

AGENDA  
WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL – 5:30 P.M.  
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL – 7:00 P.M.  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JANUARY 12, 2016

WORK SESSION

1. Meeting with Springsted to discuss the search for the next town manager.

*---Recess until 7:00 P.M.---*

PLEDGE OF ALLEGIANCE

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER
- II. CONSENT AGENDA
  1. Monthly Bills
- III. RECOGNITIONS
- IV. CITIZENS' HEARINGS
  1. Citizen Comments
- V. STAFF REPORTS: None
- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
  1. Council action on:
    - a. Conditional Use Permit request by Gilded Restorations, L.L.C., agents for J & M Enterprises, L.L.C., for automobile upholstery with storage of no more than five (5) inoperable vehicles at 930 Roanoke Street (tax parcel 528 – ((A)) – 36) in the I-2 General Industrial District.
  2. Appointment to the Cemetery Advisory Committee.
  3. Backcountry.com economic development grant to the Economic Development Administration.
  4. Discussion regarding proration of personal property taxes.
  5. Re-organization for the Year 2016:
    - a. Election of Vice-Mayor.
    - b. Set regular meeting dates of Council.
    - c. Authorize Vice-Mayor, Assistant Town Manager, and Finance Office Manager, to sign Town checks.
    - d. Appointment to Committees of Council:

1. Water, Sewer, and Solid Waste Committee
2. Street Committee
3. Finance Committee
4. Fire and Rescue Committee
5. Public Health and Welfare Committee – Ad hoc
6. Central Business District Committee
7. Council on Human Relations Committee – Ad hoc

6. Closed Meeting:

- a. Request for a Closed Meeting under **(1)** Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of personnel, specifically the appointment of officers for the year 2016; **(2)** Request for a Closed Meeting for discussion of information otherwise excluded from public knowledge and exempted from FOIA pursuant to Virginia Code Section 2.2-3711(A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

b. Reconvene in Open Meeting.

c. Certification.

d. Council action on the matters.

7. Appointment of Officers:

- a. Town Manager
- b. Finance Director/Treasurer
- c. Police Chief
- d. Clerk of Council
- e. Town Attorney

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, January 26, 2016 at 7:00 P.M.*



# TOWN OF CHRISTIANSBURG

100 East Main Street

Christiansburg, VA 24073

Phone (540) 382-6120 Fax (540) 381-7238

## Conditional Use Permit Application

Landowner: J & M Enterprises Agent: Gilded Restorations, LLC

Address: P.O. Box 6046 Address: 930 Roanoke St.  
Christiansburg VA 24073 Christiansburg, VA 24073

Phone: 540-320-8417 Phone: 540-394-4099

I am requesting a Conditional Use Permit to allow Automobile upholstery, w/ storage  
of no more than 5 inoperable vehicles.

on my property that is zoning classification I-2 under Chapter 42: Zoning of the  
 Christiansburg Town Code.

My property is located at 930 Roanoke St Christiansburg VA 24073

Tax Parcel(s): 528-(A)-36

Fee: \$750.00 -DA  
 11/12/15

I certify that the information supplied on this application and any attachments is accurate and true to the best of my knowledge. I understand that Conditions may be placed on my property in regards to the above mentioned use/activity. I also understand that the Conditional Use Permit may be revoked and/or additional Conditional Use Permits required should questions regarding conformity arise.

Signature of Landowner(s): [Signature] Date: 10-4-15

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This request was approved / disapproved by a vote of the Christiansburg Town Council on \_\_\_\_\_  
 Any Conditions attached shall be considered requirements of the above request.

Town Manager \_\_\_\_\_

Date \_\_\_\_\_



**ESTABLISHED**  
NOVEMBER 10, 1792

**INCORPORATED**  
JANUARY 7, 1833

**MAYOR**  
D. MICHAEL BARBER

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

**TOWN MANAGER**  
BARRY D. HELMS

**DIRECTOR OF  
FINANCE/TOWN TREASURER**  
VALERIE L. TWEEDIE

**CLERK OF COUNCIL**  
MICHELE M. STIPES

**TOWN ATTORNEY**  
GUYNN & 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, November 30, 2015 at 7:00 p.m.

Town Council Public Hearing Date: Tuesday, December 22, 2015 at 7:00 p.m.

Application Type: Conditional Use Permit

Applicant: Gilded Restorations, L.L.C, agent for J & M Enterprises, L.L.C.

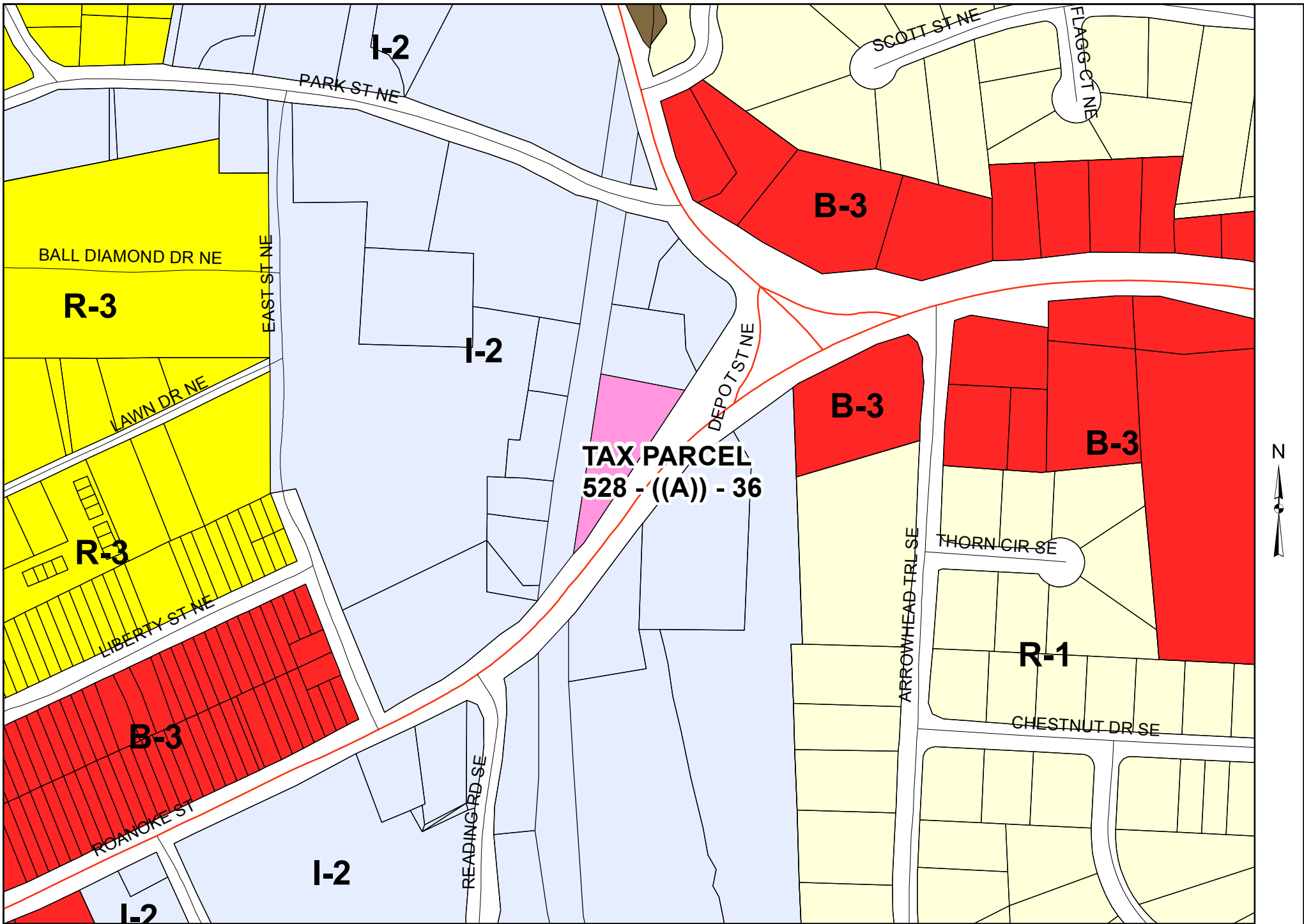
Location: 930 Roanoke Street.

The Town of Christiansburg has received a Conditional Use Permit request by Gilded Restorations, L.L.C., agents for J & M Enterprises, L.L.C., for automobile upholstery with storage of no more than five (5) inoperable vehicles at 930 Roanoke Street (tax parcel 528 – ((A)) – 36) in the I-2 General Industrial District.

The property is fully located within the 100-Year and 500-Year Flood Hazard Areas. The northwest corner of the property is located within the floodway district. The property does not lie within a Historic District. The adjoining properties are zoned I-2 General Industrial. The adjoining properties contain businesses, vacant land, and include railway.

**CUP Request: 930 Roanoke Street**

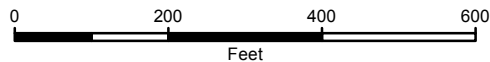
<u>Tax Map #</u>	<u>Owner(s)</u>		<u>Mailing Address</u>	<u>City, State, Zip</u>
528- A 39	BURK CLAIRE S ETAL	C/O NANCY SHOWALTER	735 SOUTHVIEW TER	CHRISTIANSBURG VA 24073
528- A 32	G N&S PROPERTIES LC		510 EAST MAIN ST	CHRISTIANSBURG VA 24073
528- A 34	G N&S PROPERTIES LC		510 EAST MAIN ST	CHRISTIANSBURG VA 24073
528- A 30A	G N&S PROPERTIES LC		510 EAST MAIN ST	CHRISTIANSBURG VA 24073
498- 12 1	HAYNES PAUL A		160 ROSEHILL DR	CHRISTIANSBURG VA 24073
528- A 36	J & M ENTERPRISES LLC	C/O MARGOT THOMPSON	105 CENTRE CT	RADFORD VA 24141
528- A 55	MOSES BRUCE A		P O BOX 2085	CHRISTIANSBURG VA 24068
528- A 35	MOSES BRUCE A		P O BOX 2085	CHRISTIANSBURG VA 24068
528- A 40	NORFOLK & SOUTHERN CORP	C/O NORFOLK SOUTHERN CORP TAX DEPT	110 FRANKLIN RD SE	ROANOKE VA 24042 28
528- A 90	POFF N THOMAS		P O BOX 6367	CHRISTIANSBURG VA 24068
528- A 37	SHOWALTER DEBORAH X	ETAL	900 DRAPER RD	BLACKSBURG VA 24060



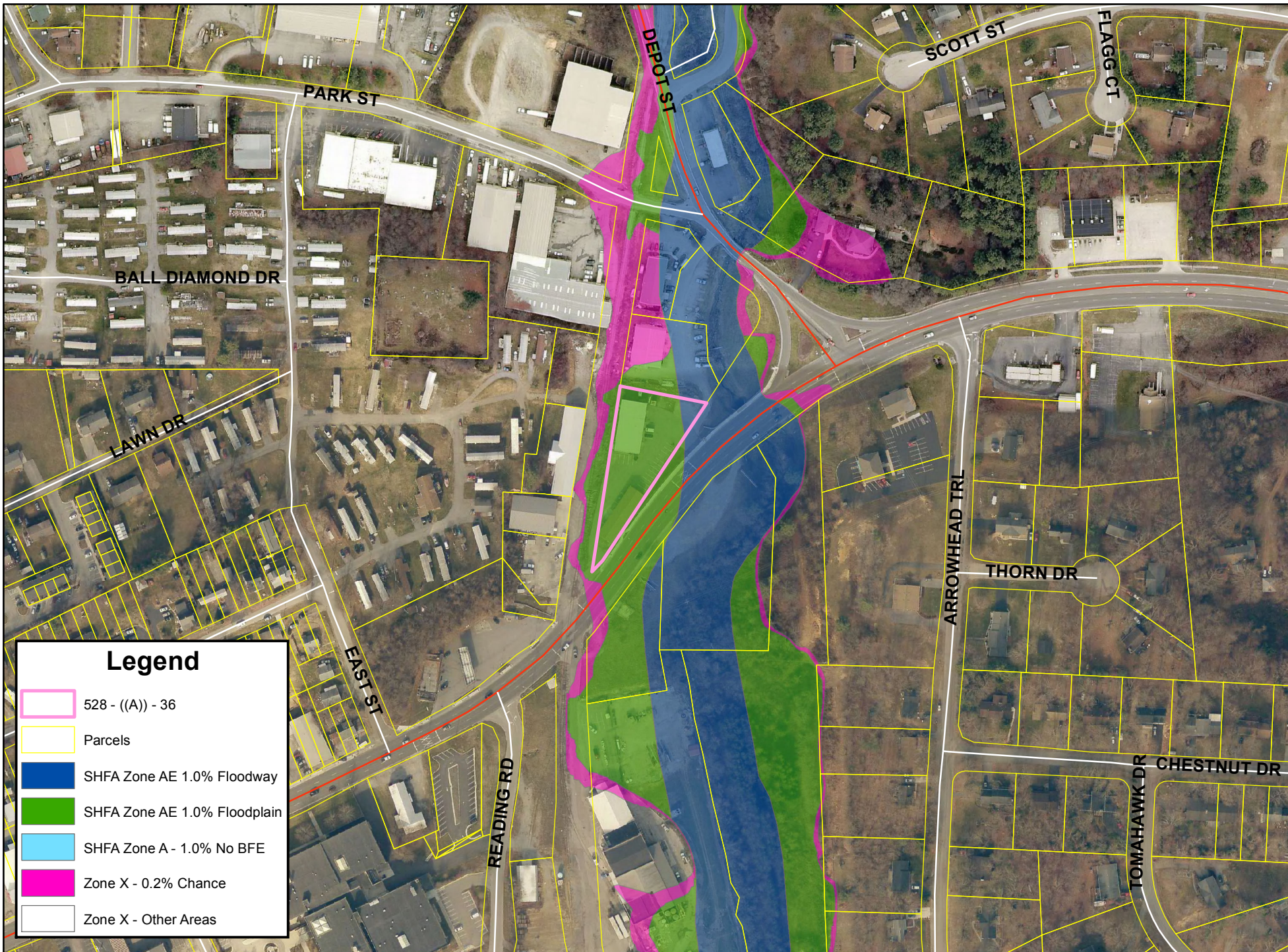
CUP REQUEST: 930 Roanoke Street

PC: November 30, 2015

TC: December 22, 2015







CUP REQUEST: 930 Roanoke Street

PC: November 30, 2015

TC: December 22, 2015

0 200 400 600  
Feet



**Christiansburg Planning Commission  
Minutes of December 28, 2015**

Present: Matthew J. Beasley  
Harry Collins  
David Franusich  
Craig Moore, Chairperson  
T.L. Newell  
Virginia Peeples  
Joe Powers  
Jennifer D. Sowers, Vice-Chairperson  
Sara Morgan, Acting Secretary<sup>Non-Voting</sup>

Absent: Ann Carter  
Steve Huppert  
Hil Johnson

Staff/Visitors: Will Drake, staff

Chairperson Moore called the meeting to order at 7:02 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment.

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of meeting minutes for December 14, 2015.

Chairperson Moore introduced the discussion. Vice-Chairperson Sowers made a motion to approve the December 14, 2015 Planning Commission meeting minutes. Commissioner Franusich seconded the motion, which passed 8-0.

Planning Commission public hearing on an ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code in regards to provisions for urban agriculture including the keeping of chicken hens, chicks, and beehive stands and amending Chapter 8 "Animals" regarding vicious and wild animals.

Chairperson Moore introduced the public hearing and stated he presented Planning Commission's recommendation to move forward with public hearings on the proposed ordinance change during the December 8<sup>th</sup>, 2015 Town Council Meeting.



Planning Commission public hearing on an ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code in regards to provisions for urban agriculture including the keeping of chicken hens, chicks, and beehive stands and amending Chapter 8 "Animals" regarding vicious and wild animals - (continued).

Chairperson Moore stated a letter was received from Ms. Patricia Morse, 12 Montague Street N.E., in support of the ordinance change. Ms. Morgan, Acting Secretary, noted both residents who had previously expressed support were notified about tonight's public hearing.

With no public comments, Chairperson Moore moved to close the public hearing. With no objections, Chairperson Moore closed the public hearing.

Commissioner Powers asked staff to summarize the research compiled on other localities with urban chickens. Mr. Drake, staff, stated he reviewed the ordinances of localities in the New River Valley along with Roanoke County, Roanoke City, Salem, and Vinton. Mr. Drake stated the key components of the ordinances, including minimum lot size, setbacks, the number of chickens allowed, and sanitation requirements were summarized in a report provided to Planning Commission and Town Council.

Commissioner Collins asked what amount other localities charge for the urban chicken zoning permit. Mr. Drake stated the fee is \$25.

Commissioner Collins asked what type of complaints the other localities have received. Mr. Drake stated the majority of the complaints were related to dogs getting into the chicken coops. Commissioner Powers noted the proposed change to Chapter 8 "Animals" of Town Code would prevent a dog or cat that kills a chicken or chick from being considered a vicious animal.

Chairperson Moore noted the possibility of requiring a Conditional Use Permit for urban agriculture. Chairperson Moore stated the current fee for a Conditional Use Permit is \$750. Chairperson Moore clarified he is not advocating for a Conditional Use Permit but noted this was previously discussed. Chairperson Moore added the Conditional Use Permit would give adjacent neighbors the opportunity to voice their concerns and provide the Town additional oversight. Chairperson Moore stated the proposed ordinance and zoning permit grants staff and the Town considerable oversight.

Commissioner Powers stated the number of chickens is limited to six. Commissioner Franusich stated the impact of keeping six chickens is low and similar to locating a shed on a property or keeping a dog, neither of which require a Conditional Use Permit. Commissioner Collins added that a \$750 fee would not be affordable to residents. Chairperson Moore stated the need to balance the concerns of some residents against the goal of promoting an inclusive community.

Planning Commission public hearing on an ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code in regards to provisions for urban agriculture including the keeping of chicken hens, chicks, and beehive stands and amending Chapter 8 "Animals" regarding vicious and wild animals - (continued).

Commissioner Collins stated his concern with the health risk chickens may pose to some residents.

Commissioner Powers stated the proposed ordinance is an improvement over the 2011 proposal.

Chairperson Moore stated Planning Commission could take action on the recommendation tonight. Commissioner Franusich stated the item has been thoroughly discussed.

Commissioner Franusich made a motion to recommend Town Council approve the amendments to Chapter 42 "Zoning" of the Christiansburg Town Code in regards to provisions for urban agriculture including the keeping of chicken hens, chicks, and beehive stands and Chapter 8 "Animals" regarding vicious and wild animals, along with the accompanying urban agriculture zoning permit. Vice-Chairperson Sowers seconded the motion, which passed 7-1. Commissioner Collins voted no.

Discussion of proposed Urban Development Areas.

Ms. Morgan stated the boundaries of the UDAs need to be finalized so the UDA consultants from Michael-Baker can complete their analysis. Commissioner Powers asked how UDAs can facilitate commercial and industrial development. Ms. Morgan stated UDAs can increase VDOT funding. Chairperson Moore stated UDAs increase the eligibility for funding allocations within the Virginia House Bill Two scoring system.

Commissioner Powers asked if the boundaries can be adjusted at a later time. Ms. Morgan stated the consultants would like the boundaries finalized in order to complete their analysis. Ms. Morgan stated there will be outreach to citizens and businesses within these areas to solicit their input on the development guidelines. Chairperson Moore stated staff or a future consultant may need to update the analysis if the boundaries are adjusted after the consultant's contract expires.

Planning Commission discussed the proposed boundary of the Cambria UDA. Commissioner Newell stated the Cambria District sketched by the Central Business Advisory Committee is similar to the Cambria UDA, except for the southern section. Planning Commission agreed to add the parcels along Shaffer Street N.E. up to High Street N.E., including the Old Christiansburg Industrial Institute and to exclude the large vacant parcel south of Station Lane N.E. and the adjacent garage from the Cambria UDA. Planning Commission also agreed to include the three parcels fronting Depot Street N.E., from Shaffer Street N.E., heading west.

Discussion of proposed Urban Development Areas - (continued).

Planning Commission discussed the proposed boundary of the Downtown UDA.

Planning Commission discussed the boundary of the Downtown UDA along West Main Street and the intersection with Depot Street N.W. Commissioner Newell stated this is an important entryway into town. Planning Commission agreed to extend the UDA boundary southwest to the intersection of Depot Street N.W. and West Main Street to include the parcels fronting both sides of West Main Street.

Commissioner Franusich inquired about the benefit of the UDA designation, beyond increasing the Town's ability to compete for transportation funding. Commissioner Powers stated the UDAs indicate the location where higher-density development is most appropriate. Commissioner Powers added the UDAs would be incorporated into the Comprehensive Plan and would help steer higher-density development in a proactive manner. Commissioner Newell stated the entry point at West Main Street, from Depot Street N.W. and Cherry Lane S.W. may eventually transition into business uses and higher-density residential uses. Commissioner Newell stated the transition may resemble the transition along Roanoke Street, from the County Complex Building heading into downtown.

Commissioner Collins asked if the UDA project would require a rezoning. Ms. Morgan stated the project would not require a rezoning but the Comprehensive Plan would be amended to include the UDAs. Commissioner Newell stated the Comprehensive Plan will identify the UDAs. Commissioner Newell added having the UDAs identified in the Comprehensive Plan is a requirement for various grants and funding opportunities.

Commissioner Franusich stated the character of development around the Kroger shopping center does not match the B-2 Central Business District zoning downtown. Commissioner Franusich stated the entire Downtown UDA is correctly designated as an appropriate location for high-density development, but reminded Planning Commission the zoning and character of development should not be homogeneous across the entire Downtown UDA. Commissioner Power agreed with Commissioner Franusich and noted the zoning within the UDA may be variable.

Planning Commission discussed the Downtown UDA boundary along South Franklin Street. Planning Commission agreed to extend the UDA boundary along South Franklin Street out to Second Street S.E. to include the parcels fronting South Franklin Street.

Commissioner Newell suggested a map of the UDA boundaries, current zoning, historic districts and the Bikeway Walkway projects would be very useful.

Discussion of proposed Urban Development Areas - (continued).

Planning Commission discussed the northern boundary of the Downtown UDA. Commissioner Newell stated the parcels fronting N. Franklin Street along Sara Street N.W. are zoned B-3 General Business. Commissioner Newell suggested these parcels be included in the UDA. Commissioner Peeples asked if the area north of Depot Street N.E would be more appropriate in the Mall Area UDA. Commissioner Powers noted the railroad, Crab Creek, and the Aquatic Center provide a natural divide between the Mall and Downtown UDAs. Commissioner Sowers noted the terrain north of Sara Street N.W. would be prohibitive to development. Planning Commission agreed to extend the Downtown UDA boundary north to include the four commercial parcels on the corner of North Franklin Street and Sara Street N.W.

Planning Commission discussed the boundary of the Downtown UDA along Depot Street N.E. Planning Commission agreed to add the parcels along Depot Street N.E. from Stone Street N.E. south to Pepper Street N.E.

Planning Commission discussed the boundary of the Downtown UDA along Roanoke Street. Planning Commission agreed to extend the UDA boundary east along Roanoke Street to include the NRV Free Clinic and the adjoining parcel to the south, which will feature a bikeway access point.

Planning Commission discussed the boundaries of the Mall Area North and Mall Area South UDAs. Commissioner Peeples asked what benefit was achieved by breaking the Mall UDA into two sections. Ms. Morgan stated the growth patterns for the North and South areas are very different. Ms. Morgan stated the regulations can be written to better fit the respective areas if they are identified as separate UDAs.

Planning Commission agreed to create a Mall Area North UDA and an abutting Mall Area South UDA. Commissioner Franusich proposed switching the section of the Mall Area North UDA south of the Railroad tracks along Cambria Street N.W. into the Mall Area South UDA. Planning Commission agreed to switch the section of the Mall Area North UDA south of the Railroad tracks along Cambria Street N.W. into the Mall Area South UDA.

Chairperson Moore asked if Planning Commission would like to change the name of the Mall Area South UDA. Commissioner Newell suggested Christiansburg Institute Area. Commissioner Newell noted the name would recognize the history of the area. Planning Commission agreed to rename the Mall Area South UDA the Christiansburg Institute Area. Planning Commission agreed to rename the Mall Area North UDA the Mall Area UDA.

Commissioner Newell stated the consultants should consider whether the growth patterns in the Downtown UDA necessitate a break in the boundary around Depot Street N.E.



Discussion of proposed Urban Development Areas - (continued).

Commissioner Newell asked if the Corning property should be included in the Mall Area UDA. Commissioner Powers stated the Corning property should not be considered developable. Commissioner Powers stated the parcels around the Corning plant serve as a necessary buffer to the industrial use.

Commissioner Newell asked if there is potential for a road in the northwest corner of the Mall Area UDA. Commissioner Powers stated there may be an opportunity in the future to connect to Virginian Drive N.W. and create a loop between Peppers Ferry N.W. and North Franklin Street. Commissioner Newell stated a new road in this area would allow flexibility for future development. Commissioner Fransich stated the topography at the northern boundary of the Mall UDA is steep. Chairperson Moore asked Planning Commission and staff to make note in the Comprehensive Plan update that the northern section of the Mall UDA is not suited for higher density development until it has an adequate road network. Planning Commission agreed not to modify the northern boundary of the Mall UDA. Commissioner Powers stated the Corning property will be excluded from the developable acreage tabulations.

Ms. Morgan stated the UDA boundaries could be adjusted up until the public hearings if any adjustments were necessary after receiving public input.

Other Business.

Commissioner Powers stated the Development Subcommittee's main task in the coming year will be work to incorporate the UDAs into the Comprehensive Plan and any necessary ordinance changes. Commissioner Powers proposed scheduling the subcommittee meeting before or after the Planning Commission meeting in order to include more Planning Commission members in the process. Ms. Morgan stated she could incorporate the UDA work into the Planning Commission agenda. Chairperson Moore stated the Subcommittee meetings are scheduled between 8 a.m. and 5 p.m. to accommodate the working schedules of staff and Planning Commission members. Chairperson Moore agreed with Commissioner Powers that there is going to be a lot of work required by the subcommittees. Chairperson Moore suggested the schedule does not need to be set tonight.

Commissioner Newell stated the subcommittees are useful and help projects move along. Chairperson Moore acknowledged the work the subcommittees are able to accomplish.

Ms. Morgan stated she will ask Mr. Kalbag for a general timeline of deliverables to allow Planning Commission to plan their workload.

Commissioner Powers asked Ms. Morgan to present the Bikeway Walkway update presentation to Planning Commission at an upcoming meeting.

Other Business - (continued).

Commissioner Franusich asked if concerns with street improvements should be brought to Planning Commission or the Street Committee. Chairperson Moore stated the formal route would be through the Street Committee, although it could certainly be brought before Planning Commission's attention. Commissioner Franusich discussed the congestion issues with the Roanoke Street/460 interchange. Planning Commission discussed the problems with traffic light sequencing along this section of Roanoke Street. Commissioner Franusich suggested a diverted diamond interchange would be more appropriate. Commissioner Collins asked Commissioner Franusich to bring this suggestion to the Street Committee. Commissioner Newell stated the congestion issue needs to be addressed, especially in light of the Town's plan for increased development. Planning Commission also agreed there are sequencing issues with the traffic lights on North Franklin Street along the mall area.

Commissioner Powers suggested they invite Mr. Wingfield, Assistant Town Manager, to speak to Planning Commission about transportation issues.

There being no more business, Chairperson Moore adjourned the meeting at 8:47 p.m.

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Craig Moore, Chairperson

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Sara Morgan, Acting-Secretary <sup>Non-Voting</sup>

# Resolution of the Town of Christiansburg Planning Commission

## *Conditional Use Permit*

WHEREAS the Christiansburg Planning Commission, acting upon a request by the Christiansburg Town Council to study a Conditional Use Permit (CUP) request by Gilded Restorations, L.L.C., agents for J & M Enterprises, L.L.C., for automobile upholstery with storage of no more than five (5) inoperable vehicles at 930 Roanoke Street (tax parcel 528 – ((A)) – 36) in the I-2 General Industrial District, has found following a duly advertised Public Hearing that the public necessity, convenience, general welfare and good zoning practices (**permit / do not permit**) issuance of a Conditional Use Permit (CUP) to Gilded Restorations, L.L.C., agents for J & M Enterprises, L.L.C., for automobile upholstery with storage of no more than five (5) inoperable vehicles at 930 Roanoke Street (tax parcel 528 – ((A)) – 36) in the I-2 General Industrial District.

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

1. The property is to be maintained in a clean, sanitary, and sightly manner.
2. This permit is for an automobile upholstery shop and applicable incidental work; however, this permit is not for a commercial garage or towing service and not a body shop or for conducting bodywork. An additional Conditional Use Permit application shall be required for a commercial garage or towing service (if desired).
3. All parts, including faulty parts, tires, etc. are to be kept inside a fully enclosed building (including a roof) until disposal.
4. All waste petroleum products and chemicals are to be disposed of properly and are not to accumulate upon the premises. Provisions are to be made for the capture of leaking petroleum products and chemicals for all towed vehicles and vehicles left for repair.
5. There will be no storage of vehicles upon the premises except for vehicles occasionally left for repair. All vehicles left for repair are to be kept on-premises and not within any public right-of-way or adjacent property. All vehicles not stored within the building are to have a current license and shall have a valid state inspection (if required), except for the five (5) inoperable vehicles permitted.
6. Storage of vehicles outside of the building shall be limited to 90 days.
7. Upholstery work is to be done inside the building and not outside.
8. There are to be no loud offensive noises so as to constitute a nuisance to the residential properties in the vicinity.
9. There are to be no discernible noises to residential properties in the nearby vicinity before 7:00 a.m. and after 7:00 p.m.
10. This permit shall be revocable for violations of Chapter 4 “Advertising” of the Christiansburg Town Code occurring on the property.
11. This permit is subject to inspections and approval of the facilities by the Fire Marshall and Building Official.
12. This permit shall be valid for the applicant only and is nontransferable.
13. This permit is subject to administrative review in 12 months.

Dated this the 30<sup>th</sup> day of November 2015.

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Craig Moore, Chairperson  
Christiansburg Planning Commission

The above Resolution was adopted on motion by Beasley seconded by Sowers 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 November 30, 2015. Upon a call for an aye and nay vote on the foregoing resolution, the Commission members present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>MEMBERS</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Matthew J. Beasley	X			
Ann H. Carter				X
Harry Collins	X			
David Franusich	X			
Steve Huppert				X
Hil Johnson				X
T.L. Newell	X			
Virginia Peeples	X			
Craig Moore, Chairperson	X			
Joe Powers	X			
Jennifer D. Sowers, Vice-Chairperson	X			

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Craig More, Chairperson

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Sara Morgan, Acting Secretary <sup>Non-voting</sup>



**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
DECEMBER 22, 2015 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG AQUATIC CENTER, 595 NORTH FRANKLIN STREET, CHRISTIANSBURG, VIRGINIA, ON DECEMBER 22, 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; Director of Engineering and Special Projects Wayne Nelson; Assistant Director of Engineering Todd Walters; Aquatics Director Terry Caldwell; Superintendent of Public Works Jim Lancianese; Director of Parks and Recreation Brad Epperley; Police Chief Mark Sisson; Planner II Sara Morgan; Fire Chief Billy Hanks; Farmers' Market Manager Sarah Belcher.

PLEDGE OF ALLEGIANCE

**PUBLIC HEARING**

1. Conditional Use Permit request by Gilded Restorations, L.L.C., agents for J & M Enterprises, L.L.C., for automobile upholstery with storage of no more than five (5) inoperable vehicles at 930 Roanoke Street (tax parcel 528 – ((A)) – 36) in the I-2 General Industrial District. John Jones, co-owner of J & M Enterprises, L.L.C., was present and offered to answer questions of Council. Councilman Bishop asked Mr. Jones to explain his request for storage of up to five inoperable vehicles on the lot. Mr. Jones explained the operations of the auto upholstery business, noting that most of the work is done indoors and there is rarely a need for inoperable vehicle storage. However, over the last two years he has had the need to store two inoperable vehicles, and according to Mr. Jones, five inoperable vehicles would be a maximum worst case scenario.

**REGULAR MEETING**

- I. CALL TO ORDER BY MAYOR BARBER. Mayor Barber stated there was a quorum of Council present.
- II. CONSENT AGENDA:
  1. Council Meeting Minutes of December 8, 2015
  2. Monthly Bills

Councilman Vanhoozier made a motion to approve the consent agenda, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Hall – Abstain (absent from December 8, 2015 meeting); Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Abstain (absent from December 8, 2015 meeting).

- III. RECOGNITIONS:
  1. In recognition of Councilman Jim Vanhoozier's retirement from Town Council, Mayor Barber presented him with a plaque honoring his service to Christiansburg as a member of Council and through his involvements on other Town committees, commissions and boards. Mayor Barber spoke about the inspiration Councilman Vanhoozier has been on Council with his preparedness and his voice of reason. Councilman Vanhoozier thanked Mayor Barber and his fellow councilmembers for the recognition, and expressed his gratitude and appreciation to the town citizens for giving him the opportunity to serve on a great council, a council he commended for being inquisitive and respectful of each other, even during differences of opinions. Councilman

Vanhoozier welcomed newly-elected council member Harry Collins, who will begin serving on council in January 2016.

2. Clerk of Court Erica Williams administered the Oath of Office to newly-elected council member Harry Collins, and re-elected council members Henry Showalter and Samuel Bishop.

*Mayor Barber noted the attendance of newly-elected sheriff, Hank Partin, and welcomed him to the meeting.*

#### IV. CITIZEN'S HEARING:

1. Update from the Bikeway Walkway Committee. Councilman Stipes introduced members of the Bikeway Walkway Committee: Susan Willis, Joe Powers, Dan Maderic, Logan Wallace, Pamela Ray, and himself; Administrative personnel: Town Manager Helms, Planner II Sara Morgan, Director Parks and Recreation Brad Epperley; Assistant Director of Engineering Todd Walters; and Superintendent of Public Works Jim Lancianese. He then introduced Dr. Pamela Ray who has assisted in obtaining grants through the health department for various bikeway walkway projects. Dr. Ray thanked Council for the opportunity to speak and presented them with the Bikeway Walkway Committee Annual Report dated December 2015. She reviewed with Council the projects completed in the last two years that focused on improving connectivity to existing bike and pedestrian facilities, and improving existing facilities. She then provided an overview of future projects, and offered to answer questions of Council. A copy of the 2015 annual report of the Bikeway Walkway Committee is attached herewith.
2. Citizen Comments:
  - a. no comments.

#### V. STAFF REPORTS:

1. Finance Director/Treasurer Valerie Tweedie – Audit Report. Finance Director/Treasurer Valerie Tweedie provided Council with a summary of the 2015 audit and reviewed key points including a revenue/expenditure comparison, a budget comparison, review of the fund balance policy, and the Town's economic outlook. A copy of the audit summary is attached herewith.

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

1. Council action on:
  - a. A Conditional Use Permit request by Apple Acres Properties, L.L.C. for contractor equipment storage at 1950 Palmer Street, N.W. (tax parcels 436 – ((2)) – 14,15) in the B-3 General Business District. Town Manager Helms reported that the Planning Commission recommended Town Council deny the CUP request. Councilman Stipes made a motion to deny the CUP request as recommended by the Planning Commission, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. The CUP request was denied.
2. Legislative priorities for 2016. Town Manager Helms presented for Council consideration a resolution setting forth the Town of Christiansburg's 2016 legislative positions, and he recommended Council approval to send the resolution to legislators. Councilman Bishop made a motion to approve the resolution and to send it to local legislators for the upcoming General Assembly sessions. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
3. Consideration of acquisition of property located on Roanoke Street. Town Manager Helms reported that he and Fire Chief Hanks met with the property owners who offered the land for \$660,000, minus the cost of a 35-foot strip of the property that the adjoining property owner plans to purchase. Fire Chief Hanks reiterated the Fire Department's need for an EMS station that would provide service to the east end of town. The location on Roanoke Street would meet that need and is located close to I-81 and the 460 Bypass, which would allow emergency vehicle drivers to avoid a

number of stoplights when responding to various locations in town. He explained the requirements for coverage area, noting that the property on Roanoke Street would meet those requirements, and would also comply with Council's Vision 2020 that provides for an EMS satellite station on the east end of town. Council discussed the Town property on Peppers Ferry Road that has been designated as the future site of an EMS satellite station. Chief Hanks said he is not proposing abandoning that location as a future site, but explained that the property on Roanoke Street would provide for complete full coverage of Christiansburg when combined with the existing station, and, as he noted earlier, provides added logistic benefits that make that particular location a logical choice. Chief Hanks said he has discussed this matter in full with Rescue Chief Joe Coyle, and Council expressed support for including ambulance services at the satellite location. Councilman Hall asked Chief Hanks if the proposed Roanoke Street location was the best choice in the interest of public safety, and Chief Hanks replied that it was. Chief Hanks noted that Police Chief Sisson has been involved in discussions regarding this location site. Councilman Hall stated that the Town needs to aggressively focus on moving forward with construction of the satellite station, if the request is approved by Council. He recommended that the NRV Regional Commission assist in the search for available grant funding. Councilman Vanhoozier made a motion to authorize Town Manager Helms to negotiate a cost and secure the land proposed by Chief Hanks, seconded by Councilman Stipes. Councilman Huppert expressed concern with a need for emergency services in the Peppers Ferry Road area, which he said is the most expanding area of town with road improvements, increased retail and residences, and the Town park. He questioned which location would have the biggest impact on the most citizens of Christiansburg. Councilman Hall agreed that there was a need in that area of Town, but reiterated Chief Hanks' earlier comments regarding the status of the department and the ability of volunteers to answer calls quickly due to the location of volunteers when a call comes in, and the number of stoplights to be navigated. Chief Hanks stated that response time would greatly improve with the construction of a satellite station on Roanoke Street because many of the firefighters live closer to that area and could access the 460 Bypass or I-81 to avoid stoplights. Also, the Peppers Ferry Road site would not meet the requirements to provide coverage to residents and businesses of Christiansburg Mountain. Councilman Showalter expressed his appreciation for Councilman Huppert's concern, but noted that coverage has been the consistent concern for several years now and he respects Chief Hanks' recommendation to use the Roanoke Street location. The building fund will continue to be funded for the future development of a Peppers Ferry Road station. Council thanked all the chiefs for working together in this matter. Council was polled on the motion. Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

4. Consideration of a policy regarding distribution of tourism materials (Showalter). Councilman Showalter began the discussion by noting that a few years ago his wife worked diligently on the development of a tourism brochure, paid for by the Town, and initially distributed to local businesses by volunteers. The distribution task was eventually turned over to town staff, and Councilman Showalter said he is aware that distribution inconsistent, with businesses running out of brochures. He recommended that the Town adopt a distribution policy to ensure that the brochures are getting into the hands of travelers and tourists. Councilman Huppert agreed, noting that he has had owners of local hotels/motels call him requesting additional brochures. Town Manager Helms reported that he and Terry Caldwell, Director of Aquatics, met to develop a Tourism Hotel Distribution Policy that would put distribution on a three month rotation. Council directed Town Manager Helms to determine who would handle the distribution task.
5. Councilman Stipes and Councilman Vanhoozier – Street Committee Report/Recommendation on:
  - a. Subdivision Plat for Radford & Radford Properties, L.L.C.; creating 2 lots; located on Falling Branch Road, S.E. Councilman Stipes explained the request that would subdivide property along Falling Branch Road to allow for construction of a duplex. The request conforms with the subdivision ordinance and Councilman Stipes made a motion to approve the request, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

VIII. COUNCIL REPORTS

- a. Councilman Stipes congratulated and welcomed newly elected sheriff, Hank Partin, and congratulated recently elected and re-elected councilmen Bishop, Collins, and Showalter. He remarked on the success of the Christmas parade and farmers market, commending farmers' market manager, Sarah Belcher, and wished all a Merry Christmas.
- b. Councilman Bishop thanked all for their continued support in the recent election, and wished everyone a Merry Christmas.
- c. Councilman Hall congratulated those elected/re-elected in November and said he was looking forward to serving on Council with councilman-elect Harry Collins. He then commented on the success of the Christmas Parade and farmers' market, noting that he and his family enjoyed walking in the parade with Council, and expressed his appreciation for Council's efforts to work together in serving the town. He wished all a Merry Christmas.
- d. Councilman Vanhoozier wished all a Merry Christmas and congratulated and welcomed newly elected sheriff, Hank Partin. The congratulated councilman-elect Harry Collins and wished him the best in his service on Council. Councilman Vanhoozier said he would miss serving on Council and said he planned to stay informed of town government.
- e. Mayor Barber spoke of the success of the Christmas Parade and farmers' market, and thanked the Parks and Recreation, and Public Works, staff for their assistance with the event. Staff is already planning for next year's Christmas event. He wished all a Merry Christmas.

IX. TOWN MANAGER'S REPORTS:

1. PROGRESS REPORTS AND ANNOUNCEMENTS:

- a. Town Manager Helms introduced the Fire Department officers for 2016: Chief Billy Hanks; Assistant Chief Mike Dickerson; Captain Gratton Thompson; 1<sup>st</sup> Lt. Danny Yopp; 2<sup>nd</sup> Lt. Chris Slusser; Training Officer Todd Chrisley; Sec./Treas. Donnie Reed; Assistant Sec./Treas. David Akers.
- b. Town Manager Helms wished all a Merry Christmas.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:34 P.M.

\_\_\_\_\_  
Michele M. Stipes, Clerk of Council

\_\_\_\_\_  
D. Michael Barber, Mayor





The Christiansburg Police Department is dedicated to quality service and professionalism in the course of its duties. With an annual call volume of approximately 40,000, the Chief of Police is responsible for reviewing police activities and adherence to policies by the members of the agency. Complaints of misconduct and/or improper abuse of authority are investigated without exception. Internal investigations are assigned based upon alleged offending employee's assignment to avoid the appearance of protection of the employee from the administrative staff. For example a complaint on a patrol level officer in the Operations Division would be conducted by the Support Division Captain or the Support Lieutenant of Investigations. Currently there are five members of the agency who are assigned to conduct internal investigations:

- Assistant Chief of Police
- Captain of Operations
- Captain of Support Services
- Lieutenant of Professional Standards
- Lieutenant of Investigations

Investigations of a criminal nature are generally referred to the Virginia State Police or a surrounding law enforcement agency. Investigations of employees within the administrative staff are referred to the Town Manager who may refer the investigation to another law enforcement agency to include the Virginia State Police.

The administrative staff welcomes the feedback of all citizens to include both complaints and commendations. To make a complaint of commendation you may:

- Visit the Christiansburg Police Department website at <http://www.christiansburg.org/police>
- Call the Christiansburg Police Department (540) 382-3131.
- Mail your comments to 10 East Main Street, Christiansburg VA 24073.
- E-mail the Chief of Police at [msisson@christiansburg.org](mailto:msisson@christiansburg.org)
- Visit the Christiansburg Police Department.

#### Commendations:

Commendations can be made on an individual or departmental basis. Commendations are forwarded to the individual employee(s) by the Chief of Police and the supervising staff of the employee. In addition the commendation is placed in the employee's personnel file as a permanent record.

#### **Letter of Commendation and Appreciation (2013-2015)**

Type	2013	2014	2015
Letter of Commendation	9	12	18
Letter of Appreciation	7	7	9
Total	16	19	27

#### Complaints:

It is the policy of the Christiansburg Police Department to investigate all complaints of misconduct, violation of policy and/or criminal activity made on its employees. All complaints will be investigated as either a:

- Investigative Inquiry
- Personnel Complaint (PC)
- Internal Affairs Complaint (IA)

Investigative Inquiries are conducted when less serious violations are alleged or the complaint itself is missing sufficient information in order to conduct a PC or IA. This type of investigation also includes anonymous complaints. Inquires in which sufficient evidence is determined to exist can generate an IA or PC type investigation.

Personnel Complaint investigations normally are that in which an employee is accused of failure to provide adequate service or improper attitudes and/or behavior in the course of his or her duties.

Internal Affairs investigations are generated when an employee is alleged to have committed such acts of police misconduct, brutality or joint personnel and/or units are involved.

#### Complaint Process:

1. The complaining person(s) will contact the Christiansburg Police Department by way of person, phone, email, web site reply or standard mail to make the complaint known.
2. The complaining party will complete an Employee Conduct form or it may be filled out and signed by the employee receiving the complaint and then signed by the complainant. Complaints received by mail, email or phone may be recorded by the receiving employee.
3. Complaint documentation is then forwarded via chain of command to the Chief of Police.
4. The Chief of Police then directs the Assistant Chief of Police to initiate an investigation.
5. The Assistant Chief of Police assigns the investigation to a member authorized to complete internal investigations.
6. All normal investigative steps are taken to include interviewing of the complainant and any witnesses. Failure to cooperate with the investigating officer by the complaining party may be reason for suspension of the investigation itself.
7. Upon completion of the investigation all documentation to include recordings of any kind are forwarded to the Assistant Chief of Police for review by he/she and the Chief of Police.
8. The employee and the complaining party are notified of the disposition of the investigation in writing:

\* Not Sustained: There is insufficient evidence to sustain the complaint.

\* Exonerated: The incident occurred, but the employee's actions were justified, lawful and proper.

\* Unfounded: The complainant admits to false allegations; the charges were false or not factual or the employee was not involved in the incident.

\* Sustained: The allegation is supported by sufficient evidence to indicate that the employee did in fact commit one or more of the alleged acts.

\* Policy Review: The allegation is true, and although the action of the employee was consistent with department policy, the complainant was adversely affected.

Employees of the agency are protected by release of personnel information to outside entities to include the complaining party. The disposition of the investigation may be released; however disciplinary actions if any are not subject to being released.

\* All Policies are reviewed annually by the Policy Review Committee.

**Internal Investigations (I.A./ P.C.) Conducted 2013-2015**

Type	2013	2014	2015
Personnel Complaints	2	4	0
Internal Affairs	3	4	2
<b>Total</b>	5	8	2

**Internal Investigations (I.A./P.C.) Conducted by Disposition 2013 -2015**

Case Disposition	Definition	2013	2014	2015
<b>Sustained</b>	The allegation is supported by sufficient evidence to indicate that the employee did in fact commit one or more of the alleged acts.	9	6	0
<b>Not Sustained</b>	There is insufficient evidence to sustain the complaint.	4	2	0
<b>Unfounded</b>	The complainant admits to false allegations; the charges were false or not factual or the employee was not involved in the incident.	0	0	0
<b>Exonerated</b>	The incident occurred, but the employee's actions were justified, lawful and proper.	4	4	8
<b>Policy *Review</b>	The allegation is true, and although the action of the employee was consistent with department policy, the complainant was adversely affected.	0	0	0
<b>Total Complaints</b>	The number of Complaints received for the period indicated. Internal Investigations and Personnel Complaints Only.	5	4	2
<b>Total Violations Investigated</b>	Policy Violations that were reviewed for compliance.	17	12	8
<b>Total Employees Involved</b>	The number of employees receiving complaints during the time period indicated.	5	8	8



**Internal Investigations (Inquiries) Conducted 2013 – 2015**

Type	2013	2014	2015
Inquiries	10	17	8

**Services Reported 2013-2015**

Type	2013	2014	2015
Criminal Offenses	2,,494	2,346	2,133
Traffic Warrants	6,864	5,817	5,211
Communication Services (Police)	32,927	31,309	30,736
Parking Services	88*	445	88*
Total	42,218	39,917	38,168

\*This service is only for three months due to Parking Enforcement vacancy.