

AGENDA
WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL – 5:45 P.M.
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL – 7:00 P.M.
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
MAY 12, 2015

WORK SESSION

- I. CALL TO ORDER
- II. DISCUSSION BY MAYOR AND COUNCIL MEMBERS:
 - 1. Truman Wilson Property Master Plan.
- III. ADJOURNMENT

~~ Recess until 7:00 P.M. ~~

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- 1. Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District.

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER
- II. CONSENT AGENDA
 - 1. Council Meeting Minutes of April 28, 2015
- III. RECOGNITIONS
 - 1. Citizen Resolution
- IV. CITIZEN’S HEARING
 - 1. Citizen Comments
- V. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
 - 1. Alan Fabian, *FACHE*, Chief Executive Officer of Lewis Gale Hospital, confirmation of appointment to the 911 Authority.
 - 2. Alice Jones and Spencer Hall reappointment to the Cemetery Advisory Committee.
 - 3. Christiansburg Aquatic Center free passes and exercise classes for full-time Town employees and volunteers of the fire department and the rescue squad.

4. Water and Sewer fee increases for the Fiscal Year 2015 – 2016, effective June 1, 2015, in accordance with *Code of Virginia 15.2-2119 and 15.2-928*, as proposed during the Public Hearing on April 28, 2015.
5. Discussion concerning the option to purchase property on Mill Lane.

VI. COUNCIL REPORTS

VII. TOWN MANAGER'S REPORTS

1. Progress Reports and Announcements:

VIII. ADJOURNMENT

Work Session on Budget on Thursday, May 14, 2015 at 6:00 P.M.

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, May 26, 2015 at 7:00 P.M.

**Christiansburg Planning Commission
Minutes of April 20, 2015**

Present: Matthew J. Beasley
Ann Carter
Harry Collins
David Franusich
Steve Huppert
T.L. Newell
Virginia Peeples
Joe Powers
Jennifer D. Sowers, Vice-Chairperson
Nichole Hair, Secretary ^{Non-Voting}

Absent: Hil Johnson
Craig Moore, Chairperson

Staff/Visitors: Sara Morgan, staff
Tabitha Proffitt, staff
Billy Massie, Starlight MHP, LLC
Ruth Massie

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

Public Comment.

Vice-Chairperson Sowers opened the floor for public comment. Ms. Hair introduced Ms. Virginia Peeples and Ms. T.L. Newell to the Planning Commission. Mr. Hil Johnson was unable to make tonight's meeting, but is also a new Planning Commission member. Vice-Chairperson Sowers closed the public comment.

Approval of meeting minutes for March 2, 2015.

Vice-Chairperson Sowers introduced the discussion. Commissioner Collins made a motion to approve the Planning Commission meeting minutes. Commissioner Beasley seconded the motion, which passed 7-0. Commissioner Peeples and Newell abstained, as they were not present at the last meeting.

Planning Commission public hearing on a Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District.

Vice-Chairperson Sowers introduced the Public Hearing. Ms. Hair explained that Mr. Massie requested the application be changed to include a single mobile home before public hearing was set and advertisement was made. Ms. Hair stated the Conditional Use Permit request is for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence.

Planning Commission public hearing on a Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District (continued).

Ms. Hair distributed the map provided by Mr. Massie.

Vice-Chairperson Sowers asked for clarification regarding the lot layout and request. Mr. Massie detailed the location for the proposed mobile home and single family home. Commissioner Huppert asked if there is an existing space for the mobile home. Mr. Massie confirmed there is room to place a new mobile home.

Commissioner Powers asked why Mr. Massie needs to obtain a Conditional Use Permit for an existing mobile home park. Ms. Hair explained that a Conditional Use Permit is required when the mobile home park is expanded.

Mr. Massie detailed the location of the new mobile home unit and single family home on the aerial map. Additionally, he showed the locations of the paved driveways. Ms. Hair confirmed the presented aerial is different from existing conditions because it was taken in 2013. The new mobile home unit would be located on the northeast of the parcel while the single family home would be on the southern portion of the parcel.

Commissioner Franusich asked how far the new mobile home unit would be from the house on Cherokee Drive. Ms. Hair stated that it would need to be 15 feet from the property line. Mr. Massie stated it would be 100 feet from the house.

Commissioner Franusich asked if any neighbors had made comments. Ms. Morgan described a conversation she had with a man about the Conditional Use Permit request and its impact on an adjoining property on Moore Street.

Vice-Chairperson Sowers closed the public hearing and opened the floor for discussion.

Commissioner Powers inquired about the setback for the new mobile home unit from the properties on Moore Street and Cherokee Drive. Mr. Massie described the location of the proposed mobile home in relation to the surrounding homes. Commissioner Powers asked for clarification of the location and distances for the next Planning Commission meeting.

Commissioner Beasley asked if there is a fence on the southeast portion of the parcel. Mr. Massie stated there is not a fence but a row of trees.

Commissioner Powers reiterated that the proposed mobile home unit would be 15 feet from the property line. Ms. Hair indicated she would confirm the setback requirements and location of the proposed mobile home for the Planning Commission.

Planning Commission public hearing on a Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District (continued).

Commissioner Powers would like to see a sketch with rough measurements at the next Planning Commission meeting. Mr. Massie explained his wife drew the sketch presented to the Planning Commissioners. He went on to say he will not know how far the unit would be from the neighboring homes until he buys the unit. Mr. Massie added that the water and sewer is present at the pad for the mobile home unit.

Mr. Massie gave a history of the number of units permitted on the property. Ms. Hair explained that Mr. Massie is allowed a certain number of units. Ms. Hair added the number of units was determined by old tax maps of the property. Ms. Hair stated Mr. Massie currently has the number of units permitted for the property and he was made aware that any additional units would need an approved Conditional Use Permit.

Commissioner Powers stated that the single family home needs an approved Conditional Use Permit because it is zoned B-3 General Business. Ms. Hair confirmed.

Commissioner Collins stated he would like to have a condition stating the house would need to be sold with the trailer park. Ms. Hair indicated she had a conversation with Mr. Massie about subdividing the single family home from the mobile home park.

Commissioner Franusich stated the property is designated as residential in the Future Land Use Map. Ms. Hair agreed.

Commissioner Powers inquired about Mr. Massie never having to rezone the property to our mobile home district because he never expanded the mobile home park. Ms. Hair confirmed. Commissioner Powers went on to explain the roads and recreation standards for the R-MS Residential Manufactured Home Subdivision District.

Mr. Massie would like to have a recreational area on the property. Commissioner Beasley asked the timeline for the recreational area. Mr. Massie would like to build the home first. He would not like to be nailed down to anything specific. Ms. Hair reminded Planning Commission that they are able to condition a recreational area as part of the Conditional Use Permit.

Mr. Massie discussed the history of the park and why he would like to live there.

Commissioner Huppert asked if we would be voting tonight. Mr. Powers asked for a sketch of the setbacks before voting.

Planning Commission public hearing on a Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District (continued).

Mr. Massie stated that he would like to get started on his house as soon as possible. Commissioner Powers noted that the Planning Commission making a decision tonight or at the next meeting would not speed up the timeline for his Conditional Use Permit request. Ms. Hair stated the Conditional Use Permit will be heard by Town Council on May 12, 2015. Vice-Chairperson Sowers stated that they appreciate his desire to move this process along but the Planning Commission has to stick to the set timeline. Mr. Massie asked if he would know the determination by the next meeting. Ms. Hair stated that he will not know until Town Council makes their determination on May 26, 2015. Vice-Chairperson Sowers explained that this process will take a little over a month.

The Planning Commission explained the timeline to Mr. Massie.

Commissioner Huppert noted the importance for Mr. Massie to attend the next Planning Commission meeting and the Town Council meetings.

Commissioner Newell asked about the plat of the property as Mr. Massie indicated that the mobile home park is one parcel, not two parcels. Ms. Hair will find the plat of record. She believes there are two separate parcels. Commissioner Powers noted that the two parcels are owned by separate property owners. Ms. Hair will work with Mr. Massie to insure he has the materials requested by the Planning Commission.

Commissioner Newell asked about how the certificate of occupancy is obtained and maintained for mobile homes. Ms. Hair stated that the mobile home would be constructed after 1976 to be located within the Town of Christiansburg, have access to water and sewer, and if on block, have the proper skirting. Commissioner Newell asked about the building and fire regulations. Ms. Hair stated that she could not speak to the building or fire code. The Building Department does an extensive inspection of the mobile homes. The Planning Department looks at the setback requirements. Commissioner Newell is concerned about the monitoring of the property to ensure it is a safe place to live. Commissioner Fransich noted the mobile homes are temporary structures. Commissioner Powers added that mobile homes are built to a specific standard and are typically safe until people modify them. Ms. Hair will follow-up with the Building Department and Fire Marshall.

Commissioner Collins asked if the zoning needs to be changed for the property. Ms. Hair clarified that the zoning is not being changed. Ms. Hair added an approved Conditional Use Permit would allow Mr. Massie to expand the mobile home park.

Other Business.

Ms. Hair emailed the Planning Commission about the NRV Local Planning Commissioner Training to be held at the Planning District Commission.

Other Business – (continued).

The training will discuss agriculture, food vending sales and farmers market. There will be speakers at this event regarding these topics. The training will be held Thursday, May 21, 2015 from 6:00-8:30pm and dinner will be served. Commissioners are to let Ms. Hair know by May 1, 2015 if they plan on attending. Ms. Hair can reserve a van if there is a desire to carpool.

Commissioner Collins explained the results from the Neighborhood Planning submissions. Ms. Morgan and Ms. Proffitt passed out the spreadsheet showing the results and the Neighborhood Planning brochure. Commissioner Collins stated that he had a citizen ask where they could see the results of the citizen submissions. Ms. Morgan will work with Public Relations regarding putting the results on the website. Commissioner Collins noted that the responses are long and plentiful.

Ms. Morgan had Planning Commissioners look at the last page of the spreadsheet. She stated that North Franklin and Downtown areas are underrepresented. The Comprehensive Plan Subcommittee is looking at reaching out to property owners and management companies to solicit more responses. Ms. Morgan introduced Tabitha Proffitt as the new Planning Intern. Ms. Proffitt handed out the Neighborhood Planning brochures. Ms. Morgan asked for the Planning Commissioners to distribute the brochures to places that would be receptive to distributing to customers. Brochures have already been sent over to the Recreation Center and the Aquatic Center.

Planning Commissioners will distribute at the following locations:

- Commissioner Collins – Al's Metro Deli, Wades Grocery Store
- Commissioner Carter – Library
- Commissioner Franusich – Downtown area
- Commissioner Newell – Downtown area
- Commissioner Huppert – Town Council

Commissioner Newell pointed out that the North Franklin and Downtown Neighborhoods have a surprising number of residents. Commissioner Collins asked how to proceed. Ms. Hair noted that the Town has used utility billing. Commissioner Collins suggested taking the information to the churches. Commissioner Newell does not believe people live and worship in the same place. Commissioner Newell suggested distributing information at the Farmer's Market. Commissioner Collins asked if Neighborhood Planning could have a booth. Ms. Hair does not feel there is enough information to have a booth but the Obesity Prevention Grant could be an avenue to pursue. The Planning Department has been working on the grant with the New River Valley Health District and has discussed having a booth. Ms. Hair will look into placing the brochures at the Market Manger's booth.

Commissioner Newell suggested distributing information at Share the Spare, the Master Gardeners Association. Additionally, the Dollar General has a lot of foot traffic from residents of Downtown.

Other Business (continued).

Commissioner Powers explained what the Comprehensive Plan Subcommittee has done for public outreach (handing out flyers and the utility billing notice). Ms. Hair added that Neighborhood Planning was featured in the Christiansburg Connection newsletter. She added that in her 14 years with the town, the participation in this effort has been good.

Commissioner Collins asked when the next Downtown Event is going to be held. Ms. Hair stated that the next event is the Wilderness Trail Festival. Commissioner Franusich confirmed that the Food Truck Rodeo is planned for September.

Commissioner Carter stated that the responses are interesting and wonders if the Recreation Department knows the Town owns a lot on John Lemley Drive. Ms. Hair stated that the Recreation Department knows about the lot and has been in contact with the person who submitted that idea. Commissioner Carter asked if they are going to doing anything with it. Ms. Hair stated they will be.

Ms. Morgan noted that she sent out emails to all those submissions that indicated they want updates. She provided a response to their idea and included a meeting schedule for the following groups: Planning Commission, Comprehensive Plan Subcommittee, Development Subcommittee, and Christiansburg Bikeway Walkway Committee. Ms. Morgan added the emails provided a link to sign up for Notify Me. Lastly, all information received from citizens was then passed along to the proper departments. Those that responded to the emails seemed receptive.

Commissioner Huppert noted that the Parks & Recreation Department has greatly improved the park on Summitridge Road.

Commissioner Collins asked if there was a place within the parks to distribute the brochures. Ms. Hair stated that there are no kiosks in the park.

Commissioner Sowers asked if the Town has social media. Ms. Hair confirmed that the Town has Facebook and Twitter.

Commissioner Powers brought up the Truman Wilson Property Public Input Meeting that will be held soon. He would like to hand the brochures out at that meeting. Ms. Hair stated that the consultant will be running the public input meeting on May 4, 2015 from 4-6pm. She went on to explain that the committee and consultants do not have any information to present; rather it will be a public input meeting. The consultants will be presenting at public input meeting, to the Rec Commission, and to the Town Council. Ms. Hair noted that the next Planning Commission meeting is also on May 4, 2015 but she encouraged Planning Commissioners to attend the public input meeting beforehand. Commissioner Collins asked who was running the public input meeting and if the brochures could be distributed. Ms. Hair clarified that the consultant will be running the meeting and she does not see the distribution as an issue. Commissioner Huppert stated that the consultant is trying to figure out what we want on the property.

Other Business (continued).

Commissioner Collins asked how many people are on Town committees. Ms. Hair would need to speak with the Mayor to get an accurate count. Commissioner Collins suggests giving the brochures to all Town committees. Ms. Hair will distribute the brochures to the staff liaisons.

Commissioner Powers stated the Development Subcommittee is scheduled to meet this Wednesday and he hopes to talk about the Rehab Code. Ms. Hair has not had a chance to speak with the Building Official regarding the Rehab Code as the Building Department is going through staff changes. Commissioner Powers suggested cancelling the meeting this month. Ms. Hair will invite the Building Official to the meeting in May. The next Development Subcommittee will meet Wednesday, May 20, 2015. Ms. Hair explained the purpose of the Development Subcommittee to Commissioners Peeples and Newell. Commissioner Powers explained the Rehab Code discussion stemmed from the Planning District Commission's study on more flexible housing.

Ms. Hair noted that the Engineering, Planning and Building Departments will be presenting to Town Council on April 28, 2015 at 5:30pm with a work session. They will be discussing the development process within the Town.

Commissioner Powers asked if a business license is required for mobile home parks. Ms. Hair clarified that a business license is not needed for rental properties.

Commissioner Huppert stated that Town Council has not had a raise since 2008 and they refused the raise this year. Instead, Town Council gave a \$10 raise to Planning Commission starting July 1, 2015. He went on to say how highly the Town Council thinks of the Planning Commission.

There being no more business, Vice-Chairperson Sowers adjourned the meeting at 7:58 p.m.

Jennifer D. Sowers, Vice-Chairperson

Nichole Hair, Secretary ^{Non-Voting}

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 Conditional Use Permit (CUP) request made by Billy Massie (agent for Starlight MHP, LLC) for property located on Starlight Drive (tax parcel 529 – ((A)) – 41) for the expansion of an existing mobile home park with one single-wide mobile home and on single family residences in the B-3 General Business 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 CUP to Billy Massie (agent for Starlight MHP, LLC) for property located on Starlight Drive (tax parcel 529 – ((A)) – 41) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence in the B-3 General Business District.

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

1. The expansion of the mobile home park is limited to the addition of one single wide mobile home and one single family residence.
2. The addition of mobile homes or other residential units requires a separate Conditional Use Permit.
3. All main structures, mobile homes and off-street parking areas shall have a minimum setback of 25 feet from any property line adjoining a residential zoned district.
4. Prior to the expansion of the existing mobile home park by the addition of the 21st single wide mobile home, the park owner shall provide a multiple purpose developed recreational area of at least 10,000 square feet in area for the use of by the occupants of the mobile home park.

Dated this the 4th day of May 2015.

Craig Moore, Chairperson
Christiansburg Planning Commission

The above Resolution was adopted on motion by Commissioner Franusich seconded by Commissioner Carter 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 April 20, 2015. 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			
David Franusich	X			
Steve Huppert	X			
Hil Johnson				X
T.L. Newell	X			
Virginia Peeples	X			
Craig Moore, Chairperson	X			
Joe Powers, Vice-Chairperson	X			
Jennifer D. Sowers	X			

Craig Moore, Chairperson

Nichole Hair, Secretary ^{Non-voting}

Memo



TO: Christiansburg Town Council
FROM: Town Manager Barry Helms
DATE: May 8, 2015
RE: Full-Time Employee/ Active Volunteer Membership to Aquatic Center & Annual Free Classes

The following is a proposed addition to benefits offered to full-time employees and active volunteers serving the Town of Christiansburg.

Effective upon approval by Christiansburg Town Council, all full-time employees and active fire and/or rescue volunteers serving the Town of Christiansburg will be provided individual membership/admission to the Christiansburg Aquatic Center at no cost.

If the employee desires a family membership, the employee discount may be subtracted from the yearly family membership costs. Based on current rates, the full-time employee/active volunteer may purchase an annual Resident Family Membership for \$200* or an annual Non-Resident Family Membership for \$280*.

Current full-time employment will be verified by human resources prior to free membership/admission being granted. Upon separation of employment, human resources will notify the aquatic center to cancel free membership/admission privileges. Active volunteer status with the fire and/or rescue departments will be verified by the applicable department head prior to free membership/admission being granted. If active volunteer status ceases, the fire and/or rescue department will notify the aquatic center to cancel free membership/admission privileges.

Additionally, each full-time employee/active volunteer is eligible to enroll in two (2) free classes offered by the Christiansburg Aquatic Center and/or two (2) free classes offered by the Christiansburg Recreation Center per fiscal year. This benefit is only available to the individual full-time employee/active volunteer and is not transferrable.

This policy will be reviewed one year from the date of its adoption.

*These rates are based on current individual adult membership and family membership costs and the cost to the full-time employee/active volunteer is subject to change based on prevailing membership costs.