

Bradley E. Grose, Mayor  
William "Wes" Nance, Vice Mayor  
I. Douglas Adams, Jr., Council Member  
Robert R. Altice, Council Member  
Matthew S. Hare, Council Member



Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**Vinton Town Council  
Regular Meeting  
Council Chambers  
311 South Pollard Street  
Tuesday, October 1, 2013**

**AGENDA**

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- E. CONSENT AGENDA**
  - 1. Consider approval of minutes for the regular Council meeting of September 17, 2013.
- F. AWARDS, RECOGNITIONS, PRESENTATIONS**
  - 1. Proclamation for Fire Prevention Week.
- G. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- H. TOWN ATTORNEY**
- I. TOWN MANAGER**

**ITEMS REQUIRING ACTION**

- 1. Consider adoption of a Resolution for the Town to opt out of disability coverage provided under VLDP and to provide a comparable employer-paid program.
- 2. Consider approving the members of the Loan Review Committee created to administer the Revolving Loan Program Plan for the \$700,000 CDBG Downtown and Economic Revitalization Grant.

**UPDATE ON OLD BUSINESS**

**J. MAYOR**

**K. COUNCIL**

1. Financial Report for August 2013.

**L. CLOSED MEETING**

1. Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) (1) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions.

**M. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING**

**N. ADJOURNMENT**

**O. WORK SESSION**

1. Briefing on new Secondhand Building Materials (Scrap Metal) Permit.
2. Briefing on options to consider for downtown park study.

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

**NEXT TOWN COMMITTEE/COUNCIL MEETINGS:**

**October 1, 2013** – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

**October 11, 2013** – 8:30 a.m. to 3:00 p.m. – Council Retreat – Charles R. Hill Senior Center

**October 15, 2013** – Council Meeting Cancelled – Council and Staff attending Annual VML Conference

**October 29, 2013** – 6:00 p.m. – Dinner followed by Joint Town Council/Planning Commission/Board of Zoning Appeals meeting – Vinton War Memorial



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the regular Council meeting of September 17, 2013

### **Summary**

None

### **Attachments**

September 17, 2013 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, SEPTEMBER 17, 2013, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

- MEMBERS PRESENT: Bradley E. Grose, Mayor  
William W. Nance, Vice Mayor  
I. Douglas Adams, Jr.  
Robert R. Altice
- MEMBER ABSENT: Matthew S. Hare
- STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Town Clerk  
Elizabeth Dillon, Town Attorney  
Ryan Spitzer, Assistant to the Town Manager  
Anita McMillan, Planning & Zoning Director  
Joey Hiner, Assistant Public Works Director

**The Mayor called the meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Altice, Vice Mayor Nance, and Mayor Grose present. Council Member Hare was absent. After a Moment of Silence Mr. Adams led the Pledge of Allegiance to the U.S. Flag.**

Roll Call

**Under the upcoming community events, Liz Munn-Lively, Vinton Chamber of Commerce President, announced upcoming events sponsored by the Chamber. This Thursday is the annual golf tournament at Ashley Plantation and a networking event will be held on October 1<sup>st</sup> at Braeloch. The annual Fall Festival is October 12<sup>th</sup> and the annual Treat or Treating Event will be on Halloween.**

The Mayor announced a community meeting at Explore Park on September 19<sup>th</sup> at 6:00 p.m. hosted by Roanoke County.

Vice Mayor Nance announced that in conjunction with the Fall Festival the Breakfast Lions Club will be having their pancake breakfast.

Anita McMillan announced that September 19<sup>th</sup> at 6:00 p.m. will be the kick-off meeting of the Stormwater Advisory Committee at South County Library.

The Town Manager announced that in recognition of the Town employees raising over \$4,600 for United Way, he has volunteered to be a UVA fan for a couple of hours and will be wearing a sandwich board through the Town at the Fall Festival.

Anita McMillan also announced the Fall Waterways Clean-up from 8:30 a.m. to 11:30 a.m. on October 5<sup>th</sup> with the celebration event from 11:30 a.m. to 2 p.m. at Wasena Park.

**Mr. Adams made a motion that the consent agenda be** approved as presented; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

Approved minutes of the meetings of August 20, 2013 and September 3, 2013

**Vice Mayor Nance made comments regarding a** Proclamation declaring the month of September as Alzheimer's Month in the Town. The Town Clerk mentioned that this year's walk will be in Downtown Roanoke on September 28<sup>th</sup>.

**The Town Manager moved the briefing on the request from** a citizen to amend the Town Code regarding the minimum lot size requirement of at least an acre to keep chicken hens in the Town limits to the next item for consideration. The Town Manager then commented that following Mr. Marshall's request, a committee of Anita McMillan, Gary Woodson and Robert Eakin reviewed the request and Ms. McMillan will give the report to Council.

Anita McMillan reviewed her staff report indicating that Mr. Marshall's property at 529 Tinker Avenue is 0.29 acre or 12,632 square feet. Our current Code requires that all properties have at least an acre to have chickens. With this one acre requirement, there are approximately 67 parcels that could be eligible to keep chickens. These parcels must be zoned residential (R1, R2, R3 and RB) and with a single-family dwelling or vacant. If Council reduces the size requirement to less than an acre or 12,000 square feet, there would be 1,090 potential properties that might be eligible to get a chicken permit. Ms. McMillan next commented there is also a 50 foot requirement from residential structures and Mr. Marshall does not meet that requirement.

Ms. McMillan contacted the City of Roanoke and their Code provides that as long as you have up to 20,000 square feet, you are allowed to have chickens. The Planning Administrator indicated that they do not keep track of how many permits they issue and do not enforce the requirement that you have to have a permit.

Mr. Altice commented that a lot of time was spent on developing the current Code and he thought it should have been even more restrictive. He would not agree at this time to change the current Code. The Mayor commented that the current Code has served the Town well and he would not be inclined to make any changes at this time. Mr. Adams commented that it is important that we stay consistent and he would go along with leaving it as it is.

Vice Mayor Nance commented that Council did not take Mr. Marshall's request lightly. He made a reasonable request and unfortunately he was a victim of a neighbor with a grudge. Mr.

Nance further stated that he does agree with the rest of Council that the limitations we currently have are reasonable and to reduce the property size the amount it would take to allow him to keep his chickens would open the gates for too many lots and other landowners.

Mr. Marshall addressed Council and asked if there could be some leniency with regard to his property. Mr. Nance said that would require writing something that allows for the uniqueness of individual properties. For an ordinance to work properly, it has to be clear to the people who are reading it and to those trying to enforce it. If there is something vague in there, it will lose its ability to be enforced.

Mr. Marshall asked if he could have two weeks to find a home for his chickens. The response was that was not unreasonable. He thanked Council for their consideration of his request.

**The next item on the agenda was to consider adoption of an Ordinance authorizing the Mayor or the Town Manager to execute an Agreement between the Counties of Botetourt, Franklin and Roanoke, the Cities of Roanoke and Salem, and the Town to create the Western Virginia Regional Industrial Facility Authority.**

The Town Manager made brief comments regarding the creation of the Authority. The basis is to provide the participating local governments an opportunity to work together to develop industrial facilities and other improvements. There are six localities that have expressed an interest and it does require a formal agreement to create the Authority. This Authority will allow each locality to decide if they want to participate on a project by project basis. The Roanoke Regional Partnership has agreed to serve as the Authority's Administrative Office and Beth Doughty will serve as the Executive Director.

Each locality has been asked to take action independently and then a joint meeting has been tentatively scheduled for October 9th to ceremoniously execute the Agreement.

Vice Mayor Nance asked if there have been any substantial changes from what Council previously agreed to and the response from the Town Attorney was no. There may be some non-substantive changes made with regard to removing Montgomery County from the Agreement. Mr. Nance asked why Montgomery County chose not to participate and the Town Manager responded because they are a member of a similar Authority in the New River Valley which they are already committed to. The Mayor commented that there was no reluctance on Montgomery County's part as far as cooperation was concerned, but they have other obligations that need to take priority. This is just another example of valley-wide government and will be good for the Town as well as the entire region.

Adopted Ordinance No. 941 authorizing the Mayor or the Town Manager to execute an Agreement between the Counties of Botetourt, Franklin and Roanoke, the

Vice Mayor Nance made a motion that the Ordinance be adopted as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

**The next two items on the agenda related to a new Purchasing Policy for the Town.**

The Town Manager commented that our current Purchasing Policy, established in 1997, provides that any purchase over \$20,000 has to be brought back to Council for approval. The State Code allows a limit of \$100,000. After a review by staff and the Finance Committee, it was decided to recommend that any item over \$50,000 be brought back to Council. We are also recommending that the Code be changed to reference the Town's adopted policy and the State Code and that the amount not be listed so to prevent us from having to amend the Code in the future.

The new Policy is still structured the same as before with all purchases under \$50,000 or professional services under \$30,000 to follow the procedures listed in the Policy. This will allow for a more efficient and timely process for these purchases. It also allows the Town Manager the authority to approve any purchase within these limits that is already in the budget. If it is over these amounts or not in the budget, then those items will be brought back to Council for their approval. This revised Policy was drafted by our summer intern, Brandon Gann and then reviewed by staff, our Town Attorney and the Finance Committee.

Vice Mayor Nance commented that this Policy was approved by the Finance Committee and it allows staff some flexibility to streamline some matters to avoid having to bring non-policy impacting purchases back to Council for approval.

Mr. Adams asked about the language "at least two attempted telephone..." in the Policy and what does "attempted" mean. The Town Manager responded that is expected that staff will obtain the necessary number of quotes; however, this allows it to be documented that we attempted to solicit a vendor. The Town Attorney also commented that it usually means it was attempted but the vendor indicated they were not going to bid on the particular item because they do not have it available or were not interested in bidding.

After further comments from the Town Manager, Vice Mayor Nance made a motion that the Ordinance be approved as presented; the motion was seconded by Mr. Altice and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

Cities of Roanoke and Salem, and the Town to create the Western Virginia Regional Industrial Facility Authority.

Adopted Ordinance No. 942 amending Chapter 2, Administration, Article III, Officers and Employees, Division 2, Town Manager, Section 2-56, To be purchasing agent, of the Vinton Town Code relating to the Town's Purchasing Policy

Mr. Adams made a motion that the Resolution be approved as presented; the motion was seconded by Vice Mayor Nance and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

Adopted Resolution No. 2036 approving a new Purchasing Policy

**The next item on the agenda was to consider adoption of a Resolution approving and adopting the Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan dated June 2013.**

Anita McMillan commented that Council was briefed on the Plan at their September 3<sup>rd</sup> work session. As stated before, each locality has to adopt this Plan in order to receive certain federal assistance in mitigation projects. The original plan was completed in 2002 and approved by FEMA in 2006 and adopted by the localities in 2007. The Plan has to be reviewed and amended and this Resolution approves the June 2013 Plan. Mr. Altice made a motion that the Resolution be approved as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

Adopted Resolution No. 2037 approving and adopting the Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan dated June 2013

**The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to execute a Staging Area License Agreement with Burleigh Construction Co., Inc. for use of town-owned properties located at the intersection of Walnut Avenue and 5th Street related to the VDOT Walnut Avenue Low-Water Bridge Replacement Project.**

Ms. McMillan commented that in August she was contacted by Burleigh Construction Company regarding the use of town-owned property on Walnut Avenue as the construction staging area as part of the VDOT bridge replacement project. The Town Attorney has prepared the Staging Area License Agreement for Council's approval.

The Town Manager commented that the Company has approved the Agreement with the exception that they are requesting a period of 15 days instead of five to remove their equipment and materials from the property once the project is completed. This change would be reflected in Paragraph 5 of the Agreement.

Vice Mayor Nance asked how this would impact the starting of that part of the Greenway and Ms. McMillan responded that they will meet with them once we know for sure when the Greenway project will start. Mr. Nance asked if we had to complete the Greenway project this year in order to receive the matching funds and the response was we have to make one request for

reimbursement within a year. As soon as we hire the engineering firm to draw up the specifications, we will make a request.

Mr. Adams asked if the contractor would have to bring the property back to the condition it was and the Town Manager responded yes. Vice Mayor Nance made a motion that the Resolution be approved with the requested changes to the Agreement; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare

**The next item on the agenda was to consider adoption of a Resolution** authorizing the Town Manager to enter into a Contractual Agreement with Roanoke County to share the cost of AMEC, consultant for the stormwater program development study.

Ms. McMillan commented that Council was briefed on this item at their September 3<sup>rd</sup> work session. Roanoke County solicited sealed bids and received bids from four firms. They selected AMEC to do the stormwater study. The cost is \$168,999 and the Town's share will be \$10,000. She mentioned that her staff report summarized Phase 1 and Phase 2 of the study. The Kick-off meeting of the Citizen Advisory Committee is this Thursday, September 19<sup>th</sup>, and the meeting at the War Memorial will be October 10<sup>th</sup>. The Committee will meet six times and there also be a series of Public Hearings, one to be held at the War Memorial in January of 2014.

The Town Manager commented that we used our population ratio to come up with the \$10,000 amount, which is eight percent (8%) of the cost. Vice Mayor Nance asked about the budget for this amount and the response was that the cost will come out of the Planning Department's budget from contractual services and stormwater line items. Mr. Altice made a motion to adopt the Resolution as presented; the motion was seconded by Vice Mayor Nance and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare.

**Before the Mayor's comments, Barry Thompson, Finance Director/Treasurer** introduced Candace Poling as the new Accounting Manager who took Lijah Robinson's place. Ms. Poling made brief comments to Council followed by comments from Council and a welcome to the Town.

The Mayor commented on his attendance at the Vinton Historical Society luncheon today along with the Town Manager, Mr. Spitzer and Mike Altizer. At the luncheon he mentioned the various partnerships that the Town has, but failed to mention

Adopted Resolution No. 2038 authorizing the Town Manager to execute a Staging Area License Agreement with Burleigh Construction Co., Inc. for use of town-owned properties located at the intersection of Walnut Avenue and 5th Street related to the VDOT Walnut Avenue Low-Water Bridge Replacement Project

Adopted Resolution No. 2039 authorizing the Town Manager to enter into a Contractual Agreement with Roanoke County to share the cost of AMEC, consultant for the storm water program development study

the partnership and working relationship among our staff. One recent example was the work being done with the flagstone at the War Memorial and the assistance of the Fire Department and Public Works.

**Comments from Council: Mr. Adams summarized the items** discussed at the Public Safety Committee meeting on September 13<sup>th</sup>. Chief Cook updated the Committee on the traffic unit that is now in place to work traffic enforcement. The Department is also working to be more of an active part of the Blue Ridge Crash Team relating to crash investigations and working on parking issues. The security cameras are in place and operating in the Municipal Building. They are researching federal grants to see what is available.

The Police Department is also working with the ROCO Alert System to designate the area around Southern States to send out alerts to businesses in that area when there is danger of flooding. The Emergency Operation Plan for the Town is being also being updated.

Regarding the Tinker Creek Bridge and the tin can affect it has with trailers. Currently Norfolk Southern is evaluating putting up a rail that would stop or lower a vehicle as it goes under the bridge to prevent it from hitting the bridge.

The new brush truck at the Fire Department is in service. There are 20 active volunteer members and a recruitment program is being discussed to address the issue of 24-hour service. We have asked for a more detailed report showing response times over a one year period to review in this regard.

The Volunteer First Aid Crew has indicated that they are going to sell the Crown Vic given to the Squad from the Town. The vehicle is in good shape, but the Squad cannot get a good price on insurance. Currently only three members are allowed to drive the vehicle and it has been suggested that the Town put it back on the Town's insurance and pay for the fuel and maintenance. This would not only allow the First Aid Crew to use it, but also other Town employees. Mr. Adams stated that along with Mr. Hare, he would like the Town Manager to look into the costs involved in putting it back on the Town's insurance and have it available for all Town employees. It would be parked in the Town lot behind the Municipal Building.

The First Aid Crew would like to purchase the old Rehab vehicle, put a cover on the back and put back into service. They want the Town to insure the vehicle and cover fuel and normal maintenance on it. Mr. Adams next commented that Roanoke County has a mass casualty trailer and they have requested the Town to house the trailer in Vinton. It will be parked in the bay that currently holds the Crown Vic and it will be pulled out. The First Aid Crew has about 40 active members now.

Some minor building repairs have been done in preparation for the painting project this fall.

One final comment from Mr. Adams was regarding a grant received by the Volunteer First Aid Crew to purchase a power stretcher. The paid staff has one on their truck and now the Volunteer Squad has applied for another state grant that will cover half of the cost of an additional power stretcher for their other truck. Hopefully this will be awarded in December or January.

The Town Manager commented that the security camera system in the Municipal Building is IP based and staff has been directed to look at getting cameras on the outside of the War Memorial specifically to view the Monument and possibly the playground behind the library. There was graffiti on the Monument and the playground about a week and a half ago, which has been cleaned and the Police Department is investigating the matter.

Anita McMillan announced that the Annual Greenway Picnic will be Sunday, October 13<sup>th</sup>, at the Moyer Sports Complex in Salem. The Town Manager announced that Council is invited to a legislative luncheon sponsored by the Roanoke Valley-Alleghany Regional Commission on October 2<sup>nd</sup> at Noon at the Roanoke Civic Center.

Vice Mayor Nance made a motion to adjourn the meeting; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Altice, Nance, Grose; Nays (0) – None; Absent (1) - Hare. The meeting was adjourned at 8:25 p.m.

APPROVED:

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Bradley E. Grose, Mayor

ATTEST:

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Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Fire/EMS Department

### **Issue**

Proclamation for Fire Prevention Week

### **Summary**

The Vinton Fire and EMS and Vinton Fire Departments are dedicated to protecting life and property in the Town of Vinton. These groups are also dedicated to the education of its citizens in regards to fire prevention. Fire Prevention Week is October 6th – 12th, 2013. This year for Fire Prevention week, the NFPA (National Fire Protection Association), has placed extra educational emphasis on kitchen fires.

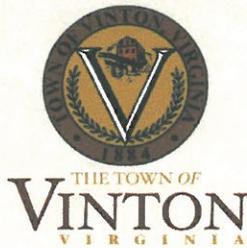
Between 2007 and 2011 there is a national annual average of almost 157,000 cooking related fires. In that same time span these fires accounted for 400 deaths, 5,080 civilian injuries and 853 million dollars in direct damages. The goal of the public education provided during fire prevention week is to make our citizens aware of the possible dangers associated with cooking.

### **Attachment**

Proclamation

### **Recommendations**

Read Proclamation and present to Fire/EMS Captain Chris Linkous



# PROCLAMATION

- WHEREAS,** the Town of Vinton is committed to ensuring the safety and security of all those living in and visiting our town; and
- WHEREAS,** fire is a serious public safety concern both locally and nationally, and cooking is one of the leading causes of residential structure fires as well as residential fire injuries; and
- WHEREAS,** according to the latest research from the nonprofit National Fire Protection Association (NFPA), U.S. Fire Departments responded to an estimated annual average of 156,600 cooking-related fires between 2007-2011 thus resulting in 400 civilian deaths, 5,080 civilian injuries and \$853 million in direct damage; and
- WHEREAS,** NFPA statistics show that two out of every five residential structure fires start in the kitchen and of these fires, clothing was the first item ignited in less than 1% of residential cooking fires; however, these incidents accounted for 16% of the cooking fire deaths; and
- WHEREAS,** unattended cooking was a factor in 34% of reported residential cooking fires and of that two-thirds of residential cooking fires happening with the ignition of food and/or other cooking materials; and
- WHEREAS,** children under the age of five were at a higher risk of non-fire burns related with cooking than from being burned in a cooking fire; and
- WHEREAS,** microwave ovens are one of the leading residential products connected with scald burns that is not correlated to fires. Almost half (44%) of the microwave oven injuries seen at hospital emergency rooms in 2011 were scald burns; and
- WHEREAS,** Vinton's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and
- WHEREAS,** Vinton's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and
- WHEREAS,** the 2013 Fire Prevention Week theme, "Prevent Kitchen Fires" effectively serves to remind us to practice fire safety while in the kitchen during Fire Prevention Week and year-round.

**NOW, THEREFORE,** I, Bradley E. Grose, Mayor of the Town of Vinton and on behalf of Town Council and all our citizens do hereby proclaim October 6-12, 2013, as "**FIRE PREVENTION WEEK**" in the Town of Vinton and urges all the people of the Town of Vinton to practice fire safety while in the kitchen during Fire Prevention Week 2013, and to support the many public safety activities and efforts of the Town's fire and emergency services.

**IN WITNESS WHEREOF,** I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 1st day of October, 2013.



*Bradley E. Grose*

Bradley E. Grose, Mayor



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Human Resources

### **Issue**

Consider adoption of a Resolution for the Town to opt out of disability coverage provided under VLDP and to provide a comparable employer-paid program.

### **Summary**

The General Assembly has enacted legislation requiring the provision of both short and long term disability benefits for the members of the hybrid plan – this will be all employees hired into VRS covered positions effective January 1, 2014 and beyond. UNUM is the insurance provider that has been selected by VRS to administer these two disability programs for the hybrid plan employees. All local governments and school boards must make an irrevocable decision by November 1 (originally stated as September 1 – but the provisions for a requested extension has been added) as to participate in the UNUM plan or to provide a comparable plan.

The Town must determine if it wishes to forever be covered by the UNUM plan (currently priced at .91 per hundred) or seek a comparable product on the open market that could be re-bid on an established basis. Also, the decision must be made as to if we wish to provide \*\*all employees these benefits – or only the hybrid employees. How many different benefit plans do we wish to manage for approximately \*\*48 employees?

\*\*All hazardous duty employees are excluded from this legislative action.

### **Attachments**

Resolution

### **Recommendations**

Motion to adopt Resolution

**RESOLUTION NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, OCTOBER 1, 2013, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA**

**Irrevocable Election Not to Participate in Virginia Local Disability Program**

WHEREAS, by enacting Chapter 11.1 of Title 51.1 of the Code of Virginia, the Virginia General Assembly has established the Virginia Local Disability Program (“VLDP”) for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code § 51.1-169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before November 1, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the Code of Virginia, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, it is the intent of the Town of Vinton, 55318, to make this irrevocable election to request that its eligible employees not participate in VLDP.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Vinton irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

RESOLVED that, as an integral part of making this irrevocable election, the Town of Vinton certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

This Resolution adopted on motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with the following votes recorded:

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Administration

### **Issue**

Consider approving the members of the Loan Review Committee created to administer the Revolving Loan Program Plan for the \$700,000 CDBG Downtown and Economic Revitalization Grant.

### **Summary**

On February 19, 2013 Council was presented with a recommendation by the Downtown Management Team for a Revolving Loan Program. The Revolving Loan Program is one of the major tasks that were outlined in the CDBG approval process by the VDHCD. At this Council Meeting, Council approved the outline and program design that was presented in the *Revolving loan Program Guidelines: Plan and Administrative Program Manual*.

However, it was stated that staff would present Council with a slate of candidates for the Loan Review Committee. The members of the committee are:

Brad Grose, Mayor  
Chris Lawrence, Town Manager  
Barry Thompson, Treasurer/Finance Director  
Kathy Stafford, Asst. Vice President – First Citizens Bank  
Steve Smith, Small Business Banking Manager – Valley Bank  
Local Business Owner outside of the Grant Area

After the Committee has met and reviewed the loan application information and other documentation a more detailed set of parameters for applicants and loan awards will be presented to Council for approval.

### **Attachment**

None

### **Recommendations**

Motion to approve committee members



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Finance/Treasurer

### **Issue**

Financial Report for August 2013

### **Summary**

The Financial Report for the period ending August 31, 2013 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee will meet on Tuesday, October 1, 2013 at 5:30 pm to discuss the report and will make a presentation of the report to Council during the Council Comment Section of the Regular Meeting.

### **Attachments**

Financial Report Summary

### **Recommendations**

Motion to approve the August 2013 Financial Report

**Financial Report Summary  
Month Ending August 31, 2013**

THE TOWN OF  
**VINTON**  
V I R G I N I A



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
<b>General Fund 200</b>						
Revenues	7,905,867	759,456	356,868	741,862	(17,595)	98%
Accrued Revenue Adjustment			248,341	248,341		
Total Adj. Revenues	7,905,867	759,456	605,209	990,203	230,747	130%
Expenditures	7,905,867	1,463,703	497,365	1,244,793	(218,910)	85%
<b>Revenues over/(under) Expenditures</b>		<b>(704,247)</b>	<b>107,844</b>	<b>(254,590)</b>		
<b>Utility Fund 300</b>						
Revenues	3,429,380	537,604	449,556	547,515	9,910	102%
Less: Tinker Creek Project Revenue		0	0	0		0%
Less: Bond Series 2013		0	0	0		
Operating Revenues	3,429,380	537,604	449,556	547,515	9,910	102%
Expenditures	3,429,380	689,061	121,846	960,548	271,487	139%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		0	0	500,000		
Operating Expenditures		689,061	121,846	460,548	(228,513)	67%
<b>Revenues over/(under) Expenditures</b>		<b>(151,457)</b>	<b>327,709</b>	<b>86,966</b>		
<b>Total All Funds</b>						
Revenues	11,335,247	1,297,061	1,054,765	1,537,718	240,657	119%
Expenditures	11,335,247	2,152,764	619,211	1,705,341	(447,423)	79%
<b>Revenues over/(under) Expenditures</b>		<b>(855,704)</b>	<b>435,554</b>	<b>(167,624)</b>		

\*excludes Tinker Creek Project

\*excludes 2013 Bond Issue



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Council

### **Issue**

Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) (1) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions.

### **Summary**

Council will discuss current vacancies on boards and commissions.

### **Attachments**

Boards and Commissions Booklet Summary  
Certification of Closed Meeting

### **Recommendations**

Reconvene and adopt Certification of Closed Meeting

**BOARD OF ZONING APPEALS**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Debra P. Hagins	505 Jefferson Avenue	01/17/09	01/16/14	1808
Frederick J. "Mick" Michelsen	225 North Maple Street	01/17/10	01/16/15	1848
Allen S. Kasey	105 Giles Avenue	01/17/06	01/16/16	1895
Sabrina Weeks (Alternate)	1012 Blakemore Circle	10/02/12	02/20/16	CM-10/02/12
VACANT (Alternate)			02/20/16	
Robert W. Benninger	1206 Jeanette Avenue	01/17/07	01/16/17	1947
Donald R. Altice	627 South Maple Street	09/07/10	01/16/18	CM-12/18/12

**FAIR HOUSING BOARD (DISSOLVED BY ORDINANCE NO. 928 ON 11/6/12)****HIGHWAY SAFETY COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Robert A. Patterson	1056 Blandford Avenue	11/01/07	12/31/13	1937
Doug Adams	1632 Meadows Road	09/15/09	02/04/14	1938
Carolyn Fidler	428 Cedar Avenue	03/04/08	02/04/14	1904
Roy G. McCarty, Jr.	450 Jackson Avenue	02/05/08	02/04/14	1905
Robert R. Altice	616 Maple Street	07/01/10	06/30/14	1883
James Warren Childress, II	223 Craig Avenue	02/05/09	02/04/15	1949
Fred L. Swisher	422 Chestnut Mtn. Drive	02/05/09	02/04/15	1950
VACANT			02/04/15	
Benjamin Cook (ex-officio member)	311 South Pollard Street	n/a	n/a	n/a
(ex-officio member)	311 South Pollard Street	n/a	n/a	n/a

**PLANNING COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
David R. Jones	806 Olney Road	03/01/07	02/28/15	1897
Robert A. Patterson	1056 Blandford Avenue	01/01/07	12/31/15	1894
Paul R. Mason	731 Ramada Road	09/07/10	06/06/16	1963
William E. Booth	1007 Blandford Avenue	07/20/10	10/31/16	CM-10/16/12
Dawn M. Michelson	225 North Maple Street	11/06/07	12/31/16	CM-12/18/12

**FINANCE COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/14	n/a
William W. Nance	1514 Bush Farm Drive	07/06/10	06/30/14	n/a
Barry Thompson	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

**PUBLIC SAFETY COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Irvin Douglas Adams, Jr.	1632 Meadows Road	07/03/12	06/30/14	n/a
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/14	n/a
Ben Cook	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

**PUBLIC WORKS COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Robert R. Altice	616 Maple Street	07/06/10	06/30/14	n/a
Bradley E. Grose	404 Cedar Avenue	07/03/12	06/30/14	n/a
Gary W. Woodson	311 South Pollard Street	n/a	n/a	n/a

**STORMWATER CITIZENS ADVISORY COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
W. Ray Sandifer	912 Colbourne Avenue	09/04	n/a	n/a
David R. Jones	806 Olney Road	11/03	n/a	n/a
VACANT			n/a	

**CLEAN VALLEY COUNCIL**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Anita McMillan	311 South Pollard Street	02/28/95	n/a	n/a

**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Carolyn D. Fidler	428 Cedar Avenue	06/08	06/30/11	
Hal Mabe	6010 Windcrest Lane, Roanoke, VA 24012	06/08	06/30/11	
Stephanie Brown	632 Woods Ave., SW, Roanoke, VA 24016	06/08	06/30/11	
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	

**GREATER ROANOKE TRANSIT COMPANY**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
City of Salem Representative			12/13/13	

**ROANOKE REGIONAL PARTNERSHIP**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Bradley E. Grose	311 South Pollard Street	07/06/04	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	10/07/08	n/a	1793

**ROANOKE VALLEY – ALLEGHANY REGIONAL COMMISSION EXECUTIVE COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Bradley E. Grose (Council member)	311 South Pollard Street	07/01/09	06/30/15	1972
Christopher S. Lawrence (Non-elected member)	311 South Pollard Street	07/01/10	06/30/16	CM-6/4/13

**ROANOKE VALLEY GREENWAY COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Janet Scheid	1453 Wolf Creek Drive	07/01/09	06/30/15	1973
Karla Turman	311 South Pollard Street	n/a	n/a	n/a
Anita J. McMillan	311 South Pollard Street	n/a	n/a	n/a
Matthew S. Hare	621 Aragona Drive	07/10/10	06/30/16	CM-6/4/13
Arthur La Roche, III	1453 Wolf Creek Drive	10/02/12	06/30/16	CM-6/4/13

**ROANOKE VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO)**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Carolyn D. Fidler	428 Cedar Avenue	07/01/08	06/30/14	1917
Doug Adams	1632 Meadows Road	07/08/08	06/30/14	1918

**ROANOKE VALLEY REGIONAL CABLE TV COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Mary Beth Layman (Member)	1028 Almond Drive	09/01/09	08/31/15	1979
Robert R. Altice (Council Member)	616 Maple Street	07/15/94	n/a	n/a
Christopher S. Lawrence (Executive Member)	311 South Pollard Street	10/07/08	n/a	1795

**ROANOKE VALLEY RESOURCE AUTHORITY**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Christopher S. Lawrence	311 South Pollard Street	12/20/11	12/31/15	1948

**AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, OCTOBER 1, 2013, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**CERTIFICATION THAT A CLOSED MEETING WAS HELD  
IN CONFORMITY WITH THE CODE OF VIRGINIA**

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

**WHEREAS,** Section 2.2-3712 of the Code of Virginia requires a certification by the Vinton Town Council that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** that the Vinton Town Council hereby certifies that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

Motion made by Council Member \_\_\_\_\_, and seconded by Council Member \_\_\_\_\_, with all in favor.

\_\_\_\_\_  
Clerk of Council



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Police

### **Issue**

Briefing on new Secondhand Building Materials (Scrap Metal) Permit.

### **Summary**

New legislation that took effect on July 1, 2013 requires a permit to take certain scrap metals to businesses which purchase the scrap. There are certain exemptions to the permit requirement, but a transaction form has to be presented at the scrap business each time someone takes scrap to sell. In addition, a person who regularly sells secondhand building fixtures and certain other scrap are classified as "Junk dealers" and have to obtain a special permit directly through the police department. The police department has been working with other agencies in the valley to establish a process that meets the legislative requirements without creating undue burden on the scrap businesses or citizens utilizing them.

### **Attachments**

Scrap Metal Legislation  
Secondhand Junk Dealer Permit  
Secondhand Material Transaction Form

### **Recommendations**

No action required

**§ 59.1-117.** Permit required for trading in secondhand building fixtures.

Except as otherwise provided in this chapter, no person shall offer for sale or acquire any secondhand heating or plumbing fixtures or supplies, electric fixtures or any wiring, gas fixtures or appliances, water faucets, pipes, locks, bathtubs, gutters, downspouts, or other secondhand fixtures of whatever kind or description pertaining to a building or structure, without first obtaining a permit for the sale or acquisition of the same from the chief of police of the city or town or the sheriff of the county in which such property is offered for sale or acquisition.

(Code 1950, § 59-145; 1968, c. 439; 2010, c. 805; 2011, c. 836; 2013, c. 414.)

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**§ 59.1-118.** Permit issued by chief of police or sheriff; revocation.

The chief of police of a city or the sheriff of a county may issue, to persons regularly engaged in the business of collecting secondhand building materials for resale, a semiannual or annual permit covering all sales and acquisitions made by such persons. The chief of police or sheriff may refuse to issue a permit, and may revoke any permit issued, to any person convicted of a felony or crime of moral turpitude within the three years prior to the request for the permit. The applicant shall file with the chief of police or sheriff, or his designee, an application form that shall include the applicant's full name, address, age, sex, and fingerprints; the name, address, and telephone number of the applicant's employer, if any; and the location of the applicant's place of business. A permit shall be valid for one year from the date of issuance and may be renewed in the same manner as such permit was initially obtained. A fee of not more than \$50 may be charged annually for the issuance of the permit.

(Code 1950, § 59-146; 1968, c. 439; 2011, c. 836.)

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**§ 59.1-119.** Who deemed a dealer.

Every person who is regularly engaged in the purchasing or acquiring of secondhand building material of the kind mentioned in § 59.1-117 for the purpose of resale or installation on the property of another shall be deemed a dealer within the meaning of the provisions of this article.

(Code 1950, § 59-147; 1968, c. 439; 2011, c. 836.)

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**§ 59.1-119.1.** Dealer required to show permit and identification.

Every dealer making a sale or purchase of a secondhand fixture pursuant to the provisions of this article shall first display the permit required by § 59.1-117 and also display positive photo identification to the purchaser or seller of such fixture.

(1992, c. 25.)

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§ 59.1-120. Recordkeeping requirements.

A. At the time of purchasing, collecting, receiving, or acquiring a secondhand building fixture, the dealer shall be required to provide:

1. The date and time of the secondhand building fixture's acquisition; and
2. The address from which the property was acquired and, if available, a driver's license or other form of government identification to include the name and date of birth of the person from whom the material was collected.

B. Every dealer shall keep at his place of business a permanently bound book or ledger in which shall be legibly written with ink in English at the time of each transaction in the course of the dealer's transaction involving a secondhand building fixture that is collected, received, acquired, or purchased by the dealer. Such account shall set forth:

1. A complete and accurate description of the secondhand building fixture that is the subject of the transaction;
2. All information prescribed in subsection A regarding location and, if available, the name and date of birth of the person with whom the dealer conducts the transaction;
3. The license number of the automobile or other vehicle in which the secondhand building fixture was delivered or received; and
4. The number of the permit issued pursuant to § 59.1-118 by the chief of police of the city or town, or the sheriff of the county, in which the transaction involving a secondhand building fixture occurred.

C. Records required by subsection B shall be maintained by the dealer at its normal place of business or at another readily accessible and secure location for a period of 24 months.

(Code 1950, § 59-148; 1968, c. 439; 2010, c. 805; 2011, c. 836.)

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§ 59.1-122. Books and places of business open to inspection.

The books required by this article to be kept, and the places of business of all persons engaged in the acquiring, selling, receiving, or purchasing of the articles mentioned in § 59.1-117, shall at all reasonable times be open to the inspection of any police officer, sheriff, or deputy of the county, city, or town in which such place of business is located.

(Code 1950, § 59-150; 1968, c. 439; 2011, c. 836.)

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§ 59.1-123. Exemptions from article.

The provisions of this article shall not apply to:

1. The sale of secondhand material mentioned in § 59.1-117 taken from premises occupied by the owner, when sold by such owner on the premises, or the sale of such articles when purchased from a public utility corporation at its place of business or a governmental agency;
2. Scrap metal purchasers as provided in Article 4 (§ 59.1-136.1 et seq.);
3. Authorized scrap sellers;
4. Public utilities;
5. Public transportation companies;
6. Peddlers permitted under § 59.1-118;
7. Industrial and manufacturing companies;
8. Marine, automobile, and aircraft salvage and wrecking companies; or
9. Governmental entities.

(Code 1950, § 59-151; 1968, c. 439; 2007, c. 917; 2011, c. 836; 2013, c. 414.)

# Town of Vinton Police Department

Chief Benjamin L. Cook

311 South Pollard Street

Vinton, VA 24179

(B) 540-983-0617 (F) 540-983-0624

## Secondhand Building Material "Junk Dealer" Permit Application

Code of Virginia §59.1-118

PERMIT # \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

### Employment Information:

Business Name: \_\_\_\_\_

Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

### Vehicle Used to Collect Materials:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate #: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate #: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate #: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# Town of Vinton Police Department

Chief Benjamin L. Cook  
311 South Pollard Street  
Vinton, VA 24179  
(B) 540-983-0617 (F) 540-983-0624

## Secondhand Building Materials Transaction Form

Code of Virginia §59.1-120, 59.1-121

### Personal Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

### Location of Sale or Acquisition:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Date/Time of Sale or Acquisition:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Complete and Accurate Item Descriptions: (Character, Kind, Weight, Length or Size)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit # (if applicable) \_\_\_\_\_

I certify that the information contained above is accurate to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Town Council Agenda Summary**

### **Meeting Date**

October 1, 2013

### **Department**

Administration

### **Issue**

Briefing on options to consider for downtown park study.

### **Summary**

Town Council directed staff to look at possible locations for a “park” in the downtown area and in close proximity to the Municipal Building and the new library that will be constructed. Staff looked at possible areas for both passive and active recreational activities. These are marked on the attached aerial view of the block surrounding the Municipal Building. This block contains the best open space that would meet the needs of a downtown park because of its proximity to key structures and neighborhoods. The new library will have some open space, but none of that will be dedicated to a playground or other formalized seating/gathering area.

Staff looked at five (5) areas within close proximity to the Municipal Building and new library. Each area, except for the combination of areas four (4) and five (5) are only big enough for a pocket park. The areas in yellow are currently owned by the Town of Vinton. Area three (3) is owned by Mr. Peters and leased by Carilion. Area four (4), which is the large “z” shaped area and the adjacent square, is owned by Mr. West. Area five (5), which is adjacent to the church, is owned by the church. Each area was looked at and best uses for each space were considered by staff.

### **Area 1**

Staff recommends this area for recreational purposes. The area is currently being used by approximately 15 teens on a regular basis as a “skate park”. It is natural to formalize this area as a “skate park” and possibly add other recreational activities such as a basketball court. The current concrete slabs can be utilized as a good base for each purpose. It is recommend that any skate park be designed by a professional and be built out of concrete and other durable materials. Depending on the additional recreational use of the current concrete area, the skate park will either be a Skate Dot or a Skate Spot. A Skate Dot is for 3-5 concurrent users and a Skate Spot is for 5-8 concurrent users.

The area also has green space to the rear of the church structure for benches and picnic tables. As part of the CDBG grant additional green space needs to be added which can be accomplished by sowing grass seed to the area at the right of the slabs if looking from Walnut Ave.

### Pros

- The area is currently being used by teens as a skate park and parents feel comfortable with their kids staying in the area.
- The space is next to the Fire Department and Police Departments for safety and to minimize graffiti, etc.
- As the greenway trail system gets extended to the downtown it will pass directly by this area connecting neighborhoods to the downtown.
- The area is next to the Municipal Parking Lot for patrons.

### Cons

- The area is at a busy intersection so fencing will have to be erected to protect both patrons and vehicular traffic.
- An area assigned in the downtown plan as “additional parking” will be eliminated.

### Next Steps

The next step would be to meet with an architect/designer to see what the cost will be and the best design for the area. Also, the Town will begin to search for grants for construction.

## Area 2

Staff recommends this area be used for recreational purposes as a playground. The area is 4202 sq. ft. and would be ideal as a pocket park. The playground at the War Memorial is about 3240 sq. ft. for comparison. The Town has met with Roanoke County Parks and Recreation for their recommendation of the spaces and they indicate that this would be the best area for a playground. The reason this would work as a playground site is because of its location to the Municipal Building and new library, the size would accommodate a small urban playground and it is away from the proposed skate park (you do not want to mix young kids with teenagers). The Town also has interest from a civic group to help with the purchase and maintenance of a playground in the downtown area.

This space, if not suited for a playground after the study, could be used as an urban park. This would include seating around some type of a fountain or planting. This would provide patrons of the new library with an area to relax and possibly read. The new library site design does not have this type of dedicated space in the plans.

### Pros

- The location is across the street from the proposed library.
- The space is next to the Municipal Building for safety.
- The Town currently owns the land.

## Cons

- The playground would be situated next to Pollard St., which is very busy at times.
- The playground would be bordered by three buildings which could provide some safety issues due to poor sightlines into the area.

## Next Steps

The next step is to meet with Roanoke County's playground design team to create a plan for what type and size of equipment would work in the area. Also, the Town needs to look at applying for playground grants that may subsidize the cost while still working with the interested civic organization.

## **Area 3**

This site is the first piece of open land one sees when coming into downtown. Staff thought this would be a good place for a pocket park for seating and relaxing. Many urban areas have small parks for people to walk to and relax. They often have multiple seating options, green space, some sort of a centerpiece and walking areas to get from one place to another. Having this type of park setting across from the proposed library would potentially increase foot traffic across Pollard and serve as a visual enhancement as one comes into the downtown area. A pocket park would also serve the purpose as a traffic calming device.

However, the Town does not own this land. It is owned by Mr. Peters and leased by Carilion. Any type of enhancement would have to be approved by both parties.

## Pros

- The site is adjacent to the proposed library and Municipal Building.
- It is a large enough open space for a pocket park.
- The enhancement of the area would benefit the Town and would create formalized entrance into downtown Vinton.

## Cons

- The land is not owned by the Town
- There are no sidewalks along West Cleveland Ave. for foot traffic.
- The site is adjacent to a busy intersection.

## Next Steps

If Council wanted this area to be developed into a pocket park, staff would need to meet with Mr. Peters and Carilion to negotiate its use. The Town would also need to begin speaking with an architect for design of a playground and park.

## **Area 4 and 5**

This area is owned by Mr. West and the Church. The portion the church owns is currently used as a parking area for its members. The largest portion that Mr. West owns is currently just open space and the smaller portion is used for parking for his business across the street. Both or any portion would have to be purchased from the parties at market value probably.

Staff looked at this area because it is the largest undeveloped, contiguous property in the downtown area. This would be ideal for a multi-use recreational area with picnic space, a playground area and an older kid space. It is also next to one of the largest neighborhoods in the downtown urbanized area of Vinton that has no public green space. Creating an outdoor area could bridge the gap between this neighborhood and the core downtown business district.

### Pros

- The area is large enough for multiple uses.
- It would bridge the gap between a large neighborhood and downtown.
- It is served by two large parking lots.
- It is close to the Police Department for safety concerns.

### Cons

- There are two different landowners the Town would have to work with.
- The land is privately held and would probably have to be purchased at at least market value if at all.
- There are currently no sidewalks servicing the area for pedestrian use.

### Next Steps

If Council wanted to proceed with this option the Town would need to begin conversations with the property owners. The Town would also need to begin speaking with an architect for design of a playground and park.

### **Attachments**

- A. Aerial View of Park Study Area
- B. Skate Park Sizes

### **Recommendations**



WALNUT AVE

1

2

5

4

3

1ST ST

S POLLARD ST

W CLEVELAND AVE



0

46ft

11075625.8459



Figure 1 < 2500 sq.ft. 3 – 5 users



Figure 2 2500 - 5000 sq.ft 5 – 8 users

## Neighborhood Skatepark



Figure 3 6000 - 10,000 sq.ft. 12+ users with 6 skating at once