



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
DECEMBER 11, 2018 – 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 Rebecca Compton and Andrew Goodall for a major home occupation (beauty parlor) at 1525 Spruce Street, S.E. (tax map no. 529-17-10) in the R-2, Two-Family Residential District.
- B. Ordinance to amend Chapter 42, "Zoning" of the Christiansburg Town Code for the purpose of permitting and regulating homestay / short-term rentals as accessory uses to residential dwellings.
- C. Ordinance repealing any Town interests for an approximately 1,050 square foot portion of an alleyway located between tax map no. 497-A-45 and tax map no. 497-A-48 located at 596 Depot Street, N.E.
- D. Budget amendment for FY 2018-2019 budget.
- E. 2017 Consolidated Annual Performance and Evaluation Report (CAPER) as required for Community Development Block Grant (CDBG) funding by the U.S. Department of Housing and Urban Development (HUD).

IV. CONSENT AGENDA

- A. Council meeting minutes of November 13, 2018 and November 27, 2018.
- B. Contract with Stageline for a mobile stage for the Parks and Recreation Department in the amount of \$162,555.

C. [Construction contract for Falling Branch Intersection Improvement Project.](#)

D. [Contract for Roanoke Street and Arbor Drive Design-Build Sidewalks.](#)

E. Schedule Public Hearing on February 12, 2019 for a Conditional Use Permit request by SHAH Development LLC, for a residential development to consist of multiple-family dwellings at a density of development not to exceed 20 dwelling units per acre on an approximately 5.7 acre property located at 2000 Sunset Drive, N.E. (tax map nos. 436-A-22A and 436-A-42) in the B-3, General Business District.

F. Schedule Public Hearing on February 12, 2019 for a Conditional Use Permit request by Michael Abraham, agent for The Threshold Center LLC, for a private recreational facility (gym) at 225 Industrial Drive, N.E. (tax map nos. 500-A-5K, 5K1) in the I-2, General Industrial District.

V. INTRODUCTIONS AND PRESENTATIONS

A. Public Relations Director Melissa Demmitt to present on the Public Relations Department.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

A. Collins and Stipes – Street Committee report/recommendation on:

1. Plat from records showing New Public and Private Easements on Tax Map #436-5-1 and #436-5-C, C-1 (Market Place Redevelopment Phase 1).

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Council action on:

1. 2017 Consolidated Annual Performance and Evaluation Report (CAPER) as required for Community Development Block Grant (CDBG) funding by the U.S. Department of Housing and Urban Development (HUD).

IX. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings:

January 8, 2019 – Regular meeting

January 22, 2019 – Regular meeting



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

December 11, 2018

**ITEM TITLE:**

Public Hearing for a Conditional Use Permit request by Rebecca Compton and Andrew Goodall for a major home occupation for a single-chair beauty parlor (nail salon) at 1525 Spruce Street, S.E. (tax map nos. 529-17-10) in the R-2, Central Business District (CUP 2018-17).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) to operate a single-chair beauty parlor (nail salon) at 1525 Spruce Street, S.E. in the R-2, Two-Family Residential zoning district. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on November 19, 2018. At its November 19, 2018 meeting, the Planning Commission recommended approval by a vote of 8-0 with six conditions:

1. The hours of operation 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.
6. On-street parking shall be confined to the street right-of-way directly adjacent to the property.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/k1js2nnvg2pbi9hhgqp27p4pgk3j6p94>

Planning Commission Minutes – November 19, 2018 (Draft)

<https://christiansburg.box.com/s/0mj0802uc8ujmkd4z9lehydxinlujbwj>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/itf6zjj3ga096niacy5fawsh0tddtbsi>



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

December 11, 2018

**ITEM TITLE:**

Public Hearing for a proposed ordinance to amend Chapter 42, "Zoning" of the Christiansburg Town Code for the purpose of permitting and regulating homestay / short-term rentals as accessory uses to residential dwellings (CODE 2018-05).

**DESCRIPTION:**

The proposed ordinance amendment to Chapter 42, "Zoning" of the Christiansburg Town Code would allow homestay / short-term rentals to be permitted as minor home occupations, accessory to residential dwellings. The proposed ordinance:

- Adds definitions for *homestay* and *primary residence*
- Amends the definition of *home occupation*
- Adds Sec. 42-664 - regulations for homestay use

The Planning Commission's Development Subcommittee reviewed and discussed the draft ordinance on September 24 and October 8, 2018. The Development Subcommittee recommended approval of the draft ordinance during its October 8, 2018 meeting. The Planning Commission held its public hearing on November 19, 2018. At its December 3, 2018 meeting, the Planning Commission recommended approval by a vote of 8-0.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Draft Ordinance – dated December 3, 2018

<https://christiansburg.box.com/s/dktqvt16bext5x92exnlyhk9b7fvvx03>

Planning Commission Minutes – November 19, 2018 and December 3, 2018 (Draft)

<https://christiansburg.box.com/s/0mj0802uc8ujm4z9lehydxinlujbwj>

<https://christiansburg.box.com/s/kzimld9zsdwu9uc3oo4ethsmgpry60aw>

Planning Commission Resolution

<https://christiansburg.box.com/s/3nk6bwekxt4ln2echcwmpcq807huoro9>

Staff Report

<https://christiansburg.box.com/s/mo8wxr7frvsce3xfsn4ll6zo0xdwbo9h>



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

December 11, 2018

**ITEM TITLE:**

Public Hearing for an ordinance repealing any Town interests for an approximately 1,050 square foot portion of an alleyway located between tax map no. 497-A-45 and tax map no. 497-A-48 located at 596 Depot Street, N.E.

**DESCRIPTION:**

The proposed ordinance would repeal any interests the Town of Christiansburg holds for an approximately 1,050 square foot portion of a 20-foot wide alley located behind 596 Depot Street, N.E., as shown on the attached exhibit. Due to the unknown nature of the dedication of the alleyway, the ordinance would repeal any rights held by the Town of Christiansburg over this portion of the alleyway, but does not imply the Town is fully vacating all rights held by any other parties, should they exist.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Ordinance

<https://christiansburg.box.com/s/4eda46sb0bslpi2avnfz9i782uljvmci>

Alleyway Exhibit

<https://christiansburg.box.com/s/eb17yx2lex7z59ukkuqri035iht5kvc4>



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

**AGENDA LOCATION:**

PUBLIC HEARING/  
DISCUSSION AND ACTION BY MAYOR AND COUNCIL

**MEETING DATE:**

December 11, 2018

**ITEM TITLE:**

Preparation of the 2016 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) program administered by the U.S. Department of Housing and Urban Development.

**DESCRIPTION:**

The CAPER is an evaluation and performance report detailing accomplishments toward meeting the goals outlined in the 2015-2020 Consolidated Plan. The CAPER compares the actual performance measures with those measures listed in the 2017 Annual Action Plan.

**POTENTIAL ACTION:**

Approval

**DEPARTMENT(S):**

Planning Department/Town Manager's Office

**PRESENTER:**

Andrew Warren, Asst. Town Manager

**ATTACHMENT:**

2017 Draft CAPER

<https://christiansburg.box.com/s/c1xiwz7bcbgvv5bbtk7pjbacqu4h8u2>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
NOVEMBER 13, 2018 – 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 13, 2018 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Finance Director/Treasurer Val Tweedie; Public Relations Director Melissa Demmitt; Events Coordinator Casey Jenkins; Director of Aquatics Terry Caldwell; Police Chief Mark Sisson; Superintendent of Streets Travis Moles; Director of Public Works Jim Lancianese; Assistant to the Town Manager Adam Carpenetti; Planning Director Will Drake; Building Official Jerry Heinline; Parks and Recreation Director Brad Epperley; Operations Supervisor Chrystal Jones.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Councilwoman Sachs made a motion to amend the agenda as follows, seconded by Councilman Showalter, and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye:

- Remove the request to schedule a Conditional Use Permit request by the Montgomery County School Board for a flag pole up to eighty (80) feet in height at 100 Independence Blvd, N.W. (tax map no. 466-2-11) in the I-2, General Industrial District. The CUP application was withdrawn by the applicant.
- Add three resolutions to the consent agenda for Council approval.
- Add a Closed Meeting for the discussion of potential acquisition of real property located in Cambria.

III. PUBLIC HEARING

- A. Conditional Use Permit request the Christiansburg Presbyterian Church, for an electronic messaging sign located at 107 W. Main Street (tax map nos. 526-A-203, 206) in the B-2, Central Business District.

Dr. Don Makin, 940 Hummingbird Drive, Pastor of the Christiansburg Presbyterian Church, explained the intent of the church to effectively share announcements with the community



through the use of an electronic messaging sign, and stated that the design of the sign would be suitable to downtown and would comply with Town Code. Dr. Makin expressed appreciation for the Planning Commission study and recommendation, and requested permission to shorten the minimum message display time from six seconds to four seconds to accommodate moving traffic, as allowed for in the State Code. Dr. Makin offered to answer questions of Council.

- B. Conditional Use Permit request by David P. Hill, agent for Junkin Street Partners LLC for a Planned Housing Development to consist of a multiple-family dwelling with up to 20 dwelling units on an approximately 1.031-acre parcel (tax map no. 527-12-7) located at 200 Junkin Street, N.E. in the R-3, Multi-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

David Hill provided a brief overview of the proposal that would bring seventeen loft-style, upscale housing units to 200 Junkin Street. The developer held a neighborhood collaboration meeting for input and noted that the project was national register compliant in design and construction. Mr. Hill provided an aerial map of the location and shared renderings of the finished product, while noting that the developer had offered a reduction in parking spaces and change in location of recreation space to improve site layout. He then offered to answer questions of Council. Councilman Huppert said he had heard neighborhood concerns regarding the increase in traffic on Junkin Street that would result from the development. Mr. Hill said that traffic would increase, but would be lesser in volume than when the property was used as the local school board office.

Paul Trout, 9 Park Street, asked if privacy fencing was included in the proposal. Mr. Hill said the developer was willing to consider placing privacy fencing along portions of the property.

Henri De Hahn, 203 E. Main Street, an architect, talked about the importance of preserving historical properties in an appropriate manner and location, and questioned the fit of the proposed project on Junkin Street considering the housing nature of the existing neighborhood. He encouraged the Town to consider the difference between homes and housing when studying the request.

Chris Wyatt, sixteen-year resident of 102 Junkin Street, spoke in support of the request as an effective way to preserve the property and raise property values in the neighborhood, noting that historic preservation had been shown to increase surrounding property values. Mr. Wyatt expressed his respect for the concerns of his neighbors, but said he believed the developer had acted in good faith in addressing areas of concern, and that he had looked at other properties successfully renovated by the developer.

Daniel Maderic, 595 Arrowhead Trail, encouraged the developer to include provisions for cyclists and pedestrians in his proposal for the community.

#### IV. CONSENT AGENDA

- A. Approval of Council Minutes of October 23, 2018.
- B. Contract with Stageline for a mobile stage for the Parks and Recreation Department in the amount of \$140,455.

- C. Award of a contract in the amount of \$697,212.57 to NXL Construction Services, Inc. for Construction Engineering and Inspection Services on the Cambria / N. Franklin Corridor Improvements Project.
- D. Resolution in Recognition of Becky Mann and Scott Mann, owners of Invision, for their contributions to art and culture within the Town of Christiansburg.
- E. Resolution in Recognition of Jay Nagle, owner of New River Engraving, for his contributions to art and culture within the Town of Christiansburg.
- F. Resolution in Recognition of Montgomery Museum and Lewis Miller Regional Art Center for its contributions to art and culture within the Town of Christiansburg.

Councilman Showalter made a motion to approve the consent agenda, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye. Councilwoman Sachs commented on her initial concern with purchasing a portable stage from Canada, but stated that after speaking with Brad Epperley, she understood that the company purchased from was the leading company for this type of structure and she supported the purchase as beneficial to the Town.

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Employees
  - 1. Chrystal Jones, Operations Supervisor, Aquatic Center
    - Nate Destree, Aquatic Tournaments Coordinator

- B. Parks and Recreation Director Brad Epperley to introduce Parks and Recreation Advisory Commission Member Candidate R. Cord Hall.

Mr. Brad Epperley introduced Cord Hall, former council member and council liaison to the commission, and expressed appreciation for Mr. Hall's interest in serving as a member of the Parks and Recreation Advisory Commission. The Commission voted unanimously to recommend the appointment of Mr. Hall. Mr. Hall said he was blessed to be considered for the position and would be honored to serve the Town in this capacity.

- C. Building Official Jerry Heinline to introduce Board of Building Code Appeals Members Richard Caldwell and Chris Pfohl and Alternates Larry S. Martin and Earl Shrader.

Mr. Jerry Heinline introduced Richard Caldwell, Larry Martin and Earl Shrader to Council, and noted that Mr. Poff was unable to attend the meeting due to deployment and Mr. Pfohl was unable to attend due to a scheduling conflict.

- D. Recognition of Shirley Hallock on receiving the *2018 Distinguished Volunteer Service Award*, and the Christiansburg Aquatic Center for being awarded *Best New Special Event* for its First Responders Battleship fundraiser, by the Virginia Parks and Recreation Society.

Ms. Caldwell introduced Shirley Hallock and talked about her valuable service to the Town through her volunteer work at the aquatic center. Ms. Hallock's involvement with the aquatic center led to her being awarded the *2018 Distinguished Volunteer Service Award* by the Virginia Parks and Recreation Society, and Ms. Caldwell thanked her for her valuable service. Mayor Barber congratulated Ms. Hallock and talked about her volunteer work with the aquatic center, the Police Department support group, and RSVP, and he thanked her for her service and presented her with a resolution of recognition from the Town. Ms. Caldwell then talked about

the collaborative efforts of the aquatics staff, Chief Sisson, and Chief Hanks, in establishing the annual First Responders Battleship fundraiser that was named the *2018 Best New Special Event* by the Virginia Parks and Recreation Society. Council expressed its appreciation for Ms. Hallock, Ms. Caldwell, and the aquatics staff, in supporting and growing the aquatics facility.

- E. Virginia Tech Foundation, Inc. Chief Executive Officer Dr. John Dooley to present on Go Virginia Region 2 Council activities.

Mr. John Dooley, a Region 2 Council Member, explained Go Virginia, a statewide initiative to encourage economic growth through the development of high paying jobs, and used a map to described the program's nine regions. Mr. Dooley talked about the role of the regional councils in researching and collecting data that is then used in maintaining a Growth and Diversification Plan for each region, and referred to the Go Virginia website for details on the assessments and metrics used in developing the plan for Region 2. Mr. Dooley requested Christiansburg consider participating in the Go Virginia program by offering it's support through a \$1 per capita cash fund for future projects, then offered to answer questions of Council.

- F. Recognition of Becky Mann, Scott Mann, Jay Nagle and Bob Poff and the Montgomery Museum and Lewis Miller Regional Art Center for their contributions to art and culture within the Town of Christiansburg.

Mayor Barber presented resolutions of recognition to Becky and Scott Mann, and Sue Farrar of Montgomery Museum, for investing their time and resources to bring a focus on art to the downtown/Cambria areas. Mr. and Mrs. Mann, and Sue Farrar, thanked Council for the recognition, and Ms. Farrar announced that the Montgomery Museum and Lewis Miller Regional Art Center had recently been renamed Montgomery Museum of Art and History. Mr. Nagle and Mr. Poff were unable to be present.

- G. Andrew Warren, Assistant Town Manager & Will Drake, Planning Director to present on Planning Department.

Planning Director Will Drake provided Council with an overview of Planning Department operations and talked about the core values of the department in working cooperatively with other Town departments, and department responsiveness and consistency in processing matters. Mr. Drake explained to Council the major areas of responsibility of the department, including support on several committees and commissions, and provided details on the operations processed by the department in FY 2018. Code enforcement is a major area of responsibility of the department, and Mr. Drake shared the various types of complaints received and handled by department staff. Assistant Town Manager Andrew Warren informed that Mr. Drake had recently been appointed Planning Director and he talked about his important involvements in his previous position as Planner I. Mr. Warren talked about the additional responsibilities of the department in managing the Urban Agriculture and Urban Archery Programs, Special Events Grants Program, CDBG Program, and representation on the NRV Regional Commission, MPO Technical Advisory Commission, and ROAM NRV. The department was involved in a number of code amendments in FY 2018, and in FY 2019, will focus on drafting an ordinance for "homestay", recommend updates to industrial districts, and recommend updates to guidelines regarding tow lots. The department's long-range goals include updating the comprehensive plan to include strategic planning in line with the Town's *Destination 2022*, a focus on urban development areas, and grant planning for an Appalachian Regional Commission. Mr. Warren and Mr. Drake thanked Council for its time and offered to

answer questions. Councilman Huppert thanked Councilman Collins for serving as Council liaison to the Planning Commission.

#### H. CITIZEN COMMENTS

- A. Ellie Travis, 1215 Plum Street, Vice-President of DCI, Inc., addressed Council regarding the proposed Downtown/Cambria Façade Grant Program, and stated DCI's support for the program that would support property owners who want to invest in their community through building revitalization. Ms. Travis talked about DCI's desire to see several buildings in downtown/Cambria preserved and noted that the program could be a catalyst for future economic development and increased property values. Councilman Stipes expressed his appreciation for the involvement and support of DCI in matters concerning downtown/Cambria areas and explained that the program would make additional funding available for more downtown art and building façade improvements. Councilman Collins talked about the successful downtown events hosted by DCI and suggested the group consider the Cambria Depot as a future event location. Councilman Showalter reminded Ms. Travis that as a non-profit organization, DCI, was eligible to apply for grants through the Town's annual budget for its cultural events.
- B. Rachel Waltz, 185 Pops Lane, introduced herself to Council as the person who filed a complaint in 2017 against the former Town Manager for harassment and questioned how the situation was able to occur. Ms. Waltz said she has struggled to move past her experience and questioned the decisions made in handling her complaint. Ms. Waltz said she feels she was failed by those hired to protect her and questioned why police records were sealed. She stressed that she wanted to see changes that would prevent this type of situation from happening to someone else.
- C. Christine Waltz, 1370 Rigby Street, provided Council with information on state stalking laws and talked about the difficulties faced by her daughter, Rachel Waltz, as a result of decisions made after her daughter filed a complaint with the Montgomery County Magistrate's Office in 2017. Mrs. Waltz asked the Town to consider the impact on others when making decisions.

#### VII. COMMITTEE REPORTS

- A. Councilman Stipes reported that the Finance Committee had reviewed the budget amendment, provided to Council for review in the agenda packet, and explained that the employee compensation study had been removed from the budget amendment and would be handled as a separate issue. Mr. Stipes explained the Finance Committee recommendation to turn down the playground equipment offered through a grant obtained by Brad Epperley, because of a time limitation that would require the Town to pay \$450,000 by the end of the month to accept the grant. At this time, with no plan in place to develop the Town park property, the Town has no place to put the equipment. Mr. Showalter reported that the Finance Committee recommended the creation of a special revenue fund for the monetary gift offered by the Thompson and the Nixon families, to be used for downtown/Cambria arts, with the goal of obtaining future donations to grow the fund. The Town will recognize both families at a future meeting.

- B. Councilwoman Sachs and Councilman Bishop reported on the proposed Downtown/Cambria Façade Grant Program and announced the mural unveiling at the Police Department on November 15 at 12:00 P.M.
- C. Councilman Collins, liaison to the Parks and Recreation Advisory Commission, welcomed Cord Hall as the anticipated newly appointed member on the commission.

VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Appointment of R. Cord Hall to fill the vacant term on the Parks and Recreation Advisory Commission with a term ending December 31, 2023. Councilman Stipes made a motion to appointment R. Cord Hall, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- B. Reappointment of Richard Caldwell, Chris Pfohl, and Bob Poff to the Board of Building Code Appeals for four-year terms ending December 31, 2022, and reappointment of Larry S. Martin and Earl Shrader as Alternates to the Board of Building Code Appeals with terms ending December 31, 2021. Councilman Huppert made a motion to reappointment Richard Caldwell, Chris Pfohl, and Bob Poff to the Board of Building Code Appeals, and to reappoint Larry Martin and Earl Shrader as alternates. The motion was seconded by Councilman Showalter and voted upon by Council as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- C. Proposed Downtown/Cambria Façade grant program.  
Assistant Town Manager Andrew Warren thanked members of the Central Business District Committee for their involvement in drafting the façade grant program, and explained the pilot program that would partner with property owners in the downtown/Cambria areas by providing matching funds for façade improvements. The program was modeled after the façade grant program in Salem. Councilman Stipes made a motion to approve the pilot grant program, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- D. Reallocation of funds in the capital projects for EMS revenue recovery funds from the communications building to the rescue building renovations.  
Councilman Stipes made a motion to approve the request, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Ayes; Showalter – Aye; Stipes – Aye.

IX. STAFF REPORTS

- A. Town Manager Wingfield:
  - Schedule Public Hearings for December 11 as follows:
    1. Budget Amendment.
    2. Alley/access easement vacation, Cambria Emporium.
  - Cancel second meeting in December with option to reschedule as needed.

Councilman Showalter made a motion to schedule the Public Hearings as noted, and to cancel the second meeting in December, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Town Attorney:
  - C. Other Staff:
- X. COUNCIL REPORTS
- A. Councilman Huppert reported on recent and future swim meets hosted by the aquatic center.
  - B. Councilwoman Sachs – No report
  - C. Councilman Stipes – No report
  - D. Councilman Showalter – No report
  - E. Councilman Bishop – No report
  - F. Councilman Collins asked for Council opinion on starting a government shadow program for high school students. Mr. Collins said with Council's blessing, he would discuss the idea with the school. Council agreed to discuss the idea at a future meeting.
  - G. Mayor Barber asked for Council's opinion on recognizing George Shaffer on his efforts to bring the skate park to fruition with a plaque and brief ceremony. Council agreed to support Mr. Barber's idea.
- XI. OTHER BUSINESS
- A. Closed Meeting:
    - 1. Councilman Stipes made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(A)3 for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertains to discussions regarding a potential recreational property in Montgomery County, a potential public works property in Montgomery County, and a historical property in Cambria; and
    - 2. In accordance with Code of Virginia § 2.2-3711(A)7 for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting pertains to a recent cyber security incident. The motion was seconded by Councilman Bishop and voted on as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
    - 3. Reconvene in Open Meeting.
    - 4. 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 Bishop and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Absent; Sachs – Aye; Showalter – Aye; Stipes - Absent.

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

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 10:25 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
NOVEMBER 27, 2018 – 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 27, 2018 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Finance Director/Treasurer Val Tweedie; Public Relations Specialist Anaika Miller; Events Coordinator Casey Jenkins; Director of Aquatics Terry Caldwell; Police Chief Mark Sisson; Superintendent of Streets Travis Moles; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilman Stipes made a motion to amend the agenda as follows, seconded by Councilman Showalter, and voted upon by Council as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
  - Remove approval of meeting minutes of November 13, 2018 from Consent Agenda.
  - Add “Plat of Survey showing Gatewood Street Subdivision and Re-Subdivision (7 residential lots and 1 commercial lot)” to the Street Committee report/recommendations.
  - Remove “Plat from records showing New Public and Private Easements on Tax Map #436-5-1 and #436-5-C, C-1 (Market Place Redevelopment Phase 1)” from Street Committee report/recommendations.
  - Add audit presentation by Finance Director Val Tweedie.
  - Add Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) for discussion pertaining to the former Truman Wilson land development contract and request for a one month extension for competing proposals for a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal for development of the land as a park.

III. PUBLIC HEARING

IV. CONSENT AGENDA

- A. Monthly bill list.



- B. Schedule Public Hearing for December 11, 2018 for 2017 Consolidated Annual Performance and Evaluation Report (CAPER) as required for Community Development Block Grant (CDBG) funding by the U.S. Department of Housing and Urban Development (HUD).
- C. Approval of a contract with TBS Construction, LLC, in the amount of \$383,995, for rescue renovations.
- D. Contract award in the amount of \$599,967.00 to E.C. Pace Company, Inc. for construction of the Downtown Drainage Improvements: North Franklin Street Project.”

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

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of new employees
  - 1. Michael Huesman, Public Works
    - Ron Goodson, Maintenance Worker, ROW
    - Matt Stump, Maintenance Worker, ROW (Not Present)
  - 2. Patricia Colatosti, Engineering
    - Cole Hammonds, Environmental Inspector
  - 3. Mark Sisson, Police Department
    - Eric McClanahan, Patrol Officer
    - Timothy Haidle, Patrol Officer
    - Ethan Havens, Patrol Officer

After the Patrol Officer introduction, each were given the Oath of Office by Police Chief Sisson.

- 4. Val Tweedie, Finance Department
  - Andrew Spitzer, Clerk/Cashier

Mayor Barber welcomed the new employees and extended his assistance to them in any way possible.

- B. Montgomery Tourism Development Council Executive Director Lisa Bleakley to provide update on tourism efforts.

Lisa Bleakley thanked Council for the opportunity to speak and called attention to the tourism study prepared by Vincent Magnini of VT Pamplin College of Business that was provided in the agenda packet. Ms. Bleakley shared information from the study on key performance indicators, marketing, and visitor profiles, and talked about how the findings were used to identify specific areas of tourism to market and promote in Christiansburg. She then shared a short video on economic development and amenities in Montgomery County, provided information on tax revenue generated through travel, meals, and lodging, and talked about the local partnerships important to promoting tourism in Montgomery County. In closing, Ms. Bleakley announced that Irene Kilmer, Visitor Relations Manager, had been named one of two finalists statewide for Destination Marketing Organization, and Convention and Visitor Bureaus.

- C. Presentation of the Audit Report for the Fiscal Year Ended June 30, 2018 by Finance Director/Treasurer Val Tweedie. Council was provided a copy of the Comprehensive Annual Financial Report.

Finance Director/Treasurer Val Tweedie introduced Scott Wickham of Robinson, Farmer, Cox Association, who performed the Town's FY 2018 annual audit. Mr. Wickham explained the professional standards and procedures used in performing the audit, and provided an overview of the Independent Auditors' Report, dated November 9, 2018, that reported that no discrepancies were found, and no significant difficulties were met, while performing the audit, and no disagreements arose in completing the audit. Mr. Wickham noted the recommendation in the report that the Town evaluate the purchase of new software that would integrate all Town systems for efficiency and simplification of the Town's computer processes, and Town Manager Wingfield noted that the Town has been budgeting for a computer system upgrade for a number of years. Ms. Tweedie noted that an RFP for consultant's assistance on evaluating the software was expected to be submitted in January 2019. Ms. Tweedie provided an overview of the information provided in the audit report, and highlighted that the fund balance had grown to 39.14% in 2018, which was well within the Town's established fund balance goals. Council discussed the information provided and thanked Ms. Tweedie and Mr. Wickham for the audit report.

#### VI. CITIZEN COMMENTS

- A. Dr. Don Makin, 940 Hummingbird Drive, Pastor of the Christiansburg Presbyterian Church, reiterated his comments of November 13, 2018 regarding the request for an electronic messaging sign at the Christiansburg Presbyterian Church as a way to effectively share information with the community. The design of the sign would be suitable to downtown and would comply with Town Code, and Dr. Makin requested that the display interval time be changed in the CUP from six seconds to four seconds, as allowed by State Code, to accommodate moving traffic.

#### VII. COMMITTEE REPORTS

- A. Collins and Stipes – Street Committee report/recommendation on:
1. Plat of Survey showing Gatewood Street Subdivision and Re-Subdivision (7 residential lots and 1 commercial lot).

Councilman Stipes reported that the request was to subdivide one parcel into eight lots for development of single-family dwellings in the B-3 General Business District. The Street Committee has reviewed the plat and found it to conform with the subdivision ordinance, and Councilman Stipes made a motion to approve the request, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

#### VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Council action on:
1. Conditional Use Permit request the Christiansburg Presbyterian Church, for an electronic messaging sign located at 107 W. Main Street (tax map nos. 526-A-203, 206) in the B-2, Central Business District. The Public Hearing was held November 13, 2018. The Planning

Commission unanimously voted to recommend approval with five conditions. Councilman Collins made a motion to accept the Planning Commission recommendation to approve the CUP request and five conditions, with the condition pertaining to display interval time changed from six seconds to four seconds as requested by the applicant and provided for in state code. Councilwoman Sachs seconded the motion. Councilman Showalter noted he was a member of Christiansburg Presbyterian Church and would be abstaining from the vote. Councilman Huppert said that, historically, he was against electronic signs, but trusts that the church will do a good job with its sign. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Abstain; Stipes – Aye.

*Mayor Barber recognized Steve Simmons, member of Kiwanis Club and former Planning Commission member, and welcomed him to the meeting.*

2. Conditional Use Permit request by David P. Hill, agent for Junkin Street Partners LLC for a Planned Housing Development to consist of a multiple-family dwelling with up to 20 dwelling units on an approximately 1.031-acre parcel (tax map no. 527-12-7) located at 200 Junkin Street, N.E. in the R-3, Multi-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held November 13, 2018. The Planning Commission voted to recommend approval with nine conditions.

Councilman Showalter made a motion to issue the CUP with nine conditions as recommended by the Planning Commission, seconded by Councilman Huppert. Councilman Collins said this has been a difficult decision for him and he talked about the citizens who spoke in opposition to the request during the Planning Commission public hearing, but did not attend the Town Council public hearing to express their views. Mr. Collins said he walked the Junkin Street neighborhood talking to residents and the majority did not support the proposed development. Councilman Huppert said he heard water pressure concerns from one neighbor; however, Jim Lancianese, Director of Public Works, said he was unaware of water pressure concerns in that area of Town. Councilman Stipes said he believed the developer had been engaged with the neighborhood and responsive to the concerns expressed. He also visited the neighborhood and heard many concerns; but after studying aspects of the proposed development, Mr. Stipes said he believed that the standards of historic tax credit would preserve the historic character of the building. Mr. Stipes said he understood and respected residents' concerns regarding traffic and the change in property use, but believes the pros outweigh the cons in this situation and he noted the by-right uses allowed in the R-3 zoning district that could be less desirable in a residential neighborhood. In addition to the nine conditions provided in the CUP, Mr. Stipes requested the addition of a noise and light blocking landscape buffer along the northern property line to be approved by the Zoning Administrator. Councilman Showalter commented that the property was in the heart of the Town's historic area and, while it was offered no protection with an R-3 Multi-Family Residential zoning, the developer was committed to maintaining the historic presence of the property. Mayor Barber expressed his appreciation for the developer's plan to offer rent at market rate. Council voted on the motion as follows: Bishop – Aye; Collins – Nay; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Consideration of proposed Christiansburg Aquatic Center membership fee structure.

Aquatics Director Terry Caldwell welcomed the Aquatic Advisory Board members present and expressed appreciation for their support. She then talked about membership fluctuation over the years and the Town's goal to grow the aquatics program. After evaluating the current fee structure, the Aquatic Advisory Board unanimously voted to recommend a flat rate for residents of \$5/month for children and youth 17 years and under, and \$10/month for adults and seniors 18 years and older; and a flat rate for non-residents of \$10/month for children and youth 17 years and under, and \$15/month for adults and seniors 18 years and older. Ms. Caldwell explained that the goals in offering a simple low-fee structure were to maintain current memberships, while providing an opportunity for other individuals to take advantage of the facility, which would increase usage and enrollment in aquatics programs. Council expressed support for the recommendation and Councilman Stipes made a motion to approve the proposed fee structure as presented, seconded by Councilman Showalter. Councilwoman Sachs said she believed the proposal would solve some of the concerns of the community, and Councilmen Collins and Huppert expressed appreciation for the facility's partnership program that offered free swim lessons to all second graders in Montgomery County. Council thanked and commended Aquatic Advisory Board members, and Terry Caldwell, for their support and dedication to the aquatic center. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

C. Customer Service.

Councilman Stipes recalled that Council agreed during its retreat in 2016 that improved customer service would be a priority of the Town, with the main area of concern being a lack of personal contact for people calling Town Hall. Mr. Stipes talked about the importance of personal contact with callers and he said he had not seen a change in how the Town handles its phone calls using an automated system. Council discussed various options that would incorporate the automated system and personal contact, and requested Town staff develop a plan that would keep the automated system, but provide a back-up person to answer calls when necessary. Town Manager Wingfield agreed to draft a plan for Council review at the January 22 meeting.

IX. STAFF REPORTS

A. Town Manager Wingfield:

- Ann Carter's term on the Virginia Tech Executive Airport Commission expires December 31, and she has requested to not be reappointed. Councilman Stipes has expressed an interest in serving in this capacity, and Councilman Huppert offered to serve as alternate. Councilman Showalter made a motion to appoint Councilman Stipes to the Virginia Tech Executive Airport Commission, and to appoint Councilman Huppert to serve as alternate, seconded by Councilman Collins. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Abstain.
- Jan 21, Martin Luther King Day, is the initial day of the new bus pilot routes
- Mr. Wingfield requested direction on lighting the trees in the downtown area during the holiday season. Council referred the matter to the Central Business District Committee for review and recommendation.

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilwoman Sachs reported on the unveiling of the mural on the Police Department building wall, and invited all to attend the next Central Business District meeting.
- B. Councilman Huppert commended Public Works on installing Christmas lights in Town.
- C. Councilman Stipes, no report.
- D. Councilman Showalter, no report
- E. Councilman Bishop, no report
- F. Councilman Collins noted that the Town had no representation from the New Messenger at its council meetings and encouraged the Town to request representation.
- G. Mayor Barber reported on the Christmas parade scheduled for December 14, and shared that Events Coordinator Casey Jenkins was working on a "Continental Divide" program for Christiansburg and that more information would be forthcoming in January.

XI. OTHER BUSINESS

A. Closed Meeting:

- 1. Request for a Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The discussion pertains to the former Truman Wilson land development contract and request for a one month extension for competing proposals for a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal for development of the land as a park. On a motion by Stipes, seconded by Councilman Bishop, Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.
- 2. Reconvene in Open Meeting.
- 3. 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 and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- 4. Council action on the matter. Councilman Stipes made a motion to extend the deadline for Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposals for the development of the former Truman Wilson property for thirty days from the original date, with a new deadline of January 21. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:21 P.M.



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

**AGENDA LOCATION:** Consent Agenda

**Meeting Date:** December 11, 2018

**ITEM TITLE:** Contract for Mobile Stage

**DESCRIPTION:** To submit a contract with Stageline for a mobile for Parks and Recreation in the amount of \$162,555.

**POTENTIAL ACTION:** Approval

**DEPARTMENT:** Finance/Purchasing

**PRESENTER:**

**ITEM HISTORY:** Mobile stage approved per 2019 capital budget for Recreation. Council approved contract on November 13. The total amount approved was incorrect. The total amount should be \$162,555. The Town of Christiansburg received a grant for \$20,000 to go towards the stage.

**Date:**

**Action Taken:**

**Information Provided:**

Contract:

<https://christiansburg.box.com/s/1f10mvj95a0pb5xkaeh5k57nzsqtmfur>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 11, 2018

**ITEM TITLE:**

Falling Branch Intersection Improvement Project Construction Contract

**DESCRIPTION:**

Contract award in the amount of \$1,837,967.40 to S.C Rossi & Company, Inc. for construction of the Falling Branch Intersection Improvements project. This project schedule will extend into the summer of 2019. This contract approval will require commitment of approximately an additional \$146,000 in construction funds in the FY20 budget to complete the project.

**POTENTIAL ACTION:**

Approve Notice of Award and authorize the Town Manager to enter into Contract for the subject Work.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

The project was originally bid on August 9, 2018 where all bids were rejected. The rebidding effort resulted in a net project savings of \$286,763 over the original low bid amount, however this is still approximately \$146,000 over the original budget (necessitating the FY20 budget allocation)..

**Information Provided:**

Notice of Award; Bid Opening Tabulation

<https://christiansburg.box.com/s/cew2vupc7ek6cxzy09bkvcg9urzghwb1>

<https://christiansburg.box.com/s/42wlb4m7ls89a87wiw07du1a75lmvkoc>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 11, 2018

**ITEM TITLE:**

Roanoke St. & Arbor Drive Design-Build Sidewalks Contract

**DESCRIPTION:**

Award of a contract in the amount not to exceed \$782,088 to EC Pace / AMT for Design-Build Services on the Roanoke St. & Arbor Drive Design-Build Sidewalk Projects. This project schedule will extend into the Fall of 2019. This contract approval will require commitment of an additional \$300,000 in construction funds in the FY20 budget to complete the project.

**POTENTIAL ACTION:**

Approve the proposal and authorize the Town Manager to enter into Contract for the referenced Work.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

NA

**Information Provided:**

The Selection Memo is attached. The Expressions of Interest are available upon request.

<https://christiansburg.box.com/s/lj7q3y9400d8bik5jnnsds4jgr2zmkli>