



TOWN OF CHRISTIANSBURG

100 East Main Street
Christiansburg, VA 24073
Phone (540) 382-6120 Fax (540) 381-7238

Conditional Use Permit Application

Landowner: Robert Muttart Agent: _____

Address: 507 Meadow Ridge Address: _____
Radford VA 24141 _____

Phone: 540 392 4153 Phone: _____

I am requesting a Conditional Use Permit to allow a major home occupation
for a Landscaping business on my property that is zoning classification R-2 under Chapter 42 Zoning of the Christiansburg Town Code.

My property is located at 3795 Roanoke St.

Tax Parcel(s): 502-4-51

Fee: \$750.00 *DR 3.11-14*

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): Robert Muttart Date: 3-11-14

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



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES
JAMES W. "JIM" VANHOOZIER

TOWN MANAGER
BARRY D. HELMS

DIRECTOR OF FINANCE/
TOWN TREASURER

VALERIE L. TWEEDIE

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNN, MEMMER &
DILLON, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Engineering Fax 540-381-7238

Town of Christiansburg Planning Staff Report

Planning Commission Public Hearing Date: Monday, March 31, 2014 at 7:00 p.m.

Town Council Public Hearing Date: Tuesday, April 22, 2014 at 7:00 p.m.

Application Type: Conditional Use Permit

Applicant: Robert Muttart

Location: 3795 Roanoke Street (tax parcel 502 – ((A)) – 51)

The Town of Christiansburg has received a Conditional Use Permit request by Robert Muttart for a major home occupation for a landscaping business for property located at 3795 Roanoke Street (tax parcels 502 – ((A)) – 51) in the R-2 Two-Family Residential District. The property contains approximately 1.88 acres. The property is scheduled as Residential in the Future Land Use Map of the Christiansburg Comprehensive Plan.

The property does not lie within the 100-Year and 500-Year Flood Hazard Areas. The property does not lie within a Historic District. The adjoining properties are zoned R-2 Two-Family Residential, A Agriculture, and R-1 Single Family Residential. The adjoining properties contain residences, a church, an electrical substation and agricultural land.



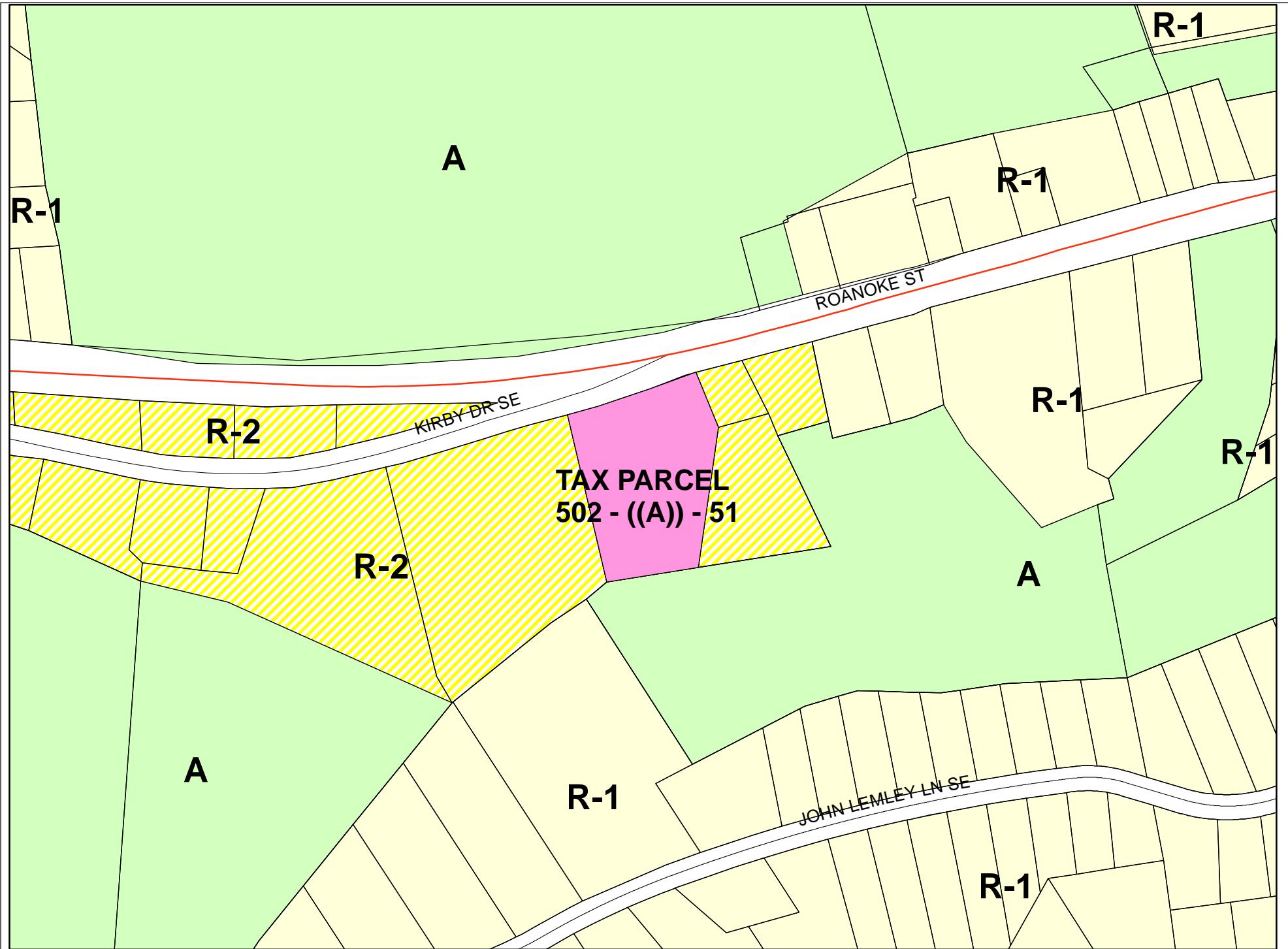
CUP REQUEST: 3795 ROANOKE STREET

PC: MARCH 31, 2014

TC: APRIL 22, 2014

0 100 200 300
Feet





CUP REQUEST: 3795 Roanoke Street

PC: MARCH 31, 2014

TC: APRIL 22, 2014

0 200 400 600
Feet



Tax Map#	Owner(s)		Mailing Address	City, St, Zip
502- A 32	SHEPPARD TRENT E	HESS BONNIE PHILLIPS	4770 ROANOKE ST	CHRISTIANSBURG VA 24073
503- A 45	OPEN DOOR BAPTIST CHURCH		P O BOX 2524	CHRISTIANSBURG VA 24068
502- A 53	PIERCE LORETTE G	ARMSTRONG JULIA A	P O BOX 1452	CHRISTIANSBURG VA 24068
502- A 52	MUTTART ROBERT G		507 MEADOW RIDGE RD	RADFORD VA 24141
502- A 51	MUTTART ROBERT G	MUTTART MICHELLE D	507 MEADOW RIDGE RD	RADFORD VA 24141
502- A 56	MUTTART ROBERT		507 MEADOW RIDGE	RADFORD VA 24141
502- A 49	APPALACHIAN POWER CO		ASSESSED BY STATE CORP COMM	

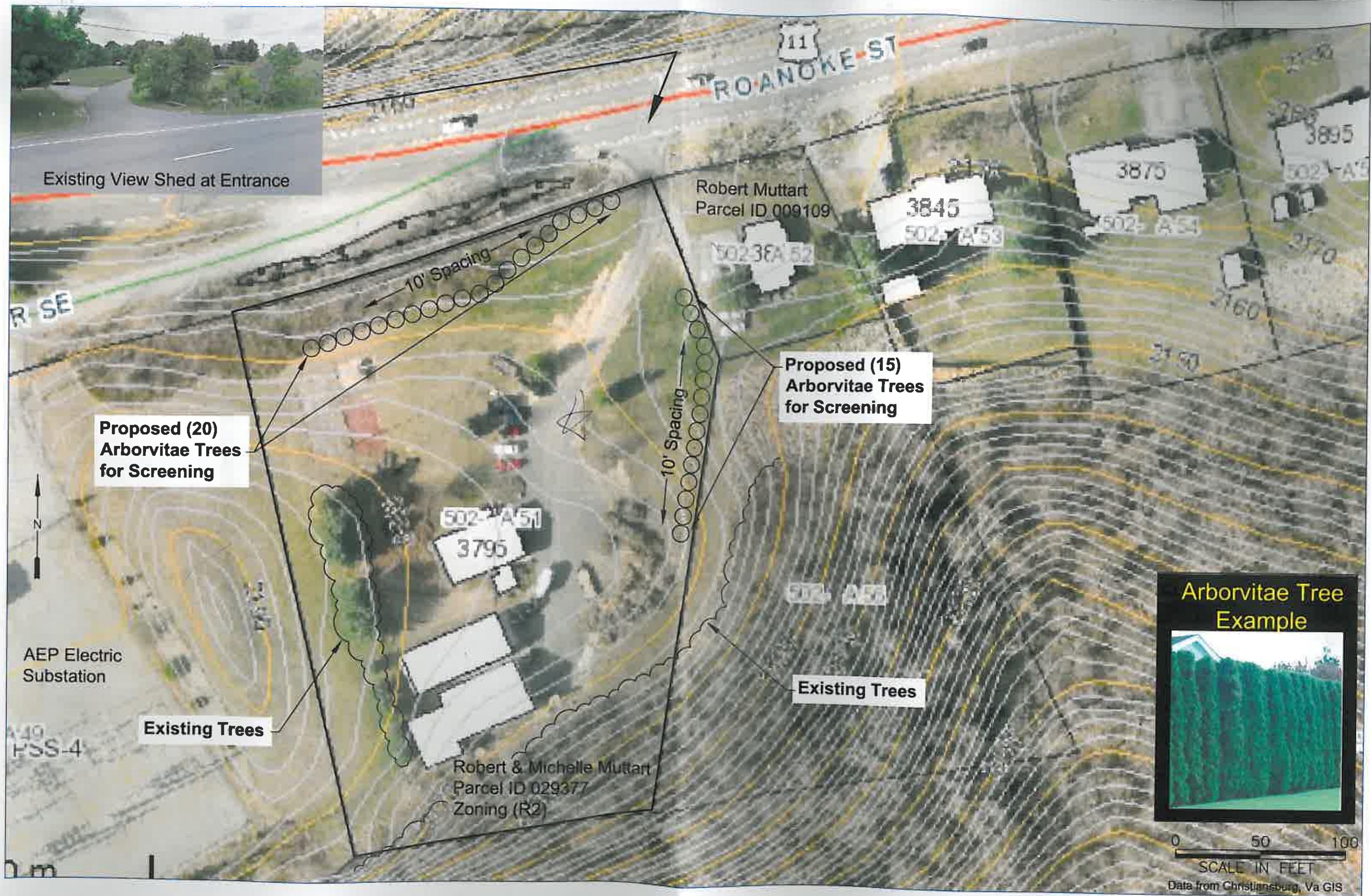






GRASS
ASSASSINS







TOWN OF CHRISTIANSBURG

100 East Main Street
Christiansburg, VA 24073
Phone (540) 382-6120 Fax (540) 381-7238

Home Occupation Application

Applicant: Robert Muttart Phone: 392-4154 Date: 7-1-08

Proposed Home Occupation name (if any): Grass Assassins

Address: 3795 Roanoke St. Zoning District: R-2

Property owner: Robert Muttart Property owner's address: 507 Meadow Ridge Rutherford

1) Provide a detailed description of the proposed home occupation (activities involved, materials and equipment used, methods of operation, etc.): Mowing Company

Truck, Trailer, & mowers

2) What type of product or service will be provided by the proposed home occupation? Service company - Mowing

3) How many persons will be engaged in the proposed home occupation? Please indicate if these persons live on-premises or off-premises of the home occupation. 4 3 people on 1 lot

4) Describe any possible alterations to the premises that might be required to facilitate the proposed home occupation. (Building permits required for any structural changes/additions). None

5) Describe the area of the premises to be used by the proposed home occupation and the use. (for example: attached garage will be used to store supplies, den will contain a desk, computer, and filing cabinets).

Building behind house will be used to store supplies such as shovels, Mowers, etc.

6) Describe any mechanical, electrical, or other equipment that would be used by the proposed home occupation. No other

7) Describe how, where, and in what amounts materials, supplies, and/or equipment related to the proposed home occupation will be displayed or stored. 1 truck & trailer in Drive way
Misc. equipment stored in building

8) Will people come to the proposed site to obtain any product, view samples, attend instructional/informational classes, or otherwise utilize the site for business purposes? Yes No
 If yes, please explain in detail (please include expected number, frequency, and hours)? _____

9) Will there be a sign for the proposed home occupation? (Signs are not allowed in the R-1 and R-1A districts; a wall-mounted 2-square foot sign may be allowed in the A, R-2, R-3, and R-MS districts only with Conditional Use Permit approval by Town Council and an approved sign permit.) Yes No

10) Will there be any outside indication of a business in connection with the proposed home occupation?
 Yes No If yes, please provide detail. 1 truck & trailer in drive way

11) If trucks or other equipment will be used in the proposed home occupation, describe the vehicles and where would they be parked or stored? other business vehicles will be located off premises.

12) Will the proposed home occupation involve pick-ups or deliveries by UPS, Federal Express, freight carriers, etc. to the proposed home occupation? Yes No If yes, please provide detail (size of vehicle, number of axles, frequency, etc.). _____

 I, the undersigned, understand and agree to the provisions of Chapter 30 "Zoning" of the Christiansburg Town Code regarding home occupations and understand that Conditional Use Permits are required for major home occupations.

Home Occupation Applicant: Robert Mather Date: 7-7-08

Property Owner (if other than applicant): _____ Date: _____

The home occupation was approved / disapproved by Town Council Town Manager / Zoning Administrator contingent upon compliance with Town Code and all specified conditions being met.

7/9/08
 Date _____

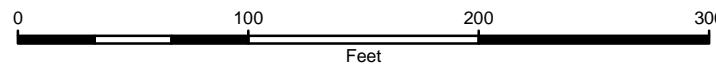
Robert Mather
 Town Manager / Zoning Administrator





3795 ROANOKE STREET

2009 Aerial View





3795 ROANOKE STREET

2011 Aerial View



Nichole Hair

From: Nichole Hair
Sent: Wednesday, April 02, 2014 3:57 PM
To: PlanningCommission
Cc: Planning
Subject: FW: 3795 Roanoke Street - Muttart CUP request
Attachments: small_aerial_2009.pdf; small_aerial_2011.pdf; small_aerial_2005.pdf; small_aerial_2007.pdf; 3795 Roanoke Street - small aerial.pdf; landscaping plan submitted by Muttart.pdf; 3795 Roanoke Street - approved home occ.pdf; 3795 Roanoke Street - small aerial 2013.pdf

Tracking:

Recipient	Read
PlanningCommission	
Planning	
Missy Martin	Read: 4/2/2014 3:57 PM
Nichole Hair	Read: 4/2/2014 3:57 PM
Sara Morgan	Read: 4/3/2014 8:09 AM
Joe Powers	Read: 4/3/2014 4:47 PM
Harry Collins	Read: 4/4/2014 9:38 AM

Recipient	Read
PlanningCommission	
Planning	
Missy Martin	Read: 4/2/2014 3:57 PM
Nichole Hair	Read: 4/2/2014 3:57 PM
Sara Morgan	Read: 4/3/2014 8:09 AM
Joe Powers	Read: 4/3/2014 4:47 PM
Harry Collins	Read: 4/4/2014 9:38 AM

All~

I have gathered additional information regarding the Muttart property/request.

Attached you will find progressive aerials of the property. There are no building permits on file for any of the buildings. The Town would/does require a permit in order to verify Zoning requirements (setbacks) at a minimum.

Attached is the approved Home Occupation application. Mr. Muttart has had a valid Business License, until recently. Mr. Muttart cannot receive a Business License from the Town because of the violations on the property. Mr. Muttart does not have the business vehicles registered at 3795 Roanoke Street, so taxes on the vehicles cannot be verified.

Attached is the landscaping plan Mr. Muttart submitted during the Public Hearing.

A violation notice was never sent to the property but Mr. Muttart was contacted by the Town on 9/12/11 in regards to the number of vehicles. Mr. Muttart was reminded he is limited to one truck and one trailer, per his approved Home Occupation application. Mr. Muttart indicated he would remove the other vehicles. Mr. Muttart was again contacted on other occasions in regards to the continued violation on his property. Mr. Muttart was contacted on 10/7/13 and advised someone associated with the business needs to live on the property. Mr. Muttart was then advised to apply for a Conditional Use Permit for a major home occupation or rezone the property. At that time Mr. Muttart completed both a CUP and rezoning application and left a \$750 check for a public hearing, but no indication as to which he wished to do. While Mr. Muttart was out of the country this Fall/Winter, Town staff spoke with the manager of Grass Assassins on numerous occasions to inquire about what Mr. Muttart planned to do in regards to the property. No action was taken by Mr. Muttart until March 2014.

Please feel free to inquire about anything else with the property.

Thank you.



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES
JAMES W. "JIM" VANHOOZIER

TOWN MANAGER
BARRY D. HELMS

ASSISTANT TOWN MANAGER
RANDY S. WINGFIELD

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE I. TWEEDIE

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYNNE, MEMMER &
DILLON, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Engineering Fax 540-381-7238

x R. Muttart

D.R.D.S
4-11-14

OFFICE OF: Planning Director/Zoning Administrator

April 8, 2014

HAND DELIVERY VIOLATION NOTICE

Robert G. Muttart
Michelle D. Muttart
507 Meadow Ridge Road
Radford, VA 24141

Dear Mr. and Mrs. Muttart:

The Town of Christiansburg is aware of a landscaping business being operated without a business license on your property located at 3795 Roanoke Street (tax parcel 502 – ((A)) – 51), which is zoned R-2 Two-Family Residential under Chapter 42 "Zoning" of the *Christiansburg Town Code*.

Section 18-351 of the *Christiansburg Town Code* prohibits the operation of businesses within the Town of Christiansburg without business licenses and there is no Town Business License. The Town will not issue a Business License for this use at this location until the Conditional Use Permit is approved by Town Council. **Operating without a business license is a class 1 misdemeanor and will result in fines up to \$2,500.00 and/or confinement in jail. Each and every day operating without a business license will constitute a separate offense. The Town of Christiansburg shall consider this as notification for future violations.**

If you should have any questions, please feel free to contact me at (540) 382-6120 x1130.

Sincerely yours,

Nichole Hair
Nichole Hair
Planning Director/Zoning Administrator

Cc: Ordinance Officer A.D. Marshall, Christiansburg Police Department
BPOL Clerk Lori Bayne, Town of Christiansburg

Resolution of the Town of Christiansburg Planning Commission

Conditional Use Permit Application

WHEREAS the Christiansburg Planning Commission, acting upon a request by the Christiansburg Town Council to study a request made by Robert Muttart for a Conditional Use Permit (CUP) for a major home occupation for a landscaping business at 3795 Roanoke Street (tax parcel 502 – ((A)) – 51) in the R-2 Two-Family Residential District, has found following a duly advertised Public Hearing that the public necessity, convenience, general welfare and good zoning practices (permit / do not permit) the issuance of a Conditional Use Permit (CUP) to Robert Muttart for a major home occupation for a landscaping business at 3795 Roanoke Street (tax parcel 502 – ((A)) – 51).

THEREFORE be it resolved that the Christiansburg Planning Commission (recommends / does not recommend) that the Christiansburg Town Council approve the Conditional Use Permit with the following condition(s):

1. ~~There is to be no additional equipment stored on the property (other than the number of vehicles currently used by the operation – four trailers with mowing equipment and four trucks).~~
2. ~~The property is to be maintained in a clean, sanitary, and sightly manner.~~
3. ~~This permit shall be revocable for violations of Chapter 4 “Advertising” of the Christiansburg Town Code occurring on the property.~~
4. ~~This permit shall be subject to review by the Planning Commission and Town Council in one year.~~

Dated this the 14th day of April 2014.



Craig Moore, Chairperson
Christiansburg Planning Commission

The above Resolution was adopted on motion by Powers seconded by Franusich at a meeting of the Planning Commission following the posting of a public hearing notice upon the property and a duly advertised Public Hearing on the above request on March 31, 2014. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>MEMBERS</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew J. Beasley	X			
Ann H. Carter	X			
Harry Collins		X		
M. H. Dorsett, AICP	X			
David Franusich	X			
Jonathan Hedrick			X	
Steve Huppert			X	
Craig Moore, Chairperson	X			
Joe Powers, Vice-Chairperson	X			
Jennifer D. Sowers		X		

Craig P. Moore
Craig Moore, Chairperson

Nichole Hair
Nichole Hair, Secretary Non-voting

Paid Time Off (PTO)

The Paid Time Off (PTO) plan is only available to employees covered under the VRS Hybrid Retirement Plan (i.e. those employees hired on or after January 1, 2014 with no prior creditable service in the Virginia Retirement System or employees who opted into the Hybrid plan.) All other employees are covered under VRS Retirement Plan 1 or Plan 2 and should refer to the sections on Annual Leave and Sick Leave for their applicable leave policies.

The Paid Time Off (PTO) plan is a comprehensive program that recognizes the many diverse needs of employees for time off from work, including vacation, personal time, illness or time off to care for dependents.

Questions about PTO earned and used should be referred to your supervisor.

1. Enrollment

Employees hired on and after January 1, 2014 will automatically enroll in the Paid Time Off (PTO) plan at the time of hire if they are covered under the Hybrid Retirement Plan of the Virginia Retirement System (VRS). Existing employees who opt-in to the Hybrid Retirement Plan will also enroll in the PTO plan. Currently, only employees covered under the VRS Hybrid Retirement Plan are eligible to participate in PTO.

2. Paid Time Off (PTO) Accruals

A. Full-time employees receive PTO accruals based on their years of continuous service as an employee with the Town. Leave shall accrue at the following rate over the applicable pay periods in the calendar year:

Years of Service	Accrual Days Per Year
0 – 4	18 (12 hours/month)
5 – 9	21 (14 hours/month)
10 – 14	24 (16 hours/month)
15 – 19	27 (18 hours/month)
20+	30 (20 hours/month)

B. Hours are accrued on the last working day of each month and cannot be taken until the day after they are accrued (e.g. the first working day of the month after they are accrued.)

C. Employees shall not be eligible to receive pay for more days of leave than they have accrued as of the immediately preceding month. Leave without

pay must be approved as outlined in Leave Without Pay/Excused Leave of Absence (p. 17).

- D. Employees will be credited with partial accrual of hours if they begin working after the first day of the month. When employment ends, no partial accrual of hours will be granted if the employee is not employed on the last working day of the month.
- E. Any scheduled holiday that falls during the employee's PTO leave will not be charged as PTO but as Holiday Pay.
- F. Time off taken in accordance with bereavement leave; jury duty; and/or military leave policies as defined in the Personnel Handbook will not be charged as PTO.
- G. Accrued PTO hours may be taken in increments as low as 15 minutes (.25 hours).
- H. Requests for leave must be scheduled and approved in advance per each department's policy, except in cases of emergency or illness.
- I. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request the employee provide a statement from his or her healthcare provider at any time concerning the justification for an unscheduled absence. PTO hours may not be used for missed time because an employee reports late to work, except during inclement weather.
- J. New employees shall not be eligible to take scheduled PTO hours until the completion of six (6) months continuous employment, except that unpaid days off may be granted or approved by the department head during the initial probationary period. Accrued PTO hours may be used in cases of emergency or illness within the first six (6) months of employment, though documentation of the need and/or a statement from the employee's health care provider may be required at the discretion of the department head.
- K. Time off taken by employees under this policy shall be considered time worked in accruing leave under the PTO, as well as in the calculation of overtime pay.
- L. The maximum amount of accrued PTO hours that can be carried over annually at the beginning of each fiscal year shall be 480 hours (60 working days).

Cross-referenced Sections of the Personnel Handbook also requiring changes:

Note: Wording highlighted in yellow indicates the proposed changes to the existing sections of the Personnel Handbook. Wording in red indicates additional proposed changes not included in the previous version considered by Town Council on 2/25/2014.

Addition to X. EMPLOYEE BENEFITS (p. 9):

Virginia Retirement System (VRS)

All full-time employees shall be enrolled in the Virginia Retirement System (VRS). Employees hired into a VRS-covered position prior to July 1, 2010 and vested in VRS by December 31, 2012 are considered participants in Plan 1. Employees hired in a VRS-covered position between July 1, 2010 and December 31, 2013 who were not fully vested in the VRS system prior to December 31, 2012 are considered participants in Plan 2. Employees hired into a VRS-covered position on and after January 1, 2014 who have no prior creditable service in VRS will be covered under the VRS Hybrid Retirement Plan. Sworn law enforcement officers, paid fire and rescue personnel covered under enhanced hazardous duty benefits will not be eligible to participate in the VRS Hybrid Retirement Plan, and will be participants in Plan 1 or Plan 2, depending on date of hire into a VRS covered position.

Effective July 1, 2012, payment of the 5% member contribution shall be made by all Plan 1 and Plan 2 employees through salary reduction on a pre-tax basis. All participants in the VRS Hybrid Retirement Plan will be required to contribute 4% into a defined benefit account with VRS and 1% into a VRS defined contribution account. Hybrid participants will have the ability to voluntarily contribute up to an additional 4% into the VRS defined contribution account. These contributions shall be made through salary reduction on a pre-tax basis.

Amendment to Retirement – Sick Leave Divestiture (p. 11):

Retirement – Sick Leave Divestiture

****The Retirement-Sick Leave Divestiture program is only available for employees covered under Plan 1 or Plan 2 of the Virginia Retirement System (VRS) who retire with a minimum of five years of service to the Town. Payout of accrued Paid Time Off (PTO) hours at retirement follows the payout guidelines found under Terminal Leave and Pay (p. 18).****

(All other wording under “Option A” and “Option B” remains unchanged)

Amendment to Annual Leave (p. 11):

Annual Leave

The Annual Leave policy is only available to employees covered under VRS Retirement Plan 1 or Plan 2. All other employees covered under the VRS Hybrid Retirement Plan should refer to the Paid Time Off (PTO) plan for their applicable leave policy.

(All other wording under Annual Leave remains unchanged)

Amendment to Sick Leave (p. 12):

Sick Leave

The Sick Leave policy is only available to employees covered under VRS Retirement Plan 1 or Plan 2. All other employees covered under the VRS Hybrid Retirement Plan should refer to the Paid Time Off (PTO) plan for their applicable leave policy.

(All other wording under Sick Leave remains unchanged)

Amendment to Bereavement Leave (p. 13):

Bereavement Leave

Bereavement leave may be used in the event of the death of an immediate family member (spouse, children **(including foster- and step-)**, grandparents, parents, including mother and father-in-law and/or step-parents, brother, and sister. Bereavement leave is not to exceed three (3) days per occurrence and cannot exceed 40 hours total per calendar year.

For employees covered under VRS Retirement Plan 1 or Plan 2, bereavement leave in excess of three (3) days per occurrence/40 hours total per calendar year will be charged against accrued sick leave. For VRS Hybrid Retirement Plan/Paid Time Off (PTO)-covered employees, bereavement leave in excess of three (3) days per occurrence/40 hours total per calendar year will be charged against accrued PTO hours.

Amendment to Military Leave (p. 17):

Military Leave

In compliance with Article 10, Section 44-93 of the Code of Virginia, an employee engaged in military duty shall be entitled to a leave of absence with full pay by the Town for a period not to exceed 15 working days per federal fiscal year, without charging against Annual Leave **or** Paid Time Off (PTO) hours, as applicable.

An employee requesting leave under this policy must furnish a copy of their military orders when submitting their request for leave. If written orders are not available when the request for leave is submitted, the employee must provide a copy of their military orders immediately upon return to work.

Amendment to Terminal Leave and Pay (p. 18):

Terminal Leave and Pay

Regardless of which retirement plan an employee is covered under, payment for accrued compensatory time upon termination of employment shall be calculated at the final regular rate of pay received by the employee.

VRS Retirement Plan 1 or Plan 2-covered employees:

Upon termination of employment, an employee in good standing is entitled to payment for unused Annual Leave, less any deduction for Annual Leave or Sick Leave used but not earned.

All accrued Sick Leave shall be forfeited upon termination of employment with the exception of retirement after having been employed for at least five (5) years.

Payment for accrued sick leave upon retirement from employment shall be paid using the Average Final Compensation ("AFC") rate established by VRS.

VRS Hybrid Retirement Plan/Paid Time Off (PTO)-covered employees:

Upon termination of employment, an employee in good standing is entitled to payment for unused accrued leave as noted below:

<u>Length of Employment</u>	<u>Percentage Of Unused Leave</u>	<u>Maximum Payout</u>
< 1 Year	0%	0 Hours
1 – 9 Years	25%	120 Hours
10 – 19 Years	50%	240 Hours
20 + Years	75%	360 Hours

The Town shall not make payment for unused annual leave or accrued PTO hours, as applicable, to employees who are not in good standing at termination of employment. In order to be in good standing, the employee shall not have been terminated for a violation of Town rules and/or policies (see Personnel Handbook); resigned in lieu of termination for violating Town rules and/or policies; and/or resigned without appropriate notice as described under Resignation Courtesies (p. 24). Exceptions to this policy shall only be granted at the discretion of the town manager.

DRAFT



Town of Christiansburg

2014

Annual Action Plan

Presented to
U.S. Department of Housing and Urban Development

Prepared: April 2014
Submitted:

CITIZEN COMMENT PERIOD & PUBLIC HEARING NOTICE

TOWN OF CHRISTIANSBURG, VIRGINIA

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The Town of Christiansburg Virginia as a recipient of block grant funding is required by the U.S. Department of Housing and Urban Development (HUD) to prepare and adopt a multiyear Consolidated Plan and Annual Action Plans that solicit citizen views on proposed Community Development Block Grant (CDBG) program activities contained in these documents. The Citizen Comment period and public hearing have been scheduled for the FY 2014 Annual Action Plan.

CITIZEN PARTICIPATION

Draft copies of the FY 2014 Annual Action Plan will be available for review beginning April 9, 2014 and ending May 9, 2014. The plan shall outline proposed activities for CDBG funding and specific activities for this program year beginning July 1, 2014. Print copies of the draft plan will be located at the Christiansburg Public Library, located at 125 Sheltman Street during the review process. Additional copies can be obtained from the Christiansburg Planning Department, located at the Christiansburg Town Hall, 100 E. Main Street or on the Town's website at www.christiansburg.org. Provide any comments or suggestions by mailing the Planning Department – CDBG, Town of Christiansburg, 100 E. Main Street, Christiansburg, VA 24073-3029, by e-mailing nhair@christiansburg.org or by phone at (540) 382-6120 x 1130.

PUBLIC HEARING

The Christiansburg Town Council will hold a Public Hearing on Tuesday, April 22, 2014 at 7:00 p.m. in the Council Room, Christiansburg Town Hall, 100 E. Main Street to receive comments on Council's intention to adopt the 2013 Annual Action Plan.

A copy of the FY 2014 Annual Action Plan may be viewed in the Planning Department, Town of Christiansburg, 100 E. Main Street, Christiansburg, VA 24073-3029 during normal office hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. Written comments may be sent to the preceding address; please allow adequate mailing time.

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap or language services should contact the Town Manager's Office 382-6128 at least six days in advance.



Fifth Program Year Action Plan

The CPMP Fifth Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

The 2014 Annual Action Plan for the Town of Christiansburg outlines the activities that will be undertaken during the program year beginning July 1, 2014 and ending June 30, 2015 using Federal funds granted to the Town of Christiansburg by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG). Programs and activities described in this plan are continued from Program Year 4. All programs and activities are intended to benefit low-income and moderate-income residents of the Town of Christiansburg, neighborhoods with high concentrations of low-income and moderate-income residents, and the Town as a whole.

Objectives:

- Ongoing development of new public infrastructure and upgrading portions of infrastructure to enhance the quality of life for citizens in the Low to Moderate Income Block Groups.

Outcomes:

- Providing usable sidewalks will provide connectivity for low to moderate income residents within Town. Various residential areas lie adjacent to businesses, agencies that provide services, local transit and government offices. By providing the necessary links between the neighborhoods and the commercial area, an improved transportation network will be achieved.
- Upgrading water and sewer systems that lay under the sidewalk areas provides a better quality of life as some of these lines have never been upgraded or improved.

Accomplishments:

- Existing sidewalks have been improved to comply with ADA standards in the project area along East Main Street, Roanoke Street and Park Street.

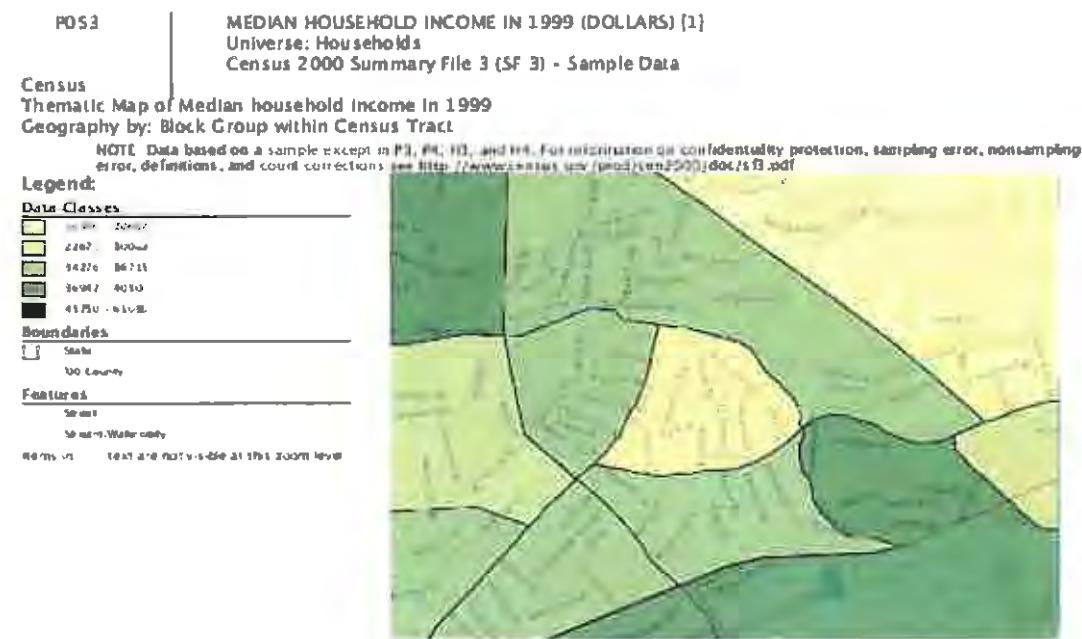
- Approximately 639 feet of new sidewalk has been installed and 2,040 feet of existing sidewalk has been improved.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

The Town of Christiansburg's Park District consists of a mixture of older single family homes and rental units. The Park District is also home to lower income residents with a median household income of \$10,446 - \$20,667. The boundary of the Park District is Roanoke Street (U.S. Routes 11 and 460), Depot Street, N.E. and East Main Street. Park Street (which the area is named for), runs parallel to Roanoke Street, transects the Park District. Roanoke Street serves as a major connector to area shopping, medical offices and municipal buildings such as Christiansburg Town Hall, Montgomery County Courthouse and Health Department.

The Town of Christiansburg's Park District is home to lower income residents that require access to area shopping, medical offices and other businesses. A portion of Park Street and Roanoke Street do provide sidewalks; however, there is a need to fill in areas that do not have sidewalks. Christiansburg witnesses residents walking on the grassy shoulders to arrive at various destinations along Park Street from their residences within the Park District. Christiansburg intends to allot a minimum of 80% of the \$108,522 CDBG allocation to continue sidewalk construction, plus upgrade drainage infrastructure along portions of Park Street and Depot Street, N.E. In order to install new sidewalks, the drainage infrastructure will need to be improved. The remaining 20% will be allocated for administrative costs, if those costs should need funding.



2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

The Park Street Neighborhood will receive priority attention during this funding cycle to continue the construction of new sidewalks and repair of existing infrastructure. The priorities were established based on the needs of the eligible jurisdictional area and available funds.

3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

A major obstacle the Town of Christiansburg has faced in meeting the needs of the targeted population is the minimal funds. Additionally, the Town of Christiansburg has limited staffing to assist with housing rehabilitation and other housing projects. In order to utilize the CDBG funds efficiently and effectively to meet the needs of the low to moderate income residents and other Town residents, infrastructure improvements serve the greater good.

4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

HUD CDBG funds will be used to address the needs and objectives identified in the Annual Action Plan. The Town of Christiansburg has been allocated to receive \$108,522 for the 2014 program year. Application for the Virginia Department of Transportation Revenue (VDOT) Sharing Program will be submitted. If the application is successful, CDBG funds will be leveraged for VDOT funds. The Town of Christiansburg General Fund will ensure proper maintenance of sidewalks and infrastructure improvements.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.

The Town of Christiansburg's Planning Department is the lead agency overseeing the administration of programs covered by the Consolidated Plan and Action Plans. The Planning Department is responsible for coordinating with area organizations, citizens and other interested parties.

In addition to overseeing the administration of the programs, the Town of Christiansburg will continue coordination of sidewalk construction and any other infrastructure improvements through various Town departments and a local consultant.

2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

The 2014 Annual Action Plan includes the continuation of the public infrastructure project for the Park District neighborhood. In developing the 2014 Annual Action Plan, area agencies, groups and organizations were not directly contacted for input. Area agencies, groups and organizations have been and will continue to be contacted for input during the Consolidated Plan process.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

In the next year, if projects dictate the need for further coordination with local organizations, staff will work directly with local organizations to meet the needs.

Citizen Participation

1. Provide a summary of the citizen participation process.

Public input was solicited between April 14, 2014 and May 14, 2014. Copies of the Annual Action Plan were made available at the local library, Christiansburg Town Hall and on the Town website. Copies translated in Spanish were also made available. Additionally, a public hearing was held before Town Council on April 22, 2014.

2. Provide a summary of citizen comments or views on the plan.

Xxx public comments were received. Town Council recommended xxx

3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

In order to broaden public participation, the Town of Christiansburg supports and encourages the participation of citizens, community groups, and other interested agencies in both the development and the evaluation of the Annual Plan's programs and activities. The citizen participation process is designed to encourage input from all residents including non-English speaking and minority populations. Extremely-low and low income persons are especially encouraged to participate in the process. Attempts are made to include residents of areas where projects currently exist or are proposed.

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

To be added after public comment period.

Institutional Structure

1. **Describe actions that will take place during the next year to develop institutional structure.**

The Town of Christiansburg will continue to administer the program, providing on-going planning, be a liaison with citizens and neighborhood organizations, and provide neighborhood improvements.

Monitoring

1. **Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.**

The Town of Christiansburg staff alongside an area consultant will assure program compliance in the CDBG program by conducting a risk analyses and monitoring projects.

The CDBG program monitors high-risk projects as a first priority. The areas reviewed to determine the risk level includes meeting goals, management procedures, record keeping, financial status, construction and labor standards (if applicable), and beneficiary data.

The Town of Christiansburg will monitor its own performance in meeting the goals by conducting frequent reviews with members of Town Council, Town Council appointed Street Committee, and citizens. By gathering beneficiary information we are able to measure our success. Changes in policies and economic trends may affect a project's ability to meet proposed goals.

To ensure the Town of Christiansburg complies with HUD's "timeliness" test, the Town of Christiansburg proceeds with projects which are engineered and shovel ready. Contracts are set up with completion dates to be 45 days after construction begins. It is understood issues may arise, but the projects are to be completed in a timely manner. The sidewalk project has been behind due to staff constraints and the hope is to "catch up".

The improvements of the sidewalks throughout the Park District neighborhood provides residents access to local shops, Government and other service agencies, doctor's offices and the bus service. Sidewalks provide connectivity, allowing residents a safe option for mobility to work, other area services and for pleasure. The Town of Christiansburg emphasizes connectivity for all residents and continues to look for opportunities to meet that goal. The CDBG funds provide connectivity for an area of Town that needs that.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Christiansburg does not have the resources or expertise necessary to implement a lead poisoning prevention program. Christiansburg's Building Official can assist in education and reduction of lead-based paint hazards during remodel projects of older homes. Montgomery County's Health Department tracks lead-based paint hazards in order to provide an effective education program to improve local understanding and efforts to reduce lead-based paint hazards.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.

The Town of Christiansburg will strive to maintain and increase the supply of affordable, sound housing through planning processes promoting affordable housing such reviewing the Town's Zoning Ordinance and Comprehensive Plan. Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing affordable housing needs with CDBG allocations.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Services for extremely low to moderate income families can be obtained from various organizations within the Town of Christiansburg, Montgomery County and throughout the New River Valley. These organizations can assist with housing needs, utility payments and other emergency assistance needs for a wide range of populations.

Montgomery County Department of Social Services
Community Housing Partners
New River Community Action
Women's Resource Center
New River Valley Habitat for Humanity
New River Community Services
New River Valley Agency for Persons with Mental Retardation
New River Valley Senior Services/Agency on Aging

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing public housing with CDBG allocations.

2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

There is no Public Housing Authority within the Town of Christiansburg.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Removal of barriers to affordable housing must be done with a full analysis of potential ramifications. In this regard, the Town's Zoning Ordinance will be edited as necessary to protect and strengthen residential districts. The Town's Comprehensive Plan was recently adopted and as part of the continued process, individual "Neighborhood Plans" will be developed. The studies behind the Neighborhood Plans will aid in determining barriers to affordable housing. Christiansburg's current zoning and regulations continue to be closely examined to ensure compatibility with the promotion of affordable housing opportunities.

In addition, Christiansburg has continued to support and participate with the New River Valley Housing Partnership as it examines opportunities in the area of Continuum of Care and HOME Consortia pursuits.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.

- b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 5 Action Plan HOME/ADDI response:

Not applicable to the Town of Christiansburg.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. **Sources of Funds**—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. **Homelessness**—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 5 Action Plan Special Needs response:

The Town of Christiansburg recognizes the need to assist low to moderate income households in danger of becoming homeless, and is committed to assisting those families by continued support of local agencies, the regional Housing Partnership, Continuum of Care and HOME Consortium. The Town of Christiansburg has taken an active role in a regional committee to end homelessness and will continue to provide staff support. The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible. No CDBG funding will assist these efforts.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 5 Action Plan ESG response:

Not applicable to the Town of Christiansburg.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 5 Action Plan Community Development response:

The Town of Christiansburg continues to strive to complete the sidewalk project set forth in the Consolidated Plan. The sidewalk project has been listed as the highest priority for the Goals and Objectives. Additional improvements to water and sewer infrastructure have been listed as a medium priority. Water and sewer infrastructure have not needed attention at this time.

The Town of Christiansburg has not utilized CDBG funds nor has set goals to address affordable housing.

Over 55% of the residents of the Census Block Group 020800-02 are low-moderate income persons. These residents have direct access to the new sidewalks and renovation of existing sidewalks. Improving sidewalks and installing new sidewalks will encourage a walkable community providing access to public transportation, grocery stores, doctor's offices including a free clinic and municipal buildings.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 5 Action Plan Antipoverty Strategy response:

No direct reduction of poverty levels will be attempted with the CDBG program within the Town of Christiansburg. Increased accessibility to area services, including public transportation, could aid in reducing poverty in Christiansburg.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 5 Action Plan Specific Objectives response:

The Town of Christiansburg will not be addressing specific special needs with the CDBG program.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HTV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 5 Action Plan HOPWA response:

The Town of Christiansburg does not participate in HOPWA.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 5 Specific HOPWA Objectives response:

The Town of Christiansburg does not participate in HOPWA.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

ATTACHMENTS:

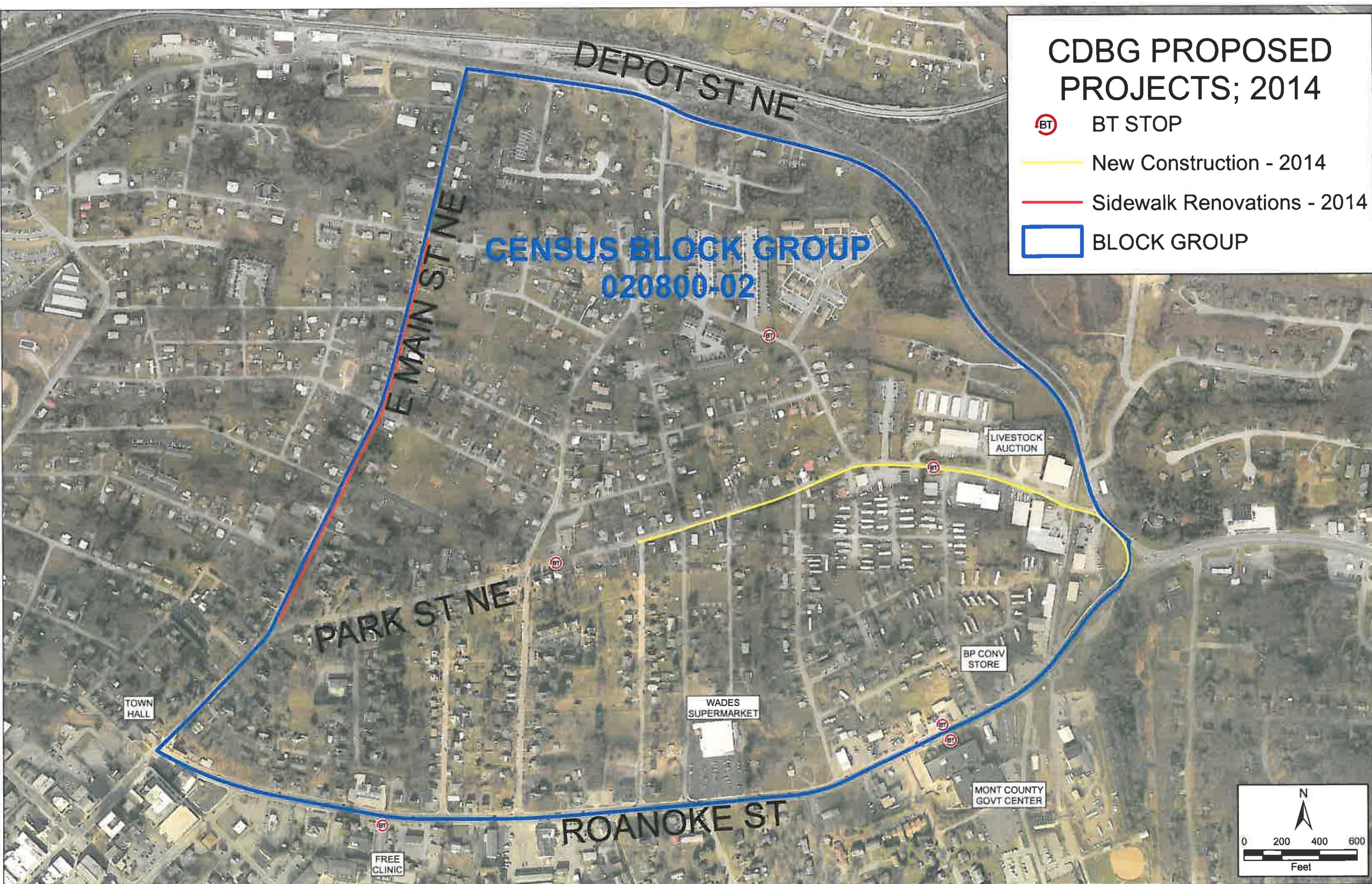
PROJECT AREA MAP

CENSUS MAP

TOWN ZONING MAP

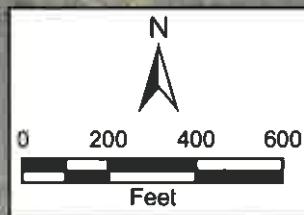
CDBG PROPOSED PROJECTS; 2014

- BT STOP
- New Construction - 2014
- Sidewalk Renovations - 2014
- BLOCK GROUP

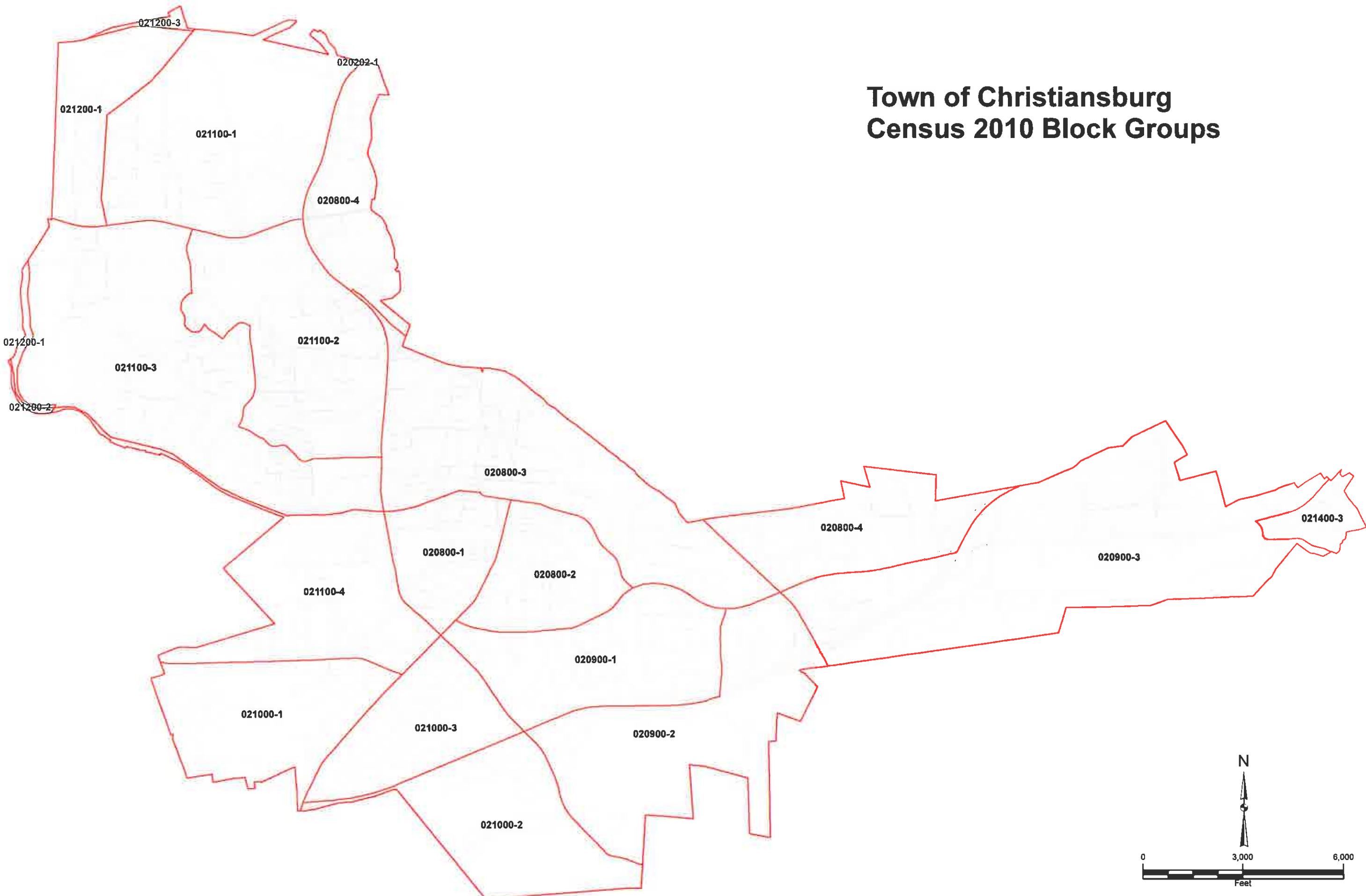


**CDBG COMPLETE
PROJECTS; 2012**

- **BT STOP**
- **RENOVATED 2012**
- BLOCK GROUP**



Town of Christiansburg Census 2010 Block Groups



TOWN OF CHRISTIANSBURG ZONING AS OF NOVEMBER 8, 2013

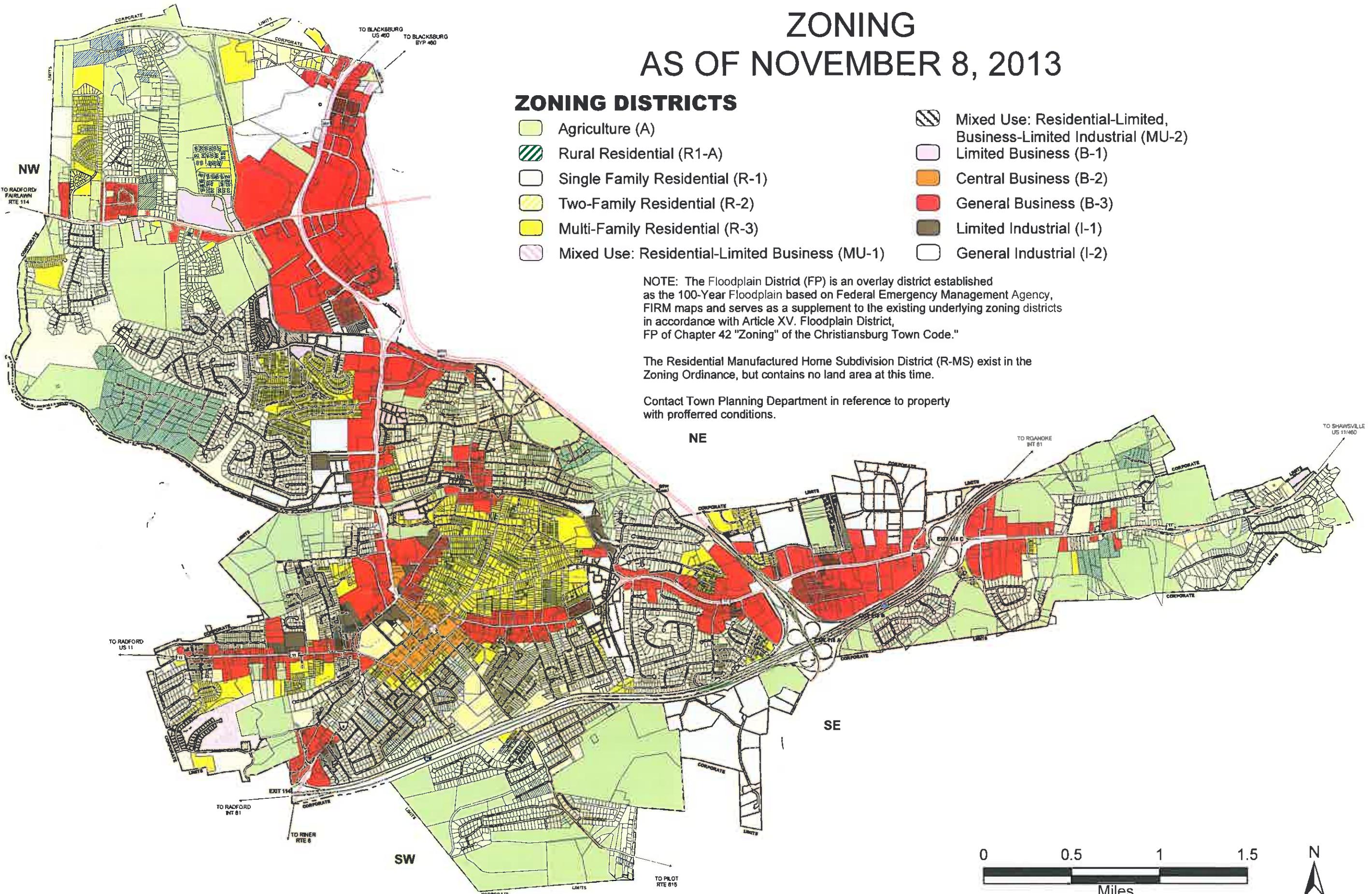
ZONING DISTRICTS

- Agriculture (A)
- Mixed Use: Residential-Limited, Business-Limited Industrial (MU-2)
- Rural Residential (R1-A)
- Limited Business (B-1)
- Single Family Residential (R-1)
- Central Business (B-2)
- Two-Family Residential (R-2)
- General Business (B-3)
- Limited Industrial (I-1)
- Multi-Family Residential (R-3)
- General Industrial (I-2)
- Mixed Use: Residential-Limited Business (MU-1)

NOTE: The Floodplain District (FP) is an overlay district established as the 100-Year Floodplain based on Federal Emergency Management Agency, FIRM maps and serves as a supplement to the existing underlying zoning districts in accordance with Article XV. Floodplain District, FP of Chapter 42 "Zoning" of the Christiansburg Town Code."

The Residential Manufactured Home Subdivision District (R-MS) exist in the Zoning Ordinance, but contains no land area at this time.

Contact Town Planning Department in reference to property with proffered conditions.



ATTACHMENTS:
NEEDS,
SPECIFIC
OBJECTIVES,
AND
PROJECTS

Continuum of Care Homeless Population and Subpopulations Chart

Part 1: Homeless Population		Sheltered		Un-sheltered		Total		Jurisdiction	
		Emergency	Transitional					Data Quality	
1. Homeless Individuals		7	2	14		23		(E) estimates	
2. Homeless Families with Children				0		0			
2a. Persons in Homeless with Children Families				0		0			
Total (lines 1 + 2a)		7	2	14		23			
Part 2: Homeless Subpopulations		Sheltered		Un-sheltered		Total		Data Quality	
1. Chronically Homeless		0		3		3		(E) estimates	
2. Severely Mentally Ill		0		2		2			
3. Chronic Substance Abuse		0		2		2			
4. Veterans		0		1		1			
5. Persons with HIV/AIDS		0		0		0			
6. Victims of Domestic Violence		39		2		41			
7. Youth (Under 18 years of age)		0		0		0			
Part 3: Homeless Needs Table: Individuals									
Needs	Available	Gap	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
Emergency Shelters	0	0	0	0	0	0	0	0	
Transitional Housing	0	0	0	0	0	0	0	0	
Permanent Supportive Housing	0	0	0	0	0	0	0	###	
Total	0	0	0	0	0	0	0	0	
Chronically Homeless								###	

Part 4: Homeless Needs Table: Families		5-Year Quantities					Total	
		Year 1	Year 2	Year 3	Year 4	Year 5	Actual	Goal
Needs	Available Beds	Gap	Complete	Complete	Complete	Complete	Goal	Actual
Emergency Shelters	0	0	0	0	0	0	0	0
Transitional Housing	0	0	0	0	0	0	0	0
Permanent Supportive Housing	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Completing Part 1: Homeless Population. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The counts must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Completing Part 2: Homeless Subpopulations. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The numbers must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Sheltered Homeless. Count adults, children and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless. Do not count: (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, SHP permanent housing or other permanent housing units; (3) children or youth, who because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities.

Unsheltered Homeless. Count adults, children and youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g. subway tunnels, railroad car), all-night commercial establishments (e.g. movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.

Housing and Community Development Activities

Housing and Community Development Activities

	Needs	Current	5-Year Quantities					Actual	Cumulative
			Year 1	Year 2	Year 3	Year 4	Year 5		
05T Security Deposits (If HOME, not part of 5% Admin c)	0	0	Goal	Actual	Goal	Actual	Goal	0	0
06 Interim Assistance 570.201(f)	0	0	0	0	0	0	0	0	0
07 Urban Renewal Completion 570.201(h)	0	0	0	0	0	0	0	0	0
08 Relocation 570.201(l)	0	0	0	0	0	0	0	0	0
09 Loss of Rental Income 570.201(j)	0	0	0	0	0	0	0	0	0
10 Removal of Architectural Barriers 570.201(k)	0	0	0	0	0	0	0	0	0
11 Privately Owned Utilities 570.201(l)	0	0	0	0	0	0	0	0	0
12 Construction of Housing 570.201(m)	0	0	0	0	0	0	0	0	0
13 Direct Homeownership Assistance 570.201(n)	0	0	0	0	0	0	0	0	0
14A Rehab: Single-Unit Residential 570.202	0	0	0	0	0	0	0	0	0
14B Rehab: Multi-Unit Residential 570.202	0	0	0	0	0	0	0	0	0
14C Public Housing Modernization 570.202	0	0	0	0	0	0	0	0	0
14D Rehab: Other Publicly-Owned Residential Buildings 570.202	0	0	0	0	0	0	0	0	0
14E Rehab: Publicly or Privately-Owned Commercial/Indus. 570.202	0	0	0	0	0	0	0	0	0
14F Energy Efficiency Improvements 570.202	0	0	0	0	0	0	0	0	0
14G Acquisition - for Rehabilitation 570.202	0	0	0	0	0	0	0	0	0
14H Rehabilitation Administration 570.202	0	0	0	0	0	0	0	0	0
14I Lead-Based/Lead Hazard Test/Abate 570.202	0	0	0	0	0	0	0	0	0
15 Code Enforcement 570.202(c)	0	0	0	0	0	0	0	0	0
16A Residential Historic Preservation 570.202(d)	0	0	0	0	0	0	0	0	0
16B Non-Residential Historic Preservation 570.202(d)	0	0	0	0	0	0	0	0	0
17A C1 Land Acquisition/Disposition 570.203(a)	0	0	0	0	0	0	0	0	0
17B C1 Infrastructure Development 570.203(a)	0	0	0	0	0	0	0	0	0
17C C1 Building Acquisition/Construction, Rehabilitation 570.203(a)	0	0	0	0	0	0	0	0	0
17D Commercial/Industrial Improvements 570.203(d)	0	0	0	0	0	0	0	0	0
18A ED Direct Financial Assistance to For-Profits 570.203(b)	0	0	0	0	0	0	0	0	0
18B ED Technical Assistance 570.203(b)	0	0	0	0	0	0	0	0	0
18C Micro-Enterprise Assistance	0	0	0	0	0	0	0	0	0
19A HOME Admin/Planning Costs at 1% (not part of 5% Ad)	0	0	0	0	0	0	0	0	0
19B HOME CDBG Operating Costs (not part of 5% Admin c)	0	0	0	0	0	0	0	0	0
19C CDBG Non-Profit Organization Capacity Building	0	0	0	0	0	0	0	0	0
19D CDBG Assistance to Institutions of Higher Education	0	0	0	0	0	0	0	0	0
19E CDBG Operation and Repair of Foreclosed Property	0	0	0	0	0	0	0	0	0
19F Planned Repayment of Section 106 Loan Principal	0	0	0	0	0	0	0	0	0
19G Unplanned Repayment of Section 106 Loan Principal	0	0	0	0	0	0	0	0	0
19H State CDBG Technical Assistance to Grantees	0	0	0	0	0	0	0	0	0
20D Planning 570.205	0	0	0	0	0	0	0	0	0
21A General Program Administration 570.206	0	0	0	0	0	0	0	0	0
21B Indirect Costs 570.206	0	0	0	0	0	0	0	0	0
21D Fair Housing Activities (subject to 20% Admin cap) 570.206	0	0	0	0	0	0	0	0	0
21E Submissions or Applications for Federal Programs 570.206	0	0	0	0	0	0	0	0	0
21F HOME Rental Subsidy Payments (subject to 5% cap)	0	0	0	0	0	0	0	0	0
21G HOME Security Deposits (subject to 5% cap)	0	0	0	0	0	0	0	0	0
21H HOME Admin/Planning Costs at 1% (subject to 5% cap)	0	0	0	0	0	0	0	0	0
21I HOME CDBG Operating Expenses (subject to 5% cap)	0	0	0	0	0	0	0	0	0
22J Uncoordinated Funds	0	0	0	0	0	0	0	0	0
23J Facility based housing - Development	0	0	0	0	0	0	0	0	0

Housing and Community Development Activities		Needs	Current	5-Year Quantities					% of Goal	Address to Priority List	Y/N	Plan to Fund?	Funding Source
				Year 1	Year 2	Year 3	Year 4	Year 5					
31K Facility based housing - operations	0	0	0	0	0	0	0	0	0	0	0	0	0
31G Short term rent mortgage utility payments	0	0	0	0	0	0	0	0	0	0	0	0	0
31F Tenant based rental assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
31E Supportive service	0	0	0	0	0	0	0	0	0	0	0	0	0
31H Housing Information services	0	0	0	0	0	0	0	0	0	0	0	0	0
31H Resource Identification	0	0	0	0	0	0	0	0	0	0	0	0	0
31B Administration - grantees	0	0	0	0	0	0	0	0	0	0	0	0	0
31D Administration - project sponsor	0	0	0	0	0	0	0	0	0	0	0	0	0
Acquisition of existing rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Production of new rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rehabilitation of existing rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Acquisition of existing owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Production of new owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rehabilitation of existing owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Homeownership assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Acquisition of existing rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Production of new rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rehabilitation of existing rental units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Acquisition of existing owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Production of new owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Rehabilitation of existing owner units	0	0	0	0	0	0	0	0	0	0	0	0	0
Homeownership assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	2	1	3	2	2	1	3	0	11	7

Non-Homeless Special Needs Including HOPWA	Needs	Currently Available	Gap	3-5 Year Quantities					Total
				Year 1	Year 2	Year 3	Year 4*	Year 5*	
52. Elderly	0	0	0	0	0	0	0	0	#####
53. Frail Elderly	0	0	0	0	0	0	0	0	0
54. Persons w/ Severe Mental Illness	0	0	0	0	0	0	0	0	0
55. Developmentally Disabled	0	0	0	0	0	0	0	0	0
56. Physically Disabled	0	0	0	0	0	0	0	0	0
57. Alcohol/Other Drug Addicted	0	0	0	0	0	0	0	0	0
58. Persons w/ HIV/AIDS & their Families	0	0	0	0	0	0	0	0	0
59. Public Housing Residents	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
60. Elderly	0	0	0	0	0	0	0	0	0
61. Frail Elderly	0	0	0	0	0	0	0	0	0
62. Persons w/ Severe Mental Illness	0	0	0	0	0	0	0	0	0
63. Developmentally Disabled	0	0	0	0	0	0	0	0	0
64. Physically Disabled	0	0	0	0	0	0	0	0	0
65. Alcohol/Other Drug Addicted	0	0	0	0	0	0	0	0	0
66. Persons w/ HIV/AIDS & their Families	0	0	0	0	0	0	0	0	0
67. Public Housing Residents	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
SL-1 Availability/Access/ability of Suitable Living Environment							
SL-1 (1)	Specific Objective - Develop and upgrade public facilities and infrastructure	Source of Funds #1 - CDBG Source of Funds #2 Source of Funds #3	Performance Indicator #1 - Sidewalk - linear feet	2010	\$92,000	\$91,001	99%
				2011	\$75,519	\$78,103	103%
				2012	\$86,300	74355	86%
				2013	\$86,605		0%
				2014	\$86,818		0%
			MULTI-YEAR GOAL		243459	#DIV/0!	
			Performance Indicator #2 - Administration and Planning	2010	\$22,600	\$19,633	87%
				2011	\$18,880	\$8,833	47%
				2012	\$21,575	4024.12	19%
				2013	\$21,651		0%
				2014	\$21,704		0%
			MULTI-YEAR GOAL		32490.1	#DIV/0!	
			Performance Indicator #3	2005		#DIV/0!	
				2006		#DIV/0!	
				2007		#DIV/0!	
				2008		#DIV/0!	
				2009		#DIV/0!	
			MULTI-YEAR GOAL		0	#DIV/0!	

New Specific Objective

Project Name:	Park Street Neighborhood Sidewalk Improvements			
Description:	IDIS Project #:	1	UOG Code:	VA510312 CHRISTIANSBURG
Developing and upgrading public facilities such as new sidewalk, repair of existing sidewalks, water and sewer upgrades that would be located under those sidewalks within the low-moderate neighborhoods. The sidewalk will primarily serve low-moderate income residents in obtaining accessible routes to established necessary services and commercial areas.				
Location: 51121020800 Census Track, The area bordered by East Main St, Depot St and Roanoke St		Priority Need Category <div style="display: flex; align-items: center;"> Select one: <div style="flex-grow: 1; border: 1px solid #ccc; padding: 2px; margin-left: 10px;"> Infrastructure </div> </div>		
Expected Completion Date: (12/31/2014) Objective Category: <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity		Explanation: Extend and improve sidewalks within target areas. Upgrade existing and develop new infrastructure, including but not limited to curb and gutters, water and sewer, and sidewalks where needed.		
Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		Specific Objectives <div style="display: flex; align-items: flex-start;"> <div style="flex: 1; margin-right: 10px;"> 1 Improve quality / Increase quantity of public improvements for lower income persons </div> <div style="flex: 1;"> 2 </div> <div style="flex: 1;"> 3 </div> </div>		
Project-level Accomplishments	11 Public Facilities	Proposed	Accompl. Type:	Proposed
		Underway	X	Underway
		Complete		Complete
		Accompl. Type:	Proposed	Accompl. Type:
		Underway		Underway
		Complete		Complete
	Accompl. Type:	Proposed	Accompl. Type:	Proposed
		Underway		Underway
		Complete		Complete
Proposed Outcome		Performance Measure		Actual Outcome
Improvement of infrastructure		Linear feet of improved infrastructure		
03L Sidewalks 570.201(c)		Matrix Codes		
03J Water/Sewer Improvements 570.201(c)		Matrix Codes		
Matrix Codes		Matrix Codes		
Program Year 1	CDBG	Proposed Amt.	\$92,000	Proposed Amt.
		Actual Amount	\$91,001	Actual Amount
	Fund Source:	Proposed Amt.		Proposed Amt.
		Actual Amount		Actual Amount
	Accompl. Type:	Proposed Units		Proposed Units
		Actual Units		Actual Units
	Accompl. Type:	Proposed Units		Proposed Units
		Actual Units		Actual Units

Program Year 2	CDBG	Proposed Amt.	\$75,519	Fund Source:	Proposed Amt.	
		Actual Amount	\$78,103		Actual Amount	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	CDBG	Proposed Amt.	\$86,300	Fund Source:	Proposed Amt.	
		Actual Amount	74,355		Actual Amount	
Program Year 3	Fund Source:	Proposed Amt.	\$0	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	CDBG	Proposed Amt.	\$86,605	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.	\$0	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
Program Year 4	11 Public Facilities	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	CDBG	Proposed Amt.	\$86,818	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.	\$0	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
Program Year 5	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	CDBG	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.	\$0	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	

Project Name:	Park Street Neighborhood Sidewalk/Infrastructure Improvements (admin)			
Description:	IDIS Project #:	2	UOG Code:	VA510312 CHRISTIANSBURG
Funds to be used for Administration purposes				

Location: 51121020800 Census Track, The area bordered by East Main St, Depot St and Roanoke St		Priority Need Category			
		Select one:	Planning/Administration		
		Explanation: Utilization of funds for planning and administration of sidewalk/infrastructure improvements.			
Expected Completion Date: (12/31/2014) Objective Category					
<input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity		Specific Objectives			
Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		1 Improve quality / Increase quantity of public improvements for lower income persons 2 3			
Project-level Accomplishments	11 Public Facilities	Proposed	Accompl. Type:	Proposed	
		Underway	X	Underway	
		Complete		Complete	
	Accompl. Type:	Proposed	Accompl. Type:	Proposed	
		Underway		Underway	
		Complete		Complete	
	Accompl. Type:	Proposed	Accompl. Type:	Proposed	
		Underway		Underway	
		Complete		Complete	
Proposed Outcome		Performance Measure		Actual Outcome	
21A General Program Administration 570.206		Matrix Codes			
Matrix Codes		Matrix Codes			
Matrix Codes		Matrix Codes			
Program Year 1	CDBG	Proposed Amt.	\$22,600	Fund Source:	Proposed Amt.
		Actual Amount	\$19,633		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Program Year 2	CDBG	Proposed Amt.	\$18,880	Fund Source:	Proposed Amt.	
		Actual Amount	\$8,833		Actual Amount	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Fund Source:	Proposed Amt.	\$21,575	Fund Source:	Proposed Amt.	
		Actual Amount	\$4,024		Actual Amount	
Program Year 3	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Fund Source:	Proposed Amt.	21,651	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
Program Year 4	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Fund Source:	Proposed Amt.	21,704	Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
Program Year 5	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
		Actual Units			Actual Units	
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
		Actual Amount			Actual Amount	

Policy for Banner Placement on West Main Street

Purpose: To establish the guidelines for the placement of banners across West Main Street on the Banner Poles.

Only events sponsored by the Town of Christiansburg and approved by the Town Manager will be allowed to display banners on the banner poles.

The banner may be no larger than three feet tall by forty feet long. The banner will have slits to reduce the wind load and have a total weight of not more than 30 pounds.

Banners may be installed up to two weeks before an event or for a total of two weeks for an ongoing event.

Town forces will install the banner.

Potential Interstate Signage

Virginia Logos site: <http://www.virginalogos.com/DesktopDefault.aspx?tabid=1>

Virginia Logos - Supplemental Guide Signs

- * the brown field signs
- * Limited to 3 lines, 19 characters per line (including arrows, mileage, logo or symbol) - not an absolute rule
- * Listing all four Historic Districts are too lengthy to go on one sign
(Cambria HD, E. Main HD, S. Franklin HD, and Christiansburg Downtown HD)
- * Fees: \$250 application fee per sign
\$100 site inspection fee if sign is damaged (applicant must pay for repair/reconstruction)
applicant pays all sign construction and installation costs - estimated at \$30,000 to \$50,000
Estimated Town cost - \$500 application fee and \$30-50,000 sign construction

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

C	H	R	I	S	T	I	A	N	S	B	U	R	G
A	Q	U	A	T	I	C							
C	E	N	T	E	R								

C	H	R	I	S	T	I	A	N	S	B	U	R	G
H	I	S	T	O	R	I	C						
D	I	S	T	R	I	C	T	S					

C	H	R	I	S	T	I	A	N	S	B	U	R	G
A	Q	U	A	T	I	C		C	E	N	T	E	R
H	I	S	T	O	R	I	C	D	I	S	T	R	I

Virginia Logos - Specific Travel Service (Logos) Signs - Attraction

- * the blue field "Logos" type signs (though they can have writing for attractions)
- * Fees: \$1,000 annual fee per attraction per sign
\$90 logo/wording replacement fee (per occurrence)
\$150 per trailblazer sign (anticipating using Town signage instead)
Estimated Town cost - \$4,000 annually

Aquatic Center Revenue Report

March 1-31 2014

Days of Operation	27
Facility Closed for Meets	4
Holiday Closings	0
Meets Held (without Facility Closure)	8

Memberships

Non-Resident Membership	26
Resident Membership	27
Total Memberships	53

Attendance

Daily Resident Pass	1,172
Daily Non-Resident Pass	1,524
Dry Pass	408
Member Scan	2,696
Programs, Rentals	6,360
Total Attendance	12,160
Daily Average	450

Revenue

Facility Revenue	\$4,774.00
Daily Admission	\$6,583.00
Program Revenue	\$8,729.00
Retail Revenue	\$635.44
Food Concessions	\$181.50
Membership Revenue	\$6,725.25
Gift Certificates	
Competitive Meet Revenue	\$29,262.00
Refund	
Over/Short	\$2.32
Total Revenue	\$56,892.51

Birthday Parties	19
-------------------------	----

Christiansburg Aquatic Center



Monthly Report: March 2014

Terry Caldwell, Director

- Organized kayak roll classes in conjunction with Montgomery County Parks and Recreation
- Contact with local nursing homes in regards to the new bridge (card playing) program
- Prepared and presented LED sign information to Town Council
- Interviewed applicants for the existing opening of Aquatic Supervisor position. Interviewed potential volunteer from Radford University
- Attended various mowing contract meetings
- Working with recreation program students in organizing the skate competition for April 19th
- Gift donation to the Montgomery Museum for Heritage Days. Also providing use of the CAC tables/chairs
- Booth set-up for Women's Health Expo @New River Valley Mall
- Meeting with Eagle Scout and Jerry Heinline, Building Official in regards to construction of a shelter to cover the picnic table at the skate park
- Attended the Chamber's Women's Leadership Conference

Allison Zuchowski, Aquatic Services Manager

- Taught ARC CPR & First Aid Training class 3/11/14
- Helped organize and schedule the Lifeguard Training Class 3/28 – 30 (we recertified five CAC lifeguards during this training).
- Updating with the new American Red Cross Water Safety Instructor Authorization materials

Bill Beecher, Competitive Coordinator

- Setup and oversaw Virginia swimming's District and Region Championship – 631 swimmers from 16 teams
- Setup and oversaw NCAA Zone Diving Championship – 92 Divers from 40 teams
- Setup and oversaw Virginia swimming's Age Group Championship – 725 Swimmers from 22 teams
- Setup and oversaw USA Swimming's Eastern Zone South Sectional Championship – 749 Swimmers, 83 Teams from 6 States
- Setup and ran Virginia Tech's Club swimming Invitational – 164 swimmers, 8 schools from 3 states
- Oversaw the Home School fitness program
- Oversaw and coached Masters
- During March we hosted 2,197 athletes

Wayne Hunter, Maintenance Superintendent

- Back washed comp pool added chemicals
- Annual maintenance on fitness equipment
- Met with Sam Lionberger about duct repair
- Order u v parts
- Air gas installed C O -2 tank
- Repaired shower head and hose in family changing room
- Removed snow and salted sidewalks
- Order parts to repair front door
- Repaired floor tiles leisure pool
- Maintenance on chlorinators
- Repaired door at skate park
- Changed electrolyte on chemical controllers

Stephanie Goens, Lifeguard Supervisor

- Attended Public Relations meeting with other staff members
- Tower of Terror was a huge success with 49 participants
- Helped in the training of new lifeguards and re-certification for existing lifeguards in the area
- Orientation and onboarding for new staff members

Lauren Woodcock, Program Supervisor

• Swim Lessons	120
• Homeschool Fitness Swimming	24
• Morning Fit	5 +passes
• Evening Fit	8 +passes
• Warm Water Workout	17 +passes
• Aqua Zumba	3 +passes
• Rolling in the Deep	2 +passes
• SwimGym	5
• Private lessons	19 unique members (24 uses)
• Water fitness passes	20 unique members (76 uses)
Total participants for March	223 (284)

March Events

- Helped Bill with Meet set-ups
- Updated big screen slides
- Updated schedule on civic plus
- March 3rd-Summer Camp registration began
- Learn to Swim session 2 ends March 6th
- Learn to Swim spring session 1 began March 24th
- NCAA Diving meet March 10th-12th
- Age Group Champs-March 13th-16th
- Zones-March 20th-23rd
- Kayak roll clinic- March 28th
- LGT class and recert-March 28th-30th
- Tower of Terror-March 30th

- Summer Brochure to printer
- Taught Aerobics classes
- Taught lessons
- Started High School PE classes-March 28th-May 30th

Upcoming April Events

- Kids in Kayaks class April 4th
- Kids Night Out-April 4th
- 1st Aid/CPR class April 9th
- LGT class and recert-April 17th - 19th
- Summer Brochure Distribution
- Tower of Terror-April 27th
- Club CAC-April 21st

Melissa Callahan, Facility Coordinator

Prior Membership Monthly reports have been distributed by current, renewing memberships. This report and future reports will reflect the memberships sold in the month of March.

Total Membership Sold:

- Resident: **27**
- Non Resident: **26**

Attendance:

- Daily Resident Passes: **1,172**
- Daily Non-Resident Passes: **1,524**
- Dry Passes: **408**
- Member's Scanned: **2,696**



March

- Had **17** Not Your Average Tuna birthday parties, **2** Mermaid and **0** Pirate Birthday Party in March.
- Had **6** room rentals in March.
- Organizing, promoting and coordinating Adventure under the Sea. We have a total of **30** participants.
- Making contact with businesses for Wellness Fair. So far we have **26** business involved in the fair.
- Trained new front desk attendants Alex and Kelly.
- Hire and trained Breanna, party host.
- Interview for summer employment.
- Completed FEMA exams.
- Coordinated after hour party for ISRNV.
- Party host and front desk in-serve to discuss customer concerns and upcoming maternity leave.
- Filled in when short staffed at front desk and lifeguard.
- Worked with PR department to get WDBJ7 to promote the CAC Wellness Fair.
- PR committee meeting- discussed upcoming event for community.
- Setting up partnership with Lisa Wood, OOFOS.

Goals for March

- 1) Hire and train new employee for facility attendant and party host.
- 2) Warm Hearth's Senior Day set for April 10th.
- 3) Coordinate CAC Wellness Fair.
- 4) Creating plan/training for maternity leave.



WDBJ 7 came to promote our wellness fair!

