

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 12, 2014 – 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, VA, ON AUGUST 12, 2014 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield, Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Planning Director Nichole Hair; Director of Human Resources and Public Relations Becky Wilburn; Building Official Jerry Heinline; Director of Aquatics Terry Caldwell; Fire Chief Billy Hanks; Rescue Squad Chief Joe Coyle; Fire Engineer Roy Redd.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Council's intention to adopt an ordinance amending Chapter 10 "Buildings and Building Regulations", Chapter 18 "Finance and Taxation" and Chapter 36 "Utilities" of the Christiansburg Town Code in regards to a fats, oils and grease program including provisions for reporting and penalties including fines. Building Official Jerry Heinline explained that the purpose of the Fats, Oil, and Grease (FOG) Program is to protect the Town sewer infrastructure by providing guidelines for the proper disposal of FOG. Improper disposal of FOG by commercial kitchens and restaurants can result in costs to taxpayers through maintenance of sanitary sewer system and increased operational costs to the Town, and currently the Town does not have guidelines for consistent disposal methods or pumping schedules. Using PowerPoint, Mr. Heinline explained the three types of grease control devices that are effective in collecting FOG and how each one operates to prevent FOG from entering the sanitary sewer system. There are currently sixty-four grease traps in use by commercial kitchens in Christiansburg, and while most are pumped regularly, FOG backups have occurred. With the ordinance amendment, grease trap permits would become renewable annually, which would provide more leverage for the Town and more accountability of the applicants. If approved, the inspections department would contact the owners of the existing grease traps to gather pertinent information from them and to communicate to them the changes in requirements under the amendment. Mr. Heinline offered to answer questions of Council.
2. Council's intention to adopt an ordinance vacating a 15-foot easement for public and/or private utilities interior to the left property line at 425 Church Street, N.E. (tax parcel 497 – ((28)) – 1). Mrs. Liz Catron explained that the home she and her husband purchased two years ago has a carport that they are now interested in closing in to create additional living space in their house. The addition would encroach an existing Town public utility easement and she respectfully requested the easement be vacated to accommodate their expansion plans. Town Manager Helms reported that the Town does not anticipate a need for the easement and is not opposed to the request.

Councilman Hall made a motion to amend the agenda to add Public Hearing item #2 for Council discussion and action. Councilman Stipes seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The matter was placed as item 1.c. under III. Discussions by Mayor and Council Members.

REGULAR MEETING

I. CALL TO ORDER:

MAYOR BARBER called the regular meeting of Council to order and asked if there were any additions or corrections to the meeting minutes of July 22, 2014. Councilman Hall made a motion to approve the minutes as presented seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

II. CITIZEN'S HEARING:

1. JOYCE O. MORGAN, EXECUTOR FOR THE RUBY LIVELY NORRIS/WORTH "SQUIRT" NORRIS ESTATE, TO PRESENT THE FIRE DEPARTMENT AND THE LIFESAVERING AND RESCUE DEPARTMENT WITH DONATIONS. Joyce Morgan thanked Town Manager Helms for inviting her to come before Council, and she provided brief comments about Ruby and Worth Norris, who had financially supported the Fire Department and Rescue and Lifesaving Department for many years. The couple had a special love for Christiansburg, and its residents, and they bequeathed ten thousand dollars to each department, which was presented to Fire Chief Hanks and Rescue Chief Coyle by Ms. Morgan.
2. PRESENTATION BY STEVE ROSS, DEPUTY TOWN MANAGER OF BLACKSBURG, REGARDING BLACKSBURG TRANSIT. Steve Ross, Deputy Town Manager of Blacksburg, along with Fiona Rhodes, Marketing Specialist for Blacksburg Transit, provided Council with an update on the activities and new initiatives of the Blacksburg Transit service, including new bus routes established in Christiansburg in response to community surveys. Mr. Ross reported that Blacksburg is actively working with Virginia Tech to establish a multi-modal facility. Ms. Rhodes provided Council with an overview of Blacksburg Transit and how its services continue to grow to meet the needs of citizens. A ridership comparison for the past three years was provided, which indicated a steady increase. Blacksburg Transit recently launched BT4U, a text messaging service that can be used to communicate bus stop times, and the BT4U mobile application for smartphones, a GPS-based service using Google maps, to communicate bus routes, schedules, times, and other important bus related information, both of which have been successful in Blacksburg and Christiansburg. It was reported that former Blacksburg Transit director, Becky Martin, has retired and Blacksburg anticipates naming a new director before the end of the year.

3. CITIZEN COMMENTS:

- a. No comments.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. COUNCIL ACTION ON:

- a. Council's intention to adopt an ordinance in regards to a rezoning request Stateson Homes for property located on the northern side of Quin W. Stuart Boulevard and at 745 Stafford Drive, N.W. (an approximately 27.8 acre portion of tax parcel 435 – ((A)) – 40, an approximately 6.2 acre portion of tax parcel 405 – ((A)) – 28 and tax parcel 405 – ((A)) – 9B) from A Agricultural to R-1 Single-Family Residential with proffers. The property contains 35.4 acres and is scheduled as Residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Public Hearing was held July 22, 2014. Councilman Hall made a motion to table action on this matter, and the following Conditional Use Permit request, pending the information requested from the Town Attorney during the Public Hearing, which should be available by the next regular Council meeting. Because of the community concerns voiced during the Public Hearing, and his own belief that a stoplight at Quin W. Stuart Boulevard and Peppers Ferry Road is necessary, Councilman Hall voiced his opposition to voting on the request prior to understanding the Town's options regarding traffic control measures. The Town Attorney is expected to provide legal information regarding the Town's options for addressing the traffic concerns and a breakdown of the liability that could arise from placing a stoplight not warranted by VDOT standards. Councilman Hall is supportive of Stateson Homes, but stated that Council should not ignore the traffic consequences from the proposed development. Councilman Showalter seconded the motion. Councilman Vanhoozier said he understood the concerns of Councilman Hall, but would like to proceed with approving the rezoning as a first step, with the understanding that construction would not begin until sometime in 2015; Council could address the traffic concerns before approving the following Conditional Use Permit request. Councilman Huppert voiced support for taking immediate action on both requests considering the developer has pledged to not begin construction until late 2015. Town Attorney Guynn advised that once the property is rezoned, the owner is free to develop it by-right in accordance with the approved zoning, without a Conditional Use Permit. Council agreed that the concerns were related to traffic and not with the developer, and, after further discussion, agreed to vote on the motion to table. Council was polled on the motion to table as follows: Bishop –Aye; Hall – Aye; Huppert – Nay; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.
- b. Contingent of Item 1, a Conditional Use Permit request by Stateson Homes for property on the northern side of Quin W. Stuart Boulevard and at 745 Stafford Drive, N.W. (an approximately 27.8 acre portion of tax parcel 435 – ((A)) – 40, an approximately 6.2 acre portion of tax parcel 405 – ((A)) – 28 and tax parcel 405 – ((A)) – 9B) for a planned housing development in the R-1 Single Family Residential District. The Public Hearing was held July 22, 2014. This matter was tabled pending information from the Town Attorney.

- c. Council's intention to adopt an ordinance vacating a 15-foot easement for public and/or private utilities interior to the left property line at 425 Church Street, N.E. (tax parcel 497 – ((28)) – 1). The Public Hearing was held earlier tonight. Councilman Hall made a motion to vacate the public utility easement, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- 2. RECOMMENDATION OF APPOINTMENT TO VACANT SEAT ON THE BOARD OF ZONING APPEALS. Town Manager Helms reported that the five individuals contacted about the BZA vacancy did not have conflicts with meeting dates; however, Lisa Gardner withdrew her name from the list of applicants to pursue a different interest. Councilman Vanhoozier made a motion to recommend the appointment of Karen Drake to the Board of Zoning Appeals, seconded by Councilman Huppert. Council was polled on the motion as follows: Bishop – Abstained voicing his opposition to not advertising the position, and also because he was not involved in the process to interview Ms. Drake; Hall – Nay because he does not remember Ms. Drake's interview; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- 3. RECOMMENDATION OF REAPPOINTMENT TO THE BOARD OF ZONING APPEALS. JIM STEWART'S TERM EXPIRES AUGUST 31, 2014. Councilman Vanhoozier made a motion to recommend the reappointment of Jim Stewart to the Board of Zoning Appeals, seconded by Councilman Hall. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. Mr. Stewart was present and thanked Council for the recommendation.
- 4. STATUS OF THE NEW CHRISTIANSBURG AQUATIC CENTER BUSINESS PLAN, AND THE STRATEGY PLAN TO INCREASE CITIZEN PARTICIPATION, WHICH WAS TASKED DURING LAST YEAR'S WORK SESSION (COUNCILMAN SHOWALTER). Councilman Showalter reminded Council that, during a work session in late 2013, it had directed the aquatic center staff and advisory board to draft a new business plan and a marketing plan for Council consideration. Earlier this year, Council further discussed the need for a specific marketing plan targeted at increasing membership and participation at the aquatic center. Council noted that the current business plan does not accurately reflect the operations at the aquatic center and needs updating to be a useful document. Councilman Showalter requested an update on these matters. Town Manager Helms reported that the aquatic center is working in partnership with the recreation center to establish programs that would meet the needs and interests of the public, and there has been some uncertainty as to which programs each department should offer. Town Manager Helms is working with both departments to determine the appropriate actions. Council requested that the marketing plan be drafted outside of the program plan currently under development. The next Aquatic Advisory Board meeting will be held September 3, 2014, and Mayor Barber asked for a report from the aquatic center on these matters at the second regular Council meeting in September. Council discussed the options of outsourcing the drafting of the business plan versus preparing the document in-house. Council directed Town Manager Helms to research both options and provide a recommendation to Council.
- 5. STATUS OF THE COMMUNITY E-NEWSLETTER (COUNCILMAN SHOWALTER). Director of Human Resources and Public Relations, Becky Wilburn, reported to Council that she has studied the Town's various methods of communication to determine unmet needs of different populations. She researched the idea of an e-newsletter, which has little cost, but she has concerns that it may be redundant, since the Town already utilizes the news and announcements section of its website. In addition, providing information electronically may miss a portion of the demographics in Christiansburg. She recommended Council consider a printed newsletter published quarterly at a cost of \$7500.00 per edition, plus postage. At approximately twelve pages per edition, Ms. Wilburn said she believes her current staff would be adequate in compiling and publishing the newsletter quarterly. The newsletter costs are not included in the current budget, but could be added to the public relations budget for FY 2015 -2016. Councilman Huppert recommended utilizing the community letters section of *The Burgs* as a means of communicating information at no cost to the Town. However, the concern was that this method would not provide adequate space to effectively communicate all of the necessary Town information. Councilman Showalter suggested a three to four page monthly newsletter, as opposed to a longer, less frequently published one, and Council discussed various ways to distribute the newsletter to the community. Mayor Barber requested that the Public Relations Department provide Council with a sample newsletter within the next sixty to ninety days for consideration.
- 6. CLOSED MEETING:

- a. Councilman Vanhoozier made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for the discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is for the discussion of Market Place. The motion was seconded by Councilman Hall, and Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Ayes; Vanhoozier – Aye.
- b. Reconvene in Open Meeting.
- c. Certification. Councilman Vanhoozier 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. Councilman Stipes seconded the certification and Council was polled as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.
- d. Council action on the matter. No action was taken by Council.

IV. COUNCIL REPORTS:

- a. Councilman Hall reported on the recent Parks and Recreation Advisory Commission meeting where the following was discussed:
 - July 4, 2015 celebration – focus included expanding the event to include the downtown area and merchants.
 - Kiwanis Lease – the commission discussed the lease and plans to submit recommendations to Council in September.
 - Town-sponsored race event – The event has been postponed until spring 2015, since VDOT has been unable to provide a fall completion date for the Huckleberry Trail bridge.
- b. Councilman Showalter confirmed that the downtown seasonal banners are in and ready to be hung along Main Street.
- c. Councilman Huppert:
 - Provided Council with a copy of the draft Christiansburg brochure that will be distributed to all area hotels upon completion.
 - Reported that the Virginia State Open Tournament will be held at NRV Superbowl in 2015.

IV. TOWN MANAGER'S REPORTS:

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

September 9, 2014:

1. Request to vacate a 15-foot public utility easement, and disposition of public property, to provide for a three-foot setback due to an error in determining the property lines for construction of a private garage at 750 George Edward Via in 2009, adjoining Diamond Hills Park.

On motion by Councilman Hall, seconded by Councilman Vanhoozier, Council voted to set the Public Hearing for September 9, 2014 as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

September 23, 2014:

1. Conditional Use Permit request for a bed and breakfast at 305 East Main Street in the R-3 Multi-Family Residential District.

On motion by Councilman Vanhoozier, seconded by Councilman Hall, Council voted to set the Public Hearing for September 23, 2014 as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:
 - Huckleberry Trail bridge update.

- The Wells Fargo bank property on Main Street is listed for sale at 1.1 million, including the parking lots. Council requested Town Manager Helms contact the realtor to ask if the property owner was willing to sell a portion of the parking lot for Town use.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:28 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor