



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
SEPTEMBER 13, 2016 – 7:00 P.M.

- I. CALL TO ORDER
 - A. Moment of Reflection
 - B. Pledge of Allegiance
- II. ADJUSTMENT OF THE AGENDA
- III. PUBLIC HEARINGS
 - A. Conditional Use Permit request for a Commercial Garage in the B-3 General Business District at 30 Bower Street, NW [Tax Parcel No. 526 – ((A)) – 46] by George Gray.
- IV. CONSENT AGENDA
 - A. Meeting Minutes of August 23, 2016
 - B. Resolution in Recognition of Help Save the Next Girl
- V. CITIZEN COMMENTS
- VI. INTRODUCTIONS AND PRESENTATIONS
 - A. Director of Public Relations Melissa Powell to report on the Public Relations Department.
- VII. OLD BUSINESS
 - A. Appointment to the Tourism Development Council.
 - B. Follow-up discussion regarding the NRV Regional Water Authority and capital improvements plan.
- VIII. NEW BUSINESS
 - A. Discussion regarding decision to potentially lease existing off-premises sign at the recreation center, or have it removed.

B. Discussion to schedule a Council and staff strategy planning work session.

C. Consideration of a policy to schedule public hearings through adoption of the consent agenda.

IX. COMMITTEE REPORTS

A. Resolution Supporting Addition of Projects and Reprioritization of Projects within Virginia Department of Transportation Project Programming.

X. STAFF REPORTS

XI. COUNCIL REPORTS

XII. OTHER BUSINESS

A. Cancellation of the first regular council meeting in October due to the annual VML conference.

XIII. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, September 27, 2016 at 7:00 P.M.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARINGS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Conditional Use Permit request

DESCRIPTION:
Conditional Use Permit request for a Commercial Garage in the B-3 General Business District at 30 Bower Street, NW [Tax Parcel No. 526 – ((A)) – 46]

POTENTIAL ACTION:

DEPARTMENT:
Planning/Zoning

PRESENTER:
George Gray

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



TOWN OF CHRISTIANBURG

100 East Main Street

Christiansburg, VA 24073

Phone (540) 382-6120 Fax (540) 381-7238

Conditional Use Permit Application

Landowner: GEORGE GRAY Agent: _____

Address: 45 CLEAVIEW DR Address: _____
CHRISTIANBURG VA

Phone: 540 392 2905 Phone: _____

I am requesting a Conditional Use Permit to allow a commercial garage

on my property that is zoning classification B-3 under Chapter 42: Zoning of the Christiansburg Town Code.

My property is located at 45 CLEAVIEW DR (30 BOWER ST) NW

Tax Parcel(s): 526-(A)-46 (Parcel ID: 002808)

Fee: \$750.00

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge. I understand that Conditions may be placed on my property in regards to the above mentioned use/activity. I also understand that the Conditional Use Permit may be revoked and/or additional Conditional Use Permits required should questions regarding conformity arise.

Signature of Landowner(s): George Gray Date: 7/22/16

Date: _____

Date: _____

This request was approved / disapproved by a vote of the Christiansburg Town Council on _____ . Any Conditions attached shall be considered requirements of the above request.

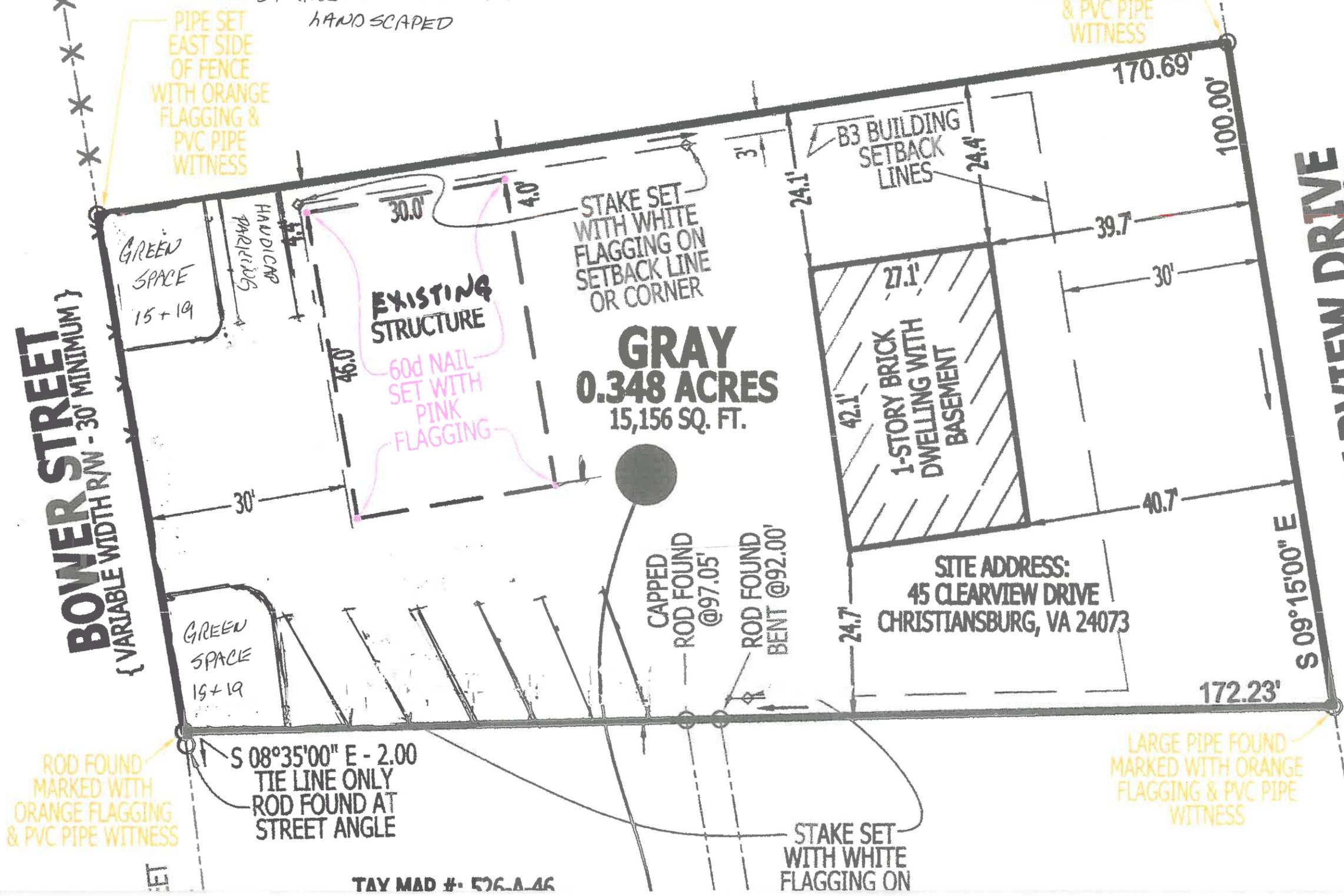
Town Manager

Date

BOWER STREET
 { VARIABLE WIDTH R/W - 30' MINIMUM }

ROW
 * * * * *

- 1) SCALE - 1" = 16'
- 2) PARKING 9 x 18 - 20
- 3) GREEN SPACE 15 x 20 HANDSCAPED



CLEARVIEW DRIVE
 { 30' R/W } - < FORMERLY V.S.R. 680 >

197 ± TO
 RADFORD STREET
 U.S. RTE 11



RECORD NORTH:
 D.B. 204, PG. 354

SKETCH #: L-1428A GR

TAY MAD #: 526-A-46



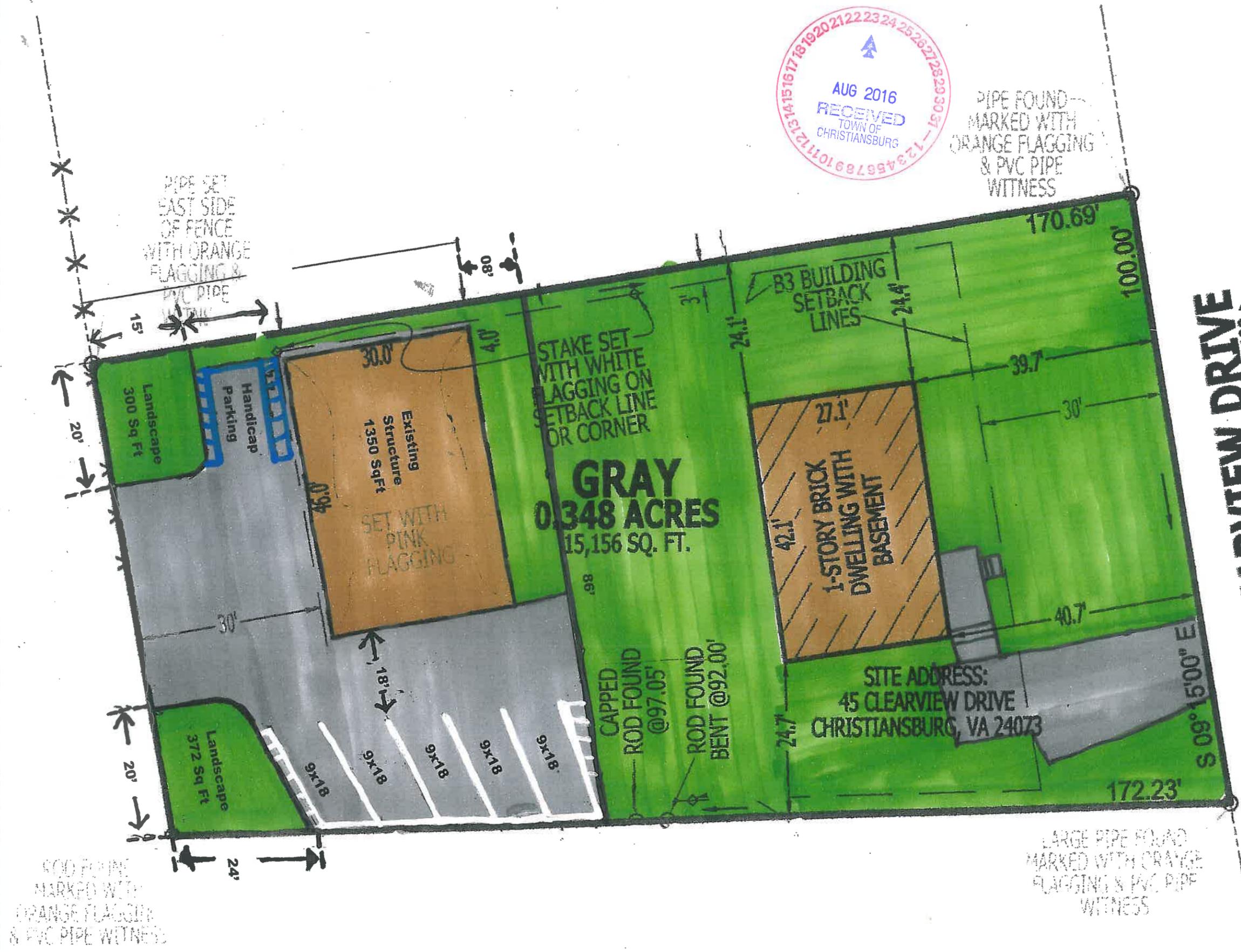
CLEARVIEW DRIVE

{ 30' R/W } - < FORMERLY V.S.R. 680 >

197'± TO
RADFORD STREET
U.S. RTE 11



PIPE FOUND
MARKED WITH
ORANGE FLAGGING
& PVC PIPE
WITNESS



- Building = 1350 SqFt
- Parking = 810 SqFt
- Handicap Parking = 270 SqFt
- Building and hard Surfaces (parking/drives) 4060 Sq Ft
- Total SqFt = 5712
- Total Hard = 4060 SqFt
- Total Green = 1652 (29%)
- SCALE 1' = 16 feet

ROD FOUND
MARKED WITH
ORANGE FLAGGING
& PVC PIPE WITNESS

LARGE PIPE FOUND
MARKED WITH ORANGE
FLAGGING & PVC PIPE
WITNESS



Legend

526-((A))-46

Parcels

2015_4 Inch_Aerials

RGB

Red: Band_1

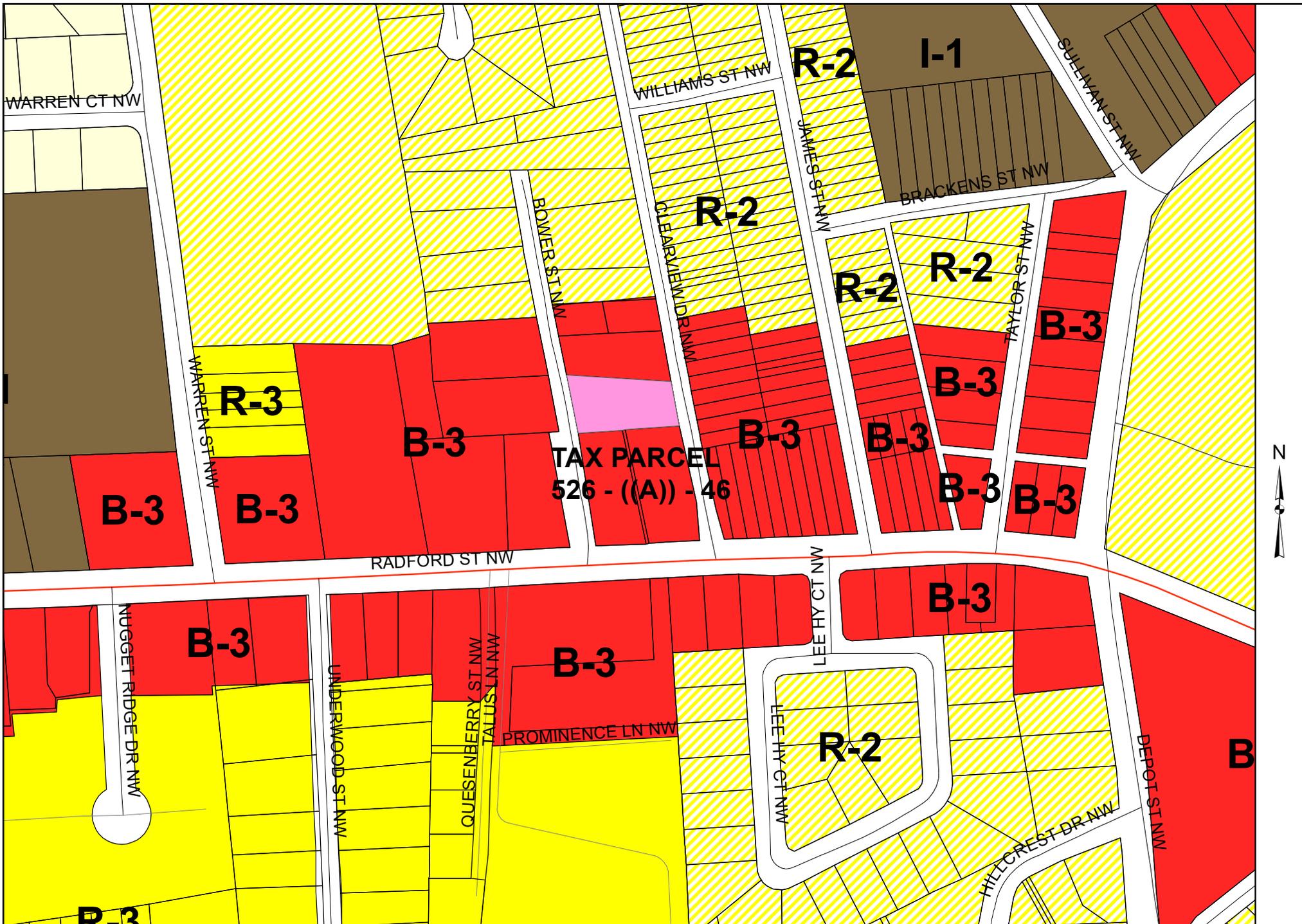
Green: Band_2

Blue: Band_3

CUP REQUEST: 45 CLEARVIEW DRIVE NW/30 BOWER STREET NW

PC: AUGUST 15, 2016
 TC: SEPTEMBER 13, 2016





CUP REQUEST: 45 CLEARVIEW STREET NW/30 BOWER STREET NW

PC: AUGUST 15, 2016
 TC: SEPTEMBER 13, 2016



CUP: 45 Clearview Drive NW / 30 Bower Street NW

<u>Tax Map #</u>	<u>Owner(s)</u>		<u>Mailing Address</u>	<u>City, State, Zip</u>
526- A 42	DUDLEY JERRY CARVILLE	DUDLEY NANCI LEE	65 BOWER ST	CHRISTIANSBURG VA 24073
526- A 45	TRUMP JACK W	TRUMP NANCY F	165 GUM DR	CHRISTIANSBURG VA 24073
526- 4 20-21	THOMAS GEORGE ESTEL		915 HUMMINGBIRD DR	CHRISTIANSBURG VA 24073
526- 4 20-21	THOMAS GEORGE ESTEL		915 HUMMINGBIRD DR	CHRISTIANSBURG VA 24073
526- A 46	GRAY GEORGE	GRAY JO ANN	45 CLEARVIEW DR	CHRISTIANSBURG VA 24073
526- A 44	MOSES BRUCE	MOSES NANCY	P O BOX 2085	CHRISTIANSBURG VA 24068
526- 4 18,19	THOMPSON SHIRLEY A		40 CLEARVIEW DR	CHRISTIANSBURG VA 24073
526- 4 18,19	THOMPSON SHIRLEY A		40 CLEARVIEW DR	CHRISTIANSBURG VA 24073
526- 4 16,17	HAGY BENNY H JR		485 ATKINSON RD	CHRISTIANSBURG VA 24073
526- A 47	MILLIRONS TIMOTHY S	MILLIRONS ELLA MAE	4701 DRY VALLEY RD	RADFORD VA 24141
526- A 48	MILLIRONS TIMOTHY S	MILLIRONS ELLA MAE	4701 DRY VALLEY RD	RADFORD VA 24141
526- A 48A	MILLIRONS TIMOTHY S	MILLIRONS ELLA MAE	4701 DRY VALLEY RD	RADFORD VA 24141
526- A 50A	B & B STORAGE LLC		600 RADFORD RD	CHRISTIANSBURG VA 24073



August 14, 2016

To Whom it May Concern:

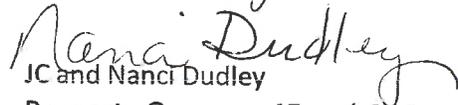
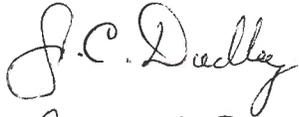
Unfortunately we are unable to attend this Public Hearing, but felt it was important as longtime residents of Bower Street that our voice to be heard.

We appeared before the Board of Zoning Appeals on August 6, 2015 against Mr. Gray's variance asking that his "hobby" building be 18 feet rather than the 30 feet setback required from a right of way. By reading a copy of the minutes of this meeting I understand the request was denied 3-2. Mr. Gray did build his hobby shop and I'm assuming he built it with the required 30 feet setback. (I have enclosed a copy of these minutes with area's highlighted).

Now Mr. Gray is asking that he be given a Conditional Use Permit. These pictures show Mr. Gray's "hobby" shop as of August 10th. Notice there are already 6 cars on the property, two covered with tarps (which have been there for over a year), three are BMW's with no tags or possibly expired tags. There is also a Used Motor Home which was on the property when he previously rented this house on Clearview Drive and was brought back when they purchased that same home. Expired tags and no up to date state inspection. There is also a trailer on the property that is at least or more than the length of the motor home, which has also been there for over a year. We were never told at the Board of Zoning Appeals meeting that Mr. Gray's specific future plans other than a hobby shop was that one day his son may want to start a business there. Mr. Gray mentioned to my husband, JC that those plans are to build racing parts for BMW's. As you can see by the photos the process of obtaining Used BMW's has already started. Our concern is how many BMW's or other vehicles will he have on this property before it does begin to look like a JUNK YARD? We own two residential properties on Bower Street. One is our residence and the other rental property. This "hobby" shop as he previously called it, is visible from our porch on Bower Street. Not to mention the first thing you see when you come up Bower Street. Bower Street does not have an outlet (dead end) and there are only 9 houses on the entire street. It's slowly becoming very unappealing to look at. It was documented in the minutes of the Board of Zoning Appeals that Ms. Hair was asked whether all vehicles on site were up to Code. Ms. Hair stated "staff had just become aware they were not in compliance and would be addressing that concern with the owner". Three of those same vehicles are still there... as well as the motor home, the large trailer, those under the tarps, plus three newly added vehicles. Mr. Gray had stated at the Board of Zoning Appeals Public Hearing, that "he planned to install a privacy fence. As of a year later, that hasn't happened. Because what has occurred over the past year (a "hobby shop" does not require a mail box or a street number), we feel more than anything Mr. Gray is not being totally up front concerning this property and if left unchecked he will just continue to add more vehicles. As it

is today Seventy Five Percent of his parking lot is consumed by the number of vehicles he already has on this property.

We do not want to deprive Mr. Gray of using his property as he wishes. However it is our understanding when reading the Definition of a Conditional Use Permit, that the planning commission can review the request and place stipulations, concerning the use of this permit. We respectfully ask that you, along with Mr. Gray take into consideration the concerns of the residents on Bower Street.



JC and Nanci Dudley

Property Owners: 45 and 65 Bower Street

The Christiansburg Board of Zoning Appeals met on Thursday, August 6, 2015 at 100 East Main Street, Christiansburg to conduct a Public Hearing. Present were James Stewart, Chairman; James Kirk, Vice Chairman; Tacy Newell, Secretary; and members Earnest Wade and Karen Drake. Planning Director Nichole Hair was also present.

The meeting was called to order at 7:03 pm by Chairman Stewart. Secretary Newell confirmed that each member had conducted a site visit prior to the meeting.

The Public Hearing was opened to receive information on a request submitted on June 23, 2015 by George Gray for a variance to Section 42-130 of Chapter 42 "Zoning" of the Christiansburg Town Code for property at 45 Clearview Drive (tax parcel 526-(A)-46) in the B-3 General Business District, said section applies to setbacks and states: "Structures shall be located 30 feet or more from any street right-of-way, or, in the event that buildings are already constructed on the same side of the street in the same block, no new structure shall be closer to the street right-of-way line than a distance equal to the average of the distance to the street right-of-way of all existing structures in the same block on the same side of the street. This shall be known as the setback line. See article XVII for special setback regulations pertaining to the widening of highways and streets. Parking lots shall have a minimum setback of 15 feet from any street right-of-way." The requested variance is to allow a detached garage with a setback from Bower Street right-of-way of approximately 18 feet (rather than 30 feet).

Mr. Jerry Dudley of 65 Bower Street asked to see the suggested location of proposed garage and distance from property line. He complained of issues with an adjacent garage and asked if stored vehicles which he said were non-compliant would still be visible if the garage were built and had pavement on either side of the structure.

Applicant George Gray explained his desire to have garage for he and his son's hobby interests (working on vehicles) while maintaining as much rear yard as possible for his grandchildren to play, indicating traffic on Clearview was a concern. He stated he and his wife had previously lived in the home as renters and later purchased the property. He stated they had made many improvements and he planned to install a privacy fence. Mr. Gray questioned the measuring point for the right-of-way since some existing structures were closer than 30 feet and said Bower was originally an alley. Ms. Hair explained the formula for establishing averages.

Mr. Jack Trump of 55 and 65 Clearview Drive (duplex owner) stated he pulled into his driveway and already had to look at a lot of "junk" and was concerned about number and types of additional vehicles this application would allow, if approved.

Nancy Dudley of 65 Bower Street stated that there were untagged, uninspected vehicles on this property and that she had given up property to have Bower paved. She stated the property was zoned for business and use of proposed garage could change and would be allowed by right, and that Bower Street could not handle additional traffic or congestion. She said paving on both sides of the proposed garage increased parking on the property and felt too many vehicles were already on site.

Chairman Stewart closed the Public Hearing at 7:38 pm and opened the floor for discussion by Board of Zoning Appeals members.

Ms. Drake asked staff if the subject property was served by town water and sewer and Ms. Hair confirmed it was. Ms. Drake asked whether all vehicles on site were up to Code and Ms. Hair stated staff had just become aware they were not in compliance and would be addressing that concern with the owner.

Mr. Wade noted the property allowed placement of a garage closer to the residence and asked if the applicant's only reason for placing it to the rear was to maintain a larger yard. The applicant indicated this was correct. Mr. Wade stated he saw no hardship being placed on applicant.

Chairman Stewart asked applicant to confirm when he had purchased the property. Mr. Kirk again asked staff how the averages were determined and Ms. Hair went through the process again, clarifying that entire lots of all properties along Bower Street were reviewed. Mr. Stewart asked applicant if he had specific future plans, versus requesting variance for hobby, and Mr. Gray stated his son may one day want to start a business there.

Ms. Newell asked for clarification of side setbacks as regards proposed paving for parking spaces and Ms. Hair confirmed these, noting a site plan review, erosion and sediment plans, grease traps, landscaping and storm water control plans would need to be submitted if a business was to be established.

Mr. Wade made a motion to deny the variance request, seconded by Ms. Drake. Motion carried 3:2 (Wade, Drake, Newell in support of motion to deny; Stewart and Kirk opposed to denial). Applicant Gray said he understood the decision and thanked the Board and staff for their time.

There being no further business, Chairman Stewart adjourned the meeting at 8:00 pm.

Respectfully submitted by

T.L. Newell, Secretary







From: [Andrew Warren](#)
To: [Sara Morgan](#)
Subject: 45 Bower Street/30 Clearview Drive CUP: Phone call from Jack Trump(property owner: 55/65 Bower Street)
Date: Monday, August 15, 2016 2:25:03 PM

Sara,

I received a phone call this morning from Jack Trump who owns a duplex next door to the proposed CUP. His property has frontage on both Bower Street and Clearview Drive. Mr. Trump is out of town and not able to make the meeting this evening. He stated that he is concerned about the visibility of a commercial garage and his potential property depreciation with the new proposed use. He further stated that he believed the owner was going to put up a privacy fence when he constructed the garage as an accessory structure to his house and was concerned that it was never put up.

Thank you,

Andrew

Andrew Warren

Town of Christiansburg Planning Director

Phone: (540) 382-6120 ext. 1130
Email: awarren@christiansburg.org
Address: 100 East Main Street

From: [Dale Marshall](#)
To: [Sara Morgan](#)
Subject: RE: Question from Planning Commission
Date: Friday, August 26, 2016 8:00:57 AM

There are a couple things that could happen. What we would do first is ask the applicant to move the trailer or cars so traffic could flow. They also have the option to issue the applicant a summons for impeding traffic or even go as far as to have another tow company come in and tow the vehicles off the street.

Officer A.D. Marshall
Community Services Unit
Christiansburg Police Department
(540) 382-3131 x 340

From: Sara Morgan
Sent: Thursday, August 25, 2016 10:15 AM
To: Dale Marshall
Subject: Question from Planning Commission

Dale,

We are currently in the public hearing process for a Conditional Use Permit for a commercial garage at 30 Bower Street NW. During the public hearing on August 15th one of our Commissioners inquired about on-street parking and unloading of vehicles on Bower Street NW. She is concerned due to the street being narrow. If the applicants parked vehicles or were unloading vehicles from a trailer parked on Bower Street NW and this caused a visibility issue or prevented traffic from passing safely on the street, how would the Police Department handle the situation/complaint?

Thank you,
Sara

Sara Morgan, CZO | Senior Planner | Town of Christiansburg
100 E. Main Street | Christiansburg, VA 24073 | (540)382-6120 ext. 1120
smorgan@christiansburg.org | www.christiansburg.org



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARINGS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Planning Commission Minutes

DESCRIPTION:
Planning Commission Minutes for 2016-08-29 (draft)
Planning Commission Minutes for August 15, 2016

POTENTIAL ACTION:

DEPARTMENT:
Planning/Zoning

PRESENTER:
Andrew Warren

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

**Christiansburg Planning Commission
Minutes of August 15, 2016**

Present: Matthew J. Beasley
Ann Carter
Harry Collins
David Franusich
Hil Johnson
Craig Moore, Chairperson
T.L. Newell
Joe Powers
Sara Morgan, Secretary ^{Non-Voting}

Absent: Virginia Peeples
Jennifer D. Sowers, Vice-Chairperson

Staff/Visitors: Andrew Warren, Planning Director
Will Drake, staff
George Gray, 45 Clearview Drive, N.W. and 30 Bower Street, N.W.
Jo Gray, 45 Clearview Drive, N.W. and 30 Bower Street, N.W.
Gary Gray, 30 Bower Street, N.W.
Margaret Wright, 95 Bower Street, N.W.

Chairperson Moore called the meeting to order at 7:00 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment.

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of Planning Commission Minutes for August 1, 2016 meeting.

Chairperson Moore introduced the discussion. Mr. Warren noted the minutes reflected the correction submitted by Commissioner Newell. Commissioner Beasley made a motion to approve the August 1, 2016 Planning Commission meeting minutes. Commissioner Johnson seconded the motion, which passed 5-0. Commissioners Carter, Collins and Franusich abstained, as they were not present for the previous meeting.

Public Hearing on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W.

Chairperson Moore introduced the discussion. The applicant, George Gray, introduced his request. George Gray stated the garage was originally constructed and used as a hobby shop but his son, Gary Gray, now has a financial need to utilize the building for a commercial garage.

Gary Gray reviewed the conditions suggested by staff and discussed how the business operations would satisfy the conditions. Gary Gray stated the number of vehicles currently on the property will be reduced if the building is utilized as a commercial garage. Gary Gray explained he will only work on two or three vehicles at a time and they must be stored inside because they are valuable and often lack windows. Gary Gray noted he works on race cars and track cars that are not titled for street use.

Gary Gray stated the site plan improvements will include a paved parking area with six spaces and landscaping. Gary Gray stated he recently removed two truckloads of junk from the property and noted this is an ongoing project.

Gary Gray noted his work is low volume and will not generate large amounts of waste products. Gary Gray stated he intends to sell automotive parts online and perform technical inspections required by various racing governing bodies.

Margaret Wright, 95 Bower Street, N.W., stated she was concerned about the noncompliant vehicles currently on the property. Ms. Wright stated the meeting minutes from George Gray's Board of Zoning Appeals (BZA) hearing indicate the vehicles were to be removed a year ago. Ms. Wright stated she was also concerned with noise generated by the business and noted she cannot hear the garage operating at 75 Bower Street, N.W. Ms. Wright stated George Gray's garage appears to be operating and inquired if traps will be installed to catch oil and other fluids. Ms. Wright inquired if the garage will be properly ventilated if painting is conducted. Ms. Wright also inquired how long George Gray will be given to meet the conditions placed on the permit and if staff will ensure the conditions are met. Ms. Wright stated she wants George Gray to utilize his property but would also like the concerns taken into consideration.

Jo Gray, 45 Clearview Drive, N.W./30 Bower Street, N.W., noted she is Gary's mother and stated her family does not want to harm anyone in the neighborhood. Mrs. Gray stated the conflict with neighbors over their property had been difficult for her family.

Public Hearing on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. - (continued).

Commissioner Newell made a motion to amend the agenda to discuss the conditional use permit request before the proffer legislation discussion. Commissioner Collins seconded the motion, which passed 8-0.

Chairperson Moore asked if the property had any outstanding compliance issues. Mr. Warren stated staff received a complaint of a commercial garage operating at this location at the same time the Grays applied for a business license. Mr. Warren stated the Grays were advised a commercial garage would not be permitted until a conditional use permit was obtained. Mr. Warren stated a violation has not been issued but staff would pursue a zoning violation if the conditional use permit is denied and there are indications that a commercial garage is operating.

Mr. Warren stated the Grays will also need an approved site plan and noted the site plan will closely resemble the concept plan submitted with the application. Mr. Warren stated the Grays will need to work with the Building Official to ensure the structure meets Building Code requirements for a commercial garage.

Mr. Warren summarized George Gray's 2015 request for a setback variance along Bower Street and noted the variance was denied and the building was built to the required setback as an accessory structure to their single family house fronting on 45 Clearview Drive.

Commissioner Collins asked if the inoperable vehicles noted during the BZA hearing were removed. Ms. Morgan stated the property was brought into compliance after the BZA hearing and has since fallen back into noncompliance. Mr. Warren stated the Planning Department is aware of the inoperable vehicles and will follow up on this issue. Gary Gray stated the property will need to be sightly for his customers. George Gray stated the garage sits behind their home and they will invest in the required site improvements if the conditional use permit is approved. Chairperson Moore noted the pictures of the site indicate the property is not kept to the standards the applicant states it will be kept in the future.

Commissioner Fransich noted there will not be space for the RV and trailer if the site is developed in accordance with the concept plan. Gary Gray stated the RV and trailer will be stored on his property.

Commissioner Powers asked if the garage will be partially used as a hobby shop. Gary Gray stated the garage will be used solely for business. Chairperson Moore asked if the business would rebuild engines. Gary Gray stated no machine work or engine output testing will be done.

Public Hearing on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. - (continued).

Commissioner Johnson noted the lot has two addresses. Mr. Warren stated the additional address at 30 Bower Street, N.W. was assigned after the garage was constructed.

Mr. Warren stated he recently approved a Home Occupation for Gary Gray to conduct a mail order auto parts business at 45 Clearview Drive, N.W.

Commissioner Powers stated the single lot would contain a residential use and a business use. Commissioner Powers inquired how the development regulations will be delimited. Ms. Morgan stated the site plan requirements will apply to the portion of the property used for the business.

Commissioner Powers inquired if the site can accommodate the required greenspace and drive aisle width. Mr. Warren stated these provisions would be confirmed during the site plan review and indicated the site appears able to meet the greenspace and drive aisle requirements.

Commissioner Franusich asked if the fence and trees remain on the property. Gary Gray stated the fence and the trees on the southwest corner of the property have been removed.

Chairperson Moore asked Mr. Warren if cars could be painted as part of a commercial garage. Mr. Warren stated painting incidental to a commercial garage would be allowed. Mr. Warren stated the zoning ordinance does not define commercial garage or body shop and he would refer to previous determinations for guidance. Chairperson Moore asked Gary Gray if he intended to paint cars. Gary Gray stated there would be incidental painting but he does not intend to paint entire cars and would be fine with a condition allowing only incidental paint work.

Commissioner Powers asked Gary Gray how many cars he could store inside the garage. Gary Gray stated he does not intend to have more than two cars at once.

Commissioner Collins asked Gary Gray if he performs work for the Motor Mile Speedway. Gary Gray stated he does not and noted the garage will work on road race cars.

Commissioner Powers requested the greenspace calculations be detailed on the concept plan. Commissioner Newell requested the concept plan also include the parking space and drive aisle dimensions.

Public Hearing on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. - (continued).

Commissioner Beasley asked if the business will have employees. Gary Gray stated he has no plans to hire an employee but noted there is one particular person he may hire in the future.

Commissioner Newell noted that during George Gray's BZA hearing the former Planning Director had stated a site plan would be required before a business could be established. Ms. Morgan stated a conditional use permit would need to be approved before the applicant could submit a site plan for review and approval.

Commissioner Johnson asked Gary Gray if the cars have a state inspection sticker. Gary Gray stated they do not and noted they often do not have a title. Gary Gray stated customers will drop their cars off and take their trailer with them and noted there is not space for trailers to be stored on the property.

Commissioner Johnson inquired what constitutes an 'offensive' noise and noted everyone may have a different concept of the term. Mr. Warren stated noise concerns would be brought to staff's attention through complaints. George Gray stated there may be ten minutes of a loud engine being run during the loading process. Mr. Warren stated the property is zoned B-3 General Business but noted there is a large number of residences in the vicinity.

Commissioner Newell noted Bower Street, N.W. is narrow and was developed before zoning regulations. Commissioner Newell inquired how wide the road is and if on-street parking is regulated. Ms. Morgan stated she would check with the ordinance officer. Commissioner Newell stated she was concerned for the neighbors on Bower Street, N.W. if the business were to park vehicles or trailers on the street.

Commissioner Newell inquired about exterior lighting requirements. Gary Gray stated he would prefer to not light the building. Commissioner Newell stated her desire to preserve a buffer between the business and residential uses on Bower Street, N.W. Mr. Warren suggested wording that a condition could state that the lighting be residential in character to avoid typical taller, brighter lighting found in commercial areas.

Commissioner Newell asked how the Town would find out if the property changed ownership and the next business expanded the extent of a 'garage' use. Mr. Warren stated a complaint may uncover an expanded use or it may come forward during the business license application or compliance inspection. Commissioner Newell stated she wants to maintain public safety in a proactive manner with consideration that a business may expand into painting or machine work in the future and the street is narrow and the garage is in close proximity to residences.

Public Hearing on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. - (continued).

Commissioners Carter and Collins stated tying the conditional use permit to the land and not the current owner presents a number of problems.

Commissioner Franusich asked differentiates a service station from a commercial garage. Mr. Warren stated these uses are not defined in the zoning ordinance, but noted automotive repair has been historically associated with a commercial garage.

Chairperson Moore asked if Planning Commission would like to vote on the request tonight. Commissioner Beasley stated he would like a more detailed concept plan. Commissioner Johnson stated he would like an opportunity to visit the site.

Chairperson Moore stated Planning Commission will vote on this request on August 29, 2016 and Town Council will hold its public hearing on September 13, 2016.

Discussion of New Proffer Legislation, Virginia Code Section §15.2-2303.4.

Chairperson Moore introduced the discussion. Mr. Warren presented the recent changes to the Code of Virginia regarding a locality's ability to accept proffers during a residential rezoning application. Mr. Warren explained no Virginia locality shall request or accept any unreasonable proffer or deny a rezoning application based on the applicant's failure or refusal to submit an unreasonable proffer. Mr. Warren stated a proffer is unreasonable unless it addresses an impact attributable to a proposed new residential development or an offsite proffer addresses an impact to an offsite public facility to which the development creates a need or improvement above the current condition and receives a direct benefit from the proffer.

Mr. Warren stated if the Town is found to have suggested or required an unreasonable proffer the courts can force the Town to approve the rezoning and pay the applicant's legal fees.

Mr. Warren stated the Town must have clear, documented communication with an applicant and must avoid suggesting proffers or any course of action. Mr. Warren stated if proffers are desired by the applicant then the applicant must clearly demonstrate how the proffer addresses an impact of development or to an off-site facility beyond current capacity. Commissioner Powers stated the applicant has the burden to demonstrate the reasonable nature of the proffer.

Discussion of New Proffer Legislation, Virginia Code Section §15.2-2303.4 -
(continued).

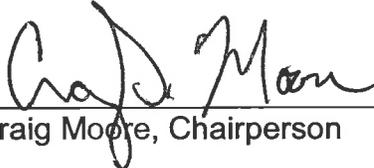
Commissioner Newell stated the Christiansburg schools are the most dated in the county and Montgomery County will face pressure to address the situation. Commissioner Newell stated full build-out within Christiansburg will put great pressure on the Christiansburg strand. Commissioner Newell inquired what type of impact study Planning Commission could request to measure the impact of new residential development on the school system.

Mr. Warren discussed the difference between cash proffers and impact fees.

Other business.

Chairperson Moore introduced the discussion. Ms. Morgan stated Commissioner Carter's term will expire at the end of August and she will need to be reappointed by Town Council. Commissioner Carter stated she would like to be reappointed.

There being no more business, Chairperson Moore adjourned the meeting at 9:06 p.m.



Craig Moore, Chairperson



Sara Morgan, Secretary Non-Voting

**Christiansburg Planning Commission
Minutes of August 29, 2016**

Present: Matthew J. Beasley
Ann Carter
Harry Collins
David Franusich
Hil Johnson
Craig Moore, Chairperson
Virginia Peeples
Joe Powers
Jennifer D. Sowers, Vice-Chairperson
Sara Morgan, Secretary ^{Non-Voting}

Absent: T.L. Newell

Staff/Visitors: Andrew Warren, Planning Director
Will Drake, staff
Juli Kurnos, staff
Cindy Wells-Disney, Montgomery County Planning Commission
George Gray, 45 Clearview Drive, N.W. and 30 Bower Street, N.W.
Jo Gray, 45 Clearview Drive, N.W. and 30 Bower Street, N.W.
Gary Gray, 30 Bower Street, N.W.
Lance Franklin, 45 Welch Circle, N.W.

Chairperson Moore called the meeting to order at 7:00 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment.

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of Planning Commission Minutes for August 15, 2016 meeting.

Chairperson Moore introduced the discussion. Commissioner Franusich made a motion to approve the August 15, 2016 Planning Commission meeting minutes. Commissioner Carter seconded the motion, which passed 8-0. Commissioner Peeples abstained, as she was not present for the previous meeting.

Public Hearing on a Conditional Use Permit amendment request by Thom Rutledge, agent for SHAH Development, LLC, for a 1.12 acre parcel on the eastern side of the intersection of Cambria Street, N.W. and Phoenix Boulevard, N.W. (tax parcel 465 – ((A)) – 3A) for the Cambria Crossing planned housing development in the MU-1 Mixed Use: Residential – Limited Business District. The amendment is to allow for single-family dwellings. The current master plan designation is limited business.

Chairperson Moore opened the public hearing. Thom Rutledge presented the request and stated the parcel in question was designated for limited business use when the Cambria Crossing planned housing development was approved in 2005. Mr. Rutledge explained the adjacent areas around Cambria Crossing were zoned B-1 Limited Business at the time and the developers believed a business use would be appropriate. Mr. Rutledge stated the property owners received no interest in the property as a business use in the intervening eleven years and are now requesting to develop six single-family homes on the property.

Mr. Rutledge described the variety of single-family and townhome residences in the vicinity and noted the Huckleberry Trail and proposed Connector Route are adjacent to the east side of the property. Mr. Rutledge stated the developers believe single-family homes will complement Cambria Crossing and the surrounding area more than a business. Mr. Rutledge noted the architecture style of the proposed homes will feature a mix of brick, stone, and vinyl to match the current homes in Cambria Crossing.

Mr. Rutledge stated Town staff was consulted on the proposed driveway entrances and the layout is designed to reduce traffic impacts on Cambria Street, N.W.

Mr. Rutledge stated there are 34 undeveloped lots in Cambria Crossing and noted the six proposed lots would raise the total number of lots to 132. Mr. Rutledge stated the 2005 rezoning contained a proffer to construct no more than 150 units and noted a final build-out of 132 units represents 88 percent of the proffered density.

Lance Franklin, 45 Welch Circle, N.W. stated he was concerned with the architectural design of the proposed homes. Mr. Franklin stated the newer homes built in Cambria Crossing do not match the brick and stone construction of the initial homes. Mr. Franklin stated the proposed lots appear small and he would like to see the homes built to match the initial homes of Cambria Crossing, Phase I.

With no objections, Chairperson Moore closed the public hearing.

Discussion on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. The Planning Commission Public Hearing was held August 15, 2016.

Chairperson Moore introduced the discussion and read the 14 suggested conditions.

1. The property to be developed in general conformance with the concept plan provided at August 29, 2016.
2. Lighting shall be residential in character.
3. The property is to be maintained in a clean, sanitary, and sightly manner.
4. Mechanical work is to be done inside the building and not outside.
5. All parts, including faulty parts, tires, etc. are to be kept inside the garage or a fully enclosed building (including a roof) until disposal.
6. All waste petroleum products and/or chemicals are to be disposed of properly and are not to accumulate upon the premises. Provisions are to be made for the capture of leaking petroleum products and/or chemicals.
7. Any painting to be conducted on the property shall be incidental to the service of the vehicle.
8. All vehicles left for service shall be kept inside the building.
9. All vehicles stored outside on the property are to be kept on-premises and not within any public right-of-way or adjacent property.
10. All vehicles stored outside on the property are to have a State or Federal inspection decal that is valid. There shall be no more than six vehicles outside on the property. All vehicles outside shall be parked in a delineated paved parking space.
11. There are to be no loud offensive noises so as to constitute a nuisance to the residential properties in the vicinity.
12. There are to be no discernible noises to residential properties in the nearby vicinity between 7:00 p.m. and 7:00 a.m.
13. This permit shall be valid for a single business to operate a commercial garage.
14. This permit is subject to administrative review in 12 months.

Commissioner Carter asked if a screening provision had been discussed. Ms. Morgan stated Planning Commission had agreed at the previous meeting to reevaluate screening after the Grays submitted the updated concept plan.

Commissioner Fransich asked if the 18-foot wide drive aisle complied with code. Mr. Warren stated 18 feet is sufficient for two-way traffic with parking on one side.

Commissioner Johnson asked if the site provides the required 20 percent greenspace. Mr. Warren stated the portion of the property allotted for the commercial use of the property, as noted on the site plan, does provide 20 percent greenspace.

Discussion on a Conditional Use Permit request by George Gray for a commercial garage at 45 Clearview Drive, N.W. and 30 Bower Street, N.W. (tax parcel 526 – ((A)) – 46) in the B-3 General Business District. The commercial garage is proposed to front on Bower Street, N.W. The Planning Commission Public Hearing was held August 15, 2016 - (continued).

Commissioner Carter made a motion to recommend Town Council approve the request with the 14 suggested conditions. Commissioner Beasley seconded the motion, which passed 8-0. Commissioner Peebles abstained, as she was not present for the public hearing. Chairperson Moore explained the Town Council public hearing process to the Grays. Ms. Morgan stated the public hearing for Town Council is scheduled for September 13, 2016.

Commissioner Johnson stated it would be advantageous for the Grays to remove the four vehicles from the property. George Gray stated they were in the process of removing the vehicles.

Discussion on a Conditional Use Permit amendment request by Thom Rutledge, agent for SHAH Development, LLC, for a 1.12 acre parcel on the eastern side of the intersection of Cambria Street, N.W. and Phoenix Boulevard, N.W. (tax parcel 465 – ((A)) – 3A) for the Cambria Crossing planned housing development in the MU-1 Mixed Use: Residential – Limited Business District. The amendment is to allow for single-family dwellings. The current master plan designation is limited business.

Commissioner Fransich made a motion to amend the agenda to include a discussion on the Conditional Use Permit amendment request for Cambria Crossing. Commissioner Powers seconded the motion, which passed 9-0.

Commissioner Johnson asked why there is an interest to develop the property while so many undeveloped lots remain in Cambria Crossing. Mr. Rutledge stated all 34 undeveloped lots are under contract or sold to Fralin Companies or Stateson Homes.

Vice-Chairperson Sowers asked how large the Phase III single-family lots are. Mr. Rutledge stated the Cambria Crossing development increases density, moving from west to east. Mr. Rutledge stated the minimum lot width is 50 feet. Commissioner Johnson asked if the single-family homes in Phase III and the homes adjacent to Windmill Hills feature a mixture of brick and vinyl exteriors. Mr. Rutledge stated they do and noted the first three homes built along Welch Circle, N.W. were entirely brick and the builders began using a combination of brick and vinyl afterward.

Commissioner Powers asked if there are any design or material requirements. Mr. Rutledge stated SHAH Development, LLC retains full architecture review approval until 100 percent of the homes are sold. Mr. Rutledge explained a builder must submit a rendering to SHAH Development, LLC for approval. Mr. Rutledge stated there are no requirements for any particular material.

Discussion on a Conditional Use Permit amendment request by Thom Rutledge, agent for SHAH Development, LLC, for a 1.12 acre parcel on the eastern side of the intersection of Cambria Street, N.W. and Phoenix Boulevard, N.W. (tax parcel 465 – ((A)) – 3A) for the Cambria Crossing planned housing development in the MU-1 Mixed Use: Residential – Limited Business District. The amendment is to allow for single-family dwellings. The current master plan designation is limited business - (continued).

Commissioner Collins asked if SHAH Development, LLC would build the proposed homes. Mr. Rutledge stated they would likely sell the lots.

Commissioner Collins noted the property borders the Huckleberry Trail on the east side. Vice-Chairperson Sowers stated a row of Leyland Cypress trees screen the trail from the townhomes. Vice-Chairperson Sowers noted the Huckleberry Trail is close to the townhomes and many residents would view this as an amenity.

Mr. Rutledge stated the parcel in question was never reserved for open space and was always understood to be a commercial endeavor.

Planning Commission discussed the proposed Connector Route and its general planned location in relation to Cambria Crossing.

Commissioner Powers asked about the original intent of the property for commercial use. Mr. Rutledge stated a proffer in the rezoning request required a 300 foot buffer from the existing homes on Henley Drive, N.W. for any business use. Mr. Rutledge noted the parcel in question was the only viable area for a business use.

Commissioner Fransich asked if the property was located within a proposed Urban Development Area. Mr. Warren stated it was not.

Commissioners Powers and Collins agreed residential development is a more appropriate use of the property.

Commissioner Fransich asked why single-family homes are proposed instead of townhomes. Mr. Rutledge stated single-family homes make the most sense for access. Commissioner Powers stated he liked there will not be direct access onto Cambria Street, N.W. Mr. Rutledge noted single-family homes will generate less traffic into Cambria Crossing than a commercial development.

Vice-Chairperson Sowers stated the proposed lots are small and not consistent with the homes along Welch Circle, N.W. Vice-Chairperson Sowers stated the newer homes in Cambria Crossing are not the same quality as the first homes that were built. Mr. Rutledge stated the newer homes were built to sustain the viability of the development through the recession and noted the neighborhood was designed to transition to higher density moving east, away from Windmill Hills.

Discussion on a Conditional Use Permit amendment request by Thom Rutledge, agent for SHAH Development, LLC, for a 1.12 acre parcel on the eastern side of the intersection of Cambria Street, N.W. and Phoenix Boulevard, N.W. (tax parcel 465 – ((A)) – 3A) for the Cambria Crossing planned housing development in the MU-1 Mixed Use: Residential – Limited Business District. The amendment is to allow for single-family dwellings. The current master plan designation is limited business - (continued).

Commissioner Collins asked how large the proposed homes will be. Mr. Rutledge stated the covenant restrictions require no less than 1,700 square feet for a ranch or 1-story home and 2,200 square feet for all others.

Planning Commission asked staff to draft a condition limiting the development to five single-family dwellings. Mr. Rutledge asked why the number of lots would be restricted if the proposed lots meet the required lot size and the development is below the proffered density. Commissioner Powers stated the entrance to Cambria Crossing should be compatible with the single-family homes on the west side of the entrance and noted this is a draft condition for discussion at the next meeting. Commissioner Fransich stated the density of the development does increase as it moves to the east.

Mr. Rutledge asked Planning Commission to consider the area of the nearby lots average around 1,800 square feet.

Chairperson Moore stated Planning Commission will discuss this request at the next Planning Commission meeting on September 19, 2016 and encouraged the Franklins to submit any additional comments to the Planning Department before the next Planning Commission meeting.

Other business.

Chairperson Moore introduced the discussion. Mr. Warren stated the Development Subcommittee has begun meeting on the revised sign ordinance. Mr. Warren thanked the Development Subcommittee for their efforts and noted he has also been sharing ideas with the Montgomery County Planning Director.

Commissioner Peeples announced she was moving out of Christiansburg and tonight will be her last meeting. Planning Commission thanked Commissioner Peeples for her efforts.

Chairperson Moore commended staff on removing non-permitted temporary signs in the street right-of-way.

Commissioner Johnson asked Mr. Warren to follow up on the removal of the town-installed “No Jake Brake” signs. Commissioner Johnson stated “Jake Brake” is a registered trademark and cannot be used without Jacobs Vehicle’s permission.

There being no more business, Chairperson Moore adjourned the meeting at 8:05 p.m.

Craig Moore, Chairperson

Sara Morgan, Secretary ^{Non-Voting}

DRAFT



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
CONSENT

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Meeting Minutes of August 23, 2016

DESCRIPTION:
Meeting Minutes of last Town Council meeting – August 23, 2016

POTENTIAL ACTION:

DEPARTMENT:
Administration

PRESENTER:
Michele Stipes, Town Clerk

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 23, 2016 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON AUGUST 23, 2016 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Henry Showalter; Samuel M. Bishop; Harry Collins; R. Cord Hall; Steve Huppert; Bradford J. Stipes. ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Steve Biggs; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Planning Director Andrew Warren; Public Relations Director Melissa Powell; Aquatics Director Terry Caldwell; Planner Sarah Morgan; Farmer's Market Manager Sarah Belcher; Police Chief Mark Sisson.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Proposed amendment to Chapter 42 "Zoning" of the Christiansburg Town Code, in regards to the rules of governance for the Board of Zoning Appeals. Council was provided a copy of the proposed amendment in the agenda packet for review. Planning Director Andrew Warren reported that the proposed ordinance amendment would serve to bring the Town Code into compliance with the 2015 changes to the State Code regarding the duties and powers of the Board of Zoning Appeals. The changes resulted in the simplification of the process of studying and granting variances, and implemented rules on communications between municipal staff, the applicant, and BZA members. The proposed amendment would also update Town Code to allow the BZA to appoint a secretary, and allow Town Council to appoint up to three alternate members to serve as deemed necessary. Mr. Warren emphasized that the Town's practices were already in compliance with State Code, and the amendment would only serve to bring the Town's written code into compliance with state guidelines, with the exception of the appointments of a secretary and alternates, which would be new practices for the Town. The Planning Commission has reviewed the proposed amendment and unanimously recommended Council approval. There were no public comments made during the Planning Commission Public Hearing on this matter. Council discussed BZA meeting attendance concerns, with Councilman Collins recommending that the Town's attendance policy also apply to the Board of Zoning Appeals. Mayor Barber requested that Mr. Warren provide written communication to BZA members expressing the need for attendance at meetings.

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER. Mayor Barber stated there was a quorum of Council present.
- II. CONSENT AGENDA:
 1. Council meeting minutes of August 9, 2016.
 2. Monthly Bills

Councilman Hall made a motion to approve the consent agenda with the following change to the minutes of August 9, 2016: VI. 3. Sentence 6: Reword sentence to reflect that domestic violence mini-grants may be available for funding. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

Councilman Stipes made a motion to amend the agenda to include Council discussion and action on the Public Hearing matter. Councilman Hall seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. The matter was placed as VI. 3a.

III. RECOGNITIONS:

1. None

IV. CITIZEN'S HEARING:

1. Citizen Comments
 - a. No comments

V. STAFF REPORTS: None

VI. INTRODUCTIONS AND PRESENTATIONS

1. Presentation of Urban Development Areas Plan. Planning Director Andrew Warren introduced Sachin Kalbag, Senior Planner with Michael Baker International consulting, who presented to Council the draft Urban Development Areas Plan (UDA). UDA are areas designated by localities in the plan for targeted and specific development, and are often supported by grant funding. Mr. Kalbag spent time explaining the criteria necessary to qualify for grants, and also the process that went into developing the UDA plan for Christiansburg. He noted that the workgroup that developed the plan, which included VDOT, relied heavily on the Town's 2013 Comprehensive Plan, and the Vision 2020, to ensure that the proposed plan met the Town's future vision goals, specifically the vision for interconnectivity of the community. The workgroup also received input and direction from Town staff, stakeholders, and residents, during the development process. Mr. Kalbag then explained the specifics of the Christiansburg plan including the identified boundaries and specific plans for each boundary designed to enhance the characteristics and specific uses of each individual boundary. Council was shown conceptual plans of how each identified boundary would change in appearance under the UDA plan, and Mr. Kalbag pointed out that the concepts could be useful to Christiansburg in promoting specific areas to potential new businesses, and would provide for consistency in future development. Mr. Kalbag thanked Council for the opportunity to speak and offered to answer questions. Councilman Collins asked if Christiansburg schools had been included or considered in the growth projections; Mr. Kalbag replied that the initial UDA focused primarily on marketing, while growth projections involving schools could be included in Phase II of the project. Council thanked Mr. Kalbag for the presentation. Planning Director Andrew Warren stated that Council could expect to hold a Public Hearing on this matter in October.
2. Presentation on the Police Department Annual Report by Police Chief Sisson. Police Chief Sisson presented to Council the Police Department Annual Report dated July 1, 2015 to June 30, 2016. A copy of the report was provided to Council and is attached to these minutes. In his overview, Chief Sisson called attention to the reduction of certain crimes in Christiansburg, which he credited to the Police Department's crime prevention program. He then spoke about the ways his vision and direction have changed to meet the changing needs of the community, specifically in the high visibility and accessibility of department officers within the community, as opposed to running radar and writing traffic tickets. During his report, Chief Sisson also provided information on crime prevention events and public trainings, grants, and narcotics investigations. Chief Sisson called attention to a new section in the report providing demographic crime information, which he said he strongly believed was important public information, and would likely become state mandated reporting in the future. Chief Sisson offered to answer questions of Council. Councilman Hall asked if the third floor expansion of the Police Department building had improved the effectiveness and efficiency of department personnel; Chief Sisson replied that it had provided much needed space and had certainly improved the efficiency of staff. Councilman Hall then referred to the School Resource Officer program that provided for one resource officer to rotate between three Christiansburg elementary schools, and he asked Chief Sisson if he believed it would strategically benefit Christiansburg to place a uniformed SRO officer in all of the county elementary schools. Chief Sisson replied that placement of an SRO officer in each elementary school had not been included in the strategic plan for this year; however, he continues to discuss the issue with the Sheriff's Department and

it may be considered during next year's strategic planning. Councilman Huppert commended Chief Sisson and the Police Department for the responsiveness and diligence in responding to citizen complaints and concerns. Council thanked Chief Sisson for his report.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Reappointment of Ann Carter to the Planning Commission. Ms. Carter's term expires August 31, 2016. Mayor Barber noted Ms. Carter's presence at the meeting and thanked her for her long and dedicated service to the Town as a member of the Planning Commission. Councilman Hall made a motion to reappoint Ann Carter to serve another 4-year term on the Planning Commission, seconded by Councilman Collins. Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council commended Ms. Carter on her knowledge of the Town and her valuable service to the Christiansburg community. Ms. Carter thanked Council for the opportunity to continue serving on the Planning Commission.
2. Award of bid for the Park Street sidewalk improvement/extension project, Phase II. Town Manager Steve Biggs referred to the bid tabulation and letter of recommendation from the engineer provided in the agenda packet. Engineers Anderson & Associates have recommended award of contract to Gilday Enterprises, Inc., which submitted the lowest bid in the amount of \$890,000. Mr. Biggs recommended award of contract in the amount of \$890,000, plus a 5% construction contingency. He noted that there would be several different funding sources on this particular sidewalk project, which was expected to begin within 6 – 8 weeks. Councilman Stipes made a motion to approve the award of contract as recommended by Town Manager Biggs, seconded the Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Proposed lease agreement for location of communication facilities on water storage tanks. Council was provided a copy of the draft Master Tower/Tank/Ground Space Lease Agreement in the agenda packet for review. The purpose of the lease agreement was to formalize the lease of space on Town-owned property by NRV Unwired Ventures, LLC. A Public Hearing for this matter will be held in September; the deadline for the agreement is in October. Town Manager Biggs noted that Town staff, Town attorneys, and the owners of NRV Unwired, were involved in drafting the lease agreement. No Council action was required on this matter at this time.
- 3a. Proposed amendment to Chapter 42 "Zoning" of the Christiansburg Town Code, in regards to the rules of governance for the Board of Zoning Appeals. The Public Hearing was held earlier in the meeting. Councilman Stipes made a motion to approve the proposed amendment to Chapter 42 "Zoning" of the Christiansburg Town Code as presented by Planning Director Andrew Warren. Councilman Hall seconded the motion and Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
4. Councilman Stipes and Councilman Collins – Street Committee recommendation/report on:
 - a. Boundary Line Relocation Plat for Bryan Rice at 465 Underwood Street, N.W.; Relocating Lot Lines and Creating Lots A, B, and C. Councilman Stipes reported that the request was to reconfigure three lots on Underwood Street into more developable lots for single-family dwellings. The property is zoned R-3 Multi-family Residential. The Street Committee has reviewed the request and recommended approval. Councilman Stipes made a motion to approve the request, seconded by Councilman Collins, and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye
5. Closed Meeting:
 - a. Councilman Showalter made a motion to enter into a Closed Meeting pursuant to Virginia Code Section 2.2-3711(A)(7), for the purpose of receiving a briefing by the town manager and consultation with legal counsel pertaining to actual or probable litigation, specifically concerning a notice of claim received by the town dated August 5, 2016, where such briefing and consultation if conducted in an open meeting would adversely affect the negotiating or litigating posture of the town. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting

merely because an attorney representing the public body is in attendance or is consulted on a matter. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

b. Reconvene in Open Meeting

c. Certification. Councilman Showalter moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting, seconded by Councilman Hall. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

d. Council action on the matter. No action was taken by Council on this matter.

VIII. COUNCIL REPORTS:

1. Councilman Collins noted that a representative of Montgomery County Board of Supervisors attends the Town's Planning Commission meetings, and he recommended the Town consider sending representation to attend Board of Supervisor meetings for informational purposes. Mayor Barber stated that Council would need to consider and discuss that matter in detail during a future meeting. Mr. Collins then congratulated Councilman Hall on his girls' softball team win as written about in a recent newspaper.
2. Councilman Bishop reported that he planned to attend the Tourism Development Commission meeting at the Government Center on Thursday.
3. Councilman Hall reminded Council that the Heritage Days festival and the Gospel Singing event would be held this coming Saturday, and the 8-mile walk on September 10. He then thanked his fellow Council members who attended the recent Montgomery County School Board meeting in the interest of Christiansburg schools. In closing, Councilman Hall encouraged Council and the public to attend the next Recreation Advisory Commission meeting on September 6.
4. Councilman Stipes requested that Mayor Barber and Town Manager Biggs schedule an informal meeting of Council during the Annual VML Conference in October for the purpose of dialoging with Town Manager Biggs on his thoughts and experiences in serving as town manager since July.
5. Councilman Showalter reported on the recent Montgomery County School Board meeting that had a heavy citizen and local government presence. Councilman Showalter said he was pleased that the board determined that Falling Branch Elementary School would be expanded to accommodate more students, and he expressed gratitude for the town and county working together to improve the schools. He then reported that he, Councilman Collins, and Planning Commissioner Hil Johnson would attend a NRV Regional Commission meeting on Thursday.
6. Councilman Huppert expressed his appreciation for the service Craig Moore provided as chairperson of the Planning Commission, and he asked Councilman Collins to pass along his comments to Mr. Moore. He reminded Council of Heritage Days scheduled for Saturday, and reported that Sunset Cemetery had recently sold two double niches in the columbarium and two plots near the columbarium. He announced that a retirement party would be held for Bill Beecher on Sunday at the aquatic center.
7. Mayor Barber reported that the annual Christmas parade was scheduled for December 9, and organizers were in the initial stages of planning for the event. He then reported that the property manager and owner of Market Place had requested a meeting this fall with the Chamber of Commerce and representatives of the Town.

IX. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUEST: Town Manager Biggs presented the following requests and recommended setting the Public Hearings as indicated:

September 27, 2016

- a. Master Tower/Tank/Ground Space Lease Agreement

October 25, 2016

a. Proposed amendment to the Christiansburg Comprehensive Plan

On motion by Councilman Hall, seconded by Councilman Collins, Council voted to set the Public Hearings as indicated: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- The solid waste study RFP is expected to go to advertisement on August 28, with a review scheduled for September 22.
- Today, several members of Town administration sat in on a webinar to learn about the possibility of localities tagging onto the state healthcare plan as a cost savings strategy. Pursuant to 2016 legislation, localities would not actually become a member of the state's healthcare plan, but rather, would have the option to mirror the state's system at significant cost savings. Town Manager Biggs pointed out that the plan would not be available to the Town until the year 2018, and that he would be looking for interim alternative options to the Town's current plan. Town Manager Biggs will present Council with more information on this matter in the future.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:43 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
CONSENT

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Resolution in Recognition of Help Save the Next Girl

DESCRIPTION:
Help Save the Next Girl is a non-profit organization that promotes personal safety, provides support and resources during missing persons scenarios, and works to prevent crimes against women.

POTENTIAL ACTION:

DEPARTMENT:
Administration

PRESENTER:
Mike Barber, Town Mayor

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



HELP SAVE THE NEXT GIRL RESOLUTION

WHEREAS, Help Save the Next Girl is a non-profit organization founded by Dan and Gil Harrington, in honor of their 20 year-old daughter, Morgan Dana Harrington, who was abducted and murdered in 2009; and

WHEREAS, Help Save the Next Girl promotes personal safety, provides support and resources during missing-persons scenarios, and works to prevent crimes against women; and

WHEREAS, Help Save the Next Girl has grown to have a nationwide impact with chapters located on college and high school campuses, including Christiansburg High School and Virginia Tech; and

WHEREAS, the organization has partnered with other groups who focus on safety and violence prevention, including Take Back the Night, which brings awareness to women's issues; and

WHEREAS, Help Save the Next Girl has extended its reach with appropriate messages for all ages regarding the importance of personal safety by partnering with the Girl Scouts of Virginia Skyline; and

WHEREAS, through these efforts and its vast corresponding social media network, Help Save the Next Girl is an important asset to the Christiansburg community and beyond by helping to promote safety for young women and working to keep every young woman out of harm's way.

NOW, THEREFORE BE IT RESOLVED, that Christiansburg Town Council, meeting in regular session September 13, 2016, adopts this resolution to proclaim October as Help Save the Next Girl month and to designate October 17 as Help Save the Next Girl Day to bring awareness to this organization and their commitment to our community.

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop
Harry Collins
R. Cord Hall
Steve Huppert
Henry D. Showalter
Bradford J. Stipes
D. Michael Barber, Mayor*

*Votes only in the event of a tie.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
NEW BUSINESS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Rec Center sign lease recommendation

DESCRIPTION:
Discussion regarding decision to potentially lease existing off-premises sign at the recreation center, or have it removed.

POTENTIAL ACTION:

DEPARTMENT:
Parks & Recreation

PRESENTER:
Steve Biggs, Town Manager

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

TOWN MANAGER
STEVE BIGGS

ASSISTANT TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

September 13, 2016

Memorandum

To: Mayor D. Michael Barber
Samuel M. Bishop, Councilman
Harry Collins, Councilman
Cord Hall, Councilman
Steve Huppert, Councilman
Henry Showalter, Councilman
Bradford J. "Brad" Stipes, Councilman

From: Steve Biggs, Town Manager

Subject: Existing freestanding sign at Christiansburg Recreation Center

Background

Please see the attached photo of an existing sign structure at the Christiansburg Recreation Center adjacent to Cambria Street. The sign structure belongs to the Town and carries pre-existing, nonconforming status which means its structure and size cannot be altered but its face may be replaced.

The sign previously advertised The Farmhouse Restaurant. One side still shows as The Farmhouse. As the Council is aware The Farmhouse has been out of operation for a period of time but it has recently been remodeled and is scheduled to reopen prior to this meeting date. The owner of The Farmhouse has approached the Town with a request to lease the sign space.

Considerations

The Council has two primary matters for consideration. The first is do you want to consider retaining the sign and putting it into use for a fee as off-premises advertising space. If the answer to the first matter of consideration is "yes, we desire to retain and lease the space for off-premises advertisement space" then the second matter for consideration is by what means shall that be accomplished. Under Virginia law the Town may lease property for a term of less than five years by negotiation but a lease time of five years or more is subject to a competitive bid process. In either event a Public Hearing is necessary.

Conclusions and Recommendations

As to the first matter, that is entirely a policy decision for Council consideration and the staff has no position.

As to the second matter, if the Council prefers to go forward with a lease then the staff recommends a term of less than five years. This approach can be expedited and is within the available time and manpower resource necessary to bring the matter to quick closure.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
NEW BUSINESS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Memo Scheduling Event

DESCRIPTION:
Discussion to schedule a Council and staff strategy planning work session.

POTENTIAL ACTION:

DEPARTMENT:
Administration

PRESENTER:
Steve Biggs, Town Manager

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

TOWN MANAGER
STEVE BIGGS

ASSISTANT TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

September 13, 2016

Memorandum

To: Mayor & Council

From: Steve Biggs, Town Manager

Subject: Retreat Planning

Background

The Council has expressed a desire to hold a Strategic Planning Retreat in advance of the budget process. The staff is currently in the preliminary stages of planning and preparing for the event, which we currently imagine would be facilitated in-house. The intent is to hold an event with an emphasis on collaboration which would involve substantial interaction between the staff and elected officials.

The event would be held over a two day period and would include an update and status review of prior retreat work and development of new goals consistent with existing or revised visioning for the Town of Christiansburg.

We intend to stage the event at the CrossPointe Conference Center.

Considerations

Full attendance is essential for the event to be successful. The staff will need time to prepare for the event given the changes in format and the intent to forego an outside facilitator. Members of the Council have conflicts with holding the event during much of the month of October and the first week of November. Therefore we would propose to hold the event on Thursday and Friday, November 10th and 11th. It would likely last all day, both days pending finalizing the agenda.

Conclusions

We need to book the venue as soon as possible. Please evaluate your calendar so that we can decide the date of the retreat at the September 13 Council Meeting.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
NEW BUSINESS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
Public Hearing Assignments

DESCRIPTION:
Consideration of a policy to schedule public hearings through adoption of the consent agenda.

POTENTIAL ACTION:

DEPARTMENT:
Administration

PRESENTER:
Steve Biggs, Town Manager

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

TOWN MANAGER
STEVE BIGGS

**ASSISTANT TO THE TOWN
MANAGER**
ADAM CARPENETTI

**DIRECTOR OF
FINANCE/TOWN TREASURER**
VALERIE L. TWEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

September 13, 2016

Memorandum

To: Mayor D. Michael Barber
Samuel M. Bishop, Councilman
Harry Collins, Councilman
Cord Hall, Councilman
Steve Huppert, Councilman
Henry Showalter, Councilman
Bradford J. "Brad" Stipes, Councilman

From: Steve Biggs, Town Manager

Subject: Assignment of Public Hearings to consent agenda

Background

The current process for Council assignment of items pending public hearing is for the Town Manager to advise the Council of the item under his report. The Manager is typically made aware of these items verbally or by email a day or few days in advance of a regular Council meeting. The process is a bit cumbersome and informal.

Considerations

Items for public hearing are most often subject to a process initiated by a formal application for some Council action. Other items, such as ordinance amendments also involve substantial front end work by assigned staff and can be know well in advance of a regular meeting.

We would prefer to formalize the process for the setting of public hearings by assigning them to an advance consent agenda during the Council meeting agenda development process. Any item can, of course, be withdrawn from the consent agenda for individual discussion, but the vast majority of these matters our routine and administrative at the scheduling stage of the process.

Conclusions

We would hereby seek your approval to assign all matters routinely requiring a public hearing as part of the normal process to the consent agenda in a timeframe that is facilitative of advertisement and notification processes.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
COMMITTEE REPORTS

Meeting Date:
SEPTEMBER 13, 2016

ITEM TITLE:
VDOT Project Programming Resolution

DESCRIPTION:
Resolution Supporting Addition of Projects and Reprioritization of Projects within Virginia Department of Transportation Project Programming.

POTENTIAL ACTION:

DEPARTMENT:
Engineering

PRESENTER:

ITEM HISTORY:

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION SUPPORTING ADDITION OF PROJECTS AND REPRIORITIZATION OF PROJECTS WITHIN VIRGINIA DEPARTMENT OF TRANSPORTATION PROJECT PROGRAMMING

WHEREAS, in accordance with Virginia Department of Transportation construction allocation procedures, it is necessary that a request by Council Resolution be made in order that the Virginia Department of Transportation program an urban highway project in the Town of Christiansburg;

NOW, THEREFORE, BE IT RESOLVED that the Council of Town of Christiansburg requests the Virginia Department of Transportation to reprioritize the Town's urban system highway projects as follows:

- 1) Intersection upgrade at N. Franklin Street and Cambria Street including implementation of improvement recommendations of functionality study for N. Franklin Street between Cambria Street and Independence Boulevard and the potential for a coordinated signal system (UPC 104387)
- 2) N. Franklin Street – Peppers Ferry Road, N.W. Connector Route (UPC 70594)
- 3) Intersection upgrade at N. Franklin Street and Depot Street to add dedicated left turn lanes for northbound and southbound N. Franklin Street traffic
- 4) Parkway Drive extension to S. Franklin Street

AND, BE IT FURTHER RESOLVED that the Council of Town of Christiansburg hereby agrees to pay its share of the total cost for preliminary engineering, right-of-way and construction of these projects in accordance with Code of Virginia § 33.1-44 and that if the Town of Christiansburg subsequently elects to cancel a project, the Town of Christiansburg hereby agrees to reimburse the Virginia Department of Transportation for the total amount of the costs expended by the Department through the date the Department is notified of such cancellation.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by _____ seconded by _____ at a regular meeting of the Council of the Town of Christiansburg, Virginia held September __, 2016, members of the Council stood as indicated opposite their names as follows:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Harry Collins

R. Cord Hall

Steve Huppert

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor*

*Votes only in the event of a tie.

D. Michael Barber, Mayor

ATTEST:

Michele M. Stipes, Clerk of Council