



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
SEPTEMBER 14, 2021 – 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. Rezoning request by Deerfield Home Estates LLC to rezone tax parcels 496 – ((A)) – 68 and 73 (4.711 acres) from A Agricultural and R-2 Two-Family Residential to R-1 Single Family Residential with conditions. The proposal was revised to construct 26 single-family detached dwellings. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Conditional Use Permit request by Deerfield Home Estates LLC for a Planned Housing Development to consist of 26 Single-Family Residential dwellings on property located adjacent to Wades Lane and Agee Street (tax parcels. 496 – ((A)) – 68 and 73).
- C. Conditional Use Permit for R-3 Multifamily Dwelling District uses in the B-3 General Business District by Bruce A. Moses (owner) on behalf of Bryan A. Rice (applicant) at 975 Radford Street (tax parcel 525 – ((A)) – 19). The proposal is to construct five (5) townhome units. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

#### IV. CONSENT AGENDA

- A. [Approval of Minutes of August 24, 2021.](#)
- B. [Recognition of Proclamation recognizing September 17-23, 2021 as Constitution Week.](#)
- C. [Resolution recognizing October 3-9, 2021 as Fire Prevention Week.](#)
- D. [Resolution in Support of FY23 & FY24 VDOT Revenue Sharing Program Funding Applications.](#)
- E. [Resolution in Support of FY23 & FY24 VDOT Transportation Alternatives Program Funding Applications.](#)
- F. [Approve Personal Property Tax Relief Act percentage for calendar year 2021 at 28.83%.](#)
- G. [Approve correction to the three-month lease approved on August 24, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks. Correction reflects the elimination of wording "per month" amount to a onetime payment for the lease term.](#)
- H. Cancel public hearing on September 28, 2021 and reschedule public hearing for October 12, 2021 for Amendments to a Planned Commercial Development in the B-3, General Business zoning district at 2705 Market Street NE by NRV Marketplace LLC to allow multi-family residential uses, increased building height, reduced onsite greenspace, and reduced residential parking requirement on tax parcel 436 – ((5)) – 1. The applicant revised its proposal requiring a new public hearing. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

#### V. INTRODUCTIONS AND PRESENTATIONS

#### VI. CITIZEN COMMENTS

#### VII. COMMITTEE REPORTS

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

- A. [Conditional Use Permit for a commercial auto garage at 1250 Roanoke Street for tax Parcels 498 – \(\(7\)\) –16A and 17A and 498 – \(\(A\)\) – 113C by Glenwood Martin on behalf of Twin Oaks Properties LLC. The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.](#)
- B. [Community Development Block Grant 2021 Annual Action Plan.](#)
- C. [Approve resolution to approve Budget amendment #2 for repair of retaining wall on Cambria Street, N.E.](#)

- D. [Approve resolution to appropriate the funds per budget amendment #2.](#)
- E. [Discussion of increased wages for part-time positions.](#)
- F. [Discussion of full-time Aquatic Center Lifeguard position\(s\).](#)

IX. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

September 28, 2021, 7:00 P.M. – Regular Meeting

October 12, 2021, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**

- A. Rezoning request by Deerfield Home Estates LLC to rezone tax parcels 496 – ((A)) – 68 and 73 (4.711 acres) from A Agricultural and R-2 Two-Family Residential to R-1 Single Family Residential with conditions. The proposal was revised to construct 26 single-family detached dwellings. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Conditional Use Permit (CUP) request by Deerfield Home Estates LLC for a Planned Housing Development to consist of 26 Single-Family Residential dwellings on property located adjacent to Wades Lane and Agee Street (tax parcels. 496 – ((A)) – 68 and 73).

**DESCRIPTION:**

This rezoning and planned housing development request is a revised proposal for a 26 single-family dwelling planned development on 4.711 acres off Wades Lane. After the original Planning Commission public hearing, the applicant made several revisions to address items noted by staff, the public, and/or Planning Commission. The revised application showed a different road configuration and two additional lots. Subsequently, Planning Commission held an additional public hearing for the revised proposal and recommended approval of both the rezoning and the conditional use permit by a vote of 8 to 0. The subject acreage (4.711 acres) is currently on two parcels and is split zoned between Two-Family Residential (R-2) and Agricultural(A). The R-2 property primarily fronts along Wades Lane and is approximately 1.5 acres in size. This includes a small area of R-2 zoned land that fronts on Agee Street. The Agricultural zoned property sits away from Wades Lane and is 3.2 acres in size. The applicant proposes all acreage to be rezoned to Single Family Residential (R-1) and proffers that the single-family detached dwellings shall be the only primary use permitted.

With the recommendation of the conditional use permit, Planning Commission recommended the following two conditions:

1. The presented zoning regulations and layout plan, dated July 20, 2021, shall be considered as conditions of approval.
2. The existing vegetative buffer or comparable screening trees shall be maintained along the southeastern edge of the subject property and lots 1 and 2 of the Reed Subdivision (parcels 496-19-1 and 496-19-2).

**POTENTIAL ACTION:**  
Hold public hearing.

**DEPARTMENT(S):**  
Planning Department

**PRESENTER:**  
Andrew Warren, Assistant Town Manager

**Information Provided:**

[Planning Commission Rezoning Resolution](#)

[Planning Commission CUP Resolution](#)

[Planning Commission Minutes – August 16, 2021](#)

[Planning Commission Staff Report \(including applications, maps, and written public comments received\)](#)



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**

Conditional Use Permit for R-3 Multifamily Dwelling District uses in the B-3 General Business District by Bruce A. Moses (owner) on behalf of Bryan A. Rice (applicant) at 975 Radford Street (tax parcel 525 – ((A)) – 19). The proposal is to construct five (5) townhome units. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

This conditional use permit request is to construct five townhomes at 975 Radford Street. A conditional use permit is required due to the property being zoned B-3, General Business and the Zoning Ordinance requires a conditional use permit for most residential uses covered under Section 42-336(1).

At the Planning Commission's August 16, 2021 meeting, they made a recommendation of approval by a vote of 8 to 0. There were no conditions recommended. Planning Commission did emphasize the importance of sidewalk required as part of the development given its location on Radford Street. A representative of the applicant stated that sidewalk was planned.

**POTENTIAL ACTION:**

Hold public hearing.

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**Information Provided:**

[Planning Commission CUP Resolution](#)

[Planning Commission Minutes – August 16, 2021](#)

[Planning Commission Staff Report \(including the application and maps\)](#)

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
AUGUST 24, 2021 – 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 AUGUST 24, 2021 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Finance Director Valerie Tweedie; Fire Chief Billy Hanks.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Councilman Showalter made a motion to add the Suicide Prevention Week resolution to the consent agenda as item D. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

- A. Conditional Use Permit for a commercial auto garage at 1250 Roanoke Street for Tax Parcels 498-((7))-16A, 498-((7))-17A, and 498-((A))-113C by Glenwood Martin on behalf of Twin Oaks Properties LLC. The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Glenwood Martin of 1730 White Oak Lane and owner of 1230 and 1250 Roanoke Street explained the request would permit the allowance for a commercial auto garage at 1250 Roanoke Street. Mr. Martin stated that the owners of the business “The Mechanic” had an approved conditional use permit for the 1230 Roanoke Street location and would not be relocating but instead expanding to the adjoining property. Councilwoman Hicks inquired why the owner was charged the \$750 for a conditional use permit and questioned the type of business. Town Manager Wingfield stated that the Town’s zoning ordinance separates a car

detailing business from a mechanical garage business. Mr. Wingfield stated that a detailing shop would be viewed more as a service business not a mechanical garage business. Mayor Barber explained that the \$750 permit fee was a standard fee for a conditional use permit.

Donna Martin, 1730 White Oak Lane, questioned Council if they would be required to go through the same permitting process if a different tenant moved into the building in the future. Mayor Barber explained that if it was a mechanical garage again then it had to be vacant for two years to lose the permit status.

B. Community Development Block Grant 2021 Annual Action Plan.

Andrew Warren explained this grant was a typical process the Town goes through each plan year for the Community Development Block Grant. He stated that the Town continues to look at other opportunities to use this grant and it could go towards areas in Town for future projects. Mr. Warren explained that the Town was expected to be allocated \$105,947 to use this year and that the review period began on August 14, 2021 and will end on September 14, 2021.

IV. CONSENT AGENDA

A. Approval of Minutes of August 10, 2021.

B. Monthly Bill List.

Councilwoman Hicks questioned a bill item in the amount of \$660,597.70 to Faulconer Construction Company, Inc. for the new park and inquired how the Town was keeping track of the park bills. Mrs. Hicks asked Finance Director Valerie Tweedie if she could provide an update to her.

C. Approval of merchant services agreement.

Councilwoman Hicks questioned if the five-year agreement could be a two-year commitment instead. Finance Director Valerie Tweedie explained that the agreement is for a five-year term, but it could be terminated at any time.

D. Approval of Suicide Prevention resolution for September 5-11, 2021.

Councilman Showalter made a motion to approve the Consent Agenda. Councilwoman Sachs seconded the motion. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

No introductions or presentations.

VI. CITIZEN COMMENTS

No citizen comments.

## VII. COMMITTEE REPORTS

Councilman Huppert reported that the Boy Scouts of the New River Valley would be present and displaying their current projects at the Farmers Market on Thursday, August 26<sup>th</sup>. Mr. Huppert reminded the public of the eight mile walk on September 18<sup>th</sup> at 8 a.m. He stated that sign up for this event would be held at the Recreation Center and it includes free t-shirt handouts for the participating walkers.

## VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.

Councilman Showalter made a motion to approve the lease with New River Valley Unwired Ventures, LLC as presented. Councilwoman Hicks seconded the motion.

Mayor Barber questioned if New River Valley Unwired was intending to renew again in December. Mr. Wingfield stated that New River Valley Unwired had asked for a longer-term agreement but explained the Town was currently working towards standardizing its telecommunication agreements.

Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic.

Councilwoman Sachs made a motion to approve the Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan as presented. Councilwoman Hicks seconded the motion. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- C. Non-Discrimination Policy as required for the Appalachian Regional Commission (for construction grant to fund the Farmers Market and Community Gathering Space on Hickok Street).

Councilwoman Sachs made a motion to approve the Non-Discrimination Policy as presented. Councilman Showalter seconded the motion. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- D. Discussion of Sunset Cemetery fee increases.



Town Manager Wingfield explained that item D was in relation to the Sunset Cemetery opening and closing fees. Mr. Wingfield stated that the Town was currently comparing costs with other area cemeteries and concluded that Sunset Cemetery was in the lower end of the price range for standard plots and charges the least for graveside service fees. Councilwoman Hicks stated that currently there were two full-time employees that worked at Sunset Cemetery and those employees rotated weekend shifts. Councilwoman Hicks stated that she felt the \$250 increase for the opening and closing fee would not make a huge difference and questioned if Council would consider raising the increase another \$100 instead. Mrs. Hicks questioned if a \$50 increase per plot would be sufficient as well. Councilman Stipes questioned if Westview Cemetery in Blacksburg still sold cemetery plots. Mr. Stipes explained that Westview Cemetery was a municipal cemetery and would like to know how the Town of Christiansburg compares to them before there was a vote by Council. Mr. Stipes stated he had no problem adjusting fees at Sunset Cemetery but felt that the cemetery was special to the people that live in Christiansburg, as well as affordable and accessible. Councilwoman Hicks stated that the cemetery was nice, in comparison to others, and felt the Town was providing a valuable service to the community, as well as providing payment plans for customers that could not pay upfront. Mrs. Hicks stated she would like to increase the fees at the cemetery but would also like to vote at the next meeting opposed to making a decision now. Mayor Barber explained that the opening and closing fees of graves were paid upfront at Sunset Cemetery and that the increase was only to help offset cost to the Town's general fund.

Councilwoman Hicks made a motion to approve the increase of open and close fees at Sunset Cemetery. Councilwoman Sachs seconded the motion.

Councilman Huppert stated he thought the increase in fees were adequate and would support that change but wanted to keep those fees reasonable for customers.

Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Nay; Stipes – Aye.

E. Discussion concerning community support (Bishop and Hicks).

Councilman Bishop expressed to Council that for a couple of years Council has discussed putting a cap on the community support amount for businesses and urged Council to start a discussion concerning said cap. Councilman Bishop offered a monetary cap of \$10,000 for each organization for community support. Councilman Showalter stated the cap could be an issue if it was not explained in writing and expressed that if someone wanted a higher cap then Council could support an increase and the cap amount would be mute. Mr. Showalter explained that if one Council member wanted more money for a certain non-profit then it could become political. He expressed that he already had an issue on the time spent on grant discussion rather than on the rest of the budget. Councilwoman Hicks expressed the need for the cap on community support and stated that more non-profits seem to be coming forward and at some point, there needs to be a cut-off amount. Councilwoman Sachs stated that there always seemed to be a concern with the amount offered to non-profits and she would support a cap. Mrs. Sachs asked Mrs. Tweedie if she could possibly work on percentages with the budget so Council would know what that number could look like. Councilman Stipes stated that he understood the intent of a cap, but it really depended on who applied and

what their needs were. He explained that sometimes it is a one-time acute need verses a recurring need so therefore putting a cap on the amount may not be sufficient for some organizations. Mrs. Tweedie explained that there were different types of organizations that provided certain purposes, and those organizations could be broken down into different classifications. Mrs. Tweedie offered to research the subject and bring results back to Council to see how they would like to proceed. Councilwoman Hicks expressed that there were different kinds of needs in the community. She stated that last year, with the pandemic, it was a perfect example of what can happen in the community. She further expressed that if there was a cap then hopefully it would keep other non-profits from reaching out that are not from the area. Councilman Showalter stated he would like Mrs. Tweedie to classify the non-profits for Council and recommended that a work session take place in the future to continue the discussion. Councilman Huppert expressed that last spring he expected more appreciation from the organizations that missed the deadline for community support. He explained that Council had granted several organizations permission to go through the process, even though they had missed the deadline.

## IX. STAFF REPORTS

### A. Town Manager

Mr. Wingfield asked Council for permission to hire a full time Aquatic Center Lifeguard and for the current part-time wages to be transferred to the full-time position with benefits. He explained that doing so would give Aquatics forty hours a week for lifeguard operations. Councilwoman Hicks stated that Aquatics was currently competing with other companies that do not require some of the training that the Aquatic Center requires and mentioned the lifeguard wages were far less than other companies. Mr. Wingfield stated the Town could possibly raise the wages for lifeguards to \$15 an hour and expressed that the lack of lifeguards at the Aquatic Center was currently making operations difficult. Mayor Barber requested that Mr. Wingfield have a discussion with Aquatics Director Terry Caldwell and report back to Council. Councilman Stipes stated he was fully aware of the need at the Aquatic Center and felt the staffing problem was keeping the Town from operating its investment in the pool, as well as limiting citizens access to the pools. Councilwoman Sachs stated she was supportive of a full-time lifeguard and expressed this new employee could potentially help with recruiting part-time lifeguards. Councilwoman Hicks expressed that several lifeguard positions have been lost in the last year due to the lack of available training during the pandemic and feels like Council needed to do something now for fear of losing current lifeguards.

Councilwoman Hicks made a motion to approve the full-time position of Aquatics Lifeguard and to transfer the part-time funds to the new position. Councilwoman Sachs seconded the motion.

Council asked Mr. Wingfield to bring back a revised pay scale for temporary help at the Aquatic Center. Councilman Showalter stated that he would like to see the revised pay scale for temporary help before he voted on the new position or the transfer of funds. Councilman Huppert agreed with Mr. Showalter and urged Mr. Wingfield to speak with Terry Caldwell at the Aquatic Center.

Councilwoman Hicks withdrew her motion and stated that she would also like to wait for the results from Mr. Wingfield's research. Councilwoman Sachs withdrew her second as well.

- B. Town Attorney  
None.
- C. Other Staff  
None.

X. COUNCIL REPORTS

Councilman Stipes reported that there was a YouTube presentation featuring Christiansburg Institute and Spectrum Media Solutions that he urged Council and the public to watch. He stated the presentation was very powerful and very moving.

Councilman Showalter inquired about older notes for the past work session at the community center at Christiansburg Institute. He explained he wanted to make sure the Town and CI were on track and could help the upcoming new Council members. Mr. Wingfield stated he could make the notes available for Council and Christiansburg Institute.

Councilman Huppert mentioned that Councilman Stipes had been a huge supporter of Christiansburg Institute and wanted to commend him on his support. Mr. Huppert also reported there were only 63 percent of people in Montgomery County that had received the Covid vaccine. He communicated that 97 percent of people that have had to go to the hospital have not had the vaccine and 98 percent that have died did not have the Covid vaccination. Mr. Huppert encouraged the public to get the vaccine.

Councilman Bishop  
None.

Councilwoman Sachs  
None.

Councilwoman Hicks expressed that it was a sad time for our country and touched on September 11<sup>th</sup> coming up and inquired if the Town lowered the flag on this day. Mayor Barber stated that the Town flag could be lowered to show recognition and that the Rockin' Main Street Concert Series held on September 11<sup>th</sup> would also be a tribute to the first responder heroes. Councilwoman Hicks asked if groups could gather after hours at Sunset Cemetery to honor September 11<sup>th</sup>. Councilwoman Hicks inquired if the Police department could send weekly reports to Council. She expressed that she would like to have a report of the number of break-ins, traffic accidents, etc. from the Police department. Officer Moye from the Police Department mentioned that the department currently performs quarterly updates and could easily pass that along to Council. Councilman Showalter included the Fire and Rescue departments in that decision as well stating they could send in quarterly reports instead of weekly reports. Mrs. Hicks added that Public Works could also. Mrs. Hicks also recognized the Fire, Police, and Rescue employees and volunteers for a job well done recently and wanted to express her gratitude.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:08pm.

\_\_\_\_\_  
Tracy Heinline, Clerk of Council

\_\_\_\_\_  
D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## PROCLAMATION FOR CONSTITUTION WEEK 2021

WHEREAS, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2021, marks the two hundred and thirty-fourth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, D. Michael Barber, by virtue of the authority vested in me as Mayor of the Town of Christiansburg of Montgomery County Virginia do hereby proclaim the week of September 17 – 23 as

### CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the Town of Christiansburg to be affixed this 14<sup>th</sup> day of September of the year of our Lord two thousand and twenty-one.

Signed \_\_\_\_\_

SEAL Attest \_\_\_\_\_

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING OCTOBER 3-9, 2021 AS FIRE PREVENTION WEEK

**WHEREAS**, the Town of Christiansburg, Virginia is committed to ensuring the safety and security of all those living in and visiting Christiansburg; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

**WHEREAS**, with proper preparedness, you can help keep your family safe from fire; and

**WHEREAS**, two easy steps you can take are: Testing the smoke alarms in your house, and creating and practicing a fire escape plan; and

**WHEREAS**, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm and households with children should consider drawing a floor plan of your home, marking two ways out of each room, including windows and doors; and

**WHEREAS**, Christiansburg's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Christiansburg's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the National Fire Protection Association (NFPA) has announced "Learn the Sounds of Fire Safety" as the theme for Fire Prevention Week 2021 and focuses on educating children and adults about smoke and carbon monoxide (CO) alarms, their necessity, and how the sounds they make help save lives.

**NOW, THEREFORE BE IT RESOLVED**, that Christiansburg Town Council, meeting in regular session September 14, 2021 proclaims October 3 – 9, 2021, as Fire Prevention Week throughout the Town of Christiansburg.

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop  
Johana Hicks  
Steve Huppert  
Merissa Sachs  
Henry D. Showalter  
Bradford J. Stipes  
D. Michael Barber, Mayor\*

\*Votes only in the event of a tie.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

September 14, 2021

**ITEM TITLE:**

Resolution in Support of FY23 and FY24 VDOT Revenue Sharing Program Funding Applications

**DESCRIPTION:**

The Town of Christiansburg intends to submit 9 applications for funding under the VDOT Revenue Sharing Funding Program (50/50) for the upcoming 2-year funding cycle.

The first two projects below are existing, Tier 1 projects that have previously received VDOT funding. Additional funding is being requested in lieu of the Local Funds identified as needed to complete the project. These projects as Tier 1 projects allows for top priority funding.

1. Cambria Trail
2. North Franklin Street Sidewalks, Elm Street to Mill Lane

The below three projects are new, Tier 2 projects and will potentially receive funding in the order of the staff recommended priority as listed below.

3. Stafford Drive Signal at Peppers Ferry Road
4. New Village Drive Signal at Peppers Ferry Road
5. N. Franklin Street Sidewalk In-Fill
6. Roanoke St/1<sup>st</sup> St Pedestrian Accommodations
7. Roanoke St/Depot St Pedestrian Accommodations
8. Roanoke Street Sidewalk In-Fill
9. Roanoke Street Crossing and Sidewalk

**POTENTIAL ACTION:**

The Engineering Department requests Council approval of the attached resolutions for the nine project funding applications.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Mike Kelley, Engineering Director

**ITEM HISTORY:**

The Town of Christiansburg submitted pre-applications to VDOT for these nine projects on July 1, 2021.

**Information Provided:**

Individual draft resolutions for each of the nine projects listed above.

Cambria Trail

<https://christiansburg.box.com/s/nq2p2ghev8kbw3dqi42xq6yw67zsz7n4>

North Franklin Street Sidewalks, Elm Street to Mill Lane

<https://christiansburg.box.com/s/xdgfeq8i4olh3g5pui0oh7gf14594jsq>

Stafford Drive Signal at Peppers Ferry Road

<https://christiansburg.box.com/s/r68m648euamqv4cz5isrim7n3tag>

New Village Drive Signal at Peppers Ferry Road

<https://christiansburg.box.com/s/1fokgnfno09x3enh4okmd6nseb55uva0>

N. Franklin Street Sidewalk In-Fill

<https://christiansburg.box.com/s/jjm8gvj906209sj2ze438e8bz943waiw>

Roanoke St/1<sup>st</sup> St Pedestrian Accommodations

<https://christiansburg.box.com/s/4x2drlluqyc0eb6apraf4vpd0mh4szj6>

Roanoke St/Depot St Pedestrian Accommodations

<https://christiansburg.box.com/s/1rs6on26kgitmwquw9s1kbjzzfztgubu>

Roanoke Street Sidewalk In-Fill

<https://christiansburg.box.com/s/9ey9u9b8noqv268ce8i1c7ysmbgg84tm>

Roanoke Street Crossing and Sidewalk

<https://christiansburg.box.com/s/e3ze41utq1jcg9gigvekbt678ditvkc4>





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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**  
Resolution in Support of FY23 and FY24 VDOT Transportation Alternatives Program Funding Applications

**DESCRIPTION:**  
The Town of Christiansburg intends to submit applications for funding under the VDOT Transportation Alternatives Funding Program for the following projects:

North Franklin / Wades Lane Intersection Pedestrian Improvements  
South Franklin / 1<sup>st</sup> Street Intersection Pedestrian Improvements  
Roanoke St/Depot St Pedestrian Accommodations  
Roanoke Street Sidewalk In-Fill  
Roanoke Street Crossing and Sidewalk

**POTENTIAL ACTION:**  
The Engineering Department requests Council approval of the attached resolutions for the five project funding applications.

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Mike Kelley, Engineering Director

**ITEM HISTORY:**  
The Town of Christiansburg submitted pre-applications to VDOT for these five projects July 1, 2021.

**Information Provided:**  
Individual draft resolutions for each of the five projects listed above.

N. Franklin Street Sidewalk In-Fill  
<https://christiansburg.box.com/s/jjm8gvj906209sj2ze438e8bz943waiw>

Roanoke St/1<sup>st</sup> St Pedestrian Accommodations  
<https://christiansburg.box.com/s/4x2drrluqyc0eb6apraf4vpd0mh4szj6>

Roanoke St/Depot St Pedestrian Accommodations

<https://christiansburg.box.com/s/1rs6on26kgitmwwquw9s1kbjzzfztgubu>

Roanoke Street Sidewalk In-Fill

<https://christiansburg.box.com/s/9ey9u9b8noqv268ce8ilc7ysmbgg84tm>

Roanoke Street Crossing and Sidewalk

<https://christiansburg.box.com/s/e3ze41utq1jcg9gigvekbt678ditvkc4>



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

**AGENDA LOCATION:**

CONSENT AGENDA

**Meeting Date:**

9-14-2021

**ITEM TITLE:**

Personal Property tax relief percentage for 2021 (PPTRA)

**DESCRIPTION:**

Each year the town receives \$228,552.85 in funds from the state to provide relief on personal Property tax bills for its citizens with qualifying vehicles pursuant to the Personal Property tax relief act. This year the calculated relief percentage is 28.83%. This is a decrease from last year's percentage of 34.23%

**POTENTIAL ACTION:**

Approval of the Personal Property tax Relief percentage of 28.83% to be applied to qualifying vehicles for 2021 tax bills.

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

In 1998 the Virginia legislature passed the Personal Property Tax Relief Act (PPTRA) and each year we calculate the percentage of relief that citizens will receive based on qualifying vehicles. All vehicles that are for personal use and under \$1,000 in value receive 100% relief. Personal use vehicles valued between \$1,001 and \$20,000 receive the calculated percentage relief and no relief is provided for vehicles valued in excess of \$20,001.

Before proration, this was a relatively straight forward calculation as we received all vehicle values as of January 1 of each year and the percentage was calculated using those numbers. With Proration in effect the calculation now requires estimation of the number of qualifying vehicles that will be added and deleted in the last quarter as well as an estimation of the values to be applied to those vehicles added and deleted during the first 9 months of the year.

Based on the data received to date and review of prior years we have calculated the PPTRA percentage for this year to be 28.83%. This is a 5.4% drop from last years relief percentage of 34.23% The change is due primarily to an increase in the number of qualifying vehicles and the increased values for those vehicles. Vehicles increased by almost 200 and the values increase by \$2.6 million this spreads the fixed \$228,552 in relief we receive over a larger base resulting in a lower % of relief.



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**

Correction to lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.

**DESCRIPTION:**

The correction removes the words “per month” from the lease presented and approved on August 24<sup>th</sup>. The amount was intended to be a onetime payment for the three-month term. Currently the Town receives approximately \$300 per site per month.

As a summary of this item, this is a short-term lease continuing the terms from the 2016 lease. The Town staff is still working on a longer-term lease with potentially different terms—including increased rates--to come before Council later this fall. The four locations are:

- a. Municipal water tank located on Simpson Road, NE, Christiansburg, Virginia (coordinates 37.1403. -80.3723) (aka Hubble Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- b. Municipal water tank located on 1490 Sherwood Drive, Christiansburg, Virginia (coordinates 37.1391. -80.3851) (aka Hills Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- c. Municipal water tank located on Holstein Lane, SE, Christiansburg, Virginia (coordinates 37.1148. -80.3741) (aka Falling Branch) (up to 50 ft<sup>2</sup> of antenna surface area).
- d. Municipal water tank located on 1306 Buffalo Drive, Christiansburg, Virginia (coordinates 37.1199. -80.4280) (aka Buffalo Tank) (up to 50 ft<sup>2</sup> of antenna surface area).

**POTENTIAL ACTION:**

Approve

**DEPARTMENT:**

Administration/IT

**ATTACHMENT**

[Proposed Lease with mark-up](#)



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**

Conditional Use Permit for a commercial auto garage at 1250 Roanoke Street for Tax Parcels 498 – ((7)) – 16A, 498 – ((7)) – 17A, and 498 – ((A)) – 113C by Glenwood Martin on behalf of Twin Oaks Properties LLC. The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The tenant of 1230 Roanoke Street—the Mechanic auto repair shop—requests to expand the garage to 1250 Roanoke Street to meet its growing needs for additional shop and office space. The last tenant of 1250 Roanoke Street was Tint Pros Plus. This use did not require a conditional use permit since it did not meet the definition of “Commercial Garage.” Now that the Mechanic wants to expand to 1250 Roanoke Street, a conditional use permit is required. Both properties are owned by Twin Oak Properties, LLC represented by Glenwood Martin and share a common storage area. In 2014, a conditional use permit was approved at 1230 Roanoke Street for a commercial garage—the current location of The Mechanic.

On August 2, 2021, Planning Commission by a vote of 6 to 0 to recommend approval with the following conditions:

1. The property is to be maintained in a clean, sanitary, and slightly manner.
2. All parts, including faulty parts, tires, etc. are to be kept inside the garage or a fully enclosed building (including a roof) until disposal.
3. There will be no storage of vehicles upon the premises except for vehicles occasionally left for repair. All vehicles left for repair are to be kept on-premises and not within any public right-of-way or adjacent property. All vehicles on the property are to have a State inspection decal that is either valid or dated within 90 days of its expiration.
4. Mechanical work is to be done inside the building and not outside.
5. There are to be no discernible noises to residential properties in the nearby vicinity between 7:00 p.m. and 7:00 a.m.
6. This permit shall be subject to review by the Planning Commission in one year.

**POTENTIAL ACTION:**

Take action.

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**Information Provided:**

Planning Commission Minutes – August 2, 2021

<https://christiansburg.box.com/s/6l6vq4151qh8rozugs72i3zjsoye6k9a>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/icf65pugp1kmn2pv5t7i8g7ix9akq04v>

Staff Report with maps

<https://christiansburg.box.com/s/wfffw9o6j9kvsxxsk1jscf0g2hjquqr>



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**  
2021 Community Development Block Grant Annual Action Plan

**DESCRIPTION:**

The public hearing was held on August 24, 2021. The plan provides the required information by the U.S. Department of Housing and Urban Development (HUD) and outlines any proposed activities for Community Development Block Group funding through the current year's annual action plan. While it may vary some once the annual action plan is approved by HUD, the Town is expected to be allocated \$105,947 this year. The review period began on Saturday, August 14, 2021 and end September 14, 2021. The Action Plan will be on Council's agenda for approval at Council's September 14, 2021.

The proposed activity continues work in the Town's qualifying low to moderate income Census Block Group 020800-02 located in the Park District community. The Park Street sidewalk completed approximately .8 miles of sidewalk and drainage improvements in 2017 creating continuous pedestrian connectivity from East Main Street to Depot Street. The continuing sidewalk along the south side of East Main Street from Park Street to High Street is not a proposed activity this year since matching VDOT revenue-sharing funds were not awarded in 2018 and it was not a priority project identified for a revenue sharing application in the latest funding round. Like the Park Street sidewalk project, revenue-sharing matching funds would likely be needed to make the project feasible.

The proposed activity in the 2021 CDBG Annual Action Plan continues the focus on infrastructure projects within the Park District. The project that is continued from the past year is replacing substandard waterline within the designated area. The Town will utilize Town Public Works crews to complete the work as scheduling permits. The materials will be paid with CDBG funds.

Council approved a substantial amendment to the 2019 Annual Action Plan on June 23, 2020 which provides the Town a funding source from the allocation of \$62,234. Council will consider a second amendment for \$111,118 through the CDBG-CV CARES Act phase III funding. These funds can provide direct support to agencies that will continue to address basic needs that have increased since the outbreak of the COVID-19 pandemic.

There may be a possibility—and a desire—to redirect the allocated CDBG funds through a future substantial amendment of 2021 Annual Action Plan (and possibly past years) if other impacts are

identified and the infrastructure project proves too costly to take on at this time. Any changes would need close guidance by HUD and approval by Town Council.

**POTENTIAL ACTION:**

Take Action.

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**

2021 Draft Annual Action

<https://christiansburg.box.com/s/awrb7dpnyhed2amchlcs7iqkx25is>



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
September 14, 2021

**ITEM TITLES:**

1. Approve resolution to approve Budget amendment #2 for repair of retaining wall on Cambria Street, N.E.
2. Approve resolution to appropriate the funds per budget amendment #2.

**DESCRIPTION:**

These two items are related to the replacement of collapsed retaining wall in front of 1335 Cambria Street, N.E. The estimated total repair is approximately \$36,000 and the proposed Town contribution would be \$18,000. The budget modification approval and appropriation resolutions are needed to transfer \$18,000 from the General Fund: Retaining Wall Reserve to the General Fund: Retaining Wall Rebuild line item within the FY 22 budget. Based on plat and field research, the wall was determined to be on the property line, so staff is proposing to share the cost of the repairs with the homeowner.

**POTENTIAL ACTION:**

Action on both items.

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**ATTACHMENT**

[Resolution to approve budget amendment #2](#)

[Resolution to appropriate the funds per budget amendment #2](#)





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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
September 14, 2021

**ITEM TITLE:**

- A. Discussion of increased wages for part-time positions.
  
- B. Discussion of full-time Aquatic Center Lifeguard position(s).

**DESCRIPTION:**

At the last Council meeting, I was asked to follow up and bring back to Council further details on how to address potentially increasing wage rates for lifeguard positions at the Aquatic Center. Since then, I have met with Terry Caldwell, Aquatic Center Director and Alicia Dials, Human Resources Director regarding these two items. As we discussed the potential of raising the lifeguard wages to \$15 and above, it became clear that this could potentially create equity and pay compression issues for all of our Town part-time and full-time employees. The recommendation at this time would be to further study the pay structure of all part-time employees to come up with the best strategy moving forward. I am attaching a sheet with two potential options for compensation adjustments; however, Town Council may want to refer this to the Finance Committee for further study as significant shifts in the Town pay scales have significant long-term budget implications.

**POTENTIAL ACTION:**

Discussion of both items/Action if Council desires

**DEPARTMENT(S):**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**Information Provided:**

[FY 22 Comp Proposal](#)