



# Town of Altavista

## Town Council Work Session Agenda

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

---

**Tuesday, October 25, 2016**

---

**5:00 PM Council Work Session**

- 1. Call to Order**
- 2. Agenda Amendments/Approval**
- 3. Public Comments –Agenda Items Only**
- 4. Introductions and Special Presentations**
  - a. FY2016 Audit Presentation**
- 5. Items for Discussion**
  - a. Comprehensive Plan Update Review (PLANNING COMMISSION)**
- 6. Public Comments – Comments are limited to three (3) minutes per speaker.**
- 7. Adjournment**

**NEXT SCHEDULED TOWN COUNCIL MEETING: TUESDAY, NOVEMBER 22, 2016 @ 5:00 p.m.**

*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*

## Town of Altavista, Virginia Worksession Agenda Form

Date: October 25, 2016

**Agenda Item:** Annual Financial Report (FY2016 Audit)

**Summary:** The Town is required to engage a public accounting firm to conduct an annual independent audit of the Town's basic financial statements in accordance with Governmental Auditing Standards issued by the Comptroller General of the United States. The audit must be conducted by licensed Certified Public Accountants who, at the conclusion of their test work, must opine upon the accuracy and completeness of the statements and whether the statements present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2016.

The June 30, 2016 audit was conducted by the public accounting firm of Robinson, Farmer, Cox Associates. The attached memo from Tobie Shelton, Finance Director indicates the result of the audit.

Staff would request that acceptance of the FY2016 Annual Report be put on the November 22<sup>nd</sup> Town Council Meeting "Consent Agenda".

**Budget/Funding:** N/A

**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** Memo to Council (Tobie Shelton); Governance Letter

***A copy of the FY2016 Town of Altavista Annual Financial Report was forwarded separately. A copy is also available for review at Town Hall.***

WORKSESSION





DATE: October 21, 2016

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2016 Financial Report

---

David Foley with Robinson, Farmer, Cox Associates will be attending the October 25<sup>th</sup> Work Session to present our FY 2016, Financial Report, which covers the period July 1, 2015 through June 30, 2016. He will be able to answer any questions you may have concerning the attached annual report.

The representation letter on page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give.

As noted in Exhibit 3, the fund balance total of the General Fund for FY 2016 was \$14,800,043. The General Fund had an excess of revenues over expenditures in the amount of \$1,579,677 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund) over last year. Of this amount, \$424,824 is designated in reserves as follows: \$35,500 (FY 2016 carryover for Administration and Public Works), \$30,000 (Broadband Grant), and \$359,324 (FY 2016 Highway Funds).

As noted in Exhibit 7, total net position of the Enterprise Fund for FY 2016 was \$13,316,989. The Enterprise Fund had an increase in net position during the year of \$286,143 as indicated on page 8 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Proprietary Fund) over last year. Of this amount, \$275,929 is designated in reserves as follows: \$67,000 (FY 2016 carryover for the Water Treatment Plant), \$122,400 (FY 2016 for the Wastewater Treatment Plant), and \$86,529 (Dominion water connection to meter).

Total revenue for both the General Fund and Enterprise Fund were higher than anticipated with expenses less than anticipated.

The Town continues to show a stable financial position.

Please advise if you have further questions.

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Communication with Those Charged with Governance

To the Town Council  
Town of Altavista, Virginia

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Altavista, Virginia for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 23, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Altavista, Virginia are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town's financial statements was:

Management's estimate of the depreciable lives of capital assets is based on the actual lives of prior assets and industry standards. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 19, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issue*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures the schedules of pension funding progress and the budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

We were engaged to report on individual fund financial statements and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on statistical information, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

### Restriction on Use

This information is intended solely for the use of the Town Council and management of the Town of Altavista and is not intended to be and should not be used by anyone other than these specified parties.

*Robinson, Farnell, Cox Associates*

Charlottesville, Virginia  
October 19, 2016

## Town of Altavista, Virginia Worksession Agenda Form

Date: October 25, 2016

**Agenda Item:** Comprehensive Plan Update Review

**Summary:** The Altavista Planning Commission previously forwarded their recommended changes to update the Town's Comprehensive Plan. Following discussion, Council decided to have Dan Witt, Assistant Town Manager and Mr. John Jordan, Planning Commission Chair, provide them with an update of the updates to the Plan at the October Town Council Work Session.

A copy of the update Plan's chapters was previously forwarded to Council; these should be on your iPads so please be sure you have them for the discussion. If you would like a printed copy please let me know prior to the meeting, as it would take some preparation on staff's part.

A copy of the PowerPoint presentation to be covered by Dan and PC Chair Jordan is attached for your review. In addition, I have provided a copy of Chapter IX of the draft updated Plan, which outlines the Goals, Objectives and Action Plans associated with the document. These are the basis of the future planning for our Town and the areas in which the governing body will consider expending their efforts and fiscal resources. In addition, these goals and objectives will assist Council in their policy and decision-making efforts.

**Budget/Funding:** N/A


**Legal Evaluation:** The Town Attorney will be available to address legal issues.

**Attachments:** Comp Plan PowerPoint; Draft Comp Plan Chapter IX (*Goals, Objectives and Action Plans*)

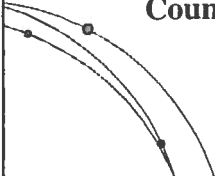
**Council Recommendations:**

☐ Additional Work Session    ☐ Regular Meeting    ☐ No Action

Consensus Poll on Action \_\_\_\_ (Aye) \_\_\_\_ (Nay)



# Town of Altavista Comprehensive Plan Council Work Session



October 25, 2016

---

---


---

---

---

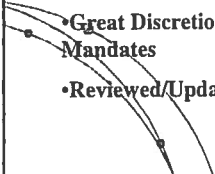
---

---



# Comprehensive Plan in Virginia

- Required by Code of Virginia
- Long Range Policy Guide for Communities
- Policy – Not Law
- Great Discretion on Content – Few Mandates
- Reviewed/Updated Every 5 years



---

---


---

---

---


---

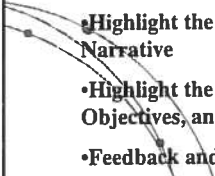
---



# Our Purpose Tonight...

- Brief Overview of a Comp Plan
- Discuss the Planning Commission's Process to Update the Comp Plan
- Highlight the Primary Changes to the Narrative
- Highlight the Primary Changes to the Goals, Objectives, and Strategies
- Feedback and Thoughts from Council





---

---


---

---

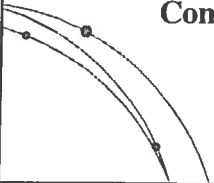
---

---

---



## Benefits of a Good Comprehensive Plan



---

---


---

---

---


---

---



## Who Benefits?

- Town Council and Planning Commission
- Administrative Staff
- Investors / Developers
- General Public



---

---


---

---

---

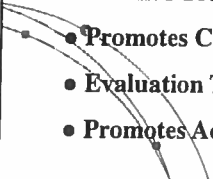
---

---



## Town Council and Planning Commission

- Guides Your Actions
- Defends Your Actions
- Promotes Consistency
- Evaluation Tool
- Promotes Accountability



---

---

---

---

---

---

---





### **Administrative Staff**

- Statement of Policy and Direction
- Promotes Consistency - Recommendations
- General Guide for CIP and Annual Budgets

---

---

---

---

---

---

---



### **Investors and Developers**

- Statement of Policy and Direction
- Where Should We Invest?
- Allows Long Term Planning of Investments
- Provides Level of Surety in Investments

---

---

---

---

---

---

---



### **General Public**

- Allows Participation in Creating Future
- Helps to Predict and Explain Town Council and Planning Commission Actions
- Directs Personal Investment
- Provides Surety

---

---


---

---

---

---

---



### Generally... A Good Plan:

- Recognizes That There Are “Alternative Futures”
- Identifies a “Desired Future” for a Community
- Allows Us to Understand and Address “Community Linkages” such as:
  - Land Use and Transportation
  - Land Use and Community Facilities
  - Population and School Enrollments
  - Density and Open Space Conservation

---

---

---


---

---

---

---

---



### Update Process

- Update began in September 2015 & concluded July 2016
- The review included the following updates to the language:
  - Chapter 1- Introduction language updated, and process described.
  - Chapter 2- Updated language and removed objective for a Tree Ordinance.
  - Chapter 3- Used 2010 Census Data to update the charts and graphs.

---

---

---


---

---

---

---

---



### Update Process

- Chapter 4- Updates provided by Dennis Jarvis and Emelyn Gwynn. Role of the Economic Development Department and ongoing role of Altavista on Track includes updated language. Goals, objectives and action plans updated to show changing and growing role of the Department and AOT.

---

---

---


---

---

---

---

---



### Update Process

- Chapter 5- Added curbside recycling language, updated changes to EMS, updated enrollments in local schools, removed language related to CVCC Altavista Campus & South Central Area on Aging & JJ Fray, added Gretna Medical Center, and park update information. Goals, Objectives and Action Plans updated.

---

---

---


---

---

---

---

---



### Update Process

- Chapter 6- Updated Chart with 2010 Census data; included the 2011 Zoning Ordinance update; and, updated language describing the need for a housing study.
- Chapter 7- Updated services provided by regional airports; added Charlottesville airport information; Updated ACTS information as system was started after last rewrite; Updated 2035 Transportation Plan data; and updated goals related to the transit TDP.

---

---

---


---

---

---

---

---



### Update Process

- Chapter 8- Updated downtown preservation based on AOT's suggestions. Changes on the Zoning Map and FLUM, since last update, still must be incorporated into the actual maps.
- Chapter 9- This chapter is a compilation of all Goals, objectives, action plans, timeframes for completion and the responsible party(s). These were updated as already discussed in the individual chapters with one exception- timeframes were adjusted to be more realistic.

---

---

---

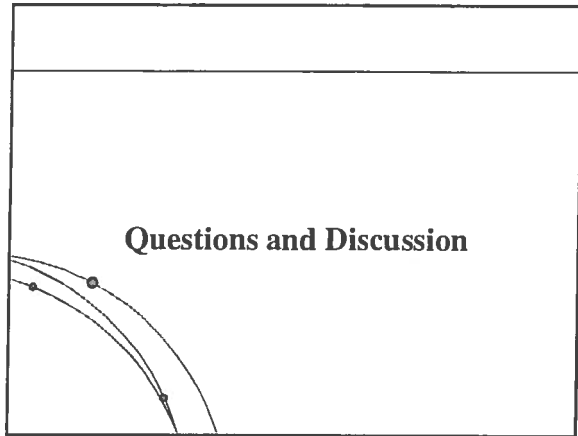
---

---

---

---

---



---

---

---

---

---

---

---

New Language

Deleted Language

## CHAPTER IX CREATING OUR DESIRED FUTURE

### A SUMMARY OF OUR GOALS, OBJECTIVES AND ACTION PLANS

#### CHAPTER II NATURAL AND CULTURAL ENVIRONMENT

**GOAL:** Minimize the contamination of natural resources throughout the Altavista area, and strive to improve the physical appearance and quality of our Town.

**Objective 1:** Maintain or improve air quality for the betterment of the citizens, wildlife, vegetation, and water resources.

:

Action Plans	Time Frame	Responsibility
A. Construct and maintain pedestrian walkways and bikeways as alternative transportation corridors that go beyond recreational use.	Continuous Short 1 to 3 Years	Town Council Public Works Committee
B. Consider mixed use developments, such as Planned Unit Developments and second story housing downtown that allow opportunities for citizens to perform routine daily tasks without driving	Long 7+ Years Short 1 to 3 Years	Planning Commission and Zoning Administrator
C. Follow recommendations contained in the Public Transportation Feasibility Study completed in February 2008.	Medium 4 to 7 Years Short 1 to 3 Years	Town Council and Staff
D. Support efforts to reduce air pollution through	Medium 4 to 7 Years	Town Council

the burning of more efficient fuels.		
--------------------------------------	--	--

**Objective 2:** Maintain and enhance water resources.

Action Plans	Time Frame	Responsibility
A. Improve the water quality of the Staunton River through stronger efforts to prevent contamination.	Continuous	Community Citizens, Town Commercial Businesses and Industry, Town Staff
B. Encourage use of water-saving devices in houses, businesses and industries, and encourage water conservation practices throughout the Town.	Medium 4 to 7 Years	Town Citizens, Staff and Town Council
C. Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource.	Medium 4 to 7 Years Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Town Council, & Recreation Committee

**Objective 3:** Protect the natural beauty of the Town and surrounding environment.

Action Plans	Time Frame	Responsibility
A. Encourage all citizens and volunteer groups to participate in an annual town-wide clean-up.	Continuous	Entire Community
B. Develop a tree and flower-planting program for enhancing the Town's appearance.	Medium 4 to 7 Years	Public Works and Staff
C. Review the Town's Zoning and Subdivision ordinances to strengthen	Continuous	Staff & Planning Commission

Action Plans	Time Frame	Responsibility
protection of the natural environment.		
D. Continue promoting supporting an effective recycling program.	Continuous	Town Council & Staff

C. Adopt a tree ordinance that will encourage the pro- liferation and discourage the destruction of desirable trees.	Short 1 to 3 Years	Planning Commission
--	-----------------------	---------------------

**Objective 4:** Promote the strengths of our location and natural environment.

Action Plans	Time Frame	Responsibility
A. Expand and enhance the public park system and public walking/biking trails.	Medium 4 to 7 Years Short 1 to 3 Years	Recreation Committee, Town Council, Staff
B. Work with leaders in surrounding areas such as Smith Mountain and Leesville Lakes to develop relationships and better link our communities.	Continuous Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Staff
C. Use the strength of our natural environment to attract selected businesses and industries.	Medium 4 to 7 Years	Economic Development Authority, Chamber of Commerce, AOT & Staff
D. Develop and promote the natural environment toward recreation for local use and tourist industry.	Medium 4 to 7 Years	Recreation Committee, AOT, YMCA, Staff

**Objective 5:** Minimize risks to personal safety and property from natural hazards.

Action Plans	Time Frame	Responsibility
--------------	------------	----------------

A. Discourage development in areas inappropriate for development, such as in areas of excessive slopes, poor drainage, etc.	\  Continuous	Zoning Administrator, Zoning & Subdivision Ordinances
B. Continue studies to investigate methods of storm water management, including on-site retention, infiltration /inflow, drainage facilities, etc.	Long 8+ Years	Public Works & Staff
C. Work with the Campbell County's Erosion and Sediment Control Officer to enforce "best management practices" for reducing storm water runoff in new development projects. Report any violations.	Continuous	Staff
D. Promote increased awareness of Federal Emergency Management Association's (FEMA) federal flood insurance program.	Long 8+ Years	Staff
E. Participate with Campbell County in the updating and maintaining of the current Civil Emergency Operations Plan.	Short 1 to 3 Years	Staff

## CHAPTER IV ECONOMIC DEVELOPMENT



GOAL: Attain an environmentally sound, diversified, and stable economy that adequately supports the lifestyle of the citizens and provides a sufficient tax base for the Town.

**Objective 1:** Evaluate and enhance the Town's Comprehensive Economic Development Strategy.

Action Plans	Time Frame	Responsibility
A. Continue to implement results and action items from the Campbell County /Altavista Comprehensive Economic Developments Strategy and the AEDA Economic Development Plan.	Continuous	Campbell County and Town of Altavista
B. Implement the goals established by AOT and the Economic Vitality Restructuring Committee and the AEDA Economic Development Plan.	Continuous	AOT, EVR Committee
1. Strengthen existing businesses and recruit new ones to develop a stable and sustainable economic climate in the downtown Main Street District.	Continuous	AOT, EVR Committee
2. Market Altavista to potential businesses, visitors, and community members through a variety of channels to increase awareness of Altavista's successful business climate, thriving downtown area, natural resources and recreation opportunities.	Continuous	AOT, EVR Committee

Action Plans	Time Frame	Responsibility
2. Develop and execute an effective and comprehensive marketing program for the Main Street Business District		
3. Implement a program to develop and leverage river-based activities such as a half day canoe trip.  3. Implement a program to develop and leverage river-based activities such as scouting jamborees and recreational events.	Continuous	AOT, EVR Committee
4. Create and develop a community owned industrial site or park to allow for expansion of existing industrial base and encourage new investment.	Medium 4 to 7 Years	Office of Economic Development, Town Council
C. Implement the goals established by AEDA.	Continuous	AEDA

**Objective 2:** Seek to expand and diversify the Town's economic base.

Action Plans	Time Frame	Responsibility
A. Encourage the location of high quality commercial and industrial firms, while maintaining an atmosphere conducive to expansion of existing ones.	Continuous	AOT, AEDA, Chamber of Commerce, Town Council, Staff

Action Plans	Time Frame	Responsibility
B. Proactively seek out symbiotic industry partnerships to relocate in the community	Continuous	EDA and Region 2000 LGC
C. Encourage and support the reservation of prime industrial sites in the Town's growth areas	Continuous	Staff, Planning Commission, property owners
D. Support vocational and other suitable training in area schools including dual enrollment and early college admission programs to allow residents to compete for employment and educational opportunities.	Medium 4 to 7 Years	Campbell County School Board & Administration, VTI administration & staff, EDA
E. Enhance and expand the Virginia Technical Institute and encourage other regional higher education institutions to consider investing in Altavista.  Enhance and expand CVCC Altavista Center and Virginia Technical Institute planned for former AO Smith building.	Continuous	VTI administration, Altavista AEDA, Town Council
F. Continue to participate in regional economic development and marketing programs.	Continuous	Town Council, AOT, Chamber of Commerce, AEDA

**Objective 3:** Sustain and Enhance Downtown and Main Street Commercial Corridor.

Action Plans	Time Frame	Responsibility
A. Continue to encourage exterior facade improvements by downtown property owners and	Short 1 to 3 Years	Town Council, AOT, Staff

Action Plans	Time Frame	Responsibility
ongoing streetscape improvement initiatives		
B. Enhance and expand existing retail and business promotions (including Uncle Billy's Day and the Altavista Trade Lot, Classic Car Cruise-Ins, and the Gibley Jog 5K)) in order to refocus consumers' attention on the downtown.	Continuous	AOT Promotions Committee, Town Council, Altavista Volunteer Fire Company
C. Seek to expand and diversify the downtown business mix by promoting additional entertainment activity.	Continuous	AOT, Altavista Art's Council, Chamber of Commerce
D. Encourage development of sales and service sector type firms.	Continuous	AOT, Chamber of Commerce, Staff
E. Continue participation in Virginia's "Main Street" Program.	Continuous	Town Council, AOT
F. Develop a local comprehensive database listing on the website of available commercial and industrial properties in the community and keep the site up to date. Develop a local website listing available commercial properties in the community.	Short 1 to 3 Years	AOT, Chamber of Commerce, Economic Development Staff

**Objective 4:** Minimize existing and future problems that could result from expanded commercial and industrial development.

Action Plans:	Time Frame	Responsibility
A. Use appropriate land use controls to encourage the concentration of future	Continuous	Planning Commission, Town Council, Zoning Administrator

commercial and industrial areas rather than strip or scattered development.		
B. Coordinate new commercial and industrial development with the provision of community facilities, infrastructure, and services .	Continuous	Planning Commission, AEDA, Staff
C. Encourage redevelopment of brownfield sites and the reuse of existing properties and buildings.	Medium 4 to 7 Years	Office of Economic Development, Town Council

**Objective 5:** Create a community culture where business and industry care about people, and the people care about its business and industry.

Action Plans	Time Frame	Responsibility
<p>A. Work with the business and industry community through a business visitation program coordinated with the Altavista Office of Economic Development, the Campbell County Office of Economic Development, the Altavista Chamber of Commerce and the Lynchburg Regional Business Alliance.</p> <p>Work with the business and industry community through the Chamber of Commerce in order to create the desired culture</p>	Continuous	Chamber of Commerce
B. Create the culture with the people through programs	Continuous	Chamber of Commerce, EDA, AOT

sponsored by businesses and industries.		
<p>C. Support the Altavista Office of Economic Development (AOED) and the Altavista Economic Development Authority (AEDA) to help attract new businesses and industries.</p> <p>Support the Economic Development Authority (EDA) to help attract new businesses and industries.</p>	Continuous	Town Council
D. Develop a partnership plan for “growing” current businesses and attracting new businesses	Continuous	AOT, Chamber of Commerce, EDA

**Objective 6:** Promote tourism by capitalizing on local and regional points of interest.

Action Plans	Time Frame	Responsibility
A. Increase visibility of the Town’s cultural activities, points of interest, and commercial base. Put special emphasis on promoting within the region and at Smith Mountain and Leesville Lakes.	Continuous	AOT, Avoca Staff, Chamber of Commerce, Arts Council
B. Attract tourists and visitors into the Town for economic development by promoting regional attractions and historic resources through marketing brochures, social media, and our website. Participate with regional tourism	Continuous	AOT, Avoca, Chamber of Commerce, EDA, Staff

Action Plans	Time Frame	Responsibility
partners and the Virginia Tourism Corporation.		
C. Expand and improve First Saturday Trade Lot, Farmer's Market, and Uncle Billy's Day Festival, Classic Car Cruise Ins, Giblet Jog 5k, and a potential Christmas event.	Continuous	AVFC, AOT, Chamber, Town Council
D. Establish and maintain an up-to-date Calendar of Events and post to the Town's website and partner with the Altavista Chamber of Commerce and AOT to increase promotion of activities in the community.	Continuous	Staff, AOT, Chamber of Commerce
E. Continue to promote Avoca and its activities, including the annual Harvest Jubilee and Wine Festival Made in the Shade Craft Beer Festival, and Town Appreciation Day.	Continuous	Avoca Board of Directors and Staff
F. Consider the development of a visitors' center to promote the community and regional activities.	Medium 4 to 7 Years	Office of Economic Development, Town Council

**Formatted:** Font: (Default) Times New Roman, 12 pt

**Formatted:** Space After: 8 pt, Line spacing: Multiple 1.08 li

## CHAPTER V COMMUNITY FACILITIES AND SERVICES

**Formatted:** Centered, Border: Box: (Shadowed Single solid line, Auto, 2.25 pt Line width)

## CHAPTER V COMMUNITY FACILITIES AND SERVICES

**GOAL:** Create and maintain high-quality community facilities and services

**Objective 1:** Continue to meet community water supply and wastewater treatment needs.

Action Plans	Time Frame	Responsibility
A. Upgrade water and wastewater treatment facilities as needed to provide for future growth.	Long 8 + Years	Town Council and Staff
B. Continue to annually develop and maintain a Capital Improvements Plan to provide sound fiscal guidance and direction in developing water and wastewater improvements.	Continuous	Staff and Town Council
C. Upgrade and/or extend distribution facilities inside the corporate limits to provide adequate service to all residents and businesses.	Continuous	Staff and Town Council
D. Consider a partnership with Campbell County to identify areas outside the Town's corporate limits that	Continuous	Utilities Committee and Staff



Action Plans	Time Frame	Responsibility
may be suitable locations for future extensions of town utilities.		

**Objective 2:** Ensure the adequacy of private utility services.

Action Plans	Time Frame	Responsibility
A. Evaluate the need for the expansion of natural gas service to additional areas of the Town and County not currently served	Medium 4 to 7 Years	Staff in cooperation with Columbia Gas of Virginia
B. Encourage the continued enhancement of telephone and high-speed Internet services.	Continuous	AOT, Chamber of Commerce & Staff in cooperation with service providers

**Objective 3:** Encourage the development of cultural facilities.

Action Plans	Time Frame	Responsibility
A. Investigate possible funding available for the development of cultural facilities, and determine the feasibility for different types to locate in Altavista.	Short 1 to 3 Years	Arts Council, Town Council
B. Hold public forums on a regular basis to determine the facilities needed and desired by the community	Continuous	Recreation Committee, Planning Commission
C. Support local not-for-profit organizations' efforts to		Town Council, Staff

develop, expand or maintain cultural facilities in the Town.	Continuous	
D. Continue to support and maintain Avoca Museum as a cultural center of Altavista.	Continuous	Town Council & Avoca Board of Directors

**GOAL:** Maintain the health, education, safety, and welfare of the community through the provision of exemplary community services.

**Objective 1:** Continue to provide the residents and businesses of Altavista with a solid waste collection and disposal system that meets the community's long-term solid waste management needs.

Action Plans	Time Frame	Responsibility
A. Periodically evaluate the Town's collection methods and pursue opportunities to improve operational efficiencies and effectiveness.	Medium 4 to 7 Years	Town Staff, Public Works Committee
B. Support and/or expand the Town's recycling programs to reduce the amount of waste deposited in the County landfill	Continuous	Public Works Committee, Town Staff
C. Maintain curbside recycling services. Evaluate the feasibility of implementing curbside recycling service	Continuous	Public Works Committee, Town Staff
D. Continue to dispose of collected refuse in the Concord Turnpike Regional landfill, operated by the Region 2000 Services Authority.	Continuous	Public Works Staff

Formatted: Highlight

**Objective 2:** Insure that every resident of Altavista has a reasonable opportunity for health care.

Action Plans	Time Frame	Responsibility
A. Periodically monitor the number of physicians located in the Town and work closely with health care providers to insure that adequate health care is available for the people of this community.	Continuous	Planning Commission & Staff in cooperation with health care providers
B. Investigate the possibility of additional medical facilities in the Town.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with health care providers
C. Evaluate assisted living care possibilities.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with private developers

**Objective 3:** Insure that Altavista has high-quality emergency services.

Action Plans	Time Frame	Responsibility
A. Improve available equipment and manpower for emergency medical service in the Town when feasible. Work with Campbell County and Altavista EMS to evaluate the need and possible implementation of and staff to supplement the volunteer system.	Continuous	Altavista Volunteer Fire Company, Altavista EMS, Town Council, Campbell County Board of Supervisors
B. Obtain technical assistance and law enforcement funding to improve equipment and manpower capabilities. Encourage additional educational training for the Town Police Officers.	Continuous	Altavista Police Department
C. Review and increase the number of fire hydrants as needed for protection.	Medium 4 to 7 Years	Public Works Staff

Formatted: Highlight

**Objective 4:** Increase recreational and community opportunities for all age groups.

Action Plans	Time Frame	Responsibility
A. Enhance organized recreational programs for all age groups and develop additional programs as necessary to diversify recreational offerings and facilities.	Continuous	Recreation Committee & YMCA staff
B. Evaluate and pursue support for a community center.	Medium 4 to 7 Years	Town Council and Staff
C. Research the need, interest and feasibility in the development of a bike/walking path from Beverly Heights area to English Park.	Medium 4 to 7 Years	Recreation Committee, Planning Commission & Staff in cooperation with Campbell County Recreational Department
D. Expand youth programs as well as a senior program center as an extension of the YMCA.	Medium 4 to 7 Years	YMCA staff
E. Evaluate viable alternatives for facilities use in the Armory.		

**Objective 5:** Support efforts to provide the finest quality education resources will allow.

Action Plans	Time Frame	Responsibility
A. <u>Encourage the use of Virginia Technical Institute (VTI). Partner with VTI to ensure increased and expanded offerings available to the community.</u>	Continuous	School Guidance & Administration
<del>A. Encourage the use of CVCC Armory Center. Partner with</del>		

Action Plans	Time Frame	Responsibility
<p><del>CVCC to ensure increased and expanded offerings available to the community</del></p> <p><del>Encourage additional use of the Vocational Technical Center (VTC).</del></p>		
B. Encourage adult education programs and increase the visibility of literacy and GED programs.	Medium 4 to 7 Years	School Guidance office
C. <u>Encourage additional uses of the Cornerstone Learning Center.</u>		<u>School Guidance office &amp; Administration</u>
<del>Encourage additional use of the Vocational Technical Center</del>	<u>Continuous</u>	
<u>ED.</u> Offer support to Campbell County in its efforts to maintain a library system that continues to meet the needs of the Town and County residents.	Continuous	Campbell Library Staff, Campbell County Board of Supervisors, Town Council
<u>ED.</u> Encourage the youth in our community to become more involved in our local government by working with the local schools.	Continuous	Town Council, Staff, Chamber of Commerce, AOT, Planning Commission
<u>FE.</u> Support the Fine Arts and the programs of the Altavista Arts Council.	Continuous	Town Council and entire community

- Formatted: Highlight
- Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li
- Formatted: Highlight
- Formatted: Font: Times New Roman, 12 pt, Highlight
- Formatted: Font: Not Italic
- Formatted: Font: Not Italic, Highlight
- Formatted: Pattern: Clear (Red)
- Formatted: Font: (Default) Times New Roman, 12 pt

## CHAPTER VI      HOUSING

**GOAL: To achieve affordable housing in a healthy environment for all town citizens**

**Objective 1: Ensure an adequate supply of quality and affordable housing to meet the needs of the citizens of Altavista.**

Action Plans	Time Frame	Responsibility
A. Work with and encourage developers to enter our community toward speculation of mid-income housing, remodeling of present structures, and developing retirement facilities	Medium 4 to 7 Years	Staff Planner, Planning Commission
B. Facilitate the rehabilitation or replacement of substandard housing units in Altavista.	Medium 4 to 7 Years	Town Council, Staff, Property Owners
C Evaluate zoning and building codes and procedures for impediments to housing construction.	Continuous	Planning Commission & Staff Planner
D. Target and identify areas within and near the Town that are suitable for larger scale residential developments. - Initiate discussions with Campbell County on areas suitable for future boundary line adjustments.	Medium 4 to 7 Years	Town Council, Town Manager & EDA
E. Undertake a formal housing quality assessment.	Medium 4 to 7 Years	Town Council & Staff

Action Plans	Time Frame	Responsibility
F. Research and consider amending the zoning code to allow and provide incentives for town wide housing.	Medium 4 to 7 Years	Town Council, Planning Commission & Economic Develop Staff

Formatted: Highlight

**Objective 2: Enable low to moderate-income families in Altavista to live in quality yet affordable housing.**

Action Plans	Time Frame	Responsibility
A. Continue participation in the Section 8 Rental Assistance Program through Virginia Housing Development Authority (VHDA) and the Campbell County Social Services Department	Continuous	All current and future property owners of such housing units
B. Ensure the continuance of areas for multi-family housing and encourage the construction of additional multifamily rental units using available state and federal funding.	Continuous	Staff Planner, Town Council & Planning Commission
C. Encourage eligible property owners to take advantage of available low-interest VHDA Energy Loans for installation of storm windows, insulation and caulking, heating and air conditioning replacement, or modification and other energy conserving measures.	Continuous	DSS Staff, Staff Planner
D. Support efforts to provide housing for low to moderate income families.	Continuous	Town Council & Citizens

Action Plans	Time Frame	Responsibility

**Objective 3: Provide equal opportunity in housing for all persons, regardless of race, creed, color, sex, or national origin.**

Action Plans	Time Frame	Responsibility
A. Evaluate the need for a fair housing ordinance.	Long 8 + Years	Town Council, Planning Commission & Staff
B. Administer all government projects in a manner that will promote equal opportunity in housing.	Continuous	Staff

**Objective 4: Develop, promote and maintain local government policies that provide a framework to maintain and enhance the quality of housing and existing neighborhoods.**

Action Plans	Time Frame	Responsibility
A. Encourage the removal of condemned structures that are beyond repair.	Medium 4 to 7 Years	Property Maintenance Committee, Town Council & Staff
B. Encourage orderly residential growth timed in accordance with the fiscal capabilities of the Town to provide such services as schools, police and fire protection, road and public utilities.	Continuous	Town Council, Planning Commission & Staff
C. Ensure that development occurs in a way that enhances the natural and man-made environment and does not damage, destroy, or detract from it.	Continuous	Planning Commission, Town Council, Staff



Action Plans	Time Frame	Responsibility
D. Encourage energy saving in the design and maintenance of homes.	Continuous	Town Staff
E. Continue to identify residential structures that are substandard and seek Community Development Block Grants for housing upgrades.	Continuous	Property Maintenance Committee & Staff

## CHAPTER VII TRANSPORTATION

**GOAL:** Promote a safe, effective, efficient and environmentally sound transportation system in the Town of Altavista.

**Objective 1:** Maintain and improve the physical conditions of and the services provided by Altavista's roadway system.

Action Plans	Time Frame	Responsibility
A. Maintain and improve the primary and secondary road systems within the Town	Continuous	Public Works Staff and VDOT
B. Upgrade existing roadways as required by increased traffic volumes and other changing conditions.	Continuous	VDOT
C. Implement the proposed improvements outlined in the Altavista 2035 Transportation Plan	Long 8 + Years	Town Council, VDOT & Staff
D. Carefully consider the location of new roadways to be built in and around the	Continuous	VDOT & Town Staff

Town of Altavista to assure that these roads best serve vehicular traffic patterns.		
E. Protect town neighborhoods by reducing “cut-through” traffic volume on residential streets.	Continuous	Street Committee, Altavista Police Department, Town Council & Staff
F. Encourage the involvement of all segments of the population in important transportation decisions	Continuous	Town Council & Staff

**Objective 2:** Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area.

Action Plans	Time Frame	Responsibility
A. Continue and expand the Altavista Community Transit System (ACTS). The Town of Altavista Public Transportation Feasibility Study concludes the Town would benefit from a public transportation system. As funds are available through the Department of Rail and Public Transportation (DRPT) and an application has been submitted, the Town should continue to explore funding sources and support for such a system.	Continuous	Town Council, Staff
B. Routinely inquire about the restoration of passenger train service for the Town, or bus connection to Amtrak in Lynchburg or Danville	Long Term 7+ Years	Planning Commission, Town Council & Staff

Formatted: Highlight

Formatted: Highlight

Formatted: Pattern: Clear (Red)

Action Plans	Time Frame	Responsibility
<p>C. Consider expanding ACTS for the elderly and handicapped citizens utilizing the Public Transportation Feasibility Study as a guide.</p> <p>Consider new and/or expanded public transit and para transit for the elderly and handicapped citizens using the Town of Altavista Public Transportation Feasibility Study as a guide.</p>	Short 1 to 3 Years	Town Council, Staff
<p>D. Consider the feasibility of creating a 'hub' for expanding a public transportation system into the surrounding communities. Work with interested entities to partner with in this endeavor</p>	Long Term 7+ Years	Town Council, Staff

Formatted: Highlight

**Objective 3:** Participate, regionally, in promoting regional air, rail, and other non-roadway transportation services. This endeavor is likely to be directed by Region 2000 Local Government Council.

Action Plan	Time Frame	Responsibility
<p>A. Encourage, as needed within the region, and more specifically in the Altavista area, the provision of increased regional air and rail transportation services (freight and passenger service) for area citizens and businesses</p>	Medium 4 to 7 Years	Staff, EDA, local industry & businesses
<p>B. Promote regional transportation improvements through coordination with adjacent localities</p>	Continuous	Town Council, VDOT, Region 2000 LGC & Staff

C. Provide pedestrian and bicycle access in areas where access is appropriate.	Medium 4 to 7 Years	Recreation Committee, Town Council, & Staff
D. Ensure quality and adequate parking availability in all areas and for all uses.	Continuous	Town Council, Staff Planner, & Developers

## CHAPTER VIII LAND USE

**GOAL:** To encourage an orderly, efficient, and environmentally sustainable land use pattern.

**Objective 1:** Encourage a compact but reasonable development pattern.

Action Plans	Time Frame	Responsibility
A. Continue current initiatives to promote downtown as our town's central place of commerce.	Continuous	AOT, Chamber of Commerce, Planning Commission, & Staff
B. Promote the mixed use development of larger vacant parcels of land.	Continuous	Planning Commission, Town Council, EDA, & Staff
C. Evaluate and possibly revise the Town's development codes to allow for Planned Unit Developments and other methods to achieve the growth objectives and recommendations contained in this plan.	Short 1 to 3 Years	Planning Commission, Town Council, & Staff
D. Participate in discussions with developers and with the owner(s) of any large key parcel of land to ascertain availability for development.	Continuous	Staff, EDA, Planning Commission, & Town Council

--	--	--

**Objective 2:** Coordinate development with the provision of community services.

Action Plans	Time Frame	Responsibility
A. Review annually the five-year Capital Improvements Plan for efficient provision of community services, facilities, and infrastructure	Short 1 to 3 Years	Staff & Town Council
B. Coordinate new commercial and industrial development with the provision of community services, facilities, and infrastructure	Continuous	Staff
C. Use the Comprehensive Plan as a guide for all types of future development.	Continuous	Town Council, Planning Commission, developers, EDA, AOT, & Staff

**Objective 3:** Continue the partnership of the private and public sectors working together to realize the best possible natural and human environments.

Action Plans	Time Frame	Responsibility
A. Continue support for Altavista on Track and other local non-profit organizations that focus on improving the quality of life in Altavista.	Continuous	Town Council, Staff
B. Meet biennially with other Planning Commissions in Region 2000 to share and coordinate local initiatives.	Continuous	Planning Commission

**Objective 4:** Consider boundary line adjustment in order to better meet the needs of our dynamic community.

Action Plans	Time Frame	Responsibility
A. Explore the future expansion of the Town's boundaries into unincorporated Campbell County	Continuous	Town Council, Planning Commission & Staff- as directed by Council
B. Continue to participate in land use decisions with Campbell for parcels that are adjacent to the current town boundary.	Continuous	Town Council, Planning Commission, & Staff

APPENDIX A PLAN ACRONYMS

ACS	Altavista Combined School
AES	Altavista Elementary School
AMS	Altavista Middle School
AOT	Altavista On Track
AVOC	Altavista Volunteer Fire Company
CBD	Central Business District
CDBG	Community Development Block Grant
DHCD	Virginia Department of Housing and Community Development
DPS	Campbell County Department of Public Safety
AEDA	Altavista Economic Development Authority
EMS	Emergency Medical Services
EVC	Economic Vitality Committee (Altavista On Track)
KV	Kilovolt
MGD	Million Gallons Per Day
VDOT	Virginia Department of Transportation
VTI	Virginia Technical Institute
YMCA	Young Men’s Christian Association

Formatted: Highlight