

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, January 20, 2015**

**AGENDA**

Consideration of:

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

1. Further briefing on the Priority Based Budget process for the FY2015-2016 budget.

**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**

1. Consider approval of minutes for the regular Council meeting of January 6, 2015.

**G. AWARDS, RECOGNITIONS, PRESENTATIONS**

1. Officers of the Month for December 2014.

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

**I. PUBLIC HEARING**

1. Consideration of public comments regarding a request by James Wright for a fifty (50) foot wide by approximately one hundred and ninety (190) foot long undeveloped portion of right-of-way, known as S. Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127, be closed, vacated, and deeded to the adjoining property owners.

- a. Open Public Hearing
  - Report from Staff
  - Receive public comments
  - Council discussion and questions
- b. Close Public Hearing
- c. Council to consider adoption of Ordinance

**J. TOWN ATTORNEY**

**K. TOWN MANAGER**

**UPDATE ON OLD BUSINESS**

- 1. Vultures/3<sup>rd</sup> Street Dumpsters
- 2. Downtown Revitalization Project
- 3. Spot Blight Abatement Plan

**L. MAYOR**

**M. REPORT OF PUBLIC SAFETY COMMITTEE MEETING**

**N. COUNCIL**

**O. 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.

**UPCOMING COMMUNITY MEETING:**

**January 29, 2015** – 7:00 p.m. – Community Meeting regarding location options for Skate Park in the Town limits – Vinton War Memorial, 814 Washington Avenue

**NEXT TOWN COMMITTEE/COUNCIL MEETINGS:**

**February 2, 2015** – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

**February 3, 2015** – 6:00 p.m. - Work Session followed by Council Meeting at 7:00 p.m. – Council Chambers



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Administration

### **Issue**

Further briefing on the Priority Based Budget process for the FY2015-2016 budget

### **Summary**

Staff will provide a briefing on a new approach to evaluating and prioritizing the hundreds of programs the town offers. Rather than having departments compared to each other and determining who is most important, we are developing a process called *Priority Based Budgeting*. This will break down every program the town offers and conducts to provide services to our community and service area. These programs will be evaluated and prioritized based on a series of measurements to determine their impact on our vision, goals, citizens priorities, mandates, impact to number of citizens, and cost recovery ability of program. This should provide a more comprehensive approach that is more objective in its comparison.

A presentation will be provided at the meeting on Tuesday evening.

### **Attachments**

None

### **Recommendations**

No action required



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the regular Council meeting of January 6, 2015

### **Summary**

None

### **Attachments**

January 6, 2015 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JANUARY 6, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
Matthew S. Hare, Vice Mayor  
I. Douglas Adams, Jr.  
William W. Nance  
Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Theresa Fontana, Town Attorney  
Susan N. Johnson, Town Clerk  
Ryan Spitzer, Assistant Town Manager  
Barry Thompson, Finance Director/Treasurer  
Ben Cook, Police Chief  
Gary Woodson, Public Works Director  
Chris Linkous, Fire/EMS Captain  
Chad Helms, Lieutenant – Fire  
Donna Collins, Human Resources Specialist  
Joey Hiner, Public Works Assistant Director

**The Mayor called the regular meeting to order at 7:00** p.m. The Town Clerk called the roll with Council Member Adams, Council Member Nance, Council Member Weeks and Mayor Grose present. Vice Mayor Hare was not present for the roll call. After a Moment of Silence, Council Member Weeks led the Pledge of Allegiance to the U.S. Flag.

Roll call

**Under upcoming community events/announcements,** Council Member Weeks commented on the success of the New Year's Eve Gala. She also announced a Valentine Dance at the Woodland Place on February 14<sup>th</sup> with the Band Tru Sol.

**Council Member Nance made a motion to approve the** Consent Agenda as presented; the motion was seconded by Council Member Weeks and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Weeks, Grose; Nays (0); Absent (1) - Hare.

Approved minutes of regular Council meeting of December 16, 2014

**The next item for consideration was a Resolution** appropriating funds in the amount of \$27,273.00 and transferring funds in the amount of \$4,379.60, for a total amount of \$31,652.60 for the purchase of a replacement vehicle in the Police Department. Chief Cook commented the Department has taken delivery of the new Ford Police

Interceptor vehicle. There were some additional charges to up fit the vehicle that were not available when he briefed Council at their November 18<sup>th</sup> meeting. He is requesting to use \$4,379.60 out of the Asset Forfeiture Fund to cover these charges. Council Member Nance expressed appreciation to Chief Cook for finding the extra funds in his Department's budget. Council Member Nance then made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Weeks, Grose; Nays (0); Absent (1) - Hare.

**The next item on the agenda was to consider adoption** of a Resolution awarding a bid, authorizing the Town Manager to execute a contract with F & S Building Innovations, Inc. in the amount of \$274,998.00 for the construction and renovations to the existing Vinton Fire House Station #2 and approving the appropriation of funds for the design and construction administration, building construction and furnishings.

The Town Manager began by commenting that the Town contracted with Hill Studio in late Spring to do a feasibility study to determine the best course of action from a design standpoint. After several meetings, the final design was put out to bid. A total of six bids were opened on December 12<sup>th</sup> and the low bidder was F & S Building Innovations, Inc. They have received good references on this local contractor.

**Vice Mayor Matt Hare arrived at the meeting at 7:12 pm.**

The Town Manager next commented that the Resolution for consideration is for a total of \$315,000. The actual construction cost is \$274,998. However, he is also requesting to appropriate \$35,000 to cover the design and construction administration and furnishings which are estimated at \$5,000. They are going to pursue possibly getting some furnishings (if available) from the old William Byrd High School.

The Town has an agreement with Roanoke County to fund 50% of the project up to \$300,000, which is \$150,000. As presented the total is \$315,000. He has discussed this with the Roanoke County Administrator who has indicated that any additional funding from the County would require Board approval. They are recommending taking the final total cost once the project is done to the County and would hope that they will cover

Adopted Resolution No. 2094 appropriating funds in the amount of \$27,273.00 and transferring funds in the amount of \$4,379.60, for a total amount of \$31,652.60 for the purchase of a replacement vehicle in the Police Department

the additional costs at 50%. The Town will fund all of the costs up front and then the County will reimburse at the end of the project.

The contract is drafted, but there are some minor items to be worked out between our Town Attorney and the contractor. The contract will be signed once it is completed. The building permit is ready to be picked up at Roanoke County and the target is to start construction on January 19<sup>th</sup>. The contract states that the project is for 96 days, so basically, if we so choose, it provides for liquidated damages if not completed on time.

The Town Manager expressed thanks to Chris Linkous and Chad Helms, who were in the audience, for their involvement in the entire process. He then commented that Captain Linkous is now on a 24-hour shift and that Lieutenant Helms will now be the one to oversee the renovation project.

Council Member Adams made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

**The next item on the agenda was a briefing** concerning a proposal by The Advancement Foundation to create a business incubator in the top floor of the Health Department Building located at 227 South Pollard Street. The Town Manager commented that for several years we have discussed various options for the Health Department building. Annette Patterson, with The Advancement Foundation, came to us and presented an idea of a business incubator. Ms. Patterson will make a presentation and then we would like to hear from Council if this is something that would like for us to pursue.

Ms. Patterson began by having her staff that were present, Samantha Lukasiewicz, Judy Wood and Karen D'Angelo, introduce themselves. She then began a PowerPoint presentation by first giving a background of The Advancement Foundation and stating their mission and values. In 2009, the Foundation became the AmeriCorps Intermediary for Southwest Virginia and this Fall they were awarded the AmeriCorps State position.

Since 2009, they have placed 100 AmeriCorps members from all over the United States who want to do a year of service. These members agree to live in poverty for a year which gives us an opportunity to train these young

Adopted Resolution No. 2095 awarding a bid, authorizing the Town Manager to execute a contract with F & S Building Innovations, Inc. in the amount of \$274,998.00 for the construction and renovations to the existing Vinton Fire House Station #2 and approving the appropriation of funds for the design and construction administration, building construction and furnishings

people to be leaders in their community. A lot of our AmeriCorps members who have come here end up staying. These members have raised over \$1.5 million for community projects and have recruited 4,500 volunteers who have served 20,000 hours across Southwest Virginia.

In 2007 the Charity Cottage Thrift Store was started to have an earned income stream for five nonprofits – Manna Ministries, West End Center, Project Access, Katie's Place and The Advancement Foundation. This has allowed them to refine relationships with a lot of great non-profits and they have learned a lot about how we can impact change in a community. One of the things they recognized was the need to break down barriers, so they approached Roanoke City about using the Washington Park pool for a swim program. They agreed and with resources and volunteers provided by various businesses and organizations, the program was started and the first year they had 157 swimmers. The second year there were 180. The program has been successful in removing barriers.

Ms. Patterson next commented that the Foundation has developed a strategic plan focus for 2015-2016. The key strategies are to bring resources to our community, develop target programs that increase citizens' financial assets, improve opportunity for success by harnessing community knowledge, experience and expertise and create a positive impact on the economic and civic community. They next began doing research on business incubators, talked with individuals who were key in starting up incubators in their areas and personally visited some.

Ms. Patterson next commented that according to the Appalachian Prosperity report which is the blueprint for Entrepreneurial Growth and Economic Prosperity in Southwest Virginia, the components they have outlined for successful business incubators cross sector collaboration with government, business and civic organizations; identifying shared goals; creativity by engaging stakeholders; being action oriented and being able to change as you go and measuring goals and progress and communicating that effectively.

The top three reasons why shall businesses fail are lack of planning, inexperience in business or insufficient funding or excessive debt too early. What they are proposing is really aimed at preventing those three pitfalls. Their vision is for Vinton to provide big support

for small business development. The Federal Government has reported that 26 million small businesses across the United States account for 70% of all jobs.

Since doing this research, they have started working on a plan for the program and have recruited entrepreneurs and advisors. Their goal is to provide comprehensive support, not just office space. They vision this Center as positioning the Town as a forerunner in support of entrepreneurial activity.

Mr. Spitzer had John Hull, who is the Director of Market Intelligence for the Roanoke Regional Partnership, to run some numbers. Mr. Hull provided information that based on 50 entrepreneurs with their advisors and customers having their offices here, having meetings and engaging customers, they might eat lunch three times a week over a 50-week work year. The estimated impact was about \$525,000 which would be supporting six jobs. This does not include the jobs produced by the tenants themselves or the businesses. The question is how can this be made sustainable, productive and how can it impact the community.

Successful small business development requires support systems and The Advancement Foundation has proven that it has a strong history of project development. Currently, when they work with an entrepreneur, they do a needs assessment, design a training plan, assign mentors, create a business plan, look for community resources they can utilize and ultimately help launch their business.

Ms. Patterson next commented that the Town currently has space in the upper level of the Health Department building. They would need help from the Town by way of utilities, phone, internet service and continued maintenance of the facility. The in-kind value of this would be approximately \$28,000 based on what the rent would be. The Foundation would provide staffing and management and leverage its non-profit status for sponsorships, donations and apply for grants. A letter of intent has been sent for a 24-month grant called Operation AmeriCorps which would be a significant infusion of funds to get the program rolling. There are other grant opportunities that they may be able to utilize for the program. They would also help to create earned income streams to support the program through rental income and/or service fees.

Ms. Patterson next showed a slide listing some of the partners they have recruited for the program. On January 17<sup>th</sup>, they will be hosting an event called "The Gauntlet". This will be an opportunity for entrepreneurs to launch their businesses publically and be judged. They will be awarding grants and in-kind professional services. They have also recruited over 35 specific advisors who have been working with these entrepreneurs over the last six months.

Ms. Patterson next reviewed their project goals for the Center. She commented that in their research they have also found that business incubators have the highest percentage of success rate. Business incubators are showing an 87% success rate with the individuals who are going through their programs. In closing they want to bring together all of the resources that can be leveraged in the community to help individuals and our community be successful.

The Mayor reiterated about the \$28,000 contribution from the Town that would be equivalent to rent for that building. Ms. Patterson responded that the rent estimate was \$26,000 and they would need help with utilities and general maintenance of the building.

The Town Manager commented that we have our full-time tenant, the Health Department, that occupies the entire lower level. Currently, we have extended the lease of Alexander Films for another month. Alexander Films has been a part of this conversation and they currently have two more films under contract. They have asked for office space if it is available and there is discussion on a way to fit them in to this incubator system because they are a small business.

The Town Manager next commented that we need to know where Council stands from a policy standpoint. Years ago we thought we should sell the building, but we have kept. The idea has been to leverage the building and this is one opportunity. We have shown the building to a restaurant and they said it is really office space and with the Health Department in the lower level, it would not be a good fit.

Another question is do we want the building to be a profit center to make money, to break even or to subsidize. We have not put it on the public market, but we can do that. The building generates \$20,000 with its current leaseholder and it is paid for, so we are not losing any money. We are currently covering all of the utilities with

this lease amount. If we move forward with the business incubator, we would need to make some improvements. Some of the grant opportunities provide construction money and we are also going to look at our revolving loan fund through our downtown grant.

Ms. Patterson commented that they should find out about the Operation AmeriCorps grant in February. However, the project is not contingent on getting that grant and there are others they can apply for. They are in a position to move forward if the Town is in that same position.

Council Member Nance asked if the Operation AmeriCorps grant is the one that could provide construction assistance. Ms. Patterson responded yes. Also, every year they have three or four groups that come through and do projects. Last Spring, the Town purchased paint and the Catholic Heart Work Camp came in and painted the interior. This group is always looking for projects to do.

The Mayor next commented that we see a lot of small businesses come and go in the Town. One reason is that we have several small buildings which attract small businesses. However, a lot of times those are start-ups and unfortunately most of them do not make it. He was very impressed with Ms. Patterson's presentation and the high success rate of individuals that start out in a business incubator. Hopefully some of those successful start-ups will consider Vinton. Ms. Patterson commented that they had a meeting with the Gauntlet participants to go over last minute details for the event. They took a poll as they read off the different services they might be able to provide for them. If we do not create this Center, we will still offer some of these services in the Charity Cottage. When they asked who would be interested in office space and services moving forward, all of them raised their hand. They feel safe and they feel like they have a team of people to walk with them.

Council Member Nance asked if a consensus of three Council Members make this project occur or is this to take things a step further and see what type of grants are approved or not. The Town Manager said this is the initial concept presentation and if there is an interest, there will need to be a formal lease developed and a business plan to be brought back to Council at a later time. Also, we need to create an actual budget assigned to each item to address if there will be a 100% subsidy the first year and what the expectation will be beyond

that. Ms. Patterson said they have developed a budget, but they can work on it again to tighten it down as it relates to utility costs and other items. The total project would be \$176,000 which includes our resources with AmeriCorps members, and \$28,611 from the Town.

Vice Mayor Hare commented this is a very interesting concept and is there anyone else in the Roanoke Valley doing something similar. Ms. Patterson responded that one of their partners is the Small Business Development Center in Roanoke City. They offer classes, but do not offer what they are proposing to offer. They are really committing to the entrepreneurs specifically. The Small Business Development Center is more of an in and out Center where people come in and take their business and run with it. They are talking about developing relationships and walking them as individuals into what they need.

The Town Manager commented that some of the places they visited like Co-Lab are more of a space-focused center. They have a director that helps coordinate everything, but basically they have space to rent. They do not provide the comprehensive services side.

Mr. Spitzer commented that Marion has a program where they have classes for six to eight months to train businesses to develop a plan. Then they have something like a Gauntlet where they pick the best one or two and give them \$500,000 of seed money to actually start up their business in the downtown.

Vice Mayor Hare said it seems like the concept fits well with our downtown plan. One concern is staff time and what the Town staff involvement will be. Ms. Patterson responded that the Foundation would do the program for the Town with the Town supplying the space. We are not asking for any staff time or advising time except to show up when we have press releases and good things happening. We have AmeriCorps members right now who are focusing on this project. We would give updates to Council from time to time.

Vice Mayor Hare then commented about having community buy-in with the surrounding businesses and neighbors. This is the exact same area where we thought we had a great idea before and he does not want the same issues with this concept. The Town Manager commented that parking would become an issue if this Center does well.

Council Member Nance then commented that information, conversations and being available is at the forefront of making anything like this successful. He said he was cautiously optimistic, but feels that the program is very worthwhile and anything that helps the entrepreneur is great. He is concerned about the up-front cost to the Town because our present budget is already dipping into our unallocated funds to the tune of over \$100,000 to break even. If we have renovations that are not covered by grants, he would really need to see the numbers up front.

Ms. Patterson commented since the painting has been done, it is in great shape. As things come available to them, they can make it work. They know this summer there will be another group from Catholic Heart Work Camp. No renovations have to happen right now to the building and the HVAC was just replaced.

Council Member Weeks agreed it will be good to see everything so Council can make a better decision. She thinks it will be a great project and she is in support of it. Council Member Adams said it is a wonderful idea and helping entrepreneurs cannot do anything but bring businesses in and help the Town. His only reservation is with what length of lease we might sign for the building. With what we are doing downtown with the renovations, this building is not producing anything today, but it could become more valuable and we might want to do something that will make it sustain itself.

Ms. Patterson commented that if we were able to launch the Center and it is bringing people into Town, is vibrant and everything is clicking, would there be a first right of refusal that they could purchase the building at a reasonable market rate and continue what they are doing. It would be an investment for the Foundation and would be something they would consider.

Council gave a consensus to move forward with obtaining more concrete information regarding the project and report back to them at a later date.

**The next item on the agenda was a briefing on the budget process for Fiscal Year 2015-2016.** The Town Manager commented that our budget process starts in January and goes through June with work sessions and public meetings which are advertised. At Council's retreat in the Fall, they requested staff to do a cost of service study in relation to the upcoming budget process. We offer hundreds of services and in the end there is a

priority to everything that we do, some having a higher priority than others

As staff, we have been working on a priority-based budget which will be presented at the next Council meeting. This will identify every service we do and indicate those that are mandated by us, some by the State and some by the Federal government. Some services cost a lot and some do not. Some services have a lot of community value and are expensive, others are not. We are going to try and rate these services based on Council's goals, the citizens' survey that was done two years ago and mandates. From a financial standpoint, some services we provide have a good cost recovery, some have an expectation of cost recovery that is not very good and some we do not expect to recover costs such as police services.

We have a good handle on our water and sewer system and we have a good structure to that now. With the general fund, we do not have good strong dedicated revenue sources to fund capital investment. We have operational demands such as our commitment to hire two firefighters at a cost of \$120,000. We are using \$128,000 of our savings to balance this year's budget and this is not a long-term sustainable solution. We also need to take care of our employees, our biggest asset, who have had very minimal cost of living raises over the past six years. We are getting behind competitive wise with our neighboring localities.

The proposed Budget Calendar was included with the agenda. Council sets the tax rates and there are mandated advertising dates that we have to meet. If Council chooses to make any changes to the real estate tax or personal/business property tax rate or leave them as they are, they need be advertised for Public Hearing on March 17, 2015 in order to get the tax bills printed and out in April. There are other taxes and fees that are not so specifically assigned to an advertisement date and can be handled throughout the budget process. We have scheduled the first meeting in June to approve the budget; however, you could approve it the second meeting in June as long as we have an adopted balanced budget by June 30, 2015.

The Town Manager commented that he will be giving an update at the next meeting on the vultures problem and the Downtown Grant project.

Council Member Nance then commented that we are discussing the vultures again due to a request from a citizen in Gladetown. There has been prior discussion of the dumpsters at 3<sup>rd</sup> Street being an attractive nuisance that are bringing the vultures to that area. Last budget year, it was decided not to remove them, but it seems that now we are repurposing that area with a canoe launch. He then asked how much longer do we want to talk about it because he is ready to remove them.

The Mayor agreed that the dumpsters are attracting the vultures which is a real detriment to the Town. Council Member Adams said that the vultures are an issue, but he feels there needs to be a way for the citizens to handle that trash. When he visited the dumpster site during Christmas, as he pulled up, the vultures moved away. We know that the Regional Authority is not going to change their hours and the Town Manager stated that they are creating a more convenient drop-off center where you do not have to drive onto the tipping floor, but will be open the same hours.

The Mayor further commented that it is a convenience, but it is an expense. When you add to the fact that it is attracting the vultures, then in his opinion it is time for it to go. Perhaps we need to see if there are other options to still keep them, but help with the vulture problem.

Vice Mayor Hare commented that he assumes the cost of services study will decide this item for Council. It is a service that is used and there is a danger that if citizens do not have a common place to dump their trash, they might put their trash out three days early and then it spreads throughout all the neighborhoods. We could enforce our Code that requires trashcans, which we do not enforce. He has had discussion with citizens regarding the dumpsters from both sides of the issue. He does want to get more information on some alternatives, but we are dumping trash into a neighborhood that is suffering because of it and he would not want that in his neighborhood. Mr. Adams commented that he would like to see if there are other alternatives to still provide the service. The Town Manager commented that we can look at other options and report back to Council.

**Council Member Nance made comments concerning** the November Financial Report. Council Member Nance commented that this report shows 112% over the forecasted revenues. That is somewhat inflated based on some accruals with some audit issues.

The General Fund revenues are showing at 100% of the projection with expenditures slightly behind at 92% which is usually where we are at this time of year.

The Utility Fund is still doing well, showing revenues at slightly above projection at 108%. The operating expenditures are shown at 82% which is due to the large repair on Washington Avenue that was paid out of other line items. When we start tapping into those line items at the year goes on, that percentage will move back up closer to 100%.

The Town has received its gain sharing, which comes once a year from Roanoke County. Last year we were aggressive with our projection and because of some firefighting expenses, our share was quite a bit lower. We used a more conservative projection this year and actually exceeded that. The projection of revenue in the budget was \$525,000 and that actually came in at \$549,000, so we are on the good side of that equation approximately \$24,000 more. Sales and meals tax are both doing well and are making up for deficits in other areas. One of those areas, the cigarette tax is still \$9,000 less than it was at this point last year. Part of that is due to the fact that we have one less shop selling cigarettes in the Town and CVS stopped selling cigarettes and returning their unused stamps to the Town for a refund of approximately \$4,000.

We will have the next Finance Committee meeting on February 2<sup>nd</sup> and will take a very preliminary look at the priority based budget as well as the December financial report. We will also be looking at the War Memorial in more detail. Council Member Nance made a motion to adopt the Financial Report for November 2014 as presented; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Approved Financial Report for  
November 2014

**The Mayor commented about the year coming up and** the completion of a lot of projects in the Town. We do have some challenges with the budget, but feels that we will be able to work through the budget with our professional staff and Finance Committee. He then congratulated Council Member Weeks on her engagement.

**Comments from Council: Vice Mayor Hare apologized** for arriving late for the meeting. Council Member Nance commented on the challenges of the budget and looks at

those as opportunities for the Town. He announced that he will not be present for the February 17<sup>th</sup> meeting due to the fact that he will be in the Tidewater area participating in a Federal Jury Trial. After discussion about conflicting schedules from other Council Members, it was suggested that all Council Members send their schedules to the Town Clerk. Council Member Adams reported that EMS volunteers went from 983 calls in 2013 to 1,453 calls in 2014. This is the second number of largest calls in the County. The Fire volunteers went from 179 calls to 246 calls. Cave Spring was first and then Vinton.

**Council Member Nance made a motion to adjourn the meeting;** the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. The meeting was adjourned at –8::58 p.m.

Meeting adjourned

APPROVED:

---

Bradley E. Grose, Mayor

ATTEST:

---

Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Police

### **Issue**

Officers of the Month for December 2014

### **Summary**

Sergeant Fabricio Drumond, Sergeant Gregory Quesinberry, Officer James Spence and Officer Michael Giles were selected as Officers of the month for December and will be recognized at the meeting

### **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

**BENJAMIN L. COOK**  
**CHIEF OF POLICE**

**A State Accredited Agency**

To: Fabricio Drumond, Sergeant  
Greg Quesinberry, Master Police Officer  
James Spence, Police Officer  
Scott Giles, Police Officer

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

Date: January 12, 2015

Subject: Officers of the Month – December 2014

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

On December 15, 2014 while working the night shift, Officer Giles spotted a suspicious vehicle parked behind the Super Dollar store after business hours. Knowing that this is unusual and out of place, MPO Quesinberry and Officer Giles approached the vehicle on foot which had one occupant. As you approached the car, you observed two male subjects walking along the wood line behind the business. After speaking with these two individuals, Sergeant Drumond and Officer Spence walked the trail where the subjects were just seen, where Officer Spence located a mason jar full of marijuana, one bag of marijuana, and a substantial amount of money, also stuffed into a mason jar.

All suspects initially denied ownership or knowledge of the contraband, but through diligent investigation and questioning, Officer Giles and MPO Quesinberry were able to obtain a confession from one of the suspects, which led to a felony charge of distribution of marijuana being placed against him, as well as a misdemeanor possession of marijuana charge being placed against another suspect. This incident resulted in approximately 4 ounces of marijuana and over \$2,000 in cash being seized.

All of you worked together harmoniously and were able to take illegal drugs off the street and prevent other criminal activity from occurring. Your diligence and thorough investigation are praiseworthy and you are well deserving of this recognition. Keep up the good work!



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Planning and Zoning

### **Issue**

Consideration of public comments regarding a request by James Wright for a fifty (50) foot wide by approximately one hundred and ninety (190) foot long undeveloped portion of right-of-way, known as S. Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127, be closed, vacated, and deeded to the adjoining property owners.

### **Summary**

The public hearing is to receive comments and make a decision on the Wrights' request for a fifty (50) foot wide by an approximately one hundred and ninety three (193) foot long undeveloped portion of right-of-way, known as South Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127, be closed, vacated, and deeded to them and the adjoining property owner.

Verizon has requested that a twenty-foot (20') long by fifty-foot (50') wide public utility easement (PUE) on the vacated undeveloped portion of South Pollard Street be retained for access of their facility.

Mr. James Wright has been inquiring about the possibility of vacating and closing the above-mentioned undeveloped right-of-way and alley since 2011. In October 2014, Mr. Wright's surveyor submitted a plat showing the portions of the undeveloped right-of-way and alley to be vacated.

The petitioners' request was discussed at the work session of the Planning Commission on November 13, 2014, and at the work session of the Town Council on December 16, 2014, respectively. Additionally, another letter of notification was mailed on December 19, 2015, to the adjoining property owners notifying them of the public hearings of the Planning

Commission to be held on January 13, 2015, and Town Council to be held on January 20, 2015, respectively. To date, staff has not received any phone calls or correspondence regarding the vacation request.

As required by State Code Sections 15.2-2204 and 15.2-2272, the legal notices for the public hearings were advertised in *The Vinton Messenger* on December 25, 2014, and January 1, 2015.

The Planning Commission held a public hearing on January 13, 2015, to receive public comments regarding the vacation requests and voted unanimously recommend that Town Council approve the vacation requests of said right-of-way and alley.

**Attachments**

Staff Memorandum with attachments  
Ordinance

**Recommendations**

Motion to adopt Ordinance

**TO:** Vinton Town Council  
Vinton Planning Commission

**FROM:** Anita J. McMillan, Planning and Zoning Director

**DATE:** January 6, 2014

**SUBJECT:** Closing and Vacation Request of an Undeveloped Portion of South Pollard Street and Undeveloped Alley between 101 and 105 Giles Avenue

**ISSUE/PURPOSE**

A public hearing of the Planning Commission on January 13, 2015, and Town Council on January 20, 2015 concerning a request of Mr. James Wright for a fifty (50) foot wide by an approximately one hundred and ninety three (193) foot long undeveloped portion of right-of-way, known as South Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127, be closed, vacated, and deeded to the adjoining property owners.

**BACKGROUND/SUMMARY**

Mr. James Wright has been inquiring the possibility of vacating and closing the above-mentioned undeveloped right-of-way and alley since 2011. In October 2014, Mr. Wright's surveyor submitted a plat showing the portions of the undeveloped right-of-way and alley to be vacated.

On November 3, 2014, a meeting was held with Chris Lawrence, Theresa Fontana, Anita McMillan, Gary Woodson, and Joey Hiner to discuss the vacation request plat submitted by Mr. Douglas Meredith, a surveyor/engineer with LMW, P.C., retained by Mr. Wright. Subsequent emails between the Town Attorney and Mr. Meredith, indicated the portion of South Pollard Street was created as part of the subdivision as shown in Plat Book 1, Page 127, therefore, the whole 50 foot wide by 170 foot long undeveloped portion of South Pollard Street to be closed and vacated will be deeded to Mr. Wright instead of being split and divided to the adjoining property owners.

On November 13, 2014, the Vinton Planning Commission held a work session to discuss Mr. James and Mrs. Frances Wright's vacations request. On December 16, 2014, the Town Council was briefed by Staff regarding the vacations request. The Planning Commission and Town Council asked for Staff to proceed with the necessary paperwork for the vacation request in order for a public hearing to be held in January 2015 by the Planning Commission for the vacation request.

On November 18, 2014, a notification letter along with an aerial map regarding the vacation request was emailed to American Appalachian Power, Cox Communications, Roanoke Gas Company, Verizon, and Vinton Public Works Department. All of the utility companies, except

Verizon, do not have any facilities in the said right-of-way and alley and do not have a problem for these right-of-way and alley to be vacated. Verizon does not have a problem for the portion of South Pollard Street to be vacated, but requested that a twenty-foot (20') long by fifty-foot (50') wide public utility easement (PUE) as shown in the plat prepared by LMW, P.C. be retained for access of their facility.

On November 24, 2014, a notification letter and an aerial map of the right-of-way and alley to be vacated were mailed to the adjoining property owners. Additionally, a notification letter was mailed to the adjoining property owners on December 19, 2014 notifying them the dates of the public hearing to be held by the Planning Commission and Town Council. To date, Staff has not received any phone calls or correspondence regarding the vacation request.

As required by State Code Sections 15.2-2204 and 15.2-2272, the legal notice of the public hearing of the Planning Commission and Town Council on the right-of-way and alley vacations request was advertised in *The Vinton Messenger* on December 25, 2014, and January 1, 2015, respectively.

#### **ATTACHMENTS**

1. Notification letter to the Adjoining Property Owners.
2. An aerial map showing the above-mentioned undeveloped portion of right-of-way and the undeveloped alley between 101 and 105 Giles Avenue.



# TOWN OF VINTON

311 S. POLLARD STREET  
VINTON, VIRGINIA 24179

PHONE: (540) 983-0601

FAX: (540) 983-0621

EMAIL: [amcmillan@vintonva.gov](mailto:amcmillan@vintonva.gov)

ANITA MCMILLAN  
PLANNING AND ZONING DIRECTOR

December 18, 2014

Dear Property Owner,

RE: Undeveloped Portion of S. Pollard Street and Undeveloped Alley between 101 and 105 Giles Avenue

Pursuant to the provisions of Sections 15.2-2204 and 15.2-2272 of the 1950 Code of Virginia, as amended, the Planning Commission and the Town Council of the Town of Vinton, Virginia, hereby give notice of public hearings to be held on Tuesday, January 13, 2015, at 7:00 p.m., and Tuesday, January 20, 2015, at 7:00 p.m., respectively, in the Council Chambers of the Vinton Municipal Building, 311 South Pollard Street, Vinton, Virginia.

The purpose of each public hearing is to receive public comments concerning a request by James Wright for a fifty (50) foot wide by approximately one hundred and ninety (190) foot long undeveloped portion of right-of-way, known as S. Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127, be closed, vacated, and deeded to the adjoining property owners.

The Planning Commission, on January 13, 2015, and Town Council, on January 20, 2015, respectively, will consider whether to approve or disapprove abandonment, vacation and deeding of said undeveloped right-of-way and alley, to the adjoining property owners as requested.

Further information concerning this issue may be obtained in the Planning Department located at 311 South Pollard Street, Vinton, Virginia 24179, or call (540) 983-0601. Interested persons may be heard at the above public hearings.

Given under my hand this 18<sup>th</sup> day of December, 2014.

Sincerely,

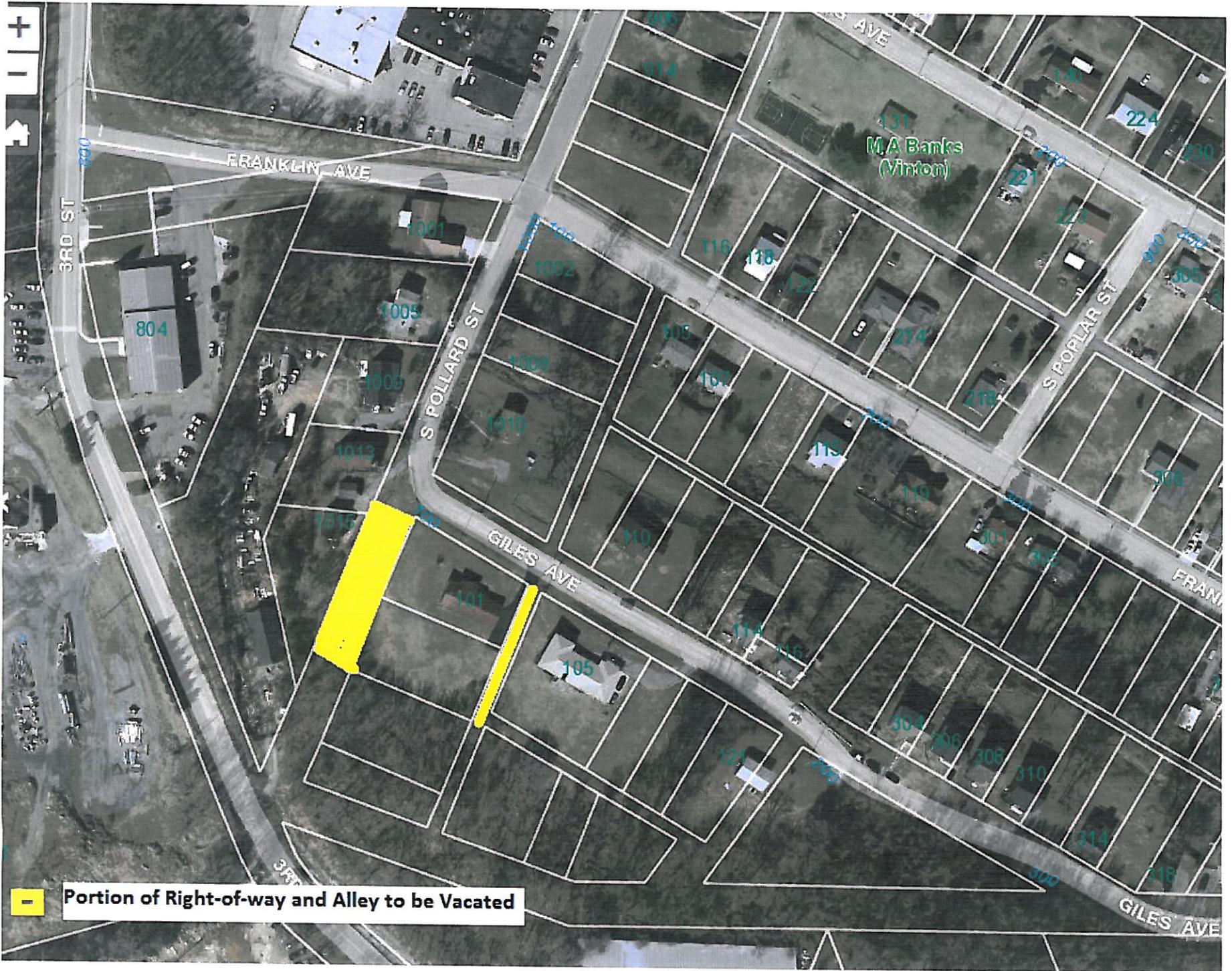
A handwritten signature in blue ink, appearing to read "Anita J. McMillan".

Anita J. McMillan  
Planning and Zoning Director

c: Christopher Lawrence, Town Manager

**Request to Close of Portion of S. Pollard Street  
Property Owner Notifications**

<b>Tax Parcel ID</b>	<b>Site Address</b>	<b>Owner Name</b>	<b>Street</b>	<b>City State</b>	<b>Zip</b>
060.19-01-12+14.01-0000	1009 S POLLARD ST	RICKIE DALE CASEY	1009 S POLLARD ST	VINTON VA	24179
060.19-01-13.00-0000	1013 S POLLARD ST	BANK OF AMERICA NATIONAL ASSOC	400 NATIONAL WAY	SIMI VALLEY CA	93065
060.19-01-15.01-0000	1015 S POLLARD ST	LOUISE F WITT	1015 S POLLARD ST	VINTON VA	24179
060.19-05-01.00-0000	1010 S POLLARD ST	GAYNELL WRIGHT	1010 S POLLARD ST	VINTON VA	24179
060.19-05-43+44.00-0000	105 GILES AV	ALLEN S KASEY	105 GILES AVE	VINTON VA	24179
060.19-05-45.00-0000	0 GILES AV	SUNNY BAXTER C/O LOISE STYLES	7021 POINTDEXTER LN	ROANOKE VA	24019
060.19-05-46.00-0000	121 GILES AV	TONI C BROWN	121 GILES AVE	VINTON VA	24179
060.19-05-48+49.00-0000	0 HIGHLAND RD	GLADYS AND LYNWOOD HAIRSTON C/O D. L. HAIRSTON	2329 COBALT LN	BRENTWOOD CA	94513
060.19-05-51.01+52-0000	0 S POLLARD ST	JAMES AND FRANCES WRIGHT	101 GILES AVE	VINTON VA	24179
060.19-05-50+51.00-0000	0 HIGHLAND RD	TOWN OF VINTON	311 SOUTH POLLARD ST	VINTON VA	24179



 Portion of Right-of-way and Alley to be Vacated

**ORDINANCE NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JANUARY 20, 2015, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**AN ORDINANCE** permanently abandoning, vacating, and deeding certain undeveloped portions of public right-of-ways, as more particularly described hereinafter.

**WHEREAS**, James M. and Frances L. Wright, owners of Lot 4 and Lot 5, Block 2 Map of John Franklin; and Lot 6 and Lot 7, Glade Land Company #2, filed an application to the Council of the Town of Vinton, Virginia, in accordance with the law, requesting that the Council permanently abandon, vacate, discontinue and deed the undeveloped portions of the public right-of-ways described hereinafter; and

**WHEREAS**, on November 18, 2014, a notification letter was mailed by the Town Planning and Zoning Department to American Electric Power (AEP), Cox Communications, Roanoke Gas Company, Verizon, and Vinton Public Works Department inquiring if said companies have utilities in the said undeveloped portions of public right-of-ways; and

**WHEREAS**, on November 24, 2014, Verizon notified staff that they have a facility in the undeveloped portion of S. Pollard Street and requested that a twenty-foot (20') long by fifty-foot (50') wide public utility easement (PUE) to be retained if the said portion is to be abandoned, vacated, discontinued, and deeded to the adjoining property owners; and

**WHEREAS**, on November 24, and December 19, 2014, notification letters was mailed by the Town Planning and Zoning Department to the adjoining property owners of said portions of public right-of-ways; and

**WHEREAS**, work sessions were held to discuss the Petitioners' request by the Planning Commission on November 13, 2014 and by the Town Council on December 16, respectively; and

**WHEREAS**, public hearings were held on such application by the Planning Commission on January 13, 2015 and Town Council on January 20, 2015, respectively, after due and timely notice pursuant to the provisions of Sections 15.2-2272 and 15.2-2204 of the 1950 Code of Virginia, as amended, at which hearing all parties in interest and citizens were afforded an opportunity to be heard on such application; and

**WHEREAS**, it appears from the foregoing that the land proprietors affected by the requested closing of the subject portions of public right-of-ways have been properly notified; and

**WHEREAS**, from all of the foregoing, the Council considers that no irreparable harm will result to any individual or to the public from permanently abandoning, vacating, and deeding such undeveloped portions of public right-of-ways.

**THEREFORE, BE IT ORDAINED** by the Council of the Town of Vinton, Virginia, that the undeveloped portions of the public right-of-ways situated in the Town of Vinton, Virginia; and more particularly described as follows:

A fifty (50) foot wide by approximately one hundred and ninety three (193) foot long undeveloped portion of right-of-way, known as South Pollard Street, and fifteen (15) foot wide by one hundred seventy (170) foot long undeveloped alley located between 101 and 105 Giles Avenue, Plat Book 1, Page 127,

be, and are hereby permanently abandoned, vacated, and deeded, and that all rights and interests of the public in and to the same be, and hereby are released insofar as the Council of the Town of Vinton is empowered so to do with respect to the portions of undeveloped right-of-ways, and reserving in the said undeveloped portion of South Pollard Street, a twenty-foot (20') long by fifty-foot (50') wide public utility easement (PUE), as shown on the "Plat of Survey Showing the New Property Lines and Vacated Property Lines", dated December 17, 2014, and prepared by LMW, P.C., recorded herewith, to the Town of Vinton and any utility company or public authority, including, specifically, without limitation, providers to or for the public of cable television, electricity, natural gas or telephone service, sanitary sewer and water, and for the related facilities, together with the right of ingress and egress for the construction or maintenance of such utility facilities, such to include the right to remove, without the payment of compensation or damages of any kind to the owner, any landscaping, fences, shrubbery, driveways, structures or any other encroachments on or over the easement which impede access for construction or maintenance purposes at the time such work is undertaken.

**BE IT FURTHER ORDAINED** that the applicants shall, upon meeting all other conditions of the granting of the application, deliver to the Clerk of the Circuit Court of the County of Roanoke, Virginia, a certified copy of this ordinance for recordation where deeds are recorded in such Clerk's Office, indexing the same in the name of the Town of Vinton, Virginia, as Grantor, and in the name of the Petitioners, and the names of any other parties in interest who may so request, as Grantees, and pay such fees and charges as are required by the Clerk to effect such recordation.

**BE IT FURTHER ORDAINED** that the applicant shall, upon a certified copy of this ordinance being recorded by the Clerk of the Circuit Court of the County of Roanoke, Virginia, where deeds are recorded in such Clerk's Office, file with the Town Manager of the Town of Vinton, Virginia, the Clerk's receipt, demonstrating that such recordation has occurred.

This ordinance shall be in full force and effect upon passage.

This ordinance 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



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Administration

### **Issue**

Update on Vultures/3<sup>rd</sup> Street Dumpsters

### **Summary**

A staff committee has met and discussed the difficulties we are having with roosting vultures at the 3<sup>rd</sup> Street Public Works lot and surrounding neighborhood. Additionally, the dumpsters have been evaluated as part of our goal to improve the aesthetics to this service area and future blueway boat launch location. Lieutenant Mark Vaught and Gary Woodson, Public Works Director, will present the issues and solutions the committee has developed.

### **Attachments**

None

### **Recommendations**

Evaluate options and provide feedback to staff at Council meeting



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Administration

### **Issue**

Update on Downtown Revitalization Project

### **Summary**

As we hit the downtown revitalization construction phase, schedules become vitally important as they relate to all that goes on in our community, specifically downtown. Additionally, we are committed to getting these important project investments done right. Several factors have led staff to recommend requesting a nine-month extension to our downtown project to complete major construction aspects. Ryan Spitzer, Assistant Town Manager, will brief Council on details of each aspect of the project and schedule expectations.

### **Attachments**

Extension letter to DHCD

### **Recommendations**

No action required



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0607  
Fax (540) 983-0626

January 20, 2015

Ms. Lisa Atkinson, Deputy Director of Community Development  
Department of Housing and  
Community Development  
600 East Main Street Center, Suite 300  
Richmond, VA 23219

Project: **Vinton Downtown Revitalization Project #12-31**

Dear Ms. Atkinson,

Please accept this request for an extension of the Vinton Downtown Revitalization Block Grant Project. With a March 2015 deadline nearing the Town requests a nine month extension period to complete grant requirements.

Several factors contributed to the Town's decision to ask for this extension. Delays noted include bidding out of the streetlight project, Farmers' Market design and Façade Improvements.

The Town, along with its architecture firm Hill Studio, first decided to bid out the downtown streetlight project and road work improvements at Washington Ave/Pollard St. at the same time to capture expected economies of scope. However, it turned out that the projects were so different that the only bid received was for \$700,000; the entire grant award. It took several months to restructure the bid package to split up the projects and re-bid the streetlight project. When bids were received for the streetlights it was at a cost of \$118,000, which was the original estimate in the budget. This delay added several months to the project. The Town is evaluating how to complete the Washington Ave/Pollard St. improvements within the estimated budget because the road is a heavily traveled four lane road with over 30,000 vehicles traveling on it. With the traffic control aspect being the most costly the Town would like to include the intersection paving in the Town's spring paving cycle when we can package the project with other paving projects.

A second delay is the design of the Farmers' Market. The Market is located in an area that is used heavily by Town events and festivals during the spring and summer months. These events bring many people to downtown Vinton and provide a crucial lifeline to the downtown businesses and restaurants. Due to this and because it is the goal of the CDBG program to improve downtowns, it was decided to delay the Market project to the end of this past summer or winter 2015 when events did not take place. The Town was on track to have the Farmers Market Improvements completed before the festival season, and the deadline, but deciding on the design with the public and the Town Council has proven to be a longer process than anticipated. The Council is conscientious about what will work the best for the space for its future use.

Page Two  
January 20, 2015

The Façade project has also been delayed slightly because the area was designated a historic area by DHR and had to be designed to 1950 standards. A majority of the buildings that were selected for the grant have owners that are not tenants of the buildings and live outside of Vinton. This has made coordination between the Town, Architect and owner difficult and slightly more time consuming than it should be.

These issues are being resolved and the project is continuing to move forward. The streetlights are being installed and are almost complete and the new branding initiative has taken off. We have seen a renewed interest in Vinton's Downtown Revitalization Project from the community and others. We believe that at the end of this project the downtown area will become revitalized and a destination for people to come for events, shopping and dining.

We wish to thank you and staff at the Virginia Department of Housing and Community Development for your continued support to our town and community.

Sincerely,

Christopher S. Lawrence, Town Manager  
Town of Vinton

cc: Beverley Coleman  
Ryan Spitzer  
Ashleigh Marshall



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Administration

### **Issue**

Update on Spot Blight Abatement Plan

### **Summary**

Since this past summer, staff has been working on five blighted properties that we believe have met the blight threshold. These properties have been evaluated by a cross-departmental staff team including the Building Inspector and Fire Marshal's office from Roanoke County. They each have common problems but are at different stages of remediation depending on the participation of the property owner. Karla Turman of our Planning Department has provided a written update on each property and our next steps towards improving the blighted status.

### **Attachments**

Memo - 123 Gus Nicks Blvd  
Memo - 830 South Pollard St  
Memo - 308B 9<sup>th</sup> St  
Memo - 530 North Blair St  
Memo - 1323 Hardy Road

### **Recommendations**

Staff to continue pursuit of compliance and remediation of blighted properties



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**  
Associate Planner/Code Enforcement Officer

### **SPOT BLIGHT ABATEMENT PLAN**

Date: January 12, 2015

To: Christopher Lawrence, Town Manager  
Vinton Town Council

Cc: Anita McMillan, Planning & Zoning Director  
Barry Thompson, Finance Director/Treasurer  
Chris Linkous, Captain, Fire & EMS  
Ben Cook, Chief of Police  
Gary Woodson, Public Works Director  
Morgan Yates, Roanoke County/Vinton Building Official  
Brian Simmons, Roanoke County/Vinton Fire Marshal  
Elizabeth Dillon, Town Attorney  
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: 123 Gus Nicks Boulevard, Tax Map #60.16-1-3  
Zoned CB Central Business District

---

#### **BACKGROUND:**

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of

nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community. Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property. The overgrowth has begun to grow in to the structure;
- (2) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (3) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken. The Vinton Police Department has responded to numerous complaints of transients inside of the house due to it not being secured;
- (4) The roof is broken unsecured or in disrepair;
- (5) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (6) There is excessive litter or debris on the property or in the vacant structure;
- (7) There are damaged, dead or fallen trees or limbs on the property;
- (8) There is peeling or deteriorated paint on the house;
- (9) The property has been deemed a fire hazard by the Roanoke County Fire Marshal;
- (10) A large dumpster was placed on the property in December, 2013, in which trash has been placed. The dumpster is not covered, and the trash is not being disposed of in a timely manner.

On August 20, 2014, staff mailed a letter to the property owner stating that the property had been declared a blighted/nuisance property. The letter, mailed via certified and first-class mail, outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration. As of the date of this memo, the property owner has made no contact with the town staff.

### **SUMMARY:**

On August 5, 2014, COMBAT determined that the property is blighted pursuant to Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code, and Section 36-49:1:1 of the Code of Virginia, 1950, as amended. Based upon this determination:

- The Town of Vinton Code Enforcement Officer notified the owner via certified and first-class mail. The notice afforded the property owner the opportunity to respond and remedy

the blighted condition. The owner failed to respond with a plan to cure the blighted condition.

- A title search was performed, indicating no problems with the title.
- The Town of Vinton proposes to remedy the blight in accordance with Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The proposed remedy is to demolish the structure and clear the property of materials and vegetation.
- On December 4, 2014, staff faxed and/or emailed three (3) companies, requesting quotes for the demolition of the structure on this property. These quotes do not include the testing for/removal of asbestos.

### **Fiscal Impacts:**

- Staff requested quotes from three (3) companies regarding the demolition of the structure and clearing of the property. The quotes do not include asbestos testing and/or removal. Two responses were received, and are as follows:
  - L & S Plumbing and Excavating, Inc.                   \$ 11,000
  - Plunkett & Son Excavating.                                   \$ 37,800
- Estimate from F & R, Inc. for an asbestos survey:       \$ 1,000
- Outstanding monies due to the Town and to the County of Roanoke:
  - Real Estate Taxes (TOV): .....                           \$ 5.17
  - Title Search Lien (TOV):                                   \$ 275.00

**\$ 280.17**

### **Next Steps:**

The Planning Commission will hold a public hearing in March, 2015, after which they will make a recommendation to Vinton Town Council in regards to adopting an ordinance to declare the property blighted and to accept or deny the spot blight abatement plan. Vinton Town Council will then hold a public hearing whether to adopt an ordinance to declare the property blighted, as well as to accept the abatement plan submitted by staff. For the Planning Commission and Town Council public hearings, a legal notice will be advertised and adjoining property owners will be notified of the public hearings.

The owner of the property shall be billed for the cost of blight abatement, including administrative costs. If the owner fails to pay the cost of the abatement within thirty (30) days from the date of the billing, the Treasurer of the Town of Vinton may collect these costs by a manner provided by law for collection of local taxes, and a lien may be recorded among the land records of the Town of Vinton and Roanoke County to recover the Town's costs and expenses.



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**  
Associate Planner/Code Enforcement Officer

### SPOT BLIGHT ABATEMENT PLAN

Date: January 12, 2015

To: Christopher Lawrence, Town Manager

Cc: Anita McMillan, Planning & Zoning Director  
Barry Thompson, Finance Director/Treasurer  
Chris Linkous, Captain, Fire & EMS  
Ben Cook, Chief of Police  
Gary Woodson, Public Works Director  
Morgan Yates, Roanoke County/Vinton Building Official  
Brian Simmons, Roanoke County/Vinton Fire Marshal  
Elizabeth Dillon, Town Attorney  
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: 830 S. Pollard Street, Tax Map #60.19-4-4  
Zoned R-2 Residential District

---

#### **BACKGROUND:**

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property;
- (2) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (3) A portion of the house is being held up by a temporary support;
- (4) Portions of the back of the house are collapsing;
- (5) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken;
- (6) The roof is in disrepair and/or in danger of collapsing;
- (7) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (8) There are damaged, dead or fallen trees or limbs on the property;
- (9) The service line from the AEP pole to the house is being held up by a rope. This needs to be brought to the attention of AEP so that they can disconnect the service line;
- (10) The property has been deemed a fire hazard by the Roanoke County Fire Marshal.

On August 20, 2014, staff mailed a letter to the estate of the property owner stating that the property had been declared a blighted/nuisance property. The letter, mailed via certified and first-class mail, outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration. As of the date of this memo, no one from the estate of the property owner has made contact with the town staff regarding an abatement plan.

### **SUMMARY:**

On August 5, 2014, COMBAT determined that the property is blighted pursuant to Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code, and Section 36-49:1:1 of the Code of Virginia, 1950, as amended. Based upon this determination:

- The Town of Vinton Code Enforcement Officer notified the owner/heir via certified and first-class mail. The notice afforded the property owner the opportunity to respond and remedy the blighted condition. The owner failed to respond with a plan to cure the blighted condition.
- During the title search, it was determined that there may be additional heirs to the property. A letter was mailed via first-class mail to each of the possible heirs at their last known

address. Two letters were returned undeliverable, and there was no response from the other heirs.

- The Town of Vinton proposes to remedy the blight in accordance with Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The proposed remedy is to demolish the structure and clear the property of materials and vegetation.
- On December 4, 2014, staff faxed and/or emailed three (3) companies, requesting quotes for the demolition of the structure on this property. These quotes do not include the testing for/removal of asbestos.

### **Fiscal Impacts:**

- Staff requested quotes from three (3) companies regarding the demolition of the structure and clearing of the property. The quotes do not include asbestos testing and/or removal. Two responses were received, and are as follows:
  1. L & S Plumbing and Excavating, Inc.                   \$ 5,000
  2. Plunkett & Son Excavating.                                   \$ 30,800
- Estimate from F & R, Inc. for an asbestos survey:       \$ 850
- Outstanding monies due to the Town and to the County of Roanoke:
  1. Real Estate Taxes (TOV):                                   \$ 48.70
  2. Mowing Liens: (TOV):                                       \$ 297.00
  3. Title Search Lien (TOV):                                   \$1,080.00
  4. Real Estate Taxes (County):                               \$ 972.04

**\$2,397.74**

### **Next Steps:**

The Planning Commission will hold a public hearing in March, 2015, after which they will make a recommendation to Vinton Town Council in regards to adopting an ordinance to declare the property blighted and to accept or deny the spot blight abatement plan. Vinton Town Council will then hold a public hearing whether to adopt an ordinance to declare the property blighted, as well as to accept the abatement plan submitted by staff. For the Planning Commission and Town Council public hearings, a legal notice will be advertised and adjoining property owners will be notified of the public hearings.

The owner/heir of the property shall be billed for the cost of blight abatement, including administrative costs. If the owner fails to pay the cost of the abatement within thirty (30) days from the date of the billing, the Treasurer of the Town of Vinton may collect these costs by a manner provided by law for collection of local taxes, and a lien may be recorded among the land records of the Town of Vinton and Roanoke County to recover the Town's costs and expenses.



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**  
Associate Planner/Code Enforcement Officer

Date: January 12, 2015

To: Christopher Lawrence, Town Manager  
Vinton Town Council

Cc: Anita McMillan, Planning & Zoning Director

Barry Thompson, Finance Director/Treasurer  
Chris Linkous, Captain, Fire & EMS  
Ben Cook, Chief of Police  
Gary Woodson, Public Works Director  
Morgan Yates, Roanoke County/Vinton Building Official  
Brian Simmons, Roanoke County/Vinton Fire Marshal  
Elizabeth Dillon, Town Attorney  
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: Blighted Property  
308B 9<sup>th</sup> St, Tax Map #60.10-4-27  
Zoned R-2 Residential District

---

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of

nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community. Specific conditions that exist on the property include, but are not limited to:

- (1) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (2) The porch roof is being held up by temporary supports;
- (3) The roof is broken unsecured or in disrepair;
- (4) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (5) There is excessive litter or debris on the property or in the vacant structure;

On August 20, 2014, staff mailed a letter to the property owner stating that the property had been declared a blighted/nuisance property. The letter, mailed via certified and first-class mail, outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration.

On August 24, 2014, Mrs. Parker contacted me, stating that she would submit a letter to the Town regarding what she intends to do with the property. I advised her that a structural analysis by a qualified engineer would be required to be submitted with any plan submitted to remedy the blight. She was given until October 20 to have the plan submitted.

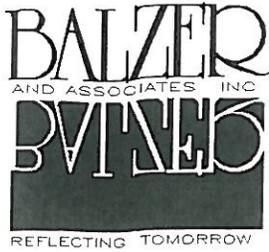
On September 30, 2014, a letter was received from Mrs. Parker. The letter stated that she would repair the porch, add a new roof; redo the front entrance, including the door, floors, and ceiling, install new windows in the living room, and anything else that needs repair. The letter did not include the required structural analysis, and the plan was denied.

On October 9, 2014, a handwritten estimate was received from Crowe Service. The writing was illegible and the estimate did not address the issues that were pointed out in the structural analysis, nor did it contain estimated costs for each item. Mr. Jack Whorley, who works for Crowe Service came to my office to discuss what was needed. He stated that Mrs. Parker asked him for an estimate for labor only, as she would provide the materials. He also said that he does not have a contractor's license. He said that he has made his application to DPOR (Virginia Dept. of Occupational Regulations), but has not received anything from them. I advised him that he would not be eligible to obtain a permit or perform the work. I spoke with Mrs. Parker and informed her that the plan was again not accepted. She was advised to submit a plan that was typewritten, addressed each issue listed in the structural analysis, including the costs to remedy each issue, along with a timeline to complete the work.

On November 13, 2014, a written plan was received by Mrs. Parker. The plan was reviewed by Morgan Yates, acting Roanoke County/Vinton Building Commissioner, and by the Town. The structure does not meet the current setback regulations for the R-2 Residential zoning district, making the property have a legal non-conforming feature. The plan was accepted with the condition that the cost to abate the blight may not exceed fifty-percent (50%) of the value of the property at the time that permits are applied for.

This memo contains the following attachments:

1. The structural analysis letter from Balzer & Associates;
2. The remediation plan submitted by Mrs. Parker;
3. The plan acceptance letter.



October 15, 2014

Mrs. Dorothy Parker  
P.O. Box 1119  
Rocky Mount, VA 24151

Re: Structural Condition Assessment – 308B 9<sup>th</sup> Street  
Vinton, Virginia  
Balzer Project #: R1400170.00

Dear Mrs. Parker:

Per your request, Balzer and Associates, Inc. structural engineering personnel visited the above-referenced address in Vinton, Virginia. The purpose of this site visit was to provide an assessment of the structural condition of the house as required by the Town of Vinton and requested by you, as the homeowner.

During the site visit, a non-destructive visual inspection of the house was performed, without the use of advanced testing instruments. No original building drawings were provided. Elements of the foundation systems below the exterior grade level were not exposed or uncovered and could not be visually verified at the time of this investigation. Additionally no existing finish material of the interior or exterior surfaces of any walls or columns were removed for visual access.

The structure in question is a single story home located on 9<sup>th</sup> street in the Town of Vinton. The house is located at the rear of the property along the alley between 8<sup>th</sup> and 9<sup>th</sup> streets. The house consists of a main rectangular section with dimensions of approximately 20 feet wide by 35 feet in length and an extension of the living room from the front of the house measuring approximately 15 feet wide by 5 feet in length. The structure appears to be built by typical construction methods for the time period. The front entry shed roof and front porch roof appear to be additions to the original gable framed house. All walls and ceiling not subject to deterioration were covered in plaster.

Visual inspection from the exterior of the structure showed significant water damage to the front porch roof. The covered porch was built with 2x wood roof rafters supported by a wood beam and wood posts. Damage to the rafters and beam was generally concentrated in the area near the front door.

Visual inspection from the interior of the structure showed that the water damage continued into the front entrance of the house. The front entry room is constructed with 2x roof rafters supported on load bearing walls at the kitchen and exterior of the house. The roof slopes away from the house towards the front porch. The ceiling was completely deteriorated along with many of the 2x wood rafters. Debris from the roof and wall were located on the floor inside of the front entrance limiting the ability to assess the extent of the damage to the floor structure. The wood floor in the area was soft and deteriorated at

Mrs. Dorothy Parker  
308B 9<sup>th</sup> Street  
October 15, 2014

---

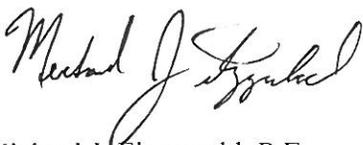
the front door. The exterior 2x wood stud wall had extensive water damage from the inside of the house.

Upon reviewing the existing site conditions it is the opinion of this office that the extent of the structural disrepair of the house is due to water damage contained to the front entrance of the house. This structure for the front entrance and porch was an addition to the original house and should be completely removed and repaired. The deterioration of the roof rafters and exterior wall studs is beyond repair. The roof should be replaced with new 2x6 rafters spaced at 16" on center sheathed with 7/16" osb. The exterior wall should be replaced with 2x4 studs spaced at 16" on center with 15/32" osb exterior sheathing. This deterioration continues to the front porch roof. The rafters, support beam and column have deteriorated and should be removed and/or replaced.

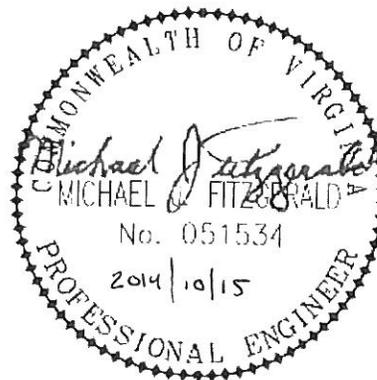
Balzer and Associates, Inc. does not assume liability for the existing condition of the subject structure. This report is limited in scope to the limited visual observations described and the subsequent opinions and recommendations. Balzer has evaluated this building solely for the purpose illustrated in this report and is not liable for the compliance of this or other structures with past or current requirements of the International Residential Code. The recommendations herein are not intended to be a final structural design for new construction or repairs but solely a guide for the approximate scope of work required. Consultation with a licensed structural engineer shall be engaged at the time of planning for any future work once a plan of repair has been selected.

Please be in contact should you have any questions or require any additional information or assistance. Thank you for the opportunity to provide you with our professional services.

Sincerely,  
BALZER AND ASSOCIATES, INC.



Michael J. Fitzgerald, P.E.  
Structural Engineer



To whom it may concern,

I hereby commit to make repairs on said address (308b 9<sup>th</sup> st. Vinton Va.24179, back house) as per inspection from Mike Fitzgerald (Balzer and Ass. Stuctarol Enginere) and Va. state code by Va. state contractor as follows:

' Remove front porch roof, beams and columns, not replacing (replacing fascia board where roof<sup>l</sup> removed

' Remove 7ft. wall at entry and rebuild with new entry door as per Va state code

'Remove and replace roof over entry (2x6 joist,7/16 o.s.b,new 3 tab shingles

'Remove and replace floor in entry (2x10 joist,3/4 subfloor,vinyl floor finish)

'Replace broken windows

'Repaint interior of house

I also hereby agree to have this completed within 90 days of approval for repairs

For the above said I have taken estimate from Va. state contractor and cost for repairs (labor and material) are for the sum of \$9,740, Nine thousand seven hundred fourty,

I intend to also have occupancy inspection upon completion

Thank You

DOROTHY PARKER  
Dorothy Parker





## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**  
Associate Planner/Code Enforcement Officer

November 24, 2014

Mrs. Dorothy Parker  
P. O. Box 1119  
Rocky Mount, VA 24151

Re: Blighted/Nuisance Property - Case # 2014-02  
308-B 9<sup>th</sup> Street, Vinton, VA 24179, Tax Map Number 60.10-4-27

Dear Mrs. Parker:

On November 13, 2014, the Town of Vinton received your plan to abate the blight at 308B 9<sup>th</sup> Street. The plan has been approved by the building official of Roanoke County, as well as the Town of Vinton staff. A copy of the approved plan is enclosed.

As the structure does not meet the current property line setback requirements, it is considered to have non-conforming features. The cost to abate the blight cannot exceed 50% of the value of the property. The property is currently valued at \$46,800; therefore, the cost to abate the blight cannot exceed \$23,400. If the cost to abate the blight would exceed that amount, you may apply for a variance of the zoning requirements.

Building permits must be obtained and the work must be completed within **ninety (90) days** from the date of this acceptance letter. I have enclosed the following forms that need to be completed and submitted directly to the Roanoke County Community Development office of the Building Division, located on the 2<sup>nd</sup> Floor of the Roanoke County Administration Building, located at 5204 Bernard Drive, Roanoke, VA 24018:

1. Residential Plans Checklist
2. Residential Permit Application
3. Sub-Contractor Roster Sheet (if needed)
4. Building Permit Plot Plan (must show drawing of property with location of house)
5. Asbestos Abatement Certification
6. Town of Vinton Certification of Setback Compliance
7. A Residential Profile must be included with the submission packet. An EXAMPLE is enclosed for your reference.

All work to be done on the property must be included on the application form, including all electrical, mechanical, or plumbing work. A contractor who is licensed by the Commonwealth of Virginia must apply for, and obtain the permit(s), as well as complete the work. If the contractor

is not licensed to do the proposed electrical, mechanical or plumbing work, the contractor must complete the subcontractor form with the list of contractors that will do that work.

Should you have any questions regarding the permit requirements, please contact Morgan Yates, Acting Building Commissioner, at 772-2065, extension 268. Should you have any other questions regarding this letter, please call me at 983-0605.

Sincerely,



Karla Turman  
Associate Planner/Code Enforcement Officer

Enclosures

c: Christopher S. Lawrence, Vinton Town Manager  
Anita McMillan, Vinton Planning & Zoning Director  
Morgan Yates, Roanoke County/Vinton Acting Building Commissioner



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**  
Associate Planner/Code Enforcement Officer

Date: January 12, 2015

To: Christopher Lawrence, Town Manager  
Vinton Town Council

Cc: Anita McMillan, Planning & Zoning Director  
Barry Thompson, Finance Director/Treasurer  
Chris Linkous, Captain, Fire & EMS  
Ben Cook, Chief of Police  
Gary Woodson, Public Works Director  
Morgan Yates, Roanoke County/Vinton Building Official  
Brian Simmons, Roanoke County/Vinton Fire Marshal  
Elizabeth Dillon, Town Attorney  
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: Blighted Property  
530 N. Blair Street, Tax Map #60.12-5-2  
Zoned R-1 Residential District

---

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property;
- (2) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (3) The back wall of the house is collapsing;
- (4) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken;
- (5) There are damaged, dead or fallen trees or limbs on the property;
- (6) The property has been deemed a fire hazard by the Roanoke County Fire Marshal.

On August 20, 2014, staff mailed a letter to the property owner stating that the property had been declared a blighted/nuisance property. The letter, mailed via certified and first-class mail, outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration.

On September 19, 2014, a letter was received from the property owners, stating that they were under contract to sell the property. That sale fell through; however, the Town worked with them since they were actively pursuing a buyer for the property. On December 23, 2014, Greenway Construction purchased this property. Prior to the purchase, the Town assured Mr. Greenway that we would work with him regarding a timeframe for him to abate the blight on the property.

The case will remain active until the blight is abated.



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0605  
Fax (540) 983-0621

**Karla D. Turman**

Associate Planner/Code Enforcement Officer

Date: January 12, 2015

To: Christopher Lawrence, Town Manager  
Vinton Town Council

Cc: Anita McMillan, Planning & Zoning Director  
Barry Thompson, Finance Director/Treasurer  
Chris Linkous, Captain, Fire & EMS  
Ben Cook, Chief of Police  
Gary Woodson, Public Works Director  
Morgan Yates, Roanoke County/Vinton Building Official  
Brian Simmons, Roanoke County/Vinton Fire Marshal  
Elizabeth Dillon, Town Attorney  
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: Blighted Property  
1323 Hardy Road, Tax Map #61.18-4-3  
Zoned RB Residential Business District

---

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property;
- (2) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken;
- (3) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (4) The property has been deemed a fire hazard by the Roanoke County Fire Marshal.

On August 20, 2014, staff mailed a letter to the property owner stating that the property had been declared a blighted/nuisance property. The letter, mailed via certified and first-class mail, outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration.

On September 25, 2014, a letter was received from the property owners, stating that the structure on the property would be demolished within ninety (90) days. A demolition permit was obtained from Roanoke County on October 22, 2014. The owners are in the process of demolishing the structure.



## **Town Council Agenda Summary**

### **Meeting Date**

January 20, 2015

### **Department**

Council

### **Issue**

Public Safety Committee Meeting

### **Summary**

The Public Safety Committee met on January 15, 2015. Council Member Doug Adams will give a brief report on their meeting.

### **Attachments**

January 15, 2015 minutes

### **Recommendations**

No action required.

MINUTES OF  
PUBLIC SAFETY MEETING  
JANUARY 15, 2015 -3:30 PM  
TOV CONFERENCE ROOM

**In attendance:**

Vice Mayor Matt Hare  
Council Member Doug Adams  
Ben Cook, Police Chief  
Chris Linkous, Fire/EMS Captain  
Chad Helms, Lieutenant – Fire  
Chief Richard Oakes  
Chief Tom Philpott  
Chief Richard Burch, (RCFRD)  
Deputy Chief Dustin Campbell, (RCFRD)  
Dan O'Donnell, Assistant County Administrator-Roanoke County  
Jason Peters, Chairman, Roanoke County Board of Supervisors

Meeting was called to order at 3:32 pm by Council Member Adams.

**24 hour transition**

Chief Philpott: Patient transfer - ALS or BLS. Chief Burch has met with station Captains and discussed allowing the most appropriate level of provider handle patient care.

Council Member Adams: Staffing medic truck vs fire truck. Temporarily, the third career staff member will respond to whatever incident that presents itself if not needed on the original call.

Deputy Chief Campbell: Apparatus protocol based on call type. Protocols agreed upon in November are still in effect; career medic truck will always be the priority for staffing and won't be responding to calls for a fire unit outside of Vinton's first due area if not specifically requested.

**Building renovations update**

Council Member Adams: Contract done, pre-construction meeting held earlier today and construction is in the interior color and decor phase. Contractors scheduled to begin on January 19th.

Council Member Adams: Reports positive reception to new career staff and some initial concerns are being addressed. Chief Oakes also reports that the volunteer fire staff is working well with career staff and thanked Roanoke County Fire and Rescue personnel for their assistance and support.

Comments: Many comments made concerning the positive interaction between the volunteers and career staff and all have the same goal of improving service delivery.

Meeting adjourned at 4:19 pm

Minutes prepared by Benjamin L. Cook  
01/15/2015; 4:26pm