



AGENDA
ALTAVISTA TOWN COUNCIL
WORKSESSION
Tuesday, June 26, 2018 – 5:00 p.m.

1. Call to Order
2. Agenda Amendments/Approval
3. Public Comments – Agenda Items Only
4. Introductions and Special Presentations
5. Items for Discussion
 - a. Facility Assessment – 1510 Main Street (former Altavista EMS Building)
(Attachment 1) pg. 2 - 24
 - b. Special Event Policy (Attachment 2) pg. 25 -34
 - c. Request to use English Park (Gladys VFD) (Attachment 3) pg. 35 -36
 - d. Parking Review/Discussion (Attachment 4) pg. 37
 - i. Bedford Avenue
 - ii. Avondale Drive
 - e. English Park Traffic Calming Update (Attachment 5) pg. 38 - 40
 - f. FY2019 Paving List (Attachment 6) pg. 41 - 49
 - g. DCR Grant Application – Dalton's Landing Canoe Launch (Attachment 7) pg. 50 - 51
6. Items from Council or Staff
7. Public Comment
8. Adjournment

Next Scheduled Regular Town Council Meeting: Tuesday, July 10, 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
June 26, 2018
Facility Assessment – 1510 Main Street (*former EMS Building*)

Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Recently the Town accepted ownership of 1510 Main Street (*former EMS Building*) and staff was directed to conduct a facility assessment of the structure. Attached is the “Property Condition Report” provided by David Garrett, Director of Public Works. This report gives Council an overview of the building and looks at the building and its systems to discern what may need to be addressed before the building is used. As you will see in the report the building is in good condition. The building consists of office space, meeting/training room, small kitchen, shower/locker room facility; as well as four vehicle bays to the rear of the building. There are fuel pumps behind the bay area (outside under cover) with a small storage area.

As you know, two local entities (DAWN and Avoca) have made requests of Town Council in regard to potential use of the facility. As part of the transfer of the property to the Town, the EMS Board still has use of one of the offices; although if we develop a use for the property the Town has the option to find them another space for their purposes. This piece of property was part of the original Avoca property deeded to the Town of Altavista by the Winston family. The deed to the original property is attached for your review, which includes several restrictions on the property; the most relevant would be “*E. In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum.*” Based on this language it would appear that if the property was sold the proceeds would go to Avoca (which is also owned by the Town) for maintenance.

Staff would request that Council review the Property Condition Report for 1510 Main Street and provide feedback on what the next step in the process may or could be in regard to the property. Options may include:

- 1) Consideration of the Town’s potential future need/use of the building;
- 2) Consideration of the two existing known requests (DAWN and Avoca) for use of the building;
- 3) Request to see if there are other potential requests/uses for the building; or
- 4) Defer action

ATTACHMENTS:

- *Property Condition Report – 1510 Main Street (former Altavista EMS Building)*
- *1981 deed to original property*



PROPERTY CONDITION REPORT

1510 MAIN STREET
(FORMER ALTAVISTA EMS BUILDING)



JUNE 5, 2018

PERPARED FOR: MR WAVERLY COGGSDALE
Town Manager

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Report Overview

THE BUILDING IN PERSPECTIVE

This project summary is not to be used alone. The attached report is intended to be read in its entirety. Definitions of the terms used in the Report Overview to describe average or overall conditions include the following: **Excellent** – In “like new” condition and/or high quality materials used. **Good** –no remedial work is recommended; **Fair** – system is aging and/or minor remedial work is recommended; and **Poor** – replacement or major remedial work is recommended. Where it seemed more appropriate, assigned combination assessments such as “fair to good” in evaluating various construction components. The table displays estimated repair and/or replacement costs. The estimated costs are preliminary and are based upon site condition. The actual cost will be affected by factors such as future use of the building. Immediate costs are highlighted in **Yellow**.

Item	Excellent	Good	Fair	Poor	Action	Immediate Needs	Capital Reserves
SITE IMPROVEMENTS							
Storm Drain System		√			NM		
Parking Paving, Curbs & Gutters		√			NM		\$3,000.00
Sidewalks	√				NM		
Utilities		√			NM		
Landscaping			√		NM		
Site Lighting		√			NM		
Site & building Signage					RR		
STRUCTURAL SYSTEM AND BUILDING ENVELOPE							
Foundation	√				NM		
Structural System Including Floors		√			NM		
Interior Walls, Patch & Paint		√			IR	\$1,000.00	
Windows & Frames	√				NM		
Exterior Doors & Frames	√				NM		
MECHANICAL, ELECTRICAL & PLUMBING SYSTEM							
HVAC		√			IR	\$700.00	
Electrical		√			NM		
Emergency Generator		√			NM		
Hot & Cold Water Distribution System		√			NM		
Water Heater					IR	\$500.00	
Gas Distribution System		√			NM		

Action: NM = Normal Maintenance, IR = Immediate Repairs/Replacement, RR = Replacement Reserves, NA = Not Applicable, NA = Not Applicable, All cost are estimated and reported as Un-inflated Values

CONVENTIONS USED IN THIS REPORT

For your convenience, the following conventions have been used in this report.

Major Concern: *a system or component which is considered significantly deficient or is unsafe.*

Significant deficiencies need to be corrected and, except for some safety items, are likely to involve significant expense.

Safety Issue: *denotes a condition that is unsafe and in need of prompt attention.*

Repair: *denotes a system or component which is missing or which needs corrective action to assure proper and reliable function.*

Improve: *denotes improvements which are recommended but not required.*

Monitor: *denotes a system or component needing further investigation and/or monitoring in order to determine if repairs are necessary.*

Deferred Cost: *denotes items that have reached or are reaching their normal life expectancy or show indications that they may require repair or replacement anytime during the next five (5) years.*

Please note that those observations listed under "Discretionary Improvements" are not essential repairs, but represent logical long term improvements.

THE SCOPE OF THE INSPECTION

Purpose

The purpose of this study was to provide an observation and report on the physical condition and maintenance of the property and its improvements. This report addresses items that we believe are significant for the continued operation of this facility.

Scope

Scope of assessment included a visit to the property with observations of the property and its improvements. The purpose of these observations was to assess the general physical condition and maintenance status of the property and to recommend any needed repairs

Overall General Description

The subject property, developed in approximately 1982 for use as the Altavista Life Saving & First Aid Crew Building. The one story complex is approximately 11,000 in size and is improved with an asphalt / concrete parking lot.

Ingress and Egress

One asphalt-paved parking lot and concrete entrances to the vehicles bays provide vehicular access into the subject property from Street.

Utilities Provided

- Electrical service – Dominion Energy
- Natural gas service – Columbia Gas
- Water and sewer service – Town of Altavista

DESCRIPTION OF STRUCTURE

Foundation:	Poured Concrete
Columns:	Steel
Floor Structure:	Concrete
Wall Structure:	Masonry
Roof Structure:	Open- Roof Joists ·Metal Decking. Wood Roof Rafters

STRUCTURE OBSERVATIONS

General Comments

The construction of the building is good quality. The materials and workmanship, where visible, are good. The inspection did not discover evidence of substantial structural movement. Below are pictures showing the two types of structural materials use in both buildings. The vehicle bay area are constructed with metal and the office area are constructed with wood frame materials.



Bay Area Roof Structure



Office Area Roof Structure

Roofing

DESCRIPTION OF ROOFING

Office Roof Covering:	Asphalt, Estimated Age 6+ Years
Vehicle Bay Roof Covering:	Metal, Estimated Age 25+ Years
Roof Flashings:	Metal
Roof Drainage System:	Aluminum, Downspouts discharge above grade
Method of Inspection:	Viewed by walking on roof

ROOFING OBSERVATIONS

General Comments

This quality of asphalt roof material has a typical lifespan of 20 years. Many factors influence the longevity of roofs including; weather, quality of shingle and installation method, proximity of tree limbs, degree of slope and amount of rooftop ventilation. Roofs with multiple layers of cover typically have a shorter life span and require additional costs for removal when re-roofing becomes necessary. Properly sloped roofs usually last longer than flat roofs.

The metal roof materials has a typical lifespan of 60 years

Asphalt Roof: The roofing is in good condition. We did not see evidence of active leaks nor need for immediate major repair.

Metal Roof: The roofing is in great condition. We did not see evidence of active leaks nor need for immediate major repair.

Flashing: The flashing is in good condition. We did not see evidence of active leaks nor need for immediate major repair.



Office Roof Area



Vehicle Bay Roof Area

DESCRIPTION OF EXTERIOR

Wall Covering:	Brick · Metal
Eaves, Soffits, and Fascia's:	Metal
Exterior Doors:	Metal
Window/Door Frames and Trim:	Metal-Covered
Entry Driveways:	Asphalt · Concrete
Entry Walkways:	Concrete
Overhead Garage Doors:	Steel
Surface Drainage:	Level Grade

EXTERIOR OBSERVATIONS

General Comments

The exterior of the building is generally in good condition.

Exterior Walls: The walls are in good condition. We did not see evidence of active leaks nor need for Immediate major repair.

Windows: The windows are in good condition. We did not see evidence of active leaks nor need for immediate major repair.

Parking Lot: The Parking lot is in good condition.

RECOMMENDATIONS / Observations

- **Improve:** We would recommend that the asphalt parking lot be put on a CIP list to be seal coated to seal up cracks within the next two to three years.



Front Parking Lot



Large Meeting Room



Kitchen Area



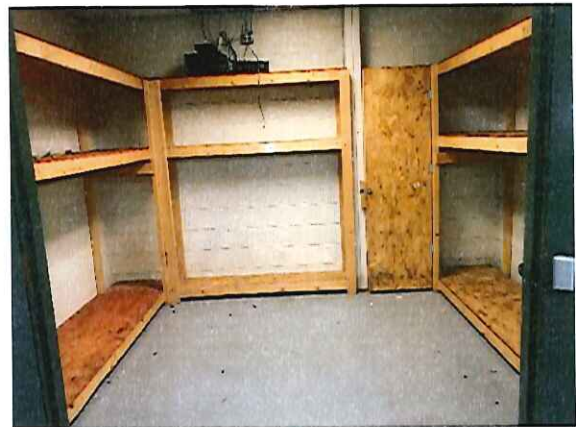
Office Room



Lounge Room



Vehicle Storage Bays



Storage Room



Front Side View of Bay Area



Outside Fuel Area



Back View of Fuel Area



Back Side View of Bay Area

Heating and Cooling

DESCRIPTION OF HEATING

Energy Source: Gas & Electric
 Heating System Type: HVAC with Gas
 Vents, Flues: Metal-Single Wall
 Heat Distribution Methods: Ductwork · Radiant

HEATING AND COOLING OBSERVATIONS

General Comments

This building consist of four HVAC units with gas backup for heating. It appears that the systems have been well maintain and they look to be in good condition.

RECOMMENDATIONS / OBSERVATIONS

- Improve: All four HVAC units will need to be serviced.
- Improve: Units one and two in the attic area, need to replace the drain pans under the units.
- Improve: Drain line on unit three and four out in the vehicle bay area needs to be repaired.

HVAC INVENTORY							
HVAC Unit	Year Built	Air Handler Year Built	Cooling Capacity # of Tons	Model Number	Operational	Manufacturer	Area Serviced
#1 Unit	1995	2014	5	TWE060D150A1	Yes	Trane	Kitchen Area
#2 Unit	2009	2009	5	4TEC3E60D1000AA	Yes	American Standard	Bunk Room Area
# 3 Unit	2015	2015	5	N9MSB1202420C	Yes	Heil	Bay Area
# 4 Unit	2015	2015	5	N9MSB1202420C	Yes	Heil	Bay Area
COMPRESSOR INVENTORY							
Unit	Year Built	Outside Compressor Year Built	Cooling Capacity # of Tons	Model Number	Operational	Manufacturer	Area Serviced
#1 Unit	1995	2014	5	R2H360GKR400	Yes	MaratHerm	Kitchen Area
#2 Unit	2009	2009	5	4A6H3060A1000BA	Yes	American Standard	Bunk Room Area
# 3 Unit	2015	2014	5	H4H360GKD300	Yes	MaratHerm	Bay Area
# 4 Unit	2015	2014	5	H4H360GKD300	Yes	Heil	Bay Area



#1 Air Handler Unit



#1 Compressor Unit



#2 Air Handler Unit



#2 Compressor Unit



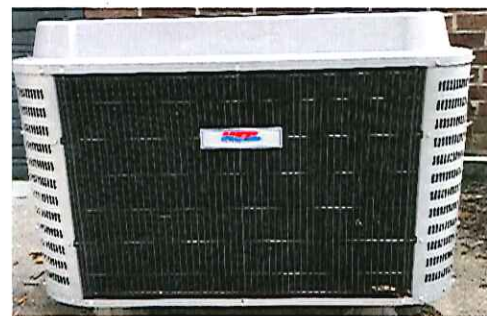
#3 Air Handler Unit



#3 Compressor Unit



#4 Air Handler Unit



#4 Compressor Unit

Insulation / Ventilation

DESCRIPTION OF INSULATION / VENTILATION

Roof Insulation: Assume Fiberboard
Roof Ventilation: Roof Stack Vents

INSULATION / VENTILATION OBSERVATIONS

General Comments

Insulation levels are typical for a building of this age and construction. Caulking and weather-stripping around doors, windows and other exterior wall openings will help to maintain weather tightness and reduce energy costs.

RECOMMENDATIONS / ENERGY SAVING SUGGESTIONS

- None

LIMITATIONS OF INSULATION / VENTILATION INSPECTION

As we have discussed and as described in your inspection report, this is a visual inspection limited in scope by (but not restricted to) the following conditions:

- Insulation/ventilation type and levels in concealed areas are not inspected. Insulation and vapor barriers are not disturbed and no destructive tests (such as cutting openings in walls to look for insulation) are performed.
- Potentially hazardous materials such as Asbestos and Urea Formaldehyde Foam Insulation (UFFI) cannot be positively identified without a detailed inspection and laboratory analysis. This is beyond the scope of the inspection.
- An analysis of indoor air quality is not part of our inspection unless explicitly contracted-for and discussed in this or a separate report.
- Any estimates of insulation R values or depths are rough average values.

Electrical

DESCRIPTION OF ELECTRICAL

Size of Electrical Service:	120/240 Volt Main Service - Service Size: 400 Amps
Service Drop:	Underground
Service Entrance Conductors:	Not Observed
Service Equipment & Main Disconnects:	Main Service Rating 400 Amps · Breakers
Service Grounding:	Ground Rod Connection · Water Pipe Connection
Emergency Generator:	8000 Watt Dayton

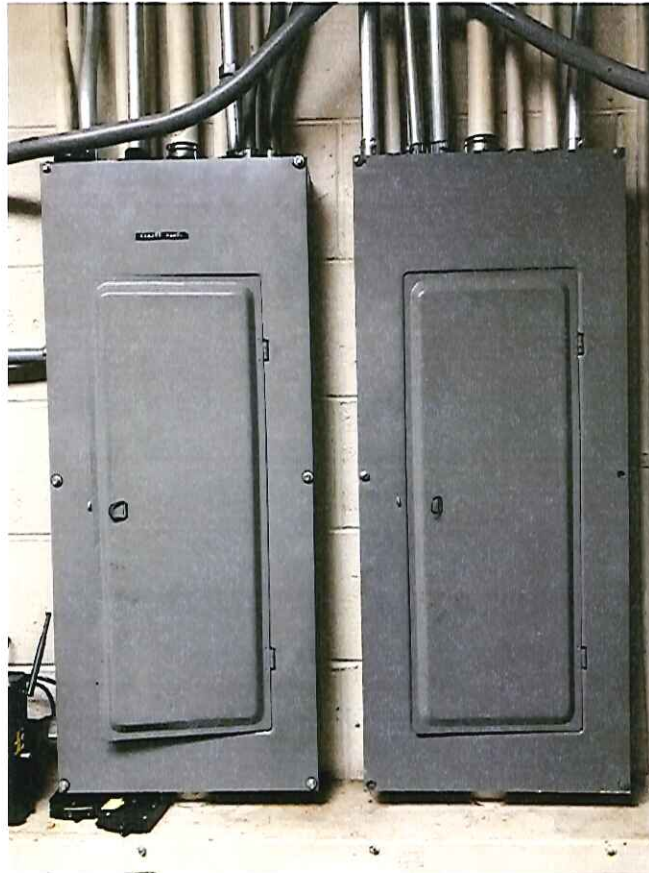
ELECTRICAL OBSERVATIONS

General Comments

Generally speaking, the electrical system is in good order. Dedicated 220 volt circuits have been provided for all 220 volt appliances within the building. The size of the electrical service appears to be sufficient for the current usage of building. The Emergency generator has an automatic transfer switch that during a power outage the electric generator will switch over and operate essential components. If usage of building changes from its current application, it is recommended that a professional electrician evaluate the service to determine capacity for changing usage of the building's infrastructure.

RECOMMENDATIONS / OBSERVATIONS

- None



Electrical Panel Boxes



8000 Watt Emergency Generator

Plumbing

DESCRIPTION OF PLUMBING

Water Supply Source:	Public Water Supply
Service Pipe to Building:	Plastic
Main Water Valve Location:	Storage room beside the kitchen area
Interior Supply Piping:	Copper
Waste System:	Public Sewer System
Water Heater:	Electric, Estimated Age 10+ Years

PLUMBING OBSERVATIONS

General Comments

The water pressure supplied to the fixtures is good. All of the fixtures were operated simultaneously. We did note any problems. All fixtures were operating great.

RECOMMENDATIONS / OBSERVATIONS

Improve: The hot water tank is an older unit that may be approaching the end of its useful lives. It would be wise to budget for new units. One cannot predict with certainty when replacement will become necessary.



50 Gallon Hot Water Heater

DESCRIPTION OF INTERIOR

Wall and Ceiling Materials:	Drywall · Tile · Suspended Tile
Floor Surfaces:	Tile & Concrete
Window Type(s) & Glazing:	Fixed Pane · Double Pane
Doors:	Wood-Solid Core · Metal

INTERIOR OBSERVATIONS

General Condition of Interior Finishes

On the whole, the interior finishes of the building are in average condition. Typical flaws were observed in some areas.

General Condition of Windows and Doors

Average quality doors and windows

General Condition of Floors

The floors of the building are relatively level and walls are relatively plumb.

RECOMMENDATIONS / OBSERVATIONS

Walls/Ceilings

· Repair: The walls have areas that need to be patch and repainted. Water staining was also noted in various ceiling tiles within the office area.



Foyer Area – Replace Ceiling Tiles



Rest Room Area – Repair Drywall

Fire Protection

DESCRIPTION OF FIRE PROTECTION EQUIPMENT

Installed Components:

- Illuminated EXIT signs
- Emergency lighting with battery backup
- Fire extinguishers

FIRE PROTECTION OBSERVATIONS

General Condition of Emergency Equipment

On the whole, all of the exits had illuminated EXIT signs with emergency backup with Fire extinguishers at the Exits.



Front Entrance Showing Emergency Exit with Fire Extinguisher

Limited ADA Review

DESCRIPTION OF ADA REVIEW

The current lay out and use of this facility was for Emergency EMS Personnel and to store Emergency equipment. Currently this facility has one handicap parking space, and a handicap entrance at the back of the building. Also we noted during our inspection that the restrooms did not meet the ADA requirements for size and handrails. Further review of the ADA compliance will be needed at this facility based on the future use of this building.



Handicap Parking Space

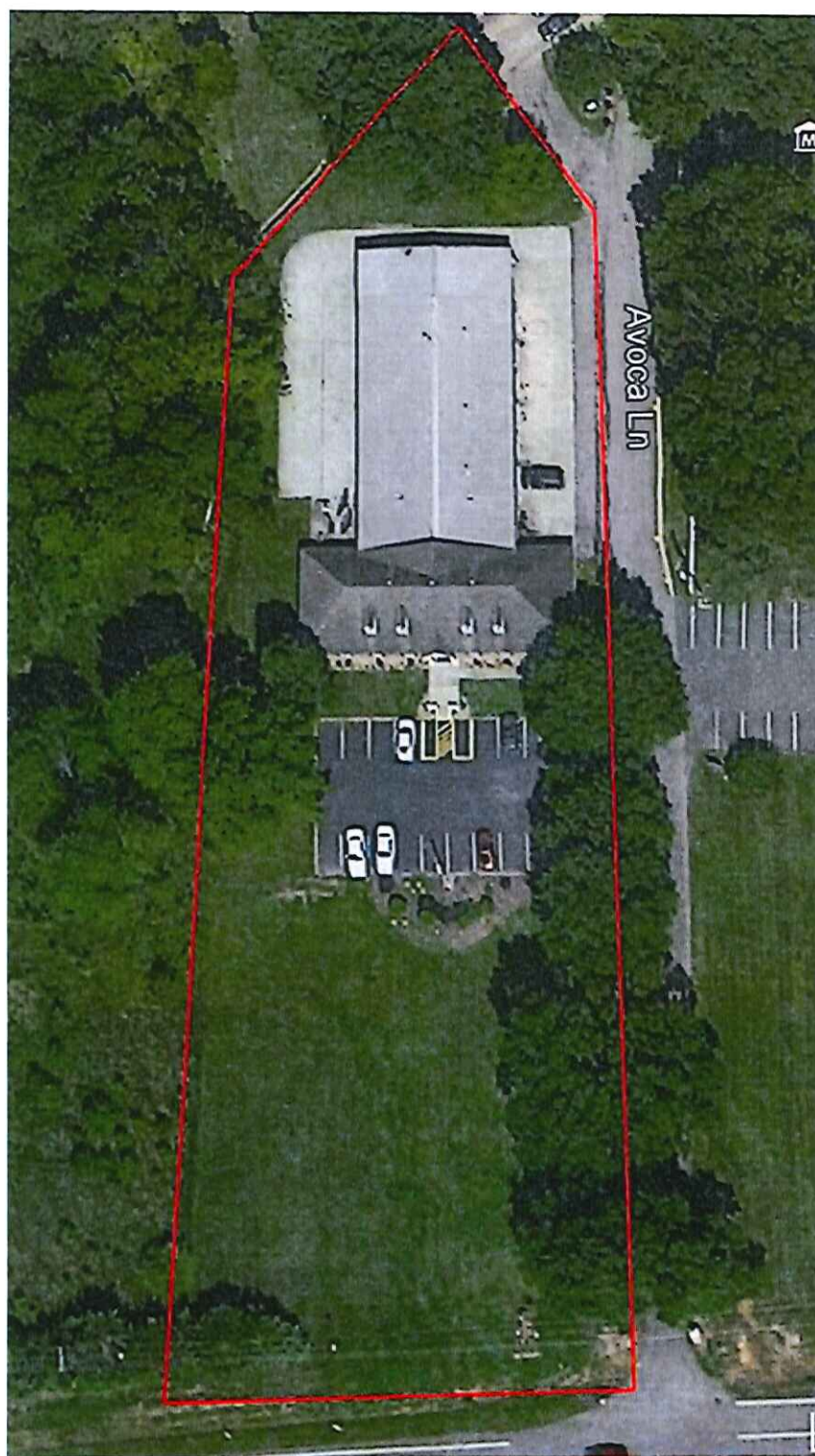


Handicap Entrance

[illegible]

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Building Site



1510 Main Street (Former Altavista EMS Building)

1627

26596 p. 165

THIS DEED, made and entered into this 20th day of June, 1981, by and between LINDLEY M. WINSTON and JOYCE P. WINSTON, his wife, parties of the first part, and THE TOWN OF ALTAVISTA, VIRGINIA, party of the second part.

W I T N E S S E T H:

That as a charitable donation and completed gift, the said parties of the first part do hereby grant and convey unto the said party of the second part with Special Warranty of Title, subject to all restrictions hereinafter set forth running with the land, all that certain tract or parcel of land, with improvements thereon and privileges and appurtenances thereunto belonging, as follows:

Lot 2 containing 10.45 acres fronting on Highway BUSINESS U. S. Rt. 29 and running from said Highway to STATE RTE 711 in the Town of Altavista, Campbell County, Virginia, as shown on attached Map by John D. Jacobs, C.L.S., entitled "CAMPBELL COUNTY VIRGINIA. TOWN OF ALTAVISTA. THREE PARCELS OF LAND SURVEYED FOR LINDLEY M. WINSTON. SURVEYED DECEMBER 16, 1980" and being a part of the real estate obtained by Gladys D. Fauntleroy (later Winston) by deed dated April 16, 1924, recorded in the Office of the Clerk of Campbell County, Virginia, in Deed Book 138, page 444, and by Gladys Fauntleroy Winston by deed dated Nov. 8, 1952, recorded in Deed Book 242, page 473, the said Gladys Fauntleroy Winston having died testate devising this land to Lindley M. Winston by her Will probated July 3, 1980, in the aforesaid Clerk's Office and recorded in Will Book 64, Pages 842 thru 849, RESERVING AND EXCEPTING, nevertheless, the Lynch-Fauntleroy Cemetery as presently located and as shown as "CEMETERY" on the aforesaid map, which shall at all times be shielded and distanced from any and all functions and/or activities on the property herein conveyed, with access to and the use of ways and avenues of ingress, egress and regress to said Cemetery unrestricted to all present and future relatives of a present or future person who has been, or may be, buried in said Cemetery.

See Plat Re-
Corded in
PB 26, at
page 58

The restrictions referred to above as running with the land are as follows:

A. An historical museum is to be maintained on this property, using (but not limited to) the building known as "the old kitchen", to be henceforth known as the Staunton River Museum; collections and displays of the museum will be planned to take account of the natural and cultural history of the valley in the broadest perspective; public signs on the property and in the museum shall make no mention of "Lynch Law", "Lynch's Law", nor of the "Lynch Law Tree"; and distributed literature concerning Col. Charles Lynch shall emphasize his accomplishments to the colonial war effort, making little or no mention of the presumed derivation from his name.

B. A sign will be maintained at the entrance using the word AVOCA along with any other appropriate wording as a name for the area.

C. Plaques will be erected at the entrance and museum indicating that, as a memorial to his parents, Lindley Murray Winston and Gladys Dearing Fauntleroy Winston, a portion of the former Avoca plantation is given by LINDLEY MURRAY WINSTON to the Town of Altavista to further the understanding of the past and the welfare and enjoyment of the present.

D. No absolute restriction is placed on any other uses which the party of the second part may determine, except in case of sale as hereinafter provided, but it is the wish of the donor that the property be used for recreational, educational or other facilities directly serving the people of the area.

E. In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum.

F. In the event that the museum is not developed and open to the public within 5 years of the date of this deed, or that it ceases to be open to the public for a period of 2 years (unless in wartime or due to some other extraneous event), or if it is determined not to establish or maintain a museum, the entire property is to be sold, with the exception of the museum contents, and the proceeds shall be devoted in entirety as provided in sub-paragraph 1 and 2 of this paragraph "F"; or a sum equal to the then-appraised value of the unimproved real property and such of the present buildings as have been preserved shall be devoted in entirety as follows:

(1) For the establishment of a recreational and public use area and Staunton River Museum on another site; or

(2) The proceeds to be divided as follows:

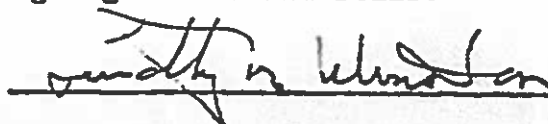
15% to the Public Park Fund of the Town of Altavista.

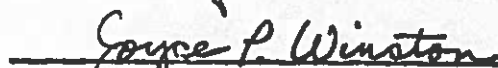
15% to the Altavista Area YMCA, Inc.

10% to the general funds of the Altavista Library Association.

60% to the Altavista Library Association for the establishment and maintenance of a Staunton River Historical Collection and Display, with the same general scope as designed for the Staunton River Museum referred to in paragraph "A" hereof. Any parts of the collections of the Staunton River Museum which were donated by the donor of the property shall become the property of Altavista Library Association. A plaque shall indicate the original donor's memorial intent.

WITNESS the following signatures and seals:

 (SE)

 (SE)



**Town Council Work Session
June 26, 2018
Special Event Policy Discussion**

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

Discussion: Recently Town Council discussed the potential need for creation of a Special Event Policy to address the use of public areas. Attached is a draft policy for Council's review and consideration. Included with the policy is a Special Events Application that would be completed by the individual/organization making the request.

Staff would request that Council review the Draft Special Event Policy and Application and provide feedback on whether this is in line with Council's intent and purpose related to the item. The draft policy allows private entities to have events on Town owned/operated public areas. Following review and discussion, Council may wish to provide staff with direction on this item.

ATTACHMENTS:

- *Draft Special Events Policy*
- *Draft Special Events Application*



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: _____



Town Council Work Session

June 26, 2018

English Park Event Request

Agenda Memorandum

Submitted by: Dan Witt, Assistant Town Manager

Discussion: C.J. Booker, on behalf of the Gladys Volunteer Fire Department, has requested the use of the Booker Building and parts of English Park for a fundraising event. The attached letter briefly describes the event the GVFD would like to have, including some of the logistics they have planned for.

Staff is seeking direction from Town Council as to whether or not they will approve this event and allow staff to work out the details with the fire department.

ATTACHMENTS:

- Request from GVFD

May 16, 2018

Dear Altavista Town Council,

The Gladys Volunteer Fire Department would like to hold a fundraiser at the Booker Building and English Park one weekend in October. We plan to have a concert with possibly two bands; (The Worx/Dragonfly). Along with music we would like to have a beer garden and food trucks or other local vendors. We have a standing commitment from Steve Hutchison for the required Campbell County Deputies for security.

With the right advertising, a lot of work, and a little luck, we would like to anticipate 1,000 to 1,500 people at this event. The venue has everything we are looking for parking, power and ease of access. We plan to rent 8 standard and 2 handicapped portable restrooms.

If you have any questions or concerns, please feel free to contact me.

Thanks.

C.J. Booker GVFD

434-942-0165

Cbooker1587@yahoo.com



**Town Council Work Session
June 26, 2018
On-street Parking Review/Discussion
(Bedford Avenue and Avondale Drive)**

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

Discussion: Staff was requested to look into on-street parking conditions on both Bedford Avenue and Avondale Drive.

Bedford Avenue: Due to Bedford Avenue being a VDOT maintained street, staff met with their representative and they will be doing a review and providing their findings. If those are available prior to the meeting, staff will provide them.

Avondale Drive: Staff will provide an update to Council on this item at the Work Session.

ATTACHMENTS: *None at this time.*



**Town Council Work Session
June 26, 2018
English Park Traffic Calming Update**

**Agenda Memorandum
Submitted by: David Garrett, Director of Public Works**

Discussion: Staff was requested to look into traffic calming devices in English Park, after the road was paved and the previous “speed bumps” were not included. Staff has met with VDOT in regard to this item and they have indicated that should the Town decide to proceed with this, the use of “speed humps” rather than “speed bumps” would be advisable. Staff is gathering the cost of the three proposed “speed humps” with the appropriate warning signs. The “speed humps” would be the type that can be bolted down and removed, if needed. This project can be funded using “Highway” Funds.

ATTACHMENTS:

- *English Park (3rd Street) map*
- *Speed Hump image and specs.*



English Park (3rd Street) Traffic Calming "Speed Hump" Locations (Proposed)



Image Showing Speed Hump

Rubber Speed Hump

Speed humps help drivers decrease their speed in areas with traffic. Place these easy to move speed humps in strategic locations on the street, in parking lots, around schools, on private residential thoroughfares or anywhere traffic calming is necessary. They are made from durable molded rubber that will withstand extreme temperatures. The speed humps slow traffic effectively without tire or vehicle damage. They can also be used temporarily to control traffic speed during public events, gatherings, or special events. Speed humps are quick and easy to set-up for either temporary or permanent installation on concrete or asphalt. They are economical and built to last and will not chip, break or crack. These heavy duty speed humps are backed by a 2 year warranty.

Rubber Speed Hump Details:

- Lightweight and flexible, it conforms to contours of road surface.
- Speed humps withstand over 2,000 psi pressure.
- Can be installed by a single person.
- Easily movable and removable.
- Will not chip, break or crack.
- Easily transported and fast installation without the need for heavy equipment.
- Mastic or anchor pins available as specified. (Sold Separately)
- Environmentally friendly - Promotes recycling awareness.
- Do not require repainting.
- 4 Spikes per speed hump and 2 Spikes per End Cap.

Dimensions: Middle Piece 24"W x 19"L x 1.75"H, End piece 24"W x 8"L x 1.75"H



**Town Council Work Session
June 26, 2018
FY2019 Street and Alley Paving List**

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

Discussion: The FY2019 Adopted Budget includes \$315,000 of Highway Funds for Street Paving and \$100,000 of Local Funds for alley resurfacing. Should we need additional funds for Street Paving we have previously unspent Highway Funds earmarked in Reserves. Funds are included in the FY2019 Budget for resurfacing the paved areas at the Wastewater Treatment Plant.

ATTACHMENTS:

- *Paving List*
- *Street and WWT Paving maps*

Paving List 2018/2019

Streets		Highway Fund		
Street	From	To	Miles Length	Estimated Cost
2018				
Franklin Avenue	7th Street	14th Street		\$110,000.00
Park Street	Amherst Avenue	Lola Avenue		\$35,000.00
West Road	Bedford Avenue	Lynch Road		\$73,000.00
7th Street	Pittsylvania Ave.	Lola Avenue		\$130,000.00
14th Street	Amherst Avenue	Avondale Drive		\$15,361.00
		Estimated Budget		\$363,361.00

Alleys		General Fund		
Street	From	To	Miles Length	Estimated Cost
Between 5th & Main	Pittsylvania Ave.	Nelson Avenue	0.22	\$20,000.00
Between Main & 7th	Pittsylvania Ave.	Amherst Avenue	0.34	\$30,000.00
Between 7th & 8th	Franklin Avenue	Lola Avenue	0.28	\$20,000.00
Between 8th & 9th	Franklin Avenue	Charlotte Avenue	0.24	\$15,000.00
Between 9th & Park	Franklin Avenue	Amherst Avenue	0.19	\$12,000.00
Between Park & 10th	Franklin Avenue	Amherst Avenue	0.19	\$12,000.00
		Estimated Budget		\$109,000.00

Wastewater Plant	5,500 Square Yards	580 Tons		\$50,000.00
		Estimated Budget		\$50,000.00

Legend

FRANKLIN AVENUE

From 7th Street to 14th Street
3,100.27 LF
2" Overlay = 1,240.81 Tons Blacktop
\$105,393.94 Est. Budget Amount

Franklin Ave

Google Earth

© 2018 Google

900 ft

Legend

Park Street

From Amherst to Lola

847.39 LF

2335.62 Square Yards

2" Overlay = 279.64 Tons Blacktop

\$24,000.00 Paving Budget Estimate

Park St

Park St

10th St

Lola Ave

300 ft

Legend

Park Street

Guard Rail Replacement
250 LF
\$10,000

Park St

Google Earth

© 2018 Google

70 ft

Legend

WEST ROAD

From Bedford Avenue to Lynch Road
2,157.87 LF
4,462 Square Yards
2" Overlay = 659.35 Tons Blacktop
\$56,044.86
17,000 *- Pavin*
GAUSD Rd. < 73,000

Bedford Hwy

Bedford Ave

Shrien Dr

Hogan Hill Ln

Forest St Exd

Forest St

W Rd

46

Google Earth



600-ft

Legend

7th STREET

From Pitts. Ave. to Lola Ave.

2,831.31 LF

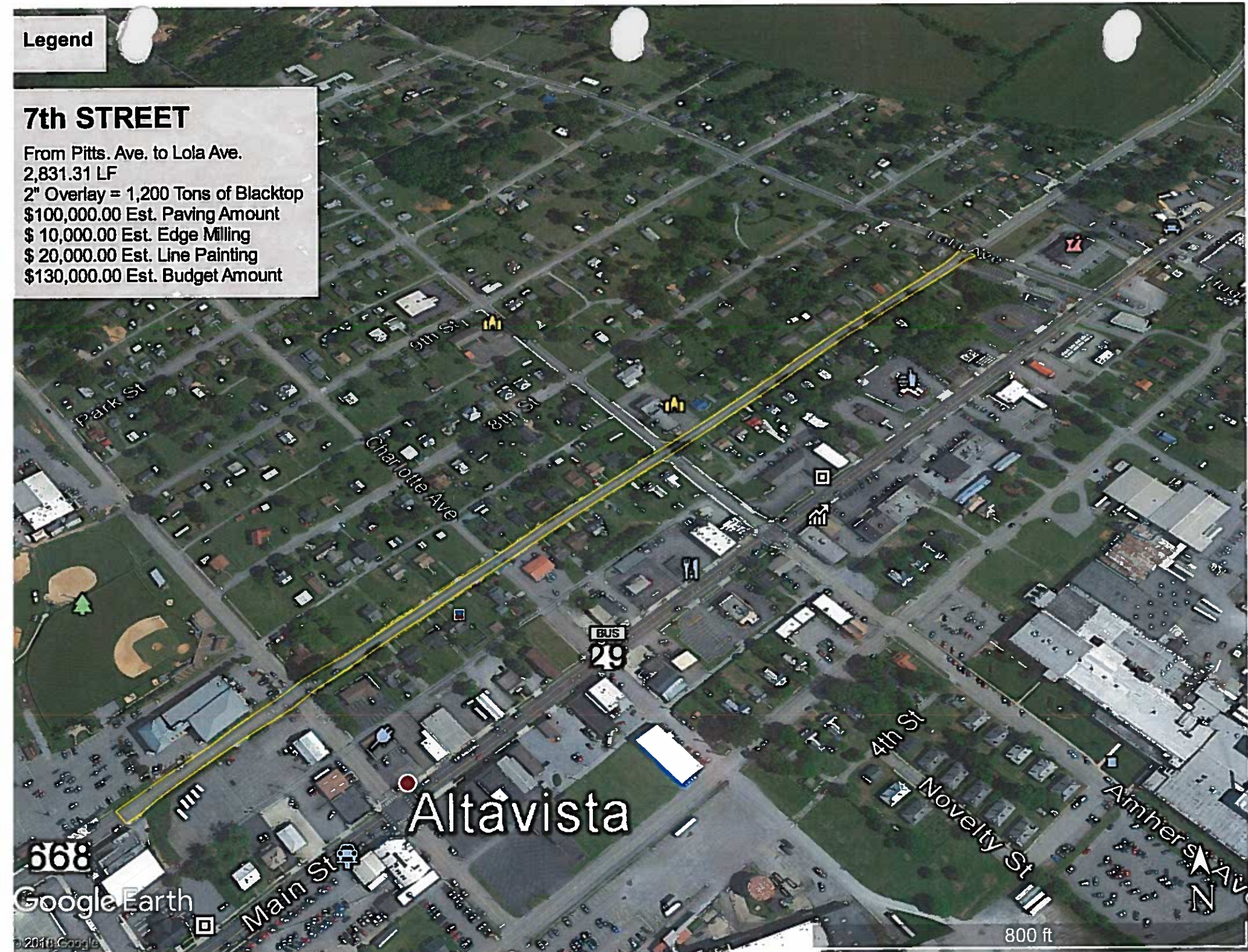
2" Overlay = 1,200 Tons of Blacktop

\$100,000.00 Est. Paving Amount

\$ 10,000.00 Est. Edge Milling

\$ 20,000.00 Est. Line Painting

\$130,000.00 Est. Budget Amount



Legend

14th Street

From Amherst to Avondale

704.13 LF

1,739.00 Square Yards

2" Overlay = 180.73 Tons Blacktop

\$15,361.77 Paving Budget Estimate

Frazier Rd

14th St

13th St

Google Earth

© 2018 Google

300 ft

Legend

WWTP Paving

2" Overlay
5,500 Square Yards
580 Tons of Blacktop
Estimated Budget Amount \$50,000.00

Google Earth



200 ft



**Town Council Work Session
June 26, 2018
“Daltons Landing” Canoe Launch DCR Grant Update**

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

Discussion: Staff will provide a brief update on this item.

ATTACHMENTS:

- *Grant timeline*

Recreational Trails Program Review and Selection Timeline

19 July 2018	<p>RTP Application due no later than 4:00 pm.</p> <p>Seven complete copies and one complete copy on USB flash drive must be received by DCR no later the 4:00 pm at 600 East Main Street, 24th Floor, Richmond, Virginia 23219.</p> <p>Faxed and/or emailed applications will not be accepted.</p> <p>Applicants are responsible for effecting delivery by the deadline. Late submissions will be rejected without consideration.</p>
July- September 2018	RTP applications screened for eligibility and forwarded to the Virginia Recreational Trails Program Advisory Committee for review, comment, scoring and recommendation for funding.
September 2018	All applicants notified of status.
October 2018-December 2018	Preliminary Engineering agreement or Construction agreement issued depending upon state of project readiness.
January 2020	Next Recreational Trails Program Grant Cycle Announced.