

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
NOVEMBER 18, 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 NOVEMBER 18, 2014 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor James W. Vanhoozier; Samuel M. Bishop; Steve Huppert; Bradford J. Stipes; Henry D. Showalter. ABSENT: R. Cord Hall.

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Planning Director Nichole Hair; Finance Director/Treasurer Val Tweedie; Assistant to the Town Manager Adam Carpenetti; Human Resources/Public Relations Director Becky Wilburn.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Council's intention to amend the Town Development Fee Schedule in regards to fees for temporary certificates of occupancy and Board of Building Code Appeals hearings and penalty for working without a permit.
Town Manager Helms reviewed the proposal with Council noting that the purpose of the amendment was to create new fees; existing fees remained unchanged.
2. Council's intention to adopt an ordinance amending Chapter 30 "Streets, Sidewalks and Other Public Places" in regards to encroachments or obstructions on public property including provisions for permitting encroachments and obstructions.
Town Manager Helms explained that the ordinance amendment pertained to retaining walls and other obstructions built for personal use or decorative purposes by property owners. The amendment would require a permit for this type of construction, which would allow the Town some control in this area. Obstructions currently in place would be grandfathered, but the Town has authority to require removal, if deemed necessary.
3. Council's intention to adopt an ordinance vacating a 7.5-foot wide by approximately 71-foot long easement for public and/or private utilities interior to the rear property line at 525 Starlight Drive (tax parcel 529 – ((13)) – 1). Mayor Barber explained the request to vacate a utility easement to accommodate a utility building. Without the easement vacation the owner would be required to move the building from its current location. Town administration has agreed that the easement is not needed by the Town, and there were no letters of opposition to the request.

Councilman Vanhoozier made a motion to amend the agenda to include Council action on this matter (item 3), seconded by Councilman Huppert. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Mayor Barber placed the matter as item 1.f. under 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 October 28, 2014. Councilman Vanhoozier made a motion to adopt the minutes as presented, seconded by Councilman Huppert. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
- II. CITIZEN'S HEARING:
 1. CEMETERY COMMITTEE REPORT ON MASTER PLAN.

Assistant to the Town Manager Adam Carpenetti introduced Cemetery Advisory Committee members Pamela Hale, Ann Carter, Alice Jones, Rex Germany, and Kevin Poff, as well as cemetery employee Kenny Franklin to Council, along with Elijah Sharp of the New River Valley Planning District Commission, who has been working with the cemetery advisory committee over the past year to develop the Sunset Cemetery Master Plan. Mr. Sharp provided an overview of the draft master plan, which included future plans for improving the aesthetics of the property and planning for the remaining undeveloped portions of the cemetery. Currently, there are four thousand plots available, which equals less than one hundred years of availability based on past sales trends, and Mr. Sharp explained ways the Town could increase availability to three hundred years. He noted that once the cemetery was full, it will need to be completely publicly maintained. Reviewed were revenue, operational costs, and shortfalls currently being recorded for the cemetery, with suggestions on feasible ways to increase revenue through fees and diversifying services through cremation and memorialization services. Mr. Sharp stated that the three point vision statement included in the draft master plan is indicative of the cemetery advisory committee's dedication to providing superior service to the citizens of Christiansburg. Mr. Sharp briefly discussed the challenges associated with maintaining the small Kyle cemetery located off of Pepper Street. The cemetery is in poor disrepair and he provided strategies for improvements over a six year phase. Mr. Sharp then offered to answer questions of Council.

Ann Carter of Highview Street is a member of the Cemetery Advisory Commission and former trustee of Sunset Cemetery. She thanked Council for the financial support that funded the development of the cemetery master plan and that continues to support maintenance and upkeep of the property, as well as provide for a future columbarium. She thanked Council for its support and interest in the cemetery.

Councilman Huppert expressed appreciation for the attendance of the cemetery advisory commission members in support of the cemetery master plan. He then commended Kevin Poff for excellent service in maintaining the cemetery property.

2. CITIZEN COMMENTS:

- a. Sue Farrar of Montgomery Museum thanked Council for its continued support of the museum monetarily and through attendance at events hosted by the museum. With support provided through the Town budget, the museum has been able to increase its community programming and manage pressing maintenance needs. Ms. Farrar reported on the successes of the fundraising events hosted by the museum, including the Heritage Day festival, which doubled its revenue from the prior year. She reported briefly on the collection of items donated by members of the community that have been cataloged and properly stored by Sherry Wyatt and Jean Galloway, and the more than 20,000 historical photographs that are available for use by the public. The museum currently has art shows scheduled through the year 2017, with requests for shows continuing. Volunteers from Virginia Tech and community civic organizations are utilized to meet the various needs of the museum. Ms. Farrar thanked Council for the opportunity to speak.
- b. John Tuttle of the Montgomery County Chamber of Commerce invited Council to support the Small Business Saturday event scheduled for November 29, 2014. Christiansburg has a large percentage of small businesses, and the event is intended to celebrate these businesses and provide economic viability for the Town. Mayor Barber presented Council with a Proclamation declaring November 29, 2014 as "Think Big, Shop Small" in support of the Small Business Saturday event sponsored by the Chamber of Commerce. Councilman Vanhoozier made a motion to adopt the Proclamation, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. TOWN COUNCIL ACTION ON:

- a. A Conditional Use Permit request by Radford & Radford Properties for residential use at 150 Arrowhead Trail (tax parcel 528 – ((A)) – 12A) in the B-3 General Business District. The Public Hearing was held October 28, 2014. Town Manager Helms read the Planning Commission resolution recommending Town Council issue the Conditional Use Permit with three conditions. Planning Commission vote was 7 ayes, 0 nays; 3 absent. Councilman Vanhoozier made a motion to accept the Planning Commission's recommendation, seconded by Councilman Stipes. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter –Aye; Stipes – Aye; Vanhoozier – Aye. A copy of the CUP and conditions is attached herewith.
- b. A Conditional Use Permit request by Tanner Blankenship (agent for property owner Charles Hanks) for residential use at 201 Roanoke Street (tax parcel 527 – ((A)) – 111) in the B-3 General Business District. The Public Hearing

was held October 28, 2014. Town Manager Helms read the Planning Commission resolution recommending Town Council issue the CUP with five conditions. Planning Commission vote was 7 ayes, 0 nays; 3 absent. Councilman Stipes made a motion to accept the Planning Commission's recommendation, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. A copy of the CUP and conditions is attached herewith.

- c. Council's intention to adopt an ordinance in regards to a rezoning request by Radford & Radford Properties, LLC for property located at 325 Falling Branch Road (tax parcel 529 – ((A)) – 25C) from R-2 Two-Family Residential to B-3 General Business with proffers. The property contains 0.818 acres and is scheduled as Residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Public Hearing was held October 28, 2014. Town Manager Helms read the Planning Commission resolution recommending Council deny the rezoning request. Planning Commission vote was 6 ayes; 1 nay; 2 abstain; 1 absent. One letter in opposition to the request was received by the Town. It was noted that the Planning Commission members that abstained from voting were those who were absent from the Public Hearing. Councilman Stipes made a motion to accept the Planning Commission's recommendation to deny the request, seconded by Councilman Showalter. Councilman Vanhoozier stated that, while he appreciates the work of the Planning Commission, he did a site visit for this request and believes the requested rezoning would be appropriate for the area. For that reason, he stated his intent to vote against the motion. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Nay.
- d. Contingent on the above item, a Conditional Use Permit request by Radford & Radford Properties, LLC for residential use at 325 Falling Branch Road (tax parcel 529 – ((A)) – 25C) in the B-3 General Business District. The Public Hearing was held October 28, 2014. No action was necessary.
- e. Council's intention to adopt an ordinance in regards to a rezoning request by Laurence Lane, LLC for property located at 2 Depot Street, N.E.(tax parcel 526 – ((2)) – 60) from I-1 Limited Industrial to B-2 Central Business. The property contains 0.634 acres and is scheduled as Parks/Open Space in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Public Hearing was held October 28, 2014. Town Manager Helms read the Planning Commission resolution recommending Town Council approve the rezoning as requested. Planning Commission vote was 8 ayes; 1 abstain; 1 absent. Councilman Vanhoozier made a motion to accept the Planning Commission recommendation, seconded by Councilman Huppert. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- f. Council's intention to adopt an ordinance vacating a 7.5-foot wide by approximately 71-foot long easement for public and/or private utilities interior to the rear property line at 525 Starlight Drive (tax parcel 529 – ((13)) – 1). Councilman Vanhoozier made a motion to approve the easement vacation request, seconded by Councilman Bishop. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

- 2. Consideration of an overtime bonus for Town employees under the newly adopted compensation plan. Town Manager Helms reported that this matter was included in the employee compensation discussions by Council, but was inadvertently excluded from the October 28, 2014 Council meeting agenda as an action item. Councilman Vanhoozier made a motion to approve the overtime bonus request equaling \$16,000. Hearing no second to the motion, Mayor Barber reminded Council that the overtime bonus was discussed during the work session and should have been included on the agenda for the last Council meeting, along with the employee compensation plan. The motion died for lack of a second.
- 3. Fence replacement options for Wilson Property. Town Manager Helms provided several options for replacing the 2000 feet of fence and recommended the Town replace the fencing using american wire at a quoted price of \$6,800.00, while continuing to lease the property for cattle use. Councilman Vanhoozier suggested taking the renter up on his offer that was presented during a previous discussion to replace the fence for the Town, with reimbursement prorated through his lease over a number of years. Town Manager Helms would be involved in determining the specifications for the project. Council determined this to be the best option for the Town and Councilman Vanhoozier made a motion to enter into an agreement with the current property renter to remove and haul away the damaged fencing and to install new fencing at an approximate cost of \$6,800.00, with repayment through the lease at approximately \$2,200 per year. Councilman Showalter seconded the motion and Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

4. Consideration of the Resolution in Support of Revenue Sharing Applications. Councilman Vanhoozier made a motion to adopt the Resolution in Support of Revenue Sharing Applications for five projects, seconded by Councilman Stipes. Council was polled on the motion as follows: Bishop – Ayes; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
5. Discussion regarding Town Procurement Policy. The Town Procurement Policy was drafted by Val Tweedie and Jeff Groseclose and was provided to Council in the agenda packet for review. The procurement policy is a requirement for obtaining grant funding through the Community Development Block Grant. Ms. Tweedie reported that the policy consists of procedures currently used by the Town which are in alignment with federal and state procurement laws. Councilman Stipes made a motion to adopt the Procurement Policy, seconded by Councilman Huppert. Council was polled on the motion as follows: Bishop – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
6. Mr. Stipes and Mr. Vanhoozier – Street Committee Report/Recommendation on:
 - a. Plat of Resubdivision of Lots 8 thru 13, East Park Addition; located at the intersection of Craig Street, Carden Street and Economy Street.; creating 3 new lots. Councilman Stipes reported that the request was reviewed by the Street Committee and found to be in conformity with the subdivision ordinance. Councilman Stipes made a motion to approve the resubdivision as requested, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
 - b. Plat of Resubdivision for the Town of Christiansburg and Ronald L. Barrett, II & Sharon G. Barrett; located at 750 George Edward Via, N.W.; creating 1 lot. Councilman Stipes reported that the subdivision plat reflects the sale of a strip of property purchased by the homeowners from the Town to address an existing encroachment that occurred when the detached garage was built on approval by the Town using incorrect property pins. Councilman Stipes made a motion to approve the resubdivision as requested, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

IV. COUNCIL REPORTS:

1. Councilman Huppert reported that the Comprehensive Plan Subcommittee is in the process of creating neighborhood plans intended to address the specific needs of individual neighborhoods. All are invited to attend the first Neighborhood Planning Open House on November 20 from 3:00 P.M. – 7:00 P.M. at the Park Street Methodist Church.
2. Councilman Showalter briefly reported on the success of the first Farmers Market Committee meeting, which Mayor Barber plans to report on. The Montgomery Regional Solid Waste Authority recently approved single stream recycling, which is expected to begin in early 2015. The single stream method will simplify recycling by eliminating the need for sorting; drop-off sites will be modified to reflect this change. Councilman Showalter expressed support for the Christiansburg Soccer Club, which he said will provide an opportunity for middle school students to play soccer since the athletic program at Christiansburg Middle School does not include the sport.
3. Councilman Stipes reported on a follow-up matter regarding a complaint from Larry and Kathy Lawrence regarding storm water run-off from Sunset Cemetery. Councilman Stipes thanked Adam Carpenetti for his attention to this matter and for the measures that were taken to correct the issue. Councilman Stipes congratulated Sam Bishop on his recent election to Town Council.
4. Councilman Vanhoozier reported that he attended the New River Valley Regional Transportation Coordinating Council earlier today. The group, represented by individuals from Pulaski, Radford, Blacksburg, Floyd, Giles, and Christiansburg, met to discuss ways to coordinate public transportation between localities. Also discussed were possible grant funding to provide notification services to riders, and ways to work in partnership with local businesses to meet the transportation needs of citizens.
5. Councilman Bishop thanked everyone for their support of his candidacy in the Town's recent special election.
6. Mayor Barber reported that members of the Farmers Market Committee met for the first time last week to begin discussions regarding their vision for a community farmers market, beginning with the anticipated development of a Farmers Market Master Plan. The group's primary goal is to hold the farmers market grand opening in the spring of 2015. The Farmers Market Committee will meet on the second Wednesday of each month at 5:00 P.M. Mayor Barber then reported on the recent attention given to the anticipated extension of passenger rail to Roanoke by the year

2016. He and Town Manager Helms, along with approximately twenty-five residents from the New River Valley, recently attended the announcement in Roanoke. He also attended the New River Valley passenger rail meeting at Radford University where it was announced that Senator Edwards is supportive of funding passenger rail into the New River Valley. There is much support for a rail stop in Christiansburg and Mayor Barber said he would like to discuss the goals for this service at a future Council meeting.

IV. TOWN MANAGER'S REPORTS:

1. **MONTHLY BILLS:** Councilman Vanhoozier made a motion to approve the monthly bills to be paid December 10, 2014 in the amount of \$1,144,189.63, seconded by Councilman Stipes. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

PUBLIC HEARING REQUEST: Town Manager Helms presented the following request and recommended setting the Public Hearing for December 9, 2014:

1. Conditional Use Permit request by Peggy Beasley for a flea market at 275 Starlight Drive with exception to paved parking requirements in the B-3 General Business zoning district. The Public Hearing was previously scheduled for December 23, 2014.

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

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Council was provided a copy of the first official Town newsletter in the agenda packet. The newsletter will be mailed to the public with utility bills to save postage costs, and it will be published on the Town's website. Mayor Barber recommended placing copies of the newsletter in various Town facilities.
- Town Manager Helms provided Council with a copy of a response letter and a signed default agreement from a property owner in the industrial park who is in default of the original agreement. Town Manager Helms noted that the property owner made one minor change to the agreement.
- Town Manager Helms reported that the owner of the property at the corner of Phlegar and Third Streets has offered to donate the 0.4 acres to the Town for possible development of a park. The owner is elderly and does not live locally, which makes maintaining the property difficult. It was noted that the property is located in a five hundred year flood plan. After discussing the matter, Councilman Vanhoozier made a motion to accept the offer and to authorize Town Manager Helms to act on behalf of the Town in accepting the property, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
- Town offices will be closed for Christmas for one half of the day on December 24th and all day December 25th and 26th, and for New Year's January 1st and 2nd, 2015.

V. ADJOURNMENT:

There being no further business to bring before Council, Councilman Showalter made a motion to adjourn the meeting at 8:45 P.M., seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor