

AGENDA  
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JUNE 28, 2016 – 7:00 P.M.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District.
2. Proposed amendment to the Sewer Use Ordinance.

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER
- II. CONSENT AGENDA
  1. Council meeting minutes of June 14, 2016
  2. Monthly Bills
- III. RECOGNITIONS
- IV. CITIZENS' HEARINGS
  1. Citizen Comments
- V. STAFF REPORTS:
  1. Presentation on the tourism website.
  2. Wayne Nelson, Director of Engineering and Special Projects, to provide an update on the Engineering Department.
  3. Fire Chief Billy Hanks to provide an update on the Fire Department and the new ISO rating.
- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
  1. Council action on:
    - a. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District.
  2. Appointment of Planning Director Andrew Warren as Zoning Administrator.

3. Credit Manual for Storm Water Utility.

4. Consideration of contract with Blacksburg Transit for transportation service during the FY16–17.

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, July 12, 2016 at 7:00 P.M.*

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JUNE 14, 2016 – 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, VIRGINIA, ON JUNE 14, 2016 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Treasurer/Finance Director Val Tweedie; Assistant to the Town Manager Adam Carpenetti; Planning Director Andrew Warren; Director of Engineering and Special Projects Wayne Nelson; Environmental Project Manager John Burke; Police Chief Mark Sisson; Farmers' Market Manager Sarah Belcher.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

**PUBLIC HEARING**

1. Conditional Use Permit request by Tow 360, LLC, agent for Curtis Properties, LLC, for a towing service at 409 Roanoke Street (tax parcel 527 – ((A)) - 210) in the B-3 General Business District. Planning Director Andrew Warren explained that the request was for a second tow business at 409 Roanoke Street. There is currently a grandfathered tow business operated on the property, and the business requested would operate in a separate building with a separate tow lot. A repossession business is also operated at that location. Council was provided a map indicating 409 Roanoke Street and surrounding properties. A portion of the lot is zoned residential and is not included in the request. Planning Commission vote was 5 ayes, 2 nays, 3 absent. Councilman Collins noted that the Planning Commission did a site visit of the property as part of the review process.

Nancy Miller of 311 Miller Street spoke on behalf of herself and her husband, Bill Miller. Mrs. Miller said she understood changes had been made to the original CUP request, and she asked for clarification on the usage of the portion of the property that abuts her property. Using an aerial photo, Planning Director Andrew Warren explained the usage on the portions of the property that bordered residential properties, along with indicating the locations of the existing businesses and the business in the request. Mrs. Miller then stated that she was satisfied with the changes that would result in the business having minimal impact on her property, and would prevent wrecked vehicles from encroaching her yard. Mrs. Miller noted that Ronnie Hawkins, a neighboring property owner, was unable to attend the Public Hearing but had provided Council with a letter expressing his concerns with the request.

William Grubb, who lives on the residential portion of 309 Roanoke Street, spoke in favor of the request, commenting that the property/business owners are good stewards of the property, and are taxpaying citizens who want to expand a business that is beneficial to the community.

2. Annual Budget for FY 2016-2017. Town Manager Helms reported that the annual budget presented in the Public Hearing was the same budget presented on May 24, 2016, which had not been timely advertised. Consequently, a second Public Hearing was required for proper public notification. There were no comments pertaining to this Public Hearing.

## **REGULAR MEETING**

- I. **CALL TO ORDER BY MAYOR BARBER.** Mayor Barber stated there was a quorum of Council present.

Councilman Collins made a motion to amend the agenda to add the following items: **1)** A second Closed Meeting matter pursuant to Virginia Code Section 2.2-3711(A)(7) for the consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting pertains to property located on Industrial Drive. **2)** Council discussion and action on the CUP request by Tow 360, LLC for a towing service at 309 Roanoke Street. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Matter 1 was added as item 2 during the Closed Meeting and matter 2 was added as item 6A under Discussions by Mayor and Council Members.

II. **CONSENT AGENDA:**

1. Council meeting minutes of May 24, 2016
2. Contract renewal with Radford City for the use of the Aquatic Center

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

III. **RECOGNITIONS:**

1. Recognition of Christiansburg High School student Savannah Penven, winner of the Christiansburg Farmers' Market 2016 T-shirt Design Contest. Mayor Barber and Farmer's Market Manager Sarah Belcher presented Ms. Penven with a framed t-shirt displaying the screen print of her winning design. Ms. Belcher thanked Savannah for entering the contest and explained that nineteen design entries had been received from students of Montgomery County Public Schools and homeschools. T-shirts with Savannah's design could be purchased at the Farmers' Market on Thursdays. On behalf of Council, Mayor Barber thanked Savannah for her involvement with the Town and he asked her to share a little about herself. Savannah explained that she had graduated from Christiansburg High School in May 2016 and it was her AP art teacher who had encouraged her to enter the t-shirt design contest. Savannah said she would be studying Marketing Design at Radford University in the fall. In closing, Savannah introduced her parents to Council.
2. Mayor Barber read a resolution adopted by Council on May 24, 2016, recognizing the fifteenth consecutive State wrestling championship by the Christiansburg High School wrestling team. A framed copy of the resolution was presented to Coach Close, and each team member was introduced to Council and was congratulated by Council. Mayor Barber reported that the fifteenth consecutive State championship was the best record in Virginia for any sport. A copy of the resolution is attached herewith.

IV. **CITIZEN'S HEARING:**

1. Opal Squires, Pulaski County Department of Social Services, to address Council regarding Safe Sleep for Children Initiative. Opal Squires thanked Council for the opportunity to introduce to them a new Virginia initiative developed to bring awareness to the dangers of co-sleeping with infants, and the dangers that could be present in cribs. She then shared with Council a video presentation explaining Sudden Infant Death Syndrome and ways to prevent infant death during sleep. Ms. Squires offered to answer questions of Council, and Council thanked her for her presentation.

2. Citizen Comments:

- a. Blake Kiss, 185 Franklin Parke Court, addressed Council with his concern regarding the proposed storm water fee that is included in the annual budget and would soon be voted on. His two main concerns were the vague generalities in the citizen information letter as to how the fee benefits members of the community, and how the fee would improve water quality of streams and creeks. Mr. Kiss said there was no concrete evidence presented in the letter that the Town is in danger without the fee, and no proof that the fee would have a significant impact on any endangerment. The letter mentioned several communities that have enforced a similar stormwater fee, but Mr. Kiss said he was interested in the communities that have not. Mr. Kiss said he and his wife were raising a young family and \$72/year would have an impact on their finances. Residents already pay a number of taxes and fees to live in Christiansburg and he does not want to pay more if it is not justifiable. Mr. Kiss said that compared to national averages, residents of Christiansburg make less money, but pay higher income taxes, and he is opposed to the fee since there has been no hard evidence presented on its benefits to the citizens of the community. He requested that Council consider finding other ways to come up with the revenue needed for stormwater projects. Councilman Huppert explained that State restrictions and demands have tightened on communities in regards to stormwater management, which has resulted in the need for the fee. Councilman Showalter said no one is happy about an additional tax or fee, but that it would be difficult for Christiansburg to come up with the \$1M necessary for the stormwater projects required by the government. Mayor Barber noted that the Town already supplements the costs of water and sewer annually. Engineering Director Wayne Nelson said the engineering department was working to post the stormwater management projects to the Town's website for public information. He explained that stormwater management was a long, dedicated process, and he spoke about current projects recently completed and underway, along with anticipated future projects. Until now, the Town has not had a dedicated funding source for projects, but now that projects are federally mandated, with DEQ involvement, the Town must find a way to pay for the projects. The federal mandates are for all Virginia localities. The Engineering Department was also working to develop a plan to prioritize stormwater projects in Town, and a list of necessary projects could be viewed at Town Hall. Councilman Stipes noted that the Town has received grant funding for a number of past projects, including the successful improvements to the stream at Independence Boulevard, which has eliminated the substantial flooding to homes in that area. He explained that the Town has carefully considered the proposed stormwater utility, and system of stormwater utility fees, and would leverage the fee funding to maximize it with grant funding. Mr. Kiss asked if the Town thought the fee would be eliminated once the stormwater projects were completed, and Councilman Stipes replied that the fee would not be temporary due to the continuing needs within the community in regards to stormwater management. Councilman Showalter pointed out that the fee could only be used to fund stormwater projects, and he reassured Mr. Kiss that any proposed fee would be studied and justified by Council before being approved.

V. STAFF REPORTS:

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. An ordinance amending Chapter 18, "Finance and Taxation" of the Christiansburg Town Code, by amending article II, "Property Tax," Section 18-23, "Tax on real estate, tangible personal property, machinery and tools;" adopting Section 18-24, "Filing of personal property tax returns;" and adopting section 18-60, "personal property tax on motor vehicles, trailers, semi-trailers and boats-proration;" "For the purpose of establishing the proration of tangible personal property tax on motor vehicles, trailers, semi-trailers, and boats; and providing for an effective date". The Public Hearing was held on May 24, 2016. Based on the recommendation of Finance Director/Treasurer Val Tweedy, Councilman Stipes made a motion to approve the ordinance amendment, seconded by Councilman Showalter. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Proposed water fee increases for the Fiscal Year 2016 – 2017, effective July 1, 2016, in accordance with *Code of Virginia 15.2-2119 and 15.2-928*. The Public Hearing was held on May 24, 2016. Councilman Stipes made a motion to table items 2 and 3 under Discussions by Mayor and Council Members until a

full Council was present, seconded by Councilman Showalter. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

3. Ordinance amending Chapter 36 “Utilities” of the Christiansburg Town Code in regards to establishing a stormwater utility and system of stormwater utility fees. The Public Hearing was held on May 24, 2016. This matter was tabled in the above action.
4. Reappointment of Lea Wall to the Montgomery Tourism Development Council as the Christiansburg hotel representative. Ms. Wall's term expires July 22, 2016. Mayor Barber reported that Lea Wall was traveling and would be available for introduction and reappointment at the July 12<sup>th</sup> regular meeting.
5. Bond Resolution Authorizing the Issuance and Sale of its General Obligation Refunding Bond, Series 2016 in a Maximum Principal Amount Not to Exceed \$1,320,000, and the execution and delivery of certain documents prepared in connection therewith. Finance Director/Treasurer Val Tweedie explained that the refunding would result in a \$9,000 per year savings due to a lower interest rate, and she recommended Council approval. Councilman Stipes made a motion to accept Ms. Tweedie's recommendation to approve the resolution, seconded by Councilman Collins. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
6. Request to reallocate capital funds in the Annual Budget for FY 2015–2016 for the Rescue Squad. Town Manager Helms explained that the rescue squad had planned to resurface its flooring, but has had two HVAC systems break down. One unit has already been replaced, and the squad wants to postpone resurfacing the flooring until a later year, and use that money to fund the replacement of the second HVAC unit. EMS Recovery funds would cover the HVAC replacement cost. Councilman Showalter made a motion to approve the request, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- 6a. Conditional Use Permit request by Tow 360, LLC, agent for Curtis Properties, LLC, for a towing service at 409 Roanoke Street (tax parcel 527 – ((A)) - 210) in the B-3 General Business District. The Public Hearing was held earlier this evening. Councilman Collins reported that during its study of the request, the Planning Commission did a site visit and met with surrounding neighbors concerning the CUP request. Satisfied with the Planning Commission recommendation to approve, Councilman Collins made a motion to issue the CUP with 8 conditions, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
7. Update on changes to the proposed sign ordinance amendment. Andrew Warren explained the proposed updates to the sign ordinance and requested that Council hold a work session in July where he can present them with the full proposed amendment. The sub-committee working on the changes has focused on providing for a time frame for temporary signs, bringing the Code into compliance with the content neutral sign ruling, and moving the sign ordinance into the zoning ordinance, which would make it easier to enforce. Also, duplicate terms and outdated sections would be eliminated. Council thanked Mr. Warren for the update.
8. Resolution recognizing retiring Town Manager Barry D. Helms for his service to the Town and community. Mayor provided a copy to Council for consideration. Councilman Collins made a motion to adopt the resolution, seconded by Councilman Showalter. Councilman Stipes recommended the resolution be amended to include Mr. Helms' background prior to joining the Town of Christiansburg. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
9. Councilman Stipes and Councilman Collins – Street Committee report/recommendation on:
  - a. Right of Way Dedication Plat For First Team Nissan Christiansburg Properties, LLC and the Town of Christiansburg to Dedicate all of Tax Map Number 436-7-10A (0.086 acres) and a portion of Tax Map Number 436-7-19 (0.003 acres) as Public Right of Way added to Farmview Road N.W. Councilman Stipes reported that the Street Committee studied the right-of-way dedication plat dedicating public right-of-way to Farmview Road, N.W. Councilman Stipes made a motion to approve the right-of-way dedication, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

10. Closed Meeting:

- a. Councilman Showalter made a motion to enter into a Closed Meeting under **1)** Virginia Code Section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertains to leasing internet provider space on Town facilities. And **2)** Virginia Code Section 2.2-3711(A)(7) for the consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting pertains to property located on Industrial Drive. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- b. Reconvene in Open Meeting.
- c. Certification. Councilman Showalter moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Showalter – Aye; Stipes – Aye.
- d. Council action on the matters. No action was taken by Council.

VIII. COUNCIL REPORTS:

- a. Councilman Huppert reported on the Relay for Life event held in Christiansburg on June 10, and he presented Mayor Barber with a t-shirt from the event. He reported that the event organizers had expressed appreciation for the Town's support, and that the event raised \$125,000 towards cancer research. He then reported on upcoming community events including Mountains of Music on June 18, Commonwealth Games at the aquatic center the weekend of June 18, and various local swim meets.
- b. Councilman Showalter reported on citizen concerns with a possible lag in rescue squad coverage. Recently, two Christiansburg calls were answered by Blacksburg Rescue Squad, and he asked if that was something that needed to be reviewed. Town Manager Helms commented that the rescue squad had recently hired four or five new part-time members, and that he was unaware of gaps in service. Councilman Bishop said he was aware of a recent delay, but noted that was not unusual, and could have been the result of how the calls were handled at the call center. Town Manager Helms said he would look into the matter further with the rescue squad.
- c. Councilman Stipes said he was glad Councilman Huppert was back from Netherlands.
- d. Councilman Bishop reported that the Montgomery County Tourism Commission was currently working on an active internet system.
- e. Councilman Collins reported on the recent downtown Cruise-In event, noting that organizers had expressed appreciation for the Town's support. He then reported that the Planning Department was holding an Urban Development Open House at the recreation center on June 20, which would be open to the public.
- f. Mayor Barber scheduled a work session for the Annual Budget for FY 2016-2017 for June 21, 2016 at 5:30 P.M. with a Special Meeting afterwards to take Council action on budget items. Mayor Barber pointed out that the Town needed to replace Ann Carter on the Montgomery County Economic Development Commission. He then reported that a representative was needed for the New River Valley Regional Commission. The Town has standing two positions and one appointee

must be an elected official. Councilman Collins agreed to fill the two year term and would serve along with current member Councilman Showalter.

IX. TOWN MANAGER'S REPORTS:

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

June 28, 2016

- a. Proposed amendment to the Sewer Use Ordinance to set standards for industrial users.

August 9, 2016

- b. Proposed amendment to the Board of Zoning Appeals Ordinance to bring ordinance into compliance with Virginia State Code.

On motion by Councilman Showalter, seconded by Councilman Collins, Council voted to set the Public Hearings as indicated: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Town Manager Helms reported that an employee has exhausted his leave time under FMLA and a 30-day extension. The employee needs continued medical treatment and recovery time and has requested an additional 6-month leave extension without pay. Town Manager Helms recommended Council approve the request. Councilman Stipes made a motion to approve the request, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- Kroger has requested an extension for placement of a new gas line and Town Manager Helms used an aerial map to indicate the location of the line placement. Kroger has also requested the Town vacate a portion of Stone Street that would give ownership to Kroger. The line placement and street vacation would not affect ingress or egress into the park on Depot Street. It was the consensus of Council to approve the extension request by Kroger for placement of a new gas line.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 10:03 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor



TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	May and June 2016	
ADAMS CONSTRUCTION CO.	11,900.49	ASPHALT MIX FOR ROADS
ADVANCED ANALYTICAL SOLUTIONS	567.00	
ALGONQUIN PRODUCTS COMPANY	362.95	
ALL SEASONS PEST CONTROL, INC	85.00	
ALVIS ELECTRIC, INC.	969.38	
AMERICAN RED CROSS-HEALTH & SAFETY SERVICES	135.00	
ANDERSON & ASSOCIATES INC	10,562.98	ENGINEERING SERVICES STORM DRAIN, TRAILS, WATERLINE MAIN ST
ANN CARTER	90.00	
ARC3 GASES	262.60	
ATLANTIC EMERGENCY SOLUTIONS, INC	5,439.95	TESTING PUMPS ETC FIRE DEPT
ATLANTIC UTILITY SOLUTIONS, INC	6,449.00	WATER METERS AND NODES
AUTO ZONE, INC	218.67	
B & K TRUCK ACCESSORIES	180.00	
B & T LAWN CARE LLC	7,920.00	MOWING TOWN PROPERTIES
BALLPARK SIGNS	2,030.00	AQUATIC CENTER GLASS ETCHING AND LOGOS, FARMERS MARKET BANNER
BANE OIL COMPANY, INC	3,418.88	OFF ROAD DIESEL PUBLIC WORKS
BARCO PRODUCTS	2,053.10	TRASH RECEPTACLES RECREATION CENTER
BASHAM OIL COMPANY	116.85	
BB&T INSURANCE SERVICES, INC	7,541.00	LIABILITY INSURANCE
BECKNER BOILER CO INC	467.48	
BKT UNIFORMS	124.97	
BLACKSBURG POWER EQUIPMENT	17.70	
BOB'S REFUSE SERVICE, INC.	110.00	
BOONE TRACTOR & IMPLEMENT INC.	513.32	
BOUND TREE MEDICAL, LLC	3,399.59	MEDICAL SUPPLIES RESCUE
BOWIE SALES, INC.	1,450.98	PIPES AND FITTINGS
BOXLEY ASPHALT, LLC	1,812.63	ASPHALT MIX FOR ROADS
BRAME SPECIALTY COMPANY INC.	1,672.86	JANITORIAL SUPPLIES
BSN SPORTS COLLEGIATE PACIFIC	175.36	
CARDINAL BLUEPRINTERS, INC.	700.00	
CARDINAL RUBBER & SEAL INC.	891.65	
CAROLINA INDUSTRIAL EQUIPMENT	2,900.49	
CARTER MACHINERY	29,448.01	GENERATOR FOR WATER PUMP STATION
CDW LLC	18,042.97	TABLETS FOR PUBLIC WORKS HYPER WEB SYSTEM
CHA CONSULTING INC	29,846.51	ENGINEERING SERVICES LANDFILL MONITORING, PRETREATMENT AND BIOSOLID MANAGEMENT STORMWATER PREVENTION PLAN, SEWER INTERCEPT STUDY
CITIZENS	2,800.00	FIBER CONSTRUCTION AT CEMETERY
CIVIC PLUS	8,282.11	TOWN WEBSITE HOSTING
CMC SUPPLY, INC.	50.36	
COLLISION PLUS AUTO GLASS	1,300.00	
COLORADO TIME SYSTEMS	3,075.00	REPAIR TIMING SYSTEM AT AQUATICS
CONSTRUCTION SERVICES	975.00	
CORPORATE BENEFIT CONSULTANTS	6,000.00	CONSULTING ON INSURANCE FOR EMPLOYEES
COUNTRY AIR VACATIONS KENNELS	147.00	
CRAIG STEWART MOORE	150.00	
CRAIG'S FIREARM SUPPLY, INC	2,758.10	PD SUPPLIES
CROW'S NEST GREENHOUSES	3,295.85	FLOWERS FOR POTS AND ROAD SIDES
D J R ENTERPRISES	118.20	
DAS MANUFACTURING INC.	302.12	
DAVID FRANUSICH	60.00	
DCI/SHIRES, INC	242,234.44	DOWNTOWN DEVELOPMENT PROJECT
DIANE C FENTON	75.00	
DIRECT SPORTS, INC.	1,614.82	ALL STARS AND DISTRICT TOURNAMENT
DON MARK LAYNE	25.00	
DORIS OLIVER	50.00	
DUNCAN FORD MAZDA	3,903.33	VEHICLE REPAIRS, MAINTENANCE AND INSPECTIONS
EAST COAST EMERGENCY VEHICLES, LLC	23,605.79	LIGHTS SIRENS MOUNTS ETC FOR PD VEHICLES
ELECTRICAL SUPPLY CO	2,552.48	VARIOUS ELECTRICAL SUPPLIES FOR BUILDING MAINTENANCE AND REPAIR
ELEVATING EQUIPMENT INSPECTION SERVICE	200.00	
EMS MANAGEMENT & CONSULTANTS, INC	690.88	
EMS TECHNOLOGY SOLUTIONS, LLC	306.00	
EMS, INC	1,750.00	THIRD PARTY ADMINISTRATION EMS BILLING
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	17,426.33	BIOSOLID HAULING WWTP
ENVIRONMENTAL SCIENCE APPLICATIONS, INC	1,000.00	SUPPLIES WWTP
EXCEL TRUCK GROUP	516.67	

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	May and June 2016	
FAMILY MEDICINE OF BLACKSBURG LLC	2,686.00	DRUG TESTING AND VACCINES
FASTENAL COMPANY	277.29	
FERGUSON ENTERPRISES, INC.#75	7,244.42	PIPE AND SUPPLY FOR WATER AND WASTE WATER, STORM DRAIN
FINISH LINE CONSTRUCTION, INC	84,167.78	BLUE LEAF STREAM RESTORATION
FIRST DUE GEAR LLC	280.00	
FISHER SCIENTIFIC CO.	2,110.78	
FLEET ONE, LLC	19,967.13	FUEL FOR TOWN VEHICLES
FLEET PRIDE, INC	2,173.19	PARTS AND SUPPLIES FOR VEHICLE REPAIR
FLINT TRADING, INC.	12,622.10	PAVEMENT MARKING
FLOORED, LLC	1,159.65	REPAIR TILE AT COMPETITION POOL
FOREMOST PROMOTIONS	1,106.47	UNIFORMS PD
FRYE ROOFING INC	640.01	
FULL SOURCE, LLC	441.97	
G/A SAFETY SUPPLY, INC	6,399.52	SAFETY SUPPLIES AND GEAR
GALLS, AN ARAMARK COMPANY	5,935.39	PD SUPPLIES AND UNIFORMS
GAY AND NEEL, INC.	42,994.59	ENGINEERING SERVICES TRUMAN WILSON, DWTN PHASE 2B, BLUE LEAF STREAM RESTORATION
GEMPLER'S INC.	496.07	
GILDAY ENTERPRISES, INC	84,185.20	HUCKLEBERRY IID
GLENADLE PARADE STORE, LLC	104.70	
GLOBAL EQUIPMENT CO.	874.41	
GODWIN MANUFACTURING CO.,INC.	116.22	
GRAINGER	1,137.12	SUPPLIES PUBLIC WORKS
GREEN CUBE SOLUTIONS, LLC	3,400.00	40 FOOT CONTAINER PUBLIC WORKS
GUYNN & WADDELL, P.C.	7,591.15	LEGAL SERVICES
HAJOCA CORPORATION	47.05	
HALL'S GARAGE DOORS	4,250.00	RESCUE DEPT DOOR
HAMANN, INC	8,240.00	MOWING SERVICES CEMETERY
HARVEY CHEVROLET CORP.	588.91	
HARVEY CHRYSLER DODGE JEEP, INC	966.24	
HEROES APPAREL, LLC	110.55	
HIGHWAY MOTORS, INC.	157.78	
HOLLAND SUPPLY, INC	637.96	
HOLLYBROOK MULCH TRUCKING, INC	272.00	
HOMES PLUS CUSTOM BUILDING, INC	5,100.00	INTERIOR PAINTING AT PD
HOSE HOUSE, INC.	186.39	
ICMA	860.29	
IDEXX DISTRIBUTION, INC.	96.50	
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	553.50	
J J KELLER & ASSOCIATES, INC	128.07	
JAMES RIVER EQUIPMENT-SALEM	1,392.32	PARTS FOR PUBLIC WORKS REPAIRS AND MAINTENANCE
JAMES RIVER LASER & EQUIPMENT, LLC	15.00	
JAMES ROBERT WILLIAMSON, JR.	75.00	
JAMES T DAVIS AUTO FINISHES	321.71	
JAMISON'S SHARPENING, INC	401.75	
JENNIFER SOWERS	120.00	
JEREMY MADISON WILLIAMS	25.00	
JOHN MICHAEL HARRIS	50.00	
JORDAN OIL CO., INC.	1,590.96	FUEL FOR FIRE AND RESCUE
KAREN L DRAKE	50.00	
KENTUCKY CLUTCH, INC	395.00	
KIMBALL MIDWEST	74.61	
KING-MOORE, INC	4,512.50	IT CONSULTING
KLINGSPOR ABRASIVES, INC	111.79	
L-3 COMMUNICATIONS-MOBILE VISION	1,657.65	SUPPLIES PD
LANDSCAPE SUPPLY INC.	3,947.42	BALL FIELD MAINTENANCE
LAWRENCE EQUIPMENT	68.75	
LEE HARTMAN & SONS INC.	232.35	
LIBERTY FIRE SOLUTIONS, INC	159.75	
LINCOLN EQUIPMENT, INC.	130.52	
LITTLE RIVER POOL AND SPA, INC	566.95	
LOWES HOME CENTERS, INC.	7,383.33	PAINT, SMALL TOOLS, LUMBER FOR VARIOUS TOWN MAINTENANCE
MARKETING ON MAIN STREET LLC	3,354.97	FARMERS MARKET TSHIRTS, PD UNIFORMS
MARY B. CRITZER	75.00	
MATTHEW JOHN BEASLEY	120.00	

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>May and June 2016</b>	
MCAFEY, INC	225.00	
MCGRADY-PERDUE HEATING & COOLING, INC	21,704.00	RESCUE AND STATION B REPAIR AND REPLACE HEAT PUMPS
MEADE TRACTOR	1,813.47	REPAIR MOWER
METRO HEAVY-DUTY, INC.	478.00	
MICHAEL L. SAYLORS	75.00	
MILLER ALTERATIONS	70.00	
MOMAR, INC	266.12	
MONTGOMERY DISTRIBUTORS	280.39	
MONTGOMERY SANITATION SERVICES	900.00	
MOORE MEDICAL CORP.	438.74	
MOORE'S BODY & MECHANICAL SHOP, INC	1,089.59	PD VEHICLE REPAIR
MUELLER SYSTEMS	1,500.00	WATER AMI PROJECT
MUNICIPAL EMERGENCY SERVICES, INC	5,797.21	FIRE AND PD EQUIPMENT AND SUPPLIES
NATIONAL WINDOW & DOOR, INC.	2,471.00	DOORS FOR TOWN HALL BAYS
NETWORKFLEET INC	916.27	
NETWRIX CORPORATION	879.75	
NEW RIVER ENGRAVING	615.99	
NEW RIVER VALLEY REGIONAL COMMISSION	280.00	
NEW RIVER VALLEY RESTAURANT SERV.	2,017.19	REPAIR ICE MACHINE AND COOLER UNIT
NEW RIVER VALLEY UNWIRED, LLC	275.00	
NORTHERN TOOL & EQUIPMENT	2,649.77	BANDSAW PUBLIC WORKS
NORTHWEST HARDWARE CO INC	76.91	
OLD TOWN PRINTING & COPYING	378.51	
OMG	2,434.15	SUPPLIES FOR PD COMMUNITY OUTREACH
O'REILLY AUTO PARTS	487.84	
OUTDOOR POWER EQUIPMENT	578.00	
OVERHEAD DOOR CO. OF ROANOKE	564.00	
OWPR, INC	500.00	
PACE ANALYTICAL SERVICES, INC.	3,767.00	WATER TESTING LANDFILL
PAWN PLUS	6,300.00	MUNITONS POLICE DEPARTMENT
PETERS AQUATICS	32.50	
PHILIPS HEALTHCARE	351.00	
POWER ZONE	1,259.38	SMALL TOOLS AND REPAIR AND SUPPLIES
PRECISION GLASS & UPH. INC.	474.00	
PROFESSIONAL COMMUNICATIONS	14,053.58	RADIO COSOLE FIRE, 3 RADIOS AND REPAIRS
PSD SOFTWARE, LLC	27,190.98	HYPERWEB SOFTWARE PUBLIC WORKS
QUALITY TIRE & BRAKE SERVICE	5,780.00	VEHICLE AND EQUIPMENT TIRES AND REPAIRS
R. K. CHEVROLET	36,836.00	NEW VEHICLE RESCUE
RADFORD HOSE & FITTINGS, INC.	21.00	
RAKESTRAW LAWN CARE, INC	75.00	
REYNOLDS ARCHITECTS INC.	8,444.40	PD THIRD FLOOR
RGA, LLC	11,894.00	TRAFFIC SIGNAL SOFTWARE AND SIGNAL REPAIR PARTS
RICHARD HILDING JOHNSON	150.00	
RICHMOND MACHINERY & EQUIP CO	436.31	
RIDDELL/ALL AMERICAN SPORTS CORP.	996.54	
RINER SMALL ENGINES, INC.	26.80	
ROBERT CHARLES MILLER	250.00	
ROBERTS OXYGEN COMPANY, INC	406.00	
ROCAN INDUSTRIAL PRODUCTS, INC	403.68	
ROPHO SALES INC	7.20	
SAFETY & COMPLIANCE SERVICES, INC.	179.00	
SANICO, INC	6,101.87	JANITORIAL SUPPLIES
SERVICE COMMUNICATION	412.50	
SERVICEMASTER COMMERCIAL CLEANING	5,658.00	CLEANING AT AQUATICS
SFPS	1,595.00	BLOOD PRESSURE MONITOR FOR RECREATION CENTER
SHENANDOAH VALLEY WATER	49.40	
SHERWIN-WILLIAMS	2,205.00	PAINT FOR TOWN BUILDING MAINTENACE
SHI INTERNATIONAL CORP	3,536.40	SOFTWARE HYPERWEB PROJECT
SHIRLEY C HALLOCK	50.00	
SHRED-IT US JV LLC	159.65	
SIMPLEXGRINNELL LP	812.00	
SKYLINE DOOR & HARDWARE, INC	776.39	
SOUTHERN STATES	1,850.84	LANDSCAPE SUPPLIES
STATE ELECTRIC SUPPLY CO., INC.	738.40	

<b>TOWN OF CHRISTIANSBURG</b>		
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>May and June 2016</b>	
STEEL SERVICES, INC.	144.89	
STEVEN CARLYLE SIMMONS	50.00	
SWIM AND TRI, LLC	112.50	
SYMBOL ARTS	968.00	
T & J TACTICAL	550.00	
TACY NEWELL	180.00	
TAYLOR OFFICE & ART SUPPLY, INC	4,130.74	OFFICE SUPPLIES VARIOUS DEPTS
TEMPLETON-VEST	16,199.00	REWIRING PD FOR THIRD FLOOR
TENCARVA MACHINERY CO.	47,960.55	SLATE BRANCH PUMP STATION CONTROL PANEL WWTP
THOMAS & MEANS LAW FIRM, LLP	10,000.00	PD TRAINING , GRANT COVERED
THOMPSON TIRE & MUFFLER	5,455.99	VEHICLE REPAIRS, MAINTENANCE AND INSPECTIONS
TIDY SERVICES	1,305.90	PORTA JOHNS
TONIA DENISE WINN	50.00	
TOTER, LLC	2,946.00	48 96 GALLON CARTS
TOWN OF BLACKSBURG	64,846.50	BLACKSBURG TRANSIT PAYMENT
TRANE	11,137.19	REAPIR OF PAC UNITS AT AQUATICS
TREASURER OF VIRGINIA	1,974.00	VIRGINIA LIABILITY RISK MANAGEMENT PLAN
TUNSTALL CHENAULT POWERS, JR.	150.00	
ULINE	534.49	
UNIFIRST CORPORATION	242.95	
UNITED RENTALS, INC.	610.39	
US FOOD SERVICE	248.01	
USA BLUE BOOK	2,449.43	SUPPLIES WWTP
VA ASSO OF ZONING OFFICIALS	50.00	
VA ASSOC OF MUNICIPAL WASTEWATER AGENCIES, INC	63.57	
VA INFORMATION TECHNOLOGIES AGENCY	52.74	
VA PUBLIC WORKS EQUIPMENT CO	79,913.57	CAMERA SYSTEM FOR SEWER DEPARTMENT
VACP	700.00	
VIRGINIA ANNE PEEPLES	120.00	
VIRGINIA BUSINESS SYSTEMS	2,820.73	COPIER MAINTENANCE AND SUPPLIES PD
VIRGINIA DEPARTMENT OF TRANSPORTATION	750.00	
VIRGINIA UTILITY PROTECTION SERVICE, INC	337.05	
WADES FOODS INC.	709.54	
WATERS & COMPANY INCORPORATED	8,942.03	TOWN MANAGER SEARCH FIRM
WEST END ANIMAL CLINIC, INC	203.28	
WESTERN BRANCH DIESEL, INC.	748.36	
WETLAND STUDIES AND SOLUTIONS, INC	1,290.71	TOWN BRANCH STREAM RESTORATION
WHOLESALE MONUMENT COMPANY, INC	216.00	
WILLIAMS SUPPLY INC.	3,374.00	SOFTWARE AND HARDWARE FOR REMOTE SUPPORT WWTP
WILSON BROTHERS INCORPORATED	771.61	
WORDSPRINT	69.00	
<b>TOTAL BILLS TO BE PAID June 30, 2016</b>	<b>1,280,701.02</b>	

**TOWN OF CHRISTIANBURG  
BILLS PAID DURING THE MONTH OF  
SPECIAL REVENUE FUNDS**

**May and June 2016**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ATLANTIC EMERGENCY SOLUTIONS	4,682.84	REPAIR FD TRUCK
CHRISTIANSBURG POLICE DEPT	600.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
CW WILLIAMS	541.80	
DAN SERVICES	1,070.00	
Directv	388.44	
ETHOS TECHNOLOGIES	7.30	
Exxon Mobil	233.36	
FLOYD COUNTY SHERIFF	887.50	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
GALLS	7,151.00	115 GOLD SEAL BADGES FOR STATE ANTI DRUG
GATES FLOWERS AND GIFTS	51.00	
GILES COUNTY SHERIFF	100.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
HEREOS APPAREL	1,917.13	UNIFORMS & ALTERATIONS
MONTGOMERY COUNTY SHERIFF	2,750.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
MUNICIPAL EMERGENCY SERVICES	8.37	
NRV COMMUNITY SERVICES	52,327.76	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
PEARISBURG POLICE DEPT	350.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
PROFESSIONAL COMM	50.00	
PULASKI POLICE DEPT	187.50	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
RADFORD POLICE DEPT	425.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
RADFORD UNIVERSITY	590.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
TOWN OF CHRISTIANBURG	484.98	
TOWN OF PEARISBURG	125.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
VERIZON	404.29	
VIRGINIA TECH POLICE DEPT	450.00	NEW RIVER VALLEY CRIME INTERVENTION TEAM GRANT
<b>TOTAL PAID BILLS</b>	<b>75,783.27</b>	

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>May and June 2016</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
AIRGAS NATIONAL CARBONATION	2,087.34	CARBON DIOXIDE FOR POOL
ALEJANDRO'S CHRISTIANBURG,LLC	2,125.00	EMPLOYEE PICNIC
AMSTERDAM	344.64	
ANTHEM BLUE CROSS	190,253.67	EMPLOYEE HEALTH INSURANCE
ANTHEM LIFE INSURANCE COMPANY	3,112.40	EMPLOYEE LIFE INSURANCE
APPALACHIAN POWER	108,598.41	ELECTRIC BILLS TOWN
AT & T	692.25	
ATMOS ENERGY	5,497.11	NATURAL GAS BILL TOWN
BAHSAM OIL COMPANY	639.50	
BARBOUR & SIMPKINS LLP	720.00	
BMS DIRECT	11,481.81	POSTAGE JUNE AND JULY WATER BILLS
BOSTON MUTUAL LIFE INS	1,843.90	EMPLOYEE PAID INSURANCE
CALYO CORPORATION	900.00	
CANNON SOLUTIONS	355.37	
CARDMEMBER SERVICES	28,216.73	MATERIALS & SUPPLIES12071.88 DUES 210.30 SCHOOLS 4017.41. TRAVEL 4599.06 COMPUTER 3757.68 FIRE/ RESC RECRUITING 3293.45 UNIFORMS 266.95
CARDINAL BLUEPRINTS INC	79.00	
CHANDLER CONCRETE	1,931.51	PUBLIC WORKS, REPAIRS AND COLUMBARIUM
CHELISTA LINKOUS	200.00	
CITIZENS	2,300.00	INTERNET SERVICES
COGSDALE SYSTEMS		
COLD STONE CREAMERY	336.00	
COLONIAL LIFE & ACCIDENT INSURANCE	1,100.76	EMPLOYEE PAID LIFE INSURANCE
DELL MARKETING	6,354.70	
DE LAGE LANDEN	768.00	COPIERS PD
DELTA DENTAL	8,761.04	
DEN HILL PERMACULTURE	86.00	FARMERS MARKET
DIVING ENTERPRISES	5,030.74	DIVING EQUIP RESCUE
DONS AUTO CLINIC	847.60	VEHICLE REPAIRS
DUES AND MEMBERSHIP	130.00	IT 50 pd 80
ECK SUPPLY	90.92	
EDIBLE ARRANGEMENTS	124.94	
EXPRESS SERIVCES IN	5,195.51	TEMPORARY LABOR PW AND ENGINEERING
FARMERS MARKET	117.00	
FEDERAL EXPRESS	573.19	
GARDNER'S FROZEN TREATS	1,250.00	
GENWORTH LIFE INSURANCE COMPANY	459.15	
GOV DEALS	160.64	
GREENHOUSE	1,391.50	
GREG CROMER AERIAL	150.00	
HI-D-HO DOG TRAINING	1,500.00	RECREATION CLASS
HOLLYBROOK MULCH TRUCKING	90.00	
HOME DEPOT	1,029.81	REPAIR AND MAINTENANCE
LUMOS NETWORKS INC	985.13	
MONTGOMERY PUBLISHING LLC	716.25	
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	47,613.12	TIPPING CHARGES
MOYE, JESSICA	800.00	
NEW RIVER VALLEY PIZZA LLC	903.77	
PEPSI BOTTLING COMPANY	1,774.44	HARKRADER CONCESSIONS REC PROGRAMS
PETTY CASH	65.82	
PURCHASE POWER	3,000.00	POSTAGE FOR POSTAGE MACHINE
RE MICHAEL COMPANY	80.16	
REFUND EMS THIRD PARTY	329.41	
REFUNDS AQUATICS	608.00	
REFUND FEES REC DEPT	858.00	

<b>TOWN OF CHRISTIANSBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>May and June 2016</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
REFUND TAXES	1,687.08	
REFUND WATER	924.96	
REIMBURSEMENTS EMPLOYEES	1,547.02	work boot allowances
ROANOKE TIMES	351.25	JOB AND MEETING POSTINGS LEGAL POSTINGS
SAMS CLUB	766.11	HARKRADER CONCESSIONS REC PROGRAMS
SCHOOLS	4,825.25	RESCUE 2390.FINANCE 1845.25 pd 590
SCI-MED WASTE SYSTEMS	89.00	
SCHNEIDER ELECTRIC	296.00	
SELECTIVE INSURANCE	127.45	LIABILITY INSURANCE
SHENTEL	338.88	
SISSON & RYAN LLC	9,394.76	STONE, GRAVEL, SAND VARIOUS TOWN PROJECTS
SITEONE LANDSCAPE SUPPLY HOLDING LLC	174.52	
SOUTH EASTERN SECURITY CONSULTANTS	540.00	
SOUTHERN REFRIDGERATION CORP	1,844.24	
SPRINT	881.25	
STAND ENERGY	2,994.50	NATURAL GAS AQUATICS CENTER
TRAVEL	5,171.59	
TRACTOR SUPPLY	660.30	
TREASURER OF VIRGINIA	330.00	
US CELLULAR	377.56	
US CELLULAR	626.60	
VALACH, MICHAEL	90.00	
VERIZON	14,410.48	PHONE SERVICE
VERIZON WIRELESS	4,984.78	
VIRGINIA ASSOCIATION OF COUNTIES	599.13	STANDARD DISABILITY INSURANCE
VIRGINIA DEPARTMENT OF TREASURY	604.00	WATER TESTING KITS
VIRGINIA DEPARTMENT OF MOTOR VEHICLES	700.00	DMV STOPS
VIRGINIA RETIREMENT SYSTEM VRS	165,146.27	
WADES FOODS	650.00	
WEST PUBLISHING COMPANY	275.84	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>75,783.27</b>	
<b>TOTAL PAID BILLS</b>	<b>676,426.40</b>	
<b>BILLS TO BE PAID</b>	<b>1,280,701.02</b>	
<b>GRAND TOTAL</b>	<b>2,032,910.69</b>	

**Conditional Use Permit: 100 West Main Street**

<b><u>Tax Map #</u></b>	<b><u>Owner(s)</u></b>		<b><u>Mailing Address</u></b>	<b><u>City, State, Zip</u></b>
526- A203	CHRISTIANSBURG PRESBYTERIAN CH	TRUSTEES	107 W MAIN ST	CHRISTIANSBURG VA 24073 2943
527- A C	CASCADE CAPITAL PARTNERS LLC		P O BOX 5	BLACKSBURG VA 24063
527- A 65	CASCADE CAPITAL	PARTNERS III LLC	P O BOX 5	BLACKSBURG VA 24063
526- A206	CHRISTIANSBURG PRESBYTERIAN	CHURCH	107 W MAIN ST	CHRISTIANSBURG VA 24073 2943
527- A 66	MAIN STREET BAPTIST CHURCH		100 WEST MAIN ST	CHRISTIANSBURG VA 24073
527- A 70	CASCADE CAPITAL	PARTNERS III LLC	P O BOX 5	BLACKSBURG VA 24063
527- A 69	CHRISTIANSBURG PROFESSIONAL PARK LLC		311 MEADOW POINT DR	MONETA VA 24121
526- A199	MID STATES DEVELOPMENT	CORPORATION	5695 AVERY RD	DUBLIN OH 43016
527- A255	TEEL DALE & FREDA	FAMILY LIMITED PARTNERSHIP	1010 BIRCH LN	CHRISTIANSBURG VA 24073
527- A 68	MAIN STREET BAPTIST CHURCH		100 WEST MAIN ST	CHRISTIANSBURG VA 24073
527- A 66A	MAIN STREET BAPTIST CHURCH		100 WEST MAIN ST	CHRISTIANSBURG VA 24073
527- A257	MAIN STREET PRESERVATION RLLLP		10 WEST MAIN ST	CHRISTIANSBURG VA 24073
527- A258	BISHOP MARK THOMAS		108 1/2 FIRST ST	CHRISTIANSBURG VA 24073
527- A259	BISHOP MARK T		108 FIRST ST	CHRISTIANSBURG VA 24073
526- A201	BOND JAMIE	BOND WENDELL	106 WEST MAIN ST	CHRISTIANSBURG VA 24073





**ESTABLISHED**  
NOVEMBER 10, 1792

**INCORPORATED**  
JANUARY 7, 1833

**MAYOR**  
D. MICHAEL BARBER

**COUNCIL MEMBERS**  
SAMUEL M. BISHOP  
HARRY COLLINS  
R. CORD HALL  
STEVE HUPPERT  
HENRY SHOWALTER  
BRADFORD J. "BRAD" STIPES

**TOWN MANAGER**  
BARRY D. HELMS

**ASSISTANT TOWN MANAGER**  
RANDY WINGFIELD

**ASSISTANT TO THE TOWN  
MANAGER**  
ADAM CARPENETTI

**DIRECTOR OF  
FINANCE/TOWN TREASURER**  
VALERIE L. TWEEDIE,  
CPA, CFE, CGFM

**CHIEF OF POLICE**  
MARK SISSON

**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, June 20, 2016 at 7:00 p.m.

Town Council Public Hearing Date: Tuesday, June 28, 2016 at 7:00 p.m.

Application Type: Conditional Use Permit

Applicant: Kesler Contracting, agent for Michael Larkin, On Main Street, Inc.

Location: 100 West Main Street

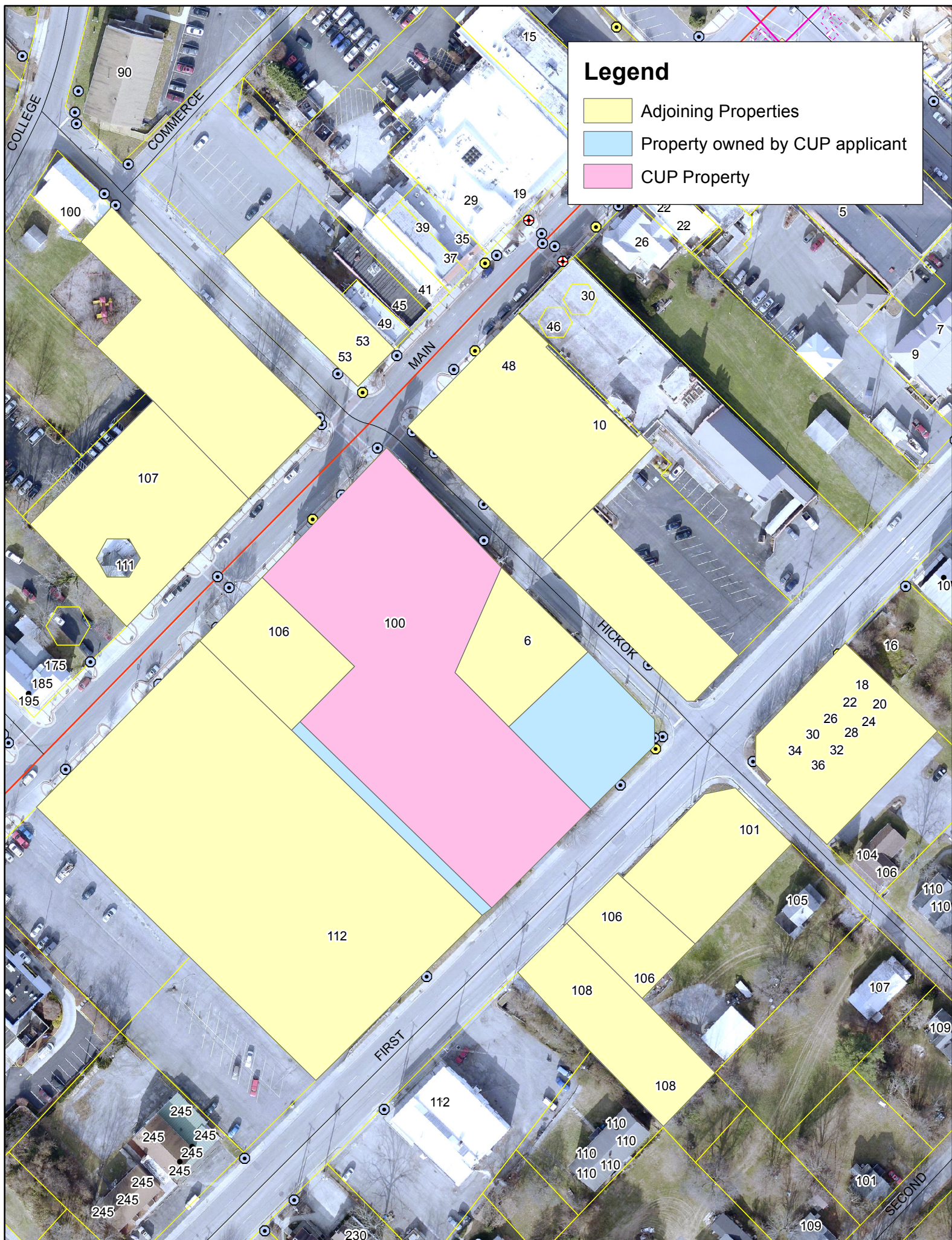
The Town of Christiansburg has received a Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District.

The majority of the property is located within the 500-Year Flood Hazard Area. The property lies within the Downtown Historic District. The adjoining properties are zoned B-2 Central Business. The adjoining properties contain medical offices, houses, vacant land, businesses and a church.

The following suggested conditions are taken from previously approved Conditional Use Permits related to this request and are provided to Planning Commission for discussion purposes.

- This permit shall be subject to review by the Planning Commission in one year, including review of documented noncompliance with Town Code.









# TOWN OF CHRISTIANSBURG

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

CUP Form 03/18/2014



## Conditional Use Permit Application

Landowner: Michael Larkin Agent: Kesler Contracting  
ON MAIN ST. INC.  
Address: 100 W. MAIN ST. Address: 2869 Riner Rd.  
CHRISTIANSBURG, VA 24073 CHRISTIANSBURG, VA 24073  
Phone: 213. 399. 8857 Phone: 540 381-8500

I am requesting a Conditional Use Permit to allow Classrooms, Library and  
Chapel Meetings for Ignite-LIFE PACIFIC College  
on my property that is zoning classification B-2 under Chapter 42: Zoning of the  
42-305(14)  
Christiansburg Town Code.

My property is located at 100 W. MAIN St. Christiansburg-VA. 24073  
Tax Parcel(s): ID: 070462 527-(A))-66

Fee: \$750.00

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: 5/13/16  
\_\_\_\_\_  
\_\_\_\_\_  
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 \_\_\_\_\_

# Resolution of the Town of Christiansburg Planning Commission

## *Conditional Use Permit Application*

WHEREAS the Christiansburg Planning Commission, acting upon a request by the Christiansburg Town Council to study a Conditional Use Permit (CUP) request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District, has found following a duly advertised Public Hearing that the public necessity, convenience, general welfare and good zoning practices (**permit / ~~do not permit~~**) the issuance of a Conditional Use Permit (CUP) to Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District.

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

1. This permit shall be subject to review by the Planning Commission in one year, including review of documented noncompliance with Town Code.

Dated this the 20<sup>th</sup> day of June 2016.

---

Craig Moore, Chairperson  
Christiansburg Planning Commission

The above Resolution was adopted on motion by \_ seconded by \_ 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 June 20, 2016. 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
Hil Johnson	X			
Craig Moore, Chairperson	X			
T.L. Newell	X			

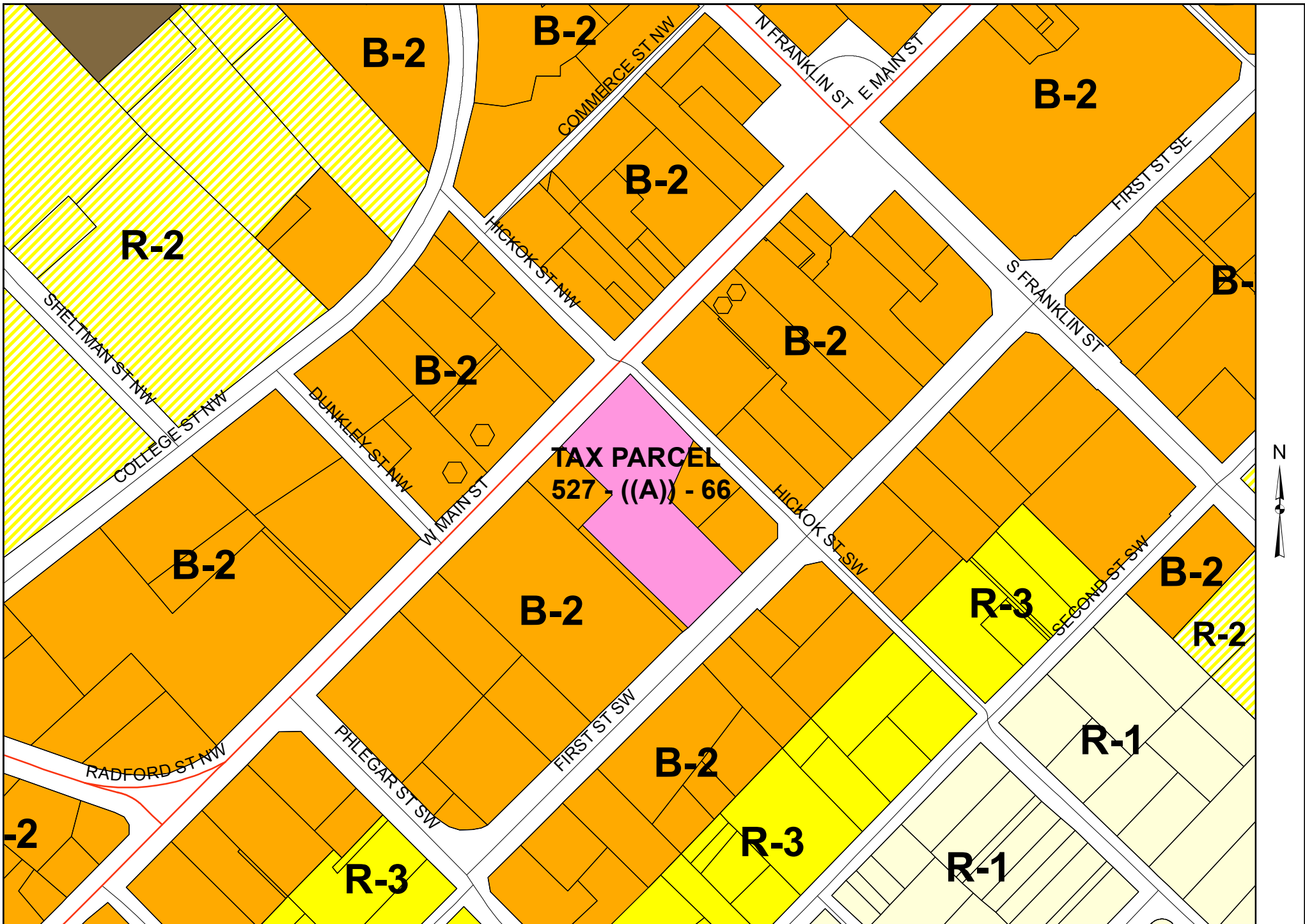
Virginia Peebles	X
Joe Powers	X
Jennifer D. Sowers, Vice-Chairperson	X

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Craig Moore, Chairperson

---

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

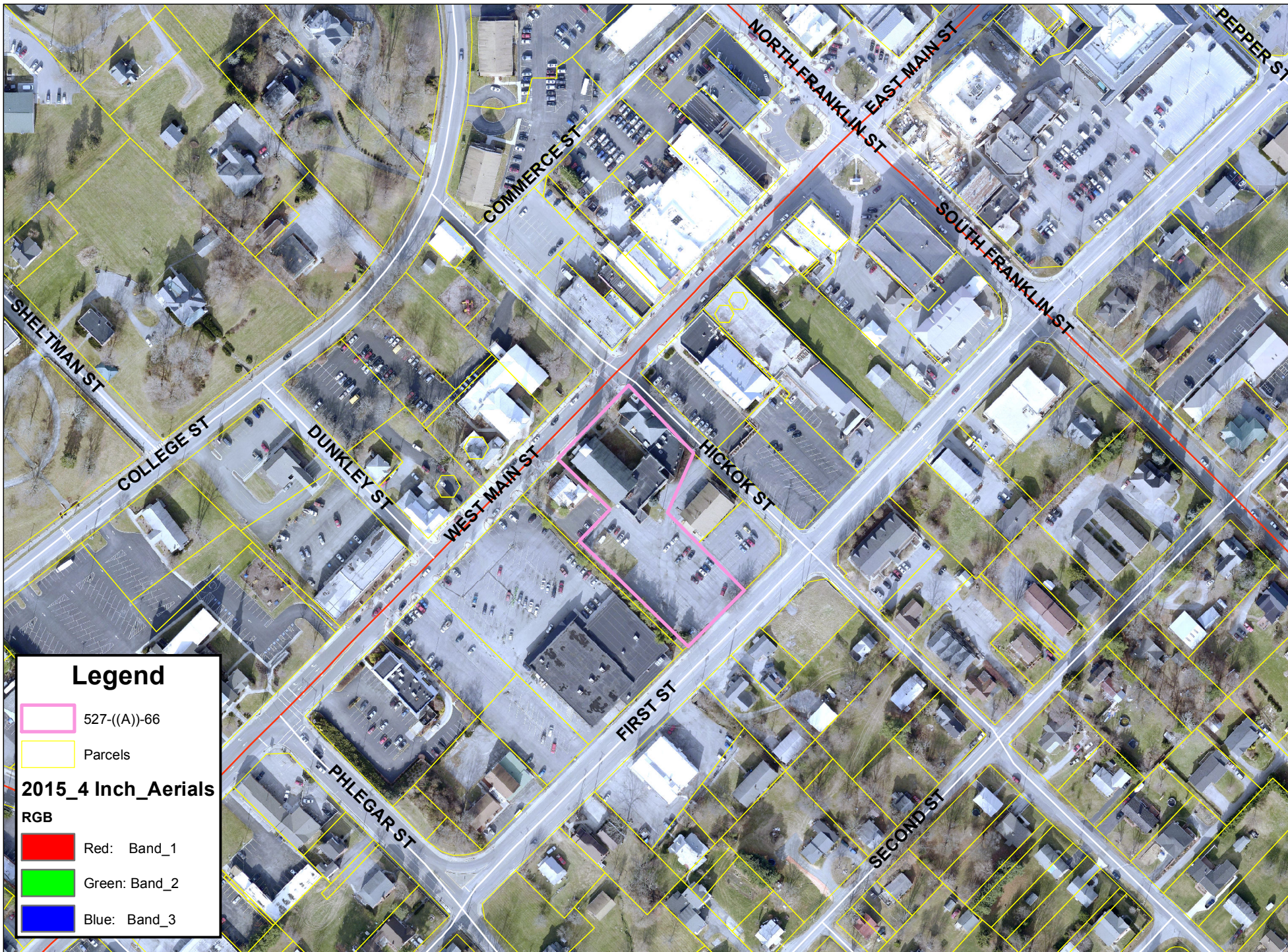


CUP REQUEST: 100 WEST MAIN STREET

PC: JUNE 20, 2016

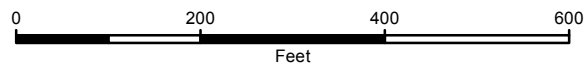
TC: JUNE 28, 2016





CUP REQUEST: 100 WEST MAIN STREET

PC: JUNE 20, 2016  
TC: JUNE 28, 2016





**Christiansburg Planning Commission  
Minutes of June 20, 2016**

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

Absent: David Franusich

Staff/Visitors: Andrew Warren, Planning Director  
Will Drake, staff  
Mike Larkin, On Main Street, Inc.; Life Pacific College  
Jay Dickerson, Kesler Contracting

Chairperson Moore called the meeting to order at 7:01 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 Planning Commission Minutes for May 31, 2016 meeting.

Chairperson Moore introduced the discussion. Commissioner Beasley made a motion to approve the May 31, 2016 Planning Commission meeting minutes. Commissioner Johnson seconded the motion. Commissioner Newell stated a section of the minutes contained an incomplete statement in regards to the expired status of the 2005 Conditional Use Permit for 409 Roanoke Street. Commissioner Beasley withdrew his motion to approve the May 31, 2016 Planning Commission meeting minutes. Chairperson Moore stated the action to approve the minutes will be postponed until the next Planning Commission meeting in order for staff to address the clarification requested by Commissioner Newell.



Public Hearing on a Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] to consist of classrooms and a library at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District.

Chairperson Moore opened the public hearing. The applicant, Mike Larkin, introduced the request. Mr. Larkin stated he established Life Pacific College-Ignite in California in 2008 with support from the Foursquare Church. Mr. Larkin stated Life Pacific College-Ignite relocated to the CrossPointe property in Christiansburg two and a half years later. Mr. Larkin noted Life Pacific College-Ignite is a separate entity from L.I.F.E. Bible College East, which previously occupied the CrossPointe property.

Mr. Larkin stated the school is growing and enrollment is expanding by a minimum of ten percent annually. Mr. Larkin stated the property at 100 W. Main Street offers the opportunity for the school to expand and also improve the structure without disrupting its historic value.

Mr. Larkin stated students will arrive on August 20, 2016. Mr. Larkin stated the Conditional Use Permit request is for classrooms and a library and requested it be amended to include offices for administration of the school. Mr. Larkin stated they intend to add sprinklers to the sanctuary during a second phase of improvements to increase the rated occupancy. Mr. Larkin noted this will allow the sanctuary to accommodate various community events. Mr. Larkin stated the proposed use fits well with the original design of the building and noted Life Pacific College-Ignite is a Christian college and will hold service in the sanctuary.

Jay Dickerson, Kesler Contracting, stated he has evaluated the building in regards to safety issues. Mr. Dickerson stated he met with Billy Hanks, Christiansburg Fire Chief & Fire Marshall, and has addressed the safety concerns raised by Chief Hanks. Mr. Dickerson stated the proposed use will be an asset to Christiansburg.

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

Planning Commission agreed to discuss the request. Chairperson Moore noted the safety and structural issues will be handled by the Fire Marshall and Building Official and stated Planning Commission should focus discussion on the land use application.

Commissioner Newell noted the staff report should be amended to state the property is within a Historic District.

Public Hearing on a Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] to consist of classrooms and a library at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District - (continued).

Ms. Morgan stated the single condition suggested by staff is a review of the Conditional Use Permit by Planning Commission in one year. Commissioner Newell stated the Conditional Use Permit for her property at 41 W. Main Street contained a single condition requiring conformity with all Building and Fire Codes. Commissioner Newell noted the property will house young people and requested a similar condition for the current request.

Commissioner Powers noted Planning Commission previously agreed to stop including redundant conditions in reference to other, current Code requirements. Commissioner Newell stated the project is phased and will be occupied before fire suppression has been installed. Commissioner Newell stated she would like a condition to help Planning Commission ensure the required building and fire safety provisions are being met.

Mr. Warren stated staff could bring any violations to Planning Commission's attention during the one-year review, at which time Planning Commission could determine if the violations would be cause for revocation of the Conditional Use Permit.

Commissioner Carter asked if the Conditional Use Permit would be immediately revoked if a violation was issued. Mr. Warren stated the property would have an opportunity to come into compliance. Commissioner Johnson asked if a year would be adequate time for the applicant to come into compliance with the Building and Fire Codes. Chairperson Moore stated the applicant would need to meet all applicable Code requirements before a Certification of Occupancy would be issued by the Building Official. Chairperson Moore noted the Building Code requirements may change as the use is expanded.

Commissioner Newell stated she would like the condition to reference "conformance with all applicable public safety requirements" and noted "conformance" implies due process will be given for violations. Commissioner Peeples inquired why this additional verbiage falls under the oversight of the Conditional Use Permit. Commissioner Collins stated enforcement of the Fire and Building Codes is the responsibility of the Building Official and Fire Marshall. Commissioner Collins stated Planning Commission should concern itself with the land use. Commissioner Newell stated part of Planning Commission's review is to ensure public safety and general welfare are being maintained.

Public Hearing on a Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] to consist of classrooms and a library at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District - (continued).

Chairperson Moore suggested the condition be worded, "This permit shall be subject to review by the Planning Commission in one year, including review of documented noncompliance with Town Code." Commissioner Newell stated the wording was satisfactory. Planning Commission agreed. Commissioner Newell stated a business license application will often uncover issues with code non-compliance but noted a church does not need to apply for a business license. Commissioner Newell stated she would prefer a condition that gives the applicant adequate time to complete the improvements and also provides Planning Commission an opportunity to review any safety issues. Commissioner Newell noted she does not anticipate any issues.

Commissioner Carter stated she is very excited to see the property utilized. Planning Commission agreed.

Commissioner Johnson asked if it is the Fire Marshall's responsibility to halt the use of the property if there is fire code violation. Commissioner Newell stated the property would be given time to come into compliance.

Commissioner Johnson inquired why a sprinkler system is required. Commissioner Moore stated building codes change over time and the building may need to meet different fire suppression requirements. Mr. Dickerson stated the church has an occupancy rating of 500 occupants with the pews installed. Mr. Dickerson stated the occupancy rating will be reduced to 299 occupants when the pews are removed. Mr. Dickerson stated they will improve the egress and safety of the building by removing the pews and reducing the occupancy. Mr. Dickerson stated a sprinkler system will need to be installed in the sanctuary in order to bring the occupancy rating back to 500 occupants. Mr. Dickerson stated they plan to have the sprinkler system installed by mid-2017.

Commissioner Beasley requested details on the project phases. Mr. Dickerson stated phase one includes occupying the classrooms within the 299 occupancy limit and phase two includes adding a sprinkler system to the sanctuary in order to return the occupancy to 500 occupants.

Mr. Larkin stated phase two will also include remodeling the restrooms to make them compliant with the Americans with Disabilities Act (ADA). Mr. Larkin stated the purpose of phase two is to improve the safety of the building and increase the occupancy rating of the sanctuary. Mr. Larkin noted the increased occupancy rating will allow the sanctuary to be utilized by the greater community for various events.

Public Hearing on a Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a Private School [Zoning Ordinance Section 42-305(14)] to consist of classrooms and a library at 100 W. Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District - (continued).

Chairperson Moore asked Planning Commission if the proposed office use needs further clarification. Mr. Warren stated offices are incidental to the proposed use as a private school and an amendment to the request would not be necessary.

Commissioner Powers made a motion to recommend Town Council approve the Conditional Use Permit with the drafted condition. Commissioner Carter seconded the motion, which passed 9-0.

Chairperson Moore stated Town Council will hold the public hearing for the Conditional Use Permit request on Tuesday, June 28, 2016. Chairperson Moore stated Town Council will take Planning Commission's recommendation into consideration. Chairperson Moore advised the applicant to attend the Town Council public hearing.

#### Other business

Chairperson Moore introduced the discussion. Chairperson Moore stated the membership of the Development Subcommittee and Comprehensive Plan Subcommittee will be restructured and will include a chairperson and co-chairperson. Mr. Warren stated the standard meeting time for the subcommittees will be 6:00 p.m. before regularly scheduled Planning Commission meetings. Chairperson Moore asked the commissioners to submit their committee preference.

Chairperson Moore stated the subcommittees are designed to advance the planning process and allow specific issues to be explored in greater detail before bringing them to Planning Commission. Chairperson Moore noted the subcommittees are not intended to exclude discussion from Planning Commission.

Mr. Warren stated the revised sign ordinance will be the first order of business for the Development Subcommittee. Mr. Warren stated the amendment to incorporate Urban Development Areas into the Comprehensive Plan will be reviewed by the entire Planning Commission.

There being no more business, Chairperson Moore adjourned the meeting at 7:50 p.m.

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Craig Moore, Chairperson

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

# Town of Christiansburg

100 East Main St  
Christiansburg, VA 24073



## Stormwater Enterprise Fund Credit Application Form

### CONTACT INFORMATION

<hr/>		<hr/>	
Name of Property Owner or Occupant (Last, first, middle initial)		Tax Map Number(s) and parcel I.D. Number	
<hr/>		<hr/>	
Applicant Address, City, ST, ZIP Code		Property Street Address, City, ST, ZIP Code	
<hr/>		<hr/>	
Primary phone number   Other phone number		Email address	
<hr/>		<hr/>	

### Instructions:

Fill out this form completely. One application must be submitted for each separate location. Multiple stormwater controls may be included in the application for a single property location. Please ensure all stormwater management facilities are in proper state of repair and maintained. Attach all appropriate documentation to support this request. Documentation shall include:

1. Site plan with stormwater facilities and contributing drainage areas.
2. Descriptions of stormwater control facilities.
3. Documentation that the stormwater control facilities meet the criteria for stormwater enterprise fund credit.

Which may include:

- a. Stormwater facility survey and calculations showing the stormwater facilities are currently meeting quantity and/or quality requirements. For recently constructed facilities that required an as-built survey, the as-built survey of the constructed stormwater facilities with associated calculations.
- b. Recorded or Proposed Maintenance Covenant.

**Is this a renewal?**

☐ YES

☐ NO

**Applicable Credit** – check appropriate credit(s)

1 YEAR	_____ (5%)	25 YEAR	_____ (5%)	CHANNEL PROTECTION COMPLIANCE	_____ (5%)
2 YEAR	_____ (5%)	100 YEAR	_____ (5%)	OTHER: (describe below)	( _____ % )
10 YEAR	_____ (5%)	WATER QUALITY	_____ (10%)	_____	

**Water Quantity and Quality BMP(s)** – attach additional sheets if needed

BMP 1	_____	Impervious Surface Treated (ft <sup>2</sup> )	_____
BMP 2	_____	Impervious Surface Treated (ft <sup>2</sup> )	_____
BMP 3	_____	Impervious Surface Treated (ft <sup>2</sup> )	_____

**For Administrative Use Only:**

Action taken

Date received

Approval signature

# **Town Of Christiansburg Stormwater Utility Credit Manual**



**Town of Christiansburg, Virginia  
Engineering Department  
100 East Main Street  
Christiansburg, VA 24073  
June 28 2016**

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## GLOSSARY

**“Adjacent Property”** means, for the purpose of utility fee assessment, properties owned by a common entity that may apply to be grouped and assigned a tier based on the aggregate impervious area. Consistent with zoning ordinance, right-of-ways are not considered to separate adjacent properties.

**“Developed real property”** means real property that has been altered from its natural state by the addition of improvements such as buildings, structures, and other impervious surfaces. For new construction, property shall be considered developed pursuant to this section upon (a) issuance of a certificate of occupancy or (b) certification of the final building permit inspection for those facilities not requiring a certificate of occupancy.

**“Developed mixed-use property”** for the purpose of this chapter means a developed lot or parcel containing at least one residential unit and impervious area associated with non-residential use.

**“Developed nonresidential property”** means developed property that does not serve a primary purpose of providing permanent dwelling units. Such property shall include, but is not limited to, commercial properties such as retail, hotels, motels, extended living facilities, restaurants, and offices, industrial properties, parking lots, recreational and cultural facilities, and churches.

**“Developed residential property”** means a developed lot or parcel containing at least one (1) dwelling unit, common areas, and accessory uses related to but subordinate to the purpose of providing permanent dwelling facilities. Such property may include, but is not limited to, single-family houses, duplexes, apartments, townhouses, condominiums, and mobile homes.

**“Dwelling unit”** means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

**“Impervious surface area”** means the calculated area of a surface that is compacted or covered with material that is highly resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, structures, sidewalks, parking lots, gravel lots and driveways, and other similar surfaces.

**“Revenues”** means all rates, fees, assessments, rentals or other charges, or other income received by the stormwater management utility in connection with the management and operation of the system, including amounts received from the investment or deposit of moneys in any fund or account and any amounts contributed by the town, funds provided by developers or individual residents, and the proceeds from sale of general obligation bonds for stormwater projects or stormwater revenue bonds.



***“Stormwater billing unit”*** or ***“SBU”*** means the equivalent impervious area of a single-family residential developed property per dwelling unit located within the town based on the statistical average horizontal impervious area of a single-family residence in the town. A SBU equals three thousand and thirty (3,030) square feet of impervious surface area.

***“Stormwater billing unit rate”*** or ***“SBU rate”*** means the amount charged for a stormwater billing unit.

***“Stormwater management system”*** or ***“system”*** means the stormwater management infrastructure and equipment of the town and all improvements thereto for stormwater control in the town. Infrastructure and equipment shall include structural and natural stormwater control systems of all types, including, without limitation, stormwater structural best management practices, storm drains, conduits, pipelines, pumping and ventilation stations, and other plants, structures, and real and personal property used for support of the system (but not including private drainage systems).

***“Stormwater management utility”*** or ***“utility”*** means the system of stormwater utility fees and the enterprise fund created by this article to maintain and operate the town’s stormwater management system.

***“Stormwater utility credit manual”*** or ***“credit manual”*** means the Town of Christiansburg manual, as amended from time to time, that serves to provide guidance, procedures, and standards for providing stormwater utility fee credits to property owners that implement on-site systems, facilities, measures, or other actions that mitigate the impact of stormwater runoff on their properties.

***“Stormwater utility fee”*** means the monthly utility charges based upon the SBU rate applied and billed to property owners or occupants of developed residential property, developed nonresidential property and developed mixed use property, all as more fully described in Chapter 36 of the Christiansburg Town Code.

***“Tiered rates”*** means the rates established for ranges of total impervious areas on developed nonresidential or mixed use properties. Rates for each tier are based on the low end of the impervious range divided by the SBU and multiplied by the SBU rate. Rates established by council can be found in the latest edition of the town stormwater utility fee schedule, which may be amended from time to time by the council.

***“Undeveloped property”*** means any parcel which has not been altered from its natural state to disturb or alter the topography or soils on the property in a manner which substantially reduces the rate of infiltration of stormwater into the earth.

# INTRODUCTION TO THE STORMWATER ENTERPRISE FUND

## The Needs and Benefits of the Enterprise Fund

The Town of Christiansburg enacted the Stormwater Enterprise Fund and has implemented stormwater utility fees as a source of revenue for stormwater management activities necessary to protect the general health, safety, and welfare of the residents of the town. The fund will benefit properties within the town through control of flooding, improved water quality, and protection of the town's natural environment. The fund will be used as a source of revenue for funding of capital project improvements and the maintenance of the town's stormwater infrastructure. In compliance with state and federal regulations, revenues will be used to address the requirements of Christiansburg's Municipal Separate Storm Sewer System (MS4) permit to provide education, outreach and participation opportunities for the citizens of the town, to address the impaired condition of streams within the Town, and to comply with administrative and reporting requirements of the permit.



The stormwater infrastructure network includes channels and ditches, storm drainage pipes and stormwater BMPs that route and control stormwater during rain events. The network is a public system, similar to water or sanitary sewer, which provides a public benefit and is maintained by the Town.

The town's stormwater infrastructure network provides benefits and services to properties within the town through direct protection of property, control of flooding, protection of other public infrastructure, and protection of the town's natural environment.



The stormwater credit system is intended to recognize and/or promote on-site systems, facilities, measures, or other actions that mitigate the impact and improve the quality of stormwater runoff to our local water bodies.

## Overview of the Credit System

The stormwater utility credit program has been established based on the guiding principles of providing equitable credits in compliance with stormwater utility law while minimizing the administrative costs of the program. Minimizing administrative costs directs a maximum amount of the enterprise fund revenue toward addressing the Town's stormwater regulatory obligations and constructing capital projects.

The credit system is based on the management of stormwater quantity and stormwater quality as established in Virginia's Stormwater Management Program (VSMP) and mirrored in Town Code Chapter 16, Environment. Site designs that employ stormwater facilities to address stormwater quantity and quality under the VSMP program, provide water quality best management practices (BMPs) to the standards and specifications of Virginia Administrative Code section [9VAC25-870](#) and the Virginia Stormwater BMP Clearinghouse <http://www.vwrrc.vt.edu/swc/>. Water quantity management is based on the control of specific design rain storms that are based on the probability of a storm occurring in any particular time period.

The credit system provides the opportunity to recognize and credit innovative stormwater practices that reduce stormwater runoff volumes, enhance water quality, or provide other stormwater benefits. The credit system conforms with the Code of Virginia Regulation of Stormwater section 15.2-2114 by allowing for fee reductions for entities that evaluate strategies, techniques, or programs that reduce stormwater flow or pollutant loadings, or decrease the cost of maintaining or operating the public stormwater system. Innovative practices and corresponding credits will be evaluated on a case by case basis at the discretion of the Director of Engineering so that credits provided will be based on a sound and consistent credit policy.

Using these existing water quantity and quality standards provides the Town an equitable credit system that is compliant with the enabling state code for establishment of an enterprise fund. The credit system and percentage reductions in fees will be identical across residential and non-residential land uses and will be based on these established criteria. Re-development and new development that meet the threshold for addressing stormwater will use identical standards and specifications to meet development and utility credit requirements, therefore no new procedures and administrative evaluations are necessary to determine credits.

In many instances, combining the current billing rate for the utility fee and the cost of compliance with these credit standards will not provide an attractive economic rate of return for stormwater facility construction. In other words, the costs of constructing and maintaining BMPs may not provide a credit amount to justify the BMP as an economic investment. Instead, these BMPs will be an investment in the environmental health of our town, and the Town will recognize that investment with a credit reduction which will partially offset the BMP costs.

Residential BMPs will be encouraged by the town even if the property does not receive a utility fee credit, either because they are not built to the required standards and specifications or because they are not formally recognized in the current VSMP program BMP Clearinghouse. This policy is

based on the desire to focus administrative efforts on solutions to stormwater issues and to maintain equity between the percentage reductions provided to both residential and non-residential development. The Town can assist homeowners by evaluating properties for best management practices such as rain gardens, tree planting, rain barrels, lawn amendments, permeable hardscapes, and other practices that provide stormwater benefits. The Town may from time to time when available, seek grant funding opportunities to assist homeowners in the installation of these BMPs.

## CREDIT PROGRAM PROCEDURES

- Application must be submitted by January 1<sup>st</sup> of each calendar year.
- The Town staff will review the application. This may include requests for additional information and inspections of the applicant site to ensure that the application is complete.
- The Town will notify applicant of approval status by April 1<sup>st</sup> and the credit will be effective no later than July 1<sup>st</sup>. Applications for credits received after January 1<sup>st</sup> will be accepted, but not reviewed until the following year except at the discretion of the Director of Engineering.
- **No credit will be issued retroactively except during initial implementation of the Stormwater Utility Fee.** Initial applications must be submitted by January 1<sup>st</sup>, 2017. The Town will notify applicant of approval status by April 1<sup>st</sup>, 2017 and the credit will be calculated back to the July 1<sup>st</sup>, 2016 fee implementation date and the credit applied to subsequent bills until the amount due has been credited.
- Renewal of the stormwater utility credit shall be dependent on the continued inspection, maintenance, and proper function of BMPs.



## SUMMARY OF STORMWATER ENTERPRISE FUND CREDITS

The following general policies apply when considering stormwater credits:

- The engineering calculations and surveys of current conditions assessment associated with verification of credit eligibility must be performed, signed and sealed in accordance with the professional certification provisions outlined in the Town Code Chapter 16 stormwater program requirements. Professional certification requirements may be waived at the discretion of the Director of Engineering.
- Credits are only applied to eligible properties. An eligible property is defined as a property that contributes runoff to a qualifying stormwater BMP via natural or manmade systems and is identified in the maintenance agreement or in a memorandum of agreement (MOA) with the person(s) named in the maintenance agreement and the Town. Credit for sites that treat right-of-way impervious area shall be considered on a case by case basis and evaluated at the discretion of the Director of Engineering.
- When multiple properties are served by a BMP(s) then the credit will be applied to the customer on whose property the BMP resides. This applicant will be referred to as the primary applicant. If the applicant provides a memorandum of agreement (MOA) between the primary applicant and another property owner for which the BMPs serves, the Town will apply the credit to all property owners named in the MOA. This credit will apply to all of the applicants until the term expires or until such time as the primary applicant notifies the Town that the MOA is no longer in effect, whichever is sooner.
- No credits will be applied for BMPs located within the Town-owned rights-of-way or public drainage or stormwater easements unless an agreement has been made with the Town prior to credit application
- For the purposes of awarding the credit, the credit being applied for must be met for the entire development and must meet all credit conditions. Partial application of credit within a property will not be allowed except at the discretion of the Director of Engineering. Phased development will be considered on a site by site basis. The Town Code provides that adjacent properties owned by a common entity may be combined for assessment of impervious area. For the purposes of awarding the credit, the combined parcels must meet the credit being applied for and all credit conditions.
- The maximum total credit per property is 35%, excepting allowances for additional credit for innovative practices or volume reductions beyond those attributed to the practices employed to meet the quantity and quality technical criteria of the Virginia Stormwater Management program technical criteria of 9VAC25-870.

## APPLYING FOR A STORMWATER ENTERPRISE FUND CREDIT

All of the credits in this manual require an application, and some of the credit applications require engineering calculations to verify eligibility to receive the credit. The credits associated with engineering calculations are identified in the manual and the credit application forms. The Town requires that these calculations be performed, signed, and sealed in accordance with the professional certification provisions outlined herein, with allowances at the discretion of the Director of Engineering.

Stormwater Credit Schedule		
The maximum total credit per property is 35% except where Innovative Credits are applied		
5%	1 year storm	The 1-year postdeveloped peak rate of runoff from the development site shall not exceed the 1-year predeveloped peak rate of runoff
	OR	OR
	Channel Protection Compliance	Meet the 9VAC25-870-66.B.3 Channel Protection compliance criteria
5%	2 year storm	The 2-year postdeveloped peak rate of runoff from the development site shall not exceed the 2-year predeveloped peak rate of runoff
5%	10 year storm	The 10-year postdeveloped peak rate of runoff from the development site shall not exceed the 10-year predeveloped peak rate of runoff
5%	25 year storm	The 25-year postdeveloped peak rate of runoff from the development site shall not exceed the 25-year predeveloped peak rate of runoff
5%	100 year storm	The 100-year postdeveloped peak rate of runoff from the development site shall not exceed the 100-year predeveloped peak rate of runoff
10%	Water Quality	Meet current VSMP water quality standard, Code of Virginia 9VAC25-870-65, or Code of Virginia 9VAC25-870-96 if applicable at the time of facility construction.
Variable, as determined by Director of Engineering	Incentive Credits	Stormwater volume reduction, innovative stormwater practices, or stormwater strategies, techniques or programs agreed to by the Town in conformance with §15.2-2114 may qualify for a credit at the discretion of the Director of Engineering.



## The procedure for filing a credit application includes the following tasks:

- Obtain an application packet from the Town.
- Retain a professional engineer to perform any required analysis, if not already completed and approved by the Town. Submit the completed application with all required information contained within or attached to the application.
- The Town will review and rule on the eligibility of the credit application prior to April 1 for applications submitted prior to January 1 of the calendar year submitted.
- Incomplete packages will not be considered by the Town and will be returned to the property owner for correction or revision.
- The decision by the Director of Engineering regarding credit eligibility is final. An aggrieved party may appeal to the Town Manager in conformance with Chapter 16, Environment, of the Town Code.
- If the credit application is approved, the Town will apply the stormwater credit to the billing cycle no later than July 1 of the calendar year submitted.
- During the credit term, the Town has the right to inspect the BMP facility to ensure it is functioning per the design documents and is being properly maintained.
- Stormwater Utility credits will continue as long as inspection, maintenance, and record keeping is current and there are no significant changes to the BMP that would require re-evaluation of the proper functioning of the facility.



All renewals should be delivered to the Department of Engineering or mailed to:  
Town of Christiansburg  
Attn: Engineering Department- Stormwater Program Credit Renewal  
100 East Main Street  
Christiansburg, VA 24073

## **MAINTENANCE COVENANT**

In order to remain eligible for a stormwater fee credit, a property owner must agree to adhere to a stormwater maintenance covenant for the facility(s) which qualify for the credit. For new facilities, the maintenance covenant is provided as part of the plan review and approval process and should be submitted as part of the credit application.

In the event the credit application is based on an existing BMP or stormwater control feature, a maintenance agreement will need to be submitted, approved and recorded as part of the stormwater fee credit application process.

## **FACILITY MAINTENANCE AND INSPECTION REQUIREMENTS**



In order for an applicant to continue to receive a stormwater credit, each BMP installed must be maintained to ensure continued function. The applicant is responsible for having all ongoing maintenance work completed to keep the facilities functional. The applicant must inspect BMP(s) and maintain inspection records on Town designated inspection forms, and address deficiencies noted on Town or applicant inspection reports. The Town

may revoke the credit if an inspection determines it is no longer properly maintained or functioning as designed. This revocation will be effective after the owner is notified in writing of the deficiencies and if the problems are not resolved in accordance with a compliance plan reviewed and approved by the Director of Engineering.

## **CREDIT RENEWALS**

Should stormwater credit be discontinued for any reason the applicant may reapply after addressing the deficiencies leading the cancellation of credit.



## REQUIRED MAINTENANCE

The owner of a credited Stormwater Facility must comply with all applicable maintenance practices below that are relevant to the credited facility. Operations and maintenance checklists specific to best management practice types are posted on the Town website and must be used to document inspection and maintenance of stormwater facilities. The following stormwater facility general maintenance activities are required for a customer to be eligible for a Stormwater Facility Credit. These activities are required to ensure that the facility performs as credited, complies with Town standards and State regulations, meets safety standards, and is not a public nuisance. Maintenance activities are required on all drainage structures related to the facility, including the embankment, in flow points, headwalls, velocity dissipaters, spillways, pipes, feeder channels, discharge channels, etc.

- **Debris and Litter Removal** – This activity must be performed after storm events totaling approximately two inches over a 24-hour period or as needed in order to prevent the structure from clogging and failing and to prevent a public nuisance.
- **Erosion and Structural Repair** – Side slopes, emergency spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, re-vegetating, compacting and/or installing or replenishing rip-rap may be required to correct erosion problems that develop.
- **Mowing** – Side slopes, embankments, emergency spillways, and other grassed areas of stormwater facilities should be periodically mowed to prohibit woody growth and to prevent grass from growing over heights set forth in the Town code. More frequent mowing may be required in residential areas by adjacent homeowners or to meet State Dam Safety standards. Native grasses, which are water-tolerant, pest-tolerant, and slow growing, are recommended.
- **No Blockages** – Remove sediment or any blockage from pipes, channels, spillways, inlets, and outlets as needed to keep the facility in proper working condition.
- **Nuisance Control** – Standing water or soggy conditions within a “dry” stormwater facility can create nuisance conditions for nearby residents. Common nuisance conditions may include odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionally is required to control these potential problems. In addition, well maintained and established wetland plants in wet detention ponds or bird nesting boxes around the pond can provide a habitat for birds and predacious insects and fish that can actively serve as a natural check on nuisance insects such as mosquitoes.

- **Outlet Control** – Maintain outlet control devised to ensure proper functioning in the control of stormwater velocities at the outlet of the stormwater facility. Re- vegetating and/or replenishing or reinstalling rip-rap may be required to correct erosion problems at the outlet of stormwater facility pipes.
- **Removal of Log Jams and Debris** – All streams and ditches within the stormwater system should be inspected periodically for blockages. If identified, the blockages and debris should be removed as quickly as practicable.
- **Sediment Removal** – This activity is to be performed as needed or as required by the Town to ensure proper working order of the facility and its related stormwater facility features (channels, pipes, etc.) and to maintain the required storage volume.
- **Structural Repairs and Replacement** – Eventually, stormwater control structures will deteriorate and must be replaced. Major structural damage to outlet structures (i.e. cracks, leaks, or failure) must be repaired as soon as possible.

## REQUIRED ANNUAL INSPECTIONS

Annual documentation must be submitted to the Town to continue receiving a credit. The required documentation consists of the following:

- Annual inspection report.
- Recently dated photographs showing the condition (including any known damage or disrepair) of a stormwater facility.
- Records demonstrating that required maintenance activities and/or repairs have been completed.
- Records must be kept for a minimum of 8 years and must be made available to the town upon request.



## RESTRICTIONS ON CREDITS

### Transfer of Credit

The stormwater credit will apply to property upon transfer of ownership with proper notice to the Town and written notice that the new Owner understands the nature of the binding maintenance agreement for the BMP.

### Off-Site BMP Credit

In circumstances where an applicant is attempting to claim credit for a BMP owned by a separate entity, proof that the Applicant shares in the maintenance obligations and costs of the BMP will need to be submitted in order for credit to be applied.

### Local Community Requirements

The BMP must meet all applicable Town building, planning and other code requirements. If code requirements are violated, and no efforts are made to come into terminated.

### Right to Inspect

The Town may inspect the BMP at any time to perform compliance inspections.

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## CONTACT US

If you have questions or comment regarding the information discussed here, please contact the Town of Christiansburg.

**By email:** [stormwater@christiansburg.org](mailto:stormwater@christiansburg.org)

**By phone:** Environmental Program Manager – (540) 382-6120  
Engineering Director – (540) 382-6120  
For Emergencies, please call 911.

To report a misuse of the stormwater network or illegal discharge, please call the numbers listed above.

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION ESTABLISHING A SYSTEM OF STORMWATER UTILITY FEE CREDITS

WHEREAS, the Council of the Town of Christiansburg, Virginia established a stormwater utility system by Ordinance on June 21, 2016; and,

WHEREAS, said Ordinance provided that “The Director of Engineering is authorized to implement a system of credits approved by the town council in accordance with Code of Virginia § 15.2-2114 (D) and § 15.2-2114 (E) that will provide for partial waivers of stormwater utility fees for any property owner who installs, operates, and maintains a stormwater management facility that achieves a permanent reduction in stormwater flow or pollutant loadings. The amount of the waiver shall be based in part on the percentage reduction in stormwater flow or pollutant loadings, or both, from pre-installation to post-installation of the facility” and that “Credit amounts are defined in the stormwater credit schedule established in the stormwater utility credit manual. A copy of the stormwater utility credit manual and credit schedule shall be available on the town website and on file with the department of engineering. Nothing shall prevent the town council from modifying the adopted system of credits by resolution from time to time.”; and,

WHEREAS, the Engineering Department has developed a system of stormwater credits in a “Stormwater Utility Credit Manual,” dated June 28, 2016, a copy of which has been provided to the Town Council and the terms of which are incorporated by reference; and,

WHEREAS, the Town Council has reviewed the Stormwater Utility Credit Manual and determined that it provides an equitable system of credits consistent with Code of Virginia §15.2-2114(D).

NOW, THEREFORE, BE IT RESOLVED by the Council of Town of Christiansburg, Virginia that:

1. The system of stormwater utility fee credits in the Stormwater Utility Credit Manual is approved and adopted.
2. During the first year of the stormwater system, the “Credit Program Procedures” described in the Manual shall be modified as follows:
  - a. Applications will be due no later than January 1<sup>st</sup> of each year.
  - b. Applications will be reviewed by April 1<sup>st</sup> of each year.
  - c. Utility fee credits approved by April 1<sup>st</sup> will be applied retroactively during this transition period (Fiscal Year 2016-17 only).

Upon a call for an aye and nay vote on the foregoing resolution on a motion by \_\_\_\_\_ seconded by \_\_\_\_\_ at a regular meeting of the Council of the Town of Christiansburg, Virginia held June 28, 2016, members of the Council stood as indicated opposite their names as follows:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Harry Collins

R. Cord Hall

Steve Huppert

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor\*

\*Votes only in the event of a tie.

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

ATTEST:

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

**AN ORDINANCE AMENDING CHAPTER 36 “UTILITIES” OF THE  
CHRISTIANSBURG TOWN CODE TO ADOPT ARTICLE X, “STORMWATER  
UTILITY,” FOR THE PURPOSE OF ESTABLISHING A STORMWATER  
UTILITY AND SYSTEM OF STORMWATER UTILITY FEES AND CREDITS;  
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Town Council and town staff have discussed the need for increased funding for maintenance of the town’s stormwater infrastructure and for complying with federal and state environmental and stormwater regulations; and,

WHEREAS, Town Council established the Christiansburg Stormwater Stakeholders Committee (“Committee”) in 2015 to evaluate a proposed stormwater utility, including a possible stormwater utility fee structure; and,

WHEREAS, the Committee, which was comprised of representatives from the citizenry, local government, non-profits, and the business community, studied the issues in a series of comprehensive meetings (September 9, 2015 through November 23 2015); and,

WHEREAS, the Committee recommended to the Town Council that a stormwater management program should be established; and,

WHEREAS, the Committee also developed recommendations for a rate structure and the implementation of stormwater charges to fund the costs of complying with federal and state regulations as well as existing stormwater issues, which Town Council and town staff considered in developing this ordinance; and,

WHEREAS, Town Council finds that the proposed stormwater charges developed by the Committee, as modified and set forth in this ordinance, are based on an analysis that demonstrates a rational relationship between the amounts charged and the benefits received; and,

WHEREAS, notice of the intention of the Town Council to consider said ordinance was published two consecutive weeks (April 13, 2016 and April 20, 2016) in The News Messenger, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, in addition to extensive public outreach conducted by the Committee, a public hearing was held April 26, 2016 in accordance with Code of Virginia § 15.2-2114 (B), at which citizens were afforded the opportunity to present their opinions and views in support of or in opposition to the proposed stormwater utility; and,

WHEREAS, Council deems proper so to do,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Christiansburg that Chapter 36 “Utilities” of the *Christiansburg Town Code* is hereby amended and reordained by retitling Article III. “Charges and Rates” as Article III. “Water and Sewer Charges and Rates” and by the adoption of Article X. “Stormwater Utility” as follows:

## **Article X. Stormwater Utility**

### **Sec. 36-300. Authority.**

The town is authorized by Code of Virginia § 15.2-2114 to enact a system of utility fees to support a local stormwater management program consistent with the Virginia Stormwater Management Act (Code of Virginia, Title 62.1, Chapter 3.1, Article 2.3, §§ 62.1-44.15:24, et seq.) and all other state or federal regulations governing stormwater management.

### **Sec. 36-301. Findings and purpose.**

The purpose of this Article is to establish a stormwater utility and impose stormwater utility fees to fund compliance with state and federal regulations pertaining to stormwater management and maintenance of the town's stormwater infrastructure. The town council finds that an adequate and sustainable source of revenue for its stormwater management activities is necessary to protect the general health, safety, and welfare of the residents of the town, and that the town's stormwater management program benefits properties within the town through control of flooding, improvement of water quality, and protection of the town's natural environment.

Council recognizes that stormwater runoff is associated with all improved properties in the town, whether residential or nonresidential, and the quantity and quality of runoff is typically correlated to the amount of impervious surface and land-disturbing activities on the property. Further, the council finds that properties with higher amounts of impervious area contribute greater amounts of stormwater and pollutants to the waters of the Commonwealth and should carry a proportionate burden of the cost of the town's stormwater management program.

The council also recognizes that all property owners of developed properties have a responsibility to contribute to program costs by providing funding for necessary stormwater infrastructure upgrades that reduce pollutants that enter the waters of the Commonwealth, protect and restore streams and other aquatic habitat areas, collect and convey stormwater safely through all parts of the town, and comply with federal and state regulations for water quality improvements.

Therefore, council determines that it is in the best interest of the public to establish a stormwater utility and impose stormwater utility fees on all town property owners and/or their tenants that, to the extent practicable, allocates program costs on an equitable and rational basis related to the amount of impervious area located on their property.

### **Sec. 36-302. Definitions.**

The following words and terms used in this article shall have the following meanings:

"Adjacent property" means, for the purpose of utility fee assessment, properties owned by a common entity that may apply to be grouped and assigned a tier based

on the aggregate impervious area. Consistent with zoning ordinance, right-of-ways are not considered to separate adjacent properties.”

“Developed real property” means real property that has been altered from its natural state by the addition of improvements such as buildings, structures, and other impervious surfaces. For new construction, property shall be considered developed pursuant to this section upon (a) issuance of a certificate of occupancy or (b) certification of the final building permit inspection for those facilities not requiring a certificate of occupancy.

“Developed mixed-use property” for the purpose of this chapter means a developed lot or parcel containing at least one residential unit and impervious area associated with non-residential use.

“Developed nonresidential property” means developed property that does not serve a primary purpose of providing permanent dwelling units. Such property shall include, but is not limited to, commercial properties such as retail, hotels, motels, extended living facilities, restaurants, and offices, industrial properties, parking lots, recreational and cultural facilities, and churches.

“Developed residential property” means a developed lot or parcel containing at least one (1) dwelling unit, common areas, and accessory uses related to but subordinate to the purpose of providing permanent dwelling facilities. Such property may include, but is not limited to, single-family houses, duplexes, apartments, townhouses, condominiums, and mobile homes.

“Dwelling unit” means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

“Hydrologic response” means the manner in which storm water collects, remains, infiltrates, and is conveyed from a property. It is dependent upon several factors including, but not limited to, the presence of impervious area, the size, shape, topographic, vegetative, and geologic conditions of a property, antecedent moisture conditions, and groundwater conditions on a property.

“Impervious surface area” means the calculated area of a surface that is compacted or covered with material that is highly resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, structures, sidewalks, parking lots, gravel lots and driveways, and other similar surfaces.

“Revenues” means all rates, fees, assessments, rentals or other charges, or other income received by the stormwater management utility in connection with the management and operation of the system, including amounts received from the investment or deposit of moneys in any fund or account and any amounts contributed by the town, funds provided by developers or individual residents, and the proceeds from sale of general obligation bonds for stormwater projects or stormwater revenue bonds.

“Stormwater billing unit” or “SBU” means the equivalent impervious area of a single-family residential developed property per dwelling unit located within the town based on the statistical average horizontal impervious area of a single-family residence in the town. A SBU equals three thousand and thirty (3,030) square feet of impervious surface area.

“Stormwater billing unit rate” or “SBU rate” means the amount charged for a stormwater billing unit.

“Stormwater management system” or “system” means the stormwater management infrastructure and equipment of the town and all improvements thereto for stormwater control in the town. Infrastructure and equipment shall include structural and natural stormwater control systems of all types, including, without limitation, stormwater structural best management practices, storm drains, conduits, pipelines, pumping and ventilation stations, and other plants, structures, and real and personal property used for support of the system (but not including private drainage systems).

“Stormwater management utility” or “utility” means the system of stormwater utility fees and the enterprise fund created by this article to maintain and operate the town’s stormwater management system.

“Stormwater utility credit manual” or “credit manual” means the Town of Christiansburg manual, as amended from time to time, that serves to provide guidance, procedures, and standards for providing stormwater utility fee credits to property owners that implement on-site systems, facilities, measures, or other actions that mitigate the impact of stormwater runoff on their properties.

“Stormwater utility fee” means the monthly utility charges based upon the SBU rate applied and billed to property owners or occupants of developed residential property, developed nonresidential property and developed mixed use property, all as more fully described in this article.

“Tiered rates” means the rates established for ranges of total impervious areas on developed nonresidential or mixed use properties. Rates for each tier are based on the low end of the impervious range divided by the SBU and multiplied by the SBU rate. Rates established by council can be found in the latest edition of the town stormwater utility fee schedule, which may be amended from time to time by the council.

“Undeveloped property” means any parcel of land which has not been altered from its natural state or which has been modified to such minimal degree that it has a hydrologic response comparable to land in an unaltered natural state. For the purpose of this article, undeveloped land includes property without a structure on a permanent foundation and with less than 500 square feet of impervious area.

**Sec. 36-303. Establishment of stormwater management utility; stormwater utility fee.**



(a) The stormwater management utility is hereby established to provide for the general health, safety and welfare of the town and its residents.

(b) A stormwater utility fee is hereby imposed on every parcel of developed real property in the town that appears on the real property assessment rolls as of December 31 of each year or as assessed by the State Corporation Commission. All stormwater utility fees and other income from the charges shall be deposited into the stormwater management enterprise fund.

(c) The SBU rate to be used for calculating the stormwater utility fee shall be at the rate specified in the latest edition of the stormwater utility fee schedule, which may be amended by ordinance from time to time by town council.

(d) Except as otherwise provided in this article, the impervious area for developed non-residential and mixed-use properties shall be determined by the town using aerial photography, as-built drawings, final approved site plans, professional surveys, field surveys or other appropriate engineering, surveying, and mapping analysis tools.

(e) Notwithstanding subsection (b) of this section, the stormwater utility fee shall be waived in its entirety for the following:

(1) A federal, state, or local government, or public entity, that holds a permit to discharge stormwater from a municipal separate storm sewer system, except that the waiver of charges shall apply only to property covered by any such permit;

(2) Public roads and street rights-of-way that are owned and maintained by state or local agencies including property rights-of-way acquired through the acquisitions process; and

(3) Cemeteries as defined in Code of Virginia § 54.1-2310.

#### **Sec. 36-304. Stormwater utility fee calculations.**

Adequate revenues shall be generated to provide for an enterprise fund budget for expansion, operation, and maintenance of the stormwater management system, as well as compliance with regulatory requirements by setting sufficient levels of stormwater utility fees. Income from stormwater utility fees shall not exceed the costs incurred in providing the services and facilities described in this article (though rollover of enterprise funds shall be allowed to remain in the enterprise fund). These fees shall be billed to owners of all property in the town subject to the stormwater utility fee; provided, however, that where a tenant or occupant is the person to whom water or sewer service, or both, are billed, the utility fees may be billed to such tenant or occupant.

(a) For purposes of determining the stormwater utility fee, all properties in the town are classified into one of the following classes:

(1) Developed residential property;

(2) Developed mixed-use property;

(3) Developed nonresidential property; or

(4) Undeveloped property.

(b) The monthly stormwater utility fee for developed residential property shall equal the SBU rate. However, where more than one dwelling unit is located on a single lot or parcel the owner of the lot or parcel shall be charged a stormwater utility fee that is equal to the SBU rate multiplied by the number of dwelling units located on the lot or parcel.

(c) The monthly stormwater utility fee for developed non-residential property shall be determined by the applicable tiered rate based on the property's total impervious surface area as set forth in the tiered rate structure referenced in section 36-202.

(d) The monthly stormwater utility fee for developed mixed-use property shall be the greater of the fee as calculated by the methods set forth in subsection (b) or subsection (c).

(e) For purposes of impervious area evaluation under the non-residential tier system of charges, impervious surfaces within common areas is included in the impervious area evaluation.

(f) The stormwater utility fee for vacant developed property, both residential and nonresidential, shall be the same as that for occupied property of the same class.

(g) Undeveloped property shall be exempt from the stormwater utility fee; provided, however, that any impervious areas on the property greater than 500 square feet shall be subject to the monthly stormwater utility fee for developed nonresidential property, as set forth above in subsection (c).

(h) Adjacent properties owned by a common entity may apply to be grouped and assigned a tier based on the aggregate impervious area and billed in a single bill.

### **Sec. 36-305. Stormwater utility fee credits and exemptions.**

(a) The Director of Engineering is authorized to implement a system of credits approved by the town council in accordance with Code of Virginia § 15.2-2114 (D) and § 15.2-2114 (E) that will provide for partial waivers of stormwater utility fees for any property owner who installs, operates, and maintains a stormwater management facility that achieves a permanent reduction in stormwater flow or pollutant loadings. The amount of the waiver shall be based in part on the percentage reduction in stormwater flow or pollutant loadings, or both, from pre-installation to post-installation of the facility.

(b) Credit amounts are defined in the stormwater credit schedule established in the stormwater utility credit manual. A copy of the stormwater utility credit manual and

credit schedule shall be available on the town website and on file with the department of engineering. Nothing shall prevent the town council from modifying the adopted system of credits by resolution from time to time.

(c) An application for credits shall be submitted to the director of engineering and shall include a credit application form provided by the director of engineering and necessary documentation to meet the requirements set for in the credit manual. There is no fee for a credit application.

(d) Continued credit will be subject to the stormwater facility or practice remaining in compliance with the inspection, maintenance, and reporting requirements set forth in the credit manual.

(e) Except for new construction, applications for credits shall be made each year by January 1, with any approved credit to be effective on the following July 1. Applications for credits received after January 1 will be accepted but may not be reviewed until the following year, at the director of engineering's discretion.

#### **Sec. 36-306. Stormwater management enterprise fund.**

(a) The stormwater management enterprise fund is hereby established as a dedicated enterprise fund. The fund shall consist of revenues generated by stormwater utility fees, as well as all other revenues as defined in Sec. 36-302.

(b) The stormwater management enterprise fund shall be dedicated special revenue used only to pay for or recover costs permitted pursuant to Code of Virginia § 15.2-2114(A), as amended from time to time.

#### **Sec. 36-307. Billing, enforcement, and interest.**

(a) The stormwater utility fee shall be billed to the owner or tenant of each property subject to the fee. However, where a tenant is the person to whom the stormwater utility fee is billed, and the tenant fails to pay the stormwater utility fee, the delinquent stormwater utility fee shall be collected from the owner of the property. As permitted by Code of Virginia § 15.2-2114 (G), such bills or statements may be combined with sewer and water bills levied pursuant to this chapter, provided that all charges shall be separately stated. The combined bill shall be issued for one (1) total amount. All payments received shall be first credited to stormwater charges, and then to other charges. The bills or statements shall include a date by which payment shall be due. All bills for stormwater utility fees prescribed by this article shall be due and payable the date the water and sewer bill is due and shall be deemed delinquent if not paid in full within such time.

(b) Delinquent stormwater utility fees shall be subject to a penalty in accordance with Code of Virginia § 15.2-105. Interest on the balance of the account shall be imposed and collected on all such delinquent fees in accordance with Code of Virginia § 15.2-105.

(c) A delinquent stormwater utility fee, along with penalty and interest, shall constitute a lien on the property ranking on parity with liens for unpaid taxes and shall be recorded in the public records as set forth in Code of Virginia § 15.2-104 and collected in the same manner as provided for the collection of unpaid taxes or as otherwise permitted by law.

**Sec. 36-308. Petitions for adjustments.**

(a) Any property owner may request an adjustment of a stormwater utility bill by submitting a request in writing to the director of engineering within sixty (60) days after the date the bill is mailed or issued to the property owner. Grounds for adjustment of stormwater utility fees are limited to the following:

(1) An error was made regarding the square footage of the impervious area of the property;

(2) The property is exempt under the provisions of section 36-303 (e);

(3) There is a mathematical error in calculating the stormwater utility fee;

(4) The identification of the property owner invoiced is in error; or

(5) An approved credit was incorrectly applied.

(b) The property owner shall complete a stormwater utility fee adjustment application form available on the town's website or supplied by the director of engineering.

(c) If the application alleges an error in the amount of the impervious area, a scaled plan view of the property's impervious area will be provided by the town depicting all impervious areas within the property boundaries, including buildings, patios, driveways, walkways, parking areas, compacted gravel areas, and any other separate impervious structures identified in the town's impervious area database. This assessment will be the town's initial response to the request for adjustment.

(d) If the applicant is not satisfied with this initial response, the applicant may:

(1) Request a meeting with the director of engineering; and/or,

(2) Submit an appeal to the town manager with a revised plan signed and sealed by a professional engineer or professional land surveyor licensed in the Commonwealth of Virginia attesting to the accuracy of the impervious area measurements.

(e) The requirement for a plan view of the property's impervious area required in subsection (c) above may be waived by the director of engineering, if at the sole discretion of the director of engineering the error is obvious and is the result of a technical error or oversight by the town. In such case, the town shall be responsible for recalculating the impervious area of the property.

(f) The director of engineering, or in the case of an appeal, the town manager shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment.

(g) The director of engineering's or town manager's decision on a stormwater utility fee adjustment petition is a final decision from which an aggrieved party may appeal to the Circuit Court of Montgomery County, Virginia.

**Sec. 36-309. Scope of Responsibility for the Stormwater System.**

(a) The town's stormwater system consists of rivers, creeks, streams, branches, ponds, drainage ways, channels, ditches, swales, storm sewers, culverts, inlets, catch basins, pipes, and other structures, natural or man-made, within the political boundaries of the Town of Christiansburg which control and/or convey stormwater, through which the town intentionally diverts surface waters from public streets and properties. The town owns or has legal access for purposes of operation, maintenance, and improvements to those segments of the system which are 1) located within public streets, rights-of-way, and easements; (2) are subject to easements, rights-of-way, rights-of-access, rights-of-use, or other permanent provisions for adequate access for operation, maintenance, and/or improvements of systems and facilities; or (3) are located on public lands to which the town has adequate access for operation maintenance, and/or improvements of systems and facilities.

(b) The operation, maintenance, and improvement of stormwater infrastructure and facilities which are located on private property or public property not owned by the town and for which there has been no public dedication of such systems and facilities shall be and remain the responsibility of the property owner.

(c) It is the intent of this article to protect the public health, safety, and welfare of town property and persons in general. This article shall not create any special duty or responsibility of the town for the benefit of any individual person or property within or without the Town of Christiansburg. All decisions, actions, or inaction by the town related to the operation, maintenance, and improvements of the town's stormwater system and facilities shall be and remain at the town's sole discretion. The Town of Christiansburg reserves the right to assert all available immunities and defenses in any action seeking to impose monetary damages upon the town, its officers, employees, and agents, arising out of operation, maintenance, and improvements of its stormwater system.

**Sec. 36-310. Severability.**

The provisions of this article shall be deemed severable; and if any of the provisions hereof are adjudged to be invalid or unenforceable, the remaining portions of this article shall remain in full force and effect and their validity unimpaired.

This ordinance shall become effective July 1, 2016. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held \_\_\_\_\_, 2016, the members of the Council of the Town of Christiansburg, Virginia present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*				
Samuel M. Bishop				
Harry Collins				
Cord Hall				
Steve Huppert				
Henry Showalter				
Bradford J. Stipes				

\*Votes only in the event of a tie vote by Council.

SEAL:

\_\_\_\_\_  
Michele M. Stipes, Town Clerk

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

## **CONTRACT FOR PUBLIC TRANSPORTATION SERVICES**

This Contract dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016, is by and between the Town of Christiansburg, Virginia ("Christiansburg") and the Town of Blacksburg, Virginia ("Blacksburg").

### **RECITALS**

WHEREAS, Blacksburg operates Blacksburg Transit ("BT");

WHEREAS, Blacksburg intends to apply for Federal Transit Administration and Department of Rail and Public Transportation (DRPT) grants to continue to provide local service in Christiansburg;

WHEREAS, the parties are both interested in maintaining BT service for the residents of Christiansburg and the general public; and

WHEREAS, Blacksburg and Christiansburg recognize the value of working together toward continued public transit service in the region.

### **ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:**

**A.** This Contract is for Blacksburg, through BT, to provide public transportation service in Christiansburg.

**B. General Terms**

1. a. The term of this Contract shall be one year (12 months), beginning July 1, 2016 and ending June 30, 2017. Christiansburg will contribute the local match required for the transportation services. Local match from Christiansburg will be required in an amount of \$259,386 (two hundred fifty nine thousand three hundred eighty six dollars). The sum shall be paid in four (4) equal installments of \$64,846.50, with the first payment due on or before August 15, 2016, the second payment due on or before October 15, 2016, the third due on or before January 15, 2017, and the final installment due on or before April 15, 2017.

b. In addition, for public transportation service capital needs, Christiansburg shall pay \$30,000 (thirty thousand dollars). Christiansburg shall not have any title or interest in the capital or other property of the public transportation system and Christiansburg's sole rights in the overall public transportation system or the system's property shall be specified in this Contract. Subject to appropriation, Christiansburg may receive a depreciated amount of the local capital share paid on any vehicle (after all encumbrances on the vehicle are satisfied) if service is discontinued by Blacksburg.

- c. Christiansburg acknowledges that a one percent (1%) penalty will be imposed on any payment not received by Blacksburg within thirty (30) days after its due date.
2. Blacksburg will apply for, accept, and administer federal and state funding for the transit service. Christiansburg shall be responsible for providing any required local match. Projected budget figures for each subsequent fiscal year will be given to Christiansburg by January, as grants need to be applied for as early as the beginning of February of the current year.
3. The parties recognize that the amount of local match set forth in this Contract are for FY 2017 only and amounts for future years will addressed in future agreements.
4. Blacksburg shall use the funds paid by Christiansburg pursuant to this agreement only for the purpose of paying expenses incurred by Blacksburg in the establishment, operation, maintenance, or improvement of the public transportation system provided for Christiansburg. In the event of termination of this Contract, retained earnings and other unspent money, if any, resulting from any Christiansburg payment shall be returned to Christiansburg after all obligations of the public transportation system have been paid.
5. Blacksburg, in operating the public transportation system for Christiansburg, provides a combination deviated-fixed route and demand response service within the Town of Christiansburg.
  - a. Routes include:
    - i. Explorer
    - ii. Go Anywhere
    - iii. Commuter
  - b. Christiansburg will provide Aquatic Center shuttles and other shuttles with its own resources.
  - c. If fuel costs increase materially, additional funds may be needed to maintain current service levels. Given Christiansburg's funding limitations, hours of service could be reduced on some routes to offset fuel costs.
  - d. Service provided five or six days a week depending on the route, within the limits of available funding and the capabilities of BT, except on holidays and other days agreed upon by the parties.
6. A Christiansburg Working Group has been developed that will convene as needed to review and provide guidance to BT on any changes that need to be made to the current system to help meet budgetary constraints or to help improve ridership.
7. Blacksburg shall provide ridership updates on Christiansburg routes to the Christiansburg Town Council upon request. The foregoing reports shall include:
  - a. Ridership (per route and total per month);
  - b. Service Level (hours, miles, passengers/hour, days of service)



8. Blacksburg shall provide for an annual audit by an independent auditing firm of the accounting funds of the public transportation system. A copy of such audit shall be furnished to Christiansburg by Blacksburg thirty (30) days after close of final audit.
9. The contact persons for administrative actions and notices related to this Contract are as follows:

**Town of Christiansburg:**

Town Manager  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073  
540-382-6128 Ext.116

**Town of Blacksburg:**

Steve Ross

Deputy Town Manager  
Town of Blacksburg  
300 South Main Street  
Blacksburg, VA 24060  
540--961-1130

10. This Contract may be terminated upon one hundred eighty (180) days written notice by either party for a substantial breach of this Contract by any party hereto. Delivery of notice of termination shall be made, in the event of such termination, to the Town Manager of other party. If no funding is appropriated for any term of this Contract, it shall terminate, without penalty to either party on the last day of the fiscal year for which funding was appropriated.
11. This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No amendment to it shall be effective unless done in writing and signed by the Town Manager, or other designee, for the parties.
12. The validity, interpretation, and performance of this Contract shall be controlled and construed under the laws of the State of Virginia, and venue for any dispute arising under this Contract shall be exclusively in the court of appropriate jurisdiction in Montgomery County, Virginia.
13. The failure of either party to this Contract to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Contract shall not be construed as a waiver of the violation or breach, or of any future violation, breach, or wrongful conduct.
14. Notices pertaining to this Contract shall be in writing and shall be transmitted either by personal hand delivery or through the U.S. Postal Service by certified mail, return

receipt requested. The addresses set forth above for the respective parties shall be the places where notices shall be sent, unless written notice of a change of address is given.

15. If any section, subsection, sentence, clause, phrase or portion of this Contract is for any reason held invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

TOWN OF CHRISTIANSBURG

TOWN OF BLACKSBURG

By: \_\_\_\_\_  
Barry Helms  
Town Manager

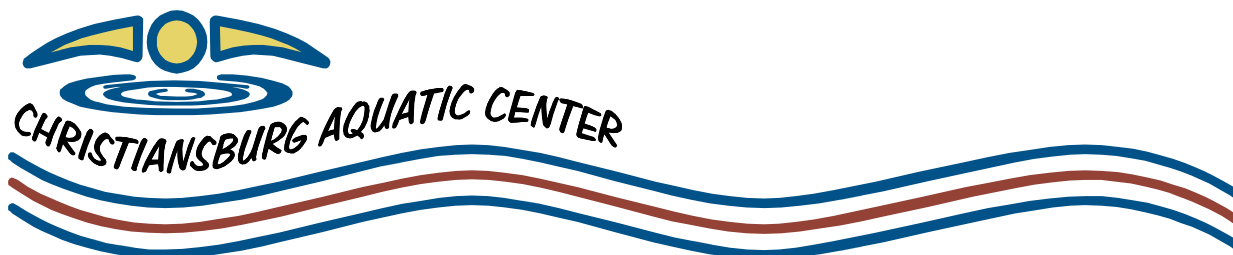
By: \_\_\_\_\_  
Marc A. Verniel  
Town Manager

Approved as to form and legal sufficiency:

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By: \_\_\_\_\_  
Christiansburg Town Attorney

By: \_\_\_\_\_  
Blacksburg Town Attorney



595 North Franklin Street ~ Christiansburg, VA 24073  
Phone: (540) 381-7665 Fax: (540) 382-8618  
[www.christiansburg.org/aquatics](http://www.christiansburg.org/aquatics)

### FACILITY RENTAL CONTRACT FOR COMPETITION EVENT

This contract (hereinafter referred to as "**Contract**"), dated June , 2016, is entered into between the **Town of Christiansburg** (hereinafter referred to as "**Town**" or "**Aquatic Center**") and the **Colonial Athletic Association (CAA)**, (hereinafter jointly and severally referred to as "**User**") for the use of the Christiansburg Aquatic Center, including, without limitation, the pool, building, equipment, rooms, grounds, and parking areas (hereinafter referred to as "**Center Facilities**").

For good and valuable consideration, including the mutual promises contained herein, Town and User agree as follows:

1. User provides the following information in connection with use of the Center Facilities for a competition event (hereinafter referred to as "**Event**"):

	<b>Event Rental Period - Include</b>	February 21-25, 2017
	<b>Date(s) and</b>	February 13-17, 2018
	<b>Starting and</b>	February 12-16, 2019
	<b>Ending Times:</b>	February 11-15, 2020
<b>Event Name:</b>	Colonial Athletic Association Swim and Dive Championship	
<b>User – (Sponsoring Organization or Individual):</b>	Colonial Athletic Association	

#### Named Areas of Center Facilities Being Rented:

**Expected Attendance:** 800-1000 **Local, Regional or National Event:** Collegiate Conference

**Type of Event:** Collegiate Championship

\*(ex. Specific ages & events being run at the meet, etc.)

**Contact Person:** Samantha Barany **Daytime Phone #:** 804-525-1433  
\*(must be the person signing this contract and the authorized representative of the User)

**Email:** sbarany@caasports.com **Fax #:**

**Address:**  
Street City State Zip

2. User agrees to comply with all applicable federal, state, and local laws and regulations and to ensure that there shall be no damage or abuse of any kind to Center Facilities arising out of or during the use of the Center Facilities for the Event and that upon expiration of the Event Rental Period identified in paragraph 1 above ("hereinafter referred to as "**Event Rental Period**"), User shall leave all Center Facilities in a clean and sanitary condition. User agrees to be responsible for and to pay for or reimburse Town for the cost of any repairs for damages to Center Facilities that occur during or result from the Event.

3. User agrees to defend, indemnify, and hold the Town, its officers, officials, agents, and employees harmless against any and all loss, cost, or expense, including reasonable attorney's fees, resulting from any claim, whether or not reduced to judgment, and for any liability of any nature whatsoever that may be related to, arise out of, or result from the Event or any use of Center Facilities by User, or User's employees, guests, patrons, agents, members, assigns, contractors, or invitees or any other person or third party including, without limitation, claims and/or liabilities for personal injury, wrongful death, property damage, fines, or penalties.

4. Prior to any use of the Center Facilities by User as set forth in this Contract, User shall furnish to Town a certificate or other evidence of insurance in form acceptable to Town evidencing that there is in effect, and will remain in effect throughout the Event Rental Period, occurrence type comprehensive general liability insurance applicable to use of Center Facilities for the Event with limits of at least \$2,000,000.00 per occurrence, \$2,000,000.00 aggregate, which limits may be met by use of an umbrella policy and provided by a carrier or carriers having an AM Best Rating of -A or better, and naming the Town of Christiansburg, its officers, officials, agents, and employees as additional insureds on a noncontributory basis.

5. For use of the Center Facilities as set forth in this Contract, User shall pay Town a total fee of \$22,000.00 per year. After the first year, the annual fee may increase 2% per year at the option of the Town. (1) User shall pay half of the annual fee at the beginning of the rental period each year with the remaining balance of the annual fee to be paid no later than two weeks after the completion of the Event Rental Period each year. The Aquatic Center reserves the right, in its sole and exclusive discretion, to cancel the Event due to weather or for any other reasonable cause, in which case any applicable fees will be refunded to User which shall be User's sole remedy.

6. User acknowledges and agrees that other uses and recreational activities may be taking place in the Center Facilities during the Event Rental Period and that User is authorized to utilize only the areas designated for use in this Contract. User shall provide adult supervision in all areas of the Center Facilities rented by User under this Contract.

7. The Aquatic Center reserves the right to rent any lanes or rooms to other groups that are not reserved by User at the time of contracting.

8. Aquatic Center employees are authorized to ask anyone to leave the Center Facilities at any time. If User feels that any person affiliated with User must be asked to leave the facility, User will notify Aquatic Center staff to handle the situation. In a situation involving imminent danger, police may be called and an incident report will be taken.

#### **9. THE AQUATIC CENTER AGREES TO PROVIDE THE FOLLOWING:**

- The use of the competition pool.
- A set-up and break down fee is included in the rent.
- The use of the Colorado Timing System and accessories.
- The use of the locker rooms and showering facilities. Swimmers must shower prior to entering the pool.
- Christiansburg Aquatic Center Certified Lifeguards shall be on duty during events.
- Meet Manager Software and computer.
- Use of the multipurpose room and kitchen.
- Use of the Leisure Pool.
- The Facility shall not be responsible for any lost or stolen items occurring during the event, lost items collected during the meet will be held for one week.
- Parking Attendants will be supplied at Users expense; User shall pay the parking attendant company directly for this service.

#### **10. THE USER AGREES TO PROVIDE THE FOLLOWING:**

- Provide a copy of all Facility Rules to all Coaches, Officials, Judges, Volunteers, and Event Participants.
- All Facility Rules are to be posted within the Event Invitation and corresponding handouts, programs, and flyers.
- Qualified Personnel to handle the Colorado Timing System and to supply any additional Colorado Timing System equipment not included with the Christiansburg Aquatic Center system.
- The User is required to provide all Volunteers, Officials, Judges and Timers to support the operations of the event.
- Any additional equipment needed to run the meet (i.e. specific scoring equipment, paper, stapler, other office supplies, etc.) must be supplied by the User.
- The User agrees that User will be responsible for any damage due to any negligent use of the pool, locker rooms, equipment or any other rooms used. This includes any damage to any carpeting, kitchen appliances, and fixtures beyond normal wear and tear. Responsibility for these actions will include repair and/or replacement of such items as deemed necessary by the Aquatic Center in its sole and exclusive discretion.
- Security shall be provided by the User through the use of Meet Marshals. Meet Marshals must be clearly identifiable by wearing a vest, shirt, hat, etc. which identifies them as a Meet Marshal.
  - Meet Marshal must patrol pool deck during each session and at least 1 Meet Marshal is required at the pool entrance at all times.

#### **11. THE USER AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS:**

- Concessions will be allowed in designated areas only. Drinks are permitted in plastic bottles or covered cups.
- Young children must be supervised by an adult.
- Observers are to stay in designated areas.
- No tape of any kind is to be used inside to hang signs, banners or decorations. Please consult with the Competitive Coordinator prior to hanging up any relevant decorations.
- Only Aquatic Center staff is permitted in the Aquatic Offices, Equipment Room, and First Aid Office unless approved by Aquatic Center staff or management.
- No smoking is permitted within the Center Facilities.
- The Aquatic Center is not responsible for any lost or stolen items. Make sure someone you know is always present supervising individual/team belongings.
- No unauthorized persons are permitted to use the stereo system without the permission of the Aquatic Center Director.
- No glass containers of any kind are to be brought into the pool complex.
- Parking violators will be subject to fines and/or towing as posted.
- Overflow parking may be pre-arranged with Kroger or Christiansburg High School on weekends.
- The Aquatic Center requires showering prior to entering the pool.
- All emergency exits and walkways must remain clear.
- All rules and regulations of the Aquatic Center are in effect and shall be followed.
- Any individual or team member that fails to comply with any rule or regulation of the Aquatic Center or any of the terms and conditions of this Contract will not be permitted to participate in the Event and will be asked to leave the Center Facilities.

THE INDIVIDUALS AND ANY SPONSORING OR OTHER ORGANIZATION EXECUTING THIS CONTRACT BELOW ACKNOWLEDGE AND AGREE THAT: (1) THEY HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS CONTRACT; AND (2) BY SIGNING AND SUBMITTING THIS CONTRACT, THEY ACKNOWLEDGE AND ASSUME ALL THE RISKS ASSOCIATED WITH THE USE OF CENTER FACILITIES AND ACTIVITIES UNDER THIS CONTRACT AND EXPRESSLY WAIVE ANY AND ALL CLAIMS OR CAUSES OF ACTION AGAINST THE TOWN OF CHRISTIANBURG, ITS OFFICERS, OFFICIALS, AGENTS, AND EMPLOYEES FOR ANY PERSONAL INJURY OR DEATH THAT MIGHT OCCUR DURING THE EVENT.

Witness the following signatures:

_____	By: _____	_____
ORGANIZATION (PRINT)	SIGNATURE	DATE
	_____	
	TITLE	
_____	_____	_____
MEET DIRECTOR (PRINT)	SIGNATURE	DATE
_____	_____	_____
DIRECTOR OF AQUATICS (PRINT)	SIGNATURE	DATE
_____	_____	_____
COMPETITIVE COORDINATOR (PRINT)	SIGNATURE	DATE

**BILLING ADDRESS:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

**STAFF USE ONLY:**

Event Balance: \_\_\_\_\_ Method of Payment: Check # \_\_\_\_\_ Money Order# \_\_\_\_\_

Credit Card (Master Card/Visa) #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_