



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
MARCH 8, 2022 – 7:00 P.M.

(The meeting will be in-person and streamed on YouTube Live)

In compliance with current public health guidelines pertaining to social distancing, limited seating will be available in the council chambers during the meeting. Limited viewing will also be available in the administrative conference room located on the same floor. Members of the public may make comments to Council in-person during Citizens Comments.

The meeting will be streamed live on the Town of Christiansburg's YouTube page at www.christiansburg.org/YouTube and will remain on the Town's YouTube page once the meeting concludes.

If you do not want to or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main St., Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, March 8, 2022, for the comments to be distributed to Town Council before the meeting.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Approval of Minutes of February 22, 2022
- B. Monthly Bill List
- C. Resolution recognizing March 21, 2022, as Down Syndrome Awareness Day
- D. Award contract to Boxley Materials Company in the amount of \$579,043.50 for construction of the Primary Extension Paving – Roanoke Street, Depot to US 460 Bypass Interchange subject to VDOT's concurrence.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Police Chief Mark Sisson to provide update on the AXON body camera program
- B. Engineering Director Mike Kelley to provide Engineering Department update

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Central Business Committee

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Resolution for the disposition of a Town-owned lot at the intersection of West Street and Johnston Street (Tax Parcel 497 – ((12 Sec 3)) – 16A; Parcel ID 070451). The public hearing was held on February 8, 2022.
- B. Conditional Use Permit request by Rockstep Christiansburg, LLC for operation of a carnival from April 27, 2022 through May 8, 2022 on property located at 782 New River Road N.W., (Tax Parcel 435 – ((A)) – 41; Parcel ID 007741) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The public hearing was held February 22, 2022.
- C. Conditional Use Permit request by Taylor E. Linkous and Blair Lawton, LLC for a business auction house on property located at 2790 Roanoke Street (Tax Parcel 501 – ((5)) – 2; Parcel ID 030021) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The public hearing was held February 22, 2022.

D. Sunset Cemetery burial plot sales prices

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 22, 2022, 7:00 P.M. – Regular Meeting
April 12, 2022, 7:00 P.M. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
FEBRUARY 22, 2022 – 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 FEBRUARY 22, 2022, AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Henry Showalter; Samuel M. Bishop; Johana Hicks; Tanya Hockett; Casey Jenkins; Tim Wilson.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Engineering Director Mike Kelley; Finance Director Valerie Tweedie; Police Chief Mark Sisson.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

No adjustments.

III. PUBLIC HEARINGS

- A. Conditional Use Permit request by Rockstep Christiansburg, LLC for operation of a carnival from April 27, 2022, through May 8, 2022, on property located at 782 New River Road NW, (Tax Parcel 435 – ((A)) – 41; Parcel ID 007741) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Justin Cole, Cole Shows Amusement Company, expressed that the carnival was well received last year and offered to answer any questions Council had. Councilman Bishop questioned if there had been any issues in the past during the carnival events. Mr. Cole expressed there had been minor issues and those issues were not serious. Chief Sisson noted the Police Department worked well with the carnival each year and noted there would be police presence there.

B. Conditional Use Permit request by Taylor E. Linkous and Blair Lawton LLC for a business auction house on property located at 2790 Roanoke Street (Tax Parcel 501 – ((5)) – 2; Parcel ID 030021) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Taylor Linkous, owner of 2790 Roanoke Street, offered to answer any questions Council had concerning the conditional use permit presented. He explained the property would be used for an auction house but more of an on-line type of platform and noted there would be no excessive traffic or loudspeakers on the property. Mr. Linkous talked about cosmetic improvements to the building as well as the types of items that would be auctioned. He noted that the majority auctioned would be real estate and high-end assets such as jewelry, coins, etc. Assistant Town Manager Andrew Warren stated there had been no conditions recommended by the Planning Commission for this conditional use permit.

IV. CONSENT AGENDA

- A. Approval of Minutes of February 8, 2022
- B. Monthly Bill List

Councilman Bishop made a motion to approve the Consent Agenda items as presented. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

- A. David Rotenizer, Executive Director of Montgomery County, Blacksburg, Christiansburg Regional Tourism to present on agency operations

David Rotenizer introduced himself to Town Council and gave a brief background of the joint tourism program and talked about the direct economic impact in the area from 2016 to 2020. He explained that Covid had negatively impacted tourism and hospitality in the area. He noted the positive economic impact of the Aquatic Center and the future signature park and stated that these facilities are crucial in bringing in visitors for Christiansburg's hotels and restaurants. Mr. Rotenizer talked about the vibrancy and potential for the Downtown and Uptown areas in Christiansburg and complimented the wayfinding signs in Town. He referenced the Huckleberry Trail bridge that runs across Route 114 and suggested there be a Huckleberry Trail sign for the bridge. He talked about the new NRV Passenger Rail, Christiansburg Institute, the Trans America Bicycle Trail, and the Huckleberry Trail connecting the community. Councilman Jenkins questioned the regional collaboration concerning tourism and any challenges he may foresee. Mr. Rotenizer explained that tourism looked at the regional collaboration as an opportunity, not a challenge, to meet new people and start something new.

Councilwoman Hicks invited Mr. Rotenizer to the Central Business District meeting on February 23rd and expressed that she liked the idea of the Huckleberry Bridge sign. Mayor Barber explained that the Town's tourism is funded by a one percent increase approved many years ago on the lodging tax. Mr. Barber also agreed a Town of Christiansburg sign along with the Huckleberry Trail sign would be nice. Councilman Showalter expressed that he was looking forward to working with Mr. Rotenizer and the tourism's historic angle. Mr. Showalter expressed interest in the Huckleberry Trail bridge sign as well and asked that the Central Business Committee work with the Bikeway-Walkway Committee or the Friends of the Huckleberry Trail to produce a sign.

B. Tina King, Executive Director of New River Valley Agency on Aging to present on agency operations

Tina King addressed Council and explained that the Town of Christiansburg has provided funds to the New River Valley Agency on Aging for forty-seven years. Ms. King talked about the agency's different services they provide. She explained that the NRV Agency on Aging was a governmental cooperative formed in 1975 that received funding from public sources, grants, and contributions/donations. Ms. King talked about the areas they serve and the agency's mission to help maximize independence of older adults and enhance their quality of life. She touched on the many support services the agency provides such as in-home services, transportation services, and respite care that assists caregivers. Ms. King concluded that the agency had been supportive of 2,258 individuals in the Town of Christiansburg in the year 2021. She thanked Council for their support and expressed that NRV Agency on Aging was asking for a total of \$5,049 this year in support. Councilwoman Hicks expressed that she was on the NRV Agency on Aging Board and was glad to hear the funding from the Town had helped with the number of services provided to citizens. Councilman Jenkins inquired how Ms. King's statistics compared to years prior and how the demand grows going forward. Ms. King expressed that during Covid numbers had dropped but noted that two years ago they had supported approximately 2,600 individuals. Councilwoman Hicks noted that the agency was also open to donations at any time.

VI. CITIZEN COMMENTS

Bob Poff, 155 Arrowhead Trail, asked Council for support for the Montgomery Museum of Art and History with passing the budget amendment. Mr. Poff explained the Museum had outgrown its space and the Town's funding would help the museum with the upcoming relocation. He noted that the Museum had offered residents and tourists with impactful ways for the best place to live work and play. Mr. Poff referenced the Town's Destination 2022 Plan and expressed that goal #1 in the plan stated, "an active destination for culture, recreation, and entertainment." He also stated that the Town's Comprehensive Plan states that the Tourism's purpose is to stimulate economic opportunity and enhance the quality of life. Mr. Poff concluded that the Museum benefits the Town with an increase in tourism and that by relocating downtown there would be more visitors to the Museum.

Ernie Wade, 220 Emerald Blvd., President of Montgomery Museum of Art and History, expressed thanks to the Town for the continuing support over the years. He spoke about the purchased building on the Town Square and how the Museum would close on the property February 28th. Mr. Wade expressed that both Montgomery County and the Town of Blacksburg had agreed to accept the Museum's request for funds and expressed disappointment that Town Council had not acted at the last meeting for Museum funding. He expressed there had been a firm commitment made from the Town in November of 2021 and asked that the Town honor their commitment they had made to the Museum.

Susan Miller, MCEAP (Montgomery County Emergency Assistance Program), thanked Council for the opportunity to apply for funds for the program. Ms. Miller explained that MCEAP had suffered financially because of Covid and that in January of 2021 they had assisted 78 families, this year they had helped 159 families. She explained that the need for assistance is great and continues to increase in the community.

Joe Davidson, President of the local advisory board for the New River Valley Agape Center, addressed Council and expressed excitement for the growing relationship with the Town of Christiansburg. He noted the local advisory board was formed in March 2020. Mr. Davidson explained that the Agape Center provides food, diapers, clothing, and other essentials to the community. Mr. Davidson concluded that the center was in the process of purchasing a building in the Town of Christiansburg.

Kim Bowman, 535 Arrowhead Trail, Director of the NRV Agape Center, addressed Council and expressed that the center had provided food to 1,031 individuals, clothing to 300 individuals, and Christmas gifts to several hundred children as well. Ms. Bowman expressed that the need is great for the community and appreciated Council's time.

VII. COMMITTEE REPORTS

A. Street Committee Report/Recommendation

1. Subdivision of Tax Parcel 496-((20))-2A situated along Scattergood Drive NW (creating 2 lots)

Councilman Bishop explained the owner of the referenced subdivision along Scattergood Drive NW wanted to divide the lot to create two lots.

Councilman Bishop made a motion to approve the recommendation by the Street Committee for the subdivision situated along Scattergood Drive NW.

Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

2. Boundary Line Vacations and Public Utility/Access Easements Dedication for Tax Parcels 500((2))1, 500((A))7, and 500((A))7e located at 2390 Roanoke Street

Councilman Bishop explained that the two easements proposed would be for a public utility easement over two water meters and for a public access easement on the corner of Industrial Drive and Roanoke Street for a small portion of sidewalk on private property. Councilwoman Hicks inquired about the process for acquiring additional meters for a property. Town Manager Wingfield explained that if a meter was needed for watering a yard, then a resident could use an irrigation meter and not pay the sewer fees. He explained that the Town does not require a resident to connect to Town water but a connection to sewer is mandatory if living in Town limits and sewer is available. He explained the water meter connection fee is \$3,000 minimum for in Town and \$4,500 outside Town.

Councilman Bishop made a motion to approve the recommendation by the Street Committee for the boundary line vacation and public utility/access easements dedication for 2390 Roanoke Street. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Resolution to Budget Amendment #8 for FY 2021-2022 (Showalter, Hockett)

Councilman Showalter made a motion to approve the resolution to budget amendment #8 for FY 2021-2022. Councilwoman Hockett seconded the motion.

Mayor Barber noted that the funds would be for the purchase of the property on E. Main Street not specifically for Museum operations. Councilman Jenkins read a disclosure statement pertaining to his employment with the Museum and explained he would abstain from any discussions and actions. *The signed disclosure statement was included in the final minute book.* Councilwoman Hicks explained that since she abstained from the last vote concerning the Museum, she would do so again due to office space near the property. Mrs. Hicks also expressed concern that the budget amendment items on the agenda did not clarify to the public what the amendments were pertaining to. Mayor Barber expressed that the item was a public presentation in November 2021 and noted in the minutes of Town Council.

Town Council voted as follows: Bishop – Aye; Hicks – Abstain; Hockett – Aye; Jenkins – Abstain; Showalter – Aye; Wilson – Nay.

B. Resolution to Appropriate Funds per FY 2021-2022 Budget Amendment #8 (Showalter, Hockett)

Councilman Showalter made a motion to approve the resolution to appropriate funds per FY 2021-2022 budget amendment #8. Councilwoman Hockett seconded the motion.

Councilman Wilson noted that he would not support funding for outside organizations using taxpayer money.

Town Council voted as follows: Bishop – Aye; Hicks – Abstain; Hockett – Aye; Jenkins – Abstain; Showalter – Aye; Wilson – Nay.

C. Discussion of College Street stormwater

Mr. Wingfield reported on the Water and Waste Committee meeting and explained that College Street property owners in the lower pond area had been polled and most owners would be willing to sell their property but two would not. Mr. Wingfield explained that this left the committee with essentially either do nothing or Option C, which included the upstream pond installation. He explained the project would be designed for a twenty-five-year storm but could not guarantee there would be no flooding in the future. Mr. Wingfield talked about the Resiliency Plan funding option, the VDOT Revenue Sharing option, and the General Fund/Stormwater Enterprise dollars. He explained that by using the ARPA funds there would be deadlines. He explained that Option C would cost approximately \$2.35 million which would include the design and the construction. Councilwoman Hicks expressed the importance of this project and that it should be a high priority for Council. She noted that the ARPA funds should be used for this project first before other projects. Councilman Showalter inquired if Mr. Wilson and Mrs. Hicks recommendation was for the Town to not pursue a 50/50 match from the state for the College Street project and instead take the funds directly from the Town's reserves. Mr. Wilson and Mrs. Hicks agreed that this was the recommendation. Councilwoman Hicks inquired why Montgomery County could not help with funding the project since the College Street residents pay County taxes as well. Mr. Wingfield expressed that there were other locations in Town that had issues with flooding that could be comparable to College Street. Mrs. Hicks asked Mr. Wingfield to report back to her with a list of those properties. Councilman Showalter asked about the ARPA deadlines and where the Town stands on the reserve fund policy. Mr. Wingfield and Mrs. Tweedie explained the Town's reserve fund was slightly below forty percent and explained the Town was able to designate ARPA funds for certain specific allowable items, such as emergency services pay, which meant the Town could take an existing project, complete that project using ARPA funds, and still meet the ARPA expenditure and reporting deadlines, even if the project went past the deadlines.

Mr. Wingfield stated that he preferred to apply for and receive grants to pursue the project in a timely manner. He explained that one of the concerns was that a property owner would not agree to an easement dedication. Mr. Wingfield explained that the Town could pursue easement acquisition and 30% design drawings for approximately \$200,000 and could get a final design for an additional \$150,000. Council decided to acquire permission from property owners for easements and complete the surveys. Council also agreed the channel property owners needed to dedicate their easements to the Town. Mayor Barber mentioned he would like to see an easement dedication first from the property owners and a written understanding from the property owners that

this would not be a guarantee of a flood free zone. Mrs. Tweedie clarified that Council would like this funding to come from the ARPA fund and Council agreed.

Councilman Wilson made a motion to approve the guarantee of easement dedication from the property owners on College Street and clarified the funds would come from the ARPA fund. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reported that the Christiansburg Institute and the Montgomery Museum of Art and History would unveil the African American Storyboard March 20th at 3:00 p.m.

Mr. Wingfield stated that he planned on temporarily closing Marvin Jarels Circle for the event.

B. Town Attorney

No report.

C. Other Staff

No report.

X. COUNCIL REPORTS

Councilman Showalter

No report.

Councilman Bishop

No report.

Councilwoman Hicks

Reported that last year with the community support the NRV Agency on Aging was funded less than \$5,000 and was requesting \$5,049. Mrs. Hicks explained that they had asked for a seven percent increase over last year and that was included in what the agency was asking for this year.

Councilwoman Hockett

No report.

Councilman Wilson

No report.

Councilman Jenkins

Mr. Jenkins reminded everyone there would be a Central Business Committee meeting on February 23rd at noon.

Mayor Barber

Thanked Council for reconsidering the budget amendment for the Museum. He expressed that it was the Town's moral obligation.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:23 p.m.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION RECOGNIZING MARCH 20 - 26, 2022 AS DOWN SYNDROME AWARENESS WEEK AND MARCH 21, 2022 AS DOWN SYNDROME AWARENESS DAY

WHEREAS, approximately one in every 700 children are born with Down Syndrome, representing an estimated 6,000 births per year in the United States; and,

WHEREAS, while research and early intervention have resulted in dramatic improvements in the life span and potential of those who are affected, more investigation is needed into the causes and treatment of Down Syndrome; and,

WHEREAS, people with Down Syndrome are active participants in educational, occupational, social, and recreational circles of our communities and possess a wide range of abilities; and,

WHEREAS, individuals with Down Syndrome should have equal opportunity to achieve the universally desired goals of self-fulfillment, pride in their achievements, inclusion in their community, and reaching their fullest potential; and,

WHEREAS, The Down Syndrome Association of the New River Valley Inc. and other agencies in our area have worked for many years to educate and support parents and individuals with Down Syndrome; and,

WHEREAS, Christiansburg Town Council encourages residents to support the Down Syndrome Association of the New River Valley Inc. and all other agencies that support and work with these citizens, families, schools, healthcare professionals, and governments to help create opportunities, raise awareness, and facilitate solutions for these valued members of our community.

NOW, THEREFORE, BE IT RESOLVED that Christiansburg Town Council, meeting in regular session on March 8, 2022, designates March 20-26, 2022 as Down Syndrome Awareness Week and March 21, 2022 as Down Syndrome Awareness Day to encourage our citizens to work together to promote respect and inclusion of individuals with Down Syndrome and to celebrate their accomplishments and contributions to the community. Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 8, 2022, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Johana Hicks

Tanya Hockett

Casey Jenkins

Henry D. Showalter

Tim Wilson

D. Michael Barber, Mayor*

*Votes only in the event of a tie.



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

March 8, 2022

ITEM TITLE: Award Contract to Boxley Materials Company in the amount of \$579,043.50 for Construction of the Primary Extension Paving – Roanoke Street, Depot to US 460 Bypass Interchange subject to VDOT's concurrence.

DESCRIPTION: Contract award in the amount of \$579,043.50 to Boxley Materials Company for Construction of the Primary Extension Paving – Roanoke Street, Depot to US 460 Bypass Interchange subject to VDOT's concurrence. This project consists of milling, paving, and striping to current VDOT standards. Roanoke Street will be paved from Depot Street to the US 460 Bypass interchange. Since this is a federally funded project through VDOT's State of Good Repair (SGR) program, concurrence from VDOT to award the project is required. Boxley Materials Company was the only bidder.

POTENTIAL ACTION: Approve Notice of Award and authorize the Town Manager to enter into Contract for the subject Work pending VDOT's concurrence.

DEPARTMENT:

Engineering

PRESENTER:

Michael Kelley

Information Provided:

Draft Notice of Award

<https://christiansburg.box.com/s/zrdw6rbpt3f7b5xxz8x6jugvcwuiwb7>

Detailed Bid Tabulation

<https://christiansburg.box.com/s/5txcidj3878u0fd71zmxkpokrprpsqq>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

March 8, 2022

ITEM TITLE:

Resolution for the Disposition of a Town-owned lot at the intersection of West Street NE and Johnston Street NE (Tax Parcel 497 – ((12 Sec 3)) – 16A; Parcel ID 070451)

DESCRIPTION:

This is the public hearing for resolution for the disposition of the small parcel (.06 acres) on the corner of West Street and Johnston Street. It was the former location of the demolished Church of God in Christ that was conveyed to the Town by a Special Commissioner's Deed on February 24, 2020. The Town is making the property available for purchase through sealed bids with a deadline of February 28, 2022, at 4:00 p.m., at which time they will be opened in the Town Manager's office. The Town will accept the highest bid for the property and reserves the right to restrict construction of a single-family residence on the property unless it is combined with another property and made compliant with applicable zoning and subdivision regulations by deed restrictions. The Town also reserves the right to retain an 8.5-foot street widening and public utility and drainage easement on the West Street side and a 10-foot street widening and public utility and drainage easement on the Johnston Street side of the property through the transfer deed, which will be prepared by the Town Attorney. Town Council will have the right to reject any and all bids and cancel the sale at any time.

The Town only received one sealed bid, which was received on time, in the amount of \$1,500 from Joseph D. Stump, an adjoining property owner. The current Montgomery County assessment is \$5,900.

POTENTIAL ACTION:

Approve Resolution

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

West Street – Johnston Street lot sketch:

<https://christiansburg.box.com/s/voghonu6c8t27lwhdak2pymgalw9xjg>

Resolution for Disposition of a Town-owned lot at the intersection of West Street NE and Johnston Street NE.

<https://christiansburg.box.com/s/vxbd6bw7qib0ai9st8cmx925z6yn7k8b>



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
March 8, 2022

ITEM TITLE:

Conditional Use Permit request by Rockstep Christiansburg, LLC to allow operation of a Carnival from April 27, 2022 through May 8, 2022

DESCRIPTION:

The applicant is requesting a Conditional Use Permit (CUP) to allow a Carnival from April 27 – May 8, 2022. This permit is requested annually and has been granted in the past. Along with the approval and conditions noted below, Planning Commission asked staff to consider a way in which this could be approved for multiple years at a time avoiding a conditional use permit application every year. Council may want to consider this a multi-year approval in the future or changing this to an administrative review if there is a desire to streamline the approval process for all carnival uses. After discussing this internally, it is not recommended to change the approval to a multiyear approval this year at least since the advertising of the Conditional Use Permit reflected a permit for this year only.

On January 31, 2022, Planning Commission voted 6 to 0 to recommend approval with the following 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 2022 to May 2022 only.*

POTENTIAL ACTION:

Take Action

DEPARTMENT(S):

Planning Department

PRESENTER:

Andrew Warren, Assistant Town manager

Information Provided:

Planning Commission Minutes – January 31, 2022

<https://christiansburg.box.com/s/1j52l2cqsjdp3zyrhrodrq27qqx4jr2z>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/8mvthwef3ancxkqdmshif91ryy07gp41>

Staff Report with maps

<https://christiansburg.box.com/s/m3dbkjy8xi49nk4ltzddgcxko0i3ieqb>

Town Council Resolution (draft)



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
March 8, 2022

ITEM TITLE:

Conditional Use Permit request by Taylor E. Linkous and Blair Lawton LLC for an Auction House, Business, on property located at 2790 Roanoke Street, further identified as Parcel ID 030021; Tax Parcel No. 501- ((5)) - 2.

DESCRIPTION:

The applicant is requesting a Conditional Use Permit (CUP) to allow an Auction House, Business.

They have stated that while there will be merchandise stored and on display at the location for viewing and purchase, the majority of their business is online, and that there will not be a large number of in-person auctions at this location.

On January 31, 2022, Planning Commission voted 6 to 0 to recommend approval without conditions.

POTENTIAL ACTION:

Take Action

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town manager

Information Provided:

Planning Commission Minutes – January 31, 2022

<https://christiansburg.box.com/s/1j52l2cqsjdp3zyrhrodrq27qqx4jr2z>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/bftkmhy325dyrkzfepv6xtqnb5yi5hei>

Staff Report with maps

<https://christiansburg.box.com/s/ybhq0ylz9nma0xitvipyv6b3nf0yle89>

Town Council Resolution (draft)

<https://christiansburg.box.com/s/prw1pghopd79ecjrytxehzxr88tsmzw>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

March 8, 2022

ITEM TITLE:

Sunset Cemetery burial plot sales prices

DESCRIPTION:

The Town took over operation of Sunset Cemetery in 2008 and has historically looked at costs and fees to ensure we are staying competitive in our pricing while still maintaining quality perpetual care. The last rate increase was in 2016, with prior increase to fees in 2008 and 2010. In total, the cemetery has approximately 14,664 designated spaces in 21 sections plus the columbarium. On August 24, 2021, Council voted to increase the open and close fees for the existing spots. As of August, 15 sections are fully sold, with 331 spots available in the six other sections and the columbarium.

The new sales prices are for the new portion of Sunset Cemetery that we would like to make available to the public. After surveying of the new portion of the Sunset Cemetery, the new section--located on the northwest portion of the property near the flag and the columbarium--will consist of 840 new plots. Cemetery staff had already received approximately 50 inquiries from interested purchasers of the new plots. We also have received a few requests for relocating from an existing area of the cemetery to a new area. In the past, we typically have increased the plot cost when opening a new section of the cemetery. The most recent example of this was section "S" where the columbarium is located. This fee was increased to \$1,000 in 2016. We are recommending increasing the cost per plot to \$1,200 for the new section.

POTENTIAL ACTION:

Approve sales prices

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield