



Town of Christiansburg Planning Commission Monday, October 30, 2017 Agenda

Planning Commission

Chairperson

Craig Moore

Vice-Chairperson

Jennifer D. Sowers

Non-Voting Secretary/

Planning Director

Andrew Warren

Other Members

Matthew J. Beasley

Harry Collins

Mark Curtis

Catherine Garner

Hil Johnson

Jeananne Knies

Ann Sandbrook

Interim Town Manager

Randy Wingfield

Town Attorney

Guynn &

Waddell, P.C.

Planning

Commission's

Next Meeting:

*Monday, November 20,
2017 at 7:00 p.m.*

REGULAR MEETING

Planning Commission will meet in the Christiansburg Town Hall located at 100 E. Main Street on **Monday, October 30, 2017 at 7:00 PM** for the purpose of allowing the full Commission to review the following:

PLEDGE OF ALLEGIANCE

- 1) Public comments – 5 minute limit per citizen.
- 2) Approval of Planning Commission Minutes for October 16, 2017 meeting.
- 3) Public Hearing for a rezoning request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for approximately 13.071 acres of property [Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530-(A)-1] located on the corner of Glade Drive SE and Curtis Drive SE from A, Agricultural to R-3, Multi-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- 4) Contingent on the above item, a Public Hearing for a Conditional Use Permit request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for approximately 13.071 acres of property [Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530-(A)-1] located on the corner of Glade Drive SE and Curtis Drive SE for a Planned Housing Development consisting of up to 60 single-family dwellings in the R-3 Multi-Family Residential District.
- 5) Discussion/Action for a Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc. for a Kennel (animal daycare/overnight boarding) at 569 North Franklin Street (Tax Parcel 496-27-1A) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- 6) Discussion/Action for a Conditional Use Permit request by Elijah Bowen, Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit D (tax parcel 528-((A))-73) in the I-2 General Industrial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- 7) Other Business.

For a description of the preceding items or to view the Town's Zoning Map, Zoning Ordinance, and Future Land Use Map, please contact the Planning Department in the Christiansburg Town Hall, 100 East Main Street during office hours of 8:00 a.m. - 5:00 p.m. Monday through Friday. Written comments may be sent to the address below; please allow adequate mailing time. For any further assistance, please contact Andrew Warren, Planning Director at (540) 382-6120 ext.1130 or awarren@christiansburg.org.

Christiansburg Town Hall – 100 East Main Street – Christiansburg, VA 24073-3029

www.christiansburg.org

DRAFT

**Christiansburg Planning Commission
Minutes of October 16, 2017**

Present: Harry Collins
Mark Curtis
Catherine Garner
Craig Moore, Chairperson
Ann Sandbrook
Jennifer D. Sowers, Vice-Chairperson
Andrew Warren, Secretary ^{Non-Voting}

Absent: Matt Beasley
Hil Johnson
Jeananne Knies

Staff/Visitors: Will Drake, staff
Jared Crews, staff
Linda McMurray, Tailchasers Incorporated
April Collins, 315 Circle Drive
Russell Collins, 315 Circle Drive
Robert Young RYT LLC
Mike Harris, New River Baseball Incorporated
Simeon Bowen, Blue Ridge Motion LLC

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 August 28, 2017 and October 2, 2017 Meeting

Chairperson Moore introduced the discussion. Commissioner Curtis made a motion to approve the August 28, 2017 and October 2, 2017 Planning Commission meeting minutes. Commissioner Sandbrook seconded the motion, which passed 3-0. Vice-Chairperson Sowers and Commissioners Collins and Garner abstained as they were not present for the October 2, 2017 meeting.

Public Hearing for a Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc. for a Kennel (animal daycare/overnight boarding) at 569 North Franklin Street (Tax Parcel 496-27-1A) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Chairperson Moore opened the Public Hearing. Linda McMurray, Tailchasers Inc., stated she plans to operate a pet retail shop offering pet accessories and food as well as a boutique for dogs and cats. Ms. McMurray stated she also wants to operate a grooming station and training area staffed with a professional trainer. Ms. McMurray explained the existing greenhouse on the property would be used as a holding area for dogs to be groomed – along with a fenced outdoor area.

Ms. McMurray stated the uses mentioned were permitted by-right and she was seeking the conditional use permit to provide a dog daycare, operating from 7:00 a.m. to 6:00 p.m. with overnight kenneling service. Ms. McMurray stated she would like to provide a shuttling service to bring dogs to the facility in the future.

With no further comment, Chairperson Moore closed the discussion.

Discussion/Action for a request to amend Chapter 42 “Zoning” of the Christiansburg Town Code, submitted by April Collins to revise the definition of Home Occupation to remove beauty parlor (hair salons) and barbershops from the list of the prohibited establishments and include language to permit a single-chair beauty parlor or barber shop as a Major Home Occupation permitted by Conditional Use Permit within all zoning districts.

Chairperson Moore opened the discussion.

Mr. Warren stated the Development Subcommittee recommended approving the code amendment to remove barbershops and beauty shops from the list of prohibited establishments and to list single-chair beauty parlors and barbershops as Major Home Occupations to be permitted by conditional use permits.

Chairperson Moore noted the allowance of only single-chair facilities would minimize intrusive effects on neighbors. The Planning Commission discussed how signage could be regulated through conditions.

Commissioner Sandbrook motioned to recommend Town Council approve the amendment to strike barbershops and beauty shops from the list of prohibited establishments and to list single-chair beauty parlors and barbershops as Major Home Occupations to be permitted by conditional use permits. Commissioner Collins seconded the motion, which passed 6-0.

With no further comment, Chairperson Moore closed the discussion.

Contingent on the above item, discussion/action for a Conditional Use Permit request for a Major Home Occupation for a single-chair beauty parlor (hair salon) at 315 Circle Drive SE (tax parcels 527-((24))-173-176) by April and Russell Collins in the R-2 Two-Family Residential District.

Chairperson Moore opened the discussion.

Commissioner Curtis stated the Development Subcommittee considered prohibiting the usage of a waiting area on the premises which could change the usage of the facility. The Planning Commission discussed possible solutions including parking limitations, a requirement for business to occur by appointment only, and a direct restriction on the amount of customers on site at once. April Collins, 315 Circle Drive, stated customers with children or family would need places to sit.

Mr. Drake stated the Building Official had requested the right to inspect facilities before the start of operations.

The Planning Commission discussed advertising and determined signage relating to the business would be limited but the allowance of by-right general signage would remain unchanged.

The Planning Commission discussed limiting on-street parking and recommended allowing parking to occur as currently allowed by Town Ordinance with a future review by Planning Commission to address any possible issues.

Chairperson Moore questioned whether a license was required for operation. Mr. Drake explained any required professional or occupational certifications would be verified before the issuance of a business license from the Town.

The following conditions were drafted:

1. Hours of operations shall be limited to 8:00 a.m. to 8:00 p.m.
2. There shall be no freestanding signage related to the business displayed on the property. One wall sign of a maximum 2 sq. ft. shall be allowed.
3. This permit shall be reviewed by the Planning Commission in one year.
4. The Building Official shall inspect the premises prior to the issuance of the business license.
5. Customers shall be seen by appointment only and there shall be no separate waiting area.

Vice-Chairperson Sowers made a motion to recommend Town Council approve the conditional use permit with the conditions as drafted. Commissioner Garner second the motion, which passed 6-0.

With no further comment, Chairperson Moore closed the discussion.

Discussion/Action for a Conditional Use Permit request by Robert Young of RYT, LLC for towing and storage at 375 Bell Road, N.E. (tax parcel 499-((A))-1F) in the I-2 General Industrial District.

Chairperson Moore opened the discussion.

Commissioner Curtis stated the facility was designed to accommodate large trucks but safety concerns may need to be addressed. Commissioner Sandbrook expressed concern with the presence of hazardous materials. Robert Young, RYT, LLC, stated any hazardous material would be cleaned up at the scene of an accident and would not be brought to the facility.

The Planning Commission discussed fencing and Mike Harris, New River Baseball , stated new architectural fencing and vegetative screening would be installed, to separate New River Baseball Incorporated and the tow yard. Mr. Young stated he would be willing to use whatever material desired by the Town for the fencing.

Mr. Young stated wreckage would not usually remain on the property for a significant amount of time but noted insurance companies do not always promptly pick up vehicles. Mr. Drake stated a limit on the amount of time wreckage could remain on the property could ensure that too many vehicles do not collect on the property.

The following conditions were drafted:

1. This permit shall be valid for a single business to operate a towing service.
2. The property shall be maintained in a clean, sanitary, and sightly manner.
3. All waste petroleum products and/or chemicals shall be disposed of properly and are not to accumulate upon the premises. Provisions shall be made for the capture of leaking petroleum products and/or chemicals.
4. There shall be no storage of vehicles upon the premises except for vehicles left for temporary storage. All vehicles on the property shall have a State inspection decal that is either valid or dated within 90 days of its expiration. Towed vehicles shall remain on-premises no longer than three months.
5. There shall be no loud or offensive noises so as to constitute a nuisance to the residential properties in the vicinity.
6. There shall be no discernible noises to residential properties in the nearby vicinity between 7:00 p.m. and 7:00 a.m.
7. This permit shall be subject to review by the Planning Commission in one year.
8. Prior to the issuance of the business license, the architectural and vegetative screening shall be installed in general conformance with the proposed layout submitted by the applicant. The architectural fencing running between the building and Bell Road and the portion of the architectural fencing along Bell Road shall be slat-type fencing or similar material, as approved by staff.

Discussion/Action for a Conditional Use Permit request by Robert Young of RYT, LLC for towing and storage at 375 Bell Road, N.E. (tax parcel 499-((A))-1F) in the I-2 General Industrial District – (continued).

Vice-Chairperson Sowers made a motion to recommend Town Council approve the conditional use permit with the conditions as drafted. Commissioner Collins seconded the motion, which passed 6-0.

With no further comment, Chairperson Moore closed the discussion.

Discussion/Action for a Conditional Use Permit request by Elijah Bowen, Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit D (tax parcel 528-((A))-73) in the I-2 General Industrial District.

Chairperson Moore opened the discussion. Simeon Bowen, Blue Ridge Motion LLC, provided an image of the gravel lot used for parking. Mr. Warren stated there are four existing tenant spaces at the property.

The following conditions were discussed:

1. There shall be no excessive noise between 10:00 p.m. and 7:00 a.m.
2. The permit shall be subject to inspections and approval of the facilities and equipment by the Fire Marshall and Building Official. The Town of Christiansburg requires that the applicant shall use and maintain the facilities and equipment in accordance with the equipment manufacture's guidelines.
3. The permit shall be subject to review by the Planning Commission in one year

Mr. Bowen stated the facility could comfortably fit 35 to 40 people and noted parents usually drop off their children so parking spaces would only be briefly used. Chairperson Moore stated he understood users of the gym would typically range from ages 7 to 16. Mr. Bowen stated the gym would typically operate from roughly 4:00 p.m. to 9:30 p.m.

The Planning Commission discussed how the parking lot could be made safe. Commissioner Curtis noted the entrances to the units were also not clearly marked or indicated.

Mr. Bowen stated each unit of the facility had a separate entrance and there would not be equipment used outside the facility. Mr. Bowen noted the property owner had indicated the cars on the right side of the lot would be removed in the future.

Mr. Warren suggested a striping plan for the parking lot would be useful for staff to review. Mr. Warren requested a schematic parking plan to show the usable spaces on the lot as well as the proposed circulation of traffic.

Discussion/Action for a Conditional Use Permit request by Elijah Bowen, Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit D (tax parcel 528-((A))-73) in the I-2 General Industrial District – (continued).

Chairperson Moore tabled the discussion until the applicant could provide additional parking information.

With no further comment, Chairperson Moore closed the discussion.

Discussion on a Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc. for a Kennel (animal daycare/overnight boarding) at 569 North Franklin Street (Tax Parcel 496-27-1A) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Chairperson Moore opened the discussion.

Ms. McMurray stated the greenhouse that would be used for the daycare is 640 square feet with a fence along the middle of the floor to separate dogs. Ms. McMurray noted a storage building could be also be used and stated there is about 350 square feet of outdoor area. Ms. McMurray explained either slat or wood fencing would be used to separate dogs and dogs would enter through the front of building to check in and would be brought out the backdoor and through a gate into the atrium (greenhouse).

The Planning Commission discussed operating hours and noted limits on hours of operation may not be necessary due to the facility's location beside Kroger and its proximity to North Franklin Street.

Mr. Drake stated staff would determine a parking plan for the facility based on the approved uses and the outcome of the Planning Commission and Town Council actions.

Ms. McMurray stated 60 to 70 square feet per dog is a typical standard for daycare and kenneling facilities. Chairperson Moore suggested reaching out to Animal Control regarding how much space would be required for each holding area. Ms. McMurray stated dogs would be kept in separate kennels, out of view of one another. Ms. McMurray stated kennels would be supervised around the clock.

Commissioner Sandbrook asked about certification and licensure requirements for dog training and boarding facilities. Ms. McMurray stated certification is not legally required but she will only use certified dog trainers. Mr. Warren noted dog training is a by-right use in the General Business District.

Discussion on a Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc. for a Kennel (animal daycare/overnight boarding) at 569 North Franklin Street (Tax Parcel 496-27-1A) in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan – (continued).

The Planning Commission discussed the following conditions:

1. Architectural fencing shall be a slat-typed fencing or similar material, as approved by staff. The fencing shall be a minimum of 6-feet tall.
2. The site shall be maintained in a clean, sanitary, and sightly manner.
3. This permit shall be reviewed by the Planning Commission in one year.

Ms. McMurray stated animal waste would be cleaned through a mixture of spraying, scooping, and legal disposal. Chairperson Moore requested a waste management plan and information addressing waste management in relation to Town stormwater management and runoff conditions for the October 30, 2017 Planning Commission meeting.

Commissioner Sandbrook asked about access to the outdoor area and Ms. McMurray stated access could occur from inside the facility as well as through multiple gates to the fenced in area.

With no further comment, Chairperson Moore closed the discussion.

Other business.

Chairperson Moore opened the discussion.

With no other business, Chairperson Moore adjourned the meeting at 8:49 p.m.

Craig Moore, Chairperson

Andrew Warren, Secretary ^{Non-Voting}



Town of Christiansburg, Virginia 24073

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

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

INTERIM 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.

Planning Department
Staff Report
October 27, 2017

Application Type: Rezoning and Conditional Use Permit requests

Applicant: John Neel, Gay and Neel, Inc., agent for Sarah Crawford

Location: Corner of Glade Drive S.E. and Curtis Drive S.E.

Proposal: Rezoning from A Agricultural to R-3 Multi-Family Residential and a Planned Housing Development of up to 60 single-family detached houses.

Request

The Town of Christiansburg has received a request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, to rezone approximately 13.071 acres of tax parcels 530 – ((2)) – 85B, 86A, 87A from A, Agricultural to R-3, Multi-Family Residential. Golden Triangle Development is the prospective developer. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Additionally, contingent on the above rezoning request, the Town of Christiansburg has received a conditional use permit request by the same parties for a planned housing development on the same property in the R-3, Multi-Family Residential District. The proposed planned housing development is for up to 60 single-family dwellings with lot sizes ranging from 5,500 to approximately 7,500 square feet. The applicant has submitted two conceptual layout plans. Plan A proposes 60 lots at an average unit density of 4.5 dwelling units per acres. Plan B proposes 57 single-family units at an average unit density of 4.2 dwelling units per acre.

The 13.43 acre property (of which an approximately 13.071 acre portion is within the Town of Christiansburg) is located at the corner of Glade Drive S.E., and Curtis Drive, S.E. The property is not located within the 100-Year and 500-Year Flood Hazard Areas and does not lie within a Historic District. Additionally, the property is not within an Urban Development Area. The adjoining properties are zoned A Agriculture, R-1 Single

Application #: RZN-2017-03 and CUP-2017-12

Family Residential, B-3 General Business (across I-81), and A-1 Agriculture in Montgomery County. The adjoining properties contain undeveloped land, single-family dwellings, and a mobile home park (across I-81).

Table 1 summarizes the minimum development standards proposed by the applicant compared to the minimum development standards for detached, single-family dwellings in the A, Agricultural and R-3, Multi-Family Residential zoning districts.

Table 1. Minimum Development Standards

	A, Agricultural	R-3, Multi-Family Residential	Smith/Teel Planned Housing Development
Lot Area	21,780 sq. ft.	10,000 sq. ft.	5,500 sq. ft.
Lot Width	150'	80'	50'
Lot Depth	<i>not specified</i>	<i>not specified</i>	110'
Front Setback	35'	30'	20'
Rear Setback	50'	20'	20'
Side Setback	25'	10'	5'

Criteria for Planned Housing Developments

According to Sec. 42-164 of the *Christiansburg Town Code*:

Within an R-3 Multiple-Family Residential District, as a conditional use or in conjunction with an application for conditional zoning for R-3 Residential, and in order to encourage improved housing design, variety in housing types and best use of topography, a site plan shall be submitted for a planned housing development, together with a subdivision plan, if required by this chapter or chapter 40, and such other descriptive material or proffers as may be necessary to fully determine the development, even though such development does not comply in all respects to the dimensional requirements of the R-3 District, provided:

1. One or more major features of the development, such as unusual natural features, yard spaces, open spaces and building types and arrangements, are such as to justify application of this section rather than a conventional application of the other regulations of the R-3 District.
2. Materials submitted, drawings, descriptions, proffers and the like are sufficiently detailed to ensure compliance with the intent of this section.
3. The project itself, or a larger project of which it is a part, is of sufficient size in the location proposed as to permit development of an internal environment, which, if different from designs otherwise permitted in the R-3 District, will not adversely affect existing and future development in the surrounding area.
4. The overall dwelling unit density shall not exceed 20 dwelling units per gross acre.
5. The development is designed to promote harmonious relationships with surrounding adjacent and nearby developed properties, and, to this end, may employ such design techniques as may be appropriate to a particular case, including use of building types, orientation and spacing and setback of buildings, careful use of topography, maintenance of natural vegetation, location of recreation areas, open spaces and parking areas, grading, landscaping and screening.

6. Provision satisfactory to the planning commission and approved by the town attorney shall be made to ensure that nonpublic areas for the common use and employment of occupants, but not in individual ownership by such occupants, shall be maintained in a satisfactory manner without expense to the general taxpayer.

Miscellaneous

Water Supply – According to the Town’s Engineering Department, existing water service is available from Glade Drive and Giles Drive. Water mains in this area are 6” in diameter. The system is not looped and a single 6” water main feeds the proposed development. Current fire flows available at existing hydrants at the corners of McDaniel and Glade and McDaniel and Giles provide fire flow less than 500 gallons per minute (gpm). Current Waterworks Regulations require a minimum of 1,000 gpm at each proposed hydrant unless approval is granted by the Fire Marshal and Town Engineer. The existing hydrants are spaced at a distance greater than the average standard practice from the proposed development and new hydrants would be required. The new hydrants could not provide additional flow beyond the sub-500 gpm available at the existing hydrants.

Providing a secondary connection to an existing water main, known as “looping”, is a standard practice to increase flow rates. The water main at the development could be looped in order to provide the required 1,000 gpm for new hydrants. Town staff are reviewing the feasibility of a looped connection and will hold further discussion with the Applicant. The Planning, Engineering, and Fire Departments will be a part of this conversation.

Proffers - The applicant has submitted the following proffer with the rezoning request for the Town’s consideration:

1. A Homeowners Association shall be established (See attached generalized statement of establishment of a Homeowners Association).

Staff has informed the Applicant that the Town is unable to accept a proffer requiring a Homeowner’s Association, in accordance to the Zoning Ordinance, Sec. Sec 42-12(b). Staff will work with the Applicant to finalize a proffer statement, if needed, prior to the November 20, 2017 Planning Commission meeting.

Stormwater Retention Pond(s) – The Applicant has provided two conceptual layout plans. Plan A, which features 60 dwelling units in total, shows a joint stormwater retention pond to be shared by the Town of Christiansburg, VDOT, and Golden Triangle. The pond would be located on a VDOT owned parcel to the northeast corner of the proposed development. There were plans for this VDOT stormwater facility but it has not been installed. Plan B, which features 56 units in total, shows a retention pond located at the northeast corner of the development which would be managed by the Homeowner’s Association. The Technical Review Committee indicated a single, shared retention pond would be the preferable design. The Engineering Department will need additional information to determine the Town’s participation and/or ownership of this facility. Staff believes this issue can be solidified at a later date and the choice between Plan A or Plan B does not need to be determined prior to action on the rezoning and conditional use permit requests.

Traffic – According to the 9th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual, detached single-family units ordinarily generate an average of ten trips per day per unit. A 56 to 60 unit development would result in approximately 560 to 600 additional vehicular trips on local roads. The development would connect to Roanoke Street via Glade Drive, S.E. and Tower Road, S.E and would also connect the Falling Branch Road via McDaniel Drive. The Town has received past complaints about traffic congestion at the intersection of Tower Road, S.E. and Roanoke Street and is in the preliminary stages of evaluating the feasibility of a signal at the intersection.

Open Space – There are three proposed open spaces. One is approximately a half-acre and is labelled as a Neighborhood Park. This is scheduled to be a private park owned by the homeowner’s association. The second open space is approximately a half-acre also. It is located in the northeast portion of property and is labelled as green space. The third area is a smaller area less than a tenth of an acre. It is 10 feet wide, is labeled as green space, and is intended to be a buffer between the existing lots on Curtis Drive and the proposed subdivision.

Property in Montgomery County – An approximately 0.226 acre portion of tax parcel 530-((2))-87A and a 0.134 acre portion of tax parcel 530-((A))-1 at the southeast corner of the property are located in Montgomery County, outside of the Christiansburg corporate limits. This area includes portions of five proposed lots in the development. Kris Smith, Golden Triangle Development, has requested the Town of Christiansburg boundary be adjusted to bring this land into the Town. The Town will ask that Mr. Smith also request the boundary adjustment from Montgomery County. Town staff will work with the applicant to finalize the best approach to ensure that this acreage is brought into the Town with the same zoning standards as the rest of the development.

The Planning Commission Public Hearing is scheduled for Monday, October 30, 2017 and the Town Council Public Hearing is scheduled for Tuesday, November 28, 2017.

List of attachments included with staff report

1. Rezoning Application and Conditional Use Permit Application for Gay and Neel, Inc., dated September 29, 2017 and October 18, 2017
2. Proposed zoning regulations for Smith/Teel Property
3. Golden Triangle Development exterior elevations and floorplans
4. Teel-Smith Subdivision conceptual layout exhibits – Plan A and Plan B (dated October 18, 2017)
5. Aerial map
6. Zoning map
7. Adjoining properties



TOWN OF CHRISTIANSBURG

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

Rezoning Application

Landowner: Sarah Crawford Agent: Gay and Neel, Inc.

Address: 5133 S. Hannah Heather Pl. Address: 1260 Radford Street

Tucson, AZ 85747 Christiansburg, VA 24073

Phone: (520) 404-8841 Phone: (540) 381-6011

I am requesting a rezoning of my property from zoning classification A-Agricultural to zoning classification R-3 Multi-Family Residential (Planned Housing Dev.) under Chapter 42: Zoning of the Christiansburg Town Code.

My property is located at Glade Drive/Curtis Drive

Tax Parcel(s): 530-(2)-85B, 86A, & 87A PID# 019137

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

Fee: \$1,000.00

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

Signature of Landowner(s): [Signature] Date: 09/29/17

Date: _____

Date: _____

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

Town Manager _____

Date _____

August 22, 2017

RE: Tax ID # 019137 & Two Portions of Parcel 019122
Rezoning

To Whom It May Concern:

I, Sarah Ellen Crawford, hereby give permission to Gay and Neel, Inc. to represent me in the rezoning request for the above referenced property, more commonly known as Glade Drive, Christiansburg, VA 24073.

Thank you,

A handwritten signature in cursive script that reads "Sarah Crawford".

Sarah Crawford



TOWN OF CHRISTIANSBURG

100 East Main Street
Christiansburg, VA 24073
Phone (540) 382-6128 Fax (540) 382-7338

Conditional Use Permit Application

Landowner: Sarah Crawford Agent: Gay and Neel, Inc.
5133 S. Hannah Heather Pl. 1260 Radford Street
 Address: Tucson, AZ 85747 Address: Christiansburg, VA 24073
 Phone: (520) 404-8841 Phone: (540) 381-6011

I am requesting a Conditional Use Permit to allow Planned Housing Development

on my property that is zoning classification A – Agricultural under Chapter 42: Zoning of the Christiansburg Town Code.

My property is located at Glade Drive/Curtis Drive

Tax Parcel(s): 530-(2)-85B, 86A, & 87A, 530-(A)-1, PID# 019137

Fee: \$1,000

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

Signature of Landowner(s): [Signature] Date: 10/18/17
 _____ 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

August 22, 2017

RE: Tax ID # 019137 & Two Portions of Parcel 019122
Rezoning

To Whom It May Concern:

I, Sarah Ellen Crawford, hereby give permission to Gay and Neel, Inc. to represent me in the rezoning request for the above referenced property, more commonly known as Glade Drive, Christiansburg, VA 24073.

Thank you,

A handwritten signature in cursive script that reads "Sarah Crawford".

Sarah Crawford

For Review

10/18/2017 4:28:11 PM

October 18, 2017

Mr. Andrew Warren
Town of Christiansburg
100 East Main Street
Christiansburg, VA 24073

RE: Teel Property PUD/Rezoning
Job No. 2721.0

Dear Mr. Warren:

Please accept this letter as a formal request for moving a 0.226 acre portion of Tax Parcel 530-(2)-87A and a 0.134 acre portion of Tax Parcel 530-(A)-1 from Montgomery County into the Town of Christiansburg.

Thank you for your time in reviewing this information, feel free to contact me with any questions.

Sincerely,
Kris Smith

Owner/Developer
Golden Triangle Development

ZONING REGULATIONS FOR **SMITH / TEEL PROPERTY**

I. PLANNED SINGLE FAMILY (R-3 PLANNED UNIT DEVELOPMENT)

1. Permitted Uses

Structures to be erected or land to be used shall be one or more of the following:

- (A) Single-Family Detached Dwelling
- (B) Open Space, including park, playgrounds, trails, and similar recreational uses.
- (C) Home Occupation as defined by the Town of Christiansburg Zoning Ordinance.
- (D) Off-street Parking and Loading as required by the Town of Christiansburg Zoning Ordinance.
- (E) Public Utilities such as poles, lines, transformers, pipes, meters, and other facilities necessary for the provision and maintenance of the Public utilities including water and sewage facilities.
- (F) Accessory Buildings: No detached buildings shall be allowed.
- (G) Construction trailers on active construction sites.
- (H) Signs in accordance with the Sign regulations as required by the Town of Christiansburg Zoning Ordinance.
- (I) Planned housing development subject to regulations of the Section 42-164 of the Town of Christiansburg Zoning Ordinance.

2. Lot Size

- (A) The minimum lot area for a Single-Family Dwelling shall be 5,500 square feet.

3. Setbacks and Yards

- (A) Front Setback: The minimum Front Setback shall be 20 feet.
- (B) Side Yards: The minimum Side Yard, measured at the building setback, shall be 5 feet.
- (C) Rear Yards: Each dwelling shall have a Minimum Rear Yard of 20 feet.
- (D) No part of a building shall be constructed within a public utility easement.

4. Frontage and Lot Depth

- (A) Street frontage: The minimum lot width at the street line shall be 50 feet; except, lots fronting on cul de sacs shall be 35 feet for the minimum lot width.
- (B) Lot Width at Building Setback: The minimum lot width at the building setback shall be 50 feet.
- (C) Minimum lot depth shall be 110 feet.

5. Height

- (A) Main (dwelling) buildings may be up to 30 feet in height, measured at the front façade.

6. Corner Lots

The following provisions shall apply to corner lots:

- (A) Of the two sides of a corner lot the front shall be deemed the shorter of the two sides fronting on the street(s).
- (B) The side yard on the side facing the side street shall be 15 feet.
- (C) Each corner lot shall have a minimum width at the building setback line of 60 feet.

7. Miscellaneous Provisions

(A) Driveways

- a. Driveways terminating at a two-car garage shall have a maximum width of 28 feet.
- b. Driveways terminating at a one-car garage shall have a maximum width of 20 feet.
- c. Lots with no garage shall provide a driveway a maximum of 28 feet wide located in the front yard, or in the case of a corner lot, a maximum of 28 feet wide located in the front yard, side yard or rear yard.
- d. The minimum driveway shall be 12 feet wide.

(B) Walkways

- a. All principle structures shall be provided with a minimum three feet wide concrete walkway connected to the street right-of-way, or alternatively, to the driveway.

(C) Landscaping

a. Street Trees

Each lot shall be provided with a minimum of one shade tree from the "Approved List of Street Trees for "Smith / Teel Property" (Chart A). Minimum size at installation shall be 2" caliper and shall be installed in the front yard, five to eight feet from the front lot line. In addition, Corner Lots shall provide a second street tree from said list and of said size, located in the side yard, five to eight feet from the side street lot line.

(D) Building Materials

- a. All structures will be constructed of one or more of the following materials: brick, vinyl, hardie board, and/or rock.

II. GENERAL PROVISIONS

Unless otherwise indicated or modified by this document and/or related materials associated with this ordinance, reference shall be made to Chapter 90, Subdivisions and Chapter 92, Zoning: Article I; Article VI; Article XV; Article XXI; and Article XXII of the Town of Christiansburg Code where applicable.

ADDITIONAL PROFFERS
SMITH / TEEL PROPERTY

- I. A Homeowners Association shall be established. (See attached generalized statement of establishment of a Homeowners Association)

GENERALIZE STATEMENT OF ESTABLISHMENT
OF A HOMEOWNERS' ASSOCIATION

The following is a generalized statement of the methods and agreements necessary to govern the maintenance of common open space prepared in accordance with applicable provisions of the Code of the Town of Christiansburg, Virginia.

A property owner's association ("Association") will be established pursuant to the Virginia Property Owners' Association Act.55-508 et seq. of the Code of Virginia of 1950 as amended. The Association shall have the responsibility to operate and maintain the common areas of the Project, including all open spaces, trail systems, and any other amenities contained within the common areas and open spaces, which are not publicly dedicated (collectively the "Common Area").

The Association will have the power to adopt a budget and to establish and collect dues from the property owners. The dues will be the individual obligation of the owners and will constitute a lien upon the property of the individual owner to assume payment. The Association will also have the authority to adopt rules and regulations with regard to the use of the common area.

The obligations and power of the Association will be provided for in the Declaration of Covenants, Conditions and Restrictions (the "Declaration") to be recorded in the Clerk's Office of the Circuit Court of Montgomery County, Virginia. The Declaration shall be binding upon the Association and the owners within the Project. The Declaration will contain provisions to ensure that the community is developed, maintained, and managed in a coordinated manner with compatible architecture and landscaping.

Among other things, the Declaration shall also provide:

For the conveyance of the Common Area to the Association to be maintained, preserved, and operated by the Association for the use and enjoyment of its members.

That those portions of the Common Area designated as open space shall remain and be preserved as open space.

That the Association will be empowered and obligated to meet applicable proffered conditions.

That all residential lots must be occupied in accordance with the rules and regulations established by the Association. In addition, occupants of Single-Family lots must be a Single-Family comprised of any of the following persons or groups of persons:

- a. One or more person related by blood, marriage and/or adoption, and/or under approved foster care, or
- b. One or more persons related by blood, marriage and/or adoption and/or under approved foster care plus one adult not related in any of the foregoing respects, or

- c. Two adult persons living together as a single housekeeping unit, and at the option of such adult person, any children, natural or by adoption or approved foster care, of such adult persons.

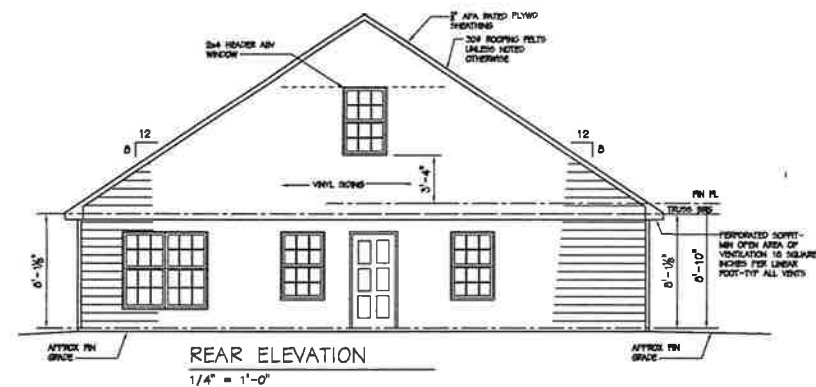
For the inclusion of provisions for the maintenance of the open space by the Homeowners' Association.

The complete Declaration, as well as the Articles of Incorporation and Bylaws of the Homeowners' Association, will be provided for the review in accordance with the applicable provisions of the Christiansburg Code prior to the approval of the Plan of Smith/Teel Property.

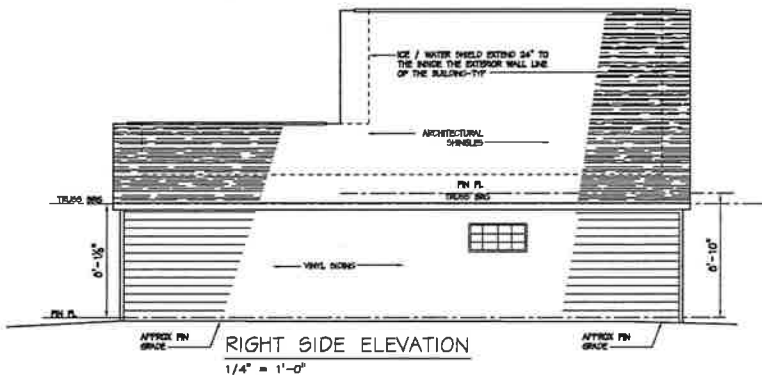
APPROVED LIST OF TREES
FOR
SMITH / TEEL PROPERTY

(CHART A)

1. CLEVELAND PEAR
2. HEDGE MAPLE
3. ASH – “CARDINAL ROYAL”
4. LILAC TREE – “IVORY SILK”



REAR ELEVATION
1/4" = 1'-0"



RIGHT SIDE ELEVATION
1/4" = 1'-0"

R602.10.6.2 Alternate braced wall panel adjacent to a door or window opening. Alternate braced wall panels constructed in accordance with one of the following provisions are also permitted to replace each 4 feet (1219 mm) of braced wall panel as required by Section R602.10.4 for use adjacent to a window or door opening with a full-length header.

1. In one-story buildings, each panel shall have a length of not less than 16 inches (406 mm) and a height of not more than 10 feet (3048 mm). Each panel shall be attached to one face with a single layer of 1/2-inch-thick-minimum-thickness (10 mm) wood structural panel sheathing nailed with 8d common or galvanized box nails in accordance

PORTAL FRAME DETAIL
1/8" = 1'-0"

with Figure R602.10.6.2. The wood structural panel sheathing shall extend up over the solid sawn or glued-laminated header and shall be nailed in accordance with Figure R602.10.6.2. Use of a built-up header consisting of at least two 2 x 12s and fastened in accordance with Table R602.3(1) shall be permitted. A spacer, if used, shall be placed on the side of the built-up beam opposite the wood structural panel sheathing. The header shall extend between the inside faces of the first full-length center studs of each panel. The clear span of the header between the inner studs of each panel shall be not less than 6 feet (1829 mm) and not more than 18 feet (5486 mm) in length. A strap with an uplift capacity of not less than 1000 pounds (4448 N) shall fasten the header to the side of the inner studs opposite the sheathing. One anchor bolt not less than 1/2-inch-diameter (16 mm) and installed in accordance with Section R403.1.6 shall be installed in the center of each sill plate. The studs at each end of the panel shall have a tie-down device fastened to the foundation with an uplift capacity of not less than 4,200 pounds (18 683 N).

Where a panel is located on one side of the opening, the header shall extend between the inside face of the first full-length stud of the panel and the bearing studs at the other end of the opening. A strap with an uplift capacity of not less than 1000 pounds (4448 N) shall fasten the header to the bearing studs. The bearing studs shall also have a tie-down device fastened to the foundation with an uplift capacity of not less than 1,000 pounds (4448 N).

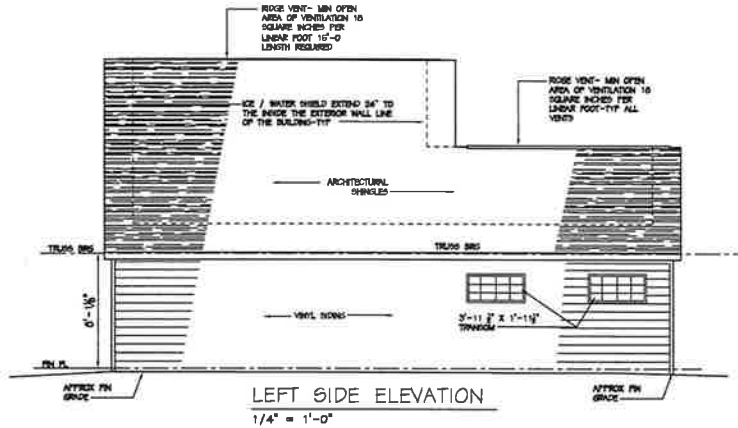
The tie-down devices shall be an embedded, cast-in-place, installed in accordance with the manufacturer's recommendations. The panels shall be supported directly on a foundation which is continuous across the entire length of the braced wall line. The foundation shall be reinforced with not less than one No. 4 bar top and bottom.

Where the continuous foundation is required to have a depth greater than 12 inches (305 mm), a minimum

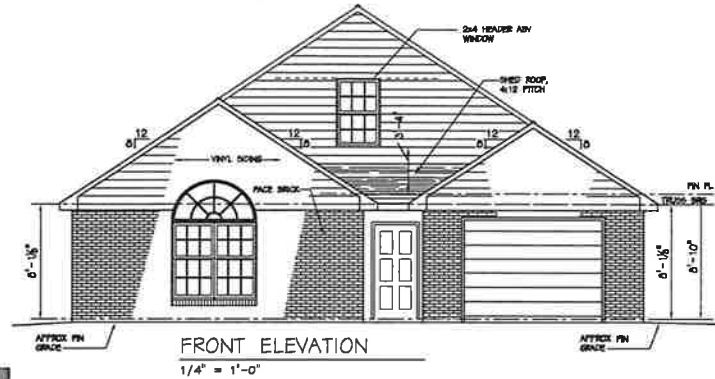
12-inch-by-12-inch (305 mm by 305 mm) continuous footing or poured down slab edge is permitted as long as openings in the braced wall line. This continuous footing, or poured down slab edge shall be reinforced with not less than one No. 4 bar top and bottom. This reinforcement shall be lapped not less than 15 inches (381 mm) and shall be located directly under the braced wall line.

2. In the first story of two-story buildings, each wall panel shall be braced in accordance with Item 1 above, except that each panel shall have a length of not less than 16 inches (406 mm).

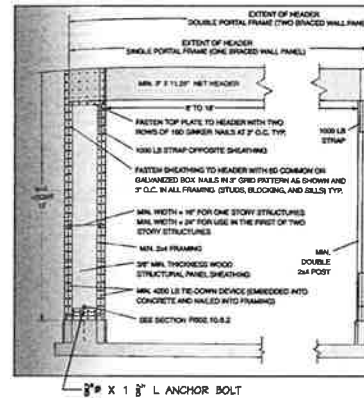
3. This additional bracing method allows the length of braced wall panels located adjacent to door or window openings to be reduced to 16 inches (406 mm) in one-story buildings, or 24 inches (610 mm) in the first story of two-story buildings. The alternate braced wall panels must be braced on and be directly connected to the foundation as prescribed and be sheathed on at least one face with a layer of 1/2-inch-thick (9.5 mm) wood structural sheathing. The required overlap of the structural sheathing, studs and header, along with nailing, fastening requirements, including foundation reinforcement requirements, provides for a more rigid brace about the opening as compared to other methods prescribed in the code. The header may span between studs and 18 feet (5486 mm) and must be composed of at least two 2-by-12-inch (51 by 303 mm) members or be in accordance with Table R602.3(1) whichever is more restrictive. Headers that extend to the upper floors of two- or three-story structures.



LEFT SIDE ELEVATION
1/4" = 1'-0"



FRONT ELEVATION
1/4" = 1'-0"



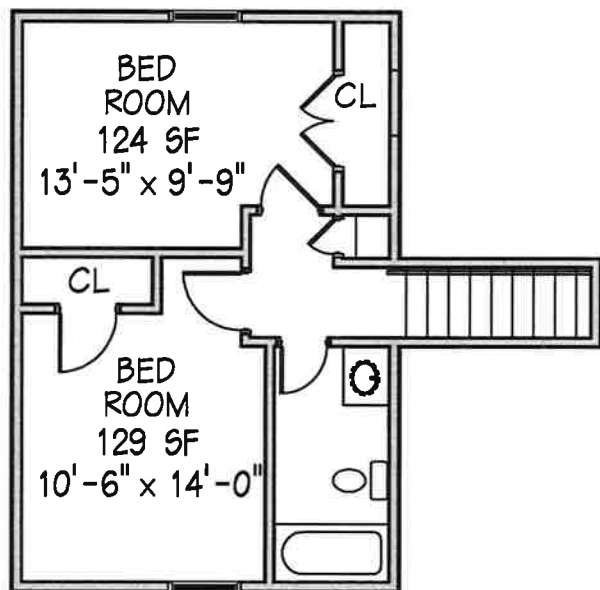
No.	Description	Revisions
1	HEADER AND 2ND FLOOR WINDOW	10-9-13
2		
3		

GOLDEN TRIANGLE DEV.
DEERFIELD MODEL - RIGHT
VA
CHRISTIANSBURG

EXTERIOR ELEVATIONS

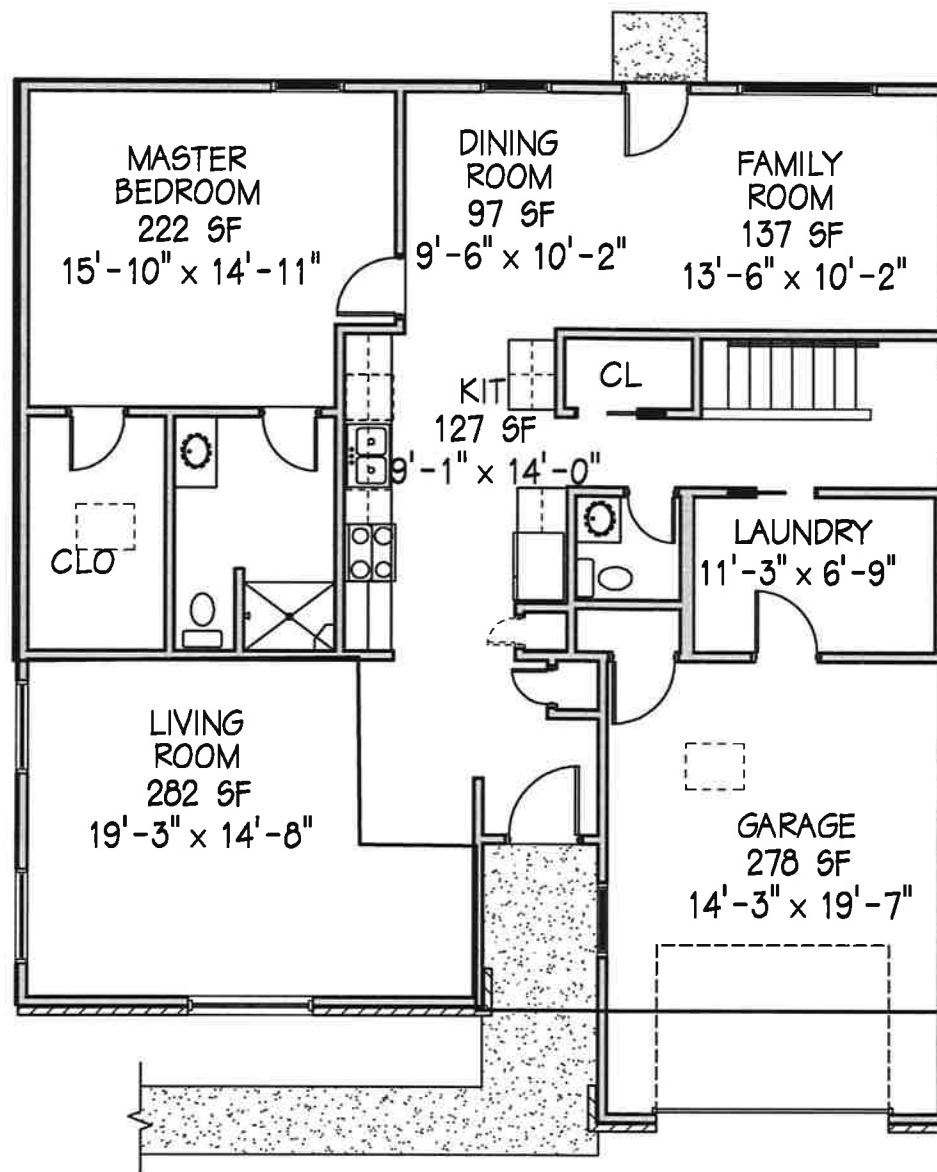
Checked: ACS
Approved: ACS
Drawn: ACS
Project #
Date 5-21-13

A2.1



UPPER LEVEL FLOOR PLAN

1/8" = 1'-0"



LOWER LEVEL FLOOR PLAN

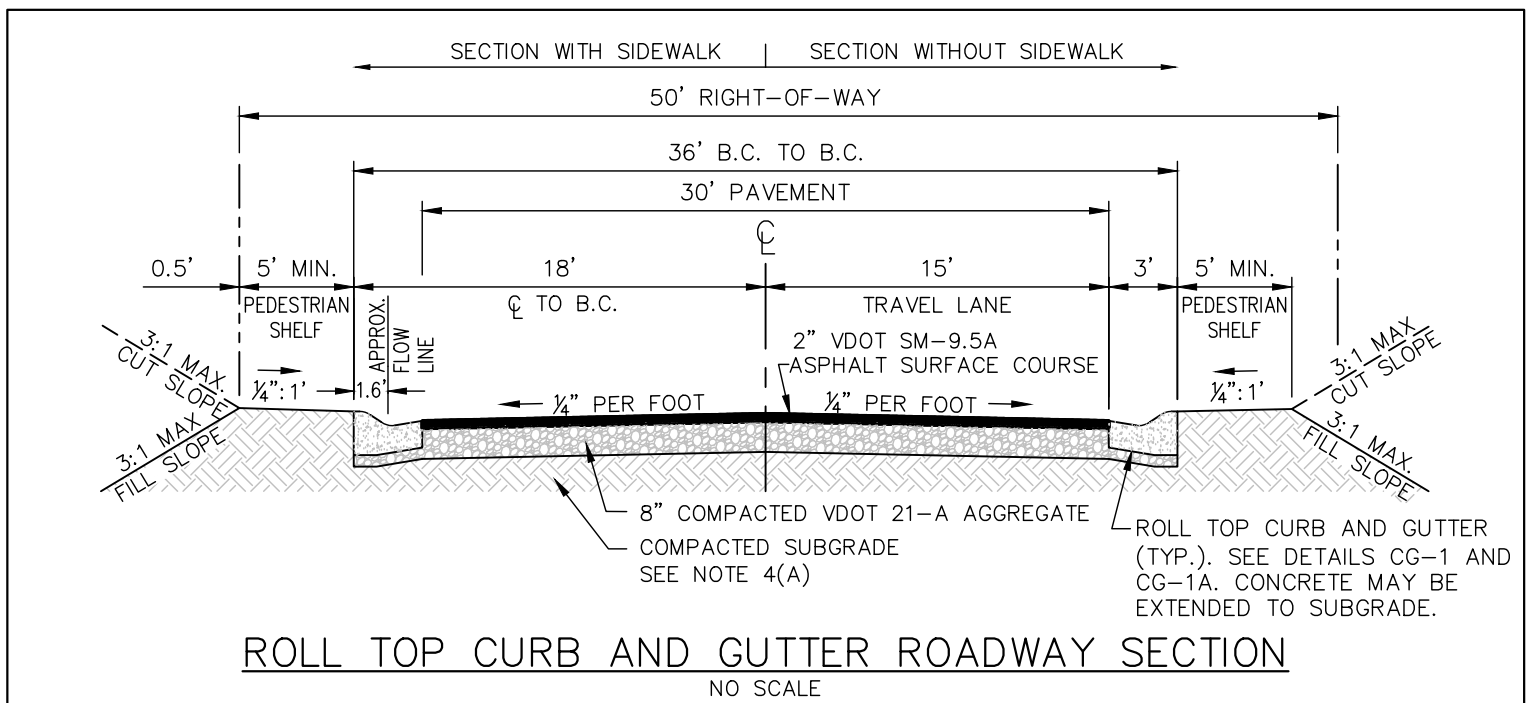
1/8" = 1'-0"

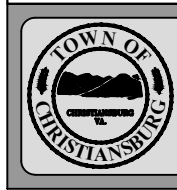
NOTE: ILLUSTRATION ONLY,
SEE CONSTRUCTED HOME

UNIT INFORMATION

NAME: DEERFIELD
LOWER SQ FT: 1372 SF
UPPER SQ FT: 456 SF
TOTAL: 1828 SF
EXCLUDES GARAGE

GOLDEN TRIANGLE DEVELOPMENT





ENGINEERING DEPARTMENT
100 EAST MAIN STREET
CHRISTIANSBURG, VA 24073
(540) 342-4020 PHONE
(540) 342-4020 FAX
engineering@townofchristiansburg.org

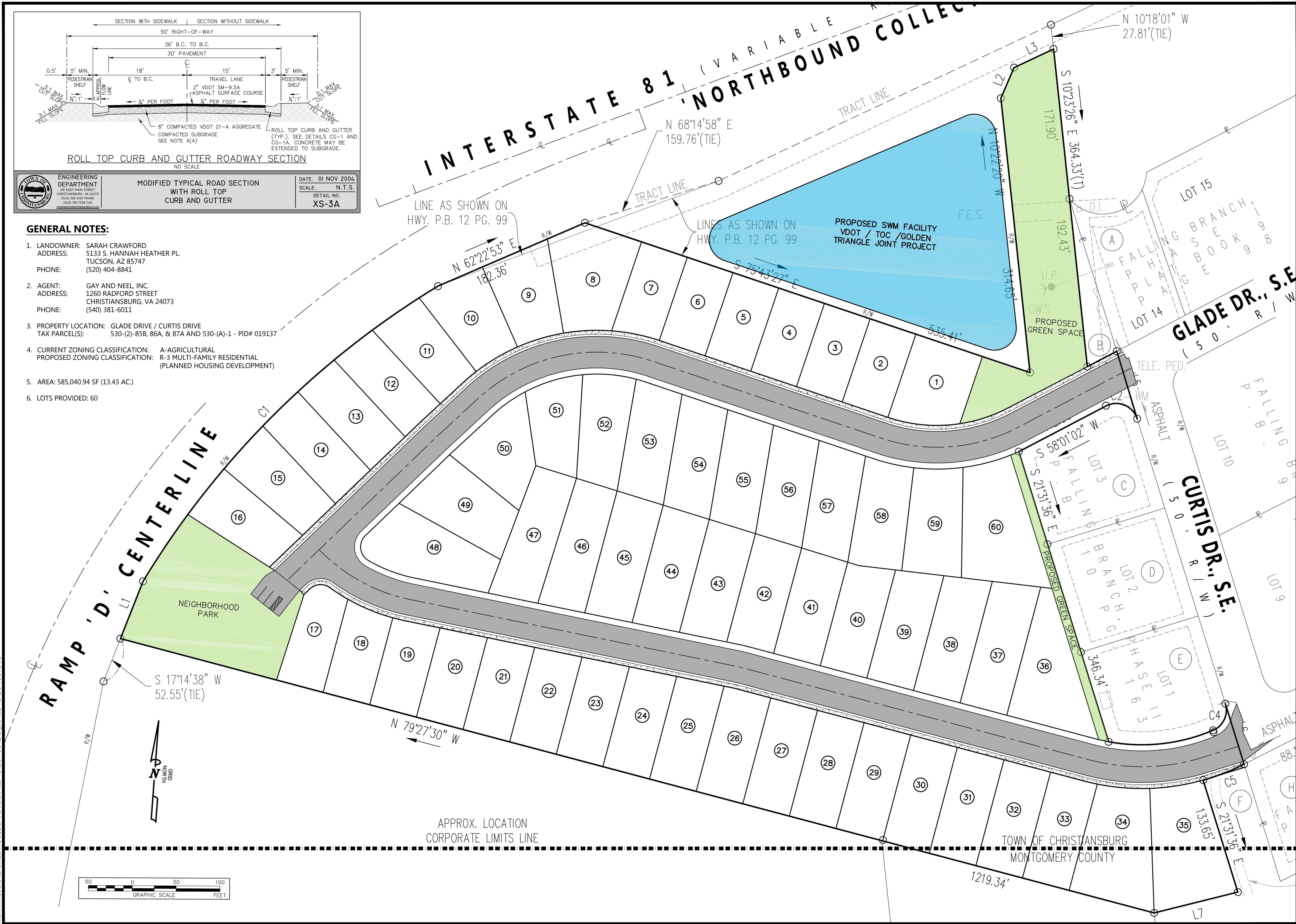
MODIFIED TYPICAL ROAD SECTION WITH ROLL TOP CURB AND GUTTER
NO SCALE

DATE: 01 NOV 2004
SCALE: N.T.S.
DETAIL NO: XS-3A

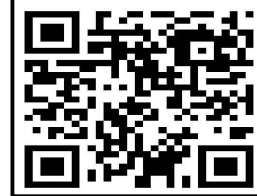
GENERAL NOTES:

- LANDOWNER: SARAH CRAWFORD
ADDRESS: 5133 S. HANNAH HEATHER PL
TUCSON, AZ 85747
PHONE: (520) 404-8841
- AGENT: GAY AND NEEL, INC.
ADDRESS: 1260 RADFORD STREET
CHRISTIANSBURG, VA 24073
PHONE: (540) 381-6011
- PROPERTY LOCATION: GLADE DRIVE / CURTIS DRIVE
TAX PARCEL(S): 530-(2)-85B, 86A, & 87A AND 530-(A)-1 - PID# 019137
- CURRENT ZONING CLASSIFICATION: A-AGRICULTURAL
PROPOSED ZONING CLASSIFICATION: R-3 MULTI-FAMILY RESIDENTIAL (PLANNED HOUSING DEVELOPMENT)
- AREA: 585,040.94 SF (13.43 AC.)
- LOTS PROVIDED: 60

X:\DRAWINGS\2721\ENGINEERING\DESIGN\PLANS\CONCEPTUAL LAYOUT\2721_CONCEPTUAL LAYOUT.DWG



GAY AND NEEL, INC.
ENGINEERING ♦ LANDSCAPE ARCHITECTURE ♦ SURVEYING



1260 Radford Street
Christiansburg, Virginia 24073
Phone: (540) 381-6011
Fax: (540) 381-6273
Email: info@gayandneel.com
Web: www.gayandneel.com

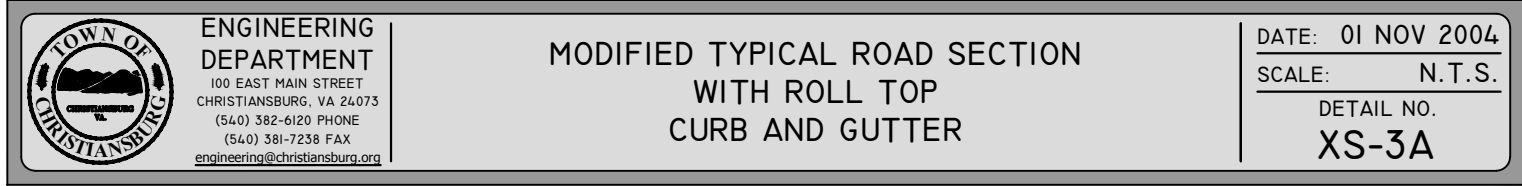
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**TEEL-SMITH SUBDIVISION
CONCEPTUAL LAYOUT EXHIBIT**

PRELIMINARY
NOT FOR CONSTRUCTION

REVISIONS		
NO.	COMMENTS	DATE

PROJECT TEAM	
PIE	JOHN T. NEEL, PE
PM	JOSH M. MACDONALD, EIT
DESIGN	JMM, JTN
ISSUE DATE	
10/18/2017	
GNI JOB NO.	
2721.0	
SHEET TITLE	
CONCEPTUAL LAYOUT PLAN A	
SHEET NUMBER	
1 OF 1	



1. LANDOWNER: SARAH CRAWFORD
ADDRESS: 5133 S. HANNAH HEATHER PL.
TUCSON, AZ 85747
PHONE: (520) 404-8841
2. AGENT: GAY AND NEEL, INC.
ADDRESS: 1260 RADFORD STREET
CHRISTIANSBURG, VA 24073
PHONE: (540) 381-6011
3. PROPERTY LOCATION: GLADE DRIVE / CURTIS DRIVE
TAX PARCEL(S): 530-(2)-85B, 86A, & 87A AND 530-(A)-1 - PID# 019137
4. CURRENT ZONING CLASSIFICATION: A-AGRICULTURAL
PROPOSED ZONING CLASSIFICATION: R-3 MULTI-FAMILY RESIDENTIAL
(PLANNED HOUSING DEVELOPMENT)
5. AREA: 585,040.94 SF (13.43 AC.)
6. LOTS PROVIDED: 56



LINE AS SHOWN ON
HWY. P.B. 12 PG. 99

LINES AS SHOWN ON
HWY. P.B. 12 PG. 99

N 10°18'01" W
27.81'(TIE)

A traverse polygon is shown with the following bearings and distances:

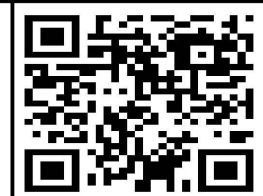
- Side 1: S $10^{\circ}23'26''$ E, 364.33' (1)
- Side 2: 171.90'
- Side 3: N $10^{\circ}22'20''$
- Side 4: 27'

GLADE DR., S.E.

CURTIS DR., S.E.
50 R 1 W



GAY AND NEEL, INC.
ENGINEERING ♦ LANDSCAPE ARCHITECTURE ♦ SURVEYING



1260 Radford Street
Christiansburg, Virginia 24073

Phone: (540) 381-6011
Fax: (540) 381-2773
Email: info@gayandneel.com
Web: www.gayandneel.com

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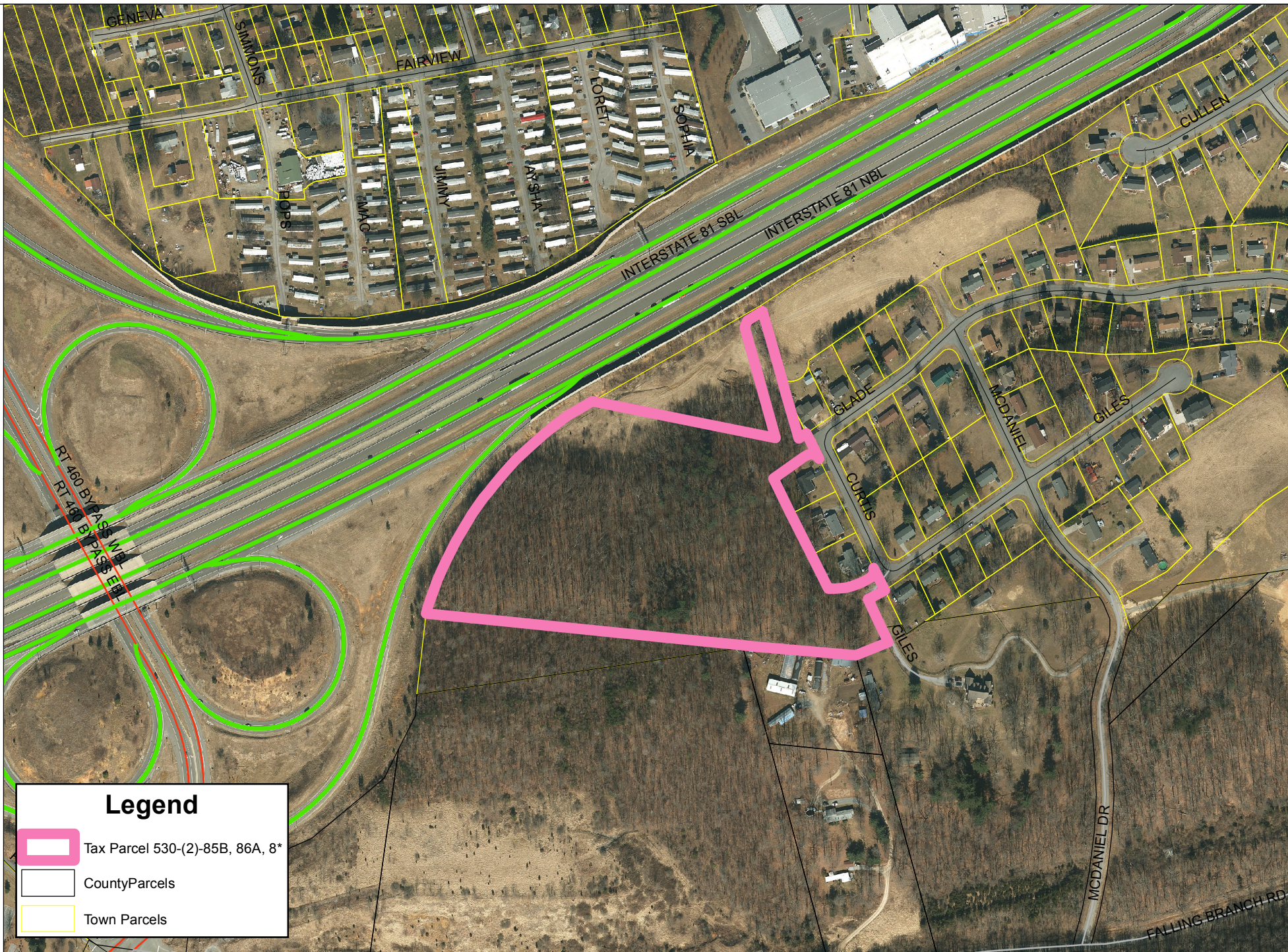
TEEL-SMITH SUBDIVISION
CONCEPTUAL LAYOUT EXHIBIT

PRELIMINARY
NOT FOR CONSTRUCTION

[illegible]

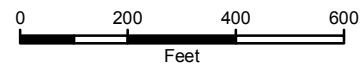
PROJECT TEAM	
PIC	JOHN T. NEEL, PE
PM	JOSH M. MACDONALD, EIT
DESIGN	JMM, JTN
ISSUE DATE	
10/18/2017	
GNI JOB NO.	
2721.0	
SHEET TITLE	
CONCEPTUAL LAYOUT PLAN B	
SHEET NUMBER	
1 OF 1	

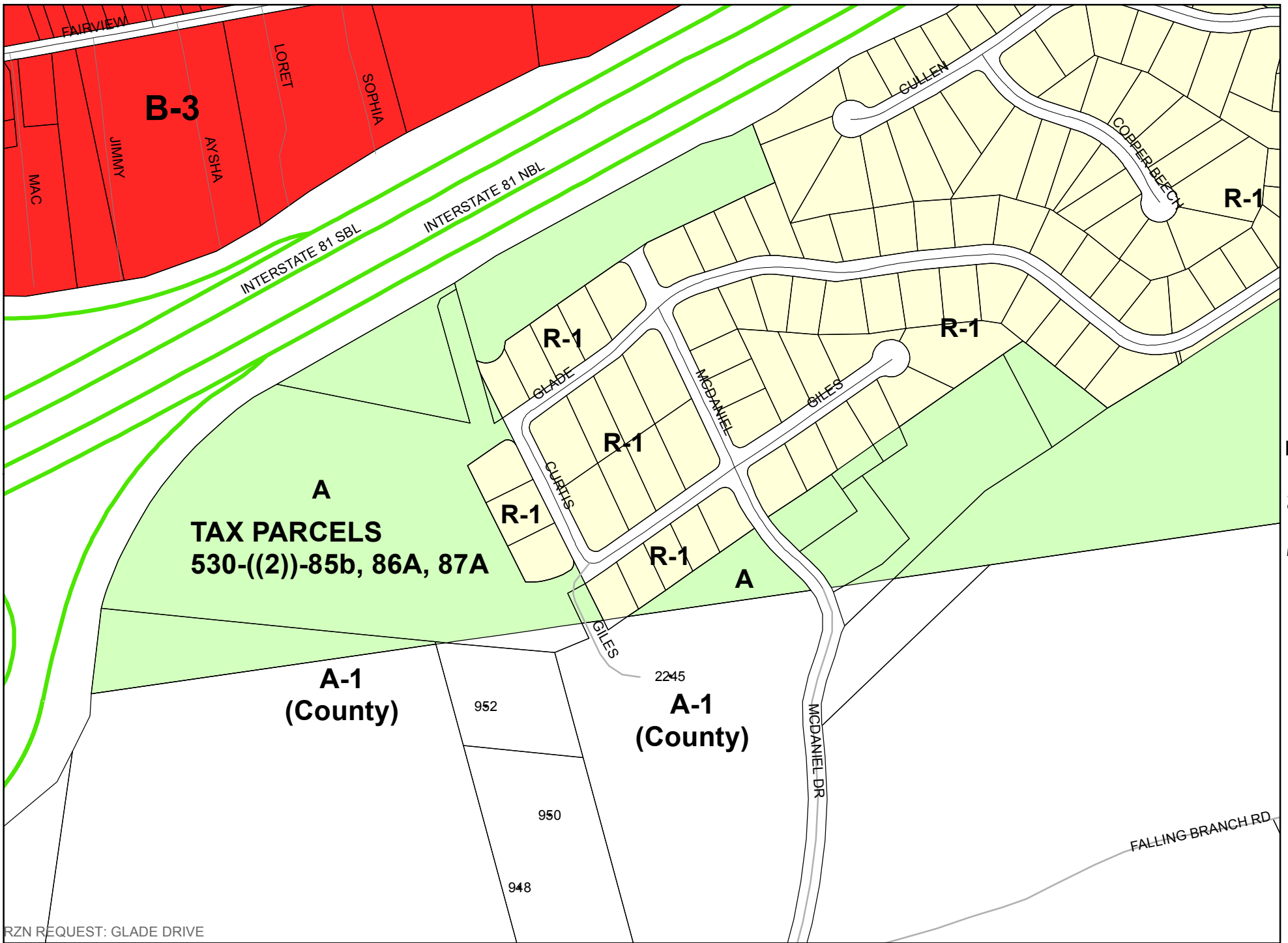
BLACKSBURG, VIRGINIA



RZN REQUEST: GLADE DRIVE

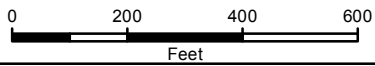
PC: OCTOBER 30, 2017
TC: NOVEMBER 28, 2017





RZN REQUEST: GLADE DRIVE

PC: OCTOBER 30, 2017
TC: NOVEMBER 28, 2017



Rzn: Glade Drive

<u>Tax Map #</u>	<u>Owner(s)</u>		<u>Mailing Address</u>	<u>City, State, Zip</u>
530- 7 1	BAKER SUSAN YEVONNE		675 CURTIS DR	CHRISTIANSBURG, VA 24073
530- 7 2	BRUSSEAU FREDERICK W	BRUSSEAU JOYCE H	655 CURTIS DR	CHRISTIANSBURG, VA 24073
094- A 9	BUSH JAMES T		2245 GILES DR	CHRISTIANSBURG, VA 24073
530- A 3	BUSH JAMES T LE	ETAL	2245 GILES DR	CHRISTIANSBURG, VA 24073
530- 2 87C	COMMONWEALTH OF VA		P O BOX 3071	SALEM, VA 24153
530- 6 9	CORSON GREGORY BRUCE ETAL	C/O RODNEY CORSON	7517 HICKMAN FARM RD	WALLOPS ISLAND, VA 23337 2123
530- 3 2A	FOSTER MICHAEL	STANZIALE ELIZABETH F	3672 FAIRWAY VIEW DR	RINER, VA 24149
094- 5 1,2	FOSTER MICHAEL	STANZIALE ELIZABETH F	3672 FAIRWAY VIEW DR	RINER, VA 24149
094- 5 2D	HALL WALTER WILLIAM	HALL EDNA GAYLE	950 FALLING BRANCH RD	CHRISTIANSBURG, VA 24073
094- 5 2C	HALL WALTER WILLIAM	HALL EDNA GAYLE	950 FALLING BRANCH RD	CHRISTIANSBURG, VA 24073
530- A 10	HARRIS TONY R		P O BOX 154	CHRISTIANSBURG, VA 24068
530- 7 3	HOWELL PROPERTIES LLC	C/O TONY HOWELL	855 HILLCREST DR	CHRISTIANSBURG, VA 24073
530- 6 10	MONTGOMERY COUNTY	C/O CRAIG MEADOWS	766 ROANOKE ST	CHRISTIANSBURG, VA 24073
530- 6 5	PENDLETON JAMES G		P O BOX 34	CHRISTIANSBURG, VA 24068
530- 6 14	POTTER CHRISTOPHER JAMES	POTTER RACHEL KARLIN	2255 GILES DR	CHRISTIANSBURG, VA 24073
530- A 9	RADFORD&RADFORD PROPERTIES		P O BOX 2427	CHRISTIANSBURG, VA 24068
530- 2 85B, 86A, 8*	TEEL SARAH ELLEN	C/O DALE TEEL	1010 BIRCH LANE	CHRISTIANSBURG VA 24073
528- A 44	TRUMAN ANNEX LLC		P O BOX 2427	CHRISTIANSBURG, VA 24068
530- 2 85A,86	WIRT STEVEN M	WIRT REBEKAH M	2250 GLADE DR	CHRISTIANSBURG, VA 24073
530- 2 84A	WIRT STEVEN M	WIRT REBEKAH M	2250 GLADE DR	CHRISTIANSBURG, VA 24073

Tail Chasers LLC

Dog Boarding, Training, Daycare & Grooming Services

Standards & Guidelines

Day to Day Operations

Access – Visitors

Clients

- All animals and their owners must report to the allocated reception area for admission to the facility/establishment
- Clients are not permitted access to the facility/establishment workplace including kennels or exercise areas at any time unless with the express permission of the person in charge and must be accompanied by a staff member at all times.
- If the above permission is approved by the person in charge, the client must sign in on arrival and sign out on leaving the facility/establishment.

Public

- Visitors to the facility/establishment must report to the allocated reception area.
- Visitors are not permitted access to the facility grooming areas or dog daycare areas at any time unless with the express permission of the person in charge and must be accompanied by a staff member at all times.
- Clients wishing to inspect the kennels prior to admission must do so by appointment and must be accompanied by a staff member.
- Public admittance into kennel blocks may only be permitted in extenuating circumstances and must be accompanied by the person in charge.
- If the admission is approved by the person in charge, the visitor must sign in on arrival and sign out when leaving the facility/establishment.

Admission Requirements

Record Keeping

All business and animal records will be kept for a minimum of 3 years with at least the previous 12 months' records kept on site. The person in charge of the facility/establishment will be able to produce these records. Admission documents must be signed by the animal owner and/or agent and should make it clear that the boarding facility/establishment assumes all legal ownership responsibilities for the animal while it is in the care of the facility/establishment and that veterinary care will be provided if necessary at the animal owner's expense. This avoids any confusion over ability to access veterinary treatment, cost of veterinary services or movement of the animals during disasters.

Records kept will have space for notes or observations regarding the individual animal and made during the animal's time at the facility, including any significant alteration in the animal's condition or behavior since arrival at the facility.

Refusal of Admission

The person in charge has the right to refuse admission to any animal:

- known or suspected to be suffering from an infectious disease must not be admitted for boarding or day care.
- that does not meet these Standards & Guidelines for Best Practice, particularly in relation to vaccinations.
- where the animal owner's requirements cannot be met by the person in charge or the animal owner refuses to accept reasonable additional charges for extra care requirements.
- where the person in charge reasonably believes that the animal poses a risk to other animals and/or facility/establishment staff and that this risk is not able to be appropriately managed by the facility/establishment.
- where the person in charge believes that it is not in the best interests of the facility/establishment/centre to board the animal.

While it is in the best interests of the animal owner and the animal to be advised that the animal will not be admitted at the time of booking, it is recognized that this may not always be possible. Animal owners should, where possible, be advised of all admission requirements and criteria for refusal at the time of booking.

Animal Records

Animal records for each individual animal must be recorded and maintained from admission until the animal is released from the facility/establishment back to the owner and will include the following:

- ☑ Boarding agreement/contract indicating the responsibilities of the facility/establishment and the animal owner, signed and dated by the person in charge. The boarding agreement/contract will include a procedure to allow the facility/establishment to manage animals not collected or abandoned by owners.
- ☑ A brief description of the animal including: name of animal, age, sex, breed, color, any distinguishing features, entire/spay neutered, microchip number.
- ☑ Name address and telephone number of the owner of the animal.
- ☑ Emergency contact number.
- ☑ Details of medical, dietary requirements, the animal's condition and preferably weight on arrival.
- ☑ Contact details of the animal's veterinary practitioner.
- ☑ A veterinary history including a copy of current vaccination certificates, internal and external parasite control and supporting documentation where applicable.
- ☑ The animal's details must be recorded on the pen/enclosure/kennel card and attached to the pen/enclosure.
- ☑ The name, description, breed and sex of each animal in a pen/enclosure/cage must be displayed clearly on every pen/enclosure/cage in the form of an identification card.
- ☑ Each identification card must indicate whether the animals are receiving additional care, feeding instructions and medication if required.
- ☑ Each identification card must include a variable method of recording medication instructions, dates and times of dispensing.

Vaccination Requirements

Dogs must not be admitted to the boarding facility/establishment unless:

- A vaccination certificate signed by a veterinary practitioner is sighted, copied and maintained for each animal admitted to a facility/establishment.
- The date of admission is more than 14 calendar days after completion of an initial course of vaccinations. Vaccination required are those that protect against parvovirus, distemper, hepatitis, influenza and Bordetella for admission to the boarding facility/establishment.
- The date of admission is more than 7 days and less than 12 months after completion of a booster vaccination against the diseases above.
- If the animal has received a three (3) year vaccination, proof of the three (3) year vaccination must be supplied and the vaccination manufacturer's quarantine recommendations must be adhered to.
- At the discretion of the person in charge (and with full responsibility for such discretion), any additional diseases for which the person in charge feels the need for vaccination and advises the animal owner before arrival.

Exceptional Circumstances (Emergencies)

- Dogs may be admitted to a boarding facility/establishment in exceptional circumstances without completing a vaccination booster program at the discretion of the person in charge, but the animal owner must be informed in writing that there is an increased disease risk to the animal as a result.
- The number of 'exceptional case' animals will not exceed 5% of the total number of animals in the boarding facility/establishment.

Hygiene, Cleaning and Disinfection

- Areas housing animals within the facility will be cleaned at least once daily.
- Animal enclosures will be disinfected at least once weekly, noting that some disinfectants are dangerous and toxic to dogs.
- Animal pens/enclosures will be cleaned and disinfected before new animals are introduced.
- Bedding will be cleaned or changed at least once daily and disinfected at least once a week, depending on the species.
- Paths and exercise areas will be cleaned daily or before new animals are introduced to the area.
- Food preparation and storage areas, food and water containers, utensils and equipment used in the preparation and provision of food will be maintained to a hygienic standard.
- All uneaten food will be removed as soon as possible after feeding.
- Feces and waste materials will be disposed of in accordance with the requirements of the appropriate authority.
- Disposable bedding, food containers and general waste from the facility will be placed in a waste disposal device.
- Toys used in socialization and environmental enrichment will be washed in hot soapy water and disinfected after each use.

All chemical and industrial products used in the facility must be stored away from the facility areas that dogs come into contact with.

Security & Emergencies

- Premises and animal enclosures must be secure against ingress of unwanted animals, persons or pests.
- The entrance to the facility must be securely locked outside business hours.
- The facility must be able to be reasonably secured to prevent access to the premises outside trading hours, including outdoor cage and run areas.
- Enclosures/pens must be securely fastened outside trading hours to the extent required to avoid escape.
- All gates and fittings will be in good working order.
- All external openings will prevent escape of animals.
- Adequate security will be in place to ensure the safety of staff, the public and all animals on the premises.

Gates pose a special risk for escape. The Boarding facility will be designed such that there are always 'two gates' between an animal and escape onto a road from the facility except in the case of padlocked emergency gates for service vehicles.

- Every effort will be made to recover escaped animals.

Emergencies

Security methods used will allow ready exit for staff and animals in an emergency.

- Functioning fire-fighting equipment must be readily available and staff trained and practiced in its use **(Note: some fire retardants may be toxic to animals)**.
 - The facility will have a documented procedure for the management or swift removal of all animals from the premises in the case of emergency, where it is safe and reasonable to do so.
- There will be a contractual agreement with Town & Country Vet Clinic to house all dogs in case of emergency.
- This document will be kept in a prominent place on the premises.
 - All staff will be able to produce the document and must be familiar with its content.
 - Any methods detailed in the emergency plan will allow for ready access to animals and ready exit for visitors, staff, volunteers and animals from the premises in the event of an emergency.
 - A supply of portable enclosures/cages for use in emergencies will be held at the facility to facilitate the swift evacuation of animals in the event of an emergency. A supply of leashes will be kept for evacuation of dogs.

Dog Management

- Each animal will be individually identified.
- All dogs entering into the facility will be accompanied by a valid current vaccination certificate (C5).
- Dogs will receive a balanced and complete diet which allows them to maintain good health and growth, recognizing the physiological status and special needs of differing ages and breeds.
- Measures will be implemented to protect dogs from distress or injury caused by other animals.
- Dogs may be distressed by the presence of other dogs and will be housed in a manner that prevents visual contact.

- Dogs will receive environmental enrichment recognizing the physiological status and special needs of differing ages and breeds to ensure good psychological health.
- All meals will be served in containers that have been cleaned and washed in hot soapy water before use and disinfected once a week.
- Clean water will be available at all times at a temperature, quantity and quality to meet the physiological needs of the dog and that the dog will drink.
- Water containers will be large enough to hold sufficient water for all dogs in a pen/enclosure.
- Water containers will be large enough to hold sufficient water for all dogs to be able to drink at any one time.
- For young puppies the container will be shallow enough to prevent injury or drowning.
- All adult and adolescent dogs will be fed a minimum of once daily.
- The person in charge will ensure all animals are socially compatible to feed together and are able to eat a sufficient quantity of food without duress.
- Food will be stored in sealed containers to prevent its deterioration or contamination by vermin.
- Fresh food must be refrigerated according to manufacturer's directions.
- Food containers will be non-spill and made of material that can be disinfected and must not cause injury to the animals.

Dog Housing

Dog Acceptance Policy

The facility will have a written dog acceptance policy which outlines the conditions of admission for all dogs being admitted. **This includes any dogs that may not be accepted due to age, breed type or size.** This will also be dictated by the size of the facility, staff resources or the number of dogs that can be safely held in the facility, whilst taking into account the emotional well-being of the dogs in addition to their physical health.

Evaluation Policy

A formal evaluation policy will be documented outlining the process of screening dogs prior to admission to an off-leash playgroup. The dogs must be assessed by a trained staff member and using other dogs that are already known to be appropriate for off-leash playgroup environments.

Dog Isolation Housing

- A designated isolation area will be available for dogs suspected of illness or having infectious diseases. a written agreement with Town & Country Vet Clinic be in place for animals to be transferred for evaluation.

****The minimum width for each room for pets will allow them to turn and lie down without restriction.**

****The number of dogs allowed in the facility will be limited to ensure adequate space is provided for each dog to be safe and comfortable.**

Boarding area will be designed, constructed, serviced and maintained in a way that provides for the good health and wellbeing of the animals; which prevents the transmission of infectious disease agents, and the escape of animals, and does not cause injury to either animals or humans.

- When dog housing/enclosure fencing will 6 ft in height.

Small and Large dogs will be in separate areas at all times.

Fencing between enclosures (both internal and external) will prevent dogs from escaping from one enclosure to another and will be in such condition that they prevent injury.

- Dog housing area will be provided with protection from rain and wind, direct sunlight or other adverse weather conditions and will be provided with a clean, dry dedicated sleeping area raised off the ground and containing soft warm bedding material.
- In hot weather shade areas and fans will be provided.
- In cold weather additional bedding, coats and heating will be.
- Sleeping areas for dogs must have clean, hygienic, dry, soft bedding appropriate to the species and breed

Enclosure size and dog numbers per enclosure

Daycare/Boarding enclosures

-“Greenhouse” Enclosure measures 26 x 30 ft = \$780 ft

Each dog will have a minimum of 20 ft of floor area with 3.5 ft of additional space for large dogs.

The number of dogs allowed in the facility at one time will be limited to fit the minimum space requirements.

Play Equipment and Environmental Enrichment

- Play equipment must be durable and safe for dogs and easily cleaned and disinfected.
- Toys used in exercise areas must be washed and disinfected weekly.
- An inventory of all toys used in off-leash areas must be kept and toys checked for broken pieces, sharp edges and any other damage.

Staff

- Staff will have training in dog management including dog behavior and basic body language to enable them to safely interact with and handle unknown dogs. Body language includes posture, ear and tail positions, facial expressions, emotional states, stress signals, warning signals and resource guarding.
- Staff training and qualifications will be documented in individual staff records.
- Staff must know common breed types, their individual behavior traits and how they react to people and new environments.
- Staff will be trained and understand group dog play before they are put in a position of monitoring and supervising group play.
- Staff will be trained in the use of fitting various collars and harnesses and the process of loose leash walking.
- Staff will be familiar with common dog health conditions and illnesses.
- Staff will have basic knowledge of human and dog first aid.

Supervision

Dog & enclosure ratio per staff member

For every 10 dogs there will be a minimum of 1 staff member per 10 dogs

492 Reading Road, S.E. - Conceptual Parking Plan
October 27, 2017



492
Reading Rd SE

5 space gravel
parking area

5 space gravel
parking area

24' min.

Designated parking
posts

Traffic circulation
loop

KIWANIS

40 20 0 40 Feet