



AGENDA
ALTAVISTA TOWN COUNCIL
WORKSESSION
Tuesday, September 25, 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. “Deck the Heels” 5k Night Race Request – Claire Parker Foundation (*Attachment 1*)
 - b. Region 2000 Local Government Council Name Change (*Attachment 2*)
 - c. FY2018 Carryovers (*Attachment 3*)
 - d. FY2019 Paving Bids (*Attachment 4*)
 - e. Zoning Ordinance Text Amendments Discussion (*Attachment 5*)
 - f. Booker Building “Visioning Session” Review/Discussion (*Attachment 6*)
 - g. Recreation Committee – Mausoleum Trail Recommendation (*Attachment 7*)
6. Public Comment
7. Closed Session

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (*Former Life Saving Crew (EMS) Building Proposals*)
8. Adjournment

Next Scheduled Regular Town Council Meeting: Tuesday, October 9, 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: #5a
September 25, 2018
Claire Parker Foundation Request – “Deck the Heels” 5K Night Race
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Staff has received a request from the Claire Parker Foundation to conduct the “Deck the Heels” 5k Night Race on Saturday, December 8th. The request and the route map is attached for your review. Below is a description of the route

Race Route:

- ◆ Begin at 1019 9th Street (*No Sidewalk*)
- ◆ Left onto Amherst Avenue (*Sidewalk*)
- ◆ Right onto 7th Street (*Sidewalk*)
- ◆ Right onto Broad Street (*Sidewalk*)
- ◆ Around Library to 8th Street (*Sidewalk*)
- ◆ Along 8th Street (*No Sidewalk*)
- ◆ Right onto Campbell Avenue (*Partial Sidewalk*)
- ◆ Left onto 7th Street (*Sidewalk*)
- ◆ Left onto Franklin Avenue (*Sidewalk*)
- ◆ Right onto 9th Street (*No Sidewalk*)
- ◆ Second lap: Right on Amherst (*follow same as above*)
- ◆ Straight on 9th Street to 1019 9th Street to end.

Staff feels there needs to be some traffic control at several locations, primarily the areas without sidewalk especially on 9th Street where Amherst and Charlotte Avenue are crossed.

Requested Action: Consensus of Town Council to place approval of this item on the October 9th Consent Agenda.

ATTACHMENTS:

- *Request letter*
- *Map of race route*



September 7, 2018

Altavista Town Hall
c/o Mr. Waverly Coggsdale
510 7th Street
Altavista, VA 24517

To Altavista Town Council Members:

Please consider a fundraiser hosted by the Claire Parker Foundation.

“Deck the Heels 5K Night Run”

Claire Parker Foundation:

We are an Altavista based non-profit foundation that provides for families battling pediatric cancer in this region and beyond. Our foundation recently renovated our headquarters building at 1019 9th Street in Altavista. We wish to highlight the beauty of your town while raising funds to support our mission. Please visit our facebook page or claireparkerfoundation.org for more information about us.

Deck the Heels 5K Night Run:

Purpose of the Race

This event is designed to raise awareness, showcase the town of Altavista (foundation headquarters), introduce donors and volunteers to our new building and to raise funds for the children served by the Claire Parker Foundation.



Details of the Race

This is a 5K race consisting of two 1.6 mile laps starting at 5pm on Saturday, December 8th. This night run is designed to be a different experience for runners. Each participant will have a glow stick around their neck for visibility, volunteers will be stationed throughout the course, each turn will be clearly marked by small signage, décor, and lighting. The race finish at our foundation building. Parking will be available per our previous arrangement with Crosspoint Church on 7th street. If approved Claire Parker Foundation will begin promoting the event in October through website, social media, and print.

See attached map for the detailed route. The first lap is highlighted in yellow, and the second outline in purple. For further details contact Jordan Parker, 434-203-1071.

*Claire Parker Foundation is insured and each runner will be required to sign a waiver to enter this race.

Town of Altavista Involvement:

We have strategically prepared a route that avoids Main Street and condenses the route to occupy minimal streets. Each turn will be clearly marked, so we do not anticipate needing any police involvement in this run. However, if the town is willing we will accept any help they are willing to provide such as barricades or rerouting roads. Due to the path of the race, we feel the runners can safely travel 7th street on the sidewalks. If the town is willing to close down any roads, we would ask for traffic to be rerouted away from Franklin Ave, Amherst Ave, and 9th street during this race. However, if the town is unable to do this we believe the race can still be safely completed with the help of our volunteers due to the small amount of traffic on these roads.

Thank you for your time and consideration.

Connie Parker

Vice President/ Co-founder

Connie.parker@claireparkerfoundation.org

9/6/2018

Google Maps

1019 9th St, Altavista, VA 24517 to 1019 9th St, Altavista, VA 24517 - Google Maps

One lap
Walk 1.7 miles, 35 min
2 laps = 5K
Advance Auto Parts

Clair Parker Foundation

Map data ©2018 Google 500 ft

35 min
1.7 miles

via 9th St and Amherst Ave

Mostly flat

"Deck the Hells 5K Night Run"



Town Council Work Session – Item: #5b
September 25, 2018
Region 2000 Local Government Council Charter Changes
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Gary Christie, Executive Director of Region 2000 Local Government Council, will be present to present several proposed changes to the organization's charter. One of the changes involves a suggested/requested name change for the organization. This item was to be previously considered but Mr. Christie had a scheduling conflict.

Requested Action: Consensus of Town Council to place approval of this item on the October 9th Consent Agenda.

ATTACHMENTS:

- *Region 2000 Letter*
- *Charter Changes*

828 Main Street
12th Floor
Lynchburg, VA 24504



Office: 434.845.3491
Fax: 434.845.3493
www.region2000.org

July 30, 2018

Waverly Coggsdale, Town Manager
Town of Altavista
P.O. Box 420
Altavista, Virginia 24517

Dear Waverly:

The Virginia's Region 2000 Local Government is proud to serve the Town of Altavista as the Planning District Commission for this region since 1969. Over that time the organization has had various names to reflect organizational changes and evolving missions. We began as the Central Virginia Planning District Commission, grew to become the Region 2000 Regional Commission and now are called the Virginia's Region 2000 Partnership Regional Council: Local Government Council.

We believe that we are at a point now that it is time to evolve a name change once more.

With the merger of the Region 2000 Economic Development Council and the Lynchburg Regional Chamber of Commerce into the Lynchburg Regional Business Alliance, we no longer have the Partnership organization that utilized the Region 2000 brand. Although the "Region 2000" brand is now recognized by state officials as a geographic identifier for the Counties/City/Towns in this area, it is also identified as the economic development marketing agency for the region. Although we support the work of the Regional Alliance in their economic development marketing, that's not what we do. But as long as we carry the Region 2000 brand, there's a possibility of confusion about our role and mission among our localities and our stakeholders.

Central Virginia Planning District Commission

After several months of discussion and consideration, the Local Government Council seeks your approval to change our charter and drop the Region 2000 brand and return to our original organization name, the Central Virginia Planning District Commission. Every organizational name change takes time for people to learn, but over time our government customers and business and non-profit stakeholders will better understand what we do and who they are dealing with by this more accurate reflection of who we are.

A change in our charter requires the approval of localities in the region. A black-lined version and a clean version of the Local Government Council charter is included showing the proposed name changes.

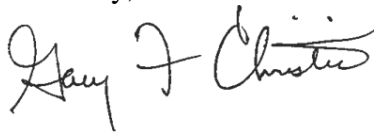
Summary

Our intent is to only change the name of the organization to make it clearer and more consistent with the mission and purpose of the organizations.

We ask that you share with us any comments that you have on these changes by August 31, 2018 and take action on our request by the end of November 2018. Ben Bowman, our Workforce Development Director and I would be happy to join you for the discussion and to answer questions for Council or staff and to provide our annual report when Council considers this agreement change.

Thank you for your consideration and the staff and I look forward to continued service to the Town of Altavista, to the Altavista community and to the region.

Sincerely,

A handwritten signature in black ink that reads "Gary F. Christie". The signature is written in a cursive style with a large, stylized "G" and "C".

Gary F. Christie, Executive Director
gchristie@region2000.org
434 845-5678 x 211

~ TABLE OF CONTENTS ~

Local Government Council Charter, Black Line	2
Local Government Council Charter, Clean	11



CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

CHARTER AGREEMENT

Table of Contents:

ARTICLE I	-	Name, Location, Authority, Purpose
ARTICLE II	-	Membership
ARTICLE III	-	Terms of Office and Voting Rights
ARTICLE IV	-	Officers
ARTICLE V	-	Planning District Commission- Consortium Merger
ARTICLE VI	-	Addition or Withdrawal of Members
ARTICLE VII	-	Appointment of an Executive Committee and Adoption of Bylaws
ARTICLE VIII	-	Meetings
ARTICLE IX	-	Amendments
ARTICLE X	-	Date of Organization

CHARTER AGREEMENT OF THE

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a regional commission made this first day of August, 2000, and subsequently amended, by and between the undersigned governmental subdivisions as authorized by the Regional Cooperation Act, 15.2-4200, et seq., Code of Virginia (1998), as amended);

NOW, THEREFORE, BE IT AGREED THAT:

ARTICLE I

Name, Location, Authority, Purpose

Section 1. The name of this organization shall be the Virginia's Region 2000 Partnership — Regional Council, hereinafter called the "Local Government Council." Central Virginia Planning District Commission ~~(amendment approved 2005, amendment approved 2018)~~

Section 2. The principal office of the LOCAL GOVERNMENT COUNCIL — Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the LOCAL GOVERNMENT COUNCIL Commission —members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.

Section 3. The LOCAL GOVERNMENT COUNCIL Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.

Section 4. The purpose of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to carryout duties desired by the member jurisdictions, as permitted by law.

ARTICLE II

Membership

Section 1. ~~LOCAL GOVERNMENT COUNCIL~~ Commission members shall be appointed by the respective governing bodies of those political subdivisions which are parties to this charter agreement provided, however, that at least a majority of the ~~LOCAL GOVERNMENT COUNCIL'S~~ Commission's members shall be elected officials of the governing bodies of the governmental subdivisions, or members of the General Assembly, within the planning district.

Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the ~~Local Government Council~~ Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the ~~Local Government Council~~ Commission on a rotating basis on a schedule as approved by the ~~Local Government Council~~ Commission.

Section 3. Vacancies on the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be filled for the un-expired term in the same manner as the original appointment was made.

Section 4. Any member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

ARTICLE III

Terms of Office and Voting Rights

Section 1. The terms of office of ~~LOCAL GOVERNMENT COUNCIL~~ Commission members who are also elected officials shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the appointed members shall be as determined by the member jurisdiction and coincident with their appointment with the member jurisdiction. The term of office for General Assembly members shall be two-years. General Assembly members shall not succeed themselves.

Section 2. Each member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall have one equal vote in all matters before the LOCAL GOVERNMENT COUNCIL.

ARTICLE IV

Officers

Section 1. Officers of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall consist of a Chairman, Vice-Chairman, and Treasurer who shall be elected by the membership of the ~~LOCAL GOVERNMENT COUNCIL~~ Council.

Section 2. ~~LOCAL GOVERNMENT COUNCIL~~ Commission officers shall be elected for terms of one-year or

until their successors are elected, and shall be eligible for reelection.

Section 3. The ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall appoint an Executive Director who shall be an employee of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Planning District Commission - Regional Consortium Merger

Section 1. Upon the ratification of this Charter Agreement of the Region 2000 Regional Local Government Council, the Central Virginia Planning District Commission and the Region 2000 Consortium shall merge and become the Region 2000 Local Government Council. All assets, liabilities, and personnel of the Central Virginia Planning District Commission shall be transferred to the Region 2000 Regional Commission.

Section 2. Upon the ratification of the 2018 amendment, all assets of the Virginia's Region 2000 Local Government Council shall become assets of the Central Virginia Planning District Commission.

ARTICLE VI

Addition or Withdrawal of Members

Section 1. Any governmental subdivision within Planning District Number 11 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the ~~LOCAL GOVERNMENT COUNCIL~~ Commission provided that: (a) any city, county or town of more than 3,500 population adopts and executes this agreement; or (b) any town of 3,500 or less population, after petition to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and acceptance of the petition to

grant representation to such town by majority vote of the members of the LOCAL GOVERNMENT COUNCIL Commission, adopts and executes this agreement.

Section 2. Any governmental subdivision may withdraw from the LOCAL GOVERNMENT COUNCIL Commission by submitting to the LOCAL GOVERNMENT COUNCIL Commission in writing, at least 90 days before the end of the LOCAL GOVERNMENT COUNCIL'S Commission's —then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the LOCAL GOVERNMENT COUNCIL'S Commission's fiscal year has ended.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1. The LOCAL GOVERNMENT COUNCIL Commission may designate an Executive Committee and delegate to it such powers as the LOCAL GOVERNMENT COUNCIL Commission may determine, provided that these powers are not inconsistent with provisions of the Regional Cooperation Act.

Section 2. The LOCAL GOVERNMENT COUNCIL Commission may adopt bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1. The LOCAL GOVERNMENT COUNCIL Commission shall hold regular meetings on a schedule which will be determined by the membership.

Section 2. Meetings of the LOCAL GOVERNMENT COUNCIL Commission shall be open to the public; however, the LOCAL GOVERNMENT COUNCIL Commission may hold closed meetings.

ARTICLE IX

Amendments

Section 1. This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation on the LOCAL GOVERNMENT COUNCIL Commission constitutes a quorum. All proposed amendments shall be submitted to the LOCAL GOVERNMENT COUNCIL Commission for its review and comment to the member governmental subdivisions.

ARTICLE X

Date of Organization

Section 1. The organization of the Region 2000 Local Government Council, now called the Central Virginia Planning District Commission, shall be effective on the fifteenth day of September, 2000, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 11.

DATES OF ADOPTION/RESCISSION/AMENDMENTS TO THE CHARTER AGREEMENT

August 12, 1969	- Adopted by the Bedford City Council
September 2, 1969	- Adopted by the Campbell Board of Supervisors
September 8, 1969	- Adopted by the Bedford County Board of Supervisors
September 9, 1969	- Adopted by the Lynchburg City Council

September 12, 1969	- Adopted by the Appomattox County Board of Supervisors
June 7, 1971	- Adopted by the Amherst County Board of Supervisors
June 4, 1980	- Rescinded by the Campbell County Board of Supervisors, effective July 1, 1981
March 10, 1981	- Rescinded by the Bedford County Board of Supervisors, effective July 1, 1981
April 24, 1981	- Readopted by the Campbell County Board of Supervisors
July 1, 1982	- Automatically rescinded by the Campbell County Board of Supervisors because of non-payment of dues
July 6, 1982	- Amended by the Amherst County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 9, 1982	- Amended by the Appomattox County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 13, 1982	- Amended by the Lynchburg City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
August 10, 1982	- Amended by the Bedford City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
September 7, 1982	- Readopted by the Campbell County Board of Supervisors
October 11, 1982	- Adopted by the Appomattox Town Council
October 13, 1982	- Adopted by the Amherst Town Council
December 8, 1982	- Amended by the Amherst Town Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 10, 1982	- Amended by the Appomattox County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 14, 1982	- Amended by the Lynchburg City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 4, 1983	- Amended by the Amherst County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 18, 1983	- Amended by the Campbell County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
February 8, 1983	- Amended by the Bedford City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member

Amendments to the Region 2000 Regional Commission Charter

March 1, 2005	- Amended by the County of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 9, 2005	- Amended by the Town of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 21, 2005	- Amended by the County of Campbell to change the name to the Virginia's Region 2000 Local Government Council
April 18, 2005	- Amended by the County of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
April 25, 2005	- Amended by the County of Bedford to change the name to the Virginia's Region 2000 Local Government Council
April 26, 2005	- Amended by the City of Lynchburg to change the name to the Virginia's Region 2000 Local Government Council
May 9, 2005	- Amended by the Town of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION CHARTER AGREEMENT

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ARTICLE I

Name, Location, Authority, Purpose

- Section 1. The name of this organization shall be the Central Virginia Planning District Commission, amendment approved 2018)
- Section 2. The principal office of the Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the Commission members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.
- Section 3. The Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.
- Section 4. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to

carryout duties desired by the member jurisdictions, as permitted by law.

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Membership

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- Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the Commission on a rotating basis on a schedule as approved by the Commission.
- Section 3. Vacancies on the Commission shall be filled for the un-expired term in the same manner as the original appointment was made.
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May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



**Town Council Work Session
September 25, 2018
FY 2018 – Year End Carryovers**

**Agenda Memorandum
Submitted by: Tobie Shelton, Finance Director**

Discussion: Per the memo, staff is seeking to carry over funds from the FY 2018 Budget to the Reserve Fund for use in the FY 2019 Budget to complete the identified CIP Projects. Included in these funds is \$65,000 for installation of manual transfer switches at both springs as well as the Bedford pump station. This project has been pushed out to FY2021 in the CIP. These funds would be put in the Enterprise Fund Reserve and utilized during the FY 2021 Budget.

ATTACHMENTS:

- Memo from Staff



DATE: September 25, 2018

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2018 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$1,124,800 for CIP projects budgeted in FY 2018 that were not completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Below is a list of CIP Projects that staff would like to complete during FY 2019, which covers the period July 1, 2018 through June 30, 2019.

Administration – (\$10,400)

\$10,400 to cover the completion of Phase I of the security improvements to the town hall building.

Police – (\$9,750)

\$9,750 for the Firing Range extension.

Public Works / Recreation – (\$253,250)

\$104,200 to cover costs associated with the storm water portion of the on-going Rt. 43 Downtown Gateway project.

\$13,550 to cover costs associated with the streetscape portion of the on-going Rt. 43 Downtown Gateway Project.

\$8,000 for the replacement of the English park pavilion roof.

\$20,500 for the development of an 18-hole Frisbee golf course at English park.

\$100,000 to cover the replacement of playground equipment at English park.

\$7,000 for the development of the canoe launch site.

Economic Development – (\$34,000)

\$34,000 to be earmarked for economic development.

Water – (\$298,900)

\$86,300 to cover costs associated with the utility portion (Water) of the on-going Rt. 43 Downtown Gateway project.

\$30,000 for the installation of the Dearing Ford sustaining valve vault.

\$117,600 to cover costs associated with adding to the existing SCADA system.

\$65,000 to be earmarked in reserves for the installation of manual transfer switches at both springs as well as the Bedford pump station. This project has been moved out to FY 2021.

Wastewater – (\$518,500)

\$185,500 to cover costs associated with the on-going Clarifier 2 project.

\$33,000 for the replacement of a pump at the Main Pump Station. This item was ordered in March.

\$15,000 to cover the cost of a blower that was backordered.

\$25,000 for the replacement of the feed pump for the press system.

\$260,000 to cover costs associated with the utility portion (Sewer) of the on-going Rt. 43 Downtown Gateway project.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$1,124,800 in reserves; all but \$65,000 to be expended during FY 2019.



Town Council Work Session – Item: #5d

September 25, 2018

FY 2019 Paving Bids

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion:

Staff has received bids for the FY2019 Paving Schedule. Attached are the Paving List, Bid Sheet Totals, and a Negotiated Revision to the Bid (based on milling quantity adjustment).

Based on the bids, it is staff's recommendation to award the FY2019 Paving to Lawhorne Brothers, based on the unit prices listed on the Revised sheet (9-17-18) and listed below:

SP-9.5A (8-P Stone)	\$87.10 per ton	Est. Qty: 5,000 tons
IM Mix	\$82.40 per ton	Est. Qty: 100 tons
Edge Milling	\$ 9.55 per Sq. Yd	Est. Qty: 5,097 SY

Based on the paving list, the estimated cost would be \$492,676.35, but final cost will be based on quantities. The funding for this work is split between Highway Funds, General Fund and Utility Fund. These funds are appropriated in the FY2019 Budget.

Requested Action: Consensus of Town Council to place approval of this item on the October 9th Consent Agenda.

ATTACHMENTS:

- *Paving List*
- *Bid Sheet Totals*
- *Negotiated Revision to Bid*

Paving List 2018/2019

Streets

Highway Fund

Street	From	To	Feet Length	Miles Length	Estimated Tons	Estimated Milling
2018						
Franklin Avenue	7th Street	14th Street	3,103.42	0.58	1,239.93	219.85
Park Street	Amherst Avenue	Lola Avenue	847	0.16	279.64	119.66
West Road	Bedford Avenue	Lynch Road	2,157.87	0.4	659.35	96.1
7th Street	Pittsylvania Ave.	Lola Avenue	2,832.31	0.53	1,095.36	4265.25
14th Street	Amherst Avenue	Avondale Drive	704.13	0.13	180.73	42.66
		Estimated Quantities	9,644.73	1.8	3,455.01	4743.52

Street Alleys

General Fund

Street	From	To	Feet Length	Miles Length	Estimated Tons	Estimated Milling
Between 5th & Main	Pittsylvania Ave.	Nelson Avenue	1,161.60	0.22	207.55	43.31
Between Main & 7th	Pittsylvania Ave.	Amherst Avenue	1,795.20	0.34	219.41	2.66
Between 7th & 8th	Franklin Avenue	Lola Avenue	1,478.40	0.28	180	8.99
Between 8th & 9th	Franklin Avenue	Charlotte Avenue	1,267.20	0.24	154	7.66
Between 9th & Park	Franklin Avenue	Amherst Avenue	1,003.20	0.19	122	None
Between Park & 10th	Franklin Avenue	Amherst Avenue	1,003.20	0.19	122	None
		Estimated Quantities	7,708.80	1.46	1004.96	62.62

Wastewater Plant	5,500 Square Yards	580 Tons			580	292.83
		Estimated Quantities			5,039.97	5097.83

Bids Opened at 2:00 PM
Friday, August 24, 2018

Paving Bid Sheet Totals
2018/2019

Lawhorne Brothers Paving - A Division of Adams Construction Company

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$87.10	\$435,500.00
IM Mix	500	tons	\$82.40	\$8,240.00
Milling	1000	SY	\$31.60	\$31,600.00
TOTAL				\$475,340.00

BOXLEY PAVING

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$96.75	\$483,750.00
IM Mix	500	tons	\$94.95	\$9,495.00
Milling	1000	SY	\$7.75	\$7,750.00
TOTAL				\$500,995.00

Person Brothers Paving

MATERIAL	QUANTITY	UNIT	UNIT PRICE	TOTAL
SP-9.5A Mix	5000	tons	\$98.68	\$493,400.00
IM Mix	500	tons	\$97.00	\$9,700.00
Milling	1000	SY	\$4.80	\$4,800.00
TOTAL				\$507,900.00

Person present during bid opening was the following

Jessica	Patterson Brothers Paving
David Garrett	Town of Altavista
Cory Jordan	Town of Altavista

BID SHEETFall/Spring 2018/2019 ASPHALT OVERLAY
TOWN OF ALTAVISTA, VIRGINIA

<u>MATERIAL</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
SP-9.5A (8-P Stone)	5,000	tons	\$ 87.10	\$ 435,500.00
IM Mix	100	tons	\$ 82.40	\$ 8,240.00

Edge Milling

<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1,000 5,097	SY	\$ 9.55	\$ 48,676.35

TOTAL BID \$ 492,416.35

Four Hundred Ninety Two Thousand Four Hundred Sixteen Dollars and
 35/100-----Cents.

NOTE: 8 Stone Non-Polishing
 8-P Stone Polishing



Town Council Work Session – Item: #5e

September 25, 2018

Zoning Ordinance Text Amendments

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion:

At the September Regular Meeting, Council reviewed the Zoning Ordinance Text Amendments and decided to place this item on the September Work Session Agenda. The proposed text amendments are related to 1) Mobile restaurants; and 2) Keeping of horses on Residential zoned property.

Based on conversations, it appears that the language in the ordinance may not clearly define what is covered by the proposed mobile restaurant permit fee. Staff has inquired and the Planning Commission's intent was to have the proposed \$50 fee include both the mobile restaurant fee and the town business license (BPOL). Based on those requirements being placed in different sections of the ordinance it could be interpreted that they are separate. If it is Council's intent to have one fee that covers both the mobile restaurant permit and the business license, the text should be amended for clarity. In regard to business license (BPOL), mobile restaurants are classified as "Itinerant Vendors" and are charged a flat annual fee of \$25.00. Regular restaurants (brick and mortar) have their business license calculated based on their gross receipts. The attached chart shows a comparison between the current ordinance and the proposed ordinance and the relation between mobile restaurants and regular restaurants (brick and mortar). This chart indicates that the mobile restaurant permit fee (\$50) and the business license (BPOL) (\$25.00) are separate fees.

After discussion, Council may decide from the following options on either or both of the amendments:

- 1) Place on the October 9th Regular Agenda for a "First Reading" and direct staff to schedule public hearings on the amendments at the November 13, 2018 Regular Meeting; or
- 2) Defer Action and place on a future meeting agenda.

(NOTE: Council can/may decide to take different action on each text amendment.)

Requested Action: Consensus of Town Council to place approval of this item on the October 9th Consent Agenda.

ATTACHMENTS:

- *Draft Zoning Ordinance Text Amendments “Mobile Restaurants – “Development Standards” from Planning Commission (with tracked changes suggested by Town Council and/or staff)*
- *Planning Commission Report/Recommendation*
- *Complete original Planning Commission Text Amendments includes both “Mobile Restaurant” and “Keeping of horses in R-1 & R-2 district and all related changes*
- *BPOL/Permit Fee Comparison (Current vs. Proposed) – Mobile and Regular (brick & mortar) restaurants*

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 designated town staff.~~ 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.

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(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- to be placed in Master List.)*

(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. *The mobile restaurant owner must give the Town prior notice of when they will be operating in the town limits.*

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(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) *Temporary A-frame or T-frame signs may be displayed only when the mobile restaurant is open. The size of these signs is per Section 86-641 (a) (3).* ~~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). ~~No signs may be displayed except those permanently affixed to the vehicle.~~

(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's foundation*) 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.

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10/TA/O-Sec. 86-520 Mobile restaurants – Clean copy 080718

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.

Proposed Ordinance				
Annual Gross Receipts		\$		10,000.00
<u>Mobile</u>				
BPOL	25.000	25.00		25.00
Meals Tax		700.00	14.00	686.00
Mobile Rest. Permit				50.00
Total				761.00
<u>Brick & Mortar</u>				
BPOL	0.0425	4.25		15.00
Meals Tax		700.00	14.00	686.00
Total				701.000

Proposed Ordinance				
Annual Gross Receipts		\$		20,000.00
<u>Mobile</u>				
BPOL	25.000	25.00		25.00
Meals Tax		1,400.00	28.00	1,372.00
Mobile Rest. Permit				50.00
Total				1,447.00
<u>Brick & Mortar</u>				
BPOL	0.0425	8.50		15.00
Meals Tax		1,400.00	28.00	1,372.00
Total				1,387.000

Proposed Ordinance				
Annual Gross Receipts		\$		40,000.00
<u>Mobile</u>				
BPOL	25.000	25.00		25.00
Meals Tax		2,800.00	56.00	2,744.00
Mobile Rest. Permit				50.00
Total				2,819.00
<u>Brick & Mortar</u>				
BPOL	0.0425	17.00		17.00
Meals Tax		2,800.00	56.00	2,744.00
Total				2,761.000

[illegible]



Town Council Work Session – Item: #5f
September 25, 2018
Booker Building “Visioning Session” Discussion
Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: At the August 28th Work Session, Town Council conducted a “Visioning Session” at the Booker Building. Staff provided the notes of that meeting to Council for their review. At this time, Council may want to discuss the thoughts and comments from that meeting and provide staff with next steps or future direction.

After discussion, Council may decide from the following options:

- 1) Establish improvement priorities for staff to develop a plan and budget for consideration;
- 2) Consult with architect/engineer in regard to what major improvements would encompass;
- 3) Defer Action and place on a future meeting agenda.

Requested Action: Per Council’s discussion.

ATTACHMENTS:

- *Booker Building “Visioning Session” Notes*

Booker Building “Visioning Session comments

Items that there seemed to be a majority opinion on:

- Ceilings (rustic/historical look)
- Keep character of the building
- Garage Doors
 - Possible replace with modern roll-up doors
 - Possible use as the entry into a kitchen area on that side of the building.
- Bathroom upgrades
- HVAC (Air conditioning)
 - Needed for summer rentals
 - Duct work that blends into the ceiling (possibly round like you see in school gymnasiums)
- Floors
 - Need to be upgraded
 - Epoxy/wood/etc.
 - Possibly create a cushion to the concrete floor
- Kitchen
 - Serve as a catering kitchen
 - Similar to the one at the YMCA.
 - Possible locations
 - Either side of the building
 - One suggestion would be to mirror image the bathroom on the other side of the building to house the kitchen.
- Shade structures to rear of building (stage area)

Other topics/items discussed, but not a clear consensus or majority.

- What use for the building? (*Create a list and include the current uses.*)
- Visitor's Center area/Lobby/Vestibule
- Music Venue
 - Sound Baffles
 - Black curtains
- Expansion could be to the railroad side of the building
- Cover/protection for band equipment (stage area)
- Virginia Technical Institute has a meeting/gathering venue that can also be used for events.
- General Purpose Building for now, but think "outside of the box"
- Suggestion to move 1st Saturday to Booker Building/English Park

Thoughts suggestions from audience

- Harvester (Rocky Mount), a good modeled, managed correctly.
- Sound (Acoustics) (Trains)
- Drop Down Screen
- Stage inside
- Lighting.
- Change of Use may change occupancy load (Current Max. Occupancy is 400)

NEXT STEPS?



**Town Council Work Session – Item: #5g
September 25, 2018
Recreation Committee Recommendation –
Trail Development (Mausoleum area)**

Agenda Memorandum

Submitted by: Waverly Coggsdale, Town Manager

Discussion: At their September 11th Recreation Committee meeting, the development of the trail that would originate at the mausoleum (outside the entrance at Greenhill Cemetery) was discussed. It was the decision of the Committee to recommend to Town Council that this project proceed.

This project was originally included in the FY2017 Budget/CIP and was deferred until the completion of the Town's *Parks and Trails Master Plan*. With the completion of the plan, the Committee would like to proceed with the development of this trail. The funds (\$20,000) were part of a previous carry over and have been earmarked in Reserves.

After discussion, Council may decide from the following options:

- 1) Direct staff to proceed with establishment of the components of this project, including bidding;
- 2) Defer Action and place on a future meeting agenda.

Requested Action: Per Council's discussion.

ATTACHMENTS:

- *Trail layout overview*



BLUE LINE: Represents the proposed trail (Mausoleum)

YELLOW LINE: Represents potential trails that would connect to this trail in the future.

RED LINE: Connection back to Bedford Avenue via Westwood Drive