

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr., Council Member
William "Wes" Nance, Council Member
Sabrina M. Weeks, 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, July 15, 2014**

AGENDA

Consideration of:

A. 6:00 p.m. - WORK SESSION

1. Review of current Chapter 10, Animals, Article II, Dogs and Cats, Section 10-47, Limitation on number of dogs and cats of the Vinton Town Code.
2. Briefing on the purchase of new in-car recording systems for police vehicles.

B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG

E. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS

F. CONSENT AGENDA

G. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Acceptance of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2013 awarded to the Treasurer/Finance Department.
2. Officers of the Month for June 2014 – Sergeant Tim Lawless, Master Officer Chris Froeschl and Officer Zach Hurt.
3. Fiscal Year 2014 report from the Vinton Volunteer First Aid Crew.

H. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.

I. TOWN ATTORNEY

J. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution authorizing the Town Manager to renew and execute two Memorandums of Understanding (MOUs) between Roanoke County Board of Supervisors and the Vinton Town Council for providing Stormwater Management Plan Review Services and Stormwater Management Facilities Post-construction Inspection Services to the Town.

BRIEFINGS

1. Update and consider approval to publish the RFP for part of the Downtown Revitalization Project for the downtown streetlights and the Washington Avenue/Pollard Street intersection.
2. Briefing on Roanoke County Litter program.

UPDATE ON OLD BUSINESS

K. MAYOR

L. COUNCIL

M. ADJOURNMENT

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:

July 28, 2014 – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

August 5, 2014 – No regular meeting – Council will participate in National Night Out at the Vinton Farmer’s Market at 6:00 p.m.



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Police

Issue

Review of current Chapter 10, Animals, Article II, Dogs and Cats, Section 10-47, Limitation on number of dogs and cats of the Vinton Town Code.

Summary

The Police Department was asked to review our current animal ordinance as it pertains to the number of animals allowed per household. A comparison will also be made between the Town's ordinance and that of other localities. This will be a presentation of findings.

Attachments

Current Ordinance
Comparison Chart

Recommendations

No action required

Animal Ordinance: Number of dogs and cats per household

In regard to the number of domestic animals that are currently allowed per household, we have researched surrounding jurisdictions and received input from staff and others as to whether the current code is practical and adequate as written. The current ordinance for the Town of Vinton pertaining to this one particular section of the code is as follows;

Sec. 10-47. Limitation on number of dogs and cats.

(a) It shall be unlawful for any person to own, keep, harbor, care for, have custody of or knowingly permit at any time, more than two dogs or cats over four months of age, in any combination thereof, to be upon any property or within any dwelling in the town, excluding the premises of properly licensed animal shelters; animal hospitals and clinics; grooming parlors; animal training schools and boarding kennels; and excluding work dogs.

I have attached a document that compares Vinton's restrictions and license fees to that of neighboring localities. During our interviews, which included Town Treasurer Barry Thompson and David Flagler, the Executive Director of the RCACP, we found that increasing the number of household dogs and cats would not significantly increase the license fees paid to the Town or the adoption rate through the RCACP. The police department responds to very few calls for violations of the current code, but have at times addressed violations of this ordinance when investigating other complaints.

Roanoke Valley Pet License & Pet Limit Information

Locality	Due Date	License Fee	Contact Information & Pet Limit Information
Roanoke City	December 31 st	Dogs: 1 Year: \$10.00 1 Year S/N ¹ : \$5.00 3 Year: \$25.00 3 Year S/N: \$10.00	Roanoke City Treasurer 215 Church Ave SW Rm 254 Roanoke, VA 24011 540-853-2561 4 Dogs and 6 Cats (if cats are sterile)
Roanoke County	December 31 st	Dogs and Cats: 1 Year: \$10.00 1 Year S/N: \$5.00 3 Year: \$27.00 3 Year S/N: \$13.50	Roanoke County Treasurer 5204 Bernard Dr Roanoke, VA 24018 540-772-2056 3 Dogs and 5 Cats ANO
Botetourt County	December 31 st	Dogs: 1 Year: \$10.00 1 Year S/N: \$5.00 3 Year: \$25.00 3 year S/N: \$10.00	Botetourt Treasurer 1 W Main St Fincastle, VA 24090 540-473-8254 4 Dogs and Unlimited Cats
Salem City	December 31 st	Dogs and Cats: 1 Year: \$10.00 1 Year S/N: \$5.00	Salem Treasurer 114 N Broad St Salem, VA 24153 540-375-3024 3 Dogs and 2 Cats
Town of Vinton	December 31 st	Dogs and Cats: 1 Year: \$10.00 1 Year S/N: \$5.00 3 Year: \$27.00 3 Year S/N: \$13.50	Town of Vinton 311 S Pollard St Vinton, VA 24179 540-983-0608 2 Pets

¹ S/N is the abbreviation for "Spayed or Neutered."



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Police

Issue

Briefing on the purchase of new in-car recording systems for police vehicles.

Summary

In some police vehicles, the in-car cameras have experienced many problems which cause them to be out of service frequently. Maintenance costs are high with these particular recording systems and reliability is poor. The issues are with one particular brand of video system that was installed several years ago into some of our older vehicles. The storage of recorded media is also out dated, time consuming, and limited in data space. We want to replace these cameras with the same brand that are in use in the majority of our vehicles as well as enhance the recording systems capability by adding a new storage server and wireless download capability. This will save us time and money and ensure better reliability and service moving forward.

Attachments

Memo

Recommendations

No action required

In-car video recording system enhancement and purchase of additional in-car video cameras for police vehicles

In-car recording systems have been an important feature of law enforcement agencies for many years. These systems record situations that are of value in court cases, fielding officer complaints, and deterring criminal behavior during encounters which increases officer safety.

In 2007, the department purchased Ford police vehicles and with those purchases, included an in-car video system manufactured by Martel Electronics Co. This recording system replaced many of the out of date VHS systems that had been in previous vehicles for many years. We soon found out that the Martel Electronics cameras were not functioning as expected, with numerous software upgrades and replacement parts required to keep them operating and recording adequately. The department has experienced long down times because of non-working units as we struggle with Martel Electronics customer service personnel to fix the many issues.

With the purchase of a 2009 vehicle, and subsequently with the purchase of 2013 police vehicles, Kustom Signals brand video systems were installed. These systems have performed well and are capturing quality images and audio recordings and they are able to integrate with the Kustom Signals radar units we have, which enables us to display patrol and suspect vehicle speeds on the video footage. We are completely satisfied with the reliability of the Kustom Signals cameras and want to replace the Martel Electronics cameras with these. One additional feature that has been available but we haven't purchased is a complete server and wireless functionality which allows video footage to be automatically downloaded to the server when the officers vehicle comes into contact with the wireless routing system. This allows recordings to be transferred directly into the server which further preserves the chain of custody and the officer's footage is immediately downloaded without having to wait on a supervisor to manually perform this function.

With the new server, recordings are no longer put onto the county's network, thus can be transferred at a much faster rate and it considerably reduces the amount of space that we currently occupy on the virtual server. County I.T. advises us that storage space is being used up quickly because of the size of video media.

The cost to enhance the video system by purchasing a server and wireless router and to purchase six video systems through Kustom Signals Co. to replace the Martel Electronics cameras is \$47,293.82. This cost includes the equipment, installation, and training needed. Funding for this project will come from federal asset forfeiture funds that are currently available to the department.



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Finance/Treasurer

Issue

Acceptance of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2013 awarded to the Treasurer/Finance Department

Summary

The Town of Vinton has been notified that its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2013, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure” to clearly communicate the Town’s financial story and motivate potential users and user groups to read the CAFR.

Attachments

None

Recommendations

Accept the Award



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Police

Issue

Officers of the Month for June 2014

Summary

Sergeant Tim Lawless, Master Police Officer Chris Froeschl and Officer Zach Hurt were selected as Officers of the Month for June.

Attachments

Memo from Chief Cook

Recommendations

Read Memo



Vinton Police Department
311 SOUTH POLLARD STREET
VINTON, VIRGINIA 24179
PHONE (540) 983-0617
FAX (540) 983-0624
A State Accredited Agency

BENJAMIN L. COOK
CHIEF OF POLICE

To: Sergeant Tim Lawless, Master Police Officer Chris Froeschl, Officer Zach Hurt

From: Benjamin L. Cook, Chief of Police *BLC*

Date: July 9, 2014

Subject: Officer of the Month – June 2014

Congratulations! You have been nominated and selected as Officers of the Month for June, 2014.

On June 29, 2014, you responded to the report of a person stealing money from a cash drawer at the Kroger store. An immediate investigation of the incident determined the identity of the suspect and his possible location in Roanoke County. Sgt. Lawless responded to the address in the county and observed the suspect running from the residence and into the surrounding woods as he was arriving on scene. Sgt. Lawless directed responding Vinton and Roanoke County officers to set up a perimeter in an effort to confine and apprehend the suspect. The decision was made to utilize a K9 to track the suspect and MPO Froeschl and K9 Jax were called in off duty and responded. After a short track by Jax, the suspect was located hiding behind a nearby residence and taken into custody. The cash drawer and much of the stolen property were recovered as well.

Because of your quick initial response and investigation to determine who the suspect was, combined with good communication and great teamwork between all responding officers, the suspect was apprehended and stolen property recovered. I commend each of you for your tireless dedication to duty and diligence in apprehending the suspect quickly and safely. Keep up the good work!



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Vinton Volunteer First Aid Crew

Issue

Fiscal Year 2014 report from the Vinton Volunteer First Aid Crew.

Summary

Wayne Guffey, Assistant Chief, will be present to make this report.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Planning and Zoning

Issue

Consider adoption of a Resolution authorizing the Town Manager to renew and execute two Memorandums of Understanding (MOUs) between Roanoke County Board of Supervisors and the Vinton Town Council for providing Stormwater Management Plan Review Services and Stormwater Management Facilities Post-construction Inspection Services to the Town.

Summary

On July 16, 2013, Town Council adopted Resolution No. 2026 authorizing the Town Manager to execute two memoranda of understanding for the County to provide stormwater management services to the Town of Vinton. It was agreed that the initial agreement for each of the MOUs will be a year.

Under the current agreement for both memoranda, under Item IV, Agreement and Modifications, the MOU will be effective for ONE year, commencing on the 13th day of August 2013, and terminating on the 12th of August 2014. In early July 2014, County and Town personnel had a discussion in renewing the MOU and for the term of the agreement to be changed from one year to two years. The fees as agreed remain the same, as follow:

1. Stormwater Management Plan Review Services:
 - a. Projects not requiring a Virginia Stormwater Management Program (VSMP) Permit: Fee to be based on the County's current site plan review fee - \$685.00 + \$40.00/acre or portion thereof; or
 - b. Projects requiring a VSMP Permit: \$685 + \$40.00/acre or portion thereof, plus 50% of the local portion of the VSMP permit fee payment as specified by the fees schedule.*

2. Stormwater Management Facilities Post-Construction Inspection Services: \$75.00 per hour with the total per inspection being no less than \$150.00 (minimum two hours charge).

*As of July 1, 2014, localities will be responsible for accepting the VSMP permit applications for the state; therefore, with the administration of the VSMP permit being transferred to the locality, 28% of the VSMP permit fee will go the state and 72% of the fee will be retained by the locality.

Attachments

Resolution

Memorandum of Understanding (MOU) between Roanoke County Board of Supervisors and the Town of Vinton Town Council for Providing Stormwater Management Plan Review Services to the Town of Vinton.

Memorandum of Understanding (MOU) between Roanoke County Board of Supervisors and the Town of Vinton Town Council for Providing Stormwater Management Facilities Post-Construction Inspection Services to the Town of Vinton.

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JULY 15, 2014, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

STORMWATER MANAGEMENT SERVICES

WHEREAS, Roanoke County and the Town of Vinton entered into a Memorandum of Understanding for Providing Stormwater Management Plan Review Services dated August 13, 2013 and a Memorandum of Understanding for Providing Stormwater Manager Facilities Post-Construction Inspection Services dated August 13, 2013, both for an initial term of one year; and

WHEREAS, the terms of both Memorandums of Understanding (MOUs) will expire on August 12, 2014 and Roanoke County and the Town have agreed to renew said MOUs for an additional two year period; and

WHEREAS, Council needs to authorize the Town Manager to renew and execute two new MOUs which provide under Item IV, Agreement and Modifications, that they will now be effective for two years commencing on August 13, 2014 and terminating on August 12, 2016.

NOW, THEREFORE, BE IT RESOLVED, that Vinton Town Council authorizes the Town Manager to renew and execute the following MOUs:

1. Memorandum of Understanding (MOU) between Roanoke County Board of Supervisors and the Town of Vinton Town Council for Providing Stormwater Management Plan Review Services to the Town of Vinton.
2. Memorandum of Understanding (MOU) between Roanoke County Board of Supervisors and the Town of Vinton Town Council for Providing Stormwater Management Facilities Post-Construction Inspection Services to the Town of Vinton.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ROANOKE COUNTY AND THE TOWN OF VINTON
FOR PROVIDING STORMWATER MANAGEMENT PLAN REVIEW
SERVICES TO THE TOWN OF VINTON**

I. PARTIES AND PURPOSE

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 20____ by and between the County of Roanoke, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “County”, and the Town of Vinton, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “Town” for the purpose of providing stormwater management plan review services to the Town of Vinton.

The Vinton Town Council recognizes that in order to maintain a high quality level of customer service to its development/construction community and comply with federal, state, and local requirements of the stormwater management regulations, a close working relationship with the County is desirable and will be made possible through this MOU.

II. SCOPE OF WORK

The County and the Town desire to cooperatively work together to continue to provide an optimum level of customer service to the development/construction community. Therefore, the Town is entering into this MOU to contract with the County Department of Community Development to obtain stormwater management plan review services on an as-needed basis for the review of construction plans, concept stormwater management plans, site stormwater management plans and all or any documents including associated stormwater management reports related to the issuance of a development services permit.

For the period hereinafter set forth, the County and Town will provide the necessary personnel, materials, services, facilities, funds, and otherwise perform all things necessary for or incidental to this MOU.

A. Responsibilities of the Town Planning and Zoning Department:

1. Accept site and subdivision development plans for projects located in the Town and distribute for review and approval to the appropriate Town and County departments;
2. Collect all fees associated with the project;
3. Submit payment to the County for the stormwater management plan review services as specified hereinafter;
4. Coordinate and attend pre-review, pre-construction and/or any needed meetings with all parties involved in the review and approval of the Plans;
5. Act as Plan Approval Authority and facilitate all appropriate and/or needed meetings;
6. Monitor the progress of the project in the field through County Inspection;
7. Collect, administer, maintain, reduce, and release site development surety necessary for all construction projects; and,
8. Maintain all records (record keeping) for all projects.

B. Responsibilities of the County Engineering Services Division:

1. Review concept and site stormwater management plans at the discretion of the Town and provide recommendations on whether a project proposal meets environmental site design to the maximum extent practicable;
2. Review construction plans as they pertain to stormwater;
3. Review stormwater management plan design revisions;
4. Review construction revisions to “issued permits”;
5. Provide conformity review for unissued projects due to ordinance, code or policy changes;
6. Review stormwater management plan and calculations;
7. Review all design calculations including stormwater management, hydraulic, hydrology, structural, mechanical (drain valves), etc.;
8. Review stormwater management plan studies;
9. Attend pre-review, pre-construction and/or any needed meetings with all parties involved in the review and approval of the site plans. When needed, a pre-construction meeting will be held on Thursdays; and,
10. Plan reviewers shall be accessible during normal business hours to attend meetings and/or answer questions concerning comments generated as part of the review of plans, and any other documents submitted as part of the permit process.

III. FEE AND PAYMENT

For furnishing of services as specified herein, the Town shall pay the County a one-time fee per project as follow:

- a) Any project review of less than one acre (no Virginia Stormwater Management Program (VSMP) permit is required) requiring Stormwater review, the Town will pay the County’s current plan review fees.
- b) Any project review of more than one acre (VSMP is required) requiring Stormwater review, the Town will pay the County’s current plan review fees plus 50% of the local portion of the VSMP permit fee payment as specified by the fees schedule.

IV. PERIOD OF AGREEMENT AND MODIFICATIONS

This MOU will be effective for TWO years, commencing on the _____ day of _____, 20____ and terminating on the _____ day of _____, 20____. The MOU may be modified, extended, or terminated at any time by mutual consent of the parties hereto, or may be terminated by either party by giving 90 days written notice to the other party.

V. APPROPRIATION

All obligations of the Town of Vinton under this MOU that require the expenditure or payment of funds by the Town are subject to annual appropriations by the Vinton Town Council.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day, month, and year indicated:

FOR ROANOKE COUNTY:

Approved as to Form:

BOARD OF SUPERVISORS OF
COUNTY OF ROANOKE, VIRGINIA

Paul Mahoney
County Attorney

By _____
B. Clayton Goodman, III
County Administrator

STATE OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by B. Clayton Goodman, III, County Administrator on behalf of the County of Roanoke, Virginia.

Notary Public

Registration Number: _____
My commission expires: _____

(SEAL)

FOR TOWN OF VINTON:

Approved as to Form:

TOWN COUNCIL OF
TOWN OF VINTON, VIRGINIA

Elizabeth Dillon
Town Attorney

By _____
Christopher S. Lawrence
Town Manager

STATE OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Christopher S. Lawrence, Town Manager on behalf of the Town of Vinton, Virginia.

Notary Public

Registration Number: _____
My commission expires: _____

(SEAL)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ROANOKE COUNTY AND THE TOWN OF VINTON
FOR PROVIDING STORMWATER MANAGEMENT FACILITIES
POST-CONSTRUCTION INSPECTION SERVICES TO THE TOWN OF VINTON**

I. PARTIES AND PURPOSE

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 20____ by and between the County of Roanoke, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “County”, and the Town of Vinton, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “Town” for the purpose of providing stormwater management facilities inspection services to the Town of Vinton.

II. SCOPE OF WORK

The Town is entering into this MOU to contract with the County, for the County Department of Community Development, to provide post-construction stormwater management facilities inspection and review services as needed, including the preparation of documents, such as, associated stormwater management reports related to the maintenance of the stormwater facilities including ponds, Best Management Practices (BMPs), etc.

For the period hereinafter set forth, the County and Town will provide the necessary personnel, materials, services, facilities, funds, and otherwise perform all things necessary for or incidental to this MOU.

A. Responsibilities of the Town Planning and Zoning Department:

1. Provide and update, as needed, a list of the stormwater facilities including ponds, BMPs, etc. that need to be inspected. Inspection schedule will be reviewed and approved by the Town and County personnel.
2. Assume all the communication and enforcement of regulations with the owner/developer of the stormwater facilities including ponds, BMPs, etc.
3. Coordinate and attend any required and/or needed meeting(s) with owners and/or maintenance personnel of the stormwater facilities, BMPs, etc.

B. Responsibilities of the County Engineering Services Division:

1. Perform necessary inspections of the stormwater facilities including ponds, BMPs, etc. once notification is received from the Vinton Planning and Zoning Department.
2. Complete and provide a copy of the inspection report of the stormwater facilities to the Vinton Planning and Zoning Department.
3. Attend meetings with owner/developer and Vinton Planning and Zoning staff, when requested and/or needed.

III. FEE AND PAYMENT

For furnishing all services as specified herein, the Town shall pay the County a minimum fee of \$75.00 per hour per staff member and no less than \$150.00 per inspection (minimum two hours charge). Charges shall also apply to meetings, presentations, etc. as agreed and approved by both parties.

IV. PERIOD OF AGREEMENT AND MODIFICATIONS

This MOU will be effective for TWO years, commencing on the _____ day of _____, 20____, and terminating on the _____ day of _____, 20____. The MOU may be modified, extended, or terminated at any time by mutual consent of the parties hereto, or may be terminated by either party by giving 90 days written notice to the other party.

V. APPROPRIATION

All obligations of the Town of Vinton under this MOU that require the expenditure or payment of funds by the Town are subject to annual appropriations by the Vinton Town Council.

IN WITNESS WHEREOF, the parties have executed this MOU on the day, month, and year indicated:

FOR ROANOKE COUNTY:

Approved as to Form:

BOARD OF SUPERVISORS OF
COUNTY OF ROANOKE, VIRGINIA

Paul Mahoney
County Attorney

By _____
B. Clayton Goodman, III
County Administrator

STATE OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by B. Clayton Goodman, III, County Administrator on behalf of the County of Roanoke, Virginia.

Notary Public

Registration Number: _____
My commission expires: _____

(SEAL)

FOR TOWN OF VINTON:

Approved as to Form:

TOWN COUNCIL OF
TOWN OF VINTON, VIRGINIA

Elizabeth Dillon
Town Attorney

By _____
Christopher S. Lawrence
Town Manager

STATE OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Christopher S. Lawrence, Town Manager on behalf of the Town of Vinton, Virginia.

Notary Public

Registration Number: _____
My commission expires: _____

(SEAL)



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Administration

Issues

Update and consider approval to publish the RFP for part of the Downtown Revitalization Project for the downtown streetlights and the Washington Avenue/Pollard Street intersection.

Summary

Hill Studio along with Gay and Neel has been working on the site plans for the Downtown Revitalization Project. The Town has decided to do the projects in phases based on events in the downtown area. The first phase will be the streetlights and Washington Avenue/Pollard Street intersection improvements with the other projects happening as a phase 2 and being put out for bid later in the calendar year.

Town staff is asking Council to approve the attached plans and authorize the Town to solicit bids for this phase of the CDBG work. The bids will be published on July 20, 2014 and be due on August 19, 2014. A mandatory pre-bid meeting will be held on August 4, 2014.

Attachments

Site Plans for the erection and placement of streetlights and the repair of the Washington Avenue/Pollard Street intersection

Light Base Map

Recommendations

Consensus of Council to proceed with the publication of the RFP

Vinton Downtown CDBG Revitalization

Vinton, Virginia

~~Bid Set~~ For Review
July 20, 2014



**HILL
STUDIO**

Landscape Architecture
Architecture
Community Planning
Historic Preservation

120 W. Campbell Ave. SW
Roanoke, VA 24011
tel: 540-342-5263 fax: 540-345-5625
www.hillstudio.com

VINTON
DOWNTOWN
IMPROVEMENTS

VINTON,
VIRGINIA

Seal

NOT FOR
CONSTRUCTION

Title:

COVER

Date: JUNE 2014

Revisions:

△

Drawn By: AM,CC,GW

Review By: DPH

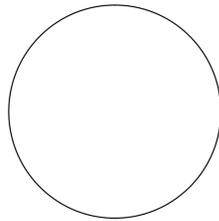
Project No. 1001.4

Sheet No.

CVR

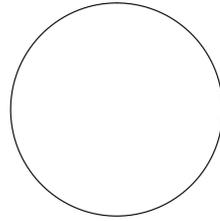
LANDSCAPE ARCHITECT:

HILL STUDIO
GREG WEBSTER
120 W. CAMPBELL AVE
ROANOKE VA, 24011
540-342-5263



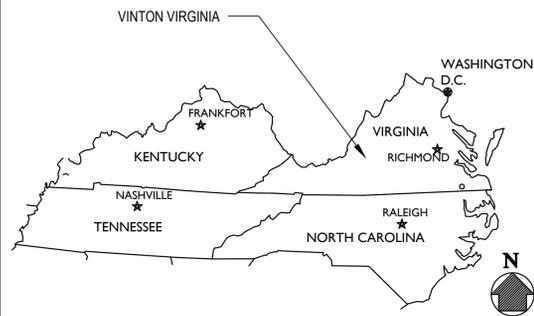
CIVIL ENGINEER:

GAY AND NEEL, INC.
MATTHEW TOMLINSON
1260 RADFORD ST
CHRISTIANSBURG VA, 24073
540-381-2773



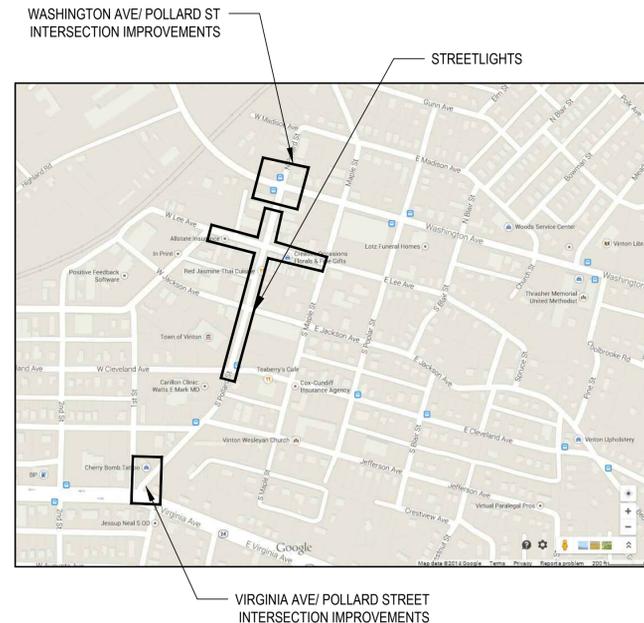
VICINITY MAP

NOT TO SCALE



PROJECT AREA

NOT TO SCALE



PROJECT DESCRIPTION

WASHINGTON AVE/POLLARD STREET INTERSECTION

INCLUDES SAWCUTTING AND REMOVING ASPHALT. NEW WORK INCLUDES STAMPED CONCRETE CROSSWALKS AND REPLACEMENT ASPHALT, INSTALLATION OF TRAFFIC SIGNAL CAMERA AND ABANDONMENT OF AN EXISTING LOOP DETECTOR.

STREETLIGHTS

BASE BID: INCLUDES INSTALLATION OF NEW LIGHT POLE BASES DECORATIVE BRICK PANEL, AND CONCRETE SIDEWALK REPLACEMENT ON POLLARD STREET BETWEEN WASHINGTON AVENUE AND CLEVELAND AVENUE AND ON LEE STREET BETWEEN WALNUT AVENUE AND MAPLE STREET.

N.I.C. BY OTHERS: INCLUDES DEMOLITION OF SIDEWALK PANELS AND REMOVAL OF EXISTING UTILITY POLES. INSTALLATION OF NEW POLE AND LIGHTS AND POWER CONNECTION.

VIRGINIA AVE/ POLLARD STREET INTERSECTION

INCLUDES SAWCUTTING AND REMOVING EXISTING ASPHALT, AND THE INSTALLATION OF A RAISED CURB AND PLANTING BED ON VIRGINIA AVENUE.

SHEET INDEX

CVR COVER

STREETSCAPE PACKAGE

L-001 STREETSCAPE NORTH DEMOLITION

L-002 STREETSCAPE SOUTH DEMOLITION

L-101 STREETSCAPE NORTH LAYOUT

L-102 STREETSCAPE SOUTH LAYOUT

WASHINGTON/POLLARD INTERSECTION PACKAGE

C0-01 COVER SHEET

C1-01 EXISTING CONDITIONS WASHINGTON AVE

C1-02 DEMOLITION PLAN WASHINGTON AVE

C2-01 SITE LAYOUT AND DIMENSION PLAN WASHINGTON AVE

VIRGINIA/POLLARD INTERSECTION PACKAGE

L-103 VIRGINIA AVE/ POLLARD STREET INTERSECTION

ADDITIVE BID ITEMS

ADDITIVE BID ITEM #1
BRICK BAND AROUND LIGHT POLE BASES

ADDITIVE BID ITEM #2
VIRGINIA POLLARD INTERSECTION. SEE SHEET L-103



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DOWNTOWN
IMPROVEMENTS

VINTON,
VIRGINIA

Seal

NOT FOR
CONSTRUCTION

Title:

**STREETSCAPE
NORTH
DEMOLITION**

Date: JUNE 2014

Revisions:

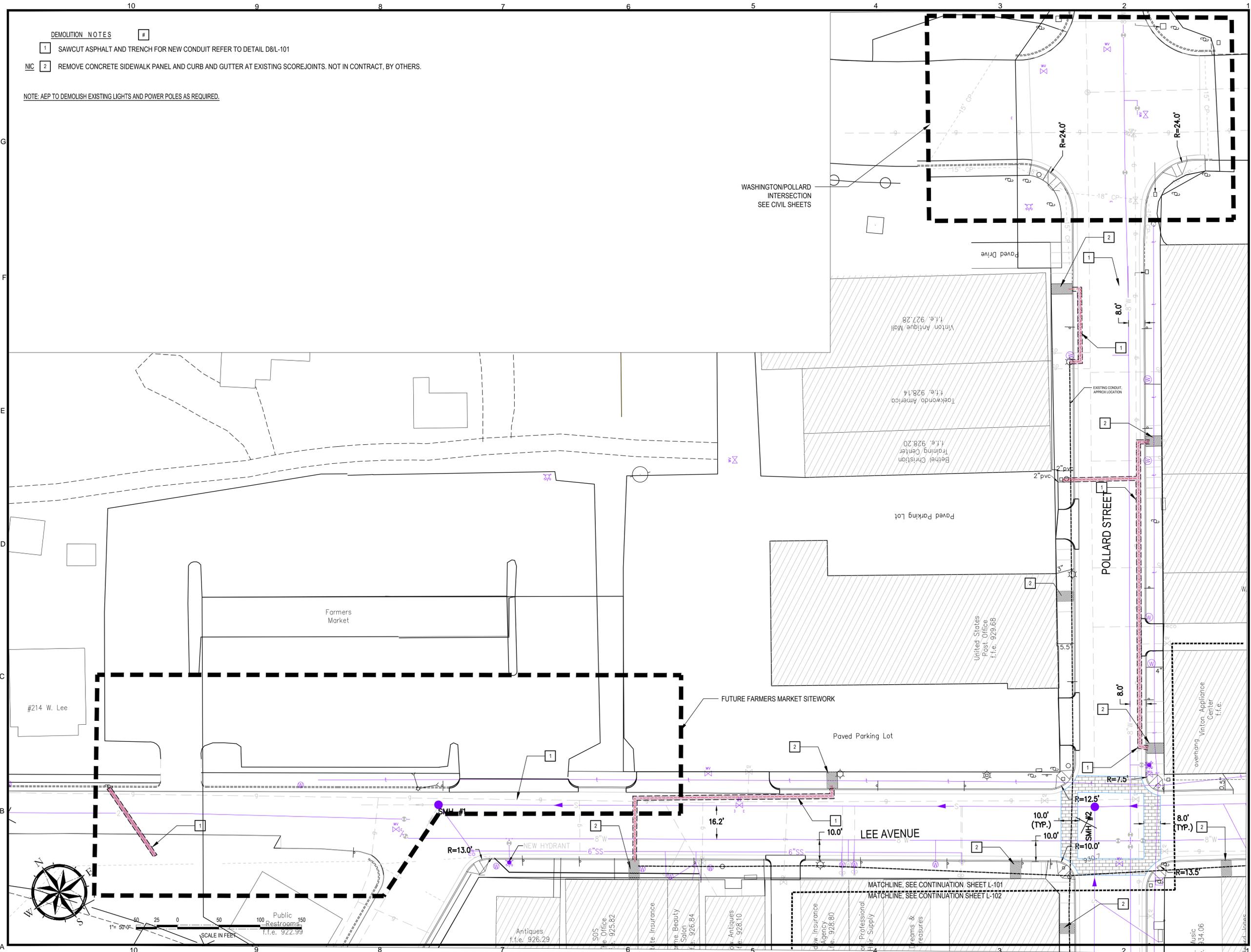
Drawn By: AM,CC,GW

Review By: DPH

Project No. 1001.4

Sheet No.

L-001



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Title:
**STREETSCAPE
NORTH
LAYOUT**

Date: JUNE 2014

Revisions:

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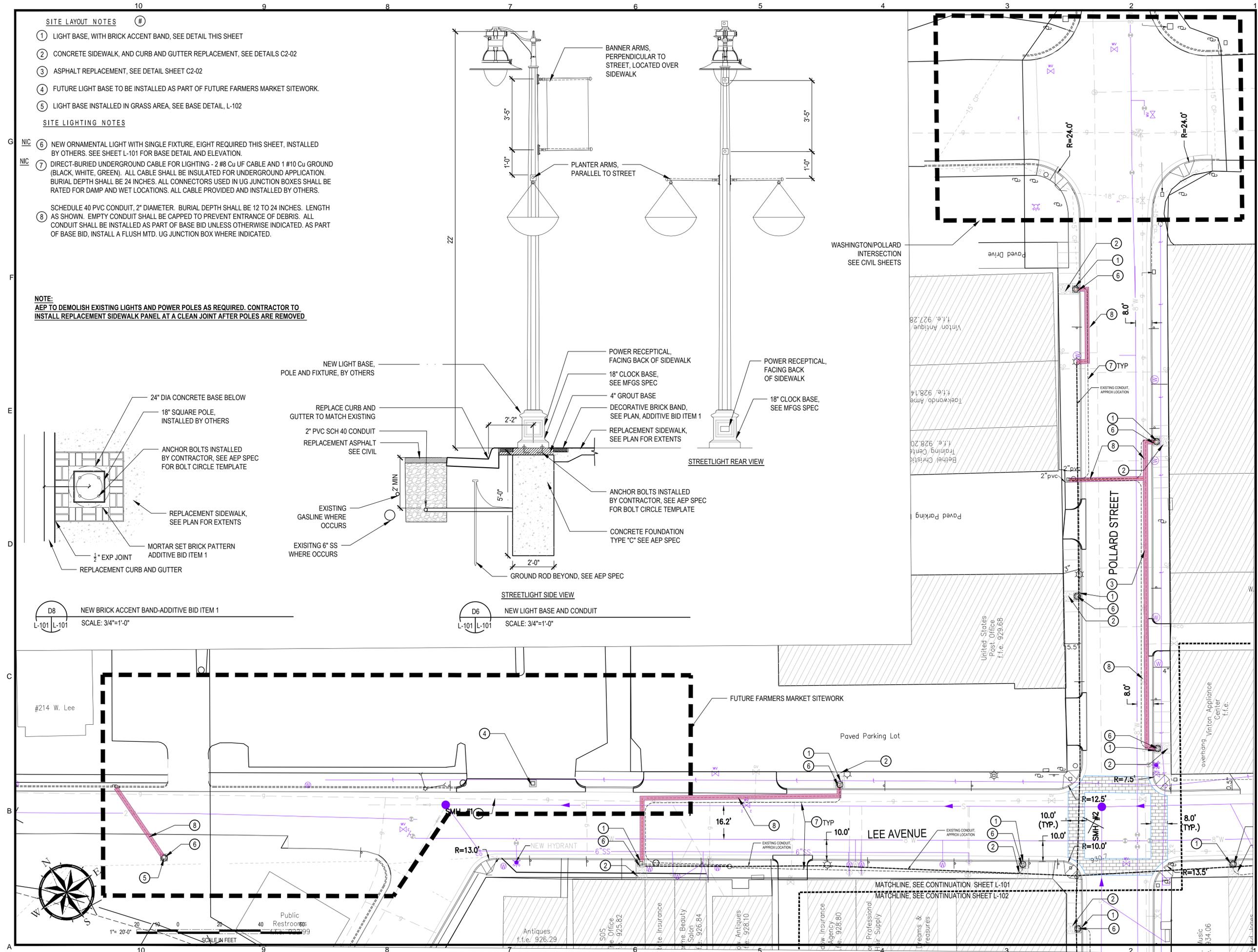
Drawn By: AM,CC,GW

Review By: DPH

Project No. 1001.4

Sheet No.

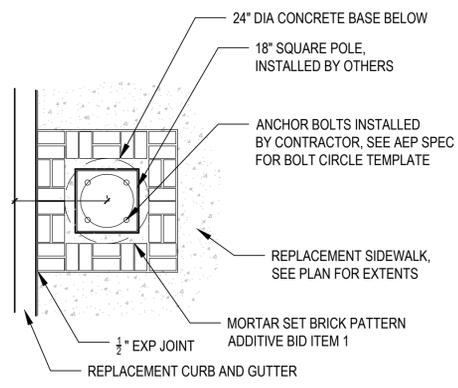
L-101



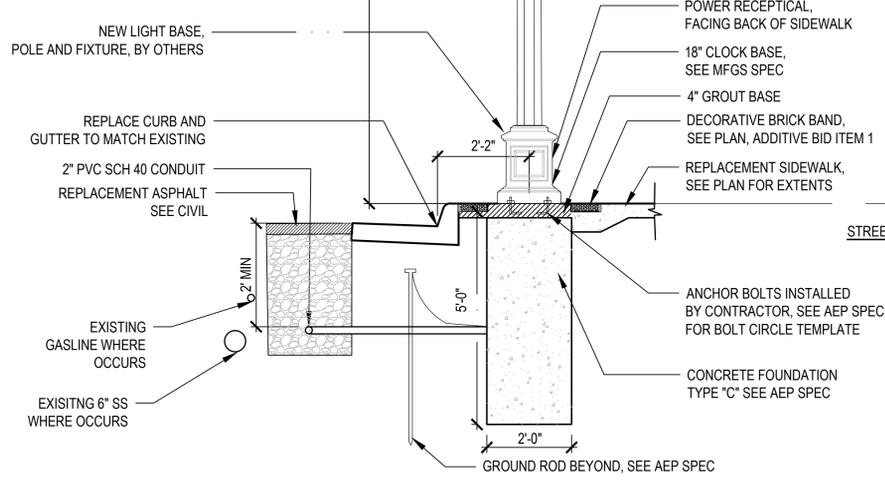
- SITE LAYOUT NOTES** #
- 1 LIGHT BASE, WITH BRICK ACCENT BAND, SEE DETAIL THIS SHEET
 - 2 CONCRETE SIDEWALK, AND CURB AND GUTTER REPLACEMENT, SEE DETAILS C2-02
 - 3 ASPHALT REPLACEMENT, SEE DETAIL SHEET C2-02
 - 4 FUTURE LIGHT BASE TO BE INSTALLED AS PART OF FUTURE FARMERS MARKET SITWORK.
 - 5 LIGHT BASE INSTALLED IN GRASS AREA, SEE BASE DETAIL, L-102

- SITE LIGHTING NOTES**
- 6 NEW ORNAMENTAL LIGHT WITH SINGLE FIXTURE, EIGHT REQUIRED THIS SHEET, INSTALLED BY OTHERS. SEE SHEET L-101 FOR BASE DETAIL AND ELEVATION.
 - 7 DIRECT-BURIED UNDERGROUND CABLE FOR LIGHTING - 2 #8 Cu UF CABLE AND 1 #10 Cu GROUND (BLACK, WHITE, GREEN). ALL CABLE SHALL BE INSULATED FOR UNDERGROUND APPLICATION. BURIAL DEPTH SHALL BE 24 INCHES. ALL CONNECTORS USED IN UG JUNCTION BOXES SHALL BE RATED FOR DAMP AND WET LOCATIONS. ALL CABLE PROVIDED AND INSTALLED BY OTHERS.
 - 8 SCHEDULE 40 PVC CONDUIT, 2" DIAMETER. BURIAL DEPTH SHALL BE 12 TO 24 INCHES. LENGTH AS SHOWN. EMPTY CONDUIT SHALL BE CAPPED TO PREVENT ENTRANCE OF DEBRIS. ALL CONDUIT SHALL BE INSTALLED AS PART OF BASE BID UNLESS OTHERWISE INDICATED. AS PART OF BASE BID, INSTALL A FLUSH MTD. UG JUNCTION BOX WHERE INDICATED.

NOTE:
AEP TO DEMOLISH EXISTING LIGHTS AND POWER POLES AS REQUIRED. CONTRACTOR TO INSTALL REPLACEMENT SIDEWALK PANEL AT A CLEAN JOINT AFTER POLES ARE REMOVED



D8 NEW BRICK ACCENT BAND-ADDITIVE BID ITEM 1
L-101 L-101 SCALE: 3/4"=1'-0"



D6 NEW LIGHT BASE AND CONDUIT
L-101 L-101 SCALE: 3/4"=1'-0"

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Title:

**STREETSCAPE
SOUTH
LAYOUT**

Date: JUNE 2014

Revisions:

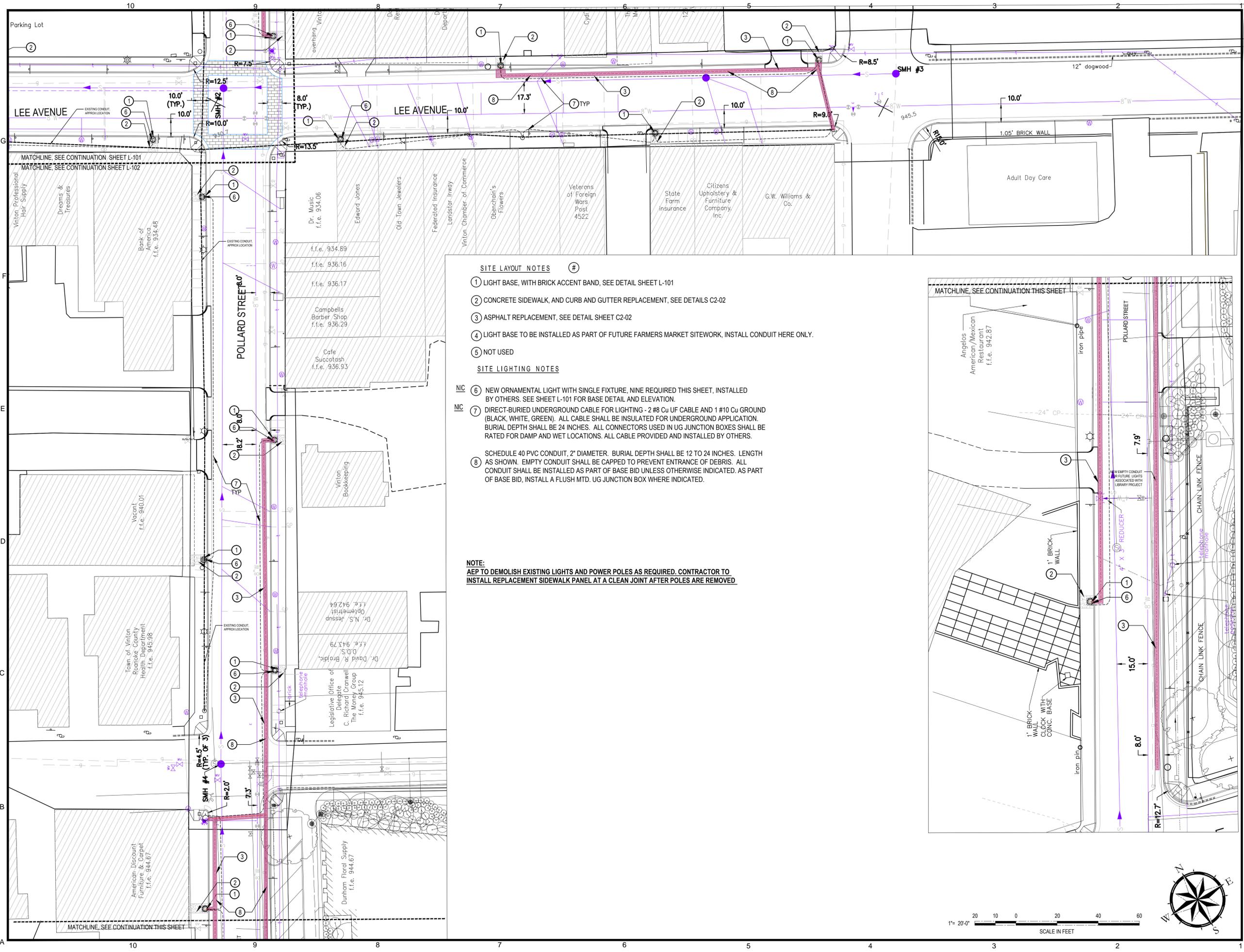
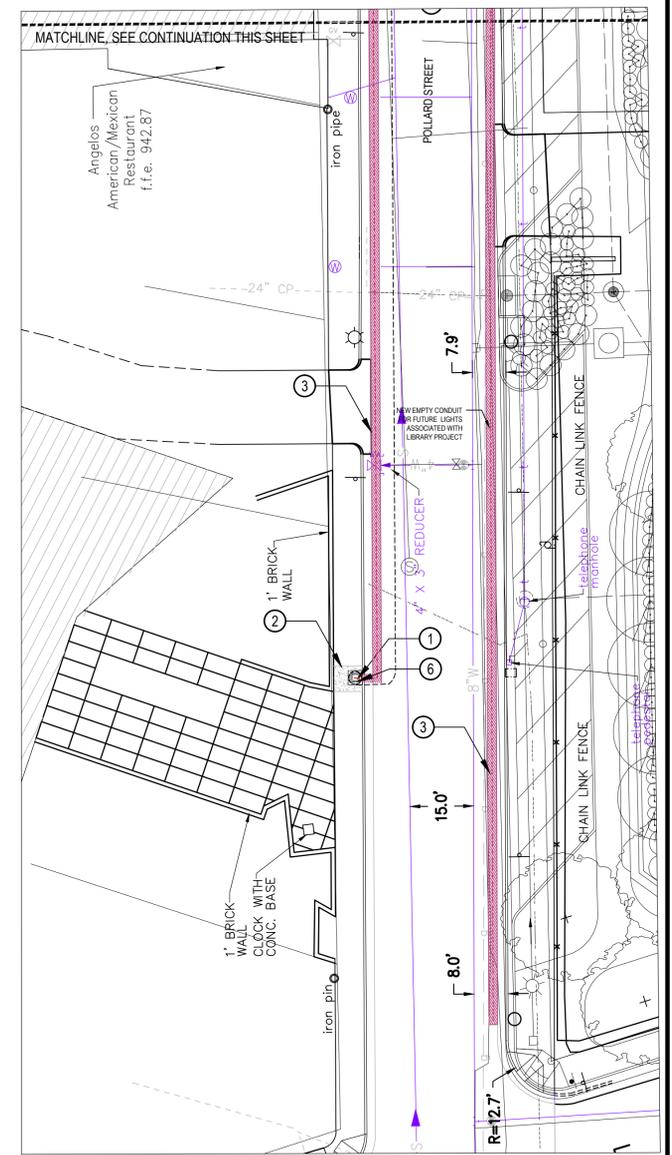
Drawn By: AM,CC,GW

Review By: DPH

Project No. 1001.4

Sheet No.

L-102



- SITE LAYOUT NOTES** #
- 1 LIGHT BASE, WITH BRICK ACCENT BAND, SEE DETAIL SHEET L-101
 - 2 CONCRETE SIDEWALK, AND CURB AND GUTTER REPLACEMENT, SEE DETAILS C2-02
 - 3 ASPHALT REPLACEMENT, SEE DETAIL SHEET C2-02
 - 4 LIGHT BASE TO BE INSTALLED AS PART OF FUTURE FARMERS MARKET SITWORK, INSTALL CONDUIT HERE ONLY.
 - 5 NOT USED
- SITE LIGHTING NOTES**
- NIC 6 NEW ORNAMENTAL LIGHT WITH SINGLE FIXTURE, NINE REQUIRED THIS SHEET, INSTALLED BY OTHERS. SEE SHEET L-101 FOR BASE DETAIL AND ELEVATION.
- NIC 7 DIRECT-BURIED UNDERGROUND CABLE FOR LIGHTING - 2 #8 Cu UF CABLE AND 1 #10 Cu GROUND (BLACK, WHITE, GREEN). ALL CABLE SHALL BE INSULATED FOR UNDERGROUND APPLICATION. BURIAL DEPTH SHALL BE 24 INCHES. ALL CONNECTORS USED IN UG JUNCTION BOXES SHALL BE RATED FOR DAMP AND WET LOCATIONS. ALL CABLE PROVIDED AND INSTALLED BY OTHERS.
- 8 SCHEDULE 40 PVC CONDUIT, 2" DIAMETER. BURIAL DEPTH SHALL BE 12 TO 24 INCHES. LENGTH AS SHOWN. EMPTY CONDUIT SHALL BE CAPPED TO PREVENT ENTRANCE OF DEBRIS. ALL CONDUIT SHALL BE INSTALLED AS PART OF BASE BID UNLESS OTHERWISE INDICATED. AS PART OF BASE BID, INSTALL A FLUSH MTD. UG JUNCTION BOX WHERE INDICATED.

NOTE:
AEP TO DEMOLISH EXISTING LIGHTS AND POWER POLES AS REQUIRED. CONTRACTOR TO INSTALL REPLACEMENT SIDEWALK PANEL AT A CLEAN JOINT AFTER POLES ARE REMOVED.

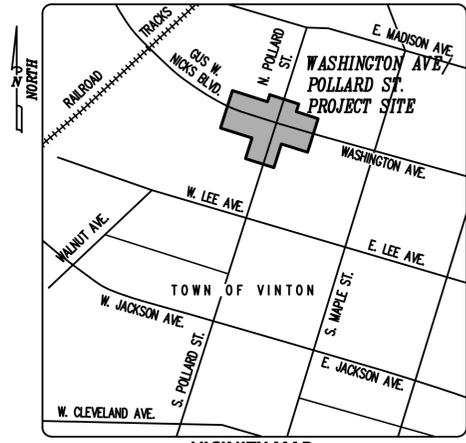
VINTON DOWNTOWN CDBG REVITALIZATION WASHINGTON AVE. / POLLARD ST. INTERSECTION TOWN OF VINTON, VIRGINIA

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SHEET INDEX	
SHEET #	SHEET TITLE
C0-01	COVER SHEET
C1-01	EXISTING CONDITIONS WASHINGTON AVE
C1-02	DEMOLITION PLAN WASHINGTON AVE
C2-01	SITE LAYOUT AND DIMENSION PLAN WASHINGTON AVE
C2-02	SITE DETAILS



VICINITY MAP:
SCALE: 1"=300'

GENERAL NOTES:

- OWNER/DEVELOPER: NAME ADDRESS CITY, STATE, ZIP PROJECT LOCATION: ADDRESS CITY, STATE, ZIP
- TAX PARCEL NUMBER: NUMBER * ALL WORK PROPOSED IN THESE PLANS IS TO BE DONE WITHIN THE ABOVE LISTED TAX PARCEL, EASEMENTS OBTAINED, OR PUBLIC RIGHTS-OF-WAY.
- ZONING DISTRICT: ZONING AND ANY PROFFERED CONDITIONS SETBACKS: FRONT= 30' FROM ANY STREET RIGHT-OF-WAY REAR= 20' PARKING= 15' FROM RIGHT-OF-WAY SIDE= 10' OR 10% OF THE LOT WIDTH
- LEGAL REFERENCE: D.B. XXX PG. XXX OR INSTRUMENT NO.
- THE TOPOGRAPHY, AS DEPICTED HEREON, IS THE RESULT OF AN ACTUAL FIELD SURVEY CONDUCTED BY GAY AND NEEL, INC. ON 07/23/13.
- A PORTION OF THE SURVEYED AREAS LIE WITHIN "SHADED" "ZONE X - OTHER FLOOD AREAS"; THE REMAINDER OF THE SURVEYED AREAS LIE WITHIN "UNSHADED ZONE X - OTHER AREAS", AS DEFINED BY F.E.M.A. & AS SHOWN ON F.I.R.M. MAP NO. 51161C0167G AND 51161C0169G, EFFECTIVE DATE OF SEPTEMBER 28, 2007. THIS DETERMINATION HAS BEEN MADE BY GRAPHIC METHODS ONLY. NO ELEVATION STUDY HAS BEEN PERFORMED AS A PART OF THIS PROJECT.
- TOTAL DISTURBED AREA: 5,785 S.F. (0.13 AC.)
- DISTANCES AND RADII REFERRED TO ARE TO THE FACE OF CURB (OR EDGE OF PAVEMENT, WHERE NO CURB EXISTS), UNLESS OTHERWISE NOTED.
- A PRE-CONSTRUCTION MEETING WITH THE TOWN WILL BE HELD PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION WILL BE IN ACCORDANCE WITH TOWN OF VINTON STANDARDS AND SPECIFICATIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO MEET COMPLIANCE REQUIREMENTS WITH SECTION 59.1-406, ET SEQ. OF THE CODE OF VIRGINIA (OVERHEAD HIGH VOLTAGE LINES SAFETY ACT).
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS BEFORE BEGINNING CONSTRUCTION.
- UNLESS SHOWN OR SPECIFIED OTHERWISE, METHODS AND MATERIALS SHALL BE IN ACCORDANCE WITH VDOT ROAD AND BRIDGE STANDARDS AND VDOT ROAD AND BRIDGE SPECIFICATIONS. LATEST EDITIONS, SHOULD A LOCALITY HAVE SPECIFICATIONS OF ITS OWN, THE MORE STRINGENT SHALL APPLY.
- ALL ACTIVITIES IN PUBLIC RIGHT-OF-WAY SHALL CONFORM TO VDOT WORK AREA PROTECTION MANUAL (MOST RECENT EDITION)
- PAVEMENT WORK WITHIN THE RIGHT-OF-WAY REQUIRES THE FOLLOWING INSPECTIONS:
A. SUBGRADE PRIOR TO PLACEMENT OF BASE STONE
B. BASE STONE PRIOR TO PLACEMENT OF PAVEMENT
C. PAVEMENT
- MINIMUM PAVEMENT SHALL BE IN ACCORDANCE WITH THE PAVING DETAILS AS SHOWN. CONTRACTOR TO ENSURE SMOOTH TRANSITION BETWEEN ALL PROPOSED AND EXISTING ASPHALT.
- BY THE END OF CONSTRUCTION, PROVIDE LEGIBLE, SURVEYED MARK-UPS OF AS-BUILT SITE CONSTRUCTION ITEMS ON SITE PLANS TO THE OWNER FOR PREPARATION OF SITE RECORD DRAWINGS.
- CONTRACTOR SHALL ENSURE THAT EGRESS FOR FIRE ACCESS FOR THE SITE IS MAINTAINED AT ALL TIMES.
- MAINTAIN EMERGENCY SERVICE AND DELIVERY VEHICLE ACCESS TO THE SURROUNDING AREA AND COORDINATE THIS WITH THE OWNER.
- THESE PLANS SHALL BE USED IN CONJUNCTION WITH THE TECHNICAL SPECIFICATIONS, PROJECT MANUAL, AND EROSION AND SEDIMENT CONTROL NARRATIVE.
- ANY DISCREPANCIES FOUND BETWEEN THE DRAWINGS AND SITE CONDITIONS OR ANY INCONSISTENCIES OR AMBIGUITIES IN THE DRAWINGS SHALL BE IMMEDIATELY REPORTED TO THE OWNER'S REPRESENTATIVE, WHO SHALL PROMPTLY CORRECT SUCH INCONSISTENCIES OR AMBIGUITIES. WORK DONE BY THE CONTRACTOR WITHOUT DIRECTION AFTER HIS DISCOVERY OF SUCH INCONSISTENCIES OR AMBIGUITIES SHALL BE DONE AT THE CONTRACTOR'S RISK.

LEGEND:

---	PROPERTY LINE	⊗GV	EXISTING GAS VALVE
---	EXISTING 2' CONTOURS	⊗GM	EXISTING GAS METER
---	PROPOSED 2' CONTOURS	⊗LP	EXISTING LIGHT POLE
90.56	EXISTING SPOT ELEVATION	⊗	EXISTING WELL
90.56	PROPOSED SPOT ELEVATION	⊗	DRILL HOLE
90.56	PROPOSED BOTTOM CURB ELEVATION	⊗	EXISTING FIRE HYDRANT
90.56	PROPOSED TOP CURB ELEVATION	⊗	PROPOSED FIRE HYDRANT
8" S	EXISTING SANITARY SEWER	⊗	PROPOSED FIRE HYDRANT LABEL
8" S	PROPOSED SANITARY SEWER	⊗	EXISTING WATER VALVE
6" W	EXISTING WATERLINE	⊗	PROPOSED WATER VALVE AND REDUCER
6" W	PROPOSED WATERLINE	⊗	EXISTING WATER METER
24" S	EXISTING STORM SEWER	⊗	PROPOSED WATER METER
24" S	PROPOSED STORM SEWER	⊗	EXISTING SEWER CLEANOUT
---	EXISTING EDGE OF PAVEMENT	⊗	PROPOSED SEWER CLEANOUT
---	PROPOSED PAVEMENT	⊗	EXISTING SEWER MANHOLE
---	EXISTING BUILDING	⊗	PROPOSED SAN. SEW. STRUCTURE LABEL
---	PROPOSED BUILDING	⊗	PROPOSED STRM. SEW STRUCTURE LABEL
---	EXISTING OVERHEAD ELECTRIC	⊗	EXISTING SHRUB
---	EXISTING BURIED ELECTRIC	⊗	EXISTING TREE
---	EXISTING BURIED CABLE TV LINE	⊗	PROPOSED TREE
---	EXISTING GAS LINE	⊗	EXISTING SIGN
---	EXISTING BURIED TELEPHONE LINE	⊗	PROPOSED SIGN
---	EXISTING FENCE LINE	⊗	BORE HOLE/TEST PIT
---	EXISTING TREELINE	⊗	CONTROL POINT
---	BENCHMARK LOCATION	⊗	IRON ROD FOUND
---	TO BE REMOVED	⊗	IRON ROD SET
---	EXISTING TELEPHONE PEDESTAL	⊗	PROPERTY CORNER

ABBREVIATION LEGEND:

⊗	AT	LB.	POUND
A/C	AIR CONDITIONER	M.	METER
AC.	ACRE(S)	M.B.L.	MINIMUM BUILDING LINE
AL.	ALTERNATE LOCATION	MAC.	MAGISTERIAL
ALT.	ALTERNATE	MAX.	MAXIMUM
APPROX.	APPROXIMATE	MB	MAIL BOX
AVG.	AVERAGE	MH	MANHOLE
B.M.	BENCHMARK	MI.	MILE
BC.	BOTTOM OF CURB	MIN.	MINIMUM
BLVD.	BOULEVARD	MON.	MONUMENT
BSMT	BASEMENT	MTL.	METAL
BT	BOTTOM OF WALL	N.C.	NOT IN CONTRACT
C.F.	CUBIC FEET	N.S.	NORTH & SOUTHERN
CI.	CURB INLET	NTS.	NOT TO SCALE
C.M.U.	CONCRETE MASONRY UNIT	N/F	NOW OR FORMERLY
C.V.	CHECK VALVE	NBL	NORTHBOUND LANE
C.Y.	CUBIC YARD	NBR	NUMBER
CAL.	CALIPER	NRV	NEW RIVER VALLEY
CATV	CABLE TELEVISION	O.D.	OUTSIDE DIAMETER
CHD	CORRUGATED METAL PIPE	O.F.C.I.	OWNER FURNISHED CONTRACTOR INSTALLED
CHORD	CORRUGATED METAL PIPE	OH	OVERHEAD
CO	CLEAN-OUT	OHE	OVERHEAD ELECTRIC
CO.	CONCRETE	P.B.	PLAT BOOK
CONC.	CONCRETE	P.U.	PUBLIC UTILITY
CRK.	CREEK	P.U. & D.E.	PUBLIC UTILITY AND DRAINAGE EASEMENT
D.B.	DEED BOOK	P.U.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT	PE	POLYETHYLENE
D.I.	DROP INLET	PED.	PEDESTAL
D.I.P.	DUCTILE IRON PIPE	PAGE	PAGE
D.S.	DOWN SPOUT	PROP.	PROPOSED
DECID.	DECIDUOUS	PSI	POUNDS PER SQUARE INCH
DEG.	DEGREES	PVC	POLYVINYLCHLORIDE
DET.	DETAIL	P.V.M.T.	PAVEMENT
DFC	DRAINFIELD CORNER	R	RADIUS
DI	DROP INLET	R.R.	RAILROAD
DIA.	DIAMETER	R/W	RIGHT-OF-WAY
DIST.	DISTRICT	RCF	REINFORCED CONCRETE PIPE
DR.	DRIVE	RD.	ROAD
DWG.	DRAWING	REF.	REFERENCE
DWLG	DWELLING	REQ'D	REQUIRED
E.G.	EDGE OF GRAVEL	RET.	RETAINING
E.P.	EDGE OF PAVEMENT	REV.	REVISION
E.A.	EACH	ROUTE	ROUTE
EBL	EASTBOUND LANE	R/W	RAILWAY
ELEV.	ELEVATION	S.D.	SIGHT DISTANCE
EW	EDGE OF WATER	S.D.L.	SIGHT DISTANCE LEFT
EMT.	EASEMENT	SDMH	STORM DRAIN MANHOLE
ENGR.	ENGINEER	S.D.R.	SIGHT DISTANCE RIGHT
EXIST.	EXISTING	S.F.	SQUARE FEET
EXT.	EXTENSION	S.F.L.	SOUTHBOUND LANE
F.E.M.A.	FEDERAL EMERGENCY MANAGEMENT AGENCY	SCH.	SCHEDULE
F.H.	FIRE HYDRANT	SHT.	SHEET
F.I.R.M.	FLOOD INSURANCE RATE MAP	SPEC.	SPECIFICATION
F/L	FLOW LINE	SPTK	SEPTIC TANK
F.F.	FINISH FLOOR	SSW	SANITARY SEWER
FND	FOUND	SSMH	SANITARY SEWER MANHOLE
FR	FRAME	ST.	STREET
FT.	FEET	STA.	STATION
G.M.	GAS METER	STD.	STANDARD
G.V.	GATE VALVE	STORY	STORY
GNI	GAY AND NEEL, INC.	SWME	STORMWATER MANAGEMENT EASEMENT
GPM	GALLONS PER MINUTE	SWMF	STORMWATER MANAGEMENT FACILITY
GRAV.	GRAVEL	TC	TOP OF CURB/CONCRETE
GRD.	GROUND	TOP	TERRA COTTA PIPE
HP	HIGH POINT	TEL	TELEPHONE
H.U.D.	HOUSING AND URBAN DEVELOPMENT	TOB	TOP OF BANK
H/C	HANDICAPPED	TOS	TOP OF SLOPE
HCR	HANDICAPPED RAMP	TW	TOP OF WALL
HDFE	HIGH DENSITY POLYETHYLENE PIPE	TYP.	TYPICAL
HR	HANDRAIL	U.G.	UNDERGROUND
HW	HEADWALL	U.P.	UTILITY POLE
HYD.	HYDRANT	U.S.	UNITED STATES
I.D.	INSIDE DIAMETER	VA.	VIRGINIA
IN.	INCH	VIRGINIA DEPARTMENT OF TRANSPORTATION	
INST.	INSTRUMENT INTERSECTION	VSCH	VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK
INT.	INTERSECTION	W.B.	WELDED WIRE FABRIC
		W.W.F.	WELDED WIRE FABRIC

GENERAL GRADING NOTES:

- EROSION AND SEDIMENT CONTROL MEASURES SHOWN ARE TO BE USED IN CONJUNCTION WITH THE EROSION AND SEDIMENT CONTROL NARRATIVE APPROVED FOR THIS PLAN. THE NARRATIVE INCLUDES ADDITIONAL MEASURES SUCH AS DUST CONTROL, TEMPORARY SEEDING, PERMANENT SEEDING AND MULCHING.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE FROM ALL AREAS OF THE SITE.
- EXCAVATION IS UNCLASSIFIED.

OWNER/DEVELOPER CERTIFICATION

I, _____ CERTIFY THAT I AM AWARE OF THE SITE REQUIREMENTS IMPOSED BY THE SITE DEVELOPMENT PLAN AND OTHER APPLICABLE TOWN CODES, AND SHALL FURTHER CERTIFY THAT I AGREE TO COMPLY WITH THESE REQUIREMENTS, UNLESS MODIFIED IN ACCORDANCE WITH LOCAL LAW.

OWNER/DEVELOPER _____ DATE _____

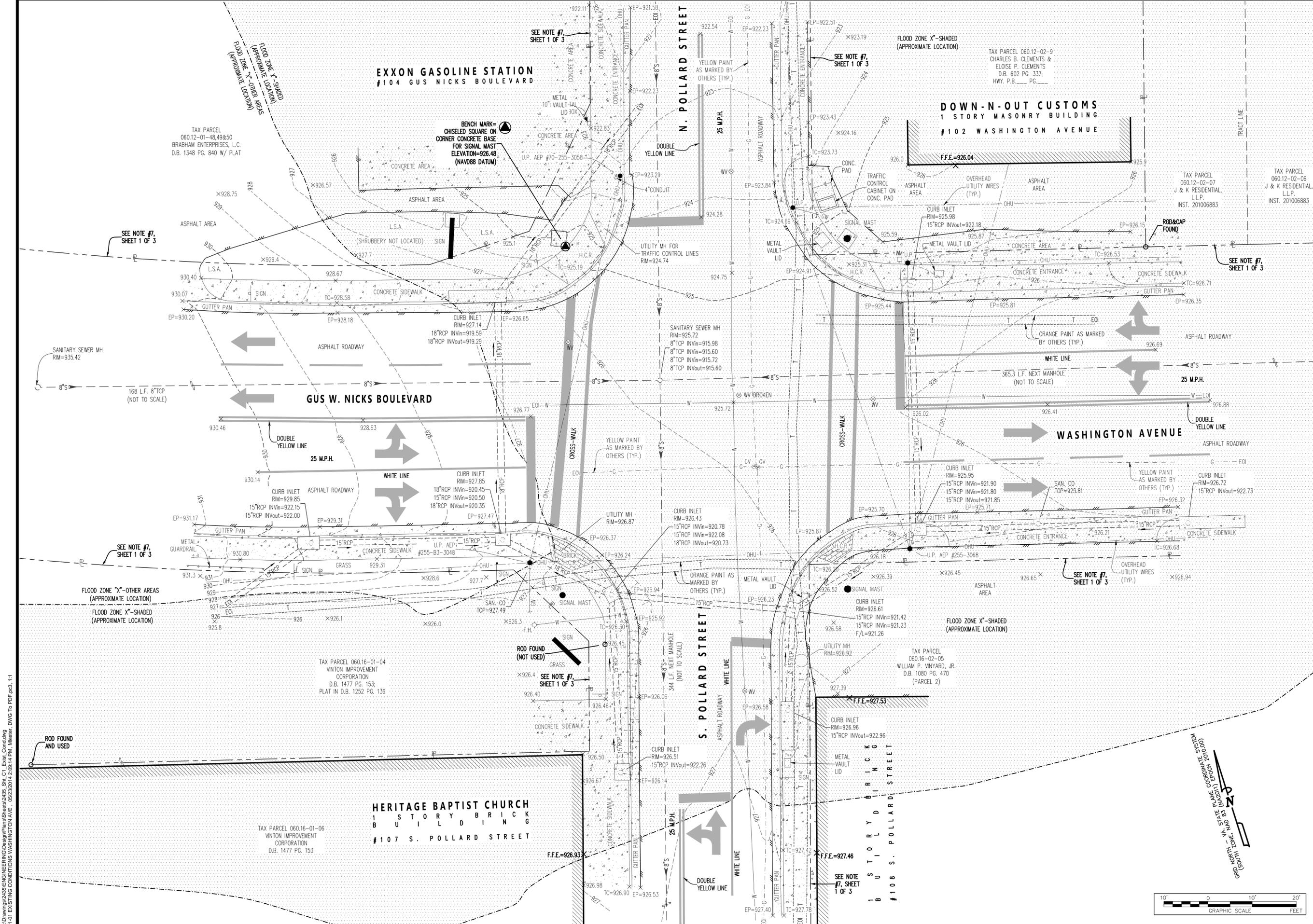
EROSION & SEDIMENT CONTROL CERTIFICATION:

I, _____ IDENTIFY _____ (CERT/REG No. _____) AS THE INDIVIDUAL IN CHARGE OF AND RESPONSIBLE FOR LAND DISTURBING ACTIVITIES ASSOCIATED WITH THIS EROSION AND SEDIMENT CONTROL PLAN. I AGREE TO NOTIFY THE TOWN OF VINTON IN WRITING SHOULD I TRANSFER THIS RESPONSIBILITY TO ANOTHER CERTIFIED INDIVIDUAL BEFORE THE COMPLETION OF THIS PROJECT AND THE RELEASE OF THE EROSION AND SEDIMENT CONTROL BOND.

OWNER/DEVELOPER _____ DATE _____

REVISIONS		
NO.	COMMENTS	DATE

PROJECT TEAM	
PIC	TREVOR M. KIMZEY, PE
PM	MATTHEW P. TOMLINSON, PE
DESIGN	MBL
ISSUE DATE	
05/23/2014	
GNI JOB NO.	
2435.0	
SHEET TITLE	
COVER SHEET	
SHEET NUMBER	
C0-01	



GAY AND NEEL, INC.
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CDBG REVITALIZATION
WASHINGTON AVE. / POLLARD ST.
INTERSECTION**

TOWN OF VINTON, VIRGINIA

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SHEET TITLE	
EXISTING CONDITIONS WASHINGTON AVE	
SHEET NUMBER	
C1-01	

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SEQUENCE OF CONSTRUCTION:

1. PRIOR TO BEGINNING DEMOLITION OPERATIONS, CONTRACTOR SHALL INSTALL PERIMETER EROSION AND SEDIMENT CONTROL MEASURES (INLET PROTECTION).
2. MILL AND REMOVE TOP 2" OF EXISTING ASPHALT PAVEMENT SECTION IN HATCHED AREA SHOWN.
3. UPON COMPLETION OF ASPHALT MILLING, CONTRACTOR SHALL SAWCUT AND REMOVE FULL ASPHALT SECTION IN LOCATION OF PROPOSED CONCRETE SECTION AS OUTLINED ON THIS DEMOLITION PLAN SHEET. (SEE DETAIL FOR ADDITIONAL INFORMATION ON LIMITS/WIDTH OF CROSSWALK SECTION.)
4. SAWCUT AND REMOVE EXISTING CONCRETE SIDEWALK, HANDICAP RAMPS, AND CURB & GUTTER IN LOCATIONS SHOWN.
5. CONTRACTOR SHALL PROVIDE TEMPORARY CONSTRUCTION FENCING AROUND SIDEWALK CONSTRUCTION AREAS TO PREVENT PEDESTRIAN TRAFFIC.
6. DURING REMOVAL OF ALL EXISTING CONCRETE SIDEWALKS, HANDICAP RAMPS, CURB & GUTTER, AND ASPHALT PAVEMENT, CONTRACTOR SHALL PROPERLY PROTECT ALL EXISTING UTILITY SURFACE STRUCTURES WITHIN THE LIMITS OF DISTURBANCE. ANY DAMAGE TO EXISTING STRUCTURES, INCLUDING BUT NOT LIMITED TO MANHOLE/VALVE/VAULT LIDS, CLEANOUTS, ETC., SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR OR REPLACE.

EXXON GASOLINE STATION
104 GUS NICKS BOULEVARD

SAWCUT AND REMOVE EXISTING SIDEWALK, HANDICAP RAMP, AND CURB & GUTTER IN HATCH AREA

BENCH MARK= CHISELED SQUARE ON CORNER CONCRETE BASE FOR SIGNAL MAST ELEVATION=926.48 (NAV88 DATUM)

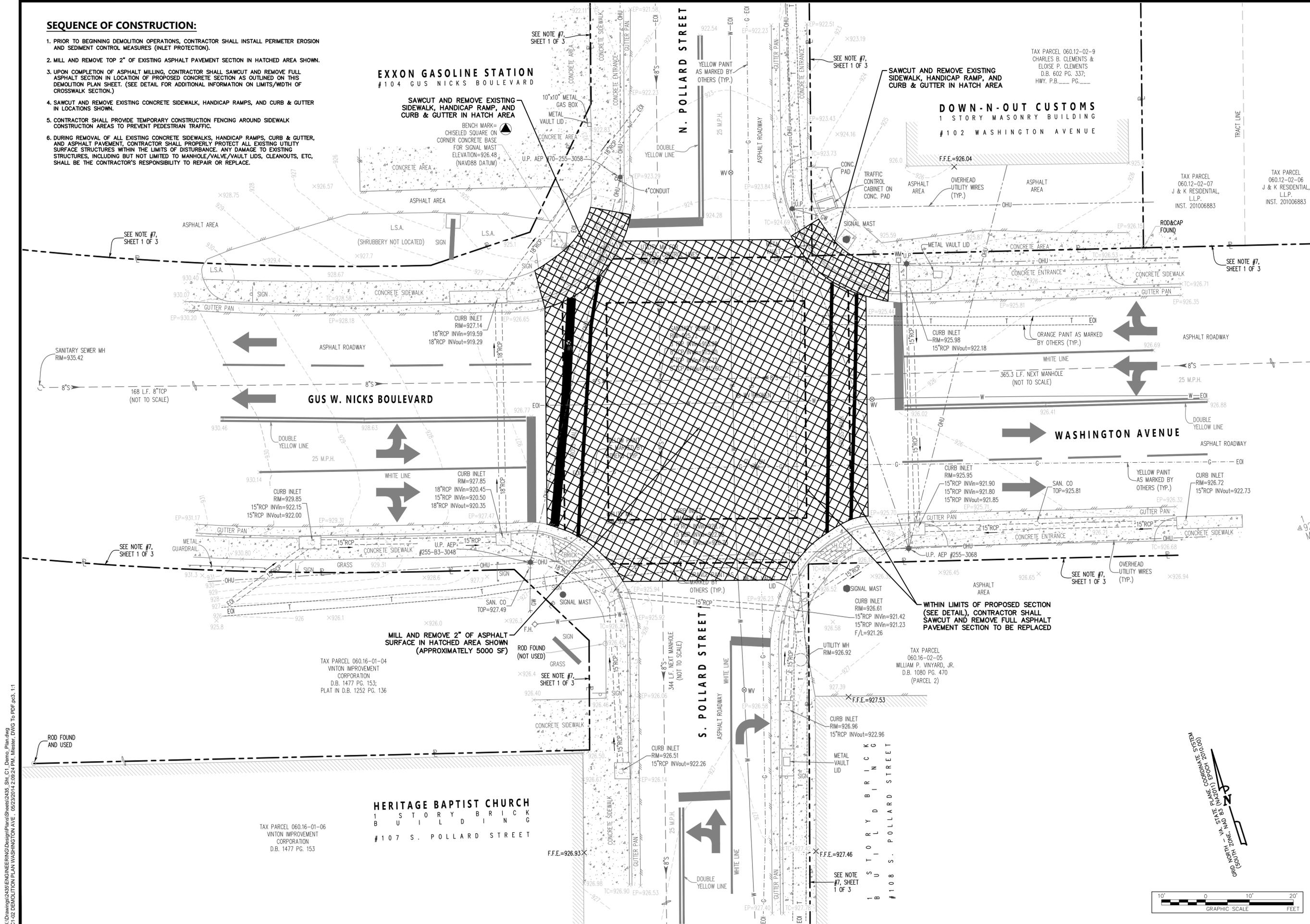
DOWN-N-OUT CUSTOMS
1 STORY MASONRY BUILDING
102 WASHINGTON AVENUE

SAWCUT AND REMOVE EXISTING SIDEWALK, HANDICAP RAMP, AND CURB & GUTTER IN HATCH AREA

MILL AND REMOVE 2" OF ASPHALT SURFACE IN HATCHED AREA SHOWN (APPROXIMATELY 5000 SF)

WITHIN LIMITS OF PROPOSED SECTION (SEE DETAIL), CONTRACTOR SHALL SAWCUT AND REMOVE FULL ASPHALT PAVEMENT SECTION TO BE REPLACED

HERITAGE BAPTIST CHURCH
1 STORY BRICK BUILDING
107 S. POLLARD STREET



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SHEET TITLE	
DEMOLITION PLAN WASHINGTON AVE	
SHEET NUMBER	
C1-02	

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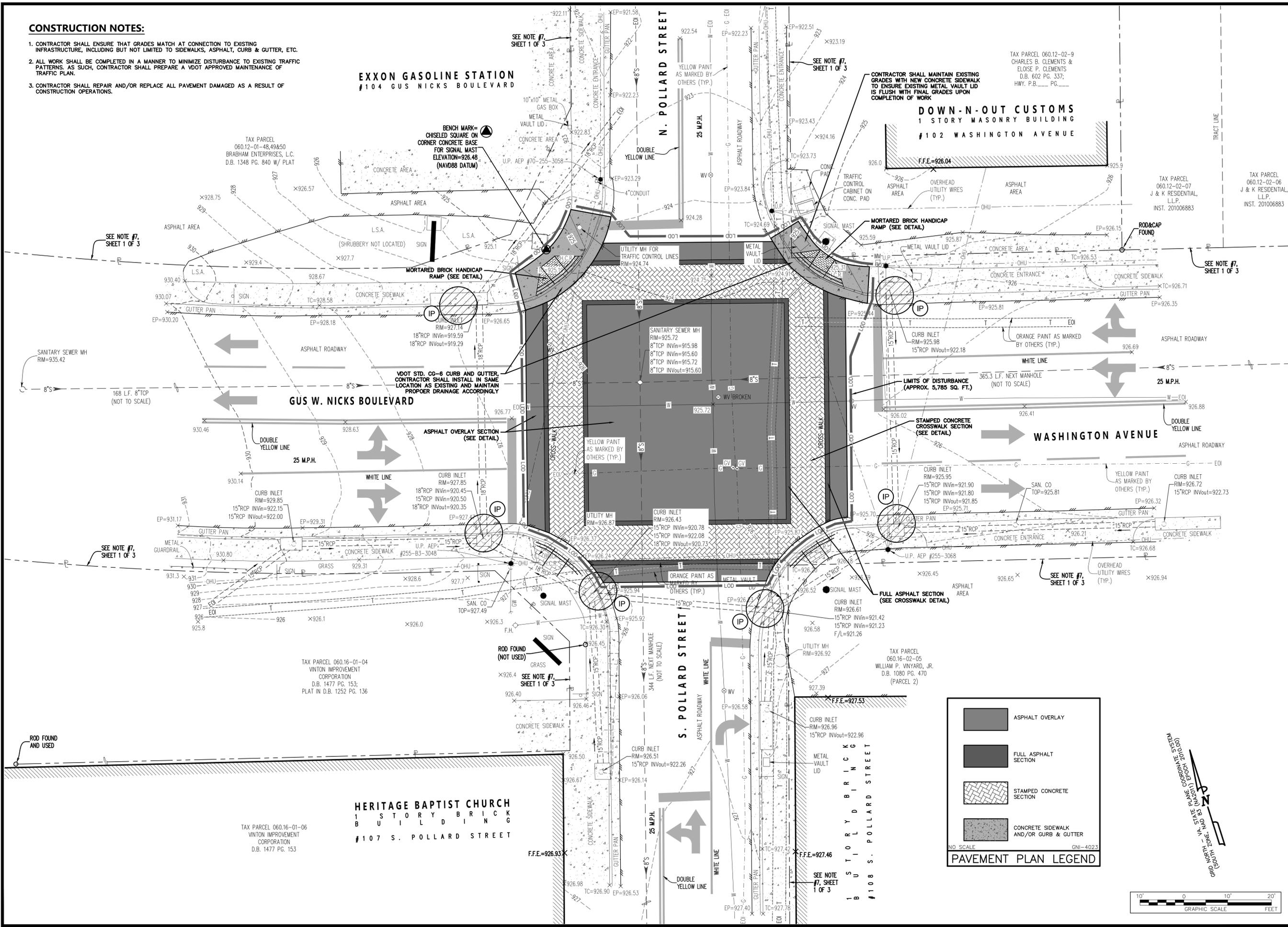
CONSTRUCTION NOTES:

- CONTRACTOR SHALL ENSURE THAT GRADES MATCH AT CONNECTION TO EXISTING INFRASTRUCTURE, INCLUDING BUT NOT LIMITED TO SIDEWALKS, ASPHALT, CURB & GUTTER, ETC.
- ALL WORK SHALL BE COMPLETED IN A MANNER TO MINIMIZE DISTURBANCE TO EXISTING TRAFFIC PATTERNS. AS SUCH, CONTRACTOR SHALL PREPARE A VDOT APPROVED MAINTENANCE OF TRAFFIC PLAN.
- CONTRACTOR SHALL REPAIR AND/OR REPLACE ALL PAVEMENT DAMAGED AS A RESULT OF CONSTRUCTION OPERATIONS.

EXXON GASOLINE STATION
#104 GUS NICKS BOULEVARD

DOWN-N-OUT CUSTOMS
1 STORY MASONRY BUILDING
#102 WASHINGTON AVENUE

HERITAGE BAPTIST CHURCH
1 STORY BRICK BUILDING
#107 S. POLLARD STREET



GAY AND NEEL, INC.
ENGINEERING & LANDSCAPE ARCHITECTURE & SURVEYING

1260 Radford Street
Christiansburg, Virginia 24073

Phone: (540) 381-6011
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**VINTON DOWNTOWN
CDBG REVITALIZATION
WASHINGTON AVE. / POLLARD ST.
INTERSECTION**

PRELIMINARY
NOT FOR CONSTRUCTION

REVISIONS

NO.	COMMENTS	DATE

PROJECT TEAM

PIC	REV	DESIGN
TREVOR M. KIMZEY, PE	MATTHEW P. TOMLINSON, PE	MBL

ISSUE DATE

05/23/2014

GNI JOB NO.

2435.0

SHEET TITLE

SITE LAYOUT AND
DIMENSION PLAN
WASHINGTON AVE

SHEET NUMBER

C2-01

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**DOWNTOWN
VINTON**

**PRELIMINARY
LIGHTING
LAYOUT**

**VINTON,
VIRGINIA**

Seal

Title:

Date: 22 APRIL 2013

Revisions:

Drawn By: LE

Review By: DPH

Project No. 1234

Sheet No.



Jan 10, 2014 - 1:59pm amershall
Y:\2010\1001.04 Vinton Downtown Implementation-Site\CODE 5- Work Produced\Landscape Architecture\CAO\Schematic\1-9ASE.dwg



Town Council Agenda Summary

Meeting Date

July 15, 2014

Department

Administration

Issue

Briefing on Roanoke County Litter program.

Summary

Roanoke County recently implemented a comprehensive litter program focused on education and enforcement of litter laws to effect a positive change in habits of people. Ms. Charlotte Moore, Supervisor for the Cave Spring District, has respectfully requested that surrounding localities consider implementing a similar proactive program.

The Town of Vinton does not have a formal proactive litter program. However, we do have a local ordinance regulating trash and litter (Sec. 78-5). This is enforceable through the Vinton Police Department. Chief Cook has discussed the County's efforts with his team and has been fully supportive of providing a similar level of enforcement expectation in regards to the Patrol Officers writing tickets.

Sec. 78-5. Dumping unsightly matter on highway, right-of-way or private property. 

(a) Any person shall be guilty of a class 1 misdemeanor who dumps or otherwise disposes of trash, garbage, refuse, litter or other unsightly matter, on public property, including a public highway, right-of-way, property adjacent to such highway or right-of-way, or on private property without the written consent of the owner thereof or his agent.

(b) When any person is arrested for a violation of this section and the matter alleged to have been dumped or disposed of has been ejected from a motor vehicle, the arresting officer may comply with the provisions of section Code of Virginia, § 46.2-936 in making such arrest.

(c) When a violation of the provisions of this section has been observed by any person and the matter dumped or disposed of has been ejected or removed from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting or disposing of such matter. However, such presumption shall be rebuttable by competent evidence.

(d) Any person convicted of such violation shall be guilty of a class 1 misdemeanor.

(e) The provisions of this section shall not apply to the lawful disposal of such matter in landfills. (Code 1982, § 14-5)

State law reference— Similar provisions and authority of town to adopt above section, Code of Virginia, § 33.1-346.

Additionally, the town conducts street sweeping activities on a regular basis through all our streets in town, specifically our high commercial areas. This has a direct positive affect on keeping trash, litter, and cigarette butts cleared from our road ways. Other areas of action include regular mowing and cleaning of trash along our rights-of-way by the grounds crew in Public Works.

Our specific problem areas are those where winds blow trash and litter into bushes and wooded areas where regular maintenance is not completed and is primarily on private property. We do not have an organized Adopt-A-Highway program, which could help with this type of clean up. Annually with spring clean ups, we are able to recruit volunteers for our high impact areas along Hardy Road and Bypass Road.

We do have the ability through our website to receive public complaints about litter. There is a dedicated link to Report a Concern, and a specific litter link could be added. This would need to be reviewed and evaluated from a policy and resource standpoint of what to do with a complaint once received. Roanoke County Police have committed to following up with a letter to the registered owner of a vehicle, provided the complainant submits the license plate number.

Attachments

Roanoke County Staff Report
Roanoke County VACO Award Application Submission

Recommendations

No action required

ACTION NO. _____

ITEM NO. E-5

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

MEETING DATE: November 12, 2013

AGENDA ITEM: Resolution authorizing a litter prevention program for Roanoke County; requesting the Virginia Department of Transportation to permit the erection of public service signage in the right-of-way and transferring \$7,676 from the Board of Supervisors Contingency Account to fund this program

SUBMITTED BY: Richard Caywood
Assistant County Administrator

APPROVED BY: B. Clayton Goodman III
County Administrator

COUNTY ADMINISTRATOR'S COMMENTS:

BACKGROUND:

Supervisor Moore is the sponsor of this program.

The prevention of littering as an important public responsibility and littering is an increasing problem in Roanoke County. Litter is aesthetically damaging to County neighborhoods, it clogs drainage pipes and storm sewers thereby damaging public and private facilities and it contributes to crime. One of the more significant contributors to litter in the County is the unlawful disposal of cigarette butts, often thrown from cars at signalized intersections, or at County parks. Discarded cigarette butts have also started several mulch fires in landscaped areas. Litter is a public nuisance.

On October 8, 2013, the Board held a work session on the litter problem, and staff suggested various alternatives to address the littering problem in Roanoke County.

SUMMARY OF INFORMATION:

This resolution establishes and authorizes a litter prevention program for Roanoke County.

This resolution authorizes the following actions:

- 1) The development of a public awareness marketing campaign including signage at high traffic intersections, signage on County vehicles and at County facilities, billboard advertising, and the County website. Examples of the signage are attached as ***“Anti-Litter Campaign Proposal Exhibit #1 pages 7-9”*** to this Report.
- 2) A request to the Virginia Department of Transportation (VDOT) to allow the County to erect temporary public message signage in the VDOT right-of-way.
- 3) Expansion of enforcement to include a warning letter to citizens attached as ***“Anti-Litter Campaign Proposal Exhibit #1 page 17”*** to this report. Any citizen may report a litter violation to the County; the Police department would contact the citizen to verify the report, check DMV records, and if the facts are consistent, send the warning letter.
- 4) Transfer \$7,676 from the previously appropriated Board Contingency account to the Department of Parks, Recreation, and Tourism to fund this Litter Prevention Program.

In a separate action the Board will consider the adoption of an ordinance amending the County Code to expand litter enforcement by clarifying certain definitions and imposing civil penalties for violations.

FISCAL IMPACT:

Funding is available in the Board Contingency Account.

STAFF RECOMMENDATION:

This item is a Board initiative. Staff believes that the program as recommended is viable as presented.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER ON TUESDAY, NOVEMBER 12, 2013

RESOLUTION 111213-5 AUTHORIZING A LITTER PREVENTION PROGRAM FOR ROANOKE COUNTY; REQUESTING THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO PERMIT THE ERECTION OF PUBLIC SERVICE SIGNAGE IN THE RIGHT-OF-WAY AND TRANSFERRING APPROPRIATIONS FROM THE BOARD OF SUPERVISORS CONTINGENCY ACCOUNT TO FUND THIS PROGRAM

WHEREAS, the Board of Supervisors of Roanoke County, Virginia, has identified the prevention of littering as an important public responsibility, and littering is an increasing problem in Roanoke County; and

WHEREAS, litter has an adverse effect upon the aesthetics and appearance of our neighborhoods, streets and public parks, it damages and clogs our storm drains and storm sewers, it contributes to crime and trespassing, and it creates a public nuisance; and

WHEREAS, the Board hereby finds that increased enforcement efforts to combat the litter problem are a valid public purpose to protect the public health, safety and welfare of the citizens of Roanoke County; and

WHEREAS, the Board finds that increased public service and informational advertisements to promote public education about this problem will achieve the goal of reducing litter in the County; and

WHEREAS, the creation of a Litter Prevention Program is a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Roanoke County, Virginia, as follows:

1. That the Litter Prevention Program for Roanoke County is hereby authorized and approved. This program includes a public awareness marketing

campaign including signage at high traffic intersections, signage on County vehicles and at County facilities, billboard advertising, and the County website. Examples of the signage are attached as Exhibit 1 to this Resolution.

2. That this Program includes expanded enforcement initiatives to include a warning letter to citizens (Exhibit 2). Any citizen may report a litter violation to the County; the Police Department would contact the citizen to verify the report, check DMV records, and if the facts are consistent, send the warning letter.

3. That the Virginia Department of Transportation (VDOT) is hereby requested to permit Roanoke County to erect short duration (thirty (30) days or less) public service informational advertisements in and along the public right-of-way of State maintained roads in Roanoke County.

4. That these public service informational advertisements shall inform and educate the public about the problems of littering and the illegal disposal of trash on public and private property.

5. That each sign location would be reviewed for safety concerns including sight distance, post design and existing signage.

6. That the transfer of \$7,676 from the previously appropriated Board Contingency account to Parks, Recreation and Tourism to fund this Litter Prevention Program is hereby authorized.

7. That this Resolution shall be effective from and after the date of its adoption.

On motion of Supervisor Moore to adopt the resolution, and carried by the following roll call and recorded vote:

AYES: Supervisors Moore, Flora, Church, Elswick, Altizer

NAYS: None

A COPY TESTE:



Deborah C. Jacks
Clerk to the Board of Supervisors

cc: Richard L. Caywood, Assistant County Administrator
Paul M. Mahoney, County Attorney
W. Brent Robertson, Director of Management and Budget
Rebecca Owens, Director of Finance

ACTION NO. _____

ITEM NO. S-5

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

MEETING DATE: November 12, 2013

AGENDA ITEM: Ordinance amending Article IV. "Weeds and Trash" of the Roanoke County Code by additional definitions to Section 13-151. "Definitions", by clarifying Section 13-152. "Penalties", and by adding a new Section 13-159. "Littering Prohibited."

SUBMITTED BY: Paul M. Mahoney
County Attorney

COUNTY ADMINISTRATOR'S COMMENTS:

BACKGROUND:

Supervisor Moore has sponsored this ordinance to expand the County's efforts to address the widespread problem of littering in Roanoke County.

In May of 2009 the Board adopted Ordinance #052609-9, which imposed civil penalties for certain weeds and trash violations. This action is authorized by Sec. 15.2-901 of the Code of Virginia. The authority to impose civil penalties is limited by Section 15.2-901 C. and D. This ordinance has been used primarily to address weeds and grass violations.

Sec. 10.1-1418.1 of the Code of Virginia expands civil penalties for the improper disposal of solid waste. Although local governments are not authorized to adopt local ordinances to parallel this section, this law of the Commonwealth does authorize owners of real estate to commence a civil action against persons who improperly dispose of solid waste, and if successful, the court may impose a civil penalty up to \$5,000.

Section 13-13 of the Roanoke County Code addresses the unlawful disposal of rubbish or other waste material in the County. A violation of this ordinance is a Class 1 misdemeanor. The proposed ordinance retains this criminal penalty for egregious violations. If the decision is made to pursue civil penalties, then the County must forgo criminal prosecution.

SUMMARY OF INFORMATION:

This ordinance amends Sections 13-151 "Definitions" by adding a definition of "Litter" and

“Litter Receptacles”.

This ordinance amends Sec. 13-152 “Penalties” by adding an opportunity for the court to impose community service in litter abatement activities in lieu of a civil penalty, and it clarifies that pursuing civil penalties precludes criminal misdemeanor prosecution.

This ordinance adds a new provision, Sec. 13-159 to provide for a more specific prohibition on littering, and the motor vehicle littering presumption.

The first reading of this ordinance was held on October 22, 2013.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends that the Board favorably consider the adoption of this ordinance

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER ON TUESDAY, NOVEMBER 12, 2013

ORDINANCE 111213-16 AMENDING ARTICLE IV "WEEDS AND TRASH" OF THE ROANOKE COUNTY CODE, BY ADDITIONAL DEFINITIONS TO SECTION 13-151 "DEFINITIONS", BY CLARIFYING SECTION 13-152 "PENALTIES", AND ADDING A NEW SECTION 13-159 "LITTERING PROHIBITED"

WHEREAS, the Board of Supervisors finds that litter is an increasing problem in Roanoke County; and

WHEREAS, the Board of Supervisors hereby finds that increased enforcement efforts to combat the litter problem are a valid public purpose to protect the public health, safety and welfare of the citizens of Roanoke County; and

WHEREAS, this ordinance is authorized by Section 15.2-901 and Article 3. Of Chapter 14 of Title 10.1 of the Code of Virginia, as amended; and

WHEREAS, the first reading of this ordinance was held on October 22, 2013, and the second reading and public hearing were held on November 12, 2013.

NOW THEREFORE BE IT ORDAINED by the Board of Supervisors of Roanoke County, as follows:

1. That the following sections of the Roanoke County Code be amended to read and provide as follows:

Article IV. "Weeds and Trash"

Sec. 13-151. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abatement cost: the County's cost of labor, equipment and supplies for, or the contract price of, and any charges to, the county, with respect to the removal and disposal of weeds or trash from a parcel.

Enforcement agent: The county administrator or his designee.

Litter: All waste material and disposable packages or containers but not including the wastes of the primary processes of mining, logging, sawmilling, farming or manufacturing. It includes, but is not limited to, the packages, wrappings and containers, cigarettes and tobacco products, bottles, glass or metal containers, plastic, and paper products.

Litter Receptacle: A container with a capacity of not less than 10 gallons, constructed and placed for use as a depository for litter.

Owner: Any person shown by any public record to have an interest in real estate lying in the county upon which a public nuisance exists as of the date of the abatement of the public nuisance under this section. Owner shall also mean the occupant of any parcel of real estate, including but not limited to, any person in possession thereof having charge thereof as an executor, administrator, trustee, guardian or agent, and the beneficiary of any easement or right of use thereof.

Parcel: Any real estate or any interest therein, situate, lying and being in the county in any areas zoned for residential, business, commercial, or industrial uses or in any subdivision.

Public nuisance: Any act or activity the causing or maintaining of which is such an inconvenience or troublesome matter as to annoy, injure or damage the public at large or a substantial portion of the community or a considerable number of persons, and from which any resulting damage is not specifically apportionable to any one member of the community.

Subdivision: Any tract or parcel of land divided into two (2) or more lots or parcels, for the purpose, whether immediate or future, of transfer of ownership or development, as otherwise defined in the Roanoke County Subdivision Ordinance.

Trash: Abandoned personal property, garbage, refuse, rubbish, litter or debris.

Weeds means grass, weeds, bushes, poison ivy, poison oak or any other vegetable growth, other than trees, ornamental shrubbery, flowers and garden vegetables.

Sec. 13-152. - Penalty.

(a) Any owner who violates section 13-153(a) or any other provisions of this article pertaining to section 13-153(a), or who violates section 13-154 or section 13-159, shall be subject to a civil penalty not to exceed fifty dollars (\$50.00) for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within twelve (12) months of the first violation shall not exceed two hundred dollars (\$200.00). Each calendar day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of three thousand dollars (\$3,000.00) in a twelve-month period.

(b) Any owner who violates section 13-153(b) or any other provisions of this article pertaining to section 13-153(b) shall be subject to a civil penalty not to exceed one hundred dollars (\$100.00).

(c) In lieu of imposition of a fine or civil penalty, the court may order the defendant to perform community service in litter abatement activities.

(d) Classifying violations under this article as civil penalties shall preclude prosecution of violations as a misdemeanor.

Sec. 13-153. - Cutting of weeds and grass required.

(a) It shall be unlawful for any owner of any vacant developed or undeveloped property, including such property upon which buildings or other improvements are located, within the boundaries of platted subdivisions or any other areas zoned for residential, business, commercial or industrial use, to permit weeds of more than twelve (12) inches in height within two hundred fifty (250) feet of property developed for residential use.

(b) The owner of occupied residential real property shall cut the grass or lawn area of less than one-half $\frac{1}{2}$ acre on such property when growth of such grass or lawn area exceeds twelve (12) inches in height.

Sec. 13-154. - Removal of trash required.

It shall be unlawful for the owner of any parcel or property to allow the accumulation of trash on any parcel or property. The owner of any parcel or property shall maintain all exterior property areas in a clean, safe condition free from the accumulation of trash. Failure to comply with this provision shall also constitute a public nuisance.

Sec. 13-155. - Report of violation.

Any person aggrieved by the presence of weeds or grass in violation of section 13-153 or the accumulation of trash in violation of section 13-154 may report such presence to the enforcement agent.

Sec. 13-156. - Inspection of site of violation: notice to cut weeds or remove trash.

Upon receipt of a report as referred to in section 13-155, the enforcement agent shall cause the site of the reported violation to be inspected pursuant to applicable constitutional and statutory provisions. When the enforcement agent has determined from such reports and inspections or otherwise that a violation in fact exists, he shall notify the owner of the land or parcel upon which the violation exists to cut or cause to be cut the weeds or grass complained of, or to remove the accumulation of trash, within ten (10) calendar days of the delivery, mailing or posting of the notice. Such notice shall be in writing, shall be delivered by hand or mailed to the last known address and if the owner of the property cannot be found within the county after a reasonable search, notice shall be sent by certified mail, return receipt requested, to the last known address of the owner and a copy of the notice shall be posted on the property in a conspicuous place, and shall be complied with by such owner.

Sec. 13-157. - Performance of work by county; collection of costs.

If such weeds or grass are not cut, or the accumulation of trash is not removed, within the required time as provided for in the notice under section 13-156, the enforcement agent shall cause such weeds or grass to be cut, or the trash to be removed, and the abatement cost and expense thereof to be assessed against the owner of such property. The assessment shall be collected by the county as taxes and levies are collected. Every charge for cutting grass on vacant property or removal of trash which the owner of any property shall have been assessed and which remains unpaid shall constitute a lien against such property on parity with liens for unpaid taxes.

Sec. 13-158. - Exemption.

The director of community development or his/her designee may exempt from the application of this article any parcel which is owned by the county or upon which the county has an easement for stormwater management facilities, and includes riparian buffers, reserved open space, floodplain preservation areas, or other environmentally sensitive areas as defined in the county stormwater management ordinance and design manual, or which are critical to the environmental health of the ecosystem, or which are required by a state or federal agency.

Sec. 13-159 Littering Prohibited.

It shall be unlawful and a violation of this Article for any person to drop, deposit, discard or otherwise dispose of trash or litter in or upon any public or private property within Roanoke County without the private property owner's consent, including but not limited to any street, sidewalk, park, vacant or occupied lot, except in public receptacles, or in authorized private receptacles provided for public use,

When a violation of the provisions of this Section has been observed by any person, and the matter dumped or disposed of in the street, highway, right-of-way or private property has been ejected from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person ejecting such trash, garbage refuse, litter, or debris, provided that such presumption shall be rebuttable by competent evidence.

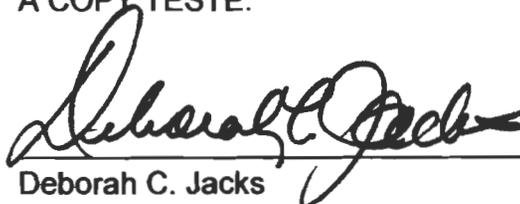
2. That this ordinance shall be in full force and effect from and after its adoption.

On motion of Supervisor Moore to adopt the ordinance, and carried by the following roll call and recorded vote:

AYES: Supervisors Moore, Flora, Church, Elswick, Altizer

NAYS: None

A COPY TESTE:



Deborah C. Jacks
Clerk to the Board of Supervisors

cc: Paul Mahoney, County Attorney

SHORT OVERVIEW

Last fall, Roanoke County kicked off a new effort to raise awareness about cigarette butt litter along County roadways. This project combined the efforts of many County departments, including public information, parks and recreation, police department, community development and general services – creating a large community public awareness effort. Staff created a logo and brand for the campaign, entitled “The World Is Not Your Ashtray.” In-kind billboard advertising was donated by Lamar Companies, and partnerships were also made with local environmental advocacy groups to get the word out. Local and state political officials joined in at a press conference in January which resulted in tremendous coverage on broadcast television and local newspapers. The result was a tremendous amount of citizen engagement, a new law enforcement effort and citizen reporting mechanism, new County ordinance aimed at the problem, and significant public awareness at a low cost.

THE SPARK OF AN IDEA

Charlotte Moore from Roanoke County’s Board of Supervisors has long been an advocate for good environmental stewardship. Last fall, after seeing a driver flick a cigarette butt out their car window while stopped at a County intersection, Moore decided that something needed to be done about roadway littering. A series of meetings were called with several diverse members of Roanoke County staff, including representatives from the Police Department, Community Development, General Services, Public Information and Parks, Recreation and Tourism. Also in attendance was the president of the Clean Valley Council, a local non-profit dedicated to public education about a healthy environment. The committee members discussed various methods of getting the message out, as well as means of enforcement to deter would-be roadway litterers. While littering has long been a crime subject to Virginia code, there were no regulations in Roanoke County to deal with the issue. Complicating the matter, the Police Department lacked the time or resources to actively patrol County intersections in search of violators. The committee came up with a unique solution, providing citizens with a way to report violators online. This effort would be paired with a marketing slogan suggested by Assistant County Administrator, Richard Caywood. According to Caywood, whenever his wife sees someone throwing a cigarette butt out a car window she proclaims to other passengers, “the world is not your ashtray.” The name stuck, and members were assigned various tasks to help put together a comprehensive plan. Funding for the project was brought before the Board of Supervisors and approved on November 12, 2013 in the amount of \$7,676 (APPENDIX A: FUNDING).

CAMPAIGN ELEMENTS

Roanoke County staff members worked hard to minimize investment and maximize audience reach in a targeted five month public relations strategy. The campaign was brought together by memorable graphics created in-house by a Parks, Recreation and Tourism staff member (APPENDIX B: ASHTRAY LOGO). The new “World is Not Your Ashtray” logo featured easy to read text and easily recognizable icons, while matching the overall colors and graphic look of the Roanoke County website. The primary message was a reminder not to throw cigarette butts, and the secondary message was a reporting mechanism for violators – “Report at RoanokeCountyVA.gov/Litter.” Elements of campaign included:

- **Roadside Banners** – Thirty (30) vinyl banners were printed and placed around the County as part of this project, each one 7’ wide by 3’ high. Permission was obtained from the Virginia Department of Transportation to place several of the banners at key intersections during the month of January (APPENDIX C: VDOT). The other banners were placed on Roanoke County property such as police and fire stations, libraries, administration buildings and recreation centers. Care was taken to ensure each placement faced roads with high traffic counts. The banners were erected in January, and will remain in place through the end of the summer.
- **Billboard Advertising** – Early in the project, Roanoke County staff reached out to Lamar Advertising, the area’s largest billboard company. Lamar agreed to provide open posters and digital sign inventory throughout the County over the next eight months as inventory allowed. The County only had to pay for the vinyl print, which amounted

\$2,000 for 10 billboards. Between January and May 2014, Lamar put up eight vinyl billboards and two digital billboards. A second phase of this campaign continues with 10 additional billboards between May and August. The in-kind value from Lamar Advertising was approximately \$9,000 (APPENDIX D: LAMAR).

- **Bumper Stickers & Magnets** – For a campaign targeting drivers, one of the most effective methods of communication is a bumper sticker. Roanoke County has a large fleet of several hundred vehicles that are highly visible on our roadways every day. For this campaign, 200 of these vehicles received magnetic bumper stickers (APPENDIX E: MAGNET) with the “World is Not Your Ashtray Logo.” Additionally, 12 of the County’s garbage trucks received large vinyl stickers measuring over four feet wide (APPENDIX F: GARBAGE TRUCKS). Finally, several hundred small magnets were ordered for giveaways at County functions.
- **Ordinance Changes** – Prior to the litter campaign being implemented, Roanoke County did not have any littering regulations on the books. While littering was still illegal under state code, there was no means to prosecute violators in local civil court. That left Roanoke County unable to impose or change fines on a local level, or to receive those fines to reinvest in the community. As part of this project, Roanoke County officials asked the Virginia General Assembly to increase the local authority to impose civil penalties for litter violators (APPENDIX G: GENERAL ASSEMBLY) at a fine of \$50 for first violation and \$200 for subsequent violations. A new County ordinance was also adopted making it unlawful to litter (APPENDIX H: COUNTY RESOLUTION).

- **Online Reporting** – For the online piece of this project, a special web form was set up on the County website (APPENDIX I: WEB FORM). The form can be easily accessed either by URL www.RoanokeCountyVA.gov/Litter, or by clicking on a button added to the County’s home page. Reporters are required to submit their contact information, and a description of the alleged littering incident. Once received, the forms are routed directly to the Police Department. A police representative will call the complainant for verification purposes, and if a license plate number is provided run the plates. The owner of the car witnessed is mailed a warning letter (APPENDIX J: POLICE LETTER), notifying them that a concerned citizen observed their vehicle discarding litter onto the highway. The letter goes on to warn the vehicle owner about fines they may be subject to if the action had been observed by an officer. From January to April, Roanoke County received and processed 165 individual complaints (APPENDIX I: SUBMISSIONS).

PRESS CONFERENCE AND MEDIA COVERAGE

On January 3, 2014, Roanoke County officials held a press conference announcing the new anti-litter campaign (APPENDIX K: MEDIA RELEASE). At this event, presentations were made by Senator Ralph Smith from the Senate of Virginia, 19th District, and Charlotte Moore from the Roanoke County Board of Supervisors. A media packet was created with details of the project as outlined above, and photo opportunities were available on site, as demonstrations of the banner and garbage truck stickers were on display (APPENDIX L: PRESS CONFERENCE PHOTOS). The event resulted in a tremendous amount of coverage in local newspapers and broadcast

television stations. The news was even picked up by television stations as far away as Louisville, Kentucky and Albany, New York (APPENDIX M: MEDIA COVERAGE).

CAMPAIGN ANALYSIS

“The World Is Not Your Ashtray” was a groundbreaking initiative combining the efforts of elected officials on the state and local level with a wide variety of County staff members. Cost for the project was kept low through partnership with a local business, and the utilization of in-house graphic design resources. The majority of the appropriated cost for the project went to banner printing and installation. This small investment resulted in a large amount of public awareness and citizen engagement. The law enforcement part of the project has resulted in 163 online reports today, 44 letters submitted. So far this year 6 littering charges have been made, which is twice the typical average from a full year. Roanoke County has left open the possibility of continuing the campaign in the future, targeting other methods of littering the same way.