concentration data below the QL used for the analysis (QL must be less than or equal to the QL listed in a. above) shall be treated as zero. All concentration data equal to or above the QL used for the analysis (QL must be less than or equal to the QL in a. above) must be treated as reported. An arithmetic average shall be calculated using all reported data, including the defined zeros, collected within each complete calendar week and entirely contained within the reporting month. The maximum value of the weekly averages thus determined shall be reported on the DMR. If all data are below the QL used for the analysis (QL must be less than or equal to the QL listed in a. above), then the weekly average shall be reported as "<QL". If reporting for quantity is required on the DMR and the reported weekly average concentration is <QL, the report "<QL" for the quantity. Otherwise use the reported concentration data (including the defined zeros) and flow data for each sample day to determine the daily quantity and report the maximum weekly average of the calculated daily quantities.

- d. Any single datum required shall be reported as "<QL" if it is less than the QL listed in 1.a above. Otherwise the numerical value shall be reported.

For Total Phosphorus, all daily concentration data below the quantification level (QL) for the analytical method used should be treated as half the QL. All daily concentration data equal to or above the QL for the analytical method used shall be treated as it is reported.

For Total Nitrogen (TN), if none of the daily concentration data for the respective species (i.e., TKN, Nitrates/Nitrites) are equal to or above the QL for the respective analytical methods used, the daily TN concentration value reported shall equal one half of the largest QL used for the respective species. If one of the data is equal to or above the QL, the daily TN concentration value shall be treated as that data point is reported. If more than one of the data is above the QL, the daily TN concentration value shall equal the sum of the data points as reported.

- e. Significant Digits

The permittee shall report at least the same number of significant digits as the permit limit for a given parameter. Regardless of the rounding convention used by the permittee (i.e., 5 always rounding up to or to the nearest even number), the permittee shall use the convention consistently, and shall ensure that consulting laboratories employed by the permittee use the same convention.

8. Materials Handling and Storage

Any and all product, materials or wastes shall be handled, disposed of, and/or stored in such a manner and consistent with Best Management Practices, so as not to permit a discharge of such product, materials, or other wastes to State waters, except as expressly authorized.

9. Effluent Monitoring Frequencies

If the facility permitted herein is issued a Notice of Violation for any of the parameters listed below, then the following effluent monitoring frequencies shall become effective upon written notice from DEQ and remain in effect until permit expiration date.

<u>Effluent Parameter</u>	<u>Frequency</u>
BOD5	1/Day
TSS	1/Day
pH	1/Day

No other effluent limitations or monitoring requirements are affected by this special condition.

10. Ground Water Monitoring Plan

The permittee shall continue sampling and reporting in accordance with the ground water monitoring plan approved on February 3, 2005. The purpose of this plan is to determine if the system integrity is being maintained and to indicate if activities at the site are resulting in violations of the Board's Ground Water Standards. The approved plan is an enforceable part of the permit. Any changes to the plan must be submitted for approval to the DEQ Regional Office.

If monitoring results indicate that any unit has contaminated the ground water, the permittee shall submit a corrective action plan within 60 days of being notified by the regional office. The plan shall set forth the steps to be taken by the permittee to ensure that the contamination source is eliminated or that the contaminant plume is contained on the permittee's property. In addition, based on the extent of contamination, a risk analysis may be required. Once approved, this plan and/or analysis shall be incorporated into the permit by reference and become an enforceable part of this permit.

Monitoring Schedule:

1/Year = Between January 1 and December 31, **due January 10 of following year.**

11. Indirect Dischargers

The permittee shall provide adequate notice to the DEQ Regional Office of the following:

- a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Section 301 or 306 of Clean Water Act and the State Water Control Law if it were directly discharging those pollutants; and
- b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of this permit.

Adequate notice shall include information on (i) the quality and quantity of effluent introduced into the treatment works, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the treatment works.

12. Sludge Management Plan

The permittee shall conduct all sewage sludge use or disposal activities in accordance with the Sludge Management Plan (SMP) approved with the issuance of this permit. Any **proposed changes** in the sewage sludge use or disposal practices or procedures followed by the permittee shall be documented and **submitted for Department of Environmental Quality and Department of Health approval 90 days prior to the effective date of the changes.** Upon approval, the revised SMP becomes an enforceable part of the permit. The permit may be modified or, alternatively, revoked and reissued to incorporate limitations or conditions necessitated by substantive changes in sewage sludge use or disposal practices.

13. Facility Closure Plan

If the permittee plans an expansion or upgrade to replace the existing treatment works, or if facilities are permanently closed, the permittee shall submit to the DEQ Regional Office a closure plan for the existing treatment works. The plan shall address the following information as a minimum: Verification of elimination of sources and/or alternate treatment scheme; treatment, removal and final disposition of residual wastewater and solids; removal/demolition/disposal of structures, equipment, piping and appurtenances; site grading, and erosion and sediment control; restoration of site vegetation; access control; fill materials; and proposed land use (post-closure) of the site. The plan should contain proposed dates for beginning and completion of the work. The plan must be approved by the DEQ prior to implementation. Once approved, the plan shall become an enforceable part of this permit and closure shall be implemented in accordance with the approved plan. No later than 14 calendar days following closure completion, the permittee shall submit to the DEQ Regional Office

written notification of the closure completion date and a certification of closure in accordance with the approved plan..

14. PCB Pollution Minimization Plan (PMP)

The permittee shall continue to implement the approved Pollutant Minimization Plan (PMP) designed to locate and reduce sources of PCBs in the collection system. By employing adaptive implementation, emphasis is placed on the following areas:

- Continue to update the investigative approach based on previously generated results;
- Implement measures to address known and potential sources;
- Measure progress under submittal of an annual report;

The PMP effectiveness will be evaluated by monitoring tPCBs from outfall 001 using method 1668. PCB results generated under this PMP must be submitted to DEQ in accordance TMDL Guidance Memo 09-2001. Results that demonstrate little to no incremental improvements as determined by comparing the existing or baseline total PCB load to the the TMDL Wasteload Allocation (WLA) will justify the need to reexamine the effectiveness of the PMP activities. The annual report shall also include steps taken to reduce PCBs from known sources; if meaningful reductions have not been observed, an explanation that includes difficulties encountered shall be provided along with the proposed next steps. To ensure consistency in calculating revised PCB baseline loadings , the approach used in developing the TMDL shall be applicable.

The permittee shall amend the PMP whenever there is a change in the facility or its operation which materially increases the potential for activities to result in a discharge of significant amounts of PCBs.

No later than **February 10** of each year, the permittee shall submit to the DEQ Blue Ridge Regional Office - Lynchburg an Annual PMP Report for the previous calendar year.

Annual Report Due on February 10, 2017, 2018, 2019, 2020 and 2021.

15. Permit Application Requirement

In accordance with Part II. M. of this permit, a new and complete permit application shall be submitted for the reissuance of this permit.

Application Due: No later than September 26, 2020

C. PRETREATMENT

1. The permittee's pretreatment program has been approved. The program is an enforceable part of this permit. The permittee shall:

- a. Implement a pretreatment program that complies with the Clean Water Act, Water Control Law, State regulations and the approved program.

- b. Submit to the DEQ Regional Office an annual report that describes the permittee's program activities over the previous year. **The annual report shall be submitted no later than January 31 of each year** and shall include:
 - (1) An updated list of the Significant Industrial Users* noting all the following:
 - a. facility address, phone and contact name
 - b. explanation of SIUs deleted from the previous years list
 - c. identify which IUs are subject to Categorical Standards and note which Standard (ie. metal finishing)
 - d. specify which 40 CFR part(s) is/are applicable
 - e. indicate which IUs are subject to local standards that are more stringent than Categorical Pretreatment Standards
 - f. indicate which IUs are subject only to local requirements
 - g. identify which IUs are subject to Categorical Pretreatment Standards that are subject to reduced reporting requirements under 9 VAC 25-31-840 E.3.
 - h. identify which IUs are non-significant Categorical Industrial Users
 - (2) A summary of the compliance status of each Significant Industrial User with pretreatment standards and permit requirements.
 - (3) A summary of the number and types of Significant Industrial User sampling and inspections performed by the POTW.
 - (4) All information concerning any interference, upset, VPDES permit or Water Quality Standards violations directly attributable to Significant Industrial Users and enforcement actions taken to alleviate said events.
 - (5) A description of all enforcement actions taken against Significant Industrial Users over the previous 12 months.
 - (6) A summary of any changes to the submitted pretreatment program that has not been previously reported to the DEQ Regional Office.
 - (7) A summary of the permits issued to Significant Industrial Users since the last annual report.
 - (8) POTW and self-monitoring results for Significant Industrial Users determined to be in significant non-compliance during the reporting period.
 - (9) Results of the POTW's influent/effluent/sludge sampling, not previously submitted to DEQ.
 - (10) Copies of newspaper publications of all Significant Industrial Users in significant non-compliance during the reporting period. This is due no later than March 31 of each year.
 - (11) Signature of an authorized representative.
- c. Submit any changes to the approved pretreatment program to the DEQ Regional Office and obtain approval before implementation of the changes.

- d. Ensure all Significant Industrial Users' permits are issued and reissued in a timely manner and that the Significant Industrial User permits issued by the POTW are effective and enforceable.
- e. Inspect and sample all Significant Industrial Users at a minimum of once a year.
 - (1) Sampling shall include all regulated parameters, and shall be representative of the wastewater discharged.
 - (2) Inspection of the Significant Industrial Users shall cover all areas which could result in wastewater discharge to the treatment works including manufacturing, chemical storage, pretreatment facilities, spill prevention and control procedures, hazardous waste generation and Significant Industrial User's self-monitoring and records.
- f. Implement the reporting requirements of Part VII of the VPDES Permit Regulation.
- g. Review the Enforcement Response Plan (ERP) and ensure it meets state and federal regulatory requirements. The approved ERP is an enforceable part of this permit and shall be implemented.
- h. Develop local limits or reevaluate local limits using current influent, effluent and sludge monitoring data and submit the data and results of the evaluation to the DEQ Regional Office within one year of the effective or modification date. All Significant Industrial Users shall be sampled at the end of any categorical process and at the entrance to the treatment works.
- i. Ensure that adequate resources are available to implement the approved program.
- j. Meet all public participation requirements and annually public notice Significant Industrial Users in significant non-compliance with pretreatment standards and requirements for the previous 12 months.
- k. Submit to the DEQ Regional Office a survey of all Industrial Users discharging to the POTW. The information shall be submitted to the POTW on the DEQ's Discharger Survey Form or an equivalent form that includes the quantity and quality of the wastewater. Survey results shall include the identification of significant industrial users of the POTW.

Survey Due: No later than September 10, 2016.

In lieu of the survey, the permittee may elect to develop, submit for approval and implement the plan to continuously survey the industrial community in their jurisdiction.

- 2. The DEQ may require the POTW to institute changes to its pretreatment program:
 - a. If the approved program is not implemented in a way satisfying the requirements of the Clean Water Act, Water Control Law or State regulations;
 - b. If problems such as pass-through, interference, water quality standards violations or sludge contamination develop or continue; and
 - c. If federal, state or local requirements change.

* A significant industrial user is one that:

- Has a process wastewater (**) flow of 25,000 gallons or more per day;
- Contributes a process wastestream which makes up 5.0-percent or more of the average dry weather hydraulic or organic capacity of the POTW;
- Is subject to the categorical pretreatment standards; or
- Has significant impact, either singularly or in combination with other Significant Dischargers, on the treatment works or the quality of its effluent.

** Excludes sanitary, non-contact cooling water and boiler blowdown.

D. WHOLE EFFLUENT TOXICITY TEST MONITORING REQUIREMENTS

1. Biological Monitoring:

- a. In accordance with the schedule in 2. below, the permittee shall conduct annual chronic toxicity tests for the duration of the permit term using 24-hour flow-proportioned composite samples of final effluent from outfall 001.

The chronic tests to use are:

Chronic 3-Brood Static Renewal Survival and Reproduction Test using *Ceriodaphnia dubia*
 Chronic 7-Day Static Renewal Survival and Growth Test using *Pimephales promelas*

These chronic tests shall be conducted in such a manner and at sufficient dilutions (minimum of five dilutions, derived geometrically) to determine the "No Observed Effect Concentration" (NOEC) for survival and reproduction or growth. Results which cannot be determined (i.e., a "less than" NOEC value) are not acceptable, and a retest will have to be performed. Express the test NOEC as TU_c (Chronic Toxic Units), by dividing $100/NOEC$ for DMR reporting. Report the LC_{50} at 48 hours and the IC_{25} with the NOEC's in the test report.

- b. The test dilutions should be able to determine compliance with the following endpoints:

Chronic $NOEC \geq 2\%$ effluent, equivalent to a $TU_c \leq 50.0$

- c. The permittee may provide additional samples to address data. These data shall be reported and may be included in the evaluation of effluent toxicity. Test procedures and reporting shall be in accordance with the WET testing methods cited in 40 CFR 136.3
- d. The test data will be evaluated by STATS.exe for reasonable potential at the conclusion of the test period. The data may be evaluated sooner if requested by the permittee, or if toxicity has been noted. Should evaluation of the data indicate that a limit is needed, a WET limit and compliance schedule will be required and the toxicity tests of 1.a. may be discontinued.
- e. The permit may be modified or revoked and reissued to include pollutant specific limits in lieu of a WET limit should it be demonstrated that toxicity is due to specific parameters. The pollutant specific limits must control the toxicity of the effluent.

2. Reporting Schedule:

The permittee shall report the results on the DMR and supply 1 copy of each toxicity test reports specified in accordance with the following schedule:

<u>Period</u>	<u>Compliance Periods</u>	<u>DMR/Report Submission Dates</u>
1 st Annual	January 1 – December 31, 2016	January 10, 2017
2 nd Annual	January 1 – December 31, 2017	January 10, 2018
3 rd Annual	January 1 – December 31, 2018	January 10, 2019
4 th Annual	January 1 – December 31, 2019	January 10, 2020
5 th Annual	January 1 – December 31, 2020	January 10, 2021

CONDITIONS APPLICABLE TO ALL VPDES PERMITS

A. Monitoring

1. Samples and measurements taken as required by this permit shall be representative of the monitored activity.
2. Monitoring shall be conducted according to procedures approved under Title 40 Code of Federal Regulations Part 136 or alternative methods approved by the U.S. Environmental Protection Agency, unless other procedures have been specified in this permit.
3. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will insure accuracy of measurements.

B. Records

1. Records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) and time(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical techniques or methods used; and
 - f. The results of such analyses.
2. Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years, the permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report or application. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the Board.

C. Reporting Monitoring Results

1. The permittee shall submit the results of the monitoring required by this permit not later than the 10th day of the month after monitoring takes place, unless another reporting schedule is specified elsewhere in this permit. Monitoring results shall be submitted to:

Virginia Department of Environmental Quality
Blue Ridge Regional Office
7705 Timberlake Road
Lynchburg, Virginia 24502

2. Monitoring results shall be reported on a Discharge Monitoring Report (DMR) or on forms provided, approved or specified by the Department.

3. If the permittee monitors any pollutant specifically addressed by this permit more frequently than required by this permit using test procedures approved under Title 40 of the Code of Federal Regulations Part 136 or using other test procedures approved by the U.S. Environmental Protection Agency or using procedures specified in this permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or reporting form specified by the Department.
4. Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.

D. Duty to Provide Information

The permittee shall furnish to the Department, within a reasonable time, any information which the Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The Board may require the permittee to furnish, upon request, such plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from his discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law. The permittee shall also furnish to the Department upon request, copies of records required to be kept by this permit.

E. Compliance Schedule Reports

Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

F. Unauthorized Discharges

Except in compliance with this permit, or another permit issued by the Board, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, or for recreation, or for other uses.

G. Reports of Unauthorized Discharges

Any permittee who discharges or causes or allows a discharge of sewage, industrial waste, other wastes or any noxious or deleterious substance into or upon state waters in violation of Part II F; or who discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of Part II F, shall notify the Department of the discharge immediately upon discovery of the discharge, but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to the Department, within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and

8. Any steps planned or taken to reduce, eliminate and prevent a recurrence of the present discharge or any future discharges not authorized by this permit.

Discharges reportable to the Department under the immediate reporting requirements of other regulations are exempted from this requirement.

H. Reports of Unusual or Extraordinary Discharges

If any unusual or extraordinary discharge including a bypass or upset should occur from a treatment works and the discharge enters or could be expected to enter state waters, the permittee shall promptly notify, in no case later than 24 hours, the Department by telephone after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse affects on aquatic life and the known number of fish killed. The permittee shall reduce the report to writing and shall submit it to the Department within five days of discovery of the discharge in accordance with Part II I 2. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

1. Unusual spillage of materials resulting directly or indirectly from processing operations;
2. Breakdown of processing or accessory equipment;
3. Failure or taking out of service some or all of the treatment works; and
4. Flooding or other acts of nature.

I. Reports of Noncompliance

The permittee shall report any noncompliance which may adversely affect state waters or may endanger public health.

1. An oral report shall be provided within 24 hours from the time the permittee becomes aware of the circumstances. The following shall be included as information which shall be reported within 24 hours under this paragraph:
 - a. Any unanticipated bypass; and
 - b. Any upset which causes a discharge to surface waters.
2. A written report shall be submitted within 5 days and shall contain:
 - a. A description of the noncompliance and its cause;
 - b. The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
 - c. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The Board may waive the written report on a case-by-case basis for reports of noncompliance under Part II I if the oral report has been received within 24 hours and no adverse impact on state waters has been reported.

3. The permittee shall report all instances of noncompliance not reported under Parts II I 1 or 2, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part II I 2.

NOTE: The immediate (within 24 hours) reports required in Parts II G, H and I may be made to the Department's Regional Office at (434) 582-5120 (voice) or (434) 582-5125 (fax). For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24 hour telephone service at 1-800-468-8892.

J. Notice of Planned Changes

1. The permittee shall give notice to the Department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:
 - a. The permittee plans alteration or addition to any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:
 - (1) After promulgation of standards of performance under Section 306 of Clean Water Act which are applicable to such source; or
 - (2) After proposal of standards of performance in accordance with Section 306 of Clean Water Act which are applicable to such source, but only if the standards are promulgated in accordance with Section 306 within 120 days of their proposal;
 - b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations nor to notification requirements specified elsewhere in this permit; or
 - c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
2. The permittee shall give advance notice to the Department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

K. Signatory Requirements

1. Applications. All permit applications shall be signed as follows:
 - a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
 - b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - c. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.
2. Reports, etc. All reports required by permits, and other information requested by the Board shall be signed by a person described in Part II K 1, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - a. The authorization is made in writing by a person described in Part II K 1;

- b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.); and
 - c. The written authorization is submitted to the Department.
3. Changes to authorization. If an authorization under Part II K 2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part II K 2 shall be submitted to the Department prior to or together with any reports, or information to be signed by an authorized representative.
4. Certification. Any person signing a document under Parts II K 1 or 2 shall make the following certification:
- "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. Duty to Comply

The permittee shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the Clean Water Act, except that noncompliance with certain provisions of this permit may constitute a violation of the State Water Control Law but not the Clean Water Act. Permit noncompliance is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application.

The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under Section 405(d) of the Clean Water Act within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal, even if this permit has not yet been modified to incorporate the requirement.

M. Duty to Reapply

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall apply for and obtain a new permit. All permittees with a currently effective permit shall submit a new application at least 180 days before the expiration date of the existing permit, unless permission for a later date has been granted by the Board. The Board shall not grant permission for applications to be submitted later than the expiration date of the existing permit.

N. Effect of a Permit

This permit does not convey any property rights in either real or personal property or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, or any infringement of federal, state or local law or regulations.

O. State Law

Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other state law or regulation or under authority preserved by Section 510 of the Clean Water Act. Except as provided in permit conditions on "bypassing" (Part II U), and "upset" (Part II V) nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

P. Oil and Hazardous Substance Liability

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under Sections 62.1-44.34:14 through 62.1-44.34:23 of the State Water Control Law.

Q. Proper Operation and Maintenance

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes effective plant performance, adequate funding, adequate staffing, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of this permit.

R. Disposal of solids or sludges

Solids, sludges or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters.

S. Duty to Mitigate

The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

T. Need to Halt or Reduce Activity not a Defense

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

U. Bypass

1. "Bypass" means the intentional diversion of waste streams from any portion of a treatment facility. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Parts II U 2 and U 3.
2. Notice
 - a. Anticipated bypass. If the permittee knows in advance of the need for a bypass, prior notice shall be submitted, if possible at least ten days before the date of the bypass.
 - b. Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in Part II I.
3. Prohibition of bypass.
 - a. Bypass is prohibited, and the Board may take enforcement action against a permittee for bypass, unless:

- (1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (3) The permittee submitted notices as required under Part II U 2.
- b. The Board may approve an anticipated bypass, after considering its adverse effects, if the Board determines that it will meet the three conditions listed above in Part II U 3 a.

V. Upset

1. An upset constitutes an affirmative defense to an action brought for noncompliance with technology based permit effluent limitations if the requirements of Part II V 2 are met. A determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is not a final administrative action subject to judicial review.
2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - a. An upset occurred and that the permittee can identify the cause(s) of the upset;
 - b. The permitted facility was at the time being properly operated;
 - c. The permittee submitted notice of the upset as required in Part II I; and
 - d. The permittee complied with any remedial measures required under Part II S.
3. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

W. Inspection and Entry

The permittee shall allow the Director, or an authorized representative, upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act and the State Water Control Law, any substances or parameters at any location.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging. Nothing contained herein shall make an inspection unreasonable during an emergency.

X. Permit Actions

Permits may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Y. Transfer of permits

1. Permits are not transferable to any person except after notice to the Department. Except as provided in Part II Y 2, a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued, or a minor modification made, to identify the new permittee and incorporate such other requirements as may be necessary under the State Water Control Law and the Clean Water Act.
2. As an alternative to transfers under Part II Y 1, this permit may be automatically transferred to a new permittee if:
 - a. The current permittee notifies the Department at least 30 days in advance of the proposed transfer of the title to the facility or property;
 - b. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
 - c. The Board does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Part II Y 2 b.

Z. Severability

The provisions of this permit are severable, and if any provision of this permit or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.



Town Manager's Report – For Month of July 2016

Bedford Avenue Waterline Project (Project 1A)

- Final items are being completed, so retainage can be released.

Main Street Waterline Project (Project 1B)

- Progress meeting held on June 6, 2016.
- Waterline along Main Street is being installed.
- Storm water along Main Street is being installed.
- Staff will invite VDOT to the August Work Session discuss paving project.

Booker Building

- Photo documentation of building.
- USDA has been contacted in regard to possible “planning” grant.
- Met with Mr. Law to review building and renovation possibilities.
- Preliminary Report will be submitted to Council in August.

WWTP EOP – PCB Remediation

- Quarterly Update to the Department of Environmental Quality (DEQ) submitted.
- Dr. Sowers (UMBC) visited the site to gather samples in March 2016.
- Staff anticipates information being received from “partners” in September in regard to project updates.

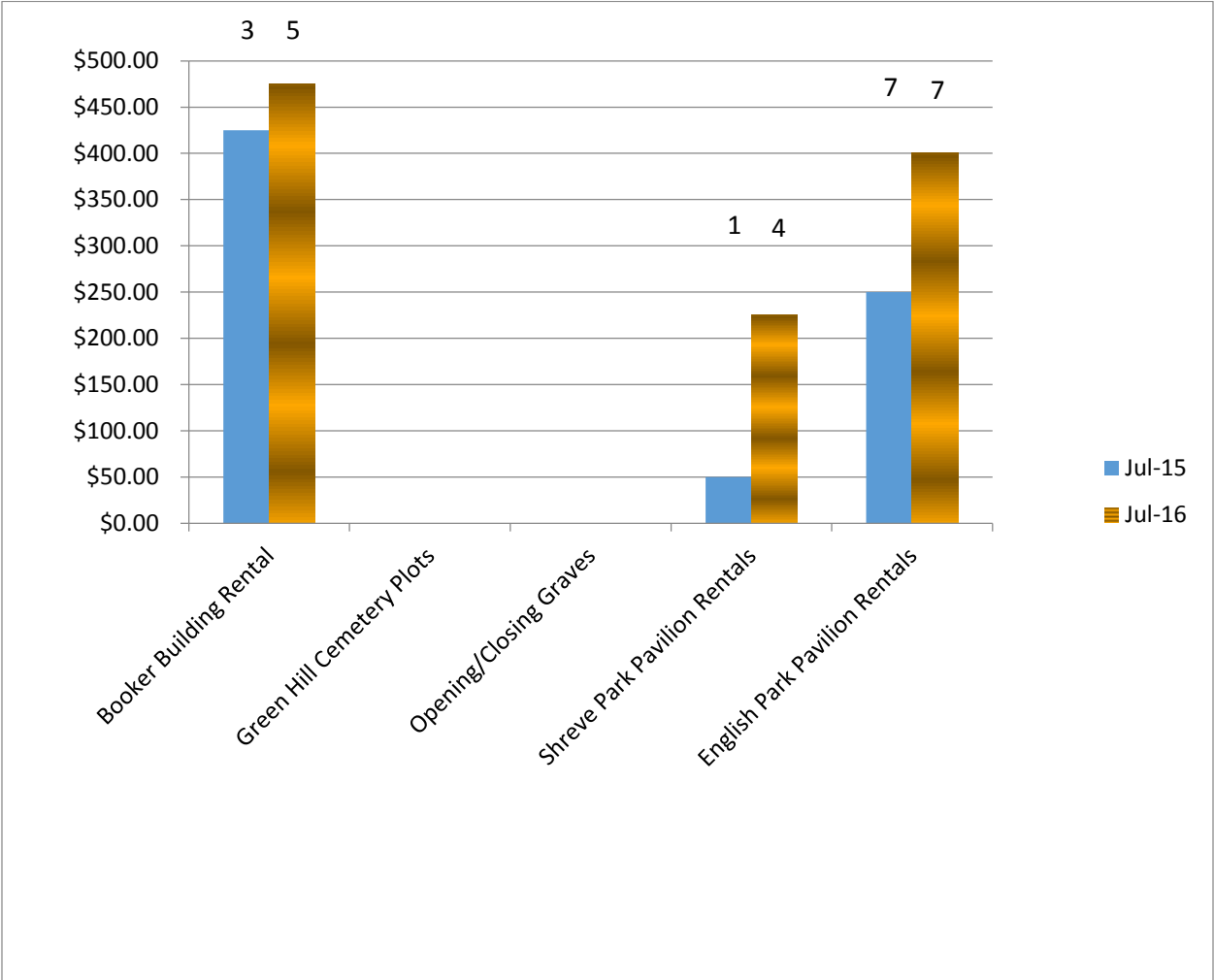
YMCA Family Center Roof Replacement

- Core drilling indicates that there are two existing roofs on the structure. This will require removal of the roofing material. This will increase the cost beyond the \$30,000 threshold and require public bidding.
- Staff will update Council on this project at the meeting.

Compensation/Classification Plan Study

- Kick off meetings with Department Heads and all employees were conducted on August 2nd and 3rd.
- The process will take up to four (4) months.

ADMINISTATION MONTHLY REPORT (July 2016)



Town of Altavista

Monthly Business Activity Report

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
Tanya Hall	4447 Marysville Road/1051 Main Street, Altavista	Unique Eye 4 Shopping	retail	7/1/2016
Dakota Dillard	1825 Wards Road/823 C Main Street, Altavista	Dillard's Lighting & Communication	retail	7/1/2016
Anna Yoder	1055 Renan Road, Gretna, VA/2181 Lynch Mill Road, Altavista	Yoder's Garden Center	retail	7/1/2016
Mohammed Alam	1043 Main Street, Altavista	Grab -n- Go	retail	7/19/2016

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date
Empire Petroleum Partners, LLC	1043 Main Street	Sunoco		7/19/2016

Altavista Police Department

Town of Altavista

510 7th St.

Altavista, Va. 24517

July 2016 Statistics

Simple Assault	(3)
Shoplifting	(3)
Theft from a Motor Vehicle	(0)
Theft from Building	(1)
Theft of Motor Vehicle Parts	(2)
All Other Larceny	(2)
Counterfeit / Forgery	(1)
Destruction of Property	(7)
Drunkenness	(3)
Family Offences / Non-Violent	(1)
False Pretense / Swindle	(1)
All Other Offences	(20)
Driving Under the Influence (DUI)	(2)
 Total IBR Reportable Offences	 (48)
Total Number Cleared by Arrest	(16)
Total Number of Calls	(506)

Monthly Report to Council

Date: August 9, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: July 2016 Reporting

1. Zoning/Code Related Matters: July 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
6-Jul	034-16	Melinda Kirby, 1104A 5th St.	18x30' shed in back yard
12-Jul	035-16	Womack Publishing, 1007A Main Street	Relocating to new address on Main Street
20-Jul	036-16	Ed Unger 1013 9th Street	12x20 detached shed in back yard
21-Jul	037-16	I.H. McBride, Lynchburg	79' sq. ft. sign for reopening Roses 1301N Main St.
29-Jul	039-16	Donna Rosser 6 Dogwood Lane	Replace & expand deck on back of the home

- Notice of zoning violation issued to 1013 9th Street for an out building that had been placed within the 5' setback. Owner had the shed relocated and it's now in compliance.
- Met with Russ Nixon regarding survey for the canoe launch site.
- Received two complaints about the number of feral cats in their area. One complaint was from a home owner on 7th Street and one lived 5th Street.
- 18 grass violations issued.
- Met with Ms. Ashley Holloway regarding process for applying for a SUP and/or conditional rezoning for property she has purchased on Bedford Avenue.
- Staff met with Evelyn Vaden to discuss concerns about nuisance matters. Staff has been dealing with and resolving the legitimate matters there were brought to staffs' attention.
- Violation notice sent to B&D Auto Sales. The car lot is being used as a storage lot for vehicles that are not for sale and not for the sale of used cars, which is the permitted use.

2. Site Plans Reviewed and/or Approved:

- Approved Moorefield survey for at 1102-1103 Bedford Avenue based on direction and approval by Town Council.
- Approved draft plat for 1013 9th St.

3. Planning Commission (PC) Related:

- Completed August 1st packets that included a public hearing on the 2015-16 update to the Comp Plan.
- Completed editing the updated Comp Plan.

4. **AOT Related**

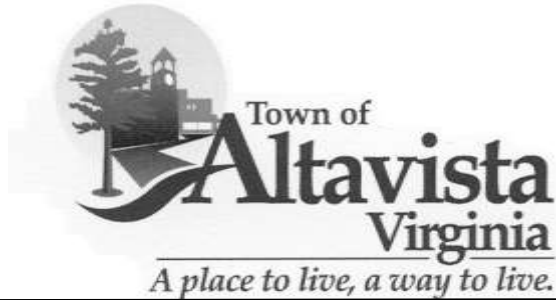
- Nothing noted.

5. **ACTS Related**

- Validated daily ridership and revenue for bus system (July) - see bus report.
- Rider tallies validated and submitted to DRPT.
- Completed Capital items inventory for DRPT.
- Driver safety training video for drivers and staff.
- The surplus bus sold on govdeals. Part of the proceeds of the sale will be used to pay the Town's match and the balance will be used for future ACTS CIP projects.

6. **Projects and Administrative Related:**

- Updated GIC
- Continuing to deal with vulture complaints on several occasions in Moseley Heights. Using both pyrotechnics for dispersion and also killing some birds using the Federal permit that was issued.
- Prepared to begin Classification and Compensation Study project by providing preliminary data information to Springsted. Administration and employee kick-off meetings were hosted on August 2-3.
- Worked on and completed 2 DCR grants and the Timken Foundation grant for the canoe launch. Worked with Campbell County to determine which options are available to the Town and developed a list of 4 potential options. Met with Larry Dalton, who plans to meet with his attorney, and will let staff know of his decision.
- Received payment for a surplus vehicle sold on govdeals. A 3rd vehicle, a dump truck, was re-advertised as the contingency was not met.
- Completed TC reports for staff and ACTS and attended TC meeting and work session.
- Dominion water connection is completed and operational.
- Attended VDOT Smart Scale training and drafted memo to Council related to Town's application.
- Attended Manager's/Assistant's luncheon in Appomattox.
- Established EVA connections for myself, Tobie, and Teri Anderson.
- Certified TOA June bank statements.



David T. Garrett, Jr. Director of Public Works • P.O. Box 420, Altavista, VA 24517
Telephone: (434) 369-6050 • Fax: (434) 369-6981 • dtgarrett@altavistava.gov

Public Works / Utility Report July 2016

During the month of July, the Public Works / Utility Crews were busy with the following Maintenance, Repairs, and other assorted task. These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders Process 265

Utility Department - Water Distribution003A

○ Located Miss Utility Tickets-----	48
○ Water Turn On / Turn Off(s)-----	54
○ Read Monthly Meters-----	64
○ Meters-----	47.50 Hrs.
○ Tanks-----	46.50 Hrs.
○ Assisting WTP-----	22.50 Hrs.

Utility Department - Sewer Distribution:

○ Sewer Video-----	1,255 Feet
○ Sewer Video Manholes-----	7
○ Sludge – Landfill-----	40 Hrs.
○ Assisting WWTP-----	24 Hrs.
○ Utility Labor Hours-----	298 Hrs.

Street Department:

- Litter Pick up-----41 Bags
- Weed Control-----611 Gallons
- Sweeping Streets-----52 Miles
- Weekend Trucks-----7
- Other Traffic Roadside Maintenance On Streets-----476.50 Hrs

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----0
- Green Hill Cemetery – Cremations-----0
- Brush Collected Stops-----194 Stops
- Brush Collected Loads-----13 Loads
- Bulk Collection Stops-----114 Stops
- Bulk Collection Tonnage-----15.77 Tons
- Solid Waste Tonnage-----81.33 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----10 Hours
- Maintain Park Buildings-----53 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----376.50 Man Hours

Special Projects:

- PCB Remediation Work

Water Department Report:

Water Production:

- Water Plant: 60.96 million gallons of raw water treated.
- Water Plant: 57.24 million gallons of finished water delivered.
- McMinnis Spring: 8.67 million gallons of finished water treated.
- McMinnis Spring: average 287,516 gallons per day and run time hours 18 a day.
- Reynolds Spring: 4.25 million gallons of finished water treated.
- Reynolds Spring: average 202,504 gallons per day and run time hours 11 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: 3,046,337 Gallons

Water Sold:

- Town of Hurt **3,300,410** Gallons

Water Plant Averages for July 2016:

- **Weekday: 20.0 hrs/** day of production
2,139,523 gallons treated / day
- **Weekends: 14.8 hrs/** day of production
1,603,000 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Monthly samples completed
- Solids tank mixers out for repair
- Clarion Road Tank back in service. Dearing Ford Road tank out of service for maintenance and repair
- Standard Operating Procedure Book (All calibration and lab testing complete, along with start-up and shut down; Backwash and Clarion tank out of service completed (ongoing))
- Job Hazard Analysis Book (ongoing, with good progress)
- Safety Manual (ongoing)

Wastewater Department Report

- Repaired UV system
- Pumped clarifiers 1 and 2
- Employee Safety Training
- OSHA Inspection follow up Inspection report
- Pumped Clarifier 1 & 2 vault
- Replaced old clarifier 1&2 isolation valves
- Repaired NPW System
- Received NEW Discharge Permit
- Repairing gear box for #2 clarifier
- Repaired Soda Ash System Pump
- Repaired Press Polyblend System
- Normal Monthly Work Session with Council
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	228 wet tons
Gallons of Water Treated	60.29 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	96%

July 2016 Usage/Waste Report

<u>DATE</u>	<u>RAW WATER</u>	<u>FINISHED WATER</u>	<u>HURT</u>	<u>BACKWASH</u>	<u>TOTAL FINISHED</u>	<u>WASTE</u>	<u>RUN HOURS</u>	<u>CCUSA</u>
1	2,406,000	2,223,149	96,100	63,380	2,382,629	23,371	22.25	0
2	1,421,000	1,257,598	113,600	31,690	1,402,888	18,112	12.5	91,440
3	956,000	757,616	83,300	31,960	872,876	83,124	8.25	91,440
4	780,000	655,985	83,100	0	739,085	40,915	7.25	57,150
5	2,112,000	1,867,648	114,400	63,380	2,045,428	66,572	20	80,010
6	2,365,000	2,164,373	81,500	31,690	2,277,563	87,437	23.5	291,465
7	2,139,000	1,987,604	117,800	63,380	2,168,784	-29,784	22.5	101,041
8	1,841,000	1,634,483	82,300	63,380	1,780,163	60,837	18.5	335,356
9	2,180,000	1,927,954	118,600	31,690	2,078,244	101,756	19	131,445
10	1,764,000	1,607,695	117,700	0	1,725,395	38,605	16.75	188,595
11	2,114,000	1,916,384	87,300	63,380	2,067,064	46,936	19.75	11,430
12	1,975,000	1,661,562	113,400	63,380	1,838,342	136,658	17.75	91,440
13	1,497,000	1,278,296	90,000	0	1,368,296	128,704	14.25	148,590
14	1,927,000	1,656,953	107,200	31,690	1,795,843	131,157	18.75	80,100
15	1,814,000	1,586,583	119,600	63,380	1,769,563	44,437	17.25	91,440
16	1,801,000	1,651,525	92,700	31,690	1,775,915	25,085	17.25	91,440
17	1,228,000	1,028,367	108,900	31,690	1,168,957	59,043	11.75	57,150
18	2,397,000	2,175,404	119,300	31,690	2,326,394	70,606	22.75	137,160
19	2,280,000	2,030,555	81,000	63,380	2,174,935	105,065	21.25	68,580
20	2,477,000	2,096,859	120,500	63,380	2,280,739	196,261	21.25	102,870
21	2,280,000	1,964,297	111,500	31,690	2,107,487	172,513	20	125,730
22	2,314,000	2,058,528	107,700	31,690	2,197,918	116,082	22	68,580
23	2,106,000	1,706,859	123,800	95,070	1,925,729	180,271	19.75	68,580
24	1,571,000	1,330,630	129,200	31,690	1,491,520	79,480	14	0
25	2,250,000	2,101,079	84,300	89,300	2,274,679	-24,679	22	125,730
26	2,600,000	2,328,997	161,700	95,070	2,585,767	14,233	22.5	74,295

27	2,420,000	2,119,736	132,800	63,380	2,315,916	104,084	21.5	152,400
28	2,360,000	2,166,731	91,000	63,380	2,321,111	38,889	22	102,870
29	2,593,000	2,348,973	80,010	63,380	2,492,363	100,637	22.5	80,010
30	1,706,000	1,508,929	120,900	31,690	1,661,519	44,481	16.25	0
31	1,288,000	1,142,776	109,200	0	1,251,976	36,024	12	0
TOTALS:	60,962,000	53,944,128	3,300,410	1,420,550	58,665,088	2,296,912	567	3,046,337
AVERAGE:	1,966,516	1,740,133	106,465	45,824	1,892,422	74,094	18.290	98,269

July 2016 Ridership Report

[illegible]



COMMONWEALTH of VIRGINIA

SARA REDDING WILSON
DIRECTOR

Department of Human Resource Management

101 N. 14TH STREET
JAMES MONROE BUILDING, 12TH FLOOR
RICHMOND, VIRGINIA 23219
(804) 225-2131
(TTY) 711

August 2, 2016

RE: Senate Bill 364 (Chafin) 2016 – Local Option Health Insurance Plan

Dear Local Government Administrators:

Earlier this year, the Governor signed legislation which directs the Department of Human Resource Management (DHRM) to develop a plan under the local option health insurance plan with benefits similar to those in the state employee health insurance plan using a single rating group. View the bill here:

<http://lis.virginia.gov/cgi-bin/legp604.exe?ses=161&typ=bil&val=sb364>

DHRM is in the process of developing the rules and regulations for this health plan. We have scheduled a webinar for your group to discuss the highlights of the proposed plan, and give you the opportunity to provide feedback. DHRM is seeking input from decision makers on such things as eligibility, participation, total population health coverage, employer contributions, financial reserves, stop loss, adverse experience adjustments, and the administration of the plan.

The webinar will be held on Tuesday, August 23 from 2:00 to 4:00 p.m. You may register at this link:

https://dhrm.ilinc.com/perl/ilinc/lms/register.pl?activity_id=pcfrrzt&user_id=

If you are unable to attend on that day and time, the webinar will be recorded for your convenience. If you would like to receive a link to the recorded presentation, please contact Kathryn Brooks at kathryn.brooks@dhrm.virginia.gov with the following information: name, group or organization, email address and telephone number.

Since the proposed optional local health insurance plan is based on the COVA Care Basic plan, you may want to preview that plan information before the webinar presentation. COVA Care Basic plan information is available at this link: <https://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/2016-cova-care-brochure.pdf>

We look forward to sharing our proposal with you.

Sincerely,

A handwritten signature in cursive script that reads "Sara R. Wilson".

Sara Redding Wilson
Director

An Equal Opportunity Employer

~ August 2016 ~						
◀ Jul 2016						Sep 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Avoca Museum's Member's Potluck Picnic 6:00 p.m.	3	4	5	6 First Saturday Trade Lot Altavista On Track Cruise In
7	8	9 Council Meeting 7:00 PM	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council Work Session 5:00 PM	24 Chamber of Commerce Legislative Breakfast @ the Train Station 7:00 a.m.	25	26 Chamber of Commerce TGIF @ Avoca 5:30-9:30 p.m.	27
28	29	30	31	Notes:		

~ September 2016 ~						
◀ Aug 2016						Oct 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 First Saturday Trade Lot Altavista On Track Cruise In
4	5	6	7	8	9	10
11	12	13 Council Meeting 7:00 PM	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council Work Session 5:00 PM	28	29	30	Notes: