



## AGENDA

SPECIAL MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
ADMINISTRATIVE CONFERENCE ROOM  
100 EAST MAIN STREET  
MARCH 10, 2020 – 5:30 P.M.

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MARCH 10, 2020 – 7:00 P.M.

### WORK SESSION

- I. CALL TO ORDER
  
- II. DISCUSSION BY MAYOR AND COUNCIL
  - A. Proposed Flow Control Ordinance
  
- III. ADJOURNMENT

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

### REGULAR MEETING

- I. CALL TO ORDER
  - A. Moment of Reflection
  - B. Pledge of Allegiance
  
- II. ADJUSTMENT OF THE AGENDA

### III. PUBLIC HEARINGS

- A. Public Hearing for a Conditional Use Permit request by Cole Shows Amusement Co Inc. (applicant) for property owned by Rockstep Christiansburg LLC for a carnival at 782 New River Road, N.W. (tax map no. 435-A-41) in the B-3, General Business zoning district.

### IV. CONSENT AGENDA

- A. Approval of Minutes of February 22, 2020, February 25, 2020, and March 3, 2020.
  
- B. Award Contract to King General Contractors, Inc. in the amount of \$153,867.90 for construction of the Christiansburg Fire Department Improvements Phase II project.

### V. INTRODUCTIONS AND PRESENTATIONS

- A. Lea Wall and Mike Connelly to present on NRV Homegrown Business Alliance.

### VI. CITIZEN COMMENTS

### VII. COMMITTEE REPORTS

### VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on:
  - 1. Rezoning request by RWW36, LLC (applicant/property owner) for an approximately 1.976 acre property located at the intersection of Roanoke Street and the 460 westbound off-ramp (tax map no. 529-A-48) to the B-3. General Business District. The property was acquired from the Virginia Department of Transportation and does not currently lie within a designated zoning district. The property is undesignated on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held February 25, 2020.
  
  - 2. Proposed Ordinance Amending Chapter 28 "Solid Waste and Recycling" of the Christiansburg Town Code by adding Article III. Solid Waste Flow Control, establishing an obligation to obtain a Solid Waste Collection and Disposal Permit and the requirement that all garbage, trash, or refuse generated or collected within the Town of Christiansburg shall be only delivered to facilities of the Montgomery Regional Solid Waste Authority. The Public Hearing was held February 25, 2020.
  
- B. Resolution for Approval of Budget Amendment #3 for FY 2019-2020.
  
- C. Discussion of Shared Use Agreement for Public Use of Private Property - Courtyard Area at 100 W. Main Street
  
- D. Hickok Street closure.
  
- E. Consideration and Signing of Town Council Code of Ethics (All Members).

### IX. STAFF REPORTS

- A. Town Manager

- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming Meetings of Council:

March 17, 2020, 6:00 P.M. – Work Session

March 24, 2020, 7:00 P.M. – Regular Meeting

April 14, 2020, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
March 10, 2020

**ITEM TITLE:**

Public Hearing for a Conditional Use Permit request by Cole Shows Amusement Co. Inc. for a carnival at 782 New River Road, N.W. (tax map no. 435-A-41) in the B-3, General Business District (CUP 2020-02). The property is owned by Rockstep Christiansburg, LLC.

**DESCRIPTION:**

The applicant requests a Conditional Use Permit to operate a carnival at 782 New River Road, N.W. in the B-3, General Business zoning district. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on February 18, 2020. At its February 18, 2020 meeting, the Planning Commission recommended approval by a vote of 8-0 with fifteen conditions:

1. A bond in the amount of \$5,000.00 shall be posted prior to final issuance of this CUP to insure adequate cleanup within 48 hours.
2. The carnival shall contact the Montgomery County Health Department for all necessary permits.
3. The carnival shall contact the Town Superintendent of Public Works in regards to water connections for any recreational vehicles, campers, vending areas, etc. A water meter deposit shall be required of the carnival and shall be applied toward usage.
4. The carnival shall provide portable toilets cleaned daily or more frequently as required by Virginia Department of Health standards for its patrons and shall provide holding tanks for septic on all recreational vehicles, campers, vending areas, etc. All holding tank materials shall be properly disposed of.
5. All sanitary and water connections shall be inspected by the Town prior to use and be maintained in a healthy and sanitary manner.
6. The carnival shall provide the Town with a list of all amusement devices including name of ride, manufacturer, and year manufactured.
7. A certificate of inspection for all amusement devices is to be issued by a person certified by the Commonwealth of Virginia to perform inspections of amusement devices prior to opening of the carnival.
8. Efforts shall be made to have all inspection conducted during regular Town office hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). The carnival shall reimburse the Town of Christiansburg for overtime pay for all inspections made after Town office hours.
9. A permit shall be obtained for each tent and a certificate of fire resistance for each tent shall be provided to the Christiansburg Fire Marshall prior to opening.
10. Proof of financial responsibility in the minimum amount of \$1,000,000.00 per occurrence along with a statement indemnifying the Town of Christiansburg from any liability shall be provided to the Town prior to opening.
11. The carnival operators shall be responsible for disposal of all animal droppings and these shall not be disposed of in dumpsters, sanitary sewers, or storm water systems.

12. The carnival shall not operate beyond 11:00 p.m.
13. The Carnival shall be required to staff the event with at least two uniformed Christiansburg Police officers during weekdays and four officers during weekend peak hours, with additional officers at the discretion of the Town Manager or Police Chief, and the carnival shall be responsible for paying the overtime rate for each officer.
14. All appropriate state and local revenues including sales tax and meals tax shall be collected and submitted and documentation shall be provided to the Town.
15. This permit shall be valid from April 2020 to May 2020 only.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/gg7gj448vt5igd6t2beqdamko9yztqyb>

Planning Commission Minutes – February 18, 2020

<https://christiansburg.box.com/s/tsxiq80safughd2pdqjrc4uicgmdafux>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/dpa1ny20iqczcym8c5ga9ble6ffycxnu>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
RETREAT MINUTES  
FEBRUARY 22, 2020 – 9:00 A.M.**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT THE NEW RIVER BUSINESS CENTER, 6580 VALLEY CENTER DRIVE, RADFORD, VIRGINIA, ON FEBRUARY 22, 2020 AT 9:00 A.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Public Relations Director Melissa Demmitt; and Finance Director Valerie Tweedie.

Town Council discussed many items throughout the day in morning and afternoon sessions. Kevin Byrd, Executive Director of the New River Valley Regional Commission, served as facilitator. Mr. Byrd started the conversation with asking about reflections on the Council Retreat held on Tuesday, February 18, 2020. Based on conversation from Tuesday's meeting, Mr. Byrd asked if Council had a Code of Ethics in place. It was mentioned that there had been one in the past but it had not been discussed in many years. It was agreed staff would look for the document that had been produced previously and bring it back to Council at a later date. Other items discussed during the morning included an update by staff and the steps moving forward for Enterprise Software; a discussion of information Town Council would like staff to have available for Council's analysis of the park project; an overview of larger maintenance work anticipated at the aquatic center; and a discussion of the benefits and disadvantages of leasing or owning in regards to the Town's fleet vehicle program. There was further discussion of steps staff is taking with making sure Town practices and procedures are environmentally sensitive and energy efficient, and a handout providing a list of actions that are already happening was provided to Council. There was further discussion of energy-efficient initiatives Council would like staff to research, including solar options, continuing to incorporate LED lights in all facilities when possible, and electric vehicles. The group took a 30-minute break for lunch.

In the afternoon session, topics included a discussion of future facility needs, including emergency services and public works facilities. There was also a discussion regarding items related to the operations of the Council, including the use of committees and public comment periods at regular meetings. There was discussion regarding Downtown and roles and responsibilities of stakeholder groups working on events and development in Downtown. There was further discussion regarding the future plans for the Farmers Market. At the end of the day, Council discussed updates to the Council task list.

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 3:01 P.M.



**TOWN OF CHRISTIANBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

March 10, 2020

**ITEM TITLE:** Award Contract to King General Contractors, Inc. in the Amount of \$153,867.90 for Construction of the Christiansburg Fire Department Improvements Phase II project.

**DESCRIPTION:** Contract award in the amount of \$153,867.90 to King General Contractors, Inc. for construction of Christiansburg Fire Department Improvements Phase II project. This project consists of installing a new slotted drain with associated grading, milling, and paving and reconstruction of sidewalk and curb.

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

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**Information Provided:**

Notice of Award

<https://christiansburg.box.com/s/976yq60dirscjb42s9662ambgje1o279>

Bid Opening Log

<https://christiansburg.box.com/s/54apqadlcr6jgmxl66j0548qug9uzw3>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Town Council

**Meeting Date:**

March 10, 2020

**ITEM TITLE:**

Rezoning request by RWW36, LLC (applicant/property owner) for an approximately 1.976 acre property located at the intersection of Roanoke Street and the 460 westbound off-ramp (tax map no. 529-A-48) to the B-3, General Business District (RZN-2020-01).

**DESCRIPTION:**

The applicant requests to rezone the property located at the intersection of Roanoke Street and the 460 westbound off-ramp from undesignated to the B-3, General Business District. The property, which was the former location of the Christiansburg Exit 118 Park & Ride, was acquired from the Virginia Department of Transportation in 2016 and does not currently lie within a designated zoning district. The property is currently undesignated on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

At its public hearing, Planning Commission requested the applicant provide Town Council with additional information relating to the subject property's ingress and egress. The applicant has provided the deed of transfer between RWW36, LLC and VDOT, which states no new commercial entrances will be created directly from Roanoke Street to the property. The applicant also provided VDOT construction plans for the new Christiansburg Exit 118 Park & Ride, which show that a commercial entrance to the subject property was installed during the Park & Ride's development.

Planning Commission held its public hearing on February 3, 2020. At its February 3, 2020 meeting, the Planning Commission recommended approval by a vote of 9-0.

The Town Council public hearing was held February 25, 2020.

**POTENTIAL ACTION:**

Take action on request

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

The draft ordinance, Planning Commission resolution, meeting minutes, staff report, and deed of transfer and VDOT construction plans were provided in the February 25, 2020 agenda packet.





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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
March 10, 2020

**ITEM TITLE:**

Proposed Ordinance Amending Chapter 28 “Solid Waste and Recycling” of the Christiansburg Town Code by adding Article III. Solid Waste Flow Control, establishing an obligation to obtain a Solid Waste Collection and Disposal Permit and the requirement that all garbage, trash, or refuse generated or collected within the Town of Christiansburg shall be only delivered to facilities of the Montgomery Regional Solid Waste Authority.

**DESCRIPTION:**

The following proposed ordinance would require that all trash haulers working within the Town of Christiansburg be required to take all collected refuse to facilities of the Montgomery Regional Solid Waste Authority. Montgomery County reviewed and adopted a similar ordinance on February 10 and the Town of Blacksburg will hold its public hearing on March 10. The ordinance includes 32 findings and the proposed changes to Chapter 28 of the Town Code. In addition to the ordinance, other links provided below are the documents supporting findings of the ordinance. An Index of Support Documents is provided and points out which documents (documents numbered 1 through 20) support which findings that are made in support of the ordinance (findings 1 through 32).

**POTENTIAL ACTION:**

Consider Final Action

**DEPARTMENT(S):**

Town Manager’s Office

**PRESENTER:**

Randy Wingfield, Town Manager

**Information Provided:**

[Ordinance – Amending Chapter 28 Solid Waste and Recycling, Christiansburg Town Code](#)

[Index of Support Documents](#)

[Documents 1 through 6](#)

[Documents 7 through 16](#)

[Documents 17 through 19](#)

[Document 20](#)



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BUDGET AMENDMENT #3 RESOLUTION  
BUDGET MODIFICATION #3 FOR FISCAL YEAR 2020

**WHEREAS**, on June 25, 2019, the Town of Christiansburg approved the budget for fiscal year ending June 30, 2020 in accordance with § 15.2-2503, *et seq.* of the Code of Virginia (1950), as amended (the “Code”); and

**WHEREAS**, the Town Council seeks to amend the approved budget for fiscal year ending June 30, 2020 in accordance with § 15.2-2507; and

**WHEREAS**, the amendment is less than 1% of the currently adopted budget no public hearing is required in accordance with § 15.2-2504; and

**WHEREAS**, the amendment is a reallocation of funds with a net revenue increase; and

**WHEREAS**, based upon all information known to Council regarding the financial needs of the Town for such fiscal year;

**NOW THEREFORE, BE IT RESOLVED** that the Town of Christiansburg hereby adopts Budget Amendment #3 to the 2019-2020 approved budget as follows and further detailed in the attached budget amendment summary amendment # to the 2019-2020 budget:

REVENUE INCREASES:

Special Revenue Grant Funds	\$ 52,376
Special Revenue capital savings	\$ 16,039
<b>TOTAL NEW REVENUE</b>	<b>\$ 68,415</b>

APPROPRIATIONS REALLOCATION:

Special Revenue Fund capital reallocation	\$ 61,690
General fund savings Building repairs fire	\$ (48,000)
General Fund reallocation capital drive Fire	\$ 48,000
General Fund IT delete capital security operations	\$ (50,000)
General Fund IT Add capital security door access	\$ 50,000
General Fund Parks & Recreation add full time	_____
Special events assistant ( no additional funds needed)	

GRAND TOTAL NEW

APPROPRIATIONS	<u>\$ 61,690</u>
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<u>Net Savings</u>	\$ 6,725
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**BE IT FUTHER RESOLVED**, by the Town Council of Christiansburg, Virginia:

1. That revenues and expenditures budget changes are hereby adopted by Fund as set forth above and in the attachment;
2. That the Town Manager shall administer this budget in adherence to the Town Charter and Code of the Town of Christiansburg, Virginia, as amended, and the laws of the Commonwealth of Virginia. Amendments to the budget as adopted shall be by resolution, provided further that the Town Manager is authorized to approve transfers of appropriated expenditures between accounts within and between fund groups as may be necessary to carry out the work of the Town and as outlined in the approved Budget Policy of the Town, and as directed by the Town Council during the fiscal year;
3. This resolution shall take effect immediately upon its adoption by Town Council.

Upon motion for approval and a call for an aye and nay vote on the foregoing Resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held April 23, 2019 the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*				
Samuel M. Bishop	x			
Merissa Sachs	x			
Steve Huppert	x			
Henry Showalter	x			
Bradford J. Stipes	x			
Johanna Hicks				

Adopted:

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D. Michael Barber, Mayor

Attest: \_\_\_\_\_

Michele Stipes, Clerk of Council

Budget Amendment #3  
Fiscal year 2019-2020

**Rescue**

15-5945-7006 Rescue Revenue Recovery		
Grant Revenue (oems cardiac monitors)	\$	52,376
budget for monitors 204,000 cost 187891 savings	\$	16,039
Sources total	\$	68,415
reallocate savings due to grant receipt for cardiac monitors to	\$	61,690
camera system installation at station	\$	26,000
replace 3 lucas CPR devices	\$	35,690
Net savings	\$	6,725

**Fire**

reallocate from building operations and repairs	\$	(48,000)
to capital projects for driveway repairs	\$	48,000

**IT**

Reallocate security operations center fy 2020 to	\$	(50,000)
Security door access	\$	50,000

**New FTE for Recreation fy 19-20 no funds needed**

Special events assistant 31000 plus fringe 43090

Net increase in expenditures	\$	-
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**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
March 10, 2020

**ITEM TITLE:**

Discussion of Shared Use Agreement for Public Use of Private Property - Courtyard Area at 100 W. Main Street

**DESCRIPTION:**

Opportunity SWVA has selected Christiansburg as one of the communities for the next round of RALLY. Rally SWVA is an action learning program that offers funds for a visible project and encourages local leaders and the community to work together toward a common goal. The \$3,000 mini-grant program enables communities to work together on selecting a project that advances the community vision and enhances the environment for entrepreneurs. An interested group of community members have been holding meetings facilitated by the RALLY grant staff over the last 6 months to discuss a community vision and develop ideas for a project in Christiansburg. The group has decided on pocket park in the lawn area located off of the sidewalk at the Great Road on Main. The group is moving forward with a design but has asked the Town to develop a shared use agreement for the property with the owner of the Great Road on Main. The Shared Use Agreement has been reviewed by the RALLY community group and the Town's Attorney. Staff has worked closely with Mike Larkin (Owner) to ensure the agreement works well for both the public and the property owner.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Shared Use Agreement

<https://christiansburg.box.com/s/2pom2t8yqvbpffswm4u3tmihqidd3crr>



**TOWN OF CHRISTIANBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
March 10, 2020

**ITEM TITLE:**  
Code of Ethics

**DESCRIPTION:**

The recent Town Council retreat featured discussion on Council ethics and a directive of Council from the retreat was to revisit a Code of Ethics that was previously adopted by Town Council on July 17, 2007. Accompanying amendments to the Code of Ethics (shown in strikethrough and underline) are suggested by the Town Attorney for your review and discussion.

**POTENTIAL ACTION:**  
Council vote

**DEPARTMENT(S):**  
Administration

**PRESENTER:**  
Randy Wingfield, Town Manager

**Information Provided:**

Revised Code of Ethics

<https://christiansburg.box.com/s/g0zipz898qt2ev8e61k0e85s4jo947jy>