

**AGENDA**  
**REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL**  
**CHRISTIANSBURG TOWN HALL**  
**100 EAST MAIN STREET**  
**SEPTEMBER 8, 2015 – 7:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING**

1. A rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan.
2. The Consolidated Annual Performance and Evaluation Report (CAPER). The Town of Christiansburg, as a recipient of Community Development Block Grant (CDBG) funding, is required by the U.S. Department of Housing and Urban Development (HUD) to prepare the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is an evaluation and performance report detailing accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan. The CAPER compares the actual performance measures with those measures listed in the 2014 Annual Action Plan. A Citizen Comment period has been scheduled for the 2014 CAPER.

**REGULAR MEETING**

- I. CALL TO ORDER BY MAYOR BARBER
- II. CONSENT AGENDA
  1. Council Meeting Minutes of August 25, 2015
- III. RECOGNITIONS
- IV. CITIZENS' HEARINGS
  1. Dale Buckner to address Council regarding the recently held downtown gospel singing event.
  2. Citizen Comments
- V. STAFF REPORTS
  1. Jim Lancianese, Superintendent of Public Works, and Ryan Hendricks, Wastewater Treatment Plant Superintendent - Update on the Public Works Department.
- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
  1. Council action on:
    - a. Request to amend the Conditional Use Permit for Cambria Crossing pertaining to single-family dwellings to allow a corner lot to have a 10 foot side setback from the adjoining street instead of a 15 foot setback, and to add a provision to allow for all projections such as eaves, cornices, fireplaces, window sills to project in the yard (setback) by a maximum of 2 feet. The Public Hearing was held August 25, 2015.

- b. Request to amend the Town Code to have a density of twenty units per gross acre in a Planned Housing Development. The Public Hearing was held August 25, 2015.
- c. Rezoning request for property north of Quin W. Stuart Blvd from A Agriculture to R-3 Multi-Family Residential District. The Public Hearing was held August 25, 2015.
- d. Contingent on the above rezoning request, a request for Conditional Use Permit for a Planned Housing Development in the R-3 Multi-Family Residential District. The Public Hearing was held August 25, 2015.

- 2. Discussion regarding political sign requirements in the *Christiansburg Town Code* (Councilman Huppert).
- 3. Recommendation of reappointment of Karen Drake to the Board of Zoning Appeals. Ms. Drake's term would be from **August 31, 2015 until August 31, 2020**.
- 4. Task for the Stormwater Stakeholder Committee.
- 5. Discussion regarding an employee request for leave of absence.

## VII. COUNCIL REPORTS

## VIII. TOWN MANAGER'S REPORTS

- 1. Progress Reports and Announcements

## IX. ADJOURNMENT

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*The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, September 22, 2015 at 7:00 P.M.*

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
WORK SESSION MINUTES – 6:00 P.M.  
REGULAR MEETING MINUTES – 7:00 P.M.  
AUGUST 25, 2015**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VA, ON AUGUST 25, 2015 AT 6:00 P.M.

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

**WORK SESSION**

- I. CALL TO ORDER
- II. DISCUSSION BY MAYOR AND COUNCIL MEMBERS:
  - 1. Christiansburg Farmers' Market
- III. ADJOURNMENT

*~~ Recess until 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 25, 2015 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Planning Director Nichole Hair; Farmers' Market Manager Sarah Belcher.

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING**

1. Request to amend the Conditional Use Permit for Cambria Crossing pertaining to single-family dwellings to allow corner lots to have a 10-foot side setback from the adjoining street instead of a 15-foot setback, and to add a provision to allow for all projections such as eaves, cornices, fireplaces, window sills to project in the yard (setback) by a maximum of 2 feet. Kevin Connor of Gay & Neal, Inc., representative of SHAH Development, LLC, and Stateson Homes, used three drawings to explain the requested amendments to the original CUP issued in 2005, and reviewed the areas of the planned housing development that would be impacted by the changes. The amendments were for aesthetic purposes only and would not impact the density of the development. It was noted that the property owner of 345 Roudabush Drive was opposed to the proposed amendment affecting setback requirements, and he requested that his property be exempted from the change. The CUP reflects exemption of the property at 345 Roudabush Drive from the setback requirements.
2. Request to amend the Town Code to have a density of twenty units per gross acre in a Planned Housing Development. Todd Robertson of Stateson Homes explained the proposal for a residential complex on a ten-acre parcel that would include 168 Class A apartments and many luxury amenities. The complex, which would be located to the west of the

Villas at Peppers Ferry, would be designed to appeal to individuals and families in need of short-term, temporary housing, and would rent from \$1,150 to \$1,450 per month. An amendment to the Town Code is necessary to allow for the requested density, which is based on the Town's townhome density requirements. As a matter of density comparison, it was noted that Blacksburg allows a density of twenty-four apartment units per acre. The developer is seeking HUD financing, an eighteen month process, and construction is expected to take twelve to eighteen months after HUD approval. The residential complex would connect to Quin W. Stuart Boulevard.

3. Rezoning request for property north of Quin W. Stuart Blvd from A Agriculture to R-3 Multi-Family Residential District. Jeff Greenough of 15 Jessie Circle spoke about property located behind the property in this request that has been approved for a separate single-family housing development. Mr. Greenough expressed his concern with adding even more homes to an area that is served by Stafford Drive, a road that is dangerously narrow and deteriorating, with poor access onto Peppers Ferry Road. In response to a comment by Mr. Robertson that the proposed apartment complex was within walking distance to Town amenities, Mr. Greenough pointed out that it was unsafe to walk along Stafford Drive because of the condition of the road and the lack of sidewalks. Mr. Greenough questioned accessibility by emergency vehicles to areas of high density, and he urged Council to make pedestrian safety a priority over housing density.

Susan Hood of 570 Walters Drive, which connects to Stafford Drive, by way of Meadow Drive, agreed with Mr. Greenough's comments regarding the dangerous condition of Stafford Drive, and asked if the builder would agree to improve Stafford Drive by widening the road and adding sidewalks as part of the residential complex development.

4. Contingent on the above rezoning request, a request for Conditional Use Permit for a Planned Housing Development in the R-3 Multi-Family Residential District. Todd Robertson reported that he has proffered an extra right-of-way off Stafford Drive to make improvements to extend the walking trail from Quin W. Stuart Boulevard to Almetta Avenue, and to build sidewalks within the apartment community.

Jamie King of 90 Alexander Court voiced his concerns regarding traffic volume and the ongoing residential development along Stafford Drive, with no apparent regard for the inadequate condition of the road. He agreed that Town amenities were close by, but stated that they were impossible to access by foot because of the dangerous condition of the road.

Paul Sensmeier of 191 East Patriots Way said he met with the developer and Steve Semones of Balzer and Associates in July, and felt many of his questions had been answered at that time. He believes that the proposed development would fit well on the property and would complement the Villas at Peppers Ferry. However, he requested that entrance landscaping and berms be developed prior to construction to control dust, sediment and erosion. He spoke about a letter he viewed regarding the potential for a future stoplight at Quin W. Stuart Boulevard and Peppers Ferry Road, and he urged Council to see that a stoplight is installed and improvements made to Stafford Drive to increase roadway safety in the area. Mr. Sensmeier said he would likely oppose the CUP request without the installation of a stoplight. Developer Todd Robertson said he has met with Town staff regarding traffic concerns with Stafford Drive and Quin W. Stuart Boulevard, and assured residents that he is actively looking for solutions to the traffic problems.

5. Issuing of bond loan to fund the Police Department building renovation and the purchase of land for a future road. Town Manager Helms reviewed with Council one minor administrative change to the original resolution.

## **REGULAR MEETING**

### **I. CALL TO ORDER BY MAYOR BARBER.**

*Councilman Hall made a motion to amend the consent agenda to add a resolution in support of the "Help Save the Next Girl" campaign. Councilman Showalter seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.*

### **II. CONSENT AGENDA:**

1. Monthly Bills
2. Council Meeting Minutes of August 11, 2015
3. Resolution in Support of "Help Save the Next Girl" Campaign (a copy of the resolution is attached herewith).

Councilman Hall made a motion to approve the consent agenda as presented, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

**III. RECOGNITIONS:**

**IV. CITIZEN'S HEARING:**

1. Citizen comments:

- a. Connie Turner, 101 Alleghany Street, addressed Council with her concerns regarding the Town's recent leaf pick-up, and with the recent increase in water and sewer rates. She complimented the flowers and flags along Main Street, and briefly reported on the Alumni Return event held on August 8, 2015, that raised over \$2,000 in scholarship funds.

**V. STAFF REPORTS:** None.

**VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:**

1. Council action on:

- a. Issuing of bond loan to fund the Police Department building renovation and the purchase of land for a future road. Councilman Vanhoozier made a motion to authorize the bond loan application, seconded by Councilman Stipes. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
2. Reappointment of Scott Weaver to serve as representative on the New River Valley Agency on Aging, and Richard Ballengee to serve as alternate. The reappointments would begin October 1, 2015 and end September 30, 2016. Mayor Barber reported that Mr. Weaver has served on the agency since its inception forty years ago, and he has expressed a desire to continue serving. Mr. Ballengee has expressed his desire to continue serving as an alternate. Councilman Hall made motion to reappoint Scott Weaver and Richard Ballengee to serve on the New River Valley Agency on Aging board, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

**VII. COUNCIL REPORTS**

- a. Councilman Bishop reported that the Christiansburg Rescue Squad recently purchased a new van with revenue recovery funds that will be used for non-emergency purposes. The rescue squad will hold an open house September 19<sup>th</sup> from 1:00 to 6:00 p.m. that will provide an opportunity for residents to tour the facility.
- b. Councilman Stipes provided an update from the Bikeway, Walkway Committee and reported that the grand opening celebration of the Huckleberry Trail bridge is scheduled for September 11 at 3:30 P.M.
- c. Councilman Showalter reported that the Central Business District Committee is still working to appoint an advisory committee, and he thanked Council for its willingness to discuss the future committee at this evening's work session.
- d. Mayor Barber reported that an eight-mile walk/run is scheduled for September 12 as part of the grand opening celebration of the Huckleberry Trail bridge. The ribbon cutting and dedication of the bridge is scheduled for September 11 at 3:30 P.M. Mr. Bill Ellenbogen, representatives of VDOT, and the design and build team plan to be present at the ribbon-cutting, and a reception will follow at the Holiday Inn. He further reported that a bench donated by the Huppert family in honor of Janice Huppert would be placed near the bridge. Also, Mayor Barber reported that members of the American Legion have requested a street name change of the traffic circle at the veteran's monument located downtown; the request was supported by the VFW. He has met with County Administrator Craig Meadows regarding the request, and Mr. Meadows expressed his support for naming that portion of the Square "Veteran's Monument Park". Dedication of the new name will be held in conjunction with the Veteran's Day celebration in November.

**VIII. TOWN MANAGER'S REPORTS:**

1. PUBLIC HEARING REQUEST: Town Manager Helms presented the following request and recommended setting the Public Hearing for September 22, 2015:

- a. Request by Montgomery County for a boundary line adjustment on Cinnabar Road.

On motion by Councilman Vanhoozier, seconded by Councilman Huppert, Council voted to set the Public Hearing for September 22, 2015 as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Council was provided an update on the progress of the storm water utility program.
- A downtown gospel singing event is scheduled for August 29, 2015 from 5:00 P.M. – 9:00 P.M.
- A downtown food truck rodeo is scheduled for September 25, 2015.
- Town Manager Helms reported that he had received information from the consulting firm Counsilman-Hunsaker regarding the development of a marketing plan for the aquatic center. The company deals exclusively with marketing pools and quoted costs of \$17,500, plus travel expenses for an operational audit, and \$15,000, plus travel expenses and hourly fees, for the development of a marketing plan. Council will discuss this information at a future Council meeting.

IX. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:08 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor



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

**Rezoning Application**

Landowner: Harless Todd & Jeanie M. Ratliff Agent: \_\_\_\_\_  
 Address: 1050 Peppers Ferry Rd Address: Christiansburg, VA 24073

Phone: 540-357-1938 Phone: \_\_\_\_\_

I am requesting a rezoning of my property from zoning classification B-5 A to zoning classification B-3 under Chapter 42: Zoning of the Christiansburg Town Code.

My property is located at 1050 Peppers Ferry Rd. Christiansburg, VA

Tax Parcel(s): 434 - (A) - 22

I understand that proffers may be made in conjunction with the request. Proffers are voluntary offers by the property owner(s) regarding the request which must be made in writing prior to the Public Hearing. Proffers are legally binding. Any proffer(s) should be attached on a separate sheet of paper and signed and dated by the property owner(s) with the statement: "I (we) hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission."

Fee: \$1,000 PAID  
7/31/15 DB

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge.

Signature of Landowner(s) Harless Todd Ratliff Date: 7-16-15  
Jeanie M. Ratliff Date: 7-16-15  
 Date: \_\_\_\_\_

This request was approved/disapproved by a vote of the Christiansburg Town Council on \_\_\_\_\_.

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 & WADDELL, P.C.

# Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

## Town of Christiansburg Planning Staff Report

Planning Commission Public Hearing Date: Monday, July 17, 2015 at 7:00 p.m.

Town Council Public Hearing Date: Tuesday, September 8, 2015 at 7:00 p.m.

Application Type: Rezoning

Applicant: Harless Todd and Jeanie M. Ratliff

Location: 1050 Peppers Ferry Road, N.W.

The Town of Christiansburg has received a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan.

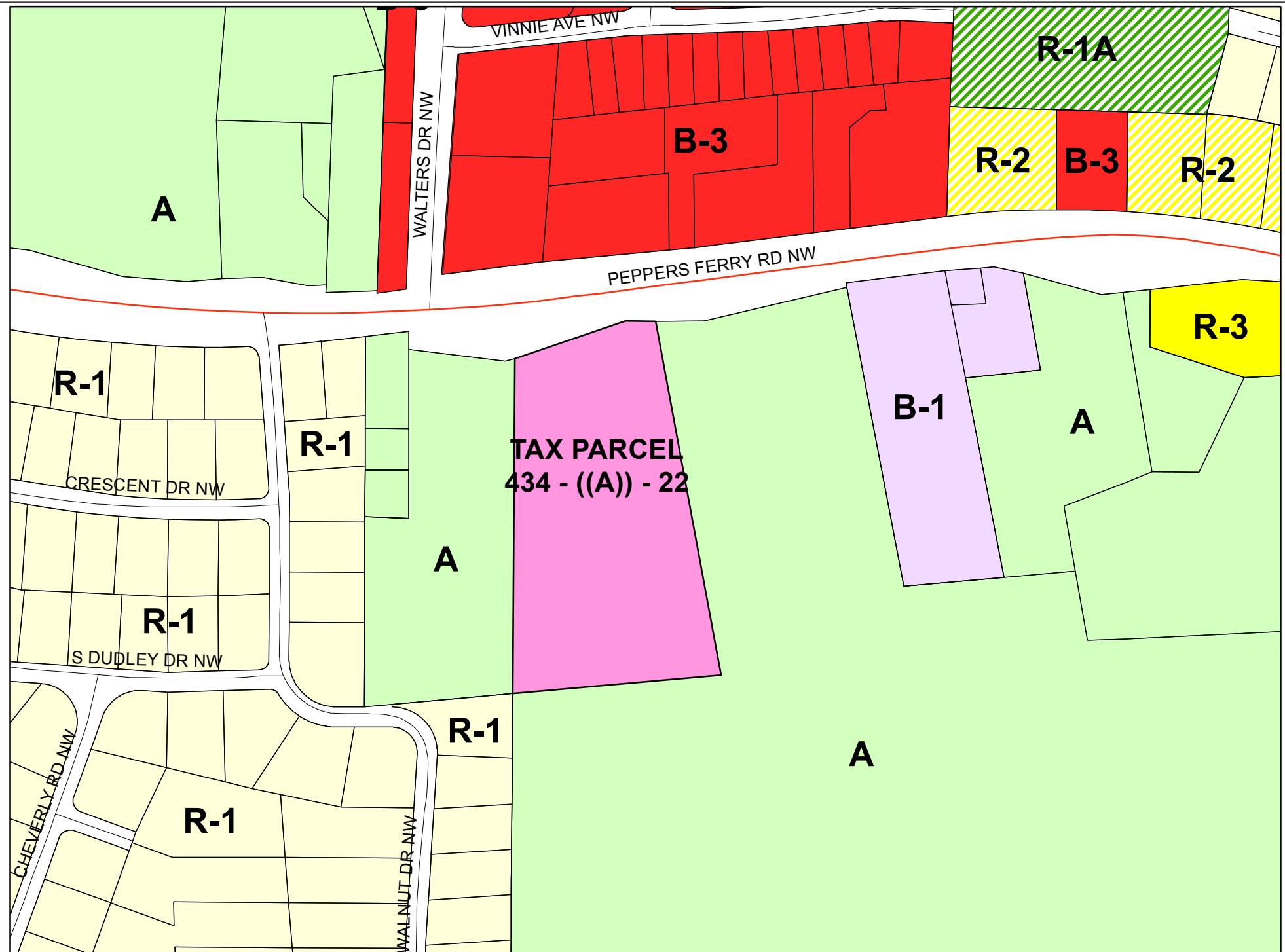
The property is not located within the 100-Year and 500-Year Flood Hazard Areas. The property does not lie within a Historic District. The adjoining properties are zoned A Agriculture, R-1 Single Family Residential, and B-3 General Business. The adjoining properties contain businesses, farmland and a residence.



REZONING REQUEST: 1050 Peppers Ferry Road NW

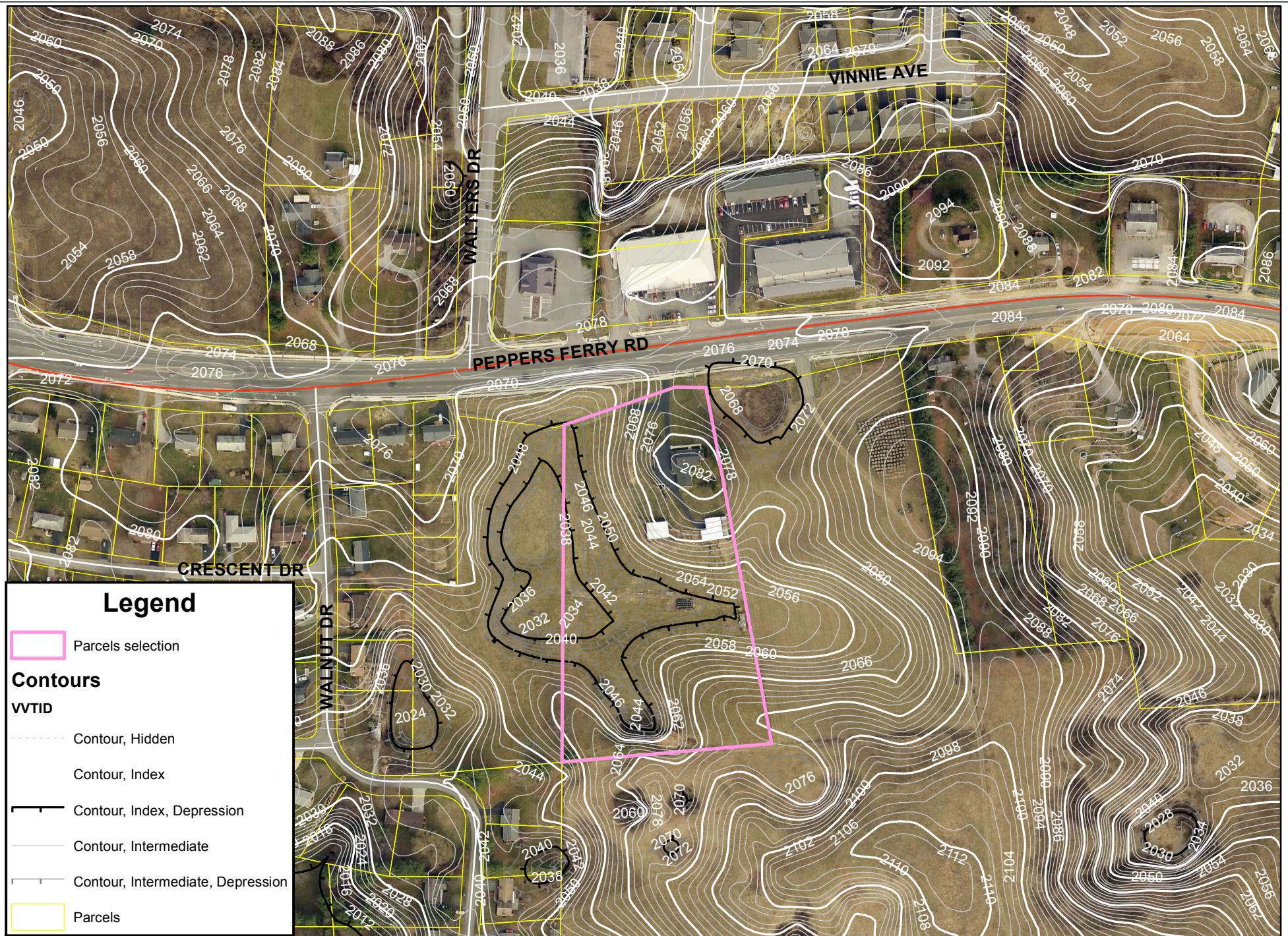
PC: AUGUST 17, 2015

TC: SEPTEMBER 8, 2015



**REZONING: 1050 Peppers Ferry Road NW**

<u>Tax Map #</u>	<u>Owner(s)</u>	<u>Mailing Address</u>	<u>City, State, Zip</u>
434- A 14H	AFFORDABLE EFFICIENCIES INC	5520 FLORIST RD STE 30	ROANOKE VA 24012
434- A 14A	MONTGOMERY COUNTY FARM	1095 PEPPERS FERRY RD NW	CHRISTIANSBURG VA 24073
434- A 14C,14F	PEPPERS FERRY PARTNERS LLC	P O BOX 266	LYNCHBURG VA 24505
434- A 27,435(A)*	ANATOL RYPLANSKY TRUST	6252 LYONS RD	DUBLIN VA 24084
434- A 22	PHILLIPS FREEDAR ESTATE	10 LINDEN CT	CHRISTIANSBURG VA 24073
434- A 23	PHILLIPS FREEDAR ESTATE	10 LINDEN CT	CHRISTIANSBURG VA 24073
434- 3 61,62	GIBSON JANET F	125 WALNUT DR NW	CHRISTIANSBURG VA 24073



REZONING REQUEST: 1050 Peppers Ferry Road NW

PC: AUGUST 17, 2015

TC: SEPTEMBER 8, 2015

0 100 200 300  
Feet

N

# Resolution of the Town of Christiansburg Planning Commission

## *Rezoning Request*

WHEREAS the Christiansburg Planning Commission, acting upon a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business has found following a duly advertised Public Hearing that the public necessity, convenience, general welfare and good zoning practices (**permit / do not permit**) changing the zoning of the property with proffers.

THEREFORE be it resolved that the Christiansburg Planning Commission (**recommends / does not recommend**) that the Christiansburg Town Council rezone property located at 1050 Peppers Ferry Road, N.W. ((tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business with proffers.

Dated this 31<sup>st</sup> day of August 2015

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Craig Moore, Chairperson  
Christiansburg Planning Commission

The above Resolution was adopted on motion by Newell seconded by 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 August 17, 2015. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members 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	X			
Jennifer D. Sowers, Vice-Chairperson				X

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Craig Moore, Chairperson

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Nichole Hair, Secretary Non-voting

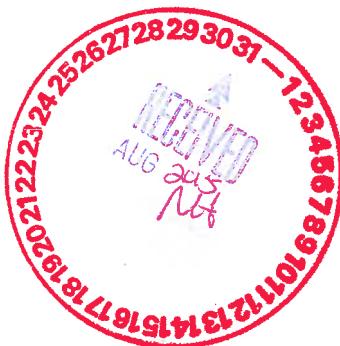
## PROFFER STATEMENT

Harless Todd & Jeanie M. Ratliff ("Applicants") have submitted a rezoning request to allow for a new light retail store to be located on the same premises as the single family residence at 1050 Peppers Ferry Road on Tax Parcel 434-((A))-22. The proposed store and associated parking area occupy only a small portion of the overall property. The Applicants hereby proffer that the commercial use of the property will be limited to this small area of the proposed store and its associated parking. This area is shown on the attached exhibit and is described below:

Beginning at an angle point in the VDOT right-of-way directly in front of the existing residence; thence running southward parallel to the western property line for a distance of 140.0 feet to a point; thence westward perpendicular to the western property line for a distance of 90.0 feet to a point; thence northward parallel to the western property line for a distance of 107.3 feet to a point on the VDOT right-of-way; thence following the VDOT right-of-way line eastward a distance of 95.7 feet to the point of beginning. Said area to be rezoned contains approximately 11,130 sq.ft., or 0.26 acres.

Because the proposed commercial use of the property will be limited to the above described area, the Applicants hereby modify their rezoning request to be restricted to only the area described above. The Applicants request that the remainder of their property maintain its current zoning of A – Agriculture.

*H. Todd Ratliff*  
*Jeanie M. Ratliff*



<p style="text-align: right;">RECEIVED 12345678910111213141516171819202122232425262728293031</p>		<p style="text-align: center;">SITE LAYOUT &amp; LANDSCAPE PLAN</p>	
<p style="text-align: center;"># REVISIIONS DATE</p>		<p style="text-align: center;">TODD'S JEWELRY FOR BRUSHY MOUNTAIN ENGINEERING, PLLC</p>	
<p style="text-align: center;">1 REZONE EXHIBIT FOR PLANNING COMMISSION 08/31/2015</p>		<p style="text-align: center;">3555 Center Court Road Suite 2415 www.bmeplanning.com TODD'S JEWELRY &amp; GEMMEL M. HARTFF, OWNERS TAX PARCEL ID: 44-14-00-000-000 TOWN OF CHRISTIANSBURG, VA 3606-6800 REZONE OF CHURCHMAN'S TRAIL, VINEGAR</p>	
<p style="text-align: center;"># REVISIONS DATE</p>		<p style="text-align: center;">BME</p>	
<p style="text-align: center;">PROPOSED LIGHT RETAIL STORE (GPRPDX. 30.60 = 1,800 S.F.T.) FINISH FLOOR ELEV. 2080.6</p> <p style="text-align: center;">REZONING LIMITS</p> <p style="text-align: center;">REZONING LIMITS</p> <p style="text-align: center;">EXISTING BRICK RESIDENCE FINISH FLOOR ELEV. 2085.3</p> <p style="text-align: center;">PEPPERS FERRY ROAD (VA 114)</p> <p style="text-align: center;">SPEED LIMIT 35 MPH</p> <p style="text-align: center;">SCALE 40'</p> <p style="text-align: center;">NOTE: THE EXISTING SITE CONDITIONS ARE BASED ON A FIELD SURVEY COMPLETED AUGUST 14, 2015, TOWN OF CHRISTIANSBURG GIS DATA, AND FIELD OBSERVATIONS. NOT SPECIFIED IN THIS PLAN. INFORMATION CONTAINED IN THIS PLAN IS THE CONTRACTOR'S RESPONSIBILITY FOR IDENTIFYING EXACT LOCATION OF SITE IMPROVEMENTS AND EXISTING UTILITIES.</p>			

**PUBLIC COPY  
DO NOT REMOVE**



**Town of Christiansburg**  
**FY 2014**

***Consolidated Annual Performance  
and Evaluation Report***

**(CAPER)**

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

Prepared: August 2015  
Submitted:

**PUBLIC COPY  
DO NOT REMOVE**

**CITIZEN COMMENT PERIOD**  
**TOWN OF CHRISTIANSBURG, VIRGINIA**

**THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(CAPER)**

The Town of Christiansburg, as a recipient of Community Development Block Grant (CDBG) funding, is required by the U.S. Department of Housing and Urban Development (HUD) to prepare the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is an evaluation and performance report detailing accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan. The CAPER compares the actual performance measures with those measures listed in the 2014 Annual Action Plan. A Citizen Comment period has been scheduled for the 2014 CAPER. Citizens will have further opportunity to comment during an upcoming Town Council Public Hearing on Tuesday, September 8, 2014.

**CITIZEN PARTICIPATION**

Draft copies of the 2014 Consolidated Annual Performance and Evaluation Report (CAPER) will be available for review beginning August 28, 2015, and ending September 28, 2015. The report shall outline accomplishments toward meeting the goals outlined in the 2010-2015 Consolidated Plan and specific activities for the 2014 CDBG program year. A print copy of the Draft will be located at the Christiansburg Public Library, 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](http://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 or by e-mailing [nhair@christiansburg.org](mailto:nhair@christiansburg.org).



# Fifth Program Year CAPER

The CPMP Fifth Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER 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.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 5 CAPER Executive Summary response:

The Town of Christiansburg did not utilize CDBG allocations for the Fiscal Year 2014-2015. The Town of Christiansburg has begun the planning for the next phase of infrastructure improvements.

### General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
    - a. August 2015, the Town of Christiansburg contracted with Anderson and Associates, Inc. for professional services to complete construction drawings of the sidewalk development and repair. Anderson and Associates, Inc. will provide assistance with the advertisement, bidding and overall assistance with the project.
    - b. Anderson and Associates, Inc. will be receiving funds as part of the administration allotment of the CPD grant.
    - c. Due to staff constraints and the Town of Christiansburg requesting an extension for submission of the 2015 Annual Action Plan, progress on the infrastructure development and rehabilitation has been delayed.
2. Describe the manner in which the recipient would change its program as a result of its experiences.

The overall process and management of the HUD CDBG program has been a learning experience. Staff will be coordinated more effectively in the future to keep internal deadlines and have projects move in a timelier manner. Project completion is the best way to serve the residents of the LMI neighborhoods.

3. Affirmatively Furthering Fair Housing:

- a. Provide a summary of impediments to fair housing choice.
- b. Identify actions taken to overcome effects of impediments identified.

**Impediments to fair housing**

Accessible Housing

It is projected by 2030, the number of seniors will nearly double in the New River Valley, including Christiansburg, with about 1-in-5 people being over the age of 65. An aging population comes with many challenges including accessible housing. There are not enough accessible homes in Christiansburg to meet the demands of the aging population. In order for this population to continue to live within their own homes or move to new homes in Christiansburg, steps need to be made to meet varying levels of accessibility needs. Christiansburg's Building Inspections Department will work closely with property owners and contractors as homes are renovated for accessibility.

Zoning Ordinance

Christiansburg's Zoning Ordinance may not reflect current fair housing standards. As the Town's Zoning Ordinance is reviewed and edited, fair housing standards will be considered to insure residents have access to housing.

Decent, affordable housing

Approximately 30% of the housing stock in Christiansburg was built prior to 1978. Residents in the older neighborhoods of Christiansburg traditionally are low to moderate income and/or elderly. Older housing is usually more affordable in rent or purchase, but presents issues that can be constraining on fixed incomes, making them less affordable. Christiansburg's Building Inspections Department will work closely with property owners and contractors as older homes are renovated to be more energy efficient.

During the last year, the Town of Christiansburg has not taken actions to overcome the effects of impediments identified here. The Town's Planning and Zoning Department will be working with the Christiansburg Planning Commission to review and revise the Town's Zoning Ordinance after the approval of the Christiansburg Comprehensive Plan is completed. This process could take some time for staff and the Planning Commission to address these needs.

4. Describe Other Actions in Strategic Plan or Action Plan taken 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.

**5. Leveraging Resources**

- a. Identify progress in obtaining "other" public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

The Town of Christiansburg has only utilized CDBG to fund the project to this point. It is the intent to leverage CDBG funds for State Transportation funds to rehabilitate and develop infrastructure.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 5 CAPER Managing the Process response:

The Town of Christiansburg has only utilized funds for administrative purposes and is working towards compliance with CDBG guidelines. The Planning Director/Zoning Administrator has attended trainings regarding the use of HEROs for Environmental Review. Additionally, the Town of Christiansburg is compiling information for management and administration of the CDBG program as a reference tool.

## **Citizen Participation**

1. Provide a summary of citizen comments.

Public comments were solicited during a 30-day review period beginning August 28, 2015. Public input was also welcomed during the Town Council's regular meeting being held September 8, 2015.

*Public comments to be added.*

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

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

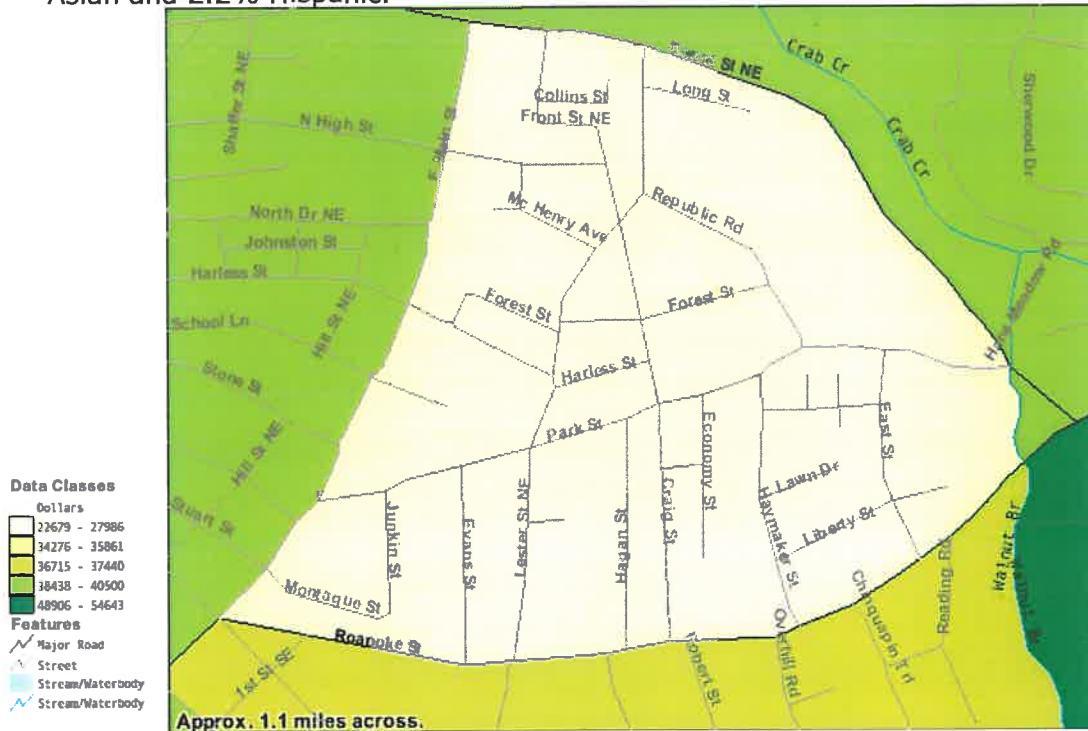
Tool.

### Program Year 5 CAPER Citizen Participation response:

The Town of Christiansburg was allocated \$108,552 for the 2014 program year. The Town of Christiansburg utilized \$983.98 of CDBG funds during FY 2014 for administrative costs. With the addition of the 2014 allocation and the use of funds during FY 2014, \$249,957 of CDBG funds are available.

According to the 2010 Census, Christiansburg's population consisted of 89.5% white, 6.2% African American, 1.4% Asian and 2.2% Hispanic. The Town considers some other race than white as a minority. An area of minority concentration in Town would be any racial group in a single census tract that comprises a percentage that is greater than the groups' percentage as a whole. The Town will be doing an evaluation to determine areas of minority concentration.

The Town of Christiansburg has utilized and plans to continue to utilize CDBG funds in the Census Tract 208-Block Group 02. This census block group is bordered by Roanoke Street, East Main Street and Depot Street. The total population of this block group is 1,929 persons. 1,013 persons live in renter-occupied housing compared to 837 persons living in owner-occupied housing. Of this population 10% are what the Town does consider a minority – some other race than white. In the census block group 208-02, 112 persons reported being African American; 12 reported being Asian; 3 reported being American Indian-Alaska Native; 17 reported as "some other race"; and 53 reported as two or more races. The largest concentration of race in the block group is white – 1,732 persons. This is typical for Christiansburg's total population of 21,041 persons, where 18,831 persons are reported as white alone. According to the 2010 Census, Christiansburg population consisted of 89.5% White, 6.2% Black, 1.4% Asian and 2.2% Hispanic.



## Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

### Program Year 5 CAPER Institutional Structure response:

To improve on coordination between Christiansburg Planning and Engineering staff, all persons involved with the project receive the same documents, be it invoices or payroll statements. The Planning Director must initial invoices for payment before payment is issued. The CDBG process in itself encourages departments in such a small jurisdiction to work together. Additionally, the Town of Christiansburg Planning and Engineering staff worked closely with H & S Construction Company to construct and improve sidewalk infrastructure.

## Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

### Program Year 5 CAPER Monitoring response:

The Town of Christiansburg staff and Anderson and Associates, Inc. will assure program compliance in the CDBG program by 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.

The Town of Christiansburg will continue to work with citizens and committees to address various community needs and goals. Through the Town's participation in the Consolidated Plan process, goals have been developed based on current needs. Funding dollars will be directed to activities that assist in meeting those goals and needs.

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 projects have been behind due to staff constraints and the hope is to "catch up" in FY 2015.

## **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 5 CAPER Lead-based Paint response:

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**

### **Housing Needs**

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 5 CAPER Housing Needs response:

The Town of Christiansburg did not use funds to address affordable housing. The Town of Christiansburg continues to support affordable housing developments through the Town's subdivision and zoning ordinances. The Town of Christiansburg will also continue to do inspections as well as condemn buildings to address any housing problems.

## Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 5 CAPER Specific Housing Objectives response:

The Town of Christiansburg will strive to maintain and increase the supply of affordable, sound housing. However, due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing affordable housing needs with CDBG allocations.

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.

## Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 5 CAPER Public Housing Strategy response:

The Town of Christiansburg does not have a public housing authority, though there are currently four assisted housing projects within the corporate limits. Community Housing Partners (formerly Virginia Mountain Housing, Inc.), a private, non-profit organization located at 446 Depot Street, NE in Christiansburg provides housing assistance through the Section 8 Existing Program and other similar programs.

Additionally, Pembroke Management, Inc. is a private non-profit organization located in Christiansburg, which contracts with VHDA to provide services for the Section 8 Housing Choice Voucher Program in Montgomery, Floyd, Giles, and Pulaski Counties.

## Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

**Program Year 5 CAPER Barriers to Affordable Housing response:**

Removal of barriers to affordable housing must be done with a full analysis of potential ramifications. In this regard, the Town Code is constantly under review and will be edited as necessary to protect and strengthen residential districts. Christiansburg's current zoning regulations continue to be closely examined to ensure compatibility with the promotion of affordable housing opportunities.

**HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

**Program Year 5 CAPER HOME/ADDI response:**

The Town of Christiansburg does not participate in HOME/American Dream Down Payment Initiative (ADDI).

## **HOMELESS**

**Homeless Needs**

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

**Program Year 5 CAPER Homeless Needs response:**

A comprehensive continuum of care system is necessary to effectively address homeless needs. This system must provide three basic components. First, there must be an immediate alternative to being unsheltered including not only emergency shelter, but an assessment of an individual's or family's needs. Second, there is a need for transitional housing and rehabilitative services. This aspect of the system should include services such as substance abuse treatment, interim mental health services, training in independent living skills, and many others dependent upon the individual needs. The final step is permanent housing that includes permanent supportive housing arrangements.

Homeless individuals and families will not necessarily need access to all of the above components, but this coordinated system is critical as an overall effort to overcome homelessness. In addition, there must be a strong homeless prevention strategy to ensure increasing numbers of homeless does not overwhelm the above system. In fact, prevention of homelessness, by stabilizing precarious housing arrangements, is significantly less costly than providing emergency shelter and food.

Though limited by local funding and dependent upon State and Federal Grant Assistance for many of our local endeavors, homelessness is a problem we would like to eliminate in our region. The Town of Christiansburg recognizes the need to assist low and 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.

Since the Town of Christiansburg does not have social service programs to directly assist the homeless, we are fortunate to have New River Community Action, a local agency that administers the Homeless Intervention Program (HIP) for the region. The HIP program prevents the displacement of low and moderate-income households who are in danger of becoming homeless, assists those who are homeless to secure permanent housing, and assists individuals to regain self-sufficiency. The program provides no interest loans for mortgages and deposit assistance, as well as rent-payment grants to eligible people in the New River Valley. According to the New River Community Action 2008-2009 Annual Report, HIP assisted 54 families (145 individuals to avoid homelessness.

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 seek to coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible.

## **Specific Homeless Prevention Elements**

### **1. Identify actions taken to prevent homelessness.**

Program Year 5 CAPER Specific Housing Prevention Elements response:

The Town of Christiansburg will continue to support applications for related programs and resources to assist in the prevention of homelessness from eligible

non-profit organizations and other groups. Additionally, Christiansburg will continue to work with local agencies that provide assistance to households near or below the poverty line in order to reduce concentrations of low-income persons and homelessness. No CDBG funding has been utilized for this effort.

## **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

### **Program Year 5 CAPER ESG response:**

The Town of Christiansburg did not use funds to address emergency shelters.

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

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 along Roanoke Street, East Main Street and Park Street. Developing sidewalks will encourage a walkable community providing access to grocery stores, doctor's offices including a free clinic and municipal buildings.

2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

No changes have been made to program objectives.

3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.

CDBG funds were not used during the program year.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

CDBG funds were not utilized for the acquisition, rehabilitation or demolition of occupied real property.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

CDBG funds were not utilized for economic development activities.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

The Town of Christiansburg has not utilized funds for activities outside the categories.

8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.

Not applicable to the Town of Christiansburg's program.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;

- c. The amount returned to line-of-credit or program account; and
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

Not applicable to the Town of Christiansburg's program.

**10. Loans and other receivables**

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

Not applicable to the Town of Christiansburg's program.

**11. Lump sum agreements**

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

Not applicable to the Town of Christiansburg's program.

**12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year**

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

Not applicable to the Town of Christiansburg's program.

**13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Not applicable to the Town of Christiansburg's program.

## **Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

**Program Year 5 CAPER Antipoverty Strategy response:**

No direct reduction of poverty levels will be attempted with the CDBG program within the Town of Christiansburg.

## **NON-HOMELESS SPECIAL NEEDS**

### **Non-homeless Special Needs**

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

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

**Program Year 5 CAPER Non-homeless Special Needs response:**

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

## **Specific HOPWA Objectives**

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.

2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
    - ii. Project Accomplishment Overview
      - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
      - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
      - (3) A brief description of any unique supportive service or other service delivery models or efforts
      - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
    - iii. Barriers or Trends Overview
      - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
      - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
      - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
  - b. Accomplishment Data
    - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
    - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

**Program Year 5 CAPER Specific HOPWA Objectives response:**

The Town of Christiansburg does not participate in HOPWA.

**OTHER NARRATIVE**

Include any CAPER information that was not covered by narratives in any other section.

**Program Year 5 CAPER Other Narrative response:**

# **TABLES**

- **HOUSING NEEDS**
- **CONTINUM OF CARE HOMELESS POPULATION AND SUBPOPULATIONS CHART**
- **HOUSING AND COMMUNITY DEVELOPMENT ACTIVITIES**
- **NON-HOMELESS SPECIAL NEEDS**
- **SUMMARY OF SPECIFIC ANNUAL OBJECTIVES**
- **PROJECT ACCOMPLISHMENTS**

		Grantee:		Housing Needs Table										Households with a Disabled Member				# of Households in lead-Hazard Housing		Total Low Income Racial/Ethnic Need?									
				Only complete blue sections. Do NOT type in sections other than blue.																									
				3-5 Year Quantities										Priority Need?		Plan to Fund?		Fund Source		# of Households in lead-Hazard Housing		Total Low Income Racial/Ethnic Need?							
				Current % of Households	Current Number of Households	Year 1 Total	Year 1 Actual	Year 1 Goal	Year 1 Partial	Year 2 Total	Year 2 Actual	Year 2 Goal	Year 2 Partial	Year 3 Total	Year 3 Actual	Year 3 Goal	Year 3 Partial	Year 4* Total	Year 4* Actual	Year 4* Goal	Year 4* Partial	Year 5* Total	Year 5* Actual	% of Goal	Priority Need?	Plan to Fund?	Fund Source	# of Households in lead-Hazard Housing	Total Low Income Racial/Ethnic Need?
Household Income <=30% MFI				3-5 Year Quantities																									
				Year 1										Year 2		Year 3		Year 4*		Year 5*		Multi-Year							
				Total										Actual		Goal		Total		Actual		Goal		Actual					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Goal										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
				Total										Actual		Goal		Total		Actual		Goal		Actual					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
Household Income >30 to <=50% MFI				3-5 Year Quantities										Priority Need?		Plan to Fund?		Fund Source											
				Year 1										Year 2		Year 3		Year 4*		Year 5*		Multi-Year							
				Total										Actual		Goal		Total		Actual		Goal		Actual					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Goal										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
				Total										Actual		Goal		Actual		Goal		Actual		Partial					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
<=80% MFI				3-5 Year Quantities										Priority Need?		Plan to Fund?		Fund Source											
				Year 1										Year 2		Year 3		Year 4*		Year 5*		Multi-Year							
				Total										Actual		Goal		Total		Actual		Goal		Actual					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Goal										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
				Total										Actual		Goal		Actual		Goal		Actual		Partial					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					
				Partial										Total		Actual		Goal		Actual		Goal		Actual					
Renter				3-5 Year Quantities										Priority Need?		Plan to Fund?		Fund Source											
				Year 1										Year 2		Year 3		Year 4*		Year 5*		Multi-Year							
				Total										Actual		Goal		Total		Actual		Goal		Actual					
				Actual										Partial		Total		Actual		Goal		Actual		Partial					



## Continuum of Care Homeless Population and Subpopulations Chart

<b>Part 1: Homeless Population</b>		Sheltered		Un-sheltered		Total	Jurisdiction	
		Emergency	Transitional	Emergency	Transitional		Data Quality	
1. Homeless Individuals		54	0	0	4	58	(E) estimates	►
2. Homeless Families with Children		1	0	0	0	1		
2a. Persons in Homeless with Children Families		1	0	0	0	1		
Total (lines 1 + 2a)		55	0	0	4	59		
<b>Part 2: Homeless Subpopulations</b>		Sheltered		Un-sheltered		Total	Data Quality	
		Emergency	Transitional	Emergency	Transitional		(E) estimates	►
1. Chronically Homeless		0	0	0	0	0	0	
2. Severely Mentally Ill		0	0	0	0	0	0	
3. Chronic Substance Abuse		0	0	0	0	0	0	
4. Veterans		0	0	0	0	0	0	
5. Persons with HIV/AIDS		0	0	0	0	0	0	
6. Victims of Domestic Violence		0	0	0	0	0	0	
7. Youth (Under 18 years of age)		0	0	0	0	0	0	
5-Year Quantities								
<b>Part 3: Homeless Needs Table: Individuals</b>		Needs		Available		Total		
		Gap	Needs	Goal	Goal	Complete	Actual	% of Goal
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
Chronically Homeless								

Part 4: Homeless Needs Table: Families		Needs	Current Available	5-Year Quantities					Total		
				Year 1	Year 2	Year 3	Year 4	Year 5	Goal	Actual	% of Goal
Emergency Shelters	0	0	0	0	0	0	0	0	0	0	# ##
Transitional Housing	0	0	0	0	0	0	0	0	0	0	# ##
Permanent Supportive Housing	0	0	0	0	0	0	0	0	0	0	# ##
Total	0	0	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 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.

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## Housing and Community Development Activities

	Needs	Current	Gap	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	0	0	0	0	0	0	0	0
06 Interim Assistance 570.201(f)	0	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	0
08 Relocation 570.201(l)	0	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	0
10 Removal of Architectural Barriers 570.201(k)	0	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	0
12 Construction of Housing 570.201(m)	0	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	0
14A Rehab; Single-Unit Residential 570.202	0	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	0
14C Public Housing Modernization 570.202	0	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	0
14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	0	0	0	0	0	0	0	0	0	0
14F Energy Efficiency Improvements 570.202	0	0	0	0	0	0	0	0	0	0
14G Acquisition - for Rehabilitation 570.202	0	0	0	0	0	0	0	0	0	0
14H Rehabilitation Administration 570.202	0	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	0
15 Code Enforcement 570.202(C)	0	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	0
16B Non-Residential Historic Preservation 570.202(d)	0	0	0	0	0	0	0	0	0	0
17A CI Land Acquisition/Disposition 570.203(a)	0	0	0	0	0	0	0	0	0	0
17B CI Infrastructure Development 570.203(a)	0	0	0	0	0	0	0	0	0	0
17C CI Building Acquisition, Construction, Rehabilitation 570.203(a)	0	0	0	0	0	0	0	0	0	0
17D Other Commercial/Industrial Improvements 570.203(a)	0	0	0	0	0	0	0	0	0	0
17E ED Direct Financial Assistance to For-Profits 570.203(b)	0	0	0	0	0	0	0	0	0	0
17F ED Technical Assistance 570.203(b)	0	0	0	0	0	0	0	0	0	0
18C Micro-Enterprise Assistance	0	0	0	0	0	0	0	0	0	0
18A HOME Admin/Planning Costs of Pj (not part of 5% Ad	0	0	0	0	0	0	0	0	0	0
18B HOME CDDO Operating Costs (not part of 5% Admin c)	0	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	0
19D CDBG Assistance to Institutes of Higher Education	0	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	0
19F Planned Repayment of Section 108 Loan Principal	0	0	0	0	0	0	0	0	0	0
19G Unplanned Repayment of Section 108 Loan Principal	0	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	0
20 Planning 570.205	0	0	0	0	0	0	0	0	0	0
21A General Program Administration 570.206	0	0	0	0	0	0	0	0	0	0
21B Indirect Costs 570.206	0	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	0
21E Submissions or Applications for Federal Programs 570.206	0	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	0
21G HOME Security Deposits (subject to 5% cap)	0	0	0	0	0	0	0	0	0	0
21H HOME Admin/Planning Costs of Pj (subject to 5% cap)	0	0	0	0	0	0	0	0	0	0
21I HOME CDDO Operating Expenses (subject to 5% cap)	0	0	0	0	0	0	0	0	0	0
22 Unprogrammed Funds	0	0	0	0	0	0	0	0	0	0
31J Facility based housing - development	0	0	0	0	0	0	0	0	0	0

<b>Housing and Community Development Activities</b>		5-Year Quantities					5-Year Quantities				
		Year 1	Year 2	Year 3	Year 4	Year 5	Actual	Goal	Actual	Goal	Cumulative
HOPEWA		Needs	Current	Gap	Actual	Goal	Actual	Goal	Actual	Goal	Actual
31K Facility based housing - operations	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
31F Tenant based rental assistance	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
31I Housing information services	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
31B Administration - grantee	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
Acquisition of existing rental units	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
Rehabilitation of existing rental units	0	0	0	0	0	0	0	0	0	0	0
Rental assistance	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
Production of new owner units	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
Homeownership assistance	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
Production of new rental units	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
Rental assistance	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
Production of new owner units	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
Homeownership assistance	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	2	1	3	2	2	1	3	0
							11	0	11	7	###\$

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

## New Specific Objective

### Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>SL-1 Availability/Accessibility of Suitable Living Environment</b>							
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%
			<b>MULTI-YEAR GOAL</b>	2014	\$86,818	0	0%
	Source of Funds #1 - CDBG Source of Funds #2 Source of Funds #3	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	2824.4	13%	
			2014	\$21,704	938	4%	
		<b>MULTI-YEAR GOAL</b>					
	Source of Funds #1 Source of Funds #2 Source of Funds #3	Performance Indicator #3	2005				
			2006				
			2007				
			2008				
			2009				
		<b>MULTI-YEAR GOAL</b>			0		

Grantee Name: **Town of Christiansburg**

CPMP Version 2.0

<b>Project Name:</b>	Park Street Neighborhood Sidewalk Improvements						
<b>Description:</b>	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.							
<b>Location:</b> 51121020800 Census Track, The area bordered by East Main St, Depot St and Roanoke St		<b>Priority Need Category</b>					
		<b>Select one:</b>		Infrastructure			
		<b>Explanation:</b> 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.					
<b>Expected Completion Date:</b> (12/31/2014)							
<b>Objective Category</b>							
<input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity							
		<b>Specific Objectives</b>					
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					
<b>Project-level Accomplishments</b>	11 Public Facilities	<b>Proposed</b>			Accompl. Type:	<b>Proposed</b>	
		<b>Underway</b>	X			<b>Underway</b>	
		<b>Complete</b>				<b>Complete</b>	
		Accompl. Type:	<b>Proposed</b>		Accompl. Type:	<b>Proposed</b>	
			<b>Underway</b>			<b>Underway</b>	
			<b>Complete</b>			<b>Complete</b>	
		Accompl. Type:	<b>Proposed</b>		Accompl. Type:	<b>Proposed</b>	
			<b>Underway</b>			<b>Underway</b>	
			<b>Complete</b>			<b>Complete</b>	
<b>Proposed Outcome</b>		<b>Performance Measure</b>			<b>Actual Outcome</b>		
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			
<b>Program Year 1</b>	CDBG	<b>Proposed Amt.</b>	\$92,000		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	\$91,001			<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>				<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>		
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>		
		<b>Actual Units</b>			<b>Actual Units</b>		
Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>			
	<b>Actual Units</b>			<b>Actual Units</b>			

<b>Program Year 2</b>	CDBG	<b>Proposed Amt.</b>	\$75,519	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	\$78,104		<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
<b>Program Year 3</b>	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	CDBG	<b>Proposed Amt.</b>	\$86,300	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	\$74,355		<b>Actual Amount</b>	
<b>Program Year 4</b>	Fund Source:	<b>Proposed Amt.</b>	\$0	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
<b>Program Year 5</b>	CDBG	<b>Proposed Amt.</b>	\$86,605	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>	\$0	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	11 Public Facilities	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	CDBG	<b>Proposed Amt.</b>	\$86,818	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>	\$0	Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	
	Accompl. Type:	<b>Proposed Units</b>		Accompl. Type:	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	

<b>Project Name:</b>	Park Street Neighborhood Sidewalk/Infrastructure Improvements (admin)			
<b>Description:</b>	IDIS Project #:	2	UOG Code:	VA510312 CHRISTIANSBURG
Funds to be used for Administration purposes				
<b>Location:</b> 51121020800 Census Track, The area bordered by East Main St, Depot St and Roanoke St		<b>Priority Need Category</b>		
		<b>Select one:</b>	Planning/Administration	
		<b>Explanation:</b> Utilization of funds for planning and administration of sidewalk/infrastructure improvements.		
<b>Expected Completion Date:</b> (12/31/2014) Objective Category				
<input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity				
		<b>Specific Objectives</b>		
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		
<b>Project-level Accomplishments</b>	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
<b>Proposed Outcome</b>		<b>Performance Measure</b>		<b>Actual Outcome</b>
21A General Program Administration 570.206		Matrix Codes		
Matrix Codes		Matrix Codes		
Matrix Codes		Matrix Codes		
<b>Program Year 1</b>	CDBG	Proposed Amt.	\$22,600	Proposed Amt.
		Actual Amount	\$19,633	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

<b>Program Year 2</b>	CDBG	<b>Proposed Amt.</b>	\$18,880		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	\$8,833		Fund Source:	<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>			Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			Fund Source:	<b>Actual Amount</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
<b>Program Year 3</b>	Fund Source:	<b>Proposed Amt.</b>	\$21,575		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	4,024		Fund Source:	<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>			Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			Fund Source:	<b>Actual Amount</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
<b>Program Year 4</b>	Fund Source:	<b>Proposed Amt.</b>	21651		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	2824		Fund Source:	<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>			Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			Fund Source:	<b>Actual Amount</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
<b>Program Year 5</b>	Fund Source:	<b>Proposed Amt.</b>	21704		Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	938		Fund Source:	<b>Actual Amount</b>	
	Fund Source:	<b>Proposed Amt.</b>			Fund Source:	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			Fund Source:	<b>Actual Amount</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	
Accompl. Type:	Proposed Units				Accompl. Type:	<b>Proposed Units</b>	
	Actual Units				Accompl. Type:	<b>Actual Units</b>	

# **IDIS REPORTS**

- **IDIS PR26**
- **IDIS PR54**



**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	141,405.73
02 ENTITLEMENT GRANT	108,552.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	249,957.73

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	0.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	0.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	983.98
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	983.98
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	248,973.75

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	0.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	0.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	0.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2014 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	108,552.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	108,552.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	983.98
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	983.98
42 ENTITLEMENT GRANT	108,552.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	108,552.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.91%



**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Report returned no data.

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Report returned no data.

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	3	22	5801855	2013 CAPER mailing	21A		\$22.93
2013	3	23	5801855	2013 CAPER advertisements	21A		\$323.00
2014	1	19	5785202	Annual Action Plan mailing	21A		\$19.26
2014	1	19	5801855	Annual Action Plan mailing	21A		\$1.07
2014	1	20	5801855	2014 Annual Action Plan advertisements	21A		\$280.00
2014	1	20	5801859	2014 Annual Action Plan advertisements	21A		\$80.00
2014	1	21	5801855	Virginia Department of Historic Resources Review	21A		\$235.00
2014	1	24	5801855	Monitoring Response - mailing	21A		\$22.72
<b>Total</b>					<b>21A</b>	<b>Matrix Code</b>	<b>\$983.98</b>
							<b>\$983.98</b>



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System

### CDBG Community Development Block Grant Performance Profile

PR54 - CHRISTIANSBURG,VA

Program Year From 07-01-2014 To 06-30-2015

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System

### CDBG Community Development Block Grant Performance Profile

PR54 - CHRISTIANSBURG,VA

Program Year From 07-01-2014 To 06-30-2015

### Program Year 2014 Funds

#### 2014 CDBG Allocation

Program Income Received During Program Year 2014

Funds Returned to Local Program Account

During Program Year 2014

**Total Available<sup>1</sup>**

\$108,552.00

\$0.00

\$0.00

**\$108,552.00**

#### Expenditures<sup>2</sup>

Type of Activity	Expenditure	Percentage
General Administration and Planning	\$983.98	100.00%
<b>Total</b>	<b>\$983.98</b>	<b>100.00%</b>

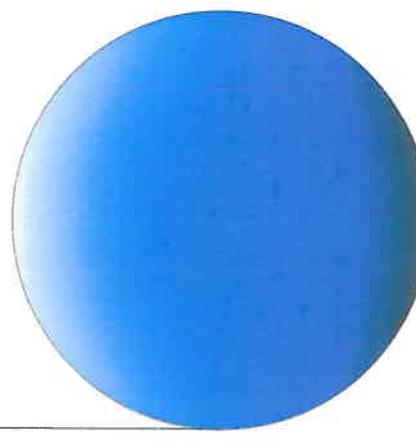
#### Timeliness

Timeliness Ratio - unexpended funds as percent of  
2014 allocation

2.30

#### Expenditures by Type of Activity (%)

#### Expenditures by Type of Activity (\$)



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### Program Targeting

1 -Percentage of Expenditures Assisting Low-  
and Moderate-Income Persons and Households  
Either Directly or On an Area Basis<sup>3</sup>

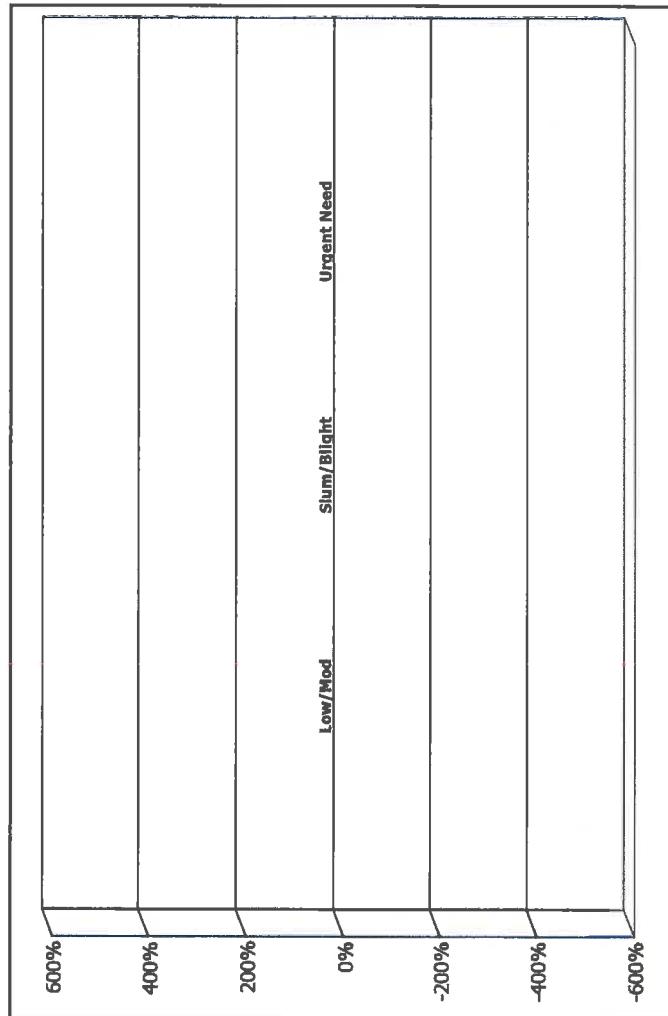
2 -Percentage of Expenditures That Benefit  
Low/Mod Income Areas

3 -Percentage of Expenditures That Aid in The  
Prevention or Elimination of Slum or Blight

4 -Percentage of Expenditures Addressing  
Urgent Needs

5 -Funds Expended in Neighborhood  
(Community For State) Revitalization Strategy  
Areas and by Community Development  
Financial Institution.

6 -Percentage of Funds Expended in  
Neighborhood (Community For State)  
Revitalization Strategy Areas and by Community  
Development Financial Institution





U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System

### CDBG Community Development Block Grant Performance Profile

PR54 - CHRISTIANSBURG, VA

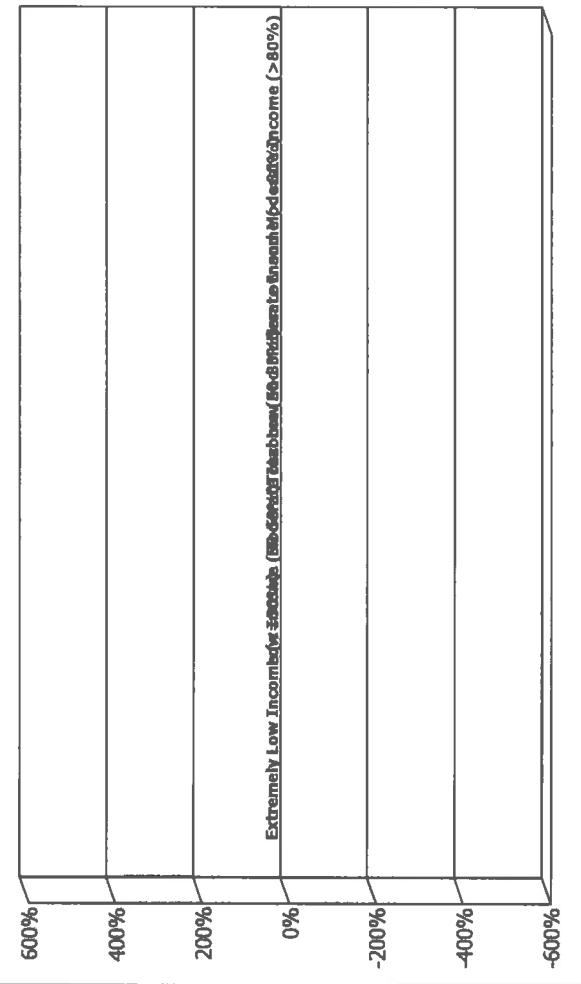
Program Year From 07-01-2014 To 06-30-2015

### CDBG Beneficiaries by Racial/Ethnic Category<sup>4</sup>

Race	Total	Hispanic
White	0.00%	0.00%
Black/African American	0.00%	0.00%
Asian	0.00%	0.00%
American Indian/Alaskan Native	0.00%	0.00%
Native Hawaiian/Other Pacific Islander	0.00%	0.00%
American Indian/Alaskan Native & White	0.00%	0.00%
Asian & White	0.00%	0.00%
Black/African American & White	0.00%	0.00%
Amer. Indian/Alaskan Native & Black/African Amer.	0.00%	0.00%
Other multi-racial	0.00%	0.00%
Asian/Pacific Islander (valid until 03-31-04)	0.00%	0.00%
Hispanic (valid until 03-31-04)	0.00%	0.00%

### Income of CDBG Beneficiaries

Income Level	Percentage
Extremely Low Income (<=30%)	0.00%
Low Income (30-50%)	0.00%
Moderate Income (50-80%)	0.00%
Total Low and Moderate Income (<=80%)	0.00%
Non Low and Moderate Income (>80%)	0.00%





U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System

### CDBG Community Development Block Grant Performance Profile

PR54 - CHRISTIANSBURG, VA

Program Year From 07-01-2014 To 06-30-2015

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Accomplishment	Number
Actual Jobs Created or Retained	0
Households Receiving Housing Assistance	0
Persons Assisted Directly, Primarily By Public Services and Public Facilities	0
Persons for Whom Services and Facilities were Available	5
Units Rehabilitated-Single Units	0
Units Rehabilitated-Multi Unit Housing	0

### Funds Leveraged for Activities Completed

\$0.00

### Notes

- 1 Also, additional funds may have been available from prior years.
- 2 The return of grant funds is not reflected in these expenditures.
- 3 Derived by dividing annual expenditures for low-and moderate-income activities by the total expenditures for all activities (excluding planning and administration, except when State planning activities have a national objective) during the program year.
- 4 For entitlement communities, these data are only for those activities that directly benefit low- and moderate-income persons or households. They do not include data for activities that provide assistance to low- and moderate-income persons on an area basis, activities that aid in the prevention and elimination of slums and blight, and activities that address urgent needs. For states, these data are reported for all activities that benefit low- and moderate-income persons or households, aid in the prevention and elimination of slums and blight, and address urgent needs.
- 5 This number represents the total number of persons/households for whom services/facilities were available for [in many cases] multiple area benefit activities as reported by grantees. A service or facility meeting the national objective of benefiting low- and moderate-income persons on an area basis is available to all residents of the area served by the activity. If one or more activities had the same or overlapping service areas, the number of persons served by each activity was used to calculate the total number served; e.g., if two activities providing different services had the same service area, the number of persons in the service area would be counted twice; once for each activity.

## **Town of Christiansburg Stormwater Stakeholder Committee**

### **Charge:**

The Town must establish and operate a comprehensive Stormwater Management Program to meet critical regulatory obligations associated with water quality and quantity control. The Town must operate a Virginia Stormwater Management Program that complies with recently amended regulations and legislation. The Town must implement the requirements of the General Permit for their Municipal Separate Storm Sewer System (MS-4) and associated Total Maximum Daily Load (TMDL) Studies. Additionally, the Town must maintain its stormwater infrastructure and protect its citizens from property damage. A recommended and Council supported funding source for meeting these regulatory mandates and expanded infrastructure demands is a Stormwater Fee. The Stormwater Stakeholder Committee (SSC), comprised of representatives of the residential, commercial, non-profit and business sectors, is to:

- Evaluate the Town's proposed stormwater fee structure and its implementation;
- Engage and educate the public;
- Recommend stormwater spending priorities, a credit system, and a level of service for the stormwater program;
- And advise the Town Council accordingly.

The SSC is requested to compile its recommendation to Council in a period of 12 weeks. The Town will make available trained meeting facilitators and Town staff to provide, interpret and present data pertaining to the process of developing a fee structure and public outreach program.



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## **NRV Regional Water Authority FY2014-2015 Year End Report**

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Revenue	Budget	Actual	%
Total	\$4,960,122	\$4,990,051	100.6%

Expenses	Budget	Actual	%
Operations & Maintenance	\$4,255,400	\$3,658,503	86%
Improvements	\$180,000	\$48,455	27%
Debt Service	\$393,200	391,508	99.6%
Total	\$4,828,600	\$4,098,466	85%

Year End: Surplus \$730,134\*

*\*Majority of surplus is earmarked for construction projects.*

### **IMPROVEMENT PROJECTS UNDER STUDY:**

After establishing the Joinder Study alone was not sufficient to gain Virginia Department of Health approval for the planned projects, the Water Authority Board directed a more detailed study be conducted. Water Authority members and their consultants have been working jointly with the Water Authority Director to reaffirm the water system demands and the alignments suggested by the Joinder.

- **Prices Fork Transmission Main (Joinder)**  
*This study establishes service to the Prices Fork area as well as a redundant feed to the Town of Blacksburg and Virginia Tech.*
- **Plum Creek Transmission Main (Joinder)**  
*This study establishes a redundant feed to The Town of Christiansburg and areas of Montgomery County wheeled through the Town's water system.*
- **Wastewater Treatment System**  
*This study establishes the most cost effective method and system to support the operations of the filter plant and the wastewater disposal needs.*

## **FY15 Administrative Highlights**

*As with most organizations that have undergone management change, the following highlights illustrate the effort by the Water Authority Director under the guidance of the Water Authority Board to bring operations, procedures and policies to a level expected and desired:*

1. Personnel Policy Manual ratification and implementation
2. Procurement Policy Manual initiation
3. New domain name for Authority
4. Web site redevelopment initiated
5. RFP and selection of Professional Auditing Services
6. Solicitation and selection of bookkeeping/accounting services

## **Additional FY15 Projects Currently Under Design**

- Raw Water Main Improvements

*This design and construction project utilizes funding VDOT allocated for this purpose as part of the Route 114 New River bridge replacement project. The Water Authority Director with engineering consultant assistance has established a better plan by which to implement these improvements.*

## **FY16 Projects Planned**

- Water Treatment Plant Modernization Study

*Improvements will support operational efficiency and safety.*

- Regional SCADA System Study

*System will benefit system wide operations of the Water Authority and the members.*

- Conference Room Expansion

*Improvements will support staff and Board meeting capabilities.*

Respectfully submitted,

Wayne O. Nelson, P.E.

**Christiansburg Planning Commission**  
**Minutes of August 17, 2015**

Present: Ann Carter  
Harry Collins  
David Franusich  
Steve Huppert  
Hil Johnson  
T.L. Newell  
Virginia Peeples  
Joe Powers

Absent: Matthew J. Beasley  
Craig Moore, Chairperson  
Jennifer D. Sowers, Vice-Chairperson  
Nichole Hair, Secretary Non-Voting

Staff/Visitors: Sara Morgan, staff  
Tabitha Proffitt, staff  
Cindy Wells, Montgomery County  
Kevin Conner, Gay and Neel, Inc.  
Steve Semones, Balzer and Associates, Inc.  
Todd Robertson, Stateson Homes  
James W. "Jim" Vanhoozier, Town Council  
Harless Todd Ratliff, 1050 Peppers Ferry Road, N.W.  
Jeanie M. Ratliff, 1050 Peppers Ferry Road, N.W.  
Barney Horrell, Brushy Mountain Engineering  
Ann Sandbrook, 170 Greenway Drive  
Christina Ryplansky, 6252 Lyons Road, Dublin VA, 24084  
Cindy Barden, 60 Crescent Drive  
Shirley Cline, 60 Crescent Drive

Vote for acting Chairperson

In the absence of Chairperson Moore and Vice-Chairperson Sowers, Commissioner Collins made a motion for Commissioner Powers to become acting Chairperson. Commissioner Peeples seconded the motion, which passed 8-0.

Commissioner Powers called the meeting to order at 7:01 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment.

Commissioner Powers opened the floor for public comment. With no comments Commissioner Powers closed the floor for public comment.

Approval of meeting minutes for August 3, 2015.

Commissioner Powers introduced the discussion. Commissioner Franusich made a motion to approve the Planning Commission meeting minutes. Commissioner Johnson seconded the motion, which passed 7-0. Commissioner Carter abstained, as she was not present for the last meeting.

Planning Commission public hearing on Town Council's intention to adopt an ordinance in regards to a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan.

Commissioner Powers introduced the public hearing.

Commissioner Powers asked Ms. Morgan to give a brief introduction of the request. Ms. Morgan displayed the aerial and zoning maps of the property.

Mr. Barney Horrell, Brushy Mountain Engineering, gave a brief description of the Ratliff's property and noted the existing B-3 General Business District located across the street from their property. Mr. Horrell explained that the applicants, Mr. and Mrs. Ratliff, are asking to rezone this property to expand their family jewelry business. Their business is currently operated in Radford. Mr. Horrell noted the Ratliff's desire to build a store on the front of the property with Mr. and Mrs. Ratliff residing in the existing home. The residents would like to move their business to Christiansburg which is the driving force behind the rezoning. Mr. Horrell explained the potential location of the building for the jewelry business. Mr. Horrell stated the business would have a front porch creating a 30 feet wide store front. The building would be 1,800 square feet.

Mr. Harless Todd Ratliff, 1050 Peppers Ferry Road, N.W. confirmed the intent to installing a front porch. Mr. Ratliff explained the family jewelry business would be operated by four people including his wife and himself.

Commissioner Powers inquired if they had recently acquired the property. Mr. Ratliff confirmed the property has recently been purchased in hopes of bringing the business to Christiansburg.

Mrs. Ratliff mentioned they have operated their family jewelry business out of their home in Radford. Mrs. Ratliff added the jewelry business is a small business and they love what they do. Mrs. Ratliff stated their business has not produced traffic concerns for their neighbors. The Ratliffs stated they are hoping to increase visibility and expand their business by bringing it to Christiansburg.

Planning Commission public hearing on Town Council's intention to adopt an ordinance in regards to a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan - (continued).

Commissioner Huppert inquired about the store front. Mr. Ratliff stated the storefront is planned to be 30 feet.

Ms. Ann Sandbrook, 170 Greenway Drive, stated her main concern was the farmland surrounding the property. Ms. Sandbrook asked the Planning Commission to consider how this rezoning will impact the other properties in the future.

Ms. Christina Ryplansky, 6252 Lyons Road, Dublin VA, 24084, stated she owns the property to the east of the applicant's property. Ms. Ryplansky stated she wanted the Planning Commission to know the land owner was represented at the meeting.

Ms. Cindy Barden, 60 Crescent Drive, stated she supports Ms. Sandbrook's statement. Ms. Barden asked the Planning Commission to consider the impact of allowing a business to come to the proposed area.

Ms. Shirley Cline, 60 Crescent Drive, inquired if the Planning Commission received an email from Anne Hess expressing her concerns. Ms. Cline stated she would like this email to be considered by the Planning Commission. Ms. Cline asked why the property is being rezoned to the B-3 General Business District and not B-1 Limited Business District.

Commissioner Powers closed the public hearing.

Commissioner Powers inquired how Mr. and Mrs. Ratliff acquired the property. Discussion followed regarding the auction of the property.

Commissioner Johnson asked the applicant about his intention for the hayfield on the property. Mr. Ratliff stated he has every intention of keeping the hayfield. Mr. Ratliff explained the topography of the land impacts the placement of a building.

Mr. Horrell noted the Ratliffs requested B-3 General Business District rather than B-1 Limited Business District due to direction from Town staff. Commissioner Powers stated the Planning Commission could look into amending the rezoning request from a B-3 General Business District to B-1 Limited Business District. Commissioner Powers explained the various uses allowed in the B-3 General Business District. Commissioner Powers stated even though it is easy to apply for a rezoning of the entire property they don't have to rezone the whole property. The discussion of a survey was introduced in the event the property was partially rezoned.

Planning Commission public hearing on Town Council's intention to adopt an ordinance in regards to a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan (continued).

Commissioner Huppert inquired about who maintains the hayfield. Mr. Ratliff noted there is a gentleman who maintains the hayfield and he does not want to change its use.

Commissioner Collins asked if there was any way the property could allow the business while keeping the existing Agriculture zoning. Ms. Morgan stated there was not.

Commissioner Powers closed the public hearing.

Discussion by Planning Commission on the Conditional Use Permit Amendment request by Kevin D. Conner, agent for Stateson Homes, LLC and Cambria Crossing, LLC at 355, 365, 375, 385, 395 Roudabush Drive, 500, 510, 520, 530, 535, 540, 545, 550, 555, 560, 565, 570, 575, 580, 585, 590, 595, 600, 605, , 610, 615, 620, 625, 630 Dewdrop Lane, and 130, 140, 150, 160, 170, 180, 190, 200, 210, 215, 220, 225, 235, 245, 255, 265, 275, 285, 295, 305, 315, 325, 335, 339 Phoenix Boulevard N.W. (tax parcels 435 – ((15)) – 98-123, 465 – ((38)) – 18-27, 33-46, and 465 – ((39)) – 95-97) in the MU-1 Mixed Use: Residential-Limited Business District. The Planning Commission public hearing was held on August 3, 2015.

Commissioner Powers opened the floor for discussion.

Commissioner Powers addressed the conditions drafted by staff. Ms. Morgan stated Ms. Nichole Hair, Planning Director/Zoning Administrator, drafted these conditions after the public hearing. Ms. Morgan stated the concerns surrounding 345 Roudabush Drive have been addressed in the drafted conditions.

Commissioner Powers inquired if Mr. Kevin Conner, agent for Stateson Homes, LLC had any questions for further discussion. Mr. Conner stated he was in agreement with the drafted conditions. Commissioner Powers read the drafted conditions.

1. For corner lots, the side yard on the side facing the side street shall be a minimum of 10 feet or more for both main and accessory structures.
2. For all dwellings (single family or townhomes) projections such as eaves, cornices, fireplaces, and window sills may project into the yard (setback) by a maximum of two (2) feet, excluding the left side yard of 355 Roudabush Drive (tax parcel 435 – ((15)) – 119).

Discussion by Planning Commission on the Conditional Use Permit Amendment request by Kevin D. Conner, agent for Stateson Homes, LLC and Cambria Crossing, LLC at 355, 365, 375, 385, 395 Roudabush Drive, 500, 510, 520, 530, 535, 540, 545, 550, 555, 560, 565, 570, 575, 580, 585, 590, 595, 600, 605, , 610, 615, 620, 625, 630 Dewdrop Lane, and 130, 140, 150, 160, 170, 180, 190, 200, 210, 215, 220, 225, 235, 245, 255, 265, 275, 285, 295, 305, 315, 325, 335, 339 Phoenix Boulevard N.W. (tax parcels 435 – ((15)) – 98-123, 465 – ((38)) – 18-27, 33-46, and 465 – ((39)) – 95-97) in the MU-1 Mixed Use: Residential-Limited Business District. The Planning Commission public hearing was held on August 3, 2015 – (continued).

3. The left side yard of 355 Roudabush Drive (tax parcel 435 – ((15)) – 119) may have a projection into the left yard (setback) by a maximum of eight (8) inches.

Commissioner Collins made a motion to recommend Town Council approve the request with the drafted conditions. Commissioner Franusich seconded the motion, which passed 7-0. Commissioner Carter abstained as she was not present for the public hearing.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code to have Section 42-164(a)(4) read as follows: The overall dwelling unit density shall not exceed twenty (20) dwelling units per gross acre. The Planning Commission public hearing was held on August 3, 2015.

Commissioner Powers opened the floor for discussion.

Commissioner Powers referenced a previous application submitted by MegaBuilders to allow for higher density in the B-3 General Business District. Commissioner Powers clarified that this amendment would apply to the Town as a whole.

Commissioner Franusich stated that even though it sounds scary, it really is not scary. Commissioner Franusich referenced the examples of current developments with higher density in Blacksburg that was provided by staff. Commissioner Franusich stated seeing those examples provided a better understanding of what a development could look like. Commissioner Franusich stated the higher density would be under the Planned Housing Development and require a Conditional Use Permit. Commissioner Powers stated the Planning Commission could amend the Town Code to not require a Conditional Use Permit. Commissioner Franusich stated he thought it was appropriate to have the ordinance amended as it is drafted.

Commissioner Johnson inquired as to what would happen the amendment was not approved. Commissioner Johnson stated the amendment has the ability to impact the building of the proposed apartment units and the traffic signal.

Commissioner Powers stated he believed higher density development can be good in certain locations.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code to have Section 42-164(a)(4) read as follows: The overall dwelling unit density shall not exceed twenty (20) dwelling units per gross acre. The Planning Commission public hearing was held on August 3, 2015 - (continued).

Commissioner Newell stated she is comfortable with the amendment to the ordinance. Commissioner Newell added this is what should be developed based on the Town of Christiansburg's Comprehensive Plan.

Commissioner Johnson stated the Planning Commission should keep in mind the overall acreage of these lots. Commissioner Johnson added the development includes more than just the dwelling units.

Commissioner Huppert stated the apartments will be of high quality. Mr. Robertson confirmed that the apartments would be luxury apartments.

Commissioner Newell inquired if there was information about what Class-A luxury means.

Commissioner Collins made a motion to recommend Town Council approve the ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code. Commissioner Peeples seconded the motion which passed, 7-0. Commissioner Carter abstained as she was not present for the public hearing.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015.

Commissioner Powers opened the floor for discussion.

Commissioner Powers discussed the data from the traffic study that was provided by the consultant working on the Truman Wilson Park project. Commissioner Powers addressed the conclusions, made by the consultant, which warranted a traffic signal.

Commissioner Collins inquired if Ms. Morgan had brought anything to explain the placement of the new Town park in relation to the roads. Ms. Morgan stated that the plans for the park have not gotten that far.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015 (continued).

Commissioner Powers inquired about the traffic signal warrant and asked Mr. Semones to provide his expertise on the topic. Mr. Semones stated this was the first time seeing the traffic report. Mr. Semones gave a brief background on the traffic survey and noted the meeting held, last week with Town staff, to discuss the traffic study. Mr. Semones stated the rezoning request has triggered the warrants for the traffic signal. Mr. Semones stated what was discussed with staff regarding the threshold of warrants for a traffic signal. Mr. Semones added the threshold for warranting a traffic signal is the addition of 107 apartments. Mr. Semones stated the traffic analysis assumed the new developments would access Peppers Ferry Road through Quin W. Stuart Boulevard rather than Stafford Drive.

Planning Commissioners oriented themselves with the aerial map.

Mr. Semones stated the applicant is willing and wishes to work with the Town regarding the traffic signal. Mr. Semones mentioned the potential for parties involved with the new developments to contribute funding for the new traffic signal. Mr. Semones stated the construction process would take a while leaving adequate time to have the funding sorted out. Mr. Semones added there is a potential for VDOT revenue to aid in funding for the traffic signal. Mr. Semones added Revenue Sharing would allow funding to consist of 50% VDOT contribution and the other parties would contribute the other 50%.

Commissioner Collins inquired about the price of the traffic signal. Mr. Semones stated he was unsure but it could be around \$750,000.

Commissioner Powers stated the traffic signal would be better than the suggested alternative for a round-a-bout. Commissioner Powers stated this is due to the potential for the high amounts of traffic backing up from the traffic signal at the New River Valley Mall.

Mr. Semones added that the consultant made their determination with the assumption that the average 85<sup>th</sup> percentile is 40mph.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015 (continued).

Commissioner Powers inquired about the parties involved in funding the traffic signal. Mr. Semones stated those involved in the residential and commercial development along Quin W. Stuart Boulevard could potentially contribute to the traffic signal.

Commissioner Powers addressed the email in the agenda packet regarding the signal warrant analysis. Commissioners Powers stated the email indicates 107 apartments triggers the traffic signal warrant.

Commissioner Newell inquired if the single-family development and the multi-family development request are what triggered the traffic signal warrant. It was clarified the single-family development does not trigger the warrants; however, the multi-family development would.

Commissioner Huppert inquired about the construction process and when construction would begin for both the single-family and multi-family development. Mr. Semones explained he believes the construction and planning process to be about 3 years and this amount of time would pass before they would have the first occupant move in.

Commissioner Powers inquired if it could be 3 years before they see a traffic signal and if it depends on when the new Town park is developed as well. Mr. Semones stated he is unsure of the timeline for the new Town park construction. Mr. Semones explained this gives all parties time to figure out the financial aspects and identify other contributing parties.

Commissioner Collins inquired about the price difference between a round-a-bout and a traffic signal. Mr. Semones explained he was unsure but from his initial estimates he did not believe the two have a substantial cost difference.

Commissioner Powers inquired if the Commissioners had any further questions for Mr. Semones.

Commissioner Peeples stated she was concerned with making a decision on the rezoning when the traffic signal, construction, and funding are not finalized.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015 - (continued).

Commissioner Powers stated the Planning Commission could add a condition to the Conditional Use Permit to allow the applicant to build up to 107 dwelling units before the installation of a traffic signal. Commissioner Newell stated her concern with this condition in that it could constrain financing necessary for the development, as submitted.

Commissioner Huppert stated his reasoning for inquiring about the construction process was due to the fact that much of it is up in the air.

Mr. Semones stated he discussed with Mr. Robertson and they are willing to provide an up-front agreement and cooperation with the Town. Mr. Semones explained the traffic warrants are limiting legally. Mr. Semones stated the developer would legally not be allowed to construct the multi-family development at the higher density without a traffic signal present. Mr. Semones stated his concern with putting the threshold on the unit number is the possibility the apartments would be occupied faster than the single family homes. Mr. Semones added if that is the case, Stateson Homes would be limited in the construction of the development. Mr. Semones explained he would rather continue the conversation rather than being conditioned to initially build up to 107 dwelling units.

Commissioner Powers asked if Mr. Robertson would like to address anything. Mr. Robertson stated the warrant for the traffic signal comes down to legal factors as well. Mr. Robertson stated he is willing to work with the Town to implement a traffic signal. Mr. Robertson added the HUD financing he is hoping to use on this project impacts what can be built. Mr. Robertson added HUD is likely to deny the request for financing if there is a limitation on the project, such as stopping after 107 units are built.

Commissioner Peeples inquired about the limiting legal factors regarding the traffic warrants.

Mr. Semones explained how the applicant wished to be a part of the Town's efforts for a traffic signal. Mr. Semones explained the traffic study the Town conducted would have been something they would have had to do with a private consultant anyway.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015 (continued).

Commissioner Powers suggested the Planning Commission could develop language to address the traffic signal concern. This could be included in the material passed on to Town Council.

Mr. Semones stated the applicant is working on a more formal response for this as well.

Commissioner Newell stated the Planning Commission has all this information from the traffic study but with the property zoned B-1 Limited Business, which adjoins the property; there are other influences that could potentially warrant a traffic signal.

Commissioner Powers explained the various uses the B-1 Limited Business District could provide for this area.

Commissioner Johnson asked Mr. Semones about the potential funding with VDOT for the traffic signal. Mr. Semones explained VDOT funding is one option for financing the traffic signal. Commissioner Powers explained the financing further. Commissioner Franusich stated the traffic signal and funding is outside of the Planning Commission's concerns with this request.

Commissioner Powers asked if there was anything further to be addressed by staff that was not covered. Ms. Morgan stated Mr. Semones had covered everything from their meeting.

Mr. Semones read the revised proffers:

1. The property shall be developed in substantial conformance with the master plan submitted dated July 14, 2015
2. The property proposed for R-3 Zoning shall only be utilized for multiple-family residential use
3. Construction traffic shall be strictly prohibited from utilizing any private roads in the Villas at Peppers Ferry.
4. The exterior of the apartment buildings will consist of the following materials: cementitious siding (i.e. Hardieplank), brick, and/or stone.

Discussion by Planning Commission on Town Council's intention to adopt an ordinance in regards to a rezoning request by Balzer and Associates, agent for Stateson Homes on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) from A Agriculture to R-3 Multi-Family Residential with proffers. The property contains approximately 10 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan. The Planning Commission public hearing was held on August 3, 2015 (continued).

Commissioner Powers asked to see the zoning map displayed. Commissioner Powers stated he believed this request provides an additional housing type for a highly residential area. Commissioner Powers stated with the mall and other businesses nearby, as well as the proposed park, this is a critical residential area. Commissioner Powers added this would open the door to a new downtown area and it supports the Town of Christiansburg Comprehensive Plan.

Commissioner Franusich stated he believes this is a perfect rezoning request for this location.

Commissioner Peeples made a motion to recommend Town Council approve the rezoning request with proffers. Commissioner Johnson seconded the motion, which passed 7-0. Commissioner Carter abstained as she was not present for the public hearing.

Discussion by Planning Commission contingent on the above item, a Conditional Use Permit request by Balzer and Associates, agent for Stateson Homes for a planned housing development on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) in the R-3 Multi-Family Residential District. The Planning Commission public hearing was held on August 3, 2015.

Commissioner Powers opened the floor for discussion.

Mr. Semones explained the request allows the applicant to amend the height requirement from 35 feet to 40 feet. Mr. Semones added though the concept meets the 35 feet requirement this allows them additional room if the development cannot meet it.

Discussion by Planning Commission contingent on the above item, a Conditional Use Permit request by Balzer and Associates, agent for Stateson Homes for a planned housing development on property on the northern of Quin W. Stuart Boulevard N.W. (an approximately 9.5 acre portion of tax parcel 435 – ((A)) – 40 and tax parcel 405 – ((A)) – 31) in the R-3 Multi-Family Residential District. The Planning Commission public hearing was held on August 3, 2015 - (continued).

Commissioner Powers read the conditions drafted by the Town staff.

1. The presented “Site Development Regulations of the Proposed Stateson Homes Multi-Family Residential Planned Housing Development” prepared by the Balzer and Associates, Inc. dated July 14, 2015, shall be considered as conditions of approval.
2. The development shall be in general conformity with the presented “Stateston Homes Multi-Family Residential Planned Housing Master Plan” drawing dated July 14, 2015.
3. The applicant shall install an 8 foot wide, paved walking trail along Stafford Drive (tax parcel 405 – ((A)) – 3) as part of the proposed East-West trail connection. Future maintenance responsibility of the public trail constructed as part of the East-West trail connection shall be the responsibility of the Town of Christiansburg.
4. The development shall comply with all applicable stormwater regulations.

Mr. Semones asked for clarification regarding the location of the trail for the proposed condition. Commissioner Powers explained they would be required to install an 8-foot, paved walking trail along Stafford Drive and align it with Almetta Avenue.

Commissioner Powers stated the Town Council should be aware of the general conclusion given from the consultant working on the traffic study regarding the traffic signal. Commissioner Huppert stated that the traffic concerns would properly be conveyed to Town Council. Mr. Semones stated the applicant will do what they can to aid the Town in obtaining for the traffic signal.

Commissioner Franusich made a motion to recommend Town Council approve the Conditional Use Permit with the drafted conditions. Commissioner Collins seconded the motion, which passed 7-0. Commissioner Carter abstained as she was not present for the public hearing.

Discussion by Planning Commission for Town Council's intention to adopt an ordinance in regards to a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan.

Commissioner Powers opened the floor for discussion.

Commissioner Powers asked if there was anything the Planning Commissioners wished for staff or the applicant to provide for the next meeting.

Commissioner Newell inquired about the 114/460 Advisory Council and why the B-3 General Business district was recommended to the applicant rather than the B-1 Limited Business district.

Commissioner Powers explained the various uses allowed in the B-1 Limited Business district. Mr. Ratliff stated he would be willing to apply for B-1 Limited Business instead. Mr. Ratliff stated he does not wish to include his hayfield in this request. Mr. Ratliff added he fully intends to preserve the use of his hayfield.

Commissioner Powers stated the Planning Commission could condition the rezoning of part of property. Commissioner Carter stated that partially rezoning the property was not something they should be looking into.

Commissioner Powers stated the Planning Commission could amend the Town of Christiansburg Comprehensive Plan.

Commissioner Newell mentioned the land involved in this request acts as a land buffer between residential and business areas.

Commissioner Powers inquired about having a topographic map of the entire area for the next Planning Commission meeting. Ms. Morgan stated she could see if the Engineering Department could provide one. Commissioner Powers added this area is known for having sink holes.

Commissioner Collins asked Ms. Morgan why Ms. Hair suggested the applicant apply for a rezoning to B-3 General Business. Ms. Morgan stated she was not present for the discussion between Ms. Hair and the applicant. Ms. Morgan stated she assumes Ms. Hair recommended the B-3 General Business district because it adjoins the property from across the street. Ms. Morgan stated rezoning the property to B-1 Limited Business may be considered spot zoning.

Commissioner Franusich stated he has no issue with what the applicants wish to do with the property. Commissioner Franusich stated he is concerned what future land owners may do with the property, if it is zoned as B-3 General Business.

Discussion by Planning Commission for Town Council's intention to adopt an ordinance in regards to a rezoning request by Harless Todd and Jeanie M. Ratliff for property located at 1050 Peppers Ferry Road, N.W. (tax parcel 434 – ((A)) – 22) from A Agriculture to B-3 General Business. The property contains 5.49 acres and is scheduled as residential in the Future Land Use Map of the Christiansburg Comprehensive Plan (continued).

Mr. Ratliff stated due to the topography of the land, it is not possible to put in a road and access the adjoining property from Peppers Ferry Road.

Ms. Morgan stated Ms. Hair had mentioned the applicant could provide a proffer statement with their request to limit the uses on the property. Ms. Morgan stated that Ms. Hair was going to have this discussion with the applicant but she was unsure how far along they were in that discussion.

Mr. Horrell stated it was his understanding that rezoning part of the lot was not an option. Commissioner Powers stated it is not common but believes it is a possibility. Commissioner Powers stated often times a survey is required when the entire property is not being rezoned and this will confirm the area of land being rezoned. Commissioner Newell inquired if there is a prohibition on allowing or not allowing part of the lot to be rezoned. Commissioner Powers stated he does not believe so.

Commissioner Powers reminded the Planning Commission the next meeting is Monday, August 31, 2015. Commissioner Powers reiterated the materials to be provided by staff for the next meeting - the topographic map, clarification of B-3 verses B-1 recommendation by staff, information on the Route 114/460 Advisory Council, and the partial rezoning ability.

Mr. Horrell asked for clarification regarding the future meetings the applicant will need to attend. Ms. Morgan stated the Planning Commission will make a recommendation at the meeting on August 31<sup>st</sup>. Ms. Morgan stated the Town Council public hearing will be September 8<sup>th</sup> and the Town Council will likely make their decision at the meeting on September 22<sup>nd</sup>. Commissioner Huppert explained after the public hearing and discussion by Town Council, there is a small chance Town Council could vote on the request September 8<sup>th</sup>.

With no further discussion Commissioner Powers closed the discussion.

Other Business.

Commissioner Huppert stated the Truman Wilson property was purchased with the intention of a new park that would include ball fields. Commissioner Huppert stated he sees this being a five year process. Commissioner Huppert stated the traffic signal on Peppers Ferry Road is a concern and installing the traffic signal is a priority for Town Council.

Other Business – (continued).

Commissioner Huppert stated he would be starting school this fall and will not be able to attend the Planning Commission meetings. Commissioner Huppert stated once Commissioner Collins is elected to Town Council, he would become the Town Council liaison.

A citizen inquired about when the upcoming Town Council public hearing. The certified letter he received had Tuesday, August 25<sup>th</sup> and Monday, August 25<sup>th</sup> listed as the meeting date. Ms. Morgan apologized for the typo in the letter and stated the next Town Council meeting is scheduled for Tuesday, August 25<sup>th</sup>.

Commissioner Johnson stated he is very excited to see what the park on the Truman Wilson property will bring to Christiansburg. Commissioner Huppert added the surrounding businesses in the area will contribute nicely to the park as well.

Commissioner Newell inquired about the dates for the certified training for new Planning Commission members. Commissioner Peeples would like to be aware of these dates as well. Commissioner Johnson stated he could not remember the dates at the moment.

Commissioner Carter stated a few years ago the Planning Commission and Town Council held a joint meeting at the Christiansburg Recreation Center regarding a traffic signal on Peppers Ferry Road. Commissioner Carter added at the meeting they were guaranteed a traffic signal by Town Council.

Ms. Morgan stated that Ms. Hair met with Mr. Anderson on site regarding the screening required for his Conditional Use Permit. Ms. Morgan added Mr. Anderson is working on fixing the screening and the panels have been ordered and should be installed by the next Planning Commission meeting.

There being no more business, Commissioner Powers adjourned the meeting at 8:57 p.m.

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Joe Powers, Acting Chairperson

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Sara Morgan, Acting Secretary Non-Voting