

**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