



AMENDED AGENDA  
WORK SESSION OF TOWN COUNCIL – 5:30 P.M.  
REGULAR MEETING OF TOWN COUNCIL – 7:00 P.M.  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
NOVEMBER 14, 2017

WORK SESSION

I. Call to Order

II. Discussions by Mayor and Council Members

- A. Mowing/maintenance of Town and Virginia Department of Transportation rights-of-way.
- B. Review of Farmers' Market insurance requirements.
- C. Photo project at Town facilities.

III. Adjournment

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

REGULAR MEETING

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- 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 in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

IV. CONSENT AGENDA

- A. Council meeting minutes of October 24, 2017.
- B. Resolution Recognizing Todd Walters for his service to the Town of Christiansburg.
- C. Schedule Public Hearing on January 9, 2018 for a Conditional Use Permit request by Walmart Real Estate and Trust for a comprehensive sign plan for additional signage for the Walmart

Supercenter and an online grocery pick up service at 2400 North Franklin Street in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Engineering Director Wayne Nelson to provide a presentation to Council outlining the four Transportation Alternative Funding projects submitted on November 1, 2017 to the Virginia Department of Transportation. A public hearing is scheduled for November 21, 2017 at Town Hall from 4:00 pm to 6:00 pm. The Public is invited to attend and provide comment in regards to these projects. A resolution in support of these projects will be before Council at the November 28, 2017 Council meeting.
- B. Continuation of the Christiansburg Town Council / Christiansburg High School Government Partnership. Christiansburg High School will be represented by Fin Jennings and Reegal Patel.

VII. COMMITTEE REPORTS

- A. Street Committee report/recommendation on:
  - 1. Plat of Survey Showing the Subdivision of Parcel 2A; Tax Parcel ID 436- 6 2A located at 100 Laurel Street for the Laurel Retail Revival Development - former Kmart property (2 parcels).
  - 2. Plat of Survey for Street Renaming and Dedication/Vacation of Certain Private Easements in Oak Tree Phases XI, XII, and XIII on Pin Oak Drive and Twisted Oak Drive.
- B. Finance Committee report/recommendation on:
  - 1. [Budget Amendment 1 for FY 2017-2018.](#)

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on:
  - 1. [Public Hearing for a Conditional Use Permit request by Elijah Bowen of Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility \(gym\) at 492 Reading Road, S.E., Unit D in the I-2 General Industrial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg. The Public Hearing was held October 24, 2017.](#)
- B. [Updated application for annual support for community programs.](#)

IX. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

## XI. OTHER BUSINESS

### A. CLOSED MEETING

1. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(1) for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is in reference to the town manager position.
2. Reconvene in Open Meeting.
3. Certification.
4. Council action on the matter.

## XII. ADJOURNMENT

*The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, November 28, 2017 at 7:00 P.M.*



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
November 14, 2017

**ITEM TITLE:**

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 in the B-3, General Business District (CUP 2017-11).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) at 569 North Franklin Street to operate a kennel (animal daycare/overnight boarding) within 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.

Planning Commission held its public hearing on October 16, 2017. At its October 30, 2017 meeting, the Planning Commission recommended approval by a vote of 6 to 0 with four conditions:

1. Architectural fencing shall be a slat-type fencing or similar material, as approved by staff. The fencing shall be a minimum 6-feet tall and shall be installed prior to the starting of operations of the kennel use.
2. The site shall be maintained in a clean, sanitary and sightly manner.
3. There shall be a minimum of 20 square feet of indoor floor area per dog with an additional 3.5 square feet of indoor floor area for each large dog.
4. The permit shall be subject to review by the Planning Commission in one year.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Minutes –October 16, 2017 & October 30, 2017 (Draft)

<https://christiansburg.box.com/s/ch4jsd1kfq3d6c95duyjf05he5h6q41f>

<https://christiansburg.box.com/s/agwshzyvjnhsl0sot3h2n3d6rbd5hvun>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/3yduuw7uz8c37z9kqmvnzbch0trkeqwg>

Operational Standards and Guidelines

<https://christiansburg.box.com/s/w1ixopyoejdt3r9d2tnuk4u7x4pw7r4k>

Planning Commission Resolution

<https://christiansburg.box.com/s/wstxzukp1n2n0a18h43nh8oegwzycgao>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
OCTOBER 24, 2017 – 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 OCTOBER 24, 2017 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Director of Human Resources Dave Brahmstadt; Director of Public Works Jim Lancianese; Assistant Superintendent of Streets Travis Moles; Police Chief Mark Sisson.

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Public Hearing for a Conditional Use Permit request by Robert Young for a towing/storage facility at 375 Bell Road, N.E. in the I-2, General Industrial District. The property is designated as Mixed Use with Buffer (Industrial) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Robert Young of 8338 Plantation Road, Roanoke, is purchasing the property and has pledged to donate 60% of the existing building to the current occupant, New River Thunder, for continued use as a baseball practice site. Councilman Collins reported that the Planning Commission has recommended approval of the CUP, and Montgomery County Emergency Services has expressed no concerns with the two businesses operating in the same building.

Mike Harris, Vice-President of New River Thunder, thanked Council for allowing the site to be used as a non-profit baseball practice site, which has been an asset for youth sports in Christiansburg. Under the new five-year contract with Robert Young, ballplayers would continue using the facility through an access located in the back portion of the building, along with continued access of the outdoor grass area. The towing/storage operation would be located in the front portion of the building.

- B. Public Hearing for a Conditional Use Permit request by Elijah Bowen of Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit D 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.

Elijah Bowen of Floyd requested permission to set up a parkour gym, which he explained was obstacle course style training, at 492 Reading Road. Mr. Bowen said he has performed this type of training for ten years and has taught it for five, with no serious injuries to himself or others. The facility could accommodate thirty-five participants at one time, although fewer is expected, and can be accessed through the front entry door or a bay door. Parking is an open gravel lot that is shared with other tenants and can accommodate sixteen vehicles. Mr. Bowen reported that he was in the process of getting

estimates on the cost of general liability insurance for the business. Planning Director Andrew Warren noted that Town staff was scheduled to meet with Mr. Bowen Friday, on site, and would forward informational details of the building and parking to the Planning Commission.

- C. Public Hearing for a proposed ordinance to amend Chapter 42 "Zoning" of the Christiansburg Town Code to permit a single-chair beauty parlor (hair salon) or barbershop as a Major Home Occupation.

Applicant April Collins of 315 Circle Drive explained that she has worked in a Christiansburg hair salon for sixteen years and would like to downsize to a home business with one chair. Parking is adequate and service would be by appointment only, with one client present at a time. The Planning Commission has reviewed the request and unanimously recommended approval.

- D. Public Hearing for a Conditional Use Permit request, contingent on the above item, by April and Russell Collins for a Major Home Occupation (hair salon) at 315 Circle Drive, S.E. in the R-2, Two-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

See above comments. April Collins holds a Virginia Cosmetology license and is licensed to teach cosmetology. According to Planning Director Andrew Warren, the Town has received no negative comments regarding the request to amend Town Code or for the Conditional Use Permit request. The Town has received one petition in support of the requests signed by Ms. Collins' neighbors.

Councilman Stipes made a motion to amend the agenda to include Council action on Public Hearing items A, C and D, seconded by Councilman Hall. It was noted that the three items had unanimous support of the Planning Commission. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

#### IV. CONSENT AGENDA

- A. Council meeting minutes of October 10, 2017.
- B. Monthly Bills.
- C. Downtown Watershed Study Engineering Contract.

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

#### VI. CITIZEN COMMENTS

- A. Chris Waltz, 1370 Rigby Street, expressed concern with the Public Hearing request by Elijah Bowen of Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility at 492 Reading Road. Mr. Waltz noted that back in July, Ashley Jones requested a Conditional Use Permit for a barbell and fitness facility at 492 Reading Road, as an agent for Kevin Carter. Mr. Waltz questioned the use of the word "agent" in the requests, and commented that he believed the businesses may already be in operation prior to the requests coming before Council for approval. Kevin Carter has been acknowledged in two requests for the same property, and presumably will benefit from Council action, but Mr. Waltz pointed out that he has not attended the Council meetings himself, but has someone else represent on his behalf. In closing, Mr. Waltz questioned Council's prior action to deny atypical businesses in the industrial park, while allowing recreational facilities in the I-2 General Industrial District on Reading Road. Town Manager Randy Wingfield noted that Kevin Carter was the owner of 492 Reading Road, who rents to various businesses.

#### VII. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Town Employees:
  - 1. Jim Williamson/Travis Moles – Public Works Department
    - Calvin Graham, Traffic Control Tech Trainee
    - Randall (Taylor) Green, Traffic Control Tech Trainee
- B. Introduction of the Christiansburg Town Council / Christiansburg High School Government Partnership. Reegal Patel, SGA Co-President will speak.

Councilman Collins gave a brief background into the development of the Christiansburg Town Council/Christiansburg High School Government Partnership, and introduced SGA Co-President Reegal Patel who addressed Council regarding the SGA and its anticipated involvement in town government. Mr. Patel said he was pleased that students would be given a voice in Town matters, and stated he believed the partnership would benefit both the Town and the high school through better understanding and an open avenue of communication. Mr. Patel said students were eager to become informed with Town matters, and used the current ongoing paving construction near the high school as an example of how communication with the Town could benefit students. Councilman Collins thanked Virginia Tech student, Alexandra Kahl, for her assistance in creating the partnership. Ms. Kahl attended a Town Planning Commission meeting as part of a community involvement class, which was how she became involved with the Town. Ms. Kahl said that often young people lack a voice in their community, and she was pleased to work with the Town on developing a groundbreaking program that would strengthen the community through a partnership with high school students. Councilman Showalter expressed appreciation for Reegal Patel's serious attitude toward school and community involvement, and he challenged Mr. Patel to work with other students to come up with ideas that would enhance the partnership, and to be the communicator between the Town and students. Councilman Showalter and Councilman Stipes suggested ideas for staff "shadowing", and mock Town Council election/day, as ways to further students' understanding of local government.

#### VIII. COMMITTEE REPORTS

#### IX. DISCUSSION BY MAYOR AND COUNCIL

- A. Public Hearing for a Conditional Use Permit request by Robert Young for a towing/storage facility at 375 Bell Road, N.E. in the I-2, General Industrial District. The property is designated as Mixed Use with Buffer (Industrial) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. Councilman Hall made a motion to approve the Conditional Use Permit, seconded by Councilman Collins. Councilman Hall then made a motion to amend his motion to include approval of the CUP with the eight (8) conditions as recommended in the Planning Commission resolution. Councilman Collins seconded the amended motion and Council voted as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Public Hearing for a proposed ordinance to amend Chapter 42 "Zoning" of the Christiansburg Town Code to permit a single-chair beauty parlor (hair salon) or barbershop as a Major Home Occupation. Councilman Hall made a motion to approve the amendment to Chapter 42 as requested, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Public Hearing for a Conditional Use Permit request, contingent on the above item, by April and Russell Collins for a Major Home Occupation (hair salon) at 315 Circle Drive, S.E. in the R-2, Two-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. Councilman Stipes made a motion to issue the CUP with the conditions set forth in the Planning Commission resolution, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

#### X. STAFF REPORTS

- A. Town Manager Wingfield:
  - Recognition of Assistant Director of Engineering Operations and Development Todd Walters who will be leaving the Town on November 3 to become the Town Manager of New Market, Virginia. Mr. Walters has been an exemplary employee and will be an asset to the Town of New Market.
  - Public Hearing for FY 2017-2018 Annual Budget amendment scheduled for November 28.
  - Work session scheduled for November 14 at 5:30p.m. to discuss VDOT mowing and Farmers' Market insurance requirements, and the photo project at Town facilities,
- B. Town Attorney:
- C. Other Staff:

#### XI. COUNCIL REPORTS

- A. Councilman Huppert reported on the recent VT Swim/Dive meet at the aquatic center. The event, Pack the CAC, hosted a tailgate and featured Frank Beamer and the Hokie Bird. The free event was well attended and Mr. Huppert expressed appreciation for VT's efforts in working with the community.
- B. Councilman Showalter reported on the NRV Regional Commission meeting. Jody Keenan and Bart Smith spoke to the group about the importance of small business incubators, and specifically spoke to the one in Roanoke that has served a number of New River Valley small businesses. The incubator is an asset to Christiansburg and Mr. Showalter recommended Council discuss future support for the small business development center. He invited all to attend NRV Regional Commission meetings to learn.
- C. Councilman Stipes reported that he was recently contacted by a vendor of the Farmers' Market who wanted assurance that the Town had a plan in place for a coordinator since the former coordinator, Sarah Belcher, recently resigned. Town Manager Wingfield informed that the Town was working to hire an Events Coordinator, which would include management of the Farmers' Market. Public Relations Department is handling organization of Christmas Market vendors.
- D. Councilman Hall expressed support for hiring an Events Coordinator who would also be responsible for Farmers' Market management. Mr. Hall then thanked Town Manager Wingfield and Public Works Director Lancianese for moving forward with the recycling RFP, which has resulted in positive feedback from the community. He also thanked Councilman Showalter as a driving force in curbside recycling. Lastly, Mr. Hall invited all to attend the November 6 Recreation Advisory Commission meeting.
- E. Councilman Collins asked if Council intended to walk as a group during the Christmas Parade on December 8. Council agreed to walk in the parade and Councilman Collins requested that the CHS student representatives walk alongside Council. In closing, he commended Vice-Mayor Bishop on running tonight's meeting.
- F. Vice-Mayor Bishop reported that Town and Country Veterinarian would have its groundbreaking for a new office on October 25 at 12:00 P.M., and all were invited to attend.

#### XII. CLOSED MEETING:

- A. Councilman Stipes made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(A)(1) for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting was in reference to the town manager position. Councilman Showalter seconded the motion and Council voted as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Reconvene in Open Meeting. Councilman Stipes made a motion to reconvene in Open Meeting, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Certification. Councilman Stipes 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. The motion was seconded by Councilman Collins and Council voted as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.

D. Council action on the matter. No action was taken by Council.

XIII. ADJOURN

There being no further business to bring before Council, Vice-Mayor Bishop adjourned the meeting at 9:12 P.M.

---

Michele Stipes, Clerk of Council

---

Samuel M. Bishop, Vice-Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## **RESOLUTION RECOGNIZING TODD WALTERS FOR HIS SERVICE TO THE TOWN**

**WHEREAS**, Todd Walters began working for the Town of Christiansburg on January 19, 1988; and,

**WHEREAS**, Todd Walters left employment with the Town of Christiansburg as Assistant Director of Engineering Operations and Development on November 3, 2017; and,

**WHEREAS**, Todd Walters illustrated great knowledge of streets, utilities, stormwater, site planning and engineering practices in his time with the Town; and,

**WHEREAS**, Todd Walter also displayed leadership, intelligence, vision, work ethic, integrity and a great disposition in dealing with the public; and,

**WHEREAS**, Town Council and Town staff deeply appreciate Todd Walters' efforts for the Town and his going above and beyond in his service; and,

**WHEREAS**, Town Council and Town staff wish Todd Walters well in his new endeavors as Town Manager in New Market, Virginia and know he will continue to provide quality service.

**NOW, THEREFORE BE IT RESOLVED**, that Christiansburg Town Council, meeting in regular session on November 14, 2017, formally recognizes and commends Todd Walters for his almost 30 years of service to the Town of Christiansburg.

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.

---

Michele M. Stipes, Clerk of Council

---

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION: Committee Reports**

**Meeting Date: 11-14-2017**

**ITEM TITLE: Budget Amendment 1**

**DESCRIPTION: Budget Amendment 1 for budget year 2017-2018**

**POTENTIAL ACTION: Recommendation from Finance Committee for Support of the amendment as presented.**

**DEPARTMENT: Administration/Finance      PRESENTER: Brad Stipes**

**ITEM HISTORY:**

On 11-1-2017 the Finance Committee, Councilman Stipes and Councilman Showalter met with staff, (Randy Wingfield, Val Tweedie, Dave Brahmstadt, Mark Sisson, Jim Lancianese, Travis Moles) and discussed each item presented in this amendment. The finance committee has vetted each item presented and recommends approval of this budget amendment following the public hearing scheduled for November 28, 2017.

In the original approved budget for 2017-2018 it was projected that our beginning special revenue fund balance would be \$681,879 and general fund balance would be \$20,424,968. At the end of the fiscal year the fund balance for the special revenue fund was \$832,716 an increase of \$150,837 and for the general fund the unassigned fund balance was \$23,982,472 a rollover of an additional \$3,557,504 in available unassigned general fund balance. The budget amendment requests the use of \$1,876,661 of the \$3,557,504 in the general fund balance to adjust for rollovers of budget items not expended before the end of the fiscal year but already committed for completion. There are several new grant awards for capital projects, and a new economic development project for streets, sidewalks and storm water pond improvements. The amendment provides for adjustment in our pay plan for sworn law enforcement officers to remedy pay disparity issues, adds a new position to public works at no cost due to restructuring for better efficiency, adds a special events coordinator to handle the farmers market and all special events for the town,

There is also additional support from the general fund for the storm drain enterprise of \$43,901 to repair a collapsed storm drain on Pepper's Ferry Road of \$50,000 and adjustment of carryover budget amounts for several other storm drain capital projects. The additional support for the Water and Sewer Enterprise is \$126,000 for an emergency repair of a collapsed sewer line on Independence and to adjust the carryover budget amounts for several capital projects in the fund.

Several changes in the special revenue funds require the use of \$67,120 of the additional \$150,837 of available special revenue fund balance.

Detailed line item changes are attached for all requested changes in all funds.

TOWN OF CHRISTIANSBURG  
SUMMARY

			special revenue fund balance	general fund balance use
2017-2018 Budget Amendment #1				
draft 11-2-2017				
ESTIMATED BEGINNING FUND BALANCE PER APPROVED BUDGET DOCUMENT			\$ 681,879	\$ 20,424,968
ACTUAL UNASSIGNED FUND BALANCE PER AUDIT			\$ 832,716	\$ 23,982,472
INCREASE IN AVAILABLE UNASSIGNED FUND BALANCE			\$ 150,837	\$ 3,557,504
	Expenditures	grant revenues	special revenue fund balance use	general fund balance use
CAPITAL PROJECT FUNDS				
adjust carryovers				
Falling Branch intersection	29,272	\$ 14,635		14,637
VDOT HBT PH III	(22,058)	\$ (22,058)		
VDOT HBTIII Independence Turn Lane	157,657	\$ 78,829		78,828
VDOT Park Street Drainage and Sidewalks	79,000	\$ 106,000		(27,000)
VDOT Quinn Stuart Blvd Signal	22,950	\$ 11,475		11,475
New Projects				
ECONOMIC DEVELOPMENT STREET SIDEWALKS STORM DRAIN	\$ 1,380,000			1,380,000
MPO Grant for Traffic signal optimization study	50,000	\$ 50,000		
Paving contracts VDOT	620,900	\$ 620,900		
Vdot Christman mill contract	101,723	\$ 288,348		(186,625)
VDOT Depot Park Trail	385,600	\$ 308,480		77,120
GENERAL FUND				
1 Consulting and design costs Truman Wilson Property	\$ 20,000			20,000
2 Repair and removal of Retaining Wall on Pepper Street	\$ 100,000			100,000
3 Computer Hardware computers budgeted in fy 17 did not arrive till 7/2018	\$ 33,000			33,000
4 Recreation building repairs for 415 Cambria building	\$ 10,000			10,000
5 Hylton Driveway repairs	\$ 2,000			2,000
6 Add one FTE for public works no cost. Reorg saved enough dollars to fund They are deleting the Assistant Director position, and the Administrave Services Manager that are budgeted at a total of \$119,179 and replacing these with a Storm water Crew supervisor and a Solid Waste crew supervisor and would like to ADD an additional administrative assistant for a total cost of \$119,179. The request is to ADD the additional FTE for the aministrative assistant.	-			-
Special Events Coordinator- Fulltime position to manage all special events and the 7 farmers market. Salary plus fringe 8 months of the year.	40,600			40,600

	Expenditures	grant revenues	special revenue fund balance use	general fund balance use
<b>GENERAL FUND continued</b>				
8 Savings on wayfinding signs paid from tourism grant	(5,500)			(5,500)
9 savings farmers market wage and pr wage	(6,567)			(6,567)
10 Law Enforcement reclassification for sworn officers	242,000			242,000
11 Vacant LE position savings and freeze one position through end of fiscal year	(59,505)			(59,505)
12 pay portion of dea officer from fed anti drug	(30,000)			(30,000)
13 Savings from vacant TM position	(120,699)			(120,699)
Reallocate funds for Downtown study as \$25,000 for the study and \$ 25,000 for Grants				
14 for Downtown facades, arts and aesthetics	-			-
15 Stipends in council budget will not be used.	(3,230)			(3,230)
16 Consulting fees TM search	20,000			20,000
17 SBDC Sponsorship	3,000			3,000
18 Support water and sewer fund projects <b>from below detail</b>	239,225			239,225
19 Support Storm Water Projects <b>from below detail</b>	43,901			43,901
Total additional support for General funds and capital projects				<b>1,876,661</b>

#### SPECIAL REVENUE FUNDS

Purchase new van with proceeds of sale and additional 1700 from ems funds	\$ 24,000	\$ 22,300	\$ 1,700
Fishing Rodeo Reduce revenues by 180 increase expenditures by 240 and use of fund balance from fy 17 of 420.	240	(180)	420
Increase in CDBG grant award for fy 17-18	6,683	6,683	
Purchase administration vehicle for PD from federal anti drug funds	35,000		\$ 35,000
Fund partial DEA task force salary	30,000		\$ 30,000

#### WATER SEWER FUND

19 ABOVE			
Repair collapsed sewer Pipe independence road	126,000		126,000
Montague Sewer Replacement adjust carry over	10,000		10,000
Silver Lake Interceptor adjust carryover	68,700		68,700
Concrete Tank prv adjust carry over	34,525		34,525
total project additions water and sewer fund requiring general fund support			<b>239,225</b>

#### STORM WATER FUND

20 ABOVE			
capital repair of pipe failure Peppers Ferry Road	50,000		50,000
Brown Church Lucas	3,596		3,596
VDOT Church Rigby Ellett		\$ 26,500	(26,500)
VDOT N Franklin Storm Drainage adjust carryover	33,609	\$ 16,805	16,805
Total project additions storm water fund requiring general fund support			<b>43,901</b>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

DISCUSSION AND ACTION BY MAYOR AND COUNCIL

**Meeting Date:**

November 14, 2017

**ITEM TITLE:**

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 in the I-2, General Industrial District (CUP 2017-09).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) at 492 Reading Road, S.E, Unit D to operate a private recreational facility (gym) within 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. A separate Conditional Use Permit was issued to this property on August 22, 2017 for a private recreational facility (gym), for use by Ashley Jones of New River Barbell and Fitness.

Planning Commission held its public hearing on October 2, 2017. At its October 16, 2017 meeting, the Planning Commission decided to not to make a recommendation and requested the applicant provide additional information in regards to on-site parking and traffic circulation considerations. At the October 30, 2017 meeting, the applicant presented a conceptual parking plan and the Planning Commission recommended approval by a vote of 6 to 0 with four conditions. Please see the Resolution linked below to review the conditions.

**POTENTIAL ACTION:**

Consideration and action

**DEPARTMENT(S):**

Planning Department

**PRESENTER**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Minutes – October 2, 2017, October 16, 2017, & October 30, 2017 (Draft)

<https://christiansburg.box.com/s/ex2kqluv3h5wdyie07slkwyqtvjuzfh>

<https://christiansburg.box.com/s/ch4jsd1kfq3d6c95duyzf05he5h6q41f>

<https://christiansburg.box.com/s/2x7r9kb9s13mx50wl6rxwh9qxoqkmwqg>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/pbvbe0tzvzremnzif0k7srt3d5nya2gj>

Conceptual Parking Plan

<https://christiansburg.box.com/s/d36bex41id6970lvmnk6nnz86ovpwi6o>

Planning Commission Resolution

<https://christiansburg.box.com/s/h8k568ffljv9wxyjkvmy53321st3kcxl>



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Discussion and Action by Council

**Meeting Date:**

11-14-2017

**ITEM TITLE:**

Application for Support/Grant

**DESCRIPTION:**

Updated application for annual support for community programs

**POTENTIAL ACTION:**

Approval of new application requirements and format

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

For the past five years we have been using the same application for community organizations requesting support from the town. The finance committee requested that we update the application and place some additional requirements on receiving support funds from the Town.

On 11-1-2017 the attached support application was reviewed and discussed by the finance committee and finance committee recommended it be sent to Council for approval for our upcoming grant application cycle. New applications for the upcoming budget are due February 1, of 2018.

Changes to the application include the following:

A cash or in kind match of volunteer hours will now be required.

Support for capital building improvements will only be awarded if the building is owned by the requesting organization.

New format of how information is to be presented.

Request for disbursement of funds will need to be provided before payment will be made and supporting documentation of cash or in kind match must be provided.

Requests for disbursement of awarded funds must be received by May 15 or funding will be denied.



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

**Request for grants and organization support must be submitted prior to February 1<sup>st</sup> to be considered for the upcoming fiscal year.**

**Grants are approved during the budget process and approved by majority vote of council.**

**Return proposals to: Town of Christiansburg; 100 E. Main St.; Christiansburg VA 24073**  
**Attention Director of Finance\Treasurer Valerie Tweedie CPA\_\_or scan and email to**  
[vtweedie@christiansburg.org](mailto:vtweedie@christiansburg.org)

**The Town of Christiansburg is unable to consider, but not limited to, donations for the following:**

- National initiatives
- Individuals seeking scholarships, fellowships, or sponsors for a particular cause
- Individual K-12 schools
- Political, labor or fraternal activities
- Organizations other than 501 (c) (3) nonprofits, governmental or tribal entities
- Salaries and wages.

### **APPLICATION:**

Your submission must include **ALL** of the following sections one through five as follows or the request will **NOT** be considered. Capital building improvements must include section 6.

Section 1: Entity information, amount of request, signed agreement. (Below)

Section 2: Proof of 501c 3 status and most recent copy of form 990 or postcard filing.  
Charter or corporation status of governmental agency.

Section 3: Amount of funding for prior five years from the Town and explanation of how funds were used.

Section 4: Narrative of program and questions as presented.

Section 5: Match requirement cash or in-kind.

Section 6: Property ownership record for capital building improvement funds only

### **GRANT MATCH REQUIREMENT:**

All grant recipients must provide either a cash match from fundraising efforts OR an in kind match of volunteer hours. Each volunteer hour equals \$20 of cash match. For example a \$1000 award will require 50 volunteer hours. Cash match may come from state or federal grants, fund





# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

raising efforts, or other non-committed funds on hand. For example if you have a state award of \$5000 and need a match for that grant of \$1000 that award will serve as the cash match. The cash match is dollar for dollar. If you are requesting \$1000 you must provide \$1000 of cash match.

## **CAPITAL IMPROVEMENT FUNDS:**

Funds requested for capital building improvements may be provided only if the following terms are met:

Organization owns the property to be improved

Organization will allow Town to use the property at least once annually at no cost

Organization must have building or street signage displaying organization name and hours of operation.

## **REPORTING AND DISBURSEMENT OF FUNDS:**

The financial report at the end of this document must be submitted before funds will be disbursed and must be filed no later than **May 15th** of the fiscal in which the grant was awarded. If the funds were awarded for fiscal year 2019-2020 then the report is due by May 15, 2020. Reports received after this date will not be funded.

Supporting documents such as invoices or log of volunteer hours **must** be provided with the report to demonstrate compliance with the match requirement and substantiation of the use of funds.

---



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

### SECTION 1:

**Name of Organization:**

---

*Important: Unless you are a governmental unit, a qualified church, or an entity covered by a group exemption, your name must be the same as on the IRS determination letter or you must submit documentation of your name change and notification to the IRS of that change.*

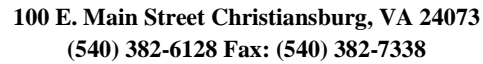
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>E-mail:(required)</b>	
<b>Date Established:</b>	
<b>Federal Tax ID #:</b>	
<b>Chief Executive Officer:</b>	
<b>Phone Number:</b>	
<b>Chief Financial Officer:</b>	
<b>Phone Number:</b>	
<b>Donation Contact Person:</b>	
<b>Phone Number:</b>	

---

**This Organization is: (check one)**

- ☐ an exempt IRC Section 501 (c) (3) organization and has been classified as a public charity described in IRC Section 509(a) (1), (2) or (3)
- ☐ an exempt operating foundation described in IRC Section 4940 (d) (2)
- ☐ Our organization is a qualified church and therefore does not have a 501 (c) (3) letter from the IRC. (Other documentation of this status is attached.) an exempt operating foundation described in IRC Section 4940 (d) (2)
- ☐ A governmental agency, or political subdivision of the Commonwealth of Virginia
- ☐ Other Please explain\_\_\_\_\_

---





# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### SECTION 1 CONTINUED:

#### AGREEMENT

- 1) All information is true and correct to the best of my knowledge.
- 2) A policy of non-discrimination will be followed in all matters of employment, volunteer opportunities and the delivery of programs and services.
- 3) The donation, if made, will be used for the purposes described in this proposal.
- 4) Any change in tax exemption or inability to complete the project as proposed will be reported to the Town of Christiansburg in a timely manner.
- 5) If the above conditions are not met, unexpended donation money will be returned to the Town of Christiansburg immediately upon a written request.
- 6) Final report and request for funds will be filed no later than May 15<sup>th</sup>.
- 7) The applying organization hereby accepts and agrees to the terms and conditions of this agreement as outlined above and will submit all documents requested to meet the match requirement and expenditure of funds
- 8) I understand that the funds may not be used to fund personnel salaries or wages.

---

Signature

Date

---

Printed Name

---

Title

---

Signature

Date

---

Printed Name

---

Title



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### **SECTION 2:**

Attach copies of proof of entity status.

AND

If 501c3 copy of last 990 and/or postcard filing.



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### SECTION 3:

Previous Funding.

☐

We have NOT received funds from the Town of Christiansburg in the past 5 years.

If the Town of Christiansburg donated to your organization in the past 5 fiscal years, provide the amount provided in each year and brief description of how funds were used and attach a copy of the last fiscal year financial statements, preferably audited financial statements for the last fiscal year.

Fiscal Year	Amount	Use of Funds
2018		
2017		
2016		
2015		
2014		



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### Section 4:

1. What is the Mission of your Organization?
2. What is the community need to be met and how will this grant help meet that need?
3. Why is your organization best suited to meet this need?
4. What geographic area does this program serve?
5. How many recipients in this area will be served?
6. How many residents of Christiansburg will be served?
7. How will you measure the effectiveness of this program?



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### SECTION 4 continued:

You must answer ALL of the above questions. You may provide additional narrative of your project or program here. For example, what is the program or project intended to accomplish, what are the benefits to the community and what activities will lead to the desired outcome.





# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073  
(540) 382-6128 Fax: (540) 382-7338

## Application for Support/Grant

---

### SECTION 5:

Cash Match: Please provide information about how you will meet the cash match requirement.

In-Kind Match: Please provide information about your volunteers (number of hours previously donated) and how you intend to use volunteers to meet the needs of this grant requirement.



# TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

## Request For Disbursement of Funds and Final Grant Report

<b>FUNDED PROJECT:</b>	
Organization Name	
Title:	
Amount awarded: \$	Number of members served:
Match is cash amount of \$ Match is a State or Federal grant in amount of \$_____	Match is from fundraising effort in amount of \$_____ Match is from other cash funds, explain
Match is In kind number of volunteer hours Provided volunteer Log attached.	Invoices and receipts for goods and services paid with cash match and grant proceeds attached.
Period of grant award:	Filing date of this report:

All information is true and correct to the best of my knowledge. We have provided the cash match or in-kind match as outlined above and on the attached documents. A policy of non-discrimination has been followed in all matters of employment, volunteer opportunities and the delivery of programs and services. The funds have been used for the purpose specified in the application. I understand that the Town may request additional documentation of expenditures or volunteer hours as needed to support this disbursement request. Failure to provide that documentation will result in the withdrawal of the award. There has been no change in our tax exempt or legal status as an organization. Failure to provide this report by the filing deadline may result in the forfeiture of these funds.

---

**Signature**

---

**Date**

---

**Printed Name**

---

**Title**

---

*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 <sup>Non-Voting</sup>

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

*DRAFT*

**Christiansburg Planning Commission  
Minutes of October 30, 2017**

Present: Harry Collins  
Mark Curtis  
Catherine Garner  
Jeananne Knies  
Craig Moore, Chairperson  
Jennifer D. Sowers, Vice-Chairperson  
Andrew Warren, Secretary <sup>Non-Voting</sup>

Absent: Matt Beasley  
Hil Johnson  
Ann Sandbrook

Staff/Visitors: Will Drake, staff  
Jared Crews, staff  
John Neel, Gay and Neel, Inc.  
Rachel Potter, 2255 Giles Drive  
Kristen Saia, 600 McDaniel Drive  
James Pendleton, 2265 Glade Drive  
Steven Wirt, 2250 Glade Drive  
Yevonne Baker, 675 Curtis Drive  
Elizabeth Whitlock, 2270 Glade Drive  
Linda McMurray, Tailchasers Incorporated  
Elijah Bowen, Blue Ridge Motion LLC

Chairperson Moore called the meeting to order at 7:00 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 October 16, 2017 Meeting

Chairperson Moore introduced the discussion. Commissioner Garner made a motion to approve the October 16, 2017 Planning Commission meeting minutes.

Commissioner Sowers seconded the motion, which passed 5-0. Commissioner Knies abstained as she was not present for the October 16, 2017 meeting.

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 Max Nos. 530-(2)-85b, 86A, and Portions of Tax Max 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.

Chairperson Moore opened the Public Hearing.

John Neel, Gay and Neel, Inc., stated Golden Triangle Development is seeking to develop the property into a Planned Housing Development. Mr. Neel explained Golden Triangle has developed patio homes in Windsong Heights as well as the Senneca Springs Planned Housing Development. Mr. Neel noted the proposed development would be similar to Senneca Springs.

Mr. Neel stated VDOT was supposed to place a stormwater retention pond just above the property alongside I-81 when the interstate was expanded but the pond has not yet been installed. Mr. Neel stated the developers are requesting to partner with VDOT and the Town to develop this pond to be used by both VDOT and the proposed development. Mr. Neel noted the developers have a secondary plan that would involve placing their own pond on the property and eliminating some of the development's proposed lots.

Mr. Neel stated the developers intend to extend water mains to the development from Giles Drive and Glade Drive and install a neighborhood park at the rear of the property. Mr. Neel stated greenspace along Glade Drive would be maintained as a buffer. Mr. Neel stated the developers would also support the placement of a traffic signal at the intersection of Tower Road and Roanoke Street.

Mr. Neel noted domestic water pressure in the area is acceptable for domestic use in the proposed development but lower than required for fire flow.

Bud Brusseau, 655 Curtis Drive, stated he is concerned about the extension of the water mains as water pressure is already low in the neighborhood. Mr. Brusseau stated a new pumping station was supposed to be installed along with the latest homes added to Glade Drive. Mr. Brusseau noted traffic could be a concern as many children play in the area and traffic travels faster than appropriate.

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 Max Nos. 530-(2)-85b, 86A, and Portions of Tax Max 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 – (continued).

Mr. Brusseau expressed concern with the request for R-3 zoning because if the proposed development is not constructed, a new developer could theoretically install apartments or condominiums. Mr. Cutis explained only a ten-foot buffer zone would exist between Curtis Drive, leading to increased noise from I-81 and a loss of scenery.

Rachel Potter, 2255 Giles Drive, stated traffic would increase and congest the neighborhood, especially if traffic is diverted from the interstate in the case of a crash. Mrs. Potter explained she is worried about the safety of her husband who is in law enforcement as his patrol vehicle is parked in front of their residence.

Kristen Saia, 600 McDaniel Drive, stated she supports the installment of a traffic light at Tower Road and Roanoke Street but noted most people in the development would likely use McDaniel Drive to travel to Falling Branch Road for its access to 460 and I-81. Ms. Saia stated the hill on the south end of McDaniel Drive is dangerous and increased traffic would lead to further issues. Ms. Saia requested a second stop sign be placed on Falling Branch Road as it approaches McDaniel Drive due to visibility issues.

James Pendleton, 2265 Glade Drive, stated there are many children in the neighborhood and increased traffic would create a concern. Mr. Pendleton agreed that the hill on McDaniel Drive is dangerous, especially in winter weather. Mr. Pendleton suggested installing a road from the area currently proposed as a park in the development to an area beside Falling Branch Elementary School. Mr. Pendleton also requested there be a guarantee that single-family houses will be placed on the property.

Steven Wirt, 2250 Glade Drive, stated he has three children and would not feel safe having the children outside with the increased traffic from the proposed development. Mr. Wirt stated he is also concerned with noise from construction as well as the work necessary to extend water, sewer, and electricity to the new lots.

Yevonne Baker, 675 Curtis Drive, stated she shares concern for neighborhood children. Ms. Baker asked why the property could not be rezoned to R-1 Single-Family Residential as opposed to R-3 Multi-Family Residential as she is worried about the development falling through and a new developer installing apartments or condos.

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 Max Nos. 530-(2)-85b, 86A, and Portions of Tax Max 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 – (continued).

Elizabeth Whitlock, 2270 Glade Drive, stated she has several children and recently moved from Montgomery County into the Town of Christiansburg. Ms. Whitlock stated she chose her home in town based on the lack of traffic in the neighborhood. Ms. Whitlock agreed that there are safety concerns with McDaniel Drive and that R-1 zoning would be preferable to R-3.

With no further comment, Chairperson Moore closed the Public Hearing.

Contingent on the above item, 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 Max Nos. 530-(2)-85b, 86A, and Portions of Tax Max 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.

Chairperson Moore opened the Public Hearing.

Mr. Neel stated the developers would proffer that the property would only be used to develop single-family housing and the developers would continue to work with staff to ease the concerns of citizens. Chairperson Moore stated a proffer would remain on the property even if ownership changes.

Mr. Brusseau stated McDaniel Drive is nearly impossible to travel in bad weather and traffic congestion at the intersection of Tower Road and Roanoke Street was already a concern. Mr. Brusseau suggested constructing a road from the development to Falling Branch Road. Chairperson Moore explained the development does not extend very close to Falling Branch Road and a road extension of this nature would cross a significant amount of private property located in Montgomery County.

With no further comment, Chairperson Moore closed the Public Hearing.

Discussion/Action 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. Mr. Warren explained Ms. McMurray had provided staff with a list of standards that will be required of the kennel/daycare. The Planning Commission discussed waste disposal and determined similar uses to the proposed kennel exist in Town with similar requirements for waste disposal and management.

Ms. McMurray stated 60 to 70 square feet per dog is recommended for play but only 20 square feet is necessary for kenneling. Commissioner Knies suggested adding that the standards of Tailchasers, Inc. would change along with overall standards for kennels.

Ms. McMurray explained the outdoor area for the dogs is about 350 square feet with one area designated for small dogs and another for large dogs. Ms. McMurray noted dogs over 40 pounds would be considered large and that dogs would be under constant supervision.

Commissioner Curtis asked about dogs digging under fences and Ms. McMurray stated cinderblocks or plants could be used to block the fence but she was currently seeking advice from the installer of the fence. Ms. McMurray stated there will be two gates leading into the play area and dogs will not be playing outside at night.

The following conditions were drafted:

1. Architectural fencing shall be a slat-type fencing or similar material, as approved by staff. The fencing shall be a minimum 6-feet tall and shall be installed prior to the starting of operations of the kennel use.
2. The site shall be maintained in a clean, sanitary and slightly manner.
3. There shall be a minimum of 20 square feet of indoor floor area per dog with an additional 3.5 square feet of indoor floor area for each large dog.
4. The permit shall be subject to review by the Planning Commission in one year.

Commissioner Collins made a motion to recommend Town Council approve the conditional use permit with the conditions as drafted. Commissioner Garner 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.

Elijah Bowen, Blue Ridge Motion LLC, provided the Planning Commission with a parking schematic showing ten spaces established for parking at the facility. Mr. Warren stated the parking area was private and not a typical lot but explained a minimum 24 foot drive aisle would be maintained between the parking areas.

Mr. Bowen stated posts with signage would be set to designate parking areas and an 8 foot area will be maintained between parking spaces and the facility to serve as a walkway. Mr. Bowen noted the property owner had granted him permission to reserve and demarcate the parking area for his facility.

The following conditions were drafted:

1. There shall be no excessive noise between 10:00 p.m. and 7:00 a.m.
2. The permits 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.
4. At a minimum, ten (10) parking spaces shall be reserved and posted for this private recreational facility only in substantial accordance with the Conceptual Parking Plan dated October 27. 2017.

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

With no further comment, Chairperson Moore closed the discussion.

Discussion on a rezoning request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for approximately 13.071 acres of property (Tax Max Nos. 530-(2)-85b, 86A, and Portions of Tax Max 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.

Mr. Neel stated Town engineering staff indicated water pressure is acceptable for domestic use, but not for fire flow. Mr. Neel stated extending and looping the water mains from Glade Drive would help but not solve all issues. Mr. Warren explained that fire flow standards require hydrants to flow at 1000 gallons per minute (GPM) and the current hydrants flow at under 500 GPM. Mr. Warren noted the Fire Chief and Town Engineer would need to approve a fire flow under the standard.

Mr. Neel stated he is willing to work with staff to figure out the best way to move forward. Chairperson Moore requested additional information regarding water pressure and fire flow. Mr. Warren stated he ask the Engineering Department regarding any plans to place a pump station in this area.

Commissioner Curtis stated due diligence should be granted to traffic concerns. The Planning Commission discussed traffic calming measures including the traffic light at the intersection of Tower Road and Roanoke Street and stop signs, vegetation control, and rumble strips on Falling Branch Road approaching McDaniel Drive. Chairperson Moore noted this area was located in Montgomery County but it may be possible to ask for the County's assistance. Mr. Warren stated funding is being requested for the traffic signal at the intersection of Tower Road and Roanoke Street.

Mr. Warren noted the proposed development is not located in one of the Town's urban development areas and suggested the Planning Commission visit the site to better understand the proposed development.

Mr. Neel noted a small portion of the proposed development lies in Montgomery County and steps are being taken to bring this area into the Town.

Mr. Neel stated there is demand for this type of development within a particular price range. Vice-Chairperson Sowers stated retirees would likely be attracted to the development.

#### Other business.

Chairperson Moore opened the discussion.

Mr. Warren stated staff had received a conditional use permit request for a comprehensive signage plan which will be scheduled with Town Council next week.



Other business – (continued).

Mr. Warren announced Town Council approved the code amendment to permit beauty parlors as major home occupations as well as April Collins' request for a beauty parlor at her residence on Circle Drive. Mr. Warren stated Town Council had also unanimously approved Robert Young's request for a towing and storage yard on Bell Road.

Mr. Warren announced Todd Walters, Assistant Director of Engineering, is leaving to become the Town Manager for New Market, Virginia.

Commissioner Knies asked about status of the traffic signal at Quin W Stuart Boulevard and Peppers Ferry Road. Mr. Warren stated the project was still in its design phase and staff would get an update for the Planning Commission.

The Planning Commission looked at plans for the intersection of Cambria Street and North Franklin Street. Mr. Warren stated an Open House will be held on November 16, 2017 and information on the changes will be available.

Commissioner Garner asked about the status of Phase 2 of the Huckleberry Trail. Mr. Warren stated the Town is working with the contractor.

The Planning Commission agreed to meet at the proposed development on Glade Drive at 5:30 p.m. on November 20, 2017.

With no other business, Chairperson Moore adjourned the meeting at 8:39 p.m.

---

Craig Moore, Chairperson

---

Andrew Warren, Secretary Non-Voting