

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
DECEMBER 11, 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 DECEMBER 11, 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; Public Relations Specialist Anaika Miller; Director of Engineering Wayne Nelson; Director of Public Works Jim Lancianese; Planning Director Will Drake.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARING

- 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.

Applicant Rebecca Compton provided Council with a handout that explained her CUP request that would allow a beauty parlor at her residence at 1525 Spruce Street. Ms. Compton is licensed and expects to serve one client at a time. Council was provided a photo of 1525 Spruce Street that showed adequate parking space. Ms. Compton offered to answer questions of Council. Councilman Collins reported that the Planning Commission voted unanimously to recommend approval with six conditions.

- 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.

Assistant Town Manager Andrew Warren reported that the Development Sub-Committee reviewed the ordinance amendment drafted by the Planning Commission that would treat homestay/short-term rentals as a home-occupation with required safety inspections. Mr. Warren noted that language in the amendment could change if the Town chose to apply lodging tax to this type of business in the future.

- 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.

Using an aerial map, Town Manager Wingfield indicated the portion of the alleyway behind the Cambria Emporium to be vacated and explained that a small portion of the easement was located under the building. Owners of Cambria Emporium have requested the vacation to facilitate the sale of the building. However, owners of Electrical Supply, located next to Cambria Emporium, said that portion of the alleyway was their only forklift access and necessary for their business operations. Mr. Wingfield noted that the Town had no need for the access. After discussing the matter with the owners of Cambria Emporium and Electrical Supply, Council and the respective business owners agreed that vacating the eastern five-foot portion of the alleyway that included the portion located under the Cambria Emporium building would be satisfactory to all involved.

- D. Budget amendment for FY 2018-2019 budget.

Finance Director Val Tweedie provided Council with a copy of the FY 2018-2019 budget amendment for review and gave a brief overview of the items listed in the amendment that included changes to the general fund program, new full-time employee positions in the engineering and police departments, special revenue funds for grants and awards, water and wastewater enterprise, and capital projects rolled over and/or added. Ms. Tweedie noted that unassigned reserves were still within the approved percentage range at approximately 38%. Engineering Director Wayne Nelson noted that the new staff member requested for engineering would answer phones, greet customers, and provide additional administrative relief for the current administrative assistant who was over-extended providing administrative support to the engineering and planning departments. The new employee would also be available to assist with answering phones for all town departments. Councilman Showalter noted the possibility of an Arts and Culture Committee to oversee the \$100,000 donation by the Nixon and Thompson families.

- 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). The Town of Christiansburg, as a recipient of Community Development Block Grant (CDBG) funding, is required by the U.S. Department of Housing and Urban Development (HUD) to prepare the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER compares the actual performance measures with those measures listed in the 2017 Annual Action Plan, and Planning Director Andrew Warren noted that the performance goal was met with the completion of the sidewalk project along Park Street. Advertisement of the month-long citizen comment period has been posted on the Town's website and at the local library.

Councilwoman Sachs made a motion to add Public Hearings items A and C to the agenda for Council action. The motion was seconded by Councilman Showalter and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

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.

Councilman Showalter made a motion to approve the consent agenda, seconded by Councilman Stipes. Councilman Huppert questioned the cost of the Stageline mobile stage. Town Manager Wingfield noted that the mobile stage had been approved during the November 27 Consent Agenda, but at an incorrect cost. The correct cost of the stage is indicated on the current Consent Agenda. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.

V. INTRODUCTIONS AND PRESENTATIONS

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

Public Relations Director Melissa Demmitt introduced herself and Public Relations Specialist Anaika Miller, and thanked Council for the opportunity to speak. Mrs. Demmitt provided Council with an update on department responsibilities, highlighted the methods used by the department in communicating information to the public, and reported on the Town's growing social media presence and presence within the community through the distribution of town publications. Mrs. Demmitt talked about the focus on town branding through communications, and reported on projects for 2019 that would include moving forward with the design and placement of wayfinding signs, and a redesign of the town's website that would be more user-friendly and mobile-friendly. Council thanked Mrs. Demmitt and Ms. Miller for a job well-done within the PR Department.

VI. CITIZEN COMMENTS

- A. No 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).

Councilman Stipes reported that the two plats under consideration pertained to the redevelopment of Market Place and include a sidewalk plat to comply with connectivity requirements, and a utility easement that would redirect existing water and sewer lines. The Street Committee found both plats to be in conformity with the subdivision ordinance and

Councilman Stipes made a motion to approve the plats, 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. 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). Councilman Showalter made a motion to approve the CAPER as presented, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
2. 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. Councilman Showalter made a motion to issue the CUP with six conditions as recommended by the Planning Commission, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
3. 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. Councilman Stipes made a motion to vacate only the eastern five-foot portion of the alleyway that included the portion located under the Cambria Emporium, seconded by Councilwoman Sachs. Councilman Stipes thanked the interested parties for being present and working with Council to resolve this matter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

IX. STAFF REPORTS

A. Town Manager Wingfield:

1. Thanked Mayor Barber for mentioning the passing of Roy Redd, long-time Town employee and member of the fire department, during the Moment of Reflection.
2. The Christiansburg Christmas Parade and market is scheduled for December 14 and will include lighting of the town Christmas tree.

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilwoman Sachs asked Town Manager Wingfield about the ride program discussed during the Central Business District Committee report. Town Manager Wingfield reported that the Town has discussed partnering with Hooptie Ride to provide free transportation home, within Town limits, during the New Year's holiday and on St. Patrick's Day. General consensus was to sponsor the program at a cost of \$300 - \$600, with local sponsorships potentially covering the costs of the ride service.

- B. Councilman Huppert reported on the Town's progress in 2018 with regards to the development of Market Place and the former Truman Wilson property.
- C. Councilman Stipes expressed regret that he would miss the Town Christmas parade due to an out-of-town funeral.
- D. Councilman Showalter wished staff and citizens a *Happy Holiday*, and expressed his appreciation for the great job the Public Relations Department does in spotlighting the Town.
- E. Councilman Bishop, no report.
- F. Councilman Collins expressed his appreciation for the Public Relations staff, and the projected development of Market Place, and wished all a *Merry Christmas*.
- G. Mayor Barber wished all a *Merry Christmas*, and highlighted retail openings in 2018. He noted that he and town staff would meet tomorrow to discuss postponing the Christmas Parade, due to forecasted bad weather, and noted further information would be forthcoming. He further noted that the proceeds from the Historic Downtown walking tour, developed by Casey Jenkins, would benefit Montgomery Museum.

Councilman Collins asked about the project to name the future connector road from Peppers Ferry Road to Cambria Street. Town Manager Wingfield reported that the Town has submitted an application for funding of the road and noted that a name was not necessary at this phase of the project. Councilman Showalter recommended turning the matter over to the Public Relations Department.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:26 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor