



AGENDA
ALTAVISTA TOWN COUNCIL
WORKSESSION
Tuesday, August 28, 2018 – 5:00 p.m.

NOTE: This meeting will begin at the Booker Building (400 Broad Street)

1. Call to Order
2. Agenda Amendments/Approval
3. Booker Building “Visioning Session” (*Attachment #1*)

The rest of the meeting will be conducted in Council’s Chambers of Town Hall)510 7th Street.

4. Public Comments – Agenda Items Only
5. Introductions and Special Presentations
6. Items for Discussion
 - a. Melinda Pressure Zone Project discussion (*Attachment 2*)
 - b. Utility Project Proposals – Staff Recommendations (*Attachment 3*)
 - c. Special Event Policy Discussion (*Attachment 4*)
 - d. Zoning Ordinance Text Amendments (*Attachment 5*)
 - e. AOT Request for Use of English Park for Giblet Jog (*Attachment 6*)
 - f. English Park Improvements Procurement (*Attachment 7*)
 - g. Delinquent Tax Listing (*Attachment 8*)

7. Council Items
8. Public Comment – Non Agenda Items
9. Adjournment

Next Scheduled Regular Town Council Meeting: Tuesday, September 11, 2018 @ 7:00 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 encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



Town Council Work Session – Item #: 3
August 28, 2018
Booker Building – “Visioning Session”

Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Town Council will have an opportunity to tour and discuss their visions for future improvements and uses for the Booker Building.

Currently, the building is used for both community and private events, staff has attached a list for the past several years of the building use and the revenue generated from the private events.

Following this session, Council can discuss and provide direction to staff.

ATTACHMENTS:

- *Use/Rental Report*
- *Booker Building Report (separate cover)*

	BOOKER BUILDING USE/RENTAL INFO							
		Rentals		Charges		No Charge Use		Total Uses
	FY2018	27		\$ 4,450		5		32
	FY2017	24		\$ 4,025		8		32
	FY2016	18		\$ 2,450		6		24
	FY2015	22		\$ 3,075		8		30
	FY2014	22		\$ 3,600		9		31
	5 Year Total:	113		\$17,600		36		149



Town Council Work Session – Item #: 6a.

August 28, 2018

Melinda Area Pressure Zone Project Update

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: As part of the FY2019 Budget and CIP Town Council included the Preliminary Engineering Design for the Melinda Area Pressure Zone Project. The issue of utilizing the capacity of the Melinda Drive Water Tank and increasing the water pressure to the residences at or near the same tank elevation has been discussed for several years.

Staff has invited Woodard & Curran representatives to provide an overview of this project and the next steps. Woodard & Curran conducted the Town's Facility Assessment and Improvement Plan (FAIP). Later in the meeting, staff will seek approval of their proposal related to this project. This will be an opportunity for Council to comment and give any direction that will be needed.

ATTACHMENTS:

- *Excerpts from the Town's Water Facilities Assessment Improvement Plan (FAIP)*
- *Drawings of Project Area and Pressures (provided by consultant)*

4.1.2.2 Melinda Drive Tank

The Melinda Drive Tank is a 1.5-million-gallon steel ground storage tank located in the main high-service zone of the system (880.0). This tank was constructed in 1961 and receives water from the Bedford Avenue Booster Pump Station. It has an overflow elevation of 880 feet. The exterior of the tank was recently repainted.



The interior of the tank is presently scheduled to be painted; however, distribution system modifications would have to be implemented before this tank could be removed from service since this is the only storage available in this pressure zone. The proposed modifications are described in greater detail in Section 4.4.5.

In addition, the Melinda tank is a ground level tank located in a residential neighborhood. As such, it has limited ability to supply adequate domestic pressures to neighboring homes. Several alternatives have been developed for adding a local booster station to improve pressure in the immediate neighborhood over a wider range of Melinda tank water levels. This project has not yet been implemented and additional booster stations would be necessary in the Beverly Heights and Holly Hills neighborhoods to fully utilize a wider operating range at Melinda Tank. Thus, the Melinda tank can only be operated over a very narrow band, to approximately two feet from the full-tank level. This is problematic from a zone supply perspective (the long distance and narrow pressure band at the Bedford Avenue Booster Pump Station), from a water quality perspective, as the Melinda tank water is prone to stratification and stagnation, and from a loss of effective storage perspective. The actual effective storage in the top two feet of this 1.5-million-gallon tank is approximately 67,000 gallons.

4.3 Storage Capacity Evaluation

Distribution storage is provided to meet peak consumer demands, such as peak hour demands, and to provide a reserve for firefighting. Storage also serves to provide an emergency supply in case of temporary breakdown of pumping facilities and for pressure regulation during periods of fluctuating demand.

There are three components that must be considered for evaluating storage requirements. These components include equalization, fire flow requirements, and emergency storage. Equalization storage provides water from the tanks during peak hourly demands in the system.

Typically, this quantity is a percentage of the maximum daily demands. The percentages can range from fifteen to twenty-five percent, depending on the size of the system. Altavista would be considered a mid-sized system, meaning twenty percent of the maximum day demand in the zone should be available as equalization storage.

The fire flow storage component is based on the fire flow requirement multiplied by the required duration of the flow. For the Altavista system, a base fire flow of 3,500 gpm for three hours was used for storage evaluation. Based on this, 630,000 gallons of fire flow storage should be provided in each zone.

The emergency storage is typically equivalent to an average day demand. However, if there is emergency power available at the sources capable of supplying at least an average day demand, the emergency storage component can be waived. The WTP is equipped with emergency power, but the Staunton River Intake is not. The spring sites and the Bedford Pump Station are also not equipped with emergency power. Installing emergency power at the Staunton River Intake, Bedford Pump Station, and the spring sites would eliminate or greatly reduce the need for this amount of emergency storage.

Table 4-1: Required Storage (Current Demand Conditions)

Zone	Equalization Storage/Active Volume (MG)	Fire Storage (MG)	Emergency Storage (MG)	Required Total Storage (MG)
Pressure Zone 1 (WTP)	0.68	0.63	2.39	3.70
Pressure Zone 2 (Melinda)	0.05	0.63	0.23	.91
Pressure Zone 3 (Dearing Ford)	0.01	0.63	.060	.70

Table 4-2: Available Storage

Source	Equalization Storage/Active Volume (MG) ₁	Fire Storage (MG) ₂	Emergency Storage (MG) ₃	Total Storage Volume Capacity (MG)
Pressure Zone 1				
Clarion Tank	Operating Range = 39-57 ft	0.00 Max Elevation in Zone = 688 ft ₄	0.55	0.8 Maximum Level = 742 ft
Bedford Tank	0.18 Operating Range = 18-24 ft	0.06 Max Elevation in Zone = 688 ft ₄	0.46	0.7 Maximum Level = 742.5 ft
Pressure Zone 2				
Melinda Tank	0.07 Operating Range = 44-46 ft	0.46 Max Elevation in Zone = 818 ft	0.97	1.5 Maximum Level = 880 ft
Pressure Zone 3				
Dearing Ford	0.06 Operating Range = 20-25 ft	0.24 Max Elevation in Zone = 766 ft	0.00	0.3 Maximum Level = 894 ft

1. Volume between typical operating ranges.
2. Volume between Equalization Storage and above the level required to maintain a 20-psi residual.
3. Volume below Equalization Storage and Fire Storage volumes.
4. Assumes 1104 Bedford Avenue is the last customer prior to Bedford Tank on Pressure Zone

Pressure Zone 1 is deficient in all required storage categories. An additional 2.2 million gallons of total storage are necessary to meet current conditions. An increase in demand, whether caused by population increase or industrial expansion, would necessitate additional storage in Pressure Zone 1. The installation of emergency power at the Staunton River intake would lessen the need for additional storage in this zone but constructing a tank would still provide redundancy and operational benefits.

While the Melinda Tank does have adequate equalization storage, there is no additional capacity for future demand increases. There is a 0.17 MG fire flow deficit in the Melinda

Tank pressure zone. Emergency storage in Pressure Zone 2 is adequate under all evaluated demand scenarios.

The Dearing Ford Tank provides adequate equalization storage under current and future demand conditions. There is a 0.39 MG deficiency in available fire flow and a 0.06 MG deficiency in emergency storage.

Recommendations to address the existing and projected storage deficit are presented in Section 7 of this report.

4.4 Distribution System Evaluation and Hydraulic Model Analysis

A water distribution system must be capable of meeting two criteria to provide adequate service. In general, a minimum pressure of 35 pounds per square inch (psi) at ground level is required during average day, maximum day, and peak hour demand conditions. During maximum day demand conditions with a fire flow, a minimum pressure of 20 psi is required at ground level throughout the system.

In addition, per the American Water Works Association (AWWA) "Manual of Water Supply Practices: Computer Modeling of Water Distribution Systems," a system has deficient pipe looping and sizing if the following conditions occur:

- Velocities greater than 5 feet per sec (fps)
- Headlosses greater than 6 feet per 1,000 feet
- Large diameter pipes (16-inch diameter or greater) having headlosses greater than 1 feet per 1,000 feet

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As the velocity in a pipe increases, the risk of potential problems, such as water hammer, increases. Excessive headloss in a pipe results in wasted energy in the system due to increased pumping.

To evaluate the system's ability to meet these criteria, hydraulic simulations were run in the model. Recommendations to improve deficiencies under current or future demand conditions are discussed in Section 7.

4.4.1 Pressure

A minimum pressure of 35 psi is recommended throughout the distribution system. An upper limiting pressure of 120 psi is generally recommended, as older fittings in the system are generally rated at 125 to 150 psi. Pressures above this level can result in increased water use from fixtures and increased leakage throughout the distribution system.

Under existing demand conditions, there are a few areas of the system that see pressures below 35 psi. The high portions of Avondale Drive and Melinda Drive see pressures ranging

from 23 to 28 psi under normal operating conditions. 10th and 11th Street, on the low-pressure zone near the Bedford Tank, see pressures between 26 and 35 psi during normal operating conditions. Under 2037 demand conditions, the higher elevation area of Beverly Heights and Laurel Lane have pressures ranging from 34 to 55 psi.

The only area that sees pressures above 120 psi is Clarion Road, particularly near the intersection with Lynch Mill Road. This section of the road sees pressures as high as 145 psi during current and future demand conditions.

4.4.2 Fire Flow

Per the AWWA, the minimum recommended fire flow in residential areas with one- and two-family dwellings not exceeding two stories in height is based on the distance between buildings. The recommended fire flow in areas with homes more than 100 feet apart is approximately 500 gpm, between 31 feet and 100 feet apart is approximately 750 gpm, between 11 feet and 30 feet is approximately 1,000 gpm, and less than 10 feet is approximately 1,500 gpm.

Recommended fire flows for other buildings, such as condominiums, apartment complexes, schools, and commercial or industrial buildings are typically calculated by the Insurance Services Office (ISO) and are based on building structure, floor area, the building's use and contents, and the availability of fire suppression systems. Although ISO evaluated and classified the Altavista system in 2015, data for specific buildings was not available. The typical maximum fire flow is 3,500 gpm. For this report, we identified areas with less than 1,000 gpm as being deficient in fire flow.

There are three main areas within the Altavista system that have fire flows below 1,000 gpm. River Road has an available fire flow of approximately 350 gpm. Adding a connection to Tabby Lane in the Beverly Heights neighborhood would increase the available fire flow in this neighborhood. North Gate Road and associated side streets see available fire flows ranging from 600 to 800 gpm. Lastly, the neighborhood served by Beverly Heights and Laurel Lane sees available fire flows between 800 and 900 gpm. These areas are in the Melinda Tank pressure zone, which as noted in Section 4.3, is slightly deficient in available fire flow.

4.4.5 System Conditions with Melinda Tank Offline

The Melinda Tank is scheduled to be painted; therefore, the Town needs the flexibility to take the tank offline. Currently, the only supply to the zone is via the Bedford Pump Station. We modeled the system after the inclusion of a new flow control valve to allow for the connection of the Dearing Ford Tank zone and the Melinda Tank zone. A schematic showing the proposed valve locations is found in Figure 36.

Based on our model outputs, we propose utilizing the Bedford pumps on variable frequency drives to supply domestic pressure to the Melinda Tank zone without excessive cycling or significant pressure increases at the low points in the zone. Fire flow would be provided by both Bedford pumps and the flow control valve from the Dearing Ford Tank zone. The available fire flow with the Melinda Tank offline ranges from 800-900 gpm and is limited by the normal low pressures near Melinda Tank, which allows for only a small amount of headloss during a low fire flow event before pressures drop below 20 psi.

While the Melinda Tank is offline, the use of the Campbell County Utilities and Service Authority interconnection near the Dearing Ford Tank would be necessary to provide fire flows and maintain pressures in the event of a water main break. A Standard Operating Procedure should be developed describing valve operation during this condition.

The installation of the flow control valve allows the Dearing Ford Tank to serve the Melinda Tank zone if pressures in that zone drop close to 20 psi, while preventing the draining of the Dearing Ford Tank or the Clarion Tank.

7.1 Short-Term Improvements (0 – 7 years)

The following projects are categorized as short-term priorities.

7.1.1 Melinda and Avondale Drive Pump Station and Pipe Network

As noted in Section 4, there are three parts of the Melinda Tank zone that suffer from low pressures and fire flows. Installing booster stations at these three locations would allow for an increase in the operating range of the Melinda Tank.

The first of these three areas are near the Melinda Tank, on Melinda Drive and Avondale Drive. Due to the location of this low-pressure area, water mains used to serve domestic residential needs at a boosted pressure would be installed, running parallel to the existing mains. This design has been largely completed. The anticipated cost of the booster station and pipe network is approximately \$712,000.

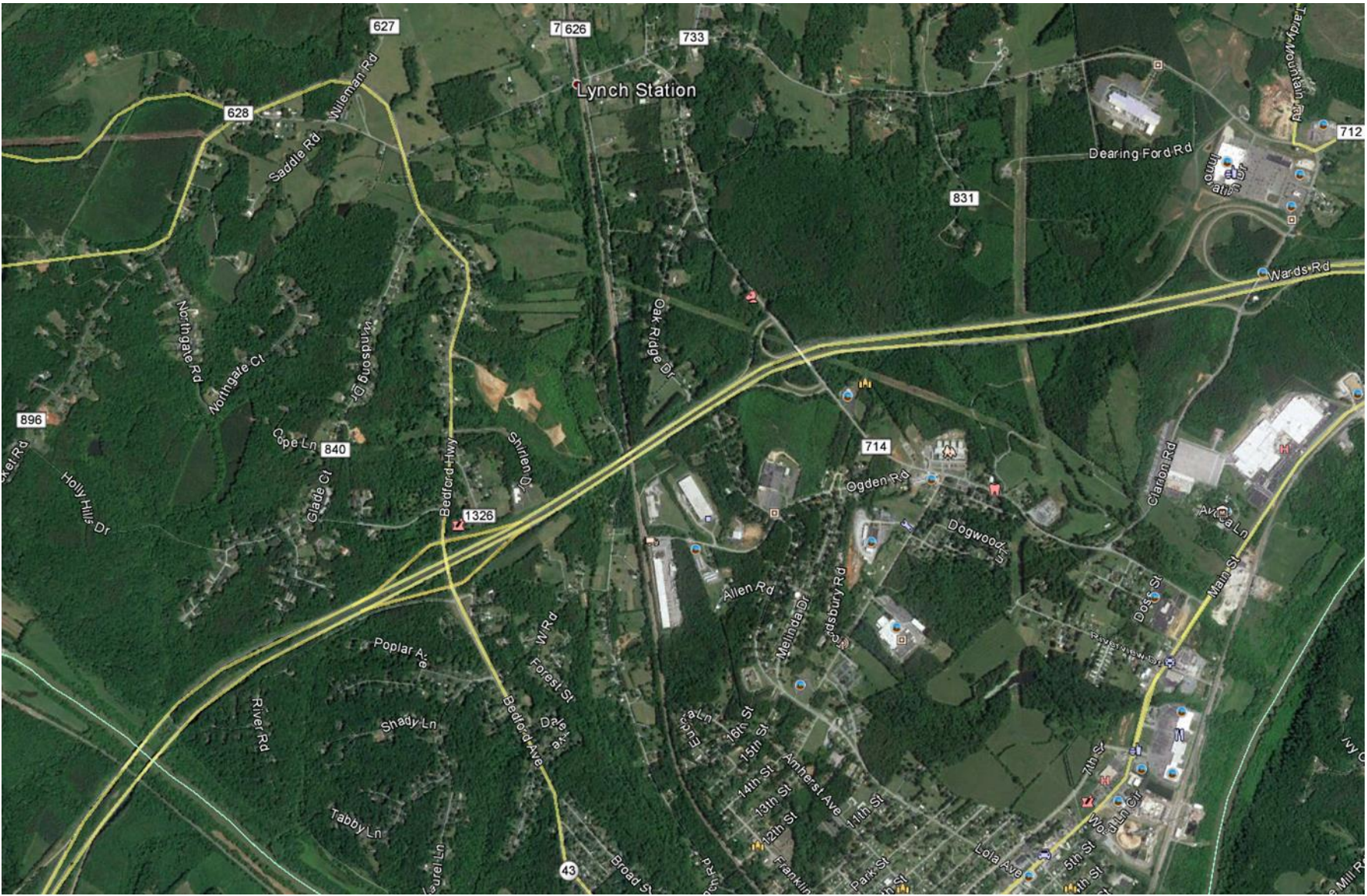
7.1.2 Beverly Heights Pump Station

Another area within the Melinda Tank zone that suffers from low pressure and fire flows is the Beverly Heights neighborhood. This booster station would be installed in line with the existing water main. The anticipated cost of this booster station is approximately \$240,000.

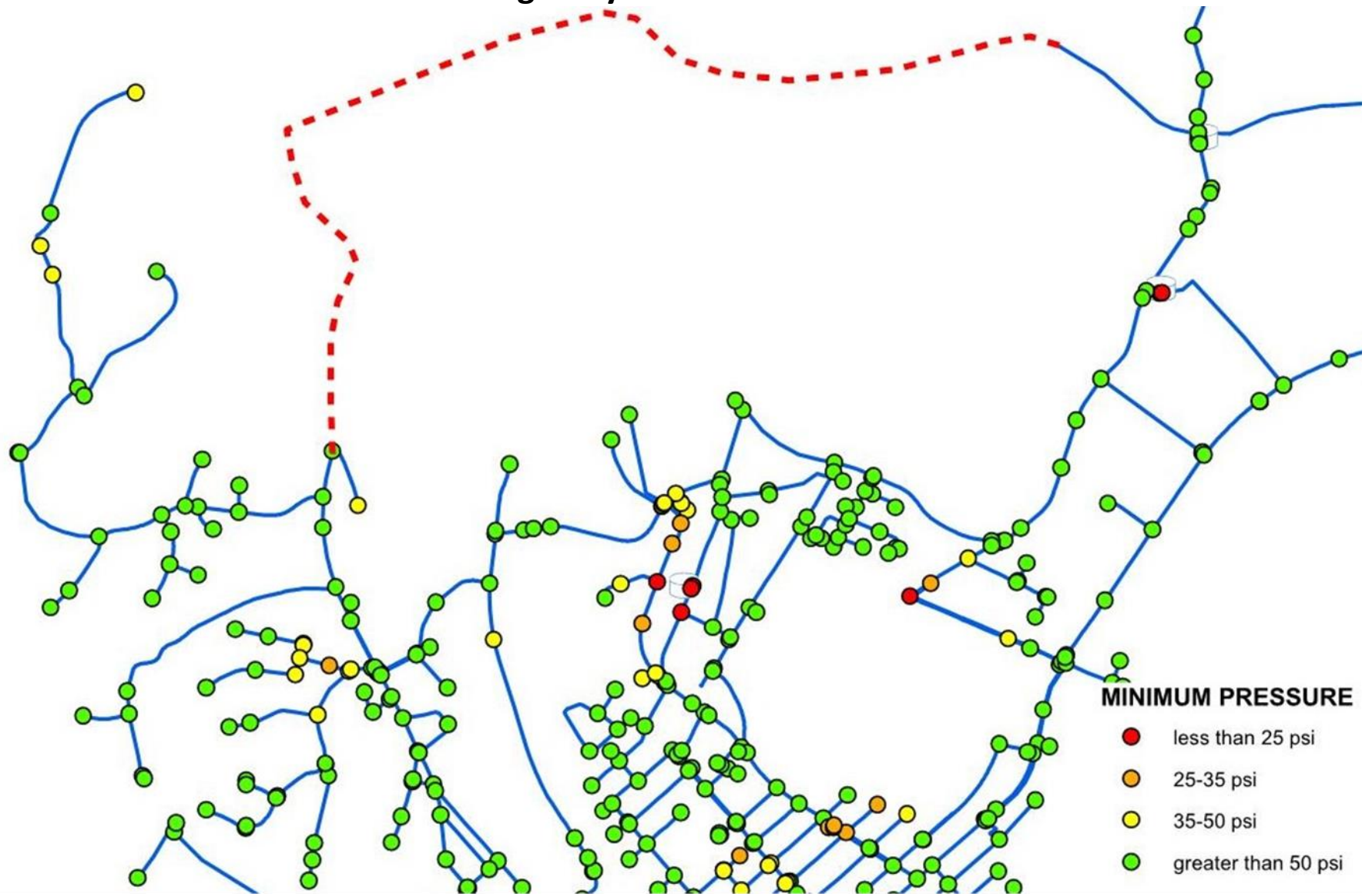
7.1.3 Holly Hills Drive and Northgate Road Pump Station

The third area within the Melinda Tank zone that suffers from low pressure and fire flows is the Holly Hills Drive and Northgate Road neighborhood. This booster station would be installed in line with the existing water main. The anticipated cost of this booster station is approximately \$240,000.

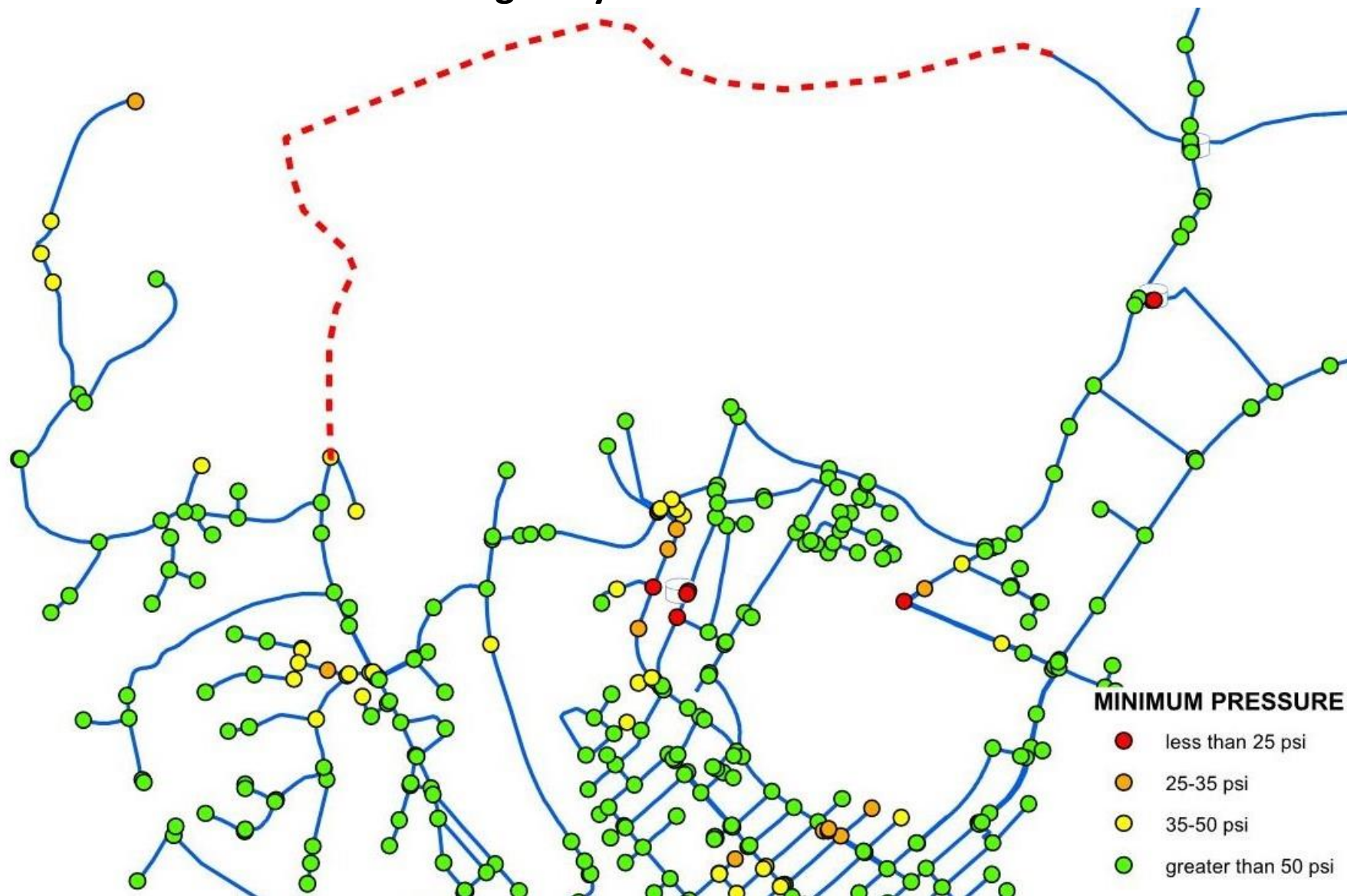
MELINDA PRESSURE ZONE MAPS



Current Average Day Demand Conditions



Future Average Day Demand Conditions





Town Council Work Session – Item #: 6b
August 28, 2018
Engineering Proposal Quotes - FY2019 CIP Items
Agenda Memorandum
Submitted by: Thomas W. Fore Utilities Director

Discussion: The 2019 CIP items that require engineering design for upcoming projects that were listed in the Facility Assessment and Improvement Plan (FAIP) were provided to the Town's approved list of Engineers for proposal quotes on the upcoming projects.

2019 CIP ENGINEERING PROJECTS				
PROJECT	CIP Budget	Hurt & Proffitt	Peed & Bortz	Woodard & Curran
Standard Specifications and Details	\$30,000.00	\$50,200.00	\$6,000.00	No Quote
Flow Control Valve (Dearing Ford to Melinda Tank)	\$70,000.00	No Bid	\$7,400.00 For Design of valve and SCADA	\$45,400.00 For Design and SCADA Design & construction of SCADA Improvements to new valve & Clarion Tank Site.
Melinda and Avondale Drive Pump Station and Pipe Network	\$76,000.00	No Bid	\$67,300.00 to \$77,300.00	Quote is on all Projects combined.
Beverly Heights Pump Station	\$28,000.00	No Bid	\$14,300.00	
Northgate Holly Hills Pump Station	\$28,000.00	No Bid	\$100,300.00	\$108,000.00
Total for Melinda Zone	\$132,000.00			
WWTP Electrical Upgrade Phase 1	\$110,000.00	No Bid	\$42,100	\$105,000.00

The Engineering firms were provided information from the Facility Assessment and Improvement Plan (FAIP). In order to provide the above listed quotes to the Town for our consideration.

Recommendation:

In reviewing all quote information from the engineering firms and to ensure that the Town has the best deliverables at the end of the project designs my recommendation is to award the projects as follows:

PROJECT	CIP Budget	Firm Awarded	Quote
Standard Specifications and Details	\$30,000.00	Peed & Bortz	\$6,000.00
Flow Control Valve (Dearing Ford to Melinda Tank)	\$70,000.00	Woodard & Curran	\$45,400.00
Melinda and Avondale Drive, Beverly Heights, Holly Hills Pump Stations and Pipe Network (All three projects	\$132,000.00	Woodard & Curran	\$108,000.00
WWTP Electrical Upgrade Phase 1	\$110,000.00	Peed & Bortz	\$42,100.00

ATTACHMENTS:

- None



Town Council Work Session – Item #: 6c.

August 28, 2018

Special Event Policy Discussion

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: Staff presented Town Council with a draft Special Events Policy at their June Work Session, this included a Special Event Application as well. At that time, Town Council took the item under advisement and would review the document. Council requested that staff seek information in regard to cost of insurance for events, this information was provided to Town Council at their July 24, 2018 Work Session.

At this time, this item has been placed on the August Work Session agenda at Council's request. Staff seeks any direction that Council may wish to provide on this item.

ATTACHMENTS:

- *Special Events Policy (Draft)*
- *Special Event Application (Draft)*
- *Special Event Insurance Information*



TOWN OF ALTAVISTA

Office of the Town Manager
510 7th Street/P.O. Box 420, Altavista, VA 24517
Telephone: (434) 369-5001
Fax: (434) 369-4369

SPECIAL EVENTS USE POLICY

June 2018

1. Purpose

The Town of Altavista welcomes and encourages special events that enhance the life of the community. The purpose of this Special Event Use Policy is to promote enjoyment of public property through such events, while also establishing standards for protecting it and respecting the reasonable expectations of our town neighbors. This policy also clarifies the responsibilities and liabilities for those conducting private activities on public property.

2. Definition

For the purpose of this policy, the following Definitions shall apply unless the context clearly indicates or requires a different meaning:

Public Area. Primarily an area dedicated, reserved or set aside for public use and maintained by or under the control of the Town of Altavista. Among other places, it includes streets, alleys, sidewalks, parking lots, parks and other open space and property owned by the Town of Altavista. (NOTE: This policy does not include the Altavista Train Station, which is regulated and rented by the Altavista Area Chamber of Commerce.) Further, streets under the control of the Virginia Department of Transportation (VDOT) and the sidewalks along those streets are a Public Area for the purpose herein when appropriate consent has been obtained from VDOT>

Special Event. An outdoor temporary activity or promotion, commercial or non-commercial, at a specific location that is open to the public and is planned or reasonably expected to attract/assemble fifty or more persons, require street closures and/or sidewalks, or which may restrict or interfere with the right of merchants, the public and private individuals to have access to offices, stores, residences or other places. Special events include, but are not limited to, parades, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, craft shows, rodeos, corn mazes, historic reenactments, equestrian shows, firework displays and events, or similar events open to the public. A private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event.

3. Special Events Policy

The Town of Altavista hereby establishes the following policy to govern special events. This policy shall apply to applications for use of public roads closed upon request and all town parks and grounds.

Any individual or organization planning an event must complete a “Special Event Application Form” available online. The Town of Altavista will consider each application including, as needed, input from Department of Planning & Community Development, Altavista Police Department, Public Works and any other town, county, or state agency that may be involved in the event. To allow for the review period the applications are requested 90 (ninety) days in advance of the event date.

DRAFT

Section I. Permit

PERMIT EXCEPTIONS

The following events are subject to exemption from the Special Events Policy.

- 1) Funerals
- 2) Educational activities involving students and/or faculty provided the event is under the immediate direction and supervision of school administrative personnel.
- 3) The Town of Altavista or any other governmental unit carrying out its normal functions.
- 4) Special Events sponsored or substantially administered by the Town of Altavista or an authorized agent of the Town provided the Special Event is insured against accidents and liabilities by the Town or by the entity acting on behalf of the Town.
- 5) In general, Neighborhood Parties held in a neighborhood cul-de-sac or on a road with only one entrance where all the affected residents have been notified. However, block parties and other social events scheduled in residential neighborhoods may require minimal regulation when streets are closed to vehicular traffic.
- 6) Spontaneous events lasting no more than two (2) hours occasioned by news or public affairs coming into the public knowledge at large without the payment of admission fees or other charges and do not involve substantial commercial activity.

Note: There may be other requirements (i.e. Noise Permit, etc.) that are not exempt.

PERMIT REQUIRED

It shall be unlawful for any person to conduct, sponsor, maintain or assist in maintaining a Special Event, as defined above, within or on any public area without first obtaining the permit required herein and maintaining the validity of the permit throughout the Special Event.

APPLICATION PROCESS/REQUIREMENTS

A completed application and special event application map showing potential road closures, on-site sanitary facilities based on crowd size and event duration must be submitted to the Department of Planning & Community Development with payment of the \$25 zoning application fee with the application. The Department of Planning & Community Development is located in Town Hall at 510 7th Street. Upon receipt of the completed application, the Department of Planning & Community Development will route the application to the Town of Altavista Police Department for logistics review, other departmental routing as needed and recommendation to the Town Manager.

Applicant/Personal. If the applicant is representing an organization or group, that information is included; however, the permit will be issued in the name of the specific individual and that individual shall be personally responsible for the information provided and for compliance with the terms and conditions of the permit. The person designated by the application as the person for the Special Event shall be physically present and accept responsibility for compliance with any and all terms as set forth in this policy.

Transferability. The permit granted under this policy shall not be transferable or assignable.

Benefit. No permit shall be issued for an event which is substantially intended to financially benefit the applicant or sponsor of the event unless the individual or sponsor can demonstrate the public purposes to be achieved.

Additional Rental Requirements. Events requesting the use of Town Parks or the Booker Building must obtain a separate rental permit from Town Hall, for additional information call (434) 369-5001. Fees will be based on use type and duration.

Section II. Regulations & Conditions

The permit issued for a Special Event under this policy shall be subject to the regulations, conditions and reservations of rights as set forth in this section.

1. Regulations

- a. Any other permit required for the Special Event shall be obtained, including permits for the service and consumption of alcoholic beverages, permits issued by VDOT, Campbell County Health Department, Town of Altavista Planning and Zoning Department and other similar licenses or permit. At least 30 (thirty) days prior to holding a special event, to the extent such is required, provide to the Town written proof of approval, including copies of any permits or licenses if required.
- b. Provide adequate security subject to coordination with police, including emergency, sanitation, traffic control and refreshment services at each special event or activity at their cost.
- c. Provide portable toilets as needed.
- d. Restore the site to its original condition, removing all trash equipment, etc., immediately following the event, regardless of the source. The permitted group shall compensate the Town of Altavista for any extraordinary clean-up or repairs required as a result of the approved activity.
- e. Comply with state law and all requirements of the Town Code and all additional requirements that either the Town Council or the Town Staff impose upon the event.

2. Conditions

- a. **Indemnity.** In consideration of the granting of the permit under this policy, the applicant and any entity represented by such person shall indemnify and hold harmless the Town of Altavista, its officers, agents and employees against all loss, expense or liability of any kind, including attorney's fees, caused by or in any way resulting from the acts of any person attending the Special Event or in any way resulting from the activities carried on during he
 - b. **Insurance.** The applicant and sponsor of the Special Event shall secure and at all times maintain in full force and effect a comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$1,000,000. The Town of Altavista, its officers, agents and employees are included as additional insured with respect to the general liability insurance policy. This insurance shall be issued by a company licensed to do business in the Commonwealth of Virginia and shall be endorsed to the effect that the policy shall not be terminated or cancelled prior to its expiration date except upon thirty (30) days advance written notice to the Town. The insurance shall cover the Special Event and the types of activities carried on at the Special Event. The applicant and sponsor shall provide proof of the required insurance coverage in the form of an original current certificate of insurance presented by the insured's agency. Evidence of such insurance shall be provided to the Town at least five (5) days before the date of the Special Event. The special event permit shall be null and void without an insurance, as required herein.
 - c. **Strict Liability.** The applicant and sponsor of the Special Event shall assume and be strictly liable, without regard to negligence, for all damage or injury caused to public property as well as the buildings, residences and structures adjacent to the public area during and throughout the period of time that the public area remains closed for public use.
3. **Reservation of Right.** The Town of Altavista reserves the right to suspend all or any part of a Special Event and to require all persons to immediately vacate the Public Area during any period of national or local emergency, natural disaster, and lawlessness and other acts or events which threaten public safety.

4. Town Council Approval

Some special event applications that involve closure of public roads or use of town parks and grounds which cannot be approved administratively require Town Council approval. You will be notified when your special event application is on the Town Council agenda as your presence is expected. The Council is aware of the problems that street closures may cause to businesses, residents and drivers. The time and day of the event will be key factors in considering whether to allow an event requiring street closures.

Applications which may be administratively approved by the Town Manager include:

- a. Special Events which have been approved in consecutive years prior to the current request and which have no proposed changes to layout, logistics and schedule times.
- b. Events which do not require street closures or reservation of public parking spaces.
- c. Events which do not require a substantial interference with the general public's use of a Public Area.

Section III. Revocation or Denial of Permit

5. Revocation or Denial of Permit

The application for any permit may be denied and any permit issued under this policy may be revoked if:

- a) The application contains false or misleading information or does not set forth all of the information requested, or
- b) The Special Event is operated in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety and welfare, or
- c) The applicant and/or sponsor of the event has failed to obtain and maintain any health, business or other license or permit required by law for the activities carried on during the Special Event, or
- d) The applicant and/or sponsor of the Special Event has violated or is attempting to violate any of the terms and conditions of this policy, or
- e) If there is a conflict with any previously scheduled Special Event. Events sponsored by the Town or carried out on behalf of the Town as part of its public service shall be given priority in scheduling. Otherwise, scheduling shall be on a first come first served basis.

Section IV. Waivers

The Town Manager or his/her designee, shall have the right to grant waivers concerning scheduling or other minor requirements of this Policy where there is a hardship caused to the applicant by the strict enforcement of this Policy provided the health, safety and welfare of the public is not placed at risk and the overall intent of this Policy can be achieved.

ROUTING (initial/date)
Fee Paid _____
P&CD _____/
Police _____/
Town Mgr. _____/_____



APPLICATION FOR SPECIAL EVENT/PARADE PERMIT

Activity _____ Date of Application _____

Sponsored By _____ Location of Event _____

For Profit _____ Non Profit _____ Tax Exempt No. _____

Name _____ Home # _____ Work # _____

Address _____ City/State _____ Zip _____

Email _____

Description of Event:

Date of Event _____

Rain Date _____

Event Hours _____

Set Up Time _____

Clean Up Time _____

Anticipated Attendance (per day): Participants _____ Spectators _____

Will you need electricity? ☐ Yes ☐ No (if yes, service type and number of outlets_____

Will food be served? ☐ Yes ☐ No

Will fees for food or merchandise be charged? ☐ Yes ☐ No

Will admission fees, entry fees or other fees be charged as part, or in association with the activity? ☐ Yes ☐ No

Will portable restrooms be provided? ☐ Yes ☐ No (if yes, how many) _____

Will there be parking control staff? ☐ Yes ☐ No (if yes, how many) _____

Will you have security on site? ☐ Yes ☐ No (if yes, who) _____

Will any items be left overnight? ☐ Yes ☐ No (if yes, where) _____

Will signs or banners be displayed? ☐ Yes ☐ No (if yes, where) _____

Will tents be erected? ☐ Yes ☐ No (if yes, what size) _____

Will water hookup be needed? ☐ Yes ☐ No (if yes, what for?) _____

Will there be a parade? ☐ Yes ☐ No (if yes, complete page 3) _____

Will any Town streets need to be closed? ☐ Yes ☐ No (if yes, identify) _____

Name of insurance company providing Certificates of Insurance for the event_____

I agree to indemnify and hold harmless the Town of Altavista, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Altavista, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Signature

Date

TO BE COMPLETED FOR PARADE REQUEST

Projected number of entries _____

Anticipated number of participants _____

Will children be involved ☐ Yes ☐ No (if yes, how many) _____

Will animals be involved ☐ Yes ☐ No (if yes, how many and what type _____

What special conditions will be required, if any, to accommodate animal participants? _____

Will motor vehicles be involved? (if yes, how many and what type) _____

What additional streets or parking lots will be need, if any? _____

Please review map for parade route.

POLICE REVIEW: _____

PUBLIC WORKS REVIEW: _____

MANAGER'S REVIEW: _____

PLANNING/ZONING REVIEW: _____

Waverly Coggsdale III

From: Tobie Shelton
Sent: Thursday, July 12, 2018 12:16 PM
To: Waverly Coggsdale III
Subject: FW: Insurance Question

See below.....let me know if more questions.

Tobie C. Shelton

Finance Director / Treasurer
Town of Altavista
510 7th Street
P. O. Box 420
Altavista, Virginia 24517
tcshelton@AltavistaVA.gov
(Phone) 434.369.5001
(Fax) 434.369.4369

From: Rachael Rutledge <rrutledge@scottins.com>
Sent: Thursday, July 12, 2018 12:08 PM
To: Tobie Shelton <tcshelton@altavistava.gov>
Subject: RE: Insurance Question

Hey Tobie!

Yes, happy to help- we insure most of the rental/venue facilities around town and we typically recommend (at a minimum):

\$1million per occurrence / \$1million aggregate limits for General Liability
Medical payments optional (no fault/trip and fall coverage)
Recommend adding "Town of Altavista....." As an Additional Insured as respects GL coverage

GL only would typically run \$150 for most events (birthdays, etc). Where there is alcohol, this typically is \$250 (would typically cover small, 1 band, karaoke, etc style events)

Events where there are bands, BYOB, etc would need to be underwritten on a case-by-case scenario.
I do know there are online websites where you may be able to purchase this coverage cheaper, though I cannot speak to the coverage or claims process for this. Most of the time with these, the individuals are on their own with no agency assistance.

Hope this helps -
Thanks!



**Town Council Work Session – Item #: 6d.
August 28, 2018
Zoning Ordinance Text Amendments**

**Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager**

Discussion: Staff presented the Planning Commission’s recommendations on two proposed Zoning Ordinance Text Amendments at Town Council’s August Regular Meeting. The two text ordinance amendments deal with: 1) Mobile Restaurants (Food Trucks); and 2) Keeping of Horses in Town.

At this time, this item has been placed on the August Work Session agenda at Council’s request. Staff seeks any direction that Council may wish to provide on this item.

Council may decide to move forward with one or both of the text amendments. If so then, we would conduct a “First Reading” and then schedule a Public Hearing on the item(s).

ATTACHMENTS:

- *Planning Commission Recommendation*
- *Zoning Ordinance Text Amendment*

Commissioners

John Jordan, Chairman
John Woodson, Vice Chairman
Marie Mitchell
Marvin Clements
Tim George



Town Planning Staff

Daniel 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

The Planning Commission held two public hearings at its August 6, 2018 meeting to consider amendments to the zoning ordinance that would (1) regulate mobile restaurants and (2) allow for horses on certain parcels within the R1 and R2 zoning districts. All members were present at the meeting.

Public Hearing 1- Mobile Restaurants

Mr. Clements made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, 86-322, 86-352, 86-427, 86-382, and 86-520 regulating mobile restaurants.' The motion was seconded by Tim George. All members voted in favor of the recommendation with none opposing.

Public Hearing 2- Horses

Mr. Woodson made the following motion: 'I make a motion to recommend to Town Council amendments to Sections 86-32, 86-132, 86-192, and 86-515.2 regulating horses.' The motion was second by Mr. Clements. All members voted in favor of the recommendation with none opposing.

Attachments:

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by amending the definition of "agriculture" and by adding the definition of "restaurant, mobile".

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to amend the definition of agriculture and add the definition of restaurant, mobile as follows:

Sec. 86-32. Use types.

Agriculture means the use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. The keeping of a cow, pig, sheep, goat, male chicken (rooster) or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. The keeping of female chickens in compliance with section 86-515.1 shall not constitute agriculture. The keeping of horses in compliance with section 86-515.2 shall not constitute agriculture. A garden accessory to a residence shall not be considered agriculture (see definition for *Garden, home*).

Restaurant, mobile means a readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks, "meals on wheels" or food home delivery services.

All other use type definitions in Sec. 86-32 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-132 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-1 low-density residential district.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-132 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-132. - Permitted uses.

(a) Only one building and its accessory buildings may be erected on any lot or parcel of land in the R-1 low-density residential district.

(b) The following uses are permitted by right or by special use permit in the R-1 low-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment-Subject to Sec. 86-453

Community garden-Special use permit required.

Family day care home-Subject to Sec 86-477. Special use permit required.

Group home-Subject to Code of Virginia § 15.2-2291

Home garden

Home occupation-Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency-Subject to Sec. 86-455

Single-family dwelling, detached-Subject to Sec. 86-596

Temporary family health care structures-Subject to Sec. 86-460

(3) *Civic use types.*

Community recreation Subject to Sec. 86-474

Cultural service

Educational facilities, primary/secondary Special use permit required

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Public parks and recreational areas Special use permit required.

Religious assembly Subject to Sec. 86-479. Special use permit required.

Safety service

Utility service, minor

(4) *Office use types.*

(None)

(5) *Commercial use types.*

~~Bed and breakfast-Subject to Sec. 86-507. Special-use-permit required.~~

Restaurant, mobile per Sec. 86-520

(6) *Industrial use types.*

(None)

(7) *Miscellaneous use types.*

Amateur radio tower Subject to Sec. 86-542.

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 Subject to Sec. 86-544.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

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. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Keeping of chickens per Sec. 86-515.1.

Keeping of horses per Sec. 86-515.2. Special use permit required.

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460; b2.

Townhouse—Subject to section 86-461

(3) *Civic use types.*

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

Restaurant, mobile per Sec. 86-520

(6) *Industrial use types.*

Recycling center. Special use permit required.

(7) *Miscellaneous use types.*

Amateur radio tower. Subject to Sec. 86-542

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. Subject to Sec. 86-544.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-322 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-322 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-322. Permitted uses.

- (5) *Commercial use types.*
 - Bed and breakfast*
 - Brewpub
 - Business support service
 - Business/trade schools
 - Car wash (S)
 - Commercial indoor sports and recreation (S)
 - Communications service
 - Day care center*
 - Funeral service
 - Garden center
 - Gasoline stations (S)*
 - Hospital (S)
 - Microbrewery (S)
 - Personal improvement service
 - Personal service
 - Restaurant, mobile per Sec. 86-520
 - Restaurant, small—whether in a new or existing shopping strip center*
 - Restaurant, small—As a stand-alone building (S)*
 - Retail sales—Not exceeding 3,000 gross square feet per use
 - Studio, fine arts

All other text in Sec. 86-322 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-352 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-352 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-352. Permitted uses.

- (5) *Commercial use types.*
 - Adult use (S)*
 - Agricultural service
 - Antique shop
 - Assembly hall
 - Automobile dealership, new*
 - Automobile dealership, used (S)*
 - Automobile parts/supply, retail
 - Automobile rental/leasing
 - Automobile repair service, major (S)*
 - Automobile repair service, minor
 - Brewpub
 - Business support service
 - Business/trade schools
 - Car wash
 - Commercial indoor amusement
 - Commercial indoor entertainment
 - Commercial indoor sports and recreation
 - Commercial outdoor entertainment
 - Commercial outdoor sports and recreation
 - Communications service
 - Construction sales and service
 - Consumer repair service
 - Convenience store
 - Dance hall (S)
 - Day care center*
 - Equipment sales and rental (S)
 - Farmers market (S)
 - Flea market (S)
 - Funeral service
 - Garden center
 - Gasoline station*
 - Hospital

Hotel/motel/motor lodge
Kennel, commercial (S)*
Laundry
Manufactured home sales
Microbrewery
Mini-storage (S)*
Modular home sales
Pawn shop
Payday loan establishment
Personal improvement service
Personal service
Recreational vehicle sales and serviced
Restaurant, small
Restaurant, fast food or drive-thru*
Restaurant, mobile, per Sec. 86-520
Restaurant, general
Retail sales*
Studio, fine arts
Transient merchant*
Travel center (S)
Veterinary hospital/clinic

All other text in Sec. 86-352 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-427 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-427 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-427. Permitted uses.

- (5) *Commercial use types.*
 - Antique shop
 - Assembly hall (S)
 - Automobile repair service, minor (S)
 - Bed and breakfast (S)*
 - Brewpub
 - Business support service
 - Business/trade schools (S)
 - Commercial indoor entertainment (S)
 - Commercial indoor sports and recreation (S)
 - Communications service (S)
 - Consumer repair service
 - Convenience store
 - Dance hall (S)
 - Day care center (S)*
 - Farmers market (S)
 - Flea market (S)
 - Funeral service (S)
 - Hotel/motel/motor lodge (S)
 - Microbrewery
 - Pawn shop (S)
 - Payday loan establishment (S)
 - Personal improvement service
 - Personal service
 - Restaurant, small
 - Restaurant, fast food or drive-thru (S)*
 - Restaurant, general
 - Restaurant, mobile per Sec. 86-520
 - Retail sales
 - Studio, fine arts

All other text in Sec. 86-427 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-382 (5) of the Code of the Town of Altavista, 1968, by adding restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-382 (5) of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-382. Permitted uses.

- (5) *Commercial use types.*
 - Business support services
 - Business/trade school
 - Communication services
 - Construction sales and services
 - Equipment sales and rental
 - Mini-storage*
 - Restaurant, mobile per Sec. 86-520

All other text in Sec. 86-382 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add a new Section 86-520 to the Code of the Town of Altavista, 1968, relating to restaurant, mobile.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-520 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-520. Restaurant, Mobile.

(a) Mobile restaurants in the R-1 and R-2 Districts may operate only when sponsored for a specific event by a church or other non-profit organization holding an exemption letter from the Internal Revenue Service and with prior approval by Town Council. The mobile restaurant shall obtain a temporary mobile restaurant permit and provide evidence of such sponsorship including a description of the event and duration thereof. Mobile restaurants shall be subject to all of the requirements of Subsections (b) and (c) below as they are applicable.

(b) Requirements for mobile restaurants.

(1) Mobile restaurants must obtain a mobile restaurant permit. The permit shall not be transferable to a new owner of the unit. The permit is valid for 12 months – January to December. The permit fee shall be as stated in the Town of Altavista Master List, Rate Fees and Charges. Initial recommended fee - \$50.00.

(2) Mobile restaurants must maintain a valid business license issued by the Town and a valid health permit issued by the Virginia Department of Health. These must be displayed at all times the restaurant is open for service.

(3) Mobile restaurants shall be required to collect and remit the Town of Altavista Meals Tax as provided in Town Code Sec. 70-41, *et seq.*

(c) General Standards.

(1) A mobile restaurant may operate on private property but must obtain written permission from the property owner and provide when seeking a zoning permit.

(2) No items shall be sold other than food and non-alcoholic beverages and items incidental to food and its consumption.

(3) No music shall be played that is audible outside of the vehicle.

(4) Mobile restaurant vehicles must park in locations or areas as approved in the mobile restaurant permit, and shall not block (i) the main entry drive aisles or affect pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, driveway entrances, alleys and handicapped parking spaces.

(5) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. No mobile restaurant shall operate past 9:00 p.m. A mobile restaurant and all materials associated with the business shall be removed from the location by 9:30 p.m. each day.

(6) When open for business, the mobile restaurant operator, or his or her designee, must be present at all time, except in cases of an emergency.

(7) No outdoor seating shall be permitted. If space is available, one covered table is permitted to provide condiments to patrons.

(8) No signs may be displayed except those permanently affixed to the vehicle. No signs intended to move with air/wind shall be allowed (such as streamers, sails or wings or feather flags).

(9) Trash receptacles shall be provided by and at the mobile restaurant and all trash, refuse, or recyclables generated by the use shall be properly disposed of in them. Trash, refuse or recyclables must be removed with the mobile unit and may not be placed in any public receptacle or public trash can on a street or public dumpster.

(10) No liquid wastes shall be discharged from the mobile restaurant.

(11) No mobile restaurant shall locate within 50 feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided in writing. This standard shall not apply when an established, active restaurant is closed or outside its normal operating hours or when the mobile restaurant is part of a town sanctioned event.

(12) No mobile restaurant shall locate within 50 feet of a single family or multi-family residential structure (determined by measuring from the edge of the mobile restaurant to the edge of the structure).

(13) Mobile restaurant vehicles may be otherwise limited by the Town depending on the location or other details of the mobile restaurant permit application.

(14) A mobile restaurant may operate on public property at any town sanctioned event, including, but not limited to the First Saturday Trade Lot, Uncle Billy's Day, TGIF, Annual Harvest Jubilee & Wine Festival, and AOT's Food Truck Rally.

(15) The operation of the mobile restaurant or use of a generator may not be loud enough to be plainly audible at a distance of one hundred (100) feet from the mobile restaurant. Excessive complaints about vehicle or generator noise will be grounds for the Zoning Administrator to require that the mobile restaurant vendor change location on the site, to move to another property or the permit may be revoked at that location.

(16) Mobile restaurant permit may be revoked by the Zoning Administrator at any time due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the Board of Zoning Appeals.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add a new Section 86-515.2 to the Code of the Town of Altavista, 1968, relating to keeping of horses in R-1 and R-2 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-515.2 be added to the Code of the Town of Altavista, 1968, as follows:

Sec. 86-515.2. Keeping of horses in R-1 and R-2 District.

(a) Minimum contiguous fenced acreage is 5 acres with a minimum of two fenced acres per horse.

(b) Horses must be stabled or penned no closer than 300 feet of the residence of any other person and such horses may be permitted to graze no closer than 100 feet from the residence or any other person.

(c) Owner shall keep the pasture and barn cleaned so as to prevent accumulation of manure.

(d) By special use permit, Town Council may place such other conditions upon such keeping and grazing of horses deemed necessary to prevent the creation of a nuisance and/or disturbance to the reasonable peace and comfort of neighboring residents as well as other requirements per the special use permit process.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



Town Council Work Session – Item: #6e
August 28, 2018
AOT's Request to Use English Park for Giblet Jog 5k Race
Agenda Memorandum
Submitted by: Emelyn Gwynn, Main Street Coordinator

Discussion: Altavista On Track would like to request permission from Town Council to use English Park on Thanksgiving Day, November 22, 2018 for the 12th Annual Giblet Jog 5K Run from 6:30 a.m. - 11:30 a.m. AOT and race day volunteers will start out in the Booker Building by registering last minute runners and handing out race day packets to runners. The race will start at 8:30 a.m. near the playground/pavilion. Runners will run the loop that circles the playing fields, and then follow the trail that goes under the bridge. Once runners reach the end of the end of the trail, they will circle back and cross the finish line where they started, near the playground/pavilion. Each year, AOT works with the Town, Public Works and the Police Department to insure that the gates are unlocked at English Park and that the electricity is working near the pavilion and Booker Building. AOT also notifies Campbell County EMS about the race and an EMS is usually present at the race if available.

Requested Action: Consensus of Town Council to place approval of this item on the September 11th Consent Agenda.

ATTACHMENTS:

- *Map of race route*
- *MOU between AOT & Town of Altavista*

AOT's GIBLET JOG ROUTE MAP





Memorandum of Understanding

This Memorandum of Understanding will serve as a contract between the Town of Altavista and the party listed below.

Dates of Use: English Park on November 22, 2018 6:30am until 11:30 am

Facility: English Park & Park Trail in county section

Responsible Party: Emelyn Gwynn

Organization: Altavista On Track

Address: 510 7th Street Altavista, VA 24517

Phone:: (434) 369-5001

This contract lists the responsibilities of the Town of Altavista and the above-named party or parties.

Responsibilities of the Town of Altavista

Trail around ball fields in the Riverside Section of English Park– begin and end near the playground area of the park.

Use of Pavilion near playground

Use of Booker Building

Use of Parking lots on all park

Responsibilities of the Organization & Responsible Party

Release Town of Altavista and their agents of all responsibilities and liabilities.

Leave the property clean with all trash removed

Remove the any tents, tables etc.

Responsible Party: _____ Date: _____

Town of Altavista Representative: _____ Date: _____



**Town Council Work Session – Item #: 6f.
August 28, 2018
English Park Improvements - Procurement**

**Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager**

Discussion: Town Council directed staff to proceed with implementation of several projects include in the newly adopted “Parks and Trails Master Plan”.

At this time, staff is working on the procurement for goods and services related to three of the projects, all which tie together. The projects include the construction of a splash pad; replacement of the playground; and the construction of a shade structure in English Park. These projects are planned to be located in the area where the existing playground is located (behind the existing pavilion) and will encompass the open grass area from the basketball courts to the service drive to the maintenance building.

Pursuant to Section 2.-262 (a), *“Upon a determination made in advance by the town council set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination.”*

Written Basis for Determination to Utilize Competitive Negotiation

Based on the vast nature of the components and features that are available for inclusion in the splash pad, playground and shade structure projects specifically bidding out this project is not practicable and the ability to negotiate for such goods and services should enhance the Town’s ability to design a project within the budget.

Staff is seeking Council’s approval of a determination in regard to use of the Competitive Negotiation process rather than the Competitive Sealed Bidding process. The RFP would be issued/advertised within the next two weeks.

ATTACHMENTS:

None



**Town Council Work Session
August 28, 2018
Delinquent Tax List
Agenda Memorandum**

Submitted by: Tobie Shelton / Finance Director

Discussion: Each year, staff submits to Town Council the list of delinquent taxpayers as defined in Section 70-3 of the Town Code. Attached is a staff memo and the delinquent tax list. Staff will present the request to publish the Delinquent Taxpayers' Listing, as well as several Delinquent Tax lists that need to be written off.

ATTACHMENTS:

- Memo to Council
- Delinquent Tax Listing



TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

DATE: August 28, 2018

RE: Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2012 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
DECEASED INDIVIDUALS**

August 22, 2018

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Barksdale, Todd	10832	\$ 9.98
Barksdale, Todd	10830	\$ 6.26
Barksdale, Todd	57831	\$ 39.54
Barksdale, Todd	59529	\$ 40.36
Barksdale, Todd	68401	\$ 26.99
Barksdale, Todd	68241	\$ 60.78
Brown Elburn	66813	\$ 20.90
Brown, Elburn	66815	\$ 66.48
Callands, Tardie Bill	11138	\$ 17.60
Callands, Tardie Bill	11140	\$ 17.60
Doss, Lawrence	52875	\$ 17.60
Hubbard, Wendell Estate	69057	\$ 5.87
Johnson, Janice	12628	\$ 17.60
Laronda, John	67933	\$ 17.60
Laronda, John	67935	\$ 290.12
Laronda, John	69287	\$ 68.78
Laronda, John	69291	\$ 20.54
Laronda, John	70963	\$ 92.27
Laronda, John	70965	\$ 98.66
Laronda, John	70967	\$ 69.19
Laronda, John	70969	\$ 90.58
Pannell, David L	61227	\$ 36.85
Pannell, David L	62727	\$ 22.11
Pannell, David L	62729	\$ 36.85
Pannell, David L	62731	\$ 36.85
Payne, Herman William	17102	\$ 17.60
Shelton, Frederick	54811	\$ 31.91
Shelton, Frederick	68575	\$ 46.23

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
UNDER \$20.00**

August 22, 2018

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Austin, Brendon Devon	71469	\$ 5.87
Campbell, Crystal Jones	71517	\$ 6.25
Blanks, Thomas Ashley	70425	\$ 0.47
Chevalier, Mark Raymond	67913	\$ 0.59
Conopco Inc	51745	\$ 10.46
Cox, Gregory	51653	\$ 0.23
Dillard, Dakota	69963	\$ 5.87
Dishnet Satellite	71549	\$ 10.79
Elam, Christie Broggin	71227	\$ 2.68
Hale, Layne Andrew	61915	\$ 2.82
Hall, Joseph James	69943	\$ 8.21
Hall, Joseph James	69945	\$ 2.35
Hamlett, Michael Overholt	61617	\$ 0.32
Harmon, Vickie B	68343	\$ 0.37
Haymore, Herbert	57283	\$ 0.94
Hubbard, Wendell T	69057	\$ 5.87
King, Heather	61897	\$ 0.52
King, Heather	67589	\$ 0.60
Pannell, Burt Lavon	68669	\$ 1.49
Pannell, Titus Andrew	67307	\$ 0.16
Robbins, Deborah	58921	\$ 0.12
Stump, Kailey Elizabeth	71301	\$ 1.40
Westbrook, Susan	70869	\$ 0.07
Worsham, Michael	69277	\$ 0.14

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 22, 2018**

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Andrews, Ronnie & Delene	45537	\$ 29.48
Andrews, Ronnie & Delene	45539	\$ 21.21
Ashwell, William & Gracie	44623	\$ 87.96
Booth, Regina	46725	\$ 76.25
Collado, James/Hannah	46665	\$ 59.33
Cook, Frances D	45173	\$ 88.35
Gill, Deedee Kay	45727	\$ 76.50
Grasty, Gabriel/Florence	45909	\$ 39.62
Gregory, Marcellus Preston	47535	\$ 47.66
Gregory, Marcellus Preston	45927	\$ 149.22
Hamer, Jeston	46553	\$ 67.78
Hamer, Jeston	46555	\$ 47.03
Hamer, Jeston	46557	\$ 94.34
Harris Joshua/Stephanie	46015	\$ 82.13
Kershner, Darl & Shirley	46363	\$ 396.69
Little, Sheila Exec	45755	\$ 201.04
Little, Sheila Exec	45757	\$ 24.56
Minnis, Earl & Odessa	46745	\$ 175.10
Stovall, Diane/Maxine	47785	\$ 10.13
Stovall, Diane/Maxine	47787	\$ 118.88
Thomasville Retail	46411	\$ 102.78

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES**

August 22, 2018

UNDER \$20.00

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Clay, Landon	45055	\$ 11.26
Clay Ollie Etals	45067	\$ 11.26
Dishnet Wireline	71547	\$ 0.10
Minnis J F Estate	46751	\$ 0.57
Pugh, Harold	47243	\$ 3.29
Wells Fargo Bank	69883	\$ 2.82
Wells Fargo Bank	48181	\$ 2.82

TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES
August 22, 2018

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>		<u>TAX AMOUNT</u>
A & A Syndicate/Grab-n-Go	69965	\$	88.00
Adams, Valerie Lee	59475	\$	35.26
Adams, Valerie Lee	68353	\$	82.25
Adkins, Gerald Douglas Jr	62469	\$	30.98
Adkins, Gerald Douglas Jr	64071	\$	11.15
Adkins, Gerald Douglas Jr	65429	\$	62.19
Adkins, Gerald Douglas Jr	68317	\$	34.50
Adkins, Gerald Douglas Jr	68319	\$	41.65
Alexander, Vernon Louis	62225	\$	59.26
Anderson, John Jeffrey	69283	\$	36.49
Anderson, John Robert 2nd	69711	\$	34.38
Anderson, John Robert 2nd	71093	\$	46.23
Anderson, Nicole	56537	\$	37.31
Anderson, Nicole	68635	\$	17.60
Anderson, Nicole	70331	\$	35.67
Andrews, Duncan Ewart	18010	\$	57.75
Andrews, Duncan Ewart	55237	\$	57.75
Andrews, Duncan Ewart	61569	\$	98.14
Annas, Deborah David	66023	\$	35.08
Annas, Jeremy David	67459	\$	17.60
Annas, Jeremy David	70697	\$	65.82
Annas, Jeremy David	70699	\$	17.60
Anthony, Thomas Julian	15896	\$	62.70
Anthony, Thomas Julian	15898	\$	62.70
Armistead, Franchesca Nicole	67677	\$	108.74
Armistead, Franchesca Nicole	70861	\$	33.21
Arnold, Hilda Dalton	67425	\$	19.25
Arnold, Mary Paggans	68981	\$	80.02
Arnold, Mary Paggans	68983	\$	69.30
Aubrey, Mark John	70937	\$	29.80
Bailess, Karen Lynn	66309	\$	56.55
Barnard, Robert Glenn Jr	69415	\$	36.85
Barnwell, Bronson Jermale	62569	\$	36.61
Barnwell, Bronson Jermale	65501	\$	35.67
Barnwell, Bronson Jermale	68403	\$	33.84
Barnwell, Bronson Jermale	70123	\$	15.26
Barnwell, Bronson Jermale	70125	\$	23.94
Barnwell, Laquienta	66459	\$	60.01
Barnwell, Laquienta	66461	\$	65.28
Bennett, Michael David	68137	\$	65.47
Bennett, Michael David	71007	\$	17.60
Berger, Tavio Scopefield	71259	\$	49.87
Berger, Willie Carl Jr	68809	\$	32.85
Bertiz, Rafeal	67939	\$	20.90
Bogert, Abbey Marie	65051	\$	34.38

Bogert, Kyler Charles	67571	\$	38.95
Bogert, Kyler Charles	69063	\$	23.11
Bolen, Brenda Jo	66551	\$	77.27
Boley, Dennis Franklin	67445	\$	17.60
Boley, Dennis Franklin	68947	\$	17.60
Bradner, Melanie Nicole	70467	\$	59.02
Bradner, Melanie Nicole	70469	\$	17.60
Bradner, Melanie Nicole	70471	\$	32.74
Bradner, Michael Edward	68767	\$	41.89
Broadhurst, Elizabeth	68923	\$	65.99
Brown, Shana Matirs	58659	\$	80.30
Brown, Shana Matirs	58661	\$	80.30
Brown, Shana Matirs	58663	\$	80.30
Brown, Timron Debae	69505	\$	19.25
Bruce, Jonathon	68937	\$	66.45
Brumfield, Candace Nicole	64957	\$	22.55
Brumfield, Candace Nicole	64959	\$	144.52
Bryant, Jonathan	67925	\$	77.72
Burgess, Benjamin K	65741	\$	68.46
Burroughs, Ashley	69747	\$	44.40
Burroughs, Ashley	71121	\$	34.03
Burton, Callie Starr	70845	\$	33.21
Cabell, Patricia Reynolds	69551	\$	33.33
Cabell, Patricia Reynolds	69553	\$	38.14
Callands, Kenneth Lewis	69055	\$	319.85
Calloway, Crystal	65431	\$	30.15
Calloway, Crystal	68329	\$	75.68
Calloway, Crystal	68331	\$	17.60
Calloway, Gwendolyn	70753	\$	17.60
Calloway, Michael	70487	\$	17.60
Cantarero, Carol Frances	71485	\$	40.95
Carr, William Robert	67639	\$	57.75
Castillo, Isidro	60345	\$	34.66
Catron Jamie Fitzgerald	60181	\$	33.40
Chambers, James Junior	70973	\$	26.40
Chauncey F Hutter/Pro Tax	51693	\$	151.86
Chavis, Lisa Ann	69763	\$	29.35
CJL Enterprises Inc	59093	\$	133.82
Clay, Emily Nicole	68039	\$	37.54
Clerval, Dennis Martin Jr	66647	\$	43.45
Clerval, Dennis Martin Jr	67877	\$	3.65
Cole, Vincent Ethan	65173	\$	22.55
Cole, Vincent Ethan	65175	\$	73.32
Collier, Jillian D	69417	\$	53.15
Collins, Alice Morris	67281	\$	38.58
Collins, Larry Boyd Jr	65033	\$	80.60
Comer, Joshua Reuben	68055	\$	24.25
Cook, Joseph	60821	\$	93.87
Cook, Susan Viola	70813	\$	57.85
Cox, James Allen	69377	\$	19.25
Cox, James Allen	69379	\$	38.74
Cox, James Allen	69381	\$	19.25

Cox, Travis Cody	70915	\$	28.28
Creasy, Ronnie Thomas	71403	\$	17.60
Crider, Joann Denise	67881	\$	41.55
Crider, Joann Denise	67883	\$	20.90
Crider, Joann Denise	69267	\$	33.33
Crider, Joann Denise	69269	\$	19.25
Crider, Shamica Nicole	60393	\$	40.42
Crider, Shamica Nicole	69043	\$	56.83
Dalton, Dennis Lee	68743	\$	87.59
Dalton, Jennifer Danielle	70541	\$	31.91
Dalton, Jillian Devereaux	71205	\$	32.74
Davis, Deshawn	69841	\$	17.60
Davis, Donald R	69743	\$	96.67
Davis, Donald R	69745	\$	36.21
Davis, Erica Latrice	68087	\$	65.18
Davis, Jacqueline	66421	\$	42.79
Davis, Jeremy Maurice	63691	\$	80.30
Davis, Jeremy Maurice	63693	\$	135.37
Davis, Martha Jo	58251	\$	44.47
Davis, Taneshia	63459	\$	42.83
Devercelly Ashley Kay	65029	\$	40.15
Devercelly, Ashley Kay	66235	\$	64.69
Devercelly, Ashley Kay	69147	\$	38.14
Dews, Mary Dianna	69625	\$	30.51
Dickerson, Brittany Leschae	67895	\$	81.18
Dickerson, Brittany Leschae	70797	\$	42.24
Dino's Sportsbar & Grill	66775	\$	133.84
Dominique, Warren Anthonio	65059	\$	22.55
Dominique, Warren Anthonio	65061	\$	22.55
Doss, Crystal June	68107	\$	142.87
Doss, Crystal June	70999	\$	82.84
Doss, Crystal June	71001	\$	90.35
Drew, Rebecca Darlene	69423	\$	39.19
Dunn, Jessica Mayhew	67679	\$	141.97
Easley, Frank James	67721	\$	20.90
Elawady, Ahmed Elsayed	68149	\$	338.69
Elliott, Richard Terrell	62183	\$	12.33
Emerson, Woodrow Jr	67489	\$	36.85
Emerson, Woodrow Jr	70713	\$	17.60
English, Richard Martin Sr	71147	\$	9.98
English, Richard Martin Sr	71149	\$	73.57
English, Richard Martin Sr	71151	\$	17.60
English, Richard Martin Sr	71153	\$	31.56
Erk, Patrick Hughes	62265	\$	142.19
Everhart, Beth Renea	70707	\$	32.27
Farrakhan Haji Ali	71361	\$	35.67
Fauver, Joseph Timothy	57417	\$	39.66
Fauver, Joseph Timothy	57511	\$	36.96
Fauver, Joseph Timothy	68995	\$	17.60
Ferlise, Nicholas Wayne	67857	\$	74.06
Ferlise, Nicholas Wayne	70951	\$	27.46
Fitzgerald, Sara Salgado	69669	\$	36.85

Fitzgerald, Sara Salgado	69671	\$	36.85
Fitzgerald, Sara Salgado	71073	\$	37.66
Fitzgerald, Shanice Lynette	67927	\$	34.74
Ford, Randy	64621	\$	54.12
Francis, Rodney Lee	70515	\$	22.41
Francis, Rodney Lee	70517	\$	30.62
Francis, Rodney Lee	70519	\$	27.81
Frazier, Greg S	66793	\$	24.97
Freeman, Frank William	69487	\$	46.92
Freeman, Hannah Grace	69725	\$	90.96
Fulsom, Paula Melton	64609	\$	28.63
Gaillard, Lawrence	67929	\$	33.91
Gatewood, Joshua Ryan	71069	\$	39.07
Glass, Michael Doyle	65283	\$	34.66
Goggins, Jasmine Michelle	67859	\$	30.51
Goodman, James Robert Jr	51719	\$	428.28
Graves, Clarence	69313	\$	35.32
Graves, Clarence	69315	\$	32.74
Graves, Earl Levar	68791	\$	34.73
Graves, Kiara Marie	66213	\$	50.05
Graves, Lindsey Alphonzo	59183	\$	22.55
Graves, Lucy Mitchell	68933	\$	19.25
Graves, Lucy Mitchell	68935	\$	36.85
Graves, Lucy Mitchell	70669	\$	34.26
Graves, Margaret M	64251	\$	84.77
Greene, Christopher	69699	\$	36.85
Greene, William Henry Jr	66005	\$	44.53
Greene, William Henry Jr	66007	\$	47.53
Greer, Margaret Catherine	71391	\$	30.51
Hall, Lora Mae	69627	\$	34.03
Hall, Lora Mae	71075	\$	17.60
Hall, Lora Mae	71077	\$	28.39
Hall, Lora Mae	71079	\$	28.39
Hall, Trevor Wayne	69427	\$	193.12
Hancock, Charlie Dante	69677	\$	46.62
Hancock, Charlie Dante	69679	\$	31.80
Hancock, Charlie Dante	71081	\$	30.98
Harris, Joshua William	66073	\$	64.06
Harris, Robert L Jr Estate	67251	\$	27.17
Harris, Robert L Jr Estate	68775	\$	27.81
Haynes, Brian Eugene	66689	\$	36.85
Haynes, Brian Eugene	66691	\$	79.31
Hill, Lisa Gayle	67327	\$	33.44
Hogan, Bobby Wade Jr	67775	\$	41.77
Hogan, Edwin L	56295	\$	69.93
Holland, John Thomas	70831	\$	30.98
Holland's Asphalt Sealing	60383	\$	62.70
Hostetter, Caitlyn Lynn	71233	\$	32.74
Hudson, Neah Denise	67901	\$	31.33
Hudson, William Raymond 3rd	67789	\$	36.85
Hudson, William Raymond 3rd	59241	\$	90.59
Hunt, Kayla Nicole	71507	\$	71.81

Hunt, Norman Wade Sr	66261	\$	17.60
Hunt, Raleigh Lee	61479	\$	60.04
Hunt, Raleigh Lee	65889	\$	58.96
Hunt, Shantia Marie	66407	\$	37.28
Hunt, Wesley Leon	65307	\$	36.85
Hunt, Wesley Leon	66337	\$	36.85
Hunter, Gary Patrick	68015	\$	15.33
Hunter, Gary Patrick	68017	\$	11.85
Hunter, Gary Patrick	68019	\$	14.63
Hunter, Gary Patrick	68021	\$	28.15
Hunter, Gary Patrick	68023	\$	20.90
Hunter, Gary Patrick	68025	\$	20.90
Huss, Neil Alvin	71339	\$	40.36
Hyman, Jerome Terrill	66339	\$	193.47
Hyman, Jerome Terrill	66341	\$	129.36
Jackson , Shavonne Renee	70491	\$	49.51
Jefferson, Jamie Shakeira	71439	\$	29.45
Jefferson, Jamie Shakeira	71441	\$	17.60
Johnson, Elaine Ann	71341	\$	41.54
Johnson, Jeffrey Marlando	66639	\$	63.47
Johnson, Sharmia Danielle	60653	\$	51.10
Johnson, Sharmia Danielle	64903	\$	75.95
Johnson-Myers Lavinia Fay	70941	\$	31.91
Jones, Karen Miranda	69363	\$	17.60
Jones, Stephanie Lynnette	58757	\$	49.22
Jordan, Marissa	69797	\$	141.05
Kershner, Darl K Jr	65147	\$	71.98
Kershner, Kevin Ray	63385	\$	22.55
Kershner, Kevin Ray	66191	\$	62.70
Kershner, Kevin Ray	67611	\$	32.52
Klein, Zora B	64125	\$	34.04
Klekotka, Teresa Lynn	66609	\$	43.45
Klemm, Adam Robert	65125	\$	80.30
Knowles, Elizabeth Stacey	70993	\$	32.03
Knowles, Kristin Darnell	67529	\$	76.54
Lambert, Elizabeth Danele	70785	\$	68.05
Lambert, Larry Roger Jr	71307	\$	66.06
Lear, Marianne	69231	\$	30.93
Lear, Marianne	69233	\$	39.22
Lee, Shelby Grace	68807	\$	36.85
Lee, Todd Wayne	62301	\$	60.64
Lee, Todd Wayne	71115	\$	88.12
Lindsay, Melissa Sophia	69265	\$	24.64
Little, James William	71535	\$	17.60
Little, James William	71537	\$	33.32
Logwood, Jessica	68209	\$	163.93
Lomotey, Michael	66499	\$	275.93
Lomotey, Michael	66501	\$	80.30
Maltz, Barry Lee	68921	\$	36.85
Mangum, Jeffrey Philip	71039	\$	74.86
Marshall, April L	66225	\$	36.23
Martin, Charles Bea	12900	\$	17.60

Martin, Charles Bea	56319	\$	17.60
Martin, Charles Bea	65617	\$	27.46
Martin, Charles Bea	66995	\$	17.60
Martin, Charles Bea	68509	\$	55.38
Martin, Charles Bea	68511	\$	42.24
Martin, Charles Bea	70219	\$	52.92
Martin, Tina Renee	67761	\$	63.95
Mattox, Dustin Brice	66119	\$	54.38
Maulbeck, Rebecca Lynne	71155	\$	39.19
McCabe, Harry Michael	71309	\$	44.47
McClain, Robert Rogers	67531	\$	94.73
McCuen, Teresa Anders	62133	\$	71.09
McCuen, Teresa Anders	64861	\$	70.31
Melvin, Shannon Charisse	65983	\$	224.90
Melvin, Shannon Charisse	67353	\$	135.54
Millner, Estelle Mae	68095	\$	45.38
Minnis, Tristan Obryan	70579	\$	59.25
Miracle Outreach Deliverance	56841	\$	83.42
Mitchell, Destinee	71051	\$	34.61
Monroe, Debra Lenette	70375	\$	71.81
Monroe, Jeffrey Darnell	67867	\$	55.38
Monroe, Jennifer Lynn	67363	\$	93.63
Monroe, Jennifer Lynn	68429	\$	67.94
Monroe, Reginald Gregory 2nd	70815	\$	71.34
Moon, Cindy A	13144	\$	57.75
Moore, Heather Ann	69139	\$	36.33
Moore, Shuntae Lamon	69201	\$	33.21
Moorman, Darnell A	68851	\$	93.92
Moorman, Darrell Lee	64969	\$	36.85
Morgan, Callie Rebecca	71343	\$	60.90
Morris, Rita Ann	63615	\$	44.13
Myers, Archie Matthew	66253	\$	17.60
Myers, Archie Matthew	69163	\$	68.64
Myers, Iuwanti Kendra	63205	\$	43.45
Myers, Iuwanti Kendra	66071	\$	45.18
Myers, Jasmine Cartika	66411	\$	110.40
Myers, Jasmine Cartika	69221	\$	43.78
Myers, Marian Yvette	66505	\$	28.04
Nelson, Shawntae P	70795	\$	49.87
Newman, Sherrie Lynn	66267	\$	67.68
Nguetchang, Donna	69847	\$	30.51
Paggans, Robert William	63009	\$	45.52
Pannell, Mario Lamar	71369	\$	49.75
Payne, John C	56083	\$	80.30
Payne, John C	62537	\$	80.30
Payne, Marquita Lara	67267	\$	41.18
Pennix, Rhonda Evon	71235	\$	32.15
Perkins, Silvy	64013	\$	88.00
Perkins, Silvy	68291	\$	88.00
Petty, Virginia Harris	71415	\$	32.85
Pfeffer, Samantha	67763	\$	66.04
Piercy, Suzanne Michelle	69343	\$	36.85

Poindexter, Antonio Keith	71347	\$	28.86
Poindexter, Antonio Keith	71349	\$	36.14
Pool, Samantha Gwen	71269	\$	17.60
Powell, Benjamin Carroll	69607	\$	63.60
Powell, Benjamin Carroll	69609	\$	79.52
Powell, Benjamin Carroll	69611	\$	42.10
Powell, Benjamin Jonathan	68181	\$	79.18
Powell, Benjamin Jonathan	71019	\$	19.81
Power, Annette O	67197	\$	58.12
Power, Jessica Lynn	63405	\$	43.86
Power, Jessica Lynn	68035	\$	31.91
Pritchett, James Edward	53327	\$	80.30
Quishpe, Sanchez Javier	69571	\$	150.28
Reid, Pamela Hunt	70885	\$	46.82
Reynolds, Annie Keese	65007	\$	88.55
Reynolds, Erma W	70121	\$	53.50
Rhodes, Kelly Marie	70553	\$	28.51
Rice, Krystal Lee	70705	\$	31.09
Rice, Matthew William	69561	\$	36.82
Robbins, Stephen Eugene 3rd	70975	\$	30.15
Robertson, Davon Lamarr	69435	\$	42.71
Robinson, Dionta Lemar	69409	\$	36.85
Robinson, Dionta Lemar	71371	\$	35.43
Robinson, Sharon Teresa	68847	\$	17.60
Robinson, Sharon Teresa	70601	\$	33.21
Rodriguez, Chemkiah Marie	70599	\$	23.00
Rogers, Joyce Edwards	65923	\$	76.15
Rosser, Jennifer Anne	65189	\$	36.85
Rowland, Catherine Frances	68897	\$	38.84
Russell, Vernetta Deniece	68787	\$	90.57
Sanitate, Joseph James Jr	60643	\$	22.55
Saye, Shelly Andrea	71289	\$	92.81
Schwochow, Robin Kaye	71373	\$	17.60
Shelton, Angela D	70101	\$	17.60
Shelton, Wendy Dawn	66415	\$	39.07
Shields, Dwayne E	10534	\$	41.49
Shields, Jeremy Lynn	56781	\$	80.30
Shields, Jeremy Lynn	56783	\$	80.30
Shields, Jeremy Lynn	65939	\$	22.55
Shorey, Brady J	69637	\$	46.58
Simpson, Wanda Francis	65197	\$	19.09
Slayton, Raven Sheree	62215	\$	93.08
Smith, Shaneisha Tiara	69189	\$	74.30
Smith, Shawona Dshea	71143	\$	37.90
Snead, Jennifer Grove	69437	\$	32.61
Snively, Philip	67701	\$	35.26
Southernland, Samantha Lee	71087	\$	36.61
Spidle, Michael William II	69623	\$	17.60
Spidle, Michael William II	71059	\$	61.01
Spradlin, Pauline R	66369	\$	69.09
Spradlin, Pauline R	70923	\$	67.70
Stegall, Willie Ben Jr	59961	\$	22.55

Stewart, Jacob Daniel	71099	\$	23.54
Stewart, James Darrell Jr	66613	\$	17.60
Stone, Germaine Monroe	61787	\$	22.55
Stone, Kenneth Wade	71375	\$	75.21
Stone, Marcus Dean	55977	\$	22.55
Stone, Phillip Anthony Jr	61865	\$	20.90
Stovall, William Jr	67381	\$	40.15
Strouth, Jerry Francis	58445	\$	38.33
Stump, Amy Daniel	67179	\$	41.65
Stump, Amy Daniel	70403	\$	34.26
Sutphin, Joel Wayne Sr	52729	\$	61.90
Sutphin, Joel Wayne Sr	53225	\$	24.63
Sutphin, Joel Wayne Sr	65711	\$	81.21
Symmes, Tracy Elizabeth	67873	\$	62.37
Tavarez, Vargas	67993	\$	31.65
Thacker, Janet Scruggs	58467	\$	42.27
Thomas, Adettra A	59417	\$	92.90
Thomas, Adettra A	69801	\$	221.38
Thomas, Vicky L	64529	\$	47.99
Thornhill, Caniqua Simone	71223	\$	30.74
Thornhill, Caniqua Simone	71225	\$	38.37
Thornhill, Paige Amber	71447	\$	40.48
Thurman, Randi Gayle	70595	\$	17.60
Towler, Jamie Lee	68701	\$	70.73
Towler, Jamie Lee	68703	\$	58.86
Towler, Jamie Lee	68705	\$	36.85
Towler, Roger L	62811	\$	42.01
Trent, Brenda Marsh	69115	\$	35.79
Trent, Christopher Michael	70693	\$	27.81
Trent, Christopher Michael	70695	\$	31.33
Triplett, Kevin W	71003	\$	33.79
Triplett, Kevin W	71005	\$	51.74
Tucker, Amanda Denise	71497	\$	30.86
Tucker, Angela Eloise Myers	67019	\$	42.12
Tucker, Angela Eloise Myers	68963	\$	87.88
Tucker, Courtney Ladawn	69563	\$	35.13
Tucker, Gloria Dalton	55061	\$	32.16
Tucker, Kenneth W	66895	\$	20.90
Tucker, Raven Dawn	67779	\$	32.52
Unroe, Judith	61051	\$	22.55
Vennable, Bernard Lee	67889	\$	66.29
Vennable, Shanice Alicia	66599	\$	142.36
Walker, Irene	67289	\$	28.63
Waller, Alen Augustus	69641	\$	36.85
Waller, Bertha Mae	60665	\$	17.60
Waller, Bertha Mae	69079	\$	37.78
Waller, Jasmine Desire	67909	\$	56.43
Waller, Karrissa Reshod	66323	\$	22.55
Waller, Kerry Wayne	59881	\$	29.45
Waller, Kerry Wayne	59883	\$	17.60
Waller, Kerry Wayne	65813	\$	39.89
Waller, Kerry Wayne	70411	\$	52.92

Waller, Milton Leon	69773	\$	43.65
Waller, Vanessa Ann	70819	\$	27.22
Ware, Camille Chicora	71083	\$	72.86
Wayne, Barry Jerome	71401	\$	77.44
West, Tiffany Amber	67345	\$	20.90
Williams, Julius Lamont	70671	\$	61.60
Woodruff, Sharon Elizabeth	68825	\$	19.25
Woodruff, Sharon Elizabeth	70575	\$	17.60
Workman, Dana Renee	70419	\$	17.60
Worley, Gregory Bryce	69643	\$	40.95
Worley, Gregory Bryce	69645	\$	26.99
Worley, Stephanie M	68653	\$	16.10
Younger, Donnie Lynn	66695	\$	63.87
Yuille, Megan Simone	69325	\$	85.89

**TOWN OF ALTAVISTA
DELINQUENT PERSONAL PROPERTY TAXES**

August 22, 2018

2013 TAX YEAR

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Anthony, Thomas Julian	15896	\$ 24.20
Anthony, Thomas Julian	15898	\$ 24.20
Austin, Charles Thomas	57747	\$ 15.17
Austin, Charles Thomas	57749	\$ 24.20
Austin, Charles Thomas	62473	\$ 8.07
Brooks, Teri Kelly	60135	\$ 13.72
Brooks, Teri Kelly	64703	\$ 71.25
Brown, Shana Matirs	58659	\$ 24.20
Brown, Shana Matirs	58661	\$ 24.20
Brown, Shana Matirs	58663	\$ 24.20
Brown, Virginia Catherine	61825	\$ 40.17
Brumfield, Candace	64957	\$ 24.20
Brumfield, Candace	64959	\$ 46.99
Cadogan, Brandon Andrew	59031	\$ 24.20
Canada, Tallulla	59549	\$ 24.20
Castillo, Isidro	60345	\$ 37.85
Chambers, Gregory Paul	64995	\$ 24.20
Chambers, Gregory Paul	64997	\$ 24.20
CJL Enterprises	59093	\$ 40.33
Coles, Carrissa	60313	\$ 65.44
Coles, Carrissa	62107	\$ 41.92
Davis, Jeremy	63691	\$ 24.20
Davis, Jeremy	63693	\$ 41.62
Davis, Karlton	64823	\$ 38.72
Dickerson, Brittany	61941	\$ 45.39
Easley, Quintin Matthew	55515	\$ 24.20
Elliott, Richard Terrell	62183	\$ 6.59
Ford, Randy	64621	\$ 63.99
Glass, Michael Doyle	65283	\$ 37.85
Graves, Lindsey Alphonzo	59183	\$ 24.20
Graves, Preston Oshea	65105	\$ 47.14
Gregory, Marcella Pearl	17256	\$ 34.51
Hendricks, Terri Lynn	63695	\$ 44.82
Hensley, Jason Brian	63713	\$ 80.39
Hunt, Shantia Maria	65323	\$ 38.43
Jennings, James Junior	64743	\$ 24.20
Johnson, Sharmia	60653	\$ 60.21
Johnson, Sharmia	64903	\$ 94.76
Jordan, Junior	51257	\$ 24.20
Jordan, Junior	58505	\$ 24.20
Kershner Darl K Jr	65147	\$ 47.27
Lewis, Joshawa Dale	64555	\$ 37.12
Mattox, Dustin Brice	63257	\$ 58.90
Miller, Charles Joseph	60183	\$ 39.88

Miller, Charles Joseph	61705	\$	24.20
Miller, Charles Joseph	61707	\$	24.20
Myers, Deandre	65205	\$	58.75
Myers, Iuwanti	63205	\$	50.04
Myers, Iuwanti	64777	\$	46.13
Paape Ronald Charles 2nd	53907	\$	24.20
Paggans, Robert W	63009	\$	13.72
Patrick, Dorothy Marie	62737	\$	72.56
Patrick, Dorothy Marie	64335	\$	58.04
Payne, John C	56083	\$	24.20
Payne, John C	62537	\$	24.20
Pittman, Kimberly	62909	\$	38.72
Power, Jessica Lynn	63405	\$	48.44
Pritchett, James Edward	53327	\$	24.20
Reynolds, Albert McLinden	64487	\$	24.20
Robertson, Lindsey Gayle	65277	\$	24.20
Sanitate, Joseph James Jr	60643	\$	24.20
Shields, Dwayne E	10534	\$	22.15
Shields, Jeremy Lynn	56781	\$	24.20
Shields, Jeremy Lynn	56783	\$	24.20
Smith, Mitzi Marie	63519	\$	92.00
Stone, Germaine Monroe	61787	\$	24.20
Stone, Marcus Dean	55977	\$	24.20
Strouth, Jerry Francis	58445	\$	41.62
Tucker, Gloria Dalton	55061	\$	34.80
Unroe, Judith	61051	\$	24.20
Vaughn, Whitney	65267	\$	6.97
Vaughn, Whitney	65269	\$	39.16
Wimbush, Erika Denise	61863	\$	46.71
Woodruff, Sharon	64611	\$	24.20

**TOWN OF ALTAVISTA
UNCOLLECTED TAXES AMOUNTING
TO LESS THAN \$20.00 FOR WHICH
NO BILLS WERE SENT
AS OF AUGUST 22, 2018**

REAL ESTATE TAXES
None

PERSONAL PROPERTY TAXES
None

**TOWN OF ALTAVISTA
DELINQUENT REAL ESTATE TAXES
August 22, 2018
(RECOMMENDED WRITE-OFF)**

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Devon Mobile Communications	48543	\$ 131.15