

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES- 7:00 P.M.
NOVEMBER 14, 2017**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON NOVEMBER 14, 2017 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Director of Public Works Jim Lancianese.

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. Town Manager Wingfield detailed areas of VDOT maintenance in town and the area near the Christiansburg Recreation Center and the area near Lowe's appeared to be the only areas of concern. Mr. Wingfield stated that VDOT will only mow a few times a year and that budget constraints prevent regular mowing. David Clarke, Christiansburg VDOT Resident Engineer, stated that this was the case. Discussion of the Town doing the mowing through an agreement with VDOT coupled with a more regular schedule from VDOT would help the situation and there was discussion of planting wildflowers in the area near the Recreation Center.
- B. Review of Farmers' Market insurance requirements. Town Manager Wingfield stated that the insurance recommendation was from Town Attorney Fontana as a protection for the town and said that some localities will form a non-profit for the management of farmers' markets. Town Manager Wingfield and Public Relations Director Powell stated that the insurance requirement seemed to be encouraged by the existing vendors and that policies only cost a few hundred for a stand-alone policy and can be a rider to homeowners insurance. Discussion turned to support for the market and the desire to show a commitment to the vendors including physical improvements ranging from benches, the proposed archway, and string lights to more permanent changes like street closure or structures.
- C. Photo project at Town facilities. Town Manager Wingfield and Public Relations Director Powell provided a slideshow with potential themes including photos by era, subject matter, structures, events, Council members and staff, and citizens. Structure which could be included could be the Aquatic Center, Recreation Center, and Town Hall. Photos could be individually hung which would be more easily moved to other locations versus a wrap and they could rotate locations. Larry Middleton and Roy Kanode were mentioned as sources for photos.

III. Adjournment

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

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON NOVEMBER 14, 2017 AT 7:00 P.M.

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

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

Mayor Barber congratulated Steve Huppert and Brad Stipes on their re-election to Town Council, and welcomed newly-elected Merissa Sachs to Council.

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.

Linda McMurray, applicant, reported that she opened a pet retail and grooming business yesterday at 569 North Franklin Street, and is requesting a CUP to offer daycare services and overnight boarding. She explained her plan of care for dogs, kennel size, and outdoor run areas. Ms. McMurray offered to answer questions of Council.

Desiree Swindell, 1395 Dow Street, spoke in favor of the CUP request, expressing her plans to support the business with her dogs. She currently uses the dog park in Radford and boards with a friend.

Faren Wolter, 1370 Dow Street, voiced her support for the CUP, noting that she currently boards her dogs in Newport.

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.

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

VI. CITIZEN COMMENTS

- A. Andy Schack, 1391 Dow Street, addressed Council with concerns regarding an illegal kennel at 1392 Dow Street that has been ongoing for about a year and a half, and houses approximately eighteen dogs in a three-bedroom house. The police, animal control, and Planning Director Andrew Warren have been involved in response to numerous complaints regarding excessive barking, the smell of feces, and dogs roaming the neighborhood. Citations have been issued, according to Mr. Schack, but the kennel operation has continued. Council was provided photographs of the property. Mr. Schack expressed concerns that the Town's noise ordinance was difficult to enforce, and he provided Council with a copy of the noise ordinance from Radford City, Salem, and Blacksburg to be used as models in writing and effective noise ordinance.

Faren Wolter, 1370 Dow Street, spoke in opposition of the kennel operation at 1392 Dow Street due to the number of dogs kept on the property, the dog turnover, and property neglect. Ms. Wolter lives directly behind the property and expressed concerns that the property owner has begun retaliating against neighbors who have complained. Ms. Wolter has a background in training dogs and has tried to work with the dogs' owner, without success or cooperation.

Ed Schack, 1391 Dow Street, said he believed the dogs' owner has avoided violations by manipulating the system/ordinance, even though the property and fencing is in disrepair, and dogs bark often and late into the evening. The property owner has a hearing coming up for a zoning violation, but the kennel operation has continued and property maintenance has continued to be neglected.

Robert Ambler, 365 Harkrader Street, shared his experience with a pack of four German Shepherds that escaped from 1392 Dow Street. According to Mr. Ambler, the dogs are frequently seen roaming the area, and on one occasion attempted to attack him and his Pomeranian in their own yard. Fortunately, he was able to run them off by spraying them with a water hose, then called the police. In addition, Mr. Ambler said the dogs could be heard barking constantly into the night, and it was not unusual to see the owners of the dogs walking the neighborhood looking for dogs that had escaped from their yard.

Councilman Stipes noted the large number of residents present due to concerns with the large number of dogs at 1392 Dow Street, and he thanked them for making Council aware of their concerns. Town Manager Wingfield reported that the property owner of 1392 Dow Street had been cited with a zoning violation and is in the process of appealing through the Board of Zoning Appeals. The BZA hearing is expected to take place in early December, and, according to Planning Director Andrew Warren, proper notification will be given once the date is scheduled. Mr. Warren said he would notify Council of the hearing date once scheduled. In addition, the property owner was given a summons for noise violations and that court date is scheduled for January 2018; Jerry Heinline, Building Official, is working with the property owner to remedy fencing that is in disrepair; and Montgomery County is involved with animal sheltering violations. Councilman Hall stated that the Town needed to review and appropriately amend its ordinances to provide clear guidelines on kennels and the number of dogs that could be kept on a property.

- B. Marty Gordon, 1470 Merrimac Road, provided Council with an update on the Christiansburg Arts Council meeting held on October 18. The arts council is seeking nominations for officer positions, and working on developing a Facebook page that will solicit arts, and the involvement of the public in identifying areas for potential art placement. Mr. Gordon spoke about the importance of art within the community in revitalization and encouraging tourism, and reported on the progress of current art projects that include a pet memorial on Roanoke Street. In closing, Mr. Gordon said that Town Manager Wingfield facilitated sending two Dogwood trees to sister-city Christiansburg, Ohio, through the Arbor Foundation. Christiansburg, Ohio plans to plant the trees in its downtown area with a plaque identifying them as being from Christiansburg, Virginia, and Mr. Gordon suggested representation from Christiansburg be present to help with the planting.
- C. Christopher Sweet, 500 Gold Drive, introduced himself as a thirteen-year-old, seventh-grader who has served as a football team manager, and is currently involved in Boys Scouts, Big Brother/Big Sister Program, and the Boys and Girls Club. Christopher said the Town holds festivals for adults, and offers a variety of programs through the recreation center and the aquatic center, but believes there are less options and opportunities available for preteens and young teens. He offered ideas such as a pinewood derby festival, indoor putt-putt, or an RC remote control track. Christopher said he has learned through

his involvement in Boys Scouts that there would be support from the teen community for activities like the ones he mentioned and he asked Council to take his suggestions into consideration. Council thanked Christopher for coming before Council and commended him on his willingness to bring his concerns and ideas to the Town. Councilman Hall asked him to talk with his troop leader about ways the Town could help to facilitate his ideas and to report back to Council. Councilman Showalter encouraged Christopher to also present his ideas to the Recreation Advisory Commission and the Aquatics Advisory Board.

VII. 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. Resolutions in support of these projects will be before Council at the November 28, 2017 Council meeting.

Director of Engineering Wayne Nelson introduced the Fiscal Year 2019-20 VDOT funding applications and provided details of each project. Funding applications for the Transportation Alternative Program were for (1) Roanoke Street sidewalk at Route 460 bypass (HSIP BikePed Application); (2) East Main Street sidewalk improvements; (3) Downtown Enhancement, Phase 3; and (4) Huckleberry Trail-head. Funding under the Transportation Alternative Program offers an 80%/20% match. Funding applications for the Revenue Sharing Program include (1) Roanoke Street/Tower Road/Hampton Boulevard Intersection; (2) Arbor Drive – Peppers Ferry Road Intersection; (3) Hickok Street Improvements, and offers funding as a 50%/50% match. Mr. Nelson informed Council of upcoming Public Hearings on the projects and noted that resolutions in support of the funding applications would be presented at the next regular council meeting for approval. Mr. Nelson noted that the funding period was for two years, and that he worked closely with Town departments and local VDOT Residency engineers in selecting the current projects. The Town should know in May 2018 which projects will be funded.

- B. Continuation of the Christiansburg Town Council / Christiansburg High School Government Partnership. Christiansburg High School will be represented by Fin Jennings and Reegal Patel.

Councilman Collins introduced CHS students Fin Jennings and Reegal Patel who reported to Council on recent activities at the high school. On November 10, the Student Government Association hosted a Veterans Day parade and luncheon that was well attended and enjoyed. The Beta Club is currently organizing a Thanksgiving Basket Project that will deliver food baskets into the community, and in athletics, Cross Country Boys placed 3rd in State and Cross Country Girls placed 8th in State. Councilman Showalter pointed out that Fin Jennings was on the Christiansburg soccer team and scored the winning goal at the last game. He was also recently voted Homecoming King by his peers. Councilman Showalter went on to ask Fin and Reegal to continue conversations with lower classmen about the importance of the partnership with the Town to continue to grow and expand the program, and to seek input from students. Councilman Bishop, as a veteran, thanked CHS and the SGA for the Veterans Day parade and luncheon, which he appreciated and enjoyed.

VIII. 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).

Councilman Stipes reported that the property was being redeveloped for an Aldi store, and the request to is divide the property with one portion to be demolished, and the other _____. The Street Committee has reviewed the request and found it to conform with the subdivision ordinance. Councilman Stipes made a motion to approve the request as presented, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

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.

Councilman Stipes reported that the request was to rename a street and to modify a previously approved plat to allow for parking along the front of the townhomes, instead of in the rear by way of alleyways. Councilman Stipes noted that the Street Committee recommended approval and he made a motion to approve the request as presented. Councilman Collins seconded the request, and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

B. Finance Committee report/recommendation on:

1. Budget Amendment 1 for FY 2017-2018.

Budget Amendment 1, along with a summary for explanation, was included in the agenda packet for Council review. The Public Hearing is scheduled for November 28, 2017.

IX. DISCUSSION BY MAYOR AND COUNCIL

A. Council action on:

1. 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. Town Manager Wingfield read the four conditions set forth in the Planning Commission resolution, and Councilman Collins commented that the Planning Commission worked with Town staff in carefully reviewing the parking situation before making its recommendation for approval. Councilman Hall made a motion to issue the CUP with four (4) conditions as recommended by the Planning Commission, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- B. Updated application for annual support for community programs. Councilman Showalter stated that this was discussed in finance committee and that he had requested changes to strengthen the application process for those who request funding in annual budget. He had met with Finance Director Tweedie early on to develop an application process for proper vetting of requests. Councilman Showalter stated part of concerns are for town responsibility with taxpayer revenue, but also a desire to support organizations that serve and give back to the community. Finance Director Tweedie explained the updated application requirements. Councilman Hall, inquired if groups like child advocacy center would have blocks with these changes. Finance Director Tweedie stated the way it is set up, applicants would need to provide qualifying information and must have support from other sources. Councilman Bishop, asked about the requirement that capital improvement requests must be owned by applicant. Showalter stated that this was the intent of the finance committee. Councilman Bishop gave the community center as an example, which the Schaeffer Memorial Church owns, so the church would need to apply although the town typically does not give to churches. Councilman Showalter talked about different ways the community center could qualify for funds, including separating the properties and said that they could make a request outside of the application process though the town was trying to move support requests to this application process. There was a motion by Councilman Hall to table until next meeting to allow for further discussion, seconded by Councilman Huppert. Council agreed to table until the next meeting.

- C. Councilman Stipes made a motion to amend the agenda to add a discussion of Council regarding Town support for the Montgomery County Chamber of Commerce annual dinner on December 7. Councilman Hall seconded the motion to open the discussion. Councilman Bishop requested that the recent NAACP dinner, attended by several Council members, be added to the discussion. Councilman Hall noted that to sponsor a table at the chamber dinner would cost \$750.00, and he expressed this would be difficult to justify as stewards of public dollars. It was noted that a community table at the recent NAACP dinner was \$600.00; the Council members who attended paid for their own tickets. Councilman

Showalter agreed that the Town should be responsible stewards of town funds; however, other localities are well represented at several organizational dinners, often with no, or little, representation from Christiansburg. Mayor Barber noted that in years past the Town has paid for elected officials to attend dinners, with spouses paid out-of-pocket. Council expressed an interest in knowing the annual cumulative cost of dinners to review during budget preparation. Councilman Huppert stated that he could support paying for the mayor to represent the Town at dinners, but not purchasing an entire table due to the high cost, noting that the funds could be put to support businesses/organizations in better ways. Councilman Huppert urged Council to consider restrictions for some control, if it approved purchasing a table at the chamber dinner. Councilman Stipes made a motion to sponsor one table for ten at the Montgomery County Chamber of Commerce annual dinner, seconded by Councilman Showalter. Councilman Showalter said Council attending events at one table showed great support, and that Council often learned from the events and improved community relations. He stated his support for the matter to be included as a line item in the FY 2018-2019 annual budget. Councilman Bishop expressed his concern with the possible perception that Council was picking and choosing certain groups to support, since it did not present the same sponsorship support for the recent NAACP Freedom Fund, even though it had been discussed. Councilman Stipes said the Town should be selective in who it supports and he pledged his support for sponsoring a table at the NAACP Freedom Fund next year. Councilman Hall cautioned there were too many unknowns at this time to responsibly support the motion, and no policy or guidelines in place to provide direction for future sponsorship requests. Council voted on the motion as follows: Bishop – Nay; Collins – Aye; Hall – Nay; Huppert – Nay; Showalter – Aye; Stipes – Aye. Noting a tie, Mayor Barber voted Aye to pass the motion.

X. STAFF REPORTS

A. Town Manager Wingfield:

- A Public input meeting will be held on November 16 at 6:00 PM for the Cambria Street intersection and North Franklin Street corridor improvements.
- By consensus of Council, the December 26th regular council meeting was cancelled, with the option to reschedule if necessary.
- Karen Walters, Human Resource Generalist, will retire on December 1 after thirty years of service.
- A work session to hear a presentation on Blacksburg Transit was scheduled for November 28 at 5:30 P.M.

B. Town Attorney:

C. Other Staff:

XI. COUNCIL REPORTS

- A. Councilman Hall congratulated Steve Huppert, Brad Stipes, and Mayor Barber on their re-election to Town Council, welcomed Merissa Sachs to Council, and expressed his appreciation for their commitment to serving the Town. He then reported on the November Recreation Advisory Commission meeting where the discussion was on senior and youth programs at the recreation center and the aquatic center, and changes to the age groups in the baseball/softball programs, which will be announced at a later time.
- B. Councilman Bishop reported on the Veterans Day program held at Schaeffer Memorial Baptist Church on November 12, and thanked the Council members and Town staff who attended.
- C. Councilman Collins provided Council with information on the Virginia Main Street Program, and asked that they review the material and express their level of interest in participating.
- D. Councilman Stipes congratulated Steve Huppert and Mayor Barber on their recent re-election, and welcomed newly-elected Council member Merissa Sachs.
- E. Councilman Showalter reported on the October NRV Regional Commission meeting, noting that two members, Cecile Newcomb and Kevin Sullivan, would be leaving the commission at the end of the year. Mr. Showalter invited Council to attend the regional commission meeting on November 16.

XII. CLOSED MEETING:

- A. Councilman Bishop 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 Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Certification. Councilman Bishop 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: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
- D. Council action on the matter.

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:20 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor