



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
FEBRUARY 12, 2019 – 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 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.
- B. 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.
- C. Ordinance to Amend Chapter 18, Finance and Taxation -- Article VII. Transient Lodging in regards to Homestay uses.
- D. Ordinance to Amend Chapter 26, Public Safety by Enacting Article IV. Special Events and Other Outdoor Assemblies.

IV. CONSENT AGENDA

- A. Council meeting minutes of January 17, 2019, January 22, 2019, January 29, 2019.
- B. Certification of Fire Department Officers.
- C. Contract with MBP for PPEA consulting services for former Truman Wilson development as a park (\$22,750).

V. INTRODUCTIONS AND PRESENTATIONS

- A. Dr. Noelle Bissell of the New River Health District to provide health department program updates.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Approval of the Safe Ride Home Program for St. Patrick's Day using one car for one night (3/16) through Hooptie Ride at a cost of \$300.00.

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 in accordance with Code of Virginia § 2.2-3711(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 potential lease of Town-owned property at 415 Cambria Street, N.W., as well as purchase of potential public works property in Montgomery County.
  - 2. Reconvene in Open Meeting.
  - 3. Certification.
  - 4. Council action on the matters.

XII. ADJOURNMENT

Upcoming meetings:

February 26, 2019, 7:00 P.M. – Regular Meeting

March 12, 2019, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
February 12, 2019

**ITEM TITLE:**

Public Hearing 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 (CUP 2019-02).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) to construct 96 dwelling units on an approximately 5.7 acre property, which equates to a density of development of 16.8 units per acre. The proposed development, as presented on the conceptual layout plan, includes eight apartment buildings, each consisting of 12 dwelling units. As proposed, all buildings would be three stories tall and contain four dwelling units per floor.

In the B-3 zoning district, multiple-family residential development cannot exceed a density of development of 20 dwelling units per acre. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on January 14, 2019. At its January 28, 2019 meeting, the Planning Commission recommended approval by a vote of 5-0-1 (abstain) with four conditions:

1. There shall be a minimum four (4) foot tall fence installed along the northern property line adjacent to Commonwealth Assisted Living.
2. Vegetative screening shall be installed along the northern property line adjacent to Commonwealth Assisted Living.
3. A line of Leyland Cypress trees for a vegetative buffer shall be planted along the rear property line bordering Parcel ID #017576.
4. The existing driveway shall be removed and a single row of six (6) foot tall Leyland Cypress trees shall be planted along the southern property line for the portion of the subject property containing apartment building #1, as shown on the supplemental concept plan, submitted by SHAH Development on January 28, 2019.

**POTENTIAL ACTION:**  
Hold Public Hearing

**DEPARTMENT(S):**  
Planning Department

**PRESENTER:**  
Will Drake, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/7dnd81fmmfhywqdys23ybskotrr09i9>

Planning Commission Minutes – January 14, 2019

<https://christiansburg.box.com/s/mjtpi0y4oy19fo7r5it4ur5vbp24qpt6>

Planning Commission Minutes – January 28, 2019 (Draft)

<https://christiansburg.box.com/s/hdwbogv577ymqek2ouei9prira4v8n8z>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/cx14tyws8lmur6vki8ulhnvemv5phkz1>

Supplemental plan, submitted by SHAH Development on January 28, 2019

<https://christiansburg.box.com/s/j0hkww2gl7sy0a2sirq7e9ryb9c4ry0>



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
February 12, 2019

**ITEM TITLE:**

Public Hearing 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 (CUP 2019-01).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) to operate a private recreational facility (gym) at 225 Industrial Drive, N.E. in the I-2, General Industrial zoning district. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on January 14, 2019. At its January 28, 2019 meeting, the Planning Commission recommended approval by a vote of 5-1 with four conditions:

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 manufacturer's guidelines.
3. This permit shall be subject to review by the Planning Commission in one year.
4. Organized outdoor activities shall be limited 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/7rxs3iavlutmiedfvzeqsjyc3tnrqr5o>

Planning Commission Minutes – January 14, 2019

<https://christiansburg.box.com/s/mjtpi0y4oy19fo7r5it4ur5vbp24qpt6>

Planning Commission Minutes – January 28, 2019 (Draft)

<https://christiansburg.box.com/s/hdwbogv577ymqek2ouei9prira4v8n8z>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/otwmdlje48inck1nzn9ql5nopzm00928>



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

February 12, 2019

**ITEM TITLE:**

Public Hearing for Homestay Uses to address transient lodging tax

**DESCRIPTION:**

The proposed ordinance requires Homestay uses to remit the 9% transient lodging tax on behalf of their guests. This would be the same requirement of other establishments providing similar services such as hotels and traditional bed and breakfasts. While this issue had been discussed along with recent changes to establish a Homestay use and standards in the zoning chapter on January 22, 2019, a separate code change to amend the finance and taxation chapter is needed to collect transient lodging tax for Homestay uses.

There are several companion changes proposed to simplify meanings and layout the registration requirements:

- 1) Replaces the term "Hotel" with "Transient Lodging Facility" since the term is intended to encompass all types of transient lodging uses.
- 2) Removes terms no longer used in the Town Code such as hostelry and tourist home.
- 3) Corrects the definition of *Lodging* by replacing "by" with "to."
- 4) Adds new section (Sec. 18-210) to require Homestay uses to register with the Finance Department in compliance with state code. It also references section requiring a business license similar to other home occupations.

Town Council discussed the issue of reporting requirements at its January 17, 2019 work session. Spurred by comments by several homestay hosts, the discussion centered on whether homestays should be required to remit taxes every month similar to other transient uses or if a quarterly or greater reporting and remittance period should be allowed. Council may want to further consider this issue during the review of the ordinance since there was not direction by consensus provided previously.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Town Manager's Office/Finance Department

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**Information Provided:**

Draft Ordinance

<https://christiansburg.box.com/s/d60dkdtzs8f87v1ly887cxd40yx6z22f>

Virginia State Code Section 15.2-983

<https://christiansburg.box.com/s/96rqxx5s3urcowb0mq62s93wrpdz1s1>



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

February 12, 2019

**ITEM TITLE:**

Public Hearing for Special Events and Other Outdoor Activities

**DESCRIPTION:**

The proposed ordinance is intended to ensure that the proper processes, procedures and standards are in place for the use of public property. This ordinance addresses all special events—including demonstrations and protests—when held on public sidewalks, streets, or parks. The goal is to balance conducting special events and other outdoor activities while ensuring public order and safety. It is also intended to protect the rights of persons or groups to organize and participate in peaceful assemblies to express their political, social, religious, or other views.

The Town Attorney, Mark Popovich drafted the ordinance and is modeled after a similar ordinance adopted last year in Blacksburg. As a reaction to the 2017 events in Charlottesville, this ordinance prepares the Town overall and the consistency of standards with a neighboring jurisdiction allows for ease in providing mutual aid assistance if needed. The ordinance attached is the same as was presented at Council's January 29, 2019 work session by Major Chris Ramsey and Andrew Warren.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Police Department/Town Manager's Office

**PRESENTER:**

Major Chris Ramsey  
Andrew Warren, Assistant Town Manager

**Information Provided:**

Draft Ordinance

<https://christiansburg.box.com/s/55ov5eiclm9ijda36dbcg1aza81jbmj6>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
SPECIAL MEETING MINUTES  
JANUARY 17, 2019 – 6:00 P.M.**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 17, 2019 AT 6:00 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; Executive Secretary Tracy Heinline; Town Attorney Jim Guynn; Finance Director/Treasurer Val Tweedie; Public Relations Director Melissa Demmitt; Director of Engineering Wayne Nelson; Planning Director Will Drake; Aquatics Director Terry Caldwell; Police Chief Mark Sisson. ABSENT: Clerk of Council Michele Stipes.

WORK SESSION

I. CALL TO ORDER

II. DISCUSSION BY MAYOR AND COUNCIL

- A. Proposed homestay ordinances (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, and Chapter 18, "Finance and Taxation," as it relates to the proposed amendment).

A Public Hearing for the proposed ordinances was held December 11, 2019. As a result of citizen comments expressed during and since the public hearing regarding zoning ordinance changes, Council scheduled a work session to continue discussions specific to limits on the number of days per year a dwelling could be rented, safety inspections, and fees and taxes for homestay properties.

With regard to limits on number of days per year a dwelling could be rented, the focus was in not impeding the use of a property for homestay purposes, while ensuring that the homestay property was compatible with residential zoning and not detrimental to the surrounding neighborhood. Council discussed the proposed 90-day limit per year, which was opposed through most of the public comments received, and contrasted that to homestay guidelines in surrounding areas. Council also discussed owner occupancy during rental days, and differences between full-home/partial-home rentals.



Regarding safety inspections, Council discussed requiring annual safety inspections under the direction of the Building Department and Fire Department and the specifics of this type of inspection. Staff provided a write-up to Council describing the inspection process. Annual inspections would cost \$40, the same fee for similar inspections.

As potential regulations regarding finance and taxation, homestay hosts would be required to hold a BPOL License and pay the minimum \$30 business licensing fee. The 9% BPOL tax would be paid to the Town on homestay-generated income and reporting would be on a monthly basis. A 3% discount on total taxes due would be given for timely filing and payment as is allowed for all transient lodging locations. Currently, there is no means for filing BPOL taxes online.

Other items pertaining to homestays/short-term rentals discussed by Council include:

- Adding an effective date of July 1, 2019.
- Direct collection of lodging tax from Airbnb. It was noted that it makes some collection easier, however a downside would be that there is no way for the town to track homestay use in a given year.
- Virginia Municipal League does not support homestay businesses (Airbnb, VRBO, etc.) submitting taxes directly to localities on behalf of the property owners.
- Liability insurance would not be required for homestays in Christiansburg, but would be at the discretion of the property owner.
- Council to take action on the proposed homestay ordinance, Chapter 42, "Zoning" of the *Christiansburg Town Code* on January 22, 2019.
- Council will hold a Public Hearing on February 12, 2019 for proposed amendments to Chapter 18, "Finance and Taxation," *Christiansburg Town Code*, as it relates to homestay/short-term rental.
- Council will take action on the proposed amendments to Chapter 18, "Finance and Taxation," *Christiansburg Town Code*, as it relates to homestay/short-term rental.
- Violations could result in a \$500 fine; three violations would result in a suspension.
- Owner living/not living at homestay address during rental.
- State Code defines the term of stay for short-term rentals as no more than thirty consecutive days to the same individual. Would not be considered transient lodging if more than 30 consecutive days.
- Complaints received by other localities that permit homestays/short-term rentals, and the one complaint received by Christiansburg.

Councilwoman Sachs compared Airbnb with Uber as a new industry in demand in today's world and talked about the importance of meeting those expectations and demands. She cautioned Council that the decisions made now may affect other new businesses in the future and she questioned that homestays should be treated like a "business" that is required to pay taxes, and shouldn't be limited to the maximum number of days per year and other requirements. She also questioned if liability insurance should be required or optional, and stressed the importance of consistency in setting guidelines for businesses, and major and minor home occupations.

Councilman Huppert expressed concern with regulating the number of days a room could be rented each year, while at the same time requiring homestay owners to pay the 9% lodging tax and other fees, noting that it may hinder homestay owners from making a profit. He expressed support allowing rentals 365 days/year with the owner of the home living there at least six-months of the year.

Councilman Bishop questioned the purpose of limiting the number of rental days to ninety. Councilwoman Sachs replied it was to maintain the sanctity of residential neighborhoods.

Councilman Stipes expressed support for placing requirements pertaining to owner occupancy to protect the sanctity of residential zonings, and agreed to consider increasing the number of allowed rental days. Councilman Showalter expressed support for requiring the property owner to live in the home during rental days.

No action was taken by Council. However, following is a recap of the changes to the ordinance agreed upon by Council:

- Homestays would pay the Town's 9% lodging tax on a monthly basis, with a 3% discount on total taxes due with timely filing and payment.
- Homestays would be permitted to rent a portion of the home 365 days per year, with the caveat that the owner must be present for no less than 6 months per year.
- Homestays would be required to pay \$30 Business License fee and obtain annual Town inspections.
- Three violations would result in a suspension.
- The ordinance would go into effect July 1, 2019.

### III. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the special meeting at 7:15 P.M.

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Tracy Heinline, Executive Secretary

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D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JANUARY 22, 2019 – 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 JANUARY 22, 2019 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; Director of Engineering Wayne Nelson; Planning Director Will Drake; Assistant Director of Engineering Steve Palmer; Assistant to the Town Manager Adam Carpenetti; Police Chief Mark Sisson; Public Works Director Jim Lancianese.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

1. Town Manager Wingfield requested the addition of a Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) pertaining to the performance agreement for the development of the Marketplace Shopping Center.

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

The item was placed as Item A under Other Business.

III. PUBLIC HEARING

IV. CONSENT AGENDA

- A. Council meeting minutes of January 8, 2019.
- B. Monthly Bills.
- C. Construction Contract with Orders Construction Company, Inc., in the amount of \$1,463,975, for the WWTP UV Project.
- D. Engineering Contract with Hazen & Sawyer, in the amount of \$ 168,020, for the WWTP UV Project.
- E. Schedule Public Hearing on February 12, 2019 for an Ordinance to Amend Chapter 18, Finance and Taxation -- Article VII. Transient Lodging in regards to Homestay uses.

- F. Schedule Public Hearing on March 12, 2019 for a rezoning request by Cambria Storage Partners, LLC, agent for Kenson, Inc for an approximately 4-acre property located at 300 and 390 Cambria Street, N.W. (tax map no. 466-27-A) from the B-1, Limited Business District to the MU-1, Mixed Use: Residential-Limited Business District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule Public Hearing on March 12, 2019 – contingent on the preceding item – for a conditional use permit request by Cambria Storage Partners, LLC, agent for Kenson, Inc. for mini-warehouses and related retail at 300 and 390 Cambria Street, N.W. (tax map no. 466-27-A) in the MU-1, Mixed Use: Residential-Limited Business District.
- H. Schedule Public Hearing on March 12, 2019 for a conditional use permit request by Cole Shows Amusement Co Inc, agent for NRV Mall Associates LLC for a carnival at 782 New River Road, N.W., (tax map no. 435-A-41) in the B-3, General Business District.

*Councilman Stipes requested that Item C be voted on separately due to a potential conflict of interest resulting from his contact with Orders Construction through his job.*

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

Councilman Showalter made a motion to approve Item C on 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 - Abstain.

## V. INTRODUCTIONS AND PRESENTATIONS

### A. Introduction of New Employees:

- 1. Jim Lancianese, Public Works
  - Don Cole, Superintendent, Utilities
- 2. John Kirtner, Public Works
  - Ray Grehofsky, Maintenance
- 3. Eli Mannon, Engineering
  - Samantha (Sam) Holtzscheiter, Civil Engineer I

- B. Public Relations Director Melissa Demmitt to present the recognition of MELD Manufacturing for being named a winner and receiving the “Market Disruptor” accolade at the R&D 100 Awards.

Public Relations Director Melissa Demmitt introduced MELD Manufacturing Corporation CEO Nanci Hardwick, and talked about the innovative MELD technology that produces stronger, better quality, metal products than traditional metal manufacturing. Ms. Demmitt read the Resolution in Recognition of MELD Manufacturing for being named a winner and receiving the 2018 “Market Disruptor” award at the R&D 100 Awards. Mayor Barber presented the resolution to Ms. Hardwick. Ms. Hardwick thanked the Town for the recognition and talked

about the company's pride in representing Christiansburg and Montgomery County on an international scale. Ms. Hardwick invited Council to visit the company to learn more.

C. Kyle Morgan to speak regarding telecommunications options in the area.

Kyle Morgan, Heather Drive, addressed Council regarding the limited options for internet service available to Christiansburg residents. Mr. Morgan has lived in Christiansburg since 2013 and has been unable to obtain internet service that meets the four areas of importance to him: Fast, reliable, affordable, with no data caps. A comparison chart of the download/upload speeds and costs between the Town's three main internet service providers was used to indicate the inadequacies in speeds offered by the providers, which were not fast enough to qualify for the FCC's description of "high speed broadband". Mr. Morgan compared the chart with Comcast and fiber broadband, which, he said, were superior in speeds, but unavailable in Christiansburg. The Town currently has a fifteen-year franchise agreement with Shentel, and while it is not a prohibitive agreement, Mr. Morgan pointed out that it could deter other service providers from coming into the Town. As a solution, Mr. Morgan proposed the Town improve its internet access through either an expansion of Comcast, or through installing a municipal fiber optic broadband, and he used the Town of Charlemont, Massachusetts as an example to consider on installing and paying for broadband infrastructure. In addition, the Town was urged to push local service providers to improve current offerings. In closing, Mr. Morgan stressed that adequate internet service was an important aspect in attracting and retaining young people in Christiansburg.

D. Telecommunications in the Town of Christiansburg (Town Manager Wingfield).

Town Manager Randy Wingfield shared with Council a slide presentation on telecommunication options in Town, along with a copy of the Broadband NRV survey completed by NRV Regional Commission in 2017, that was consistent with the information shared by Mr. Morgan regarding the general dissatisfaction with internet service in the area. In addition, Mr. Wingfield reviewed the Shentel Franchise Agreement and the Shentel service area map, while noting that the Town had received twelve complaints against Shentel since 2015. Regarding potential developments, a fiber provider is extending a five-chamber conduit through Christiansburg, but it is not intended for internet service. However, the conduit could be expanded for service use, and the Town is currently in discussions regarding the sale or lease of unused conduit space for potential new service providers. Mr. Wingfield noted that fiber/broadband strategies are a regular topic of discussion during monthly regional manager meetings. Councilman Stipes added that he agreed there was a need for adequate internet service in town.

Chris Kyle, Vice-President for Programming, Regulatory, Business Development for Shentel, offered a brief background of Shentel and provided a handout that outlined the current internet packages offered by the company. Mr. Kyle said he believed Shentel offered the most advanced high-speed network in Virginia, and he talked about the improvements to the internet service plans that would provide faster speeds at lower costs, with increased data caps. Councilman Collins asked if Shentel's pricing was consistent everywhere its service was offered, and Mr. Kyle replied that it was. Councilwoman Sachs pointed out the significant pricing difference between business service and residential service, for the same package, which Mr. Kyle attributed to a difference in support staff required for business services. Mr. Kyle stated Shentel was invested in the community and worked hard to meet the needs of its

customers with regards to internet speed and reliability, and that the company stood behind its product.

E. Town Hall Customer Service (Town Manager Wingfield).

Town Manager Wingfield provided Council with an update on changes to the Town's system for answering telephones in an effort to improve customer service. The changes include the streamlining of ring groups, removal of the forced voicemail and utilization of the "do not disturb" feature, along with more organized scheduling for the four primary phone receptionists, should allow for a more personal experience for callers. Mr. Wingfield talked about the system in place for the four main phone receptionists, who also have other duties in addition to answering phones. The Engineering Department anticipates hiring another employee who will be another primary phone attendant. Mr. Wingfield provided call volumes for November and December 2018, and noted that Public Works service orders would no longer go to Engineering first, which would reduce call volumes at Town Hall. The Town could provide for an entryway/lobby receptionist, and Mr. Wingfield asked if Council was interested in implementing that option. Council expressed no interest in creating that position at this time. Councilman Huppert commented that he believed the phone system was efficient and appropriate without the changes presented. Councilman Showalter asked if there was a secondary level of personnel for answering phones. Mr. Wingfield stated that there wasn't, but in a rare instance where the four primary attendants were absent, someone within the specific department will answer the phone. Council thanked Mr. Wingfield for the update.

VI. CITIZEN COMMENTS

- a. Janet Jones, 180 Slate Creek Drive, asked about the policy for answering phones while working with customers. Town Manager Wingfield commented that in those situations, calls would be passed on to another individual, and further noted that cashiers who worked with customers were not the primary telephone attendants. Finance Director Val Tweedie pointed out that receptionists were trained to work with in-person customers first.
- b. Tim Kelly, 155 Belmont Drive, said he works for an internet-based company in California and he expressed concern that the Town had given Shentel a monopoly on internet service. Mr. Kelly called attention to Shentel's mission statement that focused heavily on providing high speed internet service to rural areas, and he noted that Christiansburg was not a rural area in terms of population and growth. He questioned if Christiansburg residents were subsidizing Shentel's infrastructure in rural markets, which he said would be unfair to the Town's residents.
- c. Paul Leichner, 160 Alexa Lane, said he and his wife were happy with their move to Christiansburg from New Jersey eight-months ago, and he appreciated that all his interactions with Town staff had been prompt and polite.
- d. Chris Ubain, 105 Melody Drive, expressed support for Kyle Morgan's comments regarding the need for additional internet options, but stated his purpose in being here was to talk about Airbnb. Mr. Ubain, an Airbnb owner, provided his credentials and community involvements, then explained that he didn't believe the Town should be involved in regulating and stipulating how he can use the spare space in his home, specifically, how often he can rent it out through Airbnb. Mr. Ubain said Airbnb was a great way to generate extra income and was a boon to the

local economy by bringing tourists and visitors to the area. Mr. Ubain noted that he had previously sent Council a letter expressing his concerns.

## VII. COMMITTEE REPORTS

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

1. Plat showing Boundary Line Adjustment & Minor Subdivision between Tax Parcel 531-A-9 and Tax Parcel 531-A-11, situated along Tower Road, S.E. (Creating 1 new lot).

Councilman Stipes reported that the request was to subdivide two residential lots into three individual lots, and to adjust the boundary line to tidy up the lots for selling. The plat was found 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.

2. Councilwoman Sachs announced that a Central Business District Committee meeting was scheduled for tomorrow at 12:00 P.M., and she invited all to attend and give input on the matters discussed.

## VIII. DISCUSSION BY MAYOR AND COUNCIL

### A. Council action on:

1. 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. (Carryover item from January 8, 2019).

Councilman Bishop began the discussion by questioning the consequences if the proposed ordinance was not approved by Council. Town Manager Wingfield replied that currently, without an ordinance, homestays were prohibited in residential zoning districts. Councilwoman Sachs expressed concern with limiting the number of rental days, while at the same time requiring homestays to incur the same costs as hotels and B&B’s, which are not limited in rental days. Councilwoman Sachs also disagreed with prohibiting the use of on-site auxiliary buildings as rental property. Councilman Huppert offered a proposal in the form of a motion to accept the draft ordinance with the following provisions and/or changes: Homestays would be permitted to rent a portion of the home 365 days per year, with the caveat that the owner must be present for no less than 6 months per year (in accordance with the definition of “primary residence”) and the ordinance would go into effect July 1, 2019. Council discussed requiring liability insurance, but decided against including that in the ordinance. Modifications to the Finance/Taxation Chapter were discussed, but agreed that this would be discussed further following its separate public hearing scheduled for February 12, 2019. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Nay; Showalter – Aye; Stipes – Nay.

2. Resolution to petition the Virginia Department of Transportation for Maintenance Payments for Certain Streets in the Urban Maintenance Inventory System.

Engineering Director Wayne Nelson provided Council with an overview of the list of street segments identified as eligible for state maintenance payments that have been included in the Town's application to VDOT for additional street maintenance funding, which total an additional 11.5 miles of new streets. Mr. Nelson thanked Steve Palmer, Assistant Director of Land Development and Operations, and Dayton Poff, GIS Coordinator, for compiling the list. Council thanked Mr. Nelson for his report and Councilman Showalter made a motion to approve the resolution 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.

#### IX. STAFF REPORTS

##### A. Town Manager Wingfield:

- Angie Bowles, part-time Recreation Assistant of Youth Athletics, passed away suddenly yesterday morning. Ms. Bowles was a valuable asset to the Parks and Recreation Department and will be missed by many.
- Craig Moore has resigned from his position on the Planning Commission. Council expressed appreciation for his long-time service, and Mr. Wingfield requested Council direction on advertising the position.

##### B. Town Attorney:

Attorney Jim Guynn commented that his law partner, Mike Lockaby, represented broadband authorities and was knowledgeable in the area of internet service options for municipalities. Mr. Lockaby would be happy to consult with the town on its options related to broadband service, and Councilman Showalter recommended Montgomery County participate in meeting with Mr. Lockaby. Mr. Wingfield will follow up on scheduling a meeting.

##### C. Other Staff:

#### X. COUNCIL REPORTS

- A. Councilman Collins reported he, Mayor Barber, and town staff were in ongoing talks with the high school about ways to expose students to local government operations. Mr. Collins praised Christiansburg as a great place to live and said he was working with the PR Department to add a page on the Town's website for citizens to comment on what they love about Christiansburg. Mr. Collins shared positive citizen comments from the Town's Facebook page.
- B. Councilman Bishop reported that renovations of the rescue squad building should be completed within a few months, and he invited all to attend the Dialogue on Race Winter Summit at Christiansburg Middle School on January 26, 2019.
- C. Councilman Showalter requested that Council be provided a preview of the new citizen's comment page on the Town's website, referred to by Councilman Collins, before it goes live.
- D. Councilman Stipes, no report.
- E. Councilman Huppert reported on the recent seniors' event to put together 150 gift bags for local shut-in, held at the recreation center. Mr. Huppert said the group was very thankful the town let them use the rec center for the activity. Mr. Huppert then offered support for Kyle Morgan's comments on the importance of a progressive internet system that would keep pace with the growth seen in Christiansburg and Montgomery County.
- F. Councilwoman Sachs, no report.
- G. Mayor Barber, no report.



XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilman Huppert made a motion to enter into 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 Closed Meeting pertains to the performance agreement for the development of the Marketplace Shopping Center. The motion was seconded by Councilman Showalter and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Stipes – Aye; Showalter – Aye.
2. Councilman Huppert made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(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 potential lease of Town-owned property at 415 Cambria Street, N.W. The motion was seconded by Councilman Showalter and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Stipes – Aye; Showalter – Aye.
3. Reconvene in Open Meeting.
4. Certification. Councilman Huppert 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 Showalter and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.
5. Council action on the matters. No action was taken by Council.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 10:27 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.  
SPECIAL MEETING MINUTES  
JANUARY 29, 2019 – 6:00 P.M.**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 29, 2019 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Finance Director/Treasurer Val Tweedie; Director of Engineering Wayne Nelson; Assistant Director of Engineering Steve Palmer; Aquatics Director Terry Caldwell; Human Resources Director Dave Brahmstadt; Public Works Director Jim Lancianese; Superintendent of Streets Travis Moles; GIS Coordinator Dayton Poff; Fire Chief Billy Hanks; Major Chris Ramsey; Police Chief Mark Sisson; Assistant to the Town Manager Adam Carpenetti.

WORK SESSION

I. CALL TO ORDER

II. DISCUSSION BY MAYOR AND COUNCIL

A. Employee Salary Survey.

Director of Human Resources Dave Brahmstadt thanked Council for the opportunity to speak and introduced Mr. Bill Ford of SESCO Management Consultants, and thanked the staff working group comprised of Mark Sisson, Val Tweedie, Wayne Nelson, Jim Lancianese, Andrew Warren, and Randy Wingfield for their assistance in producing an employee compensation plan that would allow the Town to be competitive in the job market and would address issues with recruitment and retention within the Public Works Department, which Mr. Brahmstadt said was higher than average for this area. Council members were provided a copy of the proposed compensation plan. Mr. Ford talked about the methods of evaluation and data collection used in completing the salary survey and used to develop the compensation plan, which included a feasibility study. Mr. Ford stressed that the goal of the plan was to be competitive enough to slow down turnover, and Mr. Brahmstadt reported on additional measures to recruit and retain Public Works employees with career progression through cross functional training, expected to begin July 2019. Mr. Ford reviewed with Council the proposed pay code analysis and explained how current employees would be merged into the new pay range. He then provided a breakdown of current full-time salary costs and noted that the proposed compensation plan, if adopted, would add an additional \$499,596.48. Mr. Brahmstadt proposed an addendum to the FY 2018-2019 budget in the prorated amount of \$174,000 that would allow the plan to go into effect in April 1, 2019, which Mr. Brahmstadt said would be advantageous to the Public Works Department and would correspond with open enrollment period for benefits and health insurance. Mr. Brahmstadt noted that the proposed pay plan was comparable to surrounding localities and

that merit pay and COLA for FY 2019 – 2020 would be in addition to the proposed compensation plan. Noting that the current salary costs provided were only for full-time employees, Councilman Showalter requested Council be provided complete salary costs that include part-time employees. Councilman Showalter further asked if Mr. Brahmstadt was planning future performance reviews for merit increases; Mr. Brahmstadt replied that he was, and explained the merit score breakdown based on the three categorical departments used in the proposed compensation plan: Administration, Public Safety, and Public Works. Mr. Brahmstadt noted that final decisions on health insurance for FY 2019-2020 had not yet been made. Council thanked Mr. Brahmstadt and Mr. Ford for their presentation.

B. Council Follow-Up Task List.

Council reviewed each line item on the Follow-Up Task List and revisions to the list were made accordingly.

Items of note added to the list:

- Staff to consult with VT regarding Town facility sponsorship program.
- Future discussion regarding merchant fee for credit card payments (March 12, 2019).
- Future discussion regarding privatization of garbage service.

C. Special Events Demonstration Ordinance.

Town Attorney Mark Popovich wrote the proposed ordinance with the assistance of Police Chief Sisson, Major Chris Ramsey, and Assistant Town Manager Andrew Warren. It was noted that the ordinance was drafted in response to the 2017 violent rally in Charlottesville, Virginia. Assistant Town Manager Warren and Major Ramsey reviewed the ordinance with Council and highlighted that the purpose of the ordinance was not to prevent demonstrations, rallies, or picketing, but rather to ensure public safety and minimal disruption during events. The ordinance is broken down into two divisions: 1) Parades, Festivals, Runs/Walks; 2) Pickets, Rallies, Demonstrations. The proposed ordinance is similar to the ordinance put into place by Blacksburg in 2018, and Major Ramsey explained the importance of similar models due to the existing Mutual Aid Agreement between Christiansburg, Blacksburg, and Montgomery County. Councilman Stipes expressed support for the ordinance, with the exception of the 90-day notice requirement and the \$25 application fee, which he said could create barriers. Major Ramsey explained that in preparing for events, time was needed for planning, street closures, and organizing manpower. The level of planning would vary based on the size of the event, but Major Ramsey pointed out that it was important to be consistent with all applicants. Councilman Huppert said he did not think the \$25 fee would be a burden for applicants, and Mr. Warren noted that the fee could be rolled into a special event grant application. A Public Hearing for the proposed ordinance has been scheduled for February 12, 2019, with Council action scheduled for February 26, 2019.

III. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the special meeting at 7:46 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor



## **Christiansburg Fire Department**

110 Depot Street  
Christiansburg, Va. 24073  
Phone: 540-382-4388 Fax: 540-381-5027



### **2019 Fire Officers**

*Asst. Chief Danny Yopp*

*Captain Gratton Thompson*

*1<sup>st</sup> Lieut. Forest Redd*

*2<sup>nd</sup> Lieut. William L Sheppard*

*Sec./Tres. Donnie Reed*

*Asst. Sec. / Tres. David Akers*

#### **Training Officer**

*Todd Chrisley*

#### **Engineers**

*Brandon Turner*

*Pete Haislip*

*John Linkous*

*Scott Phillips*

*Jeremy Williams*

*Scott Canada*

*Brad Woolwine*



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

February 12, 2019

**ITEM TITLE:**

Former Truman Wilson Property Park Owner's Representative Contract

**DESCRIPTION:**

Owner's Representative Contract for the review and analysis of the former Truman Wilson Property Park PPEA Proposals.

**POTENTIAL ACTION:**

Contract approval and authorize the Town Manager to enter into this contract on behalf of the Town with McDonough Bolyard Peck, Inc. (D/B/A MBP), for the amount of \$22,750.00.

**DEPARTMENT:** Engineering

**PRESENTER:** Wayne Nelson

**ITEM HISTORY:**

On September 5, 2018, Branch and Associates, Inc. submitted an unsolicited proposal to the Town of Christiansburg for Design-Build services for a multi-purpose park to be located on the former Truman Wilson property under the Public-Private Education Facilities and Infrastructure Act (PPEA). On Tuesday, September 25, 2018, the Christiansburg Town Council voted to accept this proposal for consideration and to advertise for competing conceptual proposals. On October 5, 2018, the Town of Christiansburg advertised for competing conceptual design proposals and on January 22, 2019 the Town received two competing proposals in addition to the unsolicited proposal from the following:

Branch and Associates, Inc. (Revised submission of the original redacted proprietary information)  
E.C. Pace Company, Inc.  
Faulconer Construction Company, Inc.

On October 14, 2018, the Town of Christiansburg advertised for proposals from interested engineering and architectural firms for owner representative services for the review and analysis of the PPEA proposals received. The Town selected MBP to enter into discussion and negotiation in regards to the services requested.

**Date:**

**Action Taken:**

**Information Provided:**

1. Contract

<https://christiansburg.box.com/s/plgm46yzaejnjqg6wsjqwpyjrvrlo6n>